

# NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

## Highlands General Operating Budget FY08 vs FY09 Proposed Budget

REVENUES:	FY08 Budget	FY09 Budget	% Change	Explanation
State of New Jersey Appropriation	3,000,000.00	2,400,000.00		
Balance from prior fiscal year	322,276.48	489,453.02		
Miscellaneous Revenues & Reimbursements		4,500.00		
<b>Total Revenues:</b>	<b>\$3,322,276.48</b>	<b>\$2,893,953.02</b>		
<b>EXPENDITURES:</b>				
	<b>FY08 Budget</b>	<b>FY09 Budget</b>		
<b>Salaries</b>				
Staff Positions	1,844,936.71	1,889,402.47	2%	
Salary Adjustment Reserve	76,929.48	75,576.10	-2%	
<b>Total Salaries</b>	<b>\$1,921,866.19</b>	<b>\$1,964,978.57</b>	2%	
<b>Materials and Supplies</b>				
Photocopier Rental	17,772.00	18,000.00	1%	
Postage Machine Rental	600.00	700.00	17%	Increase in software update on machine rental
Water Cooler and Supplies	3,600.00	3,600.00	0%	
Printer supplies	19,200.00	5,000.00	-74%	Reduction in large scale printing
Printing and reproductions	19,000.00	5,000.00	-74%	RMP printing costs in RMP budget
Books, publication, periodicals	5,000.00	2,500.00	-50%	Reduced costs with membership
Other Materials and Supplies	50,000.00	30,000.00	-40%	Reflects in-house inventory and actual costs
<b>Total Materials and Supplies</b>	<b>\$115,172.00</b>	<b>\$64,800.00</b>	-44%	
<b>Other Operating Expenses</b>				
Temporary Staff	51,800.00	52,000.00	0%	
Graduate Studies Program	26,600.00	65,000.00	144%	Need for two full time and two part time
Telephone Services	18,000.00	12,000.00	-33%	Reduction reflects year to date total
Blackberry Services	7,200.00	9,000.00	25%	Anticipated changes in plan and services
Postage	7,800.00	5,000.00	-36%	Reduction in mailing
Conference and Training	8,500.00	25,000.00	194%	Staff training in specialized area of work
Travel Expenses	15,000.00	5,000.00	-67%	Reduction in staff travel
Legal Services	140,000.00	155,000.00	11%	Anticipated increase in litigation
Accounting Services	25,000.00	25,000.00	0%	
Audit Services	15,000.00	25,000.00	67%	Additional charges for FY08 auditing services
Advertising	8,000.00	5,000.00	-38%	Use of low cost job posting sites if needed
Subscription, Membership, and Licenses	4,500.00	4,500.00	0%	
Insurance	25,000.00	12,000.00	-52%	Reduction reflects actual costs
Miscellaneous Operating Expenses	13,122.29	12,219.45	-7%	
<b>Total Other Operating Expenses</b>	<b>\$365,522.29</b>	<b>\$411,719.45</b>	13%	
<b>Maintenance and Repairs</b>				
Vehicular Maintenance	5,000.00	5,000.00	0%	
Office Equipment Maintenance	6,000.00	3,000.00	-50%	Reduction reflects actual costs
Rent and Utilities	210,000.00	250,000.00	19%	Increase in rent and utilities
Other Maintenance and Repairs	10,000.00	10,000.00	0%	
<b>Total Maintenance and Repairs</b>	<b>\$231,000.00</b>	<b>\$268,000.00</b>	16%	
<b>Equipment, Additions, and Improvements</b>				
Storage File Cabinets	6,200.00	3,000.00	-52%	Acquired some in FY08
Mobile Workstation	1,500.00	0.00	-100%	Not needed
Security System	10,000.00	10,000.00	0%	
MIS Technology	117,216.00	117,500.00	0%	
Science and GIS Technology	45,800.00	45,955.00	0%	
Other Equipment, Additions, Improvements	8,000.00	8,000.00	0%	
<b>Total Equipment, Additions, and Improve</b>	<b>188,716.00</b>	<b>184,455.00</b>	-2%	
<b>Total Expenditures</b>	<b>\$2,822,276.48</b>	<b>\$2,893,953.02</b>	3%	
<b>SUMMARY</b>				
<b>Total Non-Salary Expenditures</b>	<b>\$900,410.29</b>	<b>\$928,974.45</b>	3%	
<b>Total Salary Expenditures</b>	<b>\$1,921,866.19</b>	<b>\$1,964,978.57</b>	2%	
<b>Transfer to RMP Account</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	-100%	No transfer of funds to RMP Budget in FY09
<b>Total Expenditures</b>	<b>\$3,322,276.48</b>	<b>\$2,893,953.02</b>	-13%	
Prepared by Ranji Persaud, September 5, 2008				