

**PINELANDS COMMISSION  
OPERATING BUDGET REVENUES  
GENERAL FUND  
FISCAL YEAR 2018**

Revenue Source	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Anticipated	Notes
State Appropriation	2,469,000	2,499,000	2,649,000	2,649,000	1
State Supplemental Funding (Fringe Benefits)	687,000	687,000	687,000	687,000	2
Miscellaneous Income	500	300	300	600	
Interest Income	1,500	1,500	2,000	5,000	3
MTMUA Hydrologic Monitoring	16,500	0	0	0	
CCMUA Hydrologic Monitoring	16,500	17,952	16,500	8,000	4
EPA Buffer Grant	41,500	0	0	0	
NPS - Long Term Environmental Monitoring	178,820	181,277	118,000	329,750	5
NPS - Long Term Economic Monitoring	105,280	106,723	37,000	328,750	5
Stockton College MOA	0	20,000	20,000	20,000	6
Vehicle Auction Proceeds	2,000	2,000	0	0	
Wetlands Permitting	3,000	200	200	2,000	7
Pinelands Application Fees	253,000	425,000	500,000	340,000	8
Utility Companies ROW Program	59,200	59,200	59,200	59,200	9
<b>TOTAL REVENUE</b>	<b>3,833,800</b>	<b>4,000,152</b>	<b>4,089,200</b>	<b>4,429,300</b>	
Microfilm Reserve Anticipated	13,650	3,650	3,650	3,650	10
Computer Reserve Anticipated	21,600	21,600	18,420	18,420	11
Fenwick Manor Painting Reserve Anticipated	0	40,000	80,000	100,000	12
Administrative Assessment (Pnlds. Conserv. Fund)	80,000	80,000	80,000	80,000	13
Undesignated Fund Balance Anticipated	366,482	496,310	370,442	394,468	14
<b>TOTAL OTHER INCREASES</b>	<b>481,732</b>	<b>641,560</b>	<b>552,512</b>	<b>596,538</b>	
<b>TOTAL REVENUE AND OTHER INCREASES</b>	<b>4,315,532</b>	<b>4,641,712</b>	<b>4,641,712</b>	<b>5,025,838</b>	

**PINELANDS COMMISSION  
OPERATING BUDGET EXPENDITURES  
GENERAL FUND  
FISCAL YEAR 2018**

Expenditure Account	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Anticipated	Notes
<b>PERSONNEL</b>					
Salaries & Wages	2,452,800	2,473,705	2,540,554	2,691,781	15
Fringe Benefits	1,353,650	1,539,755	1,448,268	1,594,542	16,37
<b>TOTAL PERSONNEL</b>	<b>3,806,450</b>	<b>4,013,459</b>	<b>3,988,822</b>	<b>4,286,323</b>	
<b>SUPPLIES</b>					
Printing & Office Supplies	26,982	15,500	19,505	18,080	17
Vehicular Supplies	6,000	7,200	6,250	6,250	18
Household Supplies	4,200	6,000	7,800	8,450	19
Fuel & Utilities	39,000	41,100	42,150	42,350	20
Other Supplies	5,500	5,461	4,430	5,930	21
<b>TOTAL SUPPLIES</b>	<b>81,682</b>	<b>75,261</b>	<b>80,135</b>	<b>81,060</b>	
<b>SERVICES</b>					
Travel	5,900	8,000	8,610	14,900	22
Telephone	21,400	22,000	22,305	30,305	23
Postage	6,400	7,000	7,000	6,650	24
Insurance	40,800	43,900	45,800	51,900	25,37
Information Processing	63,400	69,500	94,780	77,471	26
Household Services	2,000	2,150	2,250	2,250	27
Professional Services	129,500	235,000	284,465	278,715	28,37
Other Services	17,900	21,679	23,075	28,640	29
<b>TOTAL SERVICES</b>	<b>287,300</b>	<b>409,229</b>	<b>488,285</b>	<b>490,831</b>	
<b>MAINTENANCE &amp; RENT</b>					
Maintenance - Buildings & Grounds	50,000	57,300	31,400	92,000	30
Maintenance - Equipment	17,000	25,500	17,700	17,700	31
Maintenance - Vehicular	3,350	6,000	5,750	5,750	32
Rent - Other	5,150	7,400	7,400	6,950	33
<b>TOTAL MAINTENANCE &amp; RENT</b>	<b>75,500</b>	<b>96,200</b>	<b>62,250</b>	<b>122,400</b>	
<b>IMPROVEMENTS &amp; ACQUISITIONS</b>					
Improvements - Buildings & Grounds	11,600	0	0	0	
Acquisitions - Vehicles	27,000	0	0	0	
Acquisitions - Equipment	4,400	3,563	3,800	4,619	34
Acquisitions - Information Processing Equipment	21,600	44,000	18,420	40,605	35
<b>TOTAL IMPROVEMENTS &amp; ACQUISITIONS</b>	<b>64,600</b>	<b>47,563</b>	<b>22,220</b>	<b>45,224</b>	
<b>TOTAL EXPENDITURES</b>	<b>4,315,532</b>	<b>4,641,712</b>	<b>4,641,712</b>	<b>5,025,838</b>	36

