NOTE: The fund categories can be re-allocated as needed.

PERSONNEL SERVICES

A. Salary and Benefits- Total Budget: $350,000 FY14-15
B. Position Count-4 plus
   Commissioners (Per Diem), Executive Director, 2 Program Analysts, and 1 Office Technician
   Benefits include: health care, retirement, unemployment, and other staff benefits
   (Current month personnel expenditures: $24,924.62)

Appointed Commissioners Per Diem- A budget of $9,000.00 is included in the Salary and Benefits totals. Individually, commissioners can receive up to $1,200.00 per FY.

We have 11 appointed commissioner positions that can individually receive $100.00 Per Diem for the required meetings (currently we have one vacancy).
CCDA Monthly Budget Narrative Report

OPERATING EXPENSES AND EQUIPMENT

C. General Expenses- Total Budget: $45,000.00
   a. Office Supplies: binders, file folders, printer paper, toner, staples, etc.
   b. Printing: flyers, registration forms, handouts, workshop information, binding, etc.
   c. Phone and Internet Service
   d. Postage: mailing, postage of flyers, program announcements, fiscal reports, etc.
   e. Meeting Support: caption, meeting minutes, meeting rentals, etc.

D. Facilities Operation- Total Budget: $39,000.00
   a. Monthly Rent for Executive Staff office (current monthly cost $3,120.75)

E. Travel- Total Budget: $8,000.00
   a. Includes local travel and TEC from all commission meeting travel

F. Training- Total Budget: $18,000.00
   a. Training scheduled for staff professional development and commissioner orientations

G. Consultant/Professional Services- Total Budget: $27,000.00
   a. Internal contracts for fiscal services, human resources, and IT services

H. Information Technology- Total Budget: 24,000.00
   a. Website re-design, hosting, and software/hardware technical support

Current Month Operating Expenses and Equipment Expenditures: $12,066.36

TOTAL: $511,000.00