

# MEMORANDUM

May 30, 2017

TO: Jeremy Gunn

FROM: Tracy J. Shycoff

SUBJECT: FY 1998 Budget Estimates

The following are my best estimates of year-to-date spending (through 2/28/98) and projections for the remainder of the fiscal year. As you requested, I have included two projections -- scenario 1 maintains the current staffing level, scenario 2 includes three temporary employees for 3 months and three clearances. The attachments provide details of current spending and the assumptions used in making the projections.

Outlays as of February 28, 1998	831,297.00
Outstanding Obligations as of 2/28/98	<u>26,670.00</u>
Total as of 2/28/98	\$857,967.00
Projections 3/1-9/30/98 (scenario 1)	<u>1,062,434.00</u>
Total Scenario 1	\$1,920,401.00
Projections 3/1-9/30/98 (scenario 2)	<u>1,093,883.00</u>
Total Scenario 2	\$1,951,850.00

Our appropriation for FY 1998 is \$1.6 million. We also have carry-over money from FY 1995 in the amount of \$578,000 for a total appropriation of \$2,178,000. As you know, \$100,000 has been earmarked for close-down expenses. This leaves us a working appropriation amount of \$2,078,000. If necessary, I believe that some of the expenses that I have included in my projections could be legitimately charged against the \$100,000.

I am available to go over these figures with you and answer any questions you may have. I would also be happy to present this to the Board at their next meeting if you desire.

Attachments

OUTSTANDING OBLIGATIONS AS OF 2/28/98

Board Travel	\$1,657.00	
Staff Travel	4,528.00	
Invitational Travel	250.00	
Long Distance Phones	536.00	(AT&T Dec/Jan, calling cards Feb)
Federal Register	10,051.00	
Miscellaneous Services	730.00	(Compuserve, water, Interliant)
Equipment	841.00	(2120 Jan