**PINELANDS COMMISSION  
OPERATING BUDGET  
FISCAL YEAR 2018 NOTES  
October 13, 2017**

1. The Governor's budget includes a FY 2018 State Appropriation to the Commission in the amount of \$2,649,000. This amount is the same as the FY2017 Appropriation.
  
2. State Supplemental Funding (Fringe Benefits) totaling \$687,000 helps to offset the Commission's health and pension costs. Since FY 2004, the Department of the Treasury has agreed to help the Commission finance its escalating health benefits premiums through an Interdepartmental Account. Beginning in FY 2009, the amount of assistance was calculated using projected health and pension costs not funded through other sources. Using this calculation, the Commission requested \$838,218 in FY 2012, \$837,927 in FY 2013, \$844,809 in FY 2014 and \$840,455 in FY 2015 but was only approved to receive \$687,000. In FY 2016, only \$687,000 was received and this amount was consistent for FY 2017 and will be for FY 2018.
  
3. Interest Income is earned in the Commissions checking account and the cash management fund designated for general use. Interest income for the Kirkwood Cohansey Aquifer Study and the Pinelands Conservation Fund is reflected in the budgets for those programs. Interest rates have fluctuated in recent years and have greatly affected interest income over several years and will continue to do so in FY 2018.
  
4. Monitoring for the Camden County MUA hydrologic projects will continue into FY 2017. Anticipated revenue is calculated using the amount to be paid to the USGS for this monitoring.
  
5. The Commission is entering its 24<sup>th</sup> year of the Environmental and Economic Long Term Monitoring programs. This anticipated revenue from the National Park Service is based upon that program's projected expenses during the fiscal year and unspent funds from prior years, which are reimbursed in full.
  
6. In November 2014, the Commission authorized the execution of a Memorandum of Agreement with Richard Stockton College (now University) to establish an alternative permitting process MOA. In accordance with Paragraph III.A.10., Stockton University is obligated to reimburse the Commission for staff costs associated with the development of the MOA and application fees for the review of any development projects conducted under the terms of the MOA.
  
7. The anticipated revenue from the NJDEP Wetlands Permitting program that the Commission helps to administer reflects the estimated permit fees to be received and is authorized through language in the Appropriations Act.
  
8. Application Fees of \$340,000 are anticipated to be received during FY 2018. This important component of the Commission's Operating Budget fluctuates tremendously from month to month. This funding source will be closely monitored throughout the fiscal year.

9. In October 2009, the Commission adopted the New Jersey Pinelands Electric Transmission Right-of-Way Maintenance Plan that authorizes the Utility Companies to maintain electric transmission rights-of-way without applying to the Commission. According to the Memorandum of Agreement, the companies pay an annual fee to cover the Commission's inspection and monitoring expenses.

10. The \$3,650 anticipated revenue from the Microfilm Reserve equals the amount being recommended in the expenditure accounts for items relating to permanent record storage, including microfilming and document imaging. The remaining balance in the Microfilm Reserve account will be held in reserve to sustain the future costs of the long term records management project.

11. The FY 2018 anticipated revenue from the Computer Reserve estimated at \$18,420 for Replacement Computers Replacement Printers and (2) new Servers. Additionally a wireless access point will be added and a Surveillance System.

