PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
Approved 2017 Administrative Budget - 12/21/16

PROJECTED INCOME/REVENUES

Small Cities Service Contracts	
City of Port Jervis (2017)	$ 60,000
FY2016: Total RECAP/HOME ($30k-3 yr. contract)	$ 10,000
Sub-Total:	**$ 70,000**
Small Cities Grant Administration	
FY2014: Jersey Ave. Sewer- Contract (2017)	$ 27,000
FY2014: MicroEnterprises (2017)	$ 10,000
FY2015:Total AHC Rehab/Contract ($12k - 3 yr.contract)	$ 4,000
FY2015: Total NYS DOS Code Update ($10k - 3 yr. contract)	$ 3,333
Sub-Total:	**$ 44,333**
Program Income - Revolving Loan Funds	
HUD Revolving Loans @ 20%	$ 8,297
NYS Revolving Loans @ 18%	$ 27,012
Program Delivery @ 49.80 x 10 hrs.	$ 498
Sub-Total:	**$ 35,807**
Section 8 Administration	
Housing Choice Voucher Program (@ $15,570 per month x 10 mos.)	$ 157,500
Jan/Feb. @ $14290 per month	$ 29,920
S8 Client Reimbursement	$ 600
Sub-Total:	**$ 188,020**
Other:	
Health Insurance Reimbursement	**$ 22,401**
Bank Interest - All Accounts	**$ 100**
TOTAL INCOME & REVENUES	**$ 360,661**

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY-Approved 2017 Administrative Budget- 12/21/16	
General Administrative Expenses	
Sec.8 Portabilities	$ 2,100
Accountant	$ 7,000
Attorney	$ 7,000
Inspector	$ 18,720
Legal	$ 250
Telephone/Fax	$ 1,300
Postage	$ 3,500
Office Supplies	$ 5,000
Computer Software/Updates/Support	$ 12,924
Equipment M: Maintenance/Leases/Rental	$ 2,250
Advertising	$ 400
Dues/Subscriptions	$ 400
Training/Travel	$ 2,000
Petty Cash	$ 1,000
Bank Fee	$ 100
Management Fee	$ 2,400
TOTAL - General Administrative Expenses:	**$ 66,344**

Staff Salaries & Benefits	**Full-time**			**Part-time**	
	Exec Director PJCDA/Small Cities	Sec. 8 Program Admin.	Sec. 8 Family Services Coord.	Bookkeeper *	**Total**
Base Salary	67,320	40,798	31,824	7,560	$ 147,502
Retirement	6,261	6,528	2,960	-	$ 15,748
Disability**	72	72	72	72	$ 288
FICA/Medicare	5,137	3,113	2,428	577	$ 11,254
Medical	11,328	25,932	25,932	-	$ 63,192
Medical/Retired	11,328	-	-	-	$ 11,328
Dental	266	266	-	-	$ 532
Optical	100	100		-	$ 200
Unemployment	300	300	300	-	$ 1,900
Workmens' Comp***	-	-	-	-	$ 1,650
Total Payroll Expenses:	102,111	77,109	63,516	8,209	**$ 250,944**
Total General Admin Expenses					**$ 66,344**
GRAND TOTAL EXPENSES:					**$ 317,288**

*P/T Bookkeeper: $18.00/Hour x 7 hours per day x 5 days per month.

** Disability - est. $6.00 per employee per month

*** Worker's compensation - Lump Sum

PJCDA Estimated Balance - 2017

TOTAL INCOME & REVENUES	$	360,661
Less Projected Expenses	$	(317,288)
Difference / Contingency	$	43,373