

# MEMORANDUM

April 21, 2017

TO: T. Jeremy Gunn

FROM: Tracy J. Shycoff

SUBJECT: FY 1998 Budget Expenditures and Estimates

The total funds available to us for FY 1998 are \$2,181,827. This total derives from our appropriation of \$1.6 million for FY 1998 and our carry-over funds from FY 1995 that are \$581,827.<sup>1</sup>

Of this \$2.1 million total we have spent or obligated, as of May 31, a total of \$1,312,776 as follows:

Outlays as of May 31, 1998	\$1,286,837 (see Attachment A)
Outstanding Obligations as of 5/31/98	<u>25,939</u> (see Attachment B)
Total as of 5/31/98	\$1,312,776

We thus have available to us \$879,051 to complete FY 1998 as follows:

Total appropriation	\$2,181,827
Outlays and Obligations as of 5/31/98	<u>1,312,776</u>
Funds remaining as of 5/31/98	\$ 879,051

Attachment C contains my estimates of Projected Spending for the remainder of FY 1998. The projections make the following assumptions:

- Rent remains constant (guaranteed)
- GSA support remains constant (guaranteed)
- Staff levels will remain constant through September (conservative estimate)
- Board will meet for 10 days (current plan)
- Communications, supplies, equipment costs remain constant (on track)
- Staff and invitational travel decreases over prior years (on track)
- Annual leave cash-out and awards (estimate of 1 month salary award)

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<sup>1</sup>Of this amount, \$100,000 was earmarked for close-down expenses. This leaves us a working appropriation amount of \$2,081,827. Because several of our anticipated costs during the next four months will be related to close-down, I have not segregated this amount from our total appropriation.

Final Report cost of \$50,000 (guess).

Attachment D contains most of the same estimates as Attachment C with the difference in the amount of the incentive/performance awards. As we discussed, this estimate is based on one month salary with an additional 2% for each month working at the Review Board.

With these assumptions, the projected spending for the remainder of FY 1998 is as follows:

Option 1

Projections 6/1/98 to 9/30/98	799,586
Outlays and Obligations as of 5/31/98	<u>1,312,776</u>
Total FY 98 Spending	\$2,112,362

Option 2

Projections 6/1/98 to 9/30/98	854,918
Outlays and Obligations as of 5/31/98	<u>1,312,776</u>
Total FY 98 Spending	\$2,167,694

With these figures, we would have a budget surplus of \$69,465 (Option 1) or \$14,133 (Option 2) calculated as follows:

Total appropriation	2,181,827
Total FY 98 Spending (Option 1)	<u>2,112,362</u>
Budget surplus	\$69,465

or

Total appropriation	2,181,827
Total FY 98 Spending (Option 2)	<u>2,167,694</u>
Budget surplus	\$14,133

As we previously discussed, I am available to go over these figures with you and the Board to answer any questions that may arise.

Attachments

Attachment B  
OUTSTANDING OBLIGATIONS AS OF 5/31/98

Board Travel	\$4,422.00	
Staff Travel	1,090.00	
Invitational Travel	250.00	
Local Phones	710.00	(Bell Atlantic Apr/May, TOPS May)
Long Distance Phones	750.00	(AT&T Apr/May, calling cards May, FTS May)
Federal Register	675.00	(5 columns)
Miscellaneous Services	998.00	(CompuServe May, Water, Interliant Apr/May, Tomco.Net)
Equipment	967.00	(2120 April & May, 6060 April & May, Postage Meter)
Other Govt. Services	8,000.00	(2 Clearances)
Audit	<u>8,077.00</u>	
Total	\$25,939.00	

Attachment C  
**PROJECTED SPENDING 6/1/98 THROUGH 9/30/98**  
**OPTION 1**

Staff Salaries	355,863	
Board Salaries	<u>18,154</u>	(June 3, July 4, Aug 1, Sept. 2=10 days)
Total Salaries	374,017	
Benefits	<u>93,504</u>	(25%)
<b>Total Salaries/Benefits</b>	<b>467,521</b>	
Board Travel	15,300	(\$1600x2 1-day mtgs=\$3200) (\$2350x4 2-day mtgs=\$9400) (Jack trips \$900x3=\$2700(2nights, 2½ days))
Staff Travel	7,000	(\$1000/mo, includes local travel)
Invitational Travel	750	(Zavada)
Meeting Expenses	2,000	(Schiller transcribing)
Rent	97,024	(\$24,256/mo)
Local Phones	2,800	(\$700/mo)
Long Distance Phones	2,800	(\$700/mo)
Postage & Delivery	2,800	(\$700/mo)
Federal Register	2,900	(3 col/mtg @ \$145/col x 6 mtgs, 2 extra)
Miscellaneous Services	4,000	(\$1000/mo, Interliant, CompuServe, water)
GSA Support	11,268	(\$2817/mo)
Supplies	4,000	(\$1000/mo + increase at end, increase could come from close- down)
Equipment	2,400	(\$600/mo)
Annual Leave Cash-out	42,581	
Awards	84,442	(Incentive/Performance)
Final Report	50,000	
<b>Total Spending</b>	<b>\$332,065</b>	
<b>Total Estimates</b>	<b>\$799,586</b>	(Salary & Spending)

Attachment D  
**PROJECTED SPENDING 6/1/98 THROUGH 9/30/98**  
**OPTION 2**

Staff Salaries	355,863	
Board Salaries	<u>18,154</u>	(June 3, July 4, Aug 1, Sept. 2=10 days)
Total Salaries	374,017	
Benefits	<u>93,504</u>	(25%)
<b>Total Salaries/Benefits</b>	<b>467,521</b>	
Board Travel	15,300	(\$1600x2 1-day mtgs=\$3200) (\$2350x4 2-day mtgs=\$9400) (Jack trips \$900x3=\$2700(2nights, 2½ days))
Staff Travel	7,000	(\$1000/mo, includes local travel)
Invitational Travel	750	(Zavada)
Meeting Expenses	2,000	(Schiller transcribing)
Rent	97,024	(\$24,256/mo)
Local Phones	2,800	(\$700/mo)
Long Distance Phones	2,800	(\$700/mo)
Postage & Delivery	2,800	(\$700/mo)
Federal Register	2,900	(3 col/mtg @ \$145/col x 6 mtgs, 2 extra)
Miscellaneous Services	4,000	(\$1000/mo, Interliant, CompuServe, water)
GSA Support	11,268	(\$2817/mo)
Supplies	4,000	(\$1000/mo + increase at end, increase could come from close- down)
Equipment	2,400	(\$600/mo)
Annual Leave Cash-out	42,581	
Awards	139,774	(Incentive/Performance)
Final Report	50,000	
<b>Total Spending</b>	<b>\$387,397</b>	
<b>Total Estimates</b>	<b>\$854,918</b>	(Salary & Spending)