12. The Fenwick Manor Painting Reserve has been established to earmark funds for the future painting of Fenwick Manor. Funds will be added annually until the project is complete. The current total consists of \$40,000 from FY15; \$40,000 from FY16 and \$20,000 from FY17. The Commission will continue to seek grant possibilities as an additional source of funding.

13. In April 2005, the Commission adopted a financial plan for the Pinelands Conservation Fund. Included in the plan is an annual assessment of \$20,000 from each of the four programs (see Pinelands Conservation Fund budget note #5). This \$80,000 administrative assessment will finance costs associated with cash management activities, accounting services, procurement services and centralized support services.

14. The projected amount needed from the Undesignated Fund Balance to balance the FY2018 budget deficit is \$394,468. Traditionally, the actual amount drawn from the fund balance at the fiscal year end is lower than anticipated. The amount in the Commission's fund balance is sufficient to cover the \$394,468 while leaving enough money to fund unforeseen expenses, emergencies and a similar budget deficit in the next few years.

15. The Commission's authorized staffing level is 66 full time equivalent positions (FTEs). Since FY 2007, unfilled vacancies have steadily increased to a total of 23 unfilled full time equivalent positions, or more than 35% of the authorized staffing level. The FY 2018 salaries and wages budgets (Operating, Kirkwood Cohansey Study and Pinelands Conservation Fund) finance only 42 of the 66 authorized full time equivalent positions.

16. The fringe benefits budget includes expenditures for the employer's share of Social Security (\$175,000), Medicare (\$45,000), disability insurance (\$2,000), flexible savings accounts (\$1,500) and miscellaneous administrative charges (\$1,000). The employer liability of pension related funds is estimated at \$365,000. The Commission's escalating health benefit premiums for active and retired employees are estimated at \$1,248,492 with a \$135,000 reduction for coinsurance payments

from staff members. Also included is \$13,070 for dental insurance premiums and \$675 for participation in the Employee Advisory Service. Lastly, \$202,072 of the total fringe benefits budget is projected to be funded by the Kirkwood Cohansey Study (\$16,692) and the Pinelands Conservation Fund (\$185,380) as shown in those budgets.

Upon Commission approval of the FY 2018 Operating Budget, the Executive Director will be authorized to pay the employer share of Social Security and Medicare at an amount not to exceed the budgeted funding of \$220,000.

17. The printing and office supplies budget includes expenditures for printing; office, computer, mailing, copying, and meeting supplies; office and computer equipment with an item cost of less than \$1,000; reference materials; scientific report printing/publication; and service awards. Grant-related expenses account for \$3,500 of this budget.

18. The majority of the vehicular supplies budget covers gasoline for Commission vehicles. Other costs budgeted in this account include replacement tires, supplies used for routine vehicular maintenance and other miscellaneous supplies such as keys, mats, scrapers and first aid kits. In FY 2010, the Commission's fleet was reduced from seven to five vehicles. However, high gasoline prices have offset some of the savings of a smaller fleet.

19. The household supplies budget provides for the purchase of materials to perform minor buildings and grounds maintenance, cleaning supplies, household paper products, basic kitchen supplies, household equipment costing less than \$2,000 and other operating supplies.

20. The fuel and utilities budget covers expenditures for heating fuel, electricity, water and sewer. During the latter part of FY 2016, the Commission was accepted into the State's cooperative purchasing for electricity and heating fuel.

21. The other supplies budget covers expenditures for supplies and equipment (less than \$1,000) supporting map-making, scientific research, fieldwork, and photographic needs. Grant related expenditures are a significant portion (over 88 %) of this account, totaling \$5,230 for FY2018.

22. The travel budget covers reimbursements to the staff for business mileage on their personal vehicles, tolls and parking, and meal allowances. The majority of the travel budget is used to reimburse Commissioners for business mileage and tolls.

23. The telephone budget includes basic service, toll charges, the service cost of a data circuit, conference calls, and cellular phone service and toll charges.

24. The postage budget finances general postage fees, parcel delivery charges and post office box rental charges. Over the last several years, this account has decreased as more correspondence is sent electronically including public outreach.

25. The insurance budget covers estimated premiums for automobiles, general liability, fire, theft, workers compensation, volunteers and the umbrella liability policy. Through the years, the

Commission has realized premium savings by participating in the States Tort Claims Fund and by including the Commission's buildings under the States property insurance.

Upon Commission approval of the FY 2018 Operating Budget, the Executive Director will be authorized to pay the State's insurance broker an amount not to exceed the budgeted funding of \$56,900.00 to cover the Commission's insurance premiums (\$51,900 from the Operating Budget and \$5,000 from the Pinelands Conservation Fund for related Visitor's Center policies).

26. The FY 2018 budget for information processing includes \$38,660 for software maintenance agreements and data purchases, \$4,000 for payroll processing, \$2,000 for database administration services and \$1,500 for online legal services and \$1,500 for hardware maintenance and \$23,761 for NJOIT services. Over \$10,050 of this budget is reimbursable through grants or special revenue.

27. The household services budget covers trash removal, alarm (security and fire) monitoring, and exterminating services.

28. The professional services account covers expenditures for legal fees, technical and consulting services, and other miscellaneous services. Estimated costs include \$75,000 for legal fees associated with DAG services, \$100,000 for labor counsel and \$15,000 for litigation, \$3,000 for the Office of Administrative Law assessment fees. Grant related technical services totaling \$44,715 are budgeted. Also included is \$16,000 for accounting services and \$25,000 for temporary staffing services.

29. Expenditures in the other services budget include annual subscriptions (\$1,470), required memberships (\$1,710), and meeting expenses (\$850); advertising (\$3,610), research related fees (\$500), training (\$13,650), and banking fees (\$1,000).

30. The maintenance buildings and grounds budget for FY 2018 includes a major maintenance project estimated at an amount of \$20,000 to prepare and paint all or part of the exterior of the Fenwick Manor building. Tree Cutting at the estimate of \$30,000 and an estimate for a Generator for \$30,000. The remaining \$12,000 is available for minor maintenance services (plumbing, electrical, HVAC, etc.).

31. The maintenance - equipment budget provides for the inspection, maintenance and repair of certain building systems and other equipment. Included is \$8,600 for the buildings' systems (fire equipment, elevator, security, and access), \$4,600 for office equipment, and \$2,000 for scientific equipment and \$1,500 for maintenance equipment.

32. The maintenance vehicular budget finances routine maintenance, vehicular fees, and repairs, including any needed body work not performed by the Commission's Maintenance Technician.

33. Since FY 2011, several changes in the rent other budgets have occurred. In FY2011 a smaller postage machine was rented saving thousands in acquisition, rental and maintenance expenses. The FY 2018 budget includes \$500 for the postage meter, \$6,100 for the lease of (2) black and white copiers, \$100 for excess copy charges, and \$250 for the safe deposit box.

34. The acquisitions - equipment budget contains \$4,619 for scientific equipment supporting the long term environmental monitoring program funded by the National Park Service.

35. The acquisitions - information processing equipment budget includes the replacement computers (\$11,000), replacement scanner (\$4,750), an Accounting Server (\$7,500); an additional Rack Server (\$7,500) and a replacement Printers (\$1,355). New projects such as Wireless Internet Access Points (\$500) and a Surveillance System (\$8,000) are anticipated to be installed in FY18.

36. The total estimated Operating Budget expenditures for FY 2018 equal \$5,025,838. During the fiscal year, certain unforeseen and/or emergency expenditures may become necessary. The Personnel and Budget Committee has discussed this issue and recommends that the Executive Director be authorized to exceed the budget of an expenditure category (personnel, supplies, services, maintenance/rent, improvements/acquisitions) by no more than 10% provided that funds are available in other expenditure categories to ensure that the total Operating Budget is not exceeded and provided further that the combined salary budgets for the Operating Fund, Kirkwood-Cohansey Study and the Pinelands Conservation Fund do not exceed \$3,080,380.67.

37. Several expenditure account budgets include funding for various services and benefits that are reimbursed to the State of New Jersey and are over the Executive Director's authorized contracting limit of \$40,000. These consist of employee health benefits; the employer liability assessed by the Division of Pensions and the Commission's attorney (DAG) fees.

Upon Commission approval of the FY 2018 Operating Budget, the Executive Director will be authorized to pay the State of New Jersey for the aforementioned items in an amount not to exceed the budgeted funding.

**PINELANDS COMMISSION  
KIRKWOOD COHANSEY AQUIFER ASSESSMENT STUDY  
FISCAL YEAR 2018 BUDGET**

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Anticipated	Notes
<b>REVENUE PROJECTIONS</b>					
Interest Income	150	150	300	1,000	1
<b>Total Revenue</b>	150	150	300	1,000	
K/C Study Fund Balance Anticipated	239,600	225,815	152,816	162,792	2
<b>Total Revenue/Reserve Anticipated</b>	239,750	225,965	153,116	163,792	

Expenditure Account	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2017 Anticipated	Notes
<b>PERSONNEL</b>					
Salaries & Wages	25,000	31,490	37,100	32,100	3
Fringe Benefits	12,750	17,475	17,066	16,692	4
<b>TOTAL PERSONNEL</b>	37,750	48,965	54,166	48,792	
<b>SUPPLIES</b>					
Printing & Office Supplies	1,500	1,500	500	500	5
Vehicular Supplies	-	-	-	-	
<b>TOTAL SUPPLIES</b>	1,500	1,500	500	500	
<b>SERVICES</b>					
Travel	50	50	50	50	
Telephone	-	-	-	-	
Information Processing	450	450	400	450	
Professional Services	200,000	175,000	98,000	114,000	6
Other Services	-	-	-	-	
<b>TOTAL SERVICES</b>	200,500	175,500	98,450	114,500	
<b>Total Expenditures</b>	239,750	225,965	153,116	163,792	



**PINELANDS COMMISSION  
KIRKWOOD COHANSEY AQUIFER ASSESSMENT FUND  
FISCAL YEAR 2018 BUDGET NOTES  
October 13, 2017**

1. The funds provided from the Water Supply Fund to prepare the Kirkwood Cohansey Aquifer Assessment and Report are kept in a separate cash account. The interest income estimated at \$1,000 stays within the program and is available to help fund the project. This amount is an increase from the last few years due to interest rates slowly rising. The cumulative interest earnings are accounted for as Fund Balance.
2. It is likely that any remaining Fund Balance existing at the end of the fiscal year will be used to support the Commission's development of water supply policies and/or regulations.
3. The FY 2018 salaries and wages budget finances salary expenses of employees who spend time working on this project and are estimated at \$32,100.
4. The fringe benefits budget represents the chargeable benefits calculated using the OMB issued "Employee Benefit" reimbursement rates for FY 2017. (Rates for FY17 have been made available in Circular Letter 17-09-OMB).
5. The printing and office supplies budget of \$500 represents the estimated cost to print and publish the final report.
6. The professional services budget of \$114,000 represents the continued work of USGS needed in preparation of the final report and associated Programming Services.

**PINELANDS COMMISSION  
KATIE TRUST FUND  
FISCAL YEAR 2018 BUDGET**

Revenue	FY 2018 Anticipated	Notes
Katie Trust Fund Balance Anticipated	20,638	1
Total Reserve Anticipated	<u>20,638</u>	

Expenditure Account	FY 2018 Anticipated	Notes
Ground Supplies		
Plants	9,638	2
Total Supplies	<u>9,638</u>	
Services		
Professional Services	10,000	3
Total Services	<u>10,000</u>	
Improvements & Acquisitions		
Acquisitions - Furniture	1,000	4
Total Improvements & Acquisitions	<u>1,000</u>	
Total Expenditures	<u>20,638</u>	

**PINELANDS COMMISSION  
KATIE TRUST FUND  
FISCAL YEAR 2018 BUDGET NOTES  
October 13, 2017**

1. This is the anticipated Fund Balance needed to complete the Garden Project.
2. The Ground Supplies budget of \$9,638 represents the estimated cost of the plants listed below:

Brunnera Macophylla - Siberian Bugloss	168	@	\$5.75	\$966.00
Cornusflorida - Flowering Dogwood	4	@	\$57.00	\$228.00
Dicentra eximia - Wild Bleeding Heart	224	@	\$5.75	\$1,288.00
Eurybia divaricate/Aster divaricatus - White Wood Aster	150	@	\$5.00	\$750.00
Fothergilla gardenia - Dwarf Fothergilla	73	@	\$22.50	\$1,642.50
Hepatica americana - Roundleaf Liverleaf	30	@	\$5.25	\$157.50
Hosta Francee - Hosta	55	@	\$4.50	\$247.50
Osmundastrum cinnamomeum - Cinnamon Fern	42	@	\$5.95	\$249.90
Rhus Aromatica 'Gro Low' - Fragrant Sumac	41	@	\$21.50	\$881.50
Tiorella cardifolia - Foamflower	140	@	\$5.25	\$735.00
Tradescantia virginiano - Spider lily	145	@	\$4.00	\$580.00
Viburnum acerijolium - Maple-leaved Viburnum	75	@	\$25.50	\$1,912.50
Total Supplies				\$9,638.40

3. The Professional Services budget of \$10,000 represents the New Path in Concrete, Exposed Aggregate or Flagstone.
4. The Acquisitions – Furniture budget is for 2 Memorial Benches that will be purchased.

**PINELANDS COMMISSION  
PINELANDS CONSERVATION FUND  
FISCAL YEAR 2018 BUDGET**

Revenue Source	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Anticipated	Notes
EPA Grant - Intermittent Ponds	84,000	84,000	0	0	
EPA Grant - Natural and Created Wetlands	83,000	83,000	0	0	
Interest Income - Land Acquisition	700	650	1,500	5,000	1
Interest Income - Conservation Planning & Research	2,700	2,300	4,000	15,000	1
Interest Income - Community Planning & Design	2,100	1,200	1,500	5,000	1
Interest Income - Education & Outreach	0	440	1,000	5,000	1
<b>Total Revenue</b>	<b>172,500</b>	<b>171,590</b>	<b>8,000</b>	<b>30,000</b>	
Cancellation of Prior Year Encumbrances	0	0	0	0	
Reserves for Pinelands Conservation Activities	1,461,673	1,840,204	1,808,792	1,269,075	2
<b>Total Revenue/Other Sources Anticipated</b>	<b>1,634,173</b>	<b>2,011,794</b>	<b>1,816,792</b>	<b>1,299,075</b>	

Expenditure Account	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Anticipated	Notes
<b><u>Land Acquisition</u></b>					
Salaries & Wages	45,000	84,029	12,320	12,000	
Fringe Benefits	23,000	42,380	5,667	6,240	
Information Processing	816	1,600	1,000	225	
Professional Services	25,000	25,000	0	0	
Land Acquisition	797,598	750,000	600,000	500,000	
Administrative Assessment	20,000	20,000	20,000	20,000	3
<b>Total Land Acquisition Expenditures</b>	<b>911,414</b>	<b>923,009</b>	<b>638,987</b>	<b>538,465</b>	4

<b><u>Conservation Planning and Research</u></b>					
Salaries & Wages	213,000	222,629	284,785	231,000	
Fringe Benefits	108,630	113,704	131,001	120,120	
Printing & Office Supplies	300	100	700	250	
Household Supplies (clothing)	730	1,300	1,100		
Other Supplies	4,259	1,844	1,526		
Travel	350	9,000	7,150	4,175	
Information Processing	16,000	5,700	7,000	6,628	
Technical Services	61,600	70,000	136,600	54,353	
Professional Services		100,000			
Other Services	2,250	2,000	2,100	2,100	
Acquisitions - Equipment					
Acquisitions - Information Processing Equipment					
Administrative Assessment	20,000	20,000	20,000	20,000	3
<b>Total Conservation Planning/Research Expenditures</b>	<b>427,119</b>	<b>546,277</b>	<b>591,962</b>	<b>438,626</b>	5

<b><u>Community Planning and Design</u></b>					
Salaries & Wages	111,000	62,217	61,000	65,000	
Fringe Benefits	56,610	31,910	28,060	33,800	
Printing & Office Supplies	50	150	100	125	
Other Supplies					
Travel	100	100	50	25	
Postage	250	250	250	200	
Information Processing		2,570	1,370	923	
Other Services	150	150	150	21,200	
State Aid and Grants	26,250				
Administrative Assessment	20,000	20,000	20,000	20,000	3
<b>Total Community Planning/Design Expenditures</b>	<b>214,410</b>	<b>117,347</b>	<b>110,980</b>	<b>141,273</b>	6

<b><u>Education and Outreach</u></b>					
Salaries & Wages	23,000	34,749	40,000	48,500	
Fringe Benefits	11,730	17,791	18,400	25,220	
Printing & Office Supplies	1,000			650	
Other Supplies	0	2,500	1,500	1,450	
Information Processing	25,000		0		
Other Services	500	350,121	394,963	84,891	
Administrative Assessment	20,000	20,000	20,000	20,000	3
<b>Total Education and Outreach</b>	<b>81,230</b>	<b>425,161</b>	<b>474,863</b>	<b>180,711</b>	7

<b>Total Expenditures</b>	<b>1,634,173</b>	<b>2,011,794</b>	<b>1,816,792</b>	<b>1,299,075</b>	
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**PINELANDS COMMISSION**  
**PINELANDS CONSERVATION FUND**  
**FISCAL YEAR 2018 BUDGET NOTES**  
**October 13, 2017**

1. The funds provided from Atlantic City Electric (formerly Conectiv) and other related revenue sources are kept in four separate cash accounts, one for each program of the Fund. The FY 2018 estimated interest income totals \$30,000 and is comprised of interest income from the four cash accounts. All interest income stays within the particular program and is available to help fund the various projects.
2. The difference between the revenues and expenditures for the year, estimated at \$1,269,075 is financed from the Reserves for Pinelands Conservation Activities. Each of the four programs (Land Acquisition, Conservation Planning and Research, and Community Planning and Design, Education and Outreach) has its own reserve account.
3. The financial plan that designated the three original programs within the Fund (Land Acquisition, Conservation Planning & Research and Community Planning & Design) was approved by the Commission in April 2005 and includes a \$20,000 annual assessment from each program to cover administrative expenses as described in Operating Budget note #13. The Commission amended the PCF policies in 2014 to include a fourth program, Education & Outreach, from which a \$20,000 annual administrative assessment is also drawn.
4. The Land Acquisition program budget for FY 2018 totals \$538,465. Personnel costs (salaries/wages and fringe benefits) are estimated at \$18,240 in support of the PCF and Limited Practical Use land acquisition initiatives. Land acquisitions could total up to \$500,000. Software maintenance supporting the land acquisition program is anticipated to be \$225. Rounding out the budget is the \$20,000 administrative assessment mentioned above.
5. The Conservation Planning and Research program budget for FY 2018 totals \$438,626. Personnel costs (salaries/wages and fringe benefits) are estimated at \$351,120 to support the following initiatives and special projects: implementation of the rapid landfill assessment, implementation of the comprehensive Hammonton wastewater management/water supply plan, implementation of the alternate septic system pilot program / septic system management, continuation of the roadside plants management project, management of threatened and endangered species data and rulemaking for the Black Run watershed. Also included in this year's budget is \$34,353.36 for technical services from the USGS associated with the EPA created wetlands research project and \$20,000 for technical services from the USGS associated with a new Barnegat Bay research project. Miscellaneous expenses (software, mileage, reference books, training, and scientific supplies and equipment) supporting the conservation planning and research program equal \$13,153. Rounding out the budget is the \$20,000 administrative assessment mentioned above.

6. The Community Planning and Design program budget for FY 2017 totals \$141,273. Personnel costs (salaries/wages and fringe benefits) are estimated at \$98,800 to support the following initiatives and special projects: continued implementation and analysis of the Forest and Rural Development Area clustering rules, the Pinelands Development Credit enhancement rules, and administration of the Pinelands Development Credit Bank. Also included in this year's budget is \$21,000 for temporary programming services to redesign the PDC Bank tracking system. Miscellaneous expenses (software, postage, printing, meeting expenses and legal advertisements) supporting the program equal \$ 1,473. Rounding out the budget is the \$20,000 administrative assessment mentioned above.
  
7. The Education and Outreach program budget for FY 2017 totals \$180,711. Personnel costs (salaries/wages and fringe benefits) are estimated at \$73,720 to support the opening/operation of the Visitors Center, the annual World Water Monitoring Challenge and two new projects, an archaeological symposium and an archaeological field school with Monmouth University. There is additional cost anticipated for the Exhibit Center estimated at \$79,891. Miscellaneous expenses (printing, supplies and other services) supporting the program equal \$7,100. Rounding out the budget is the \$20,000 administrative assessment mentioned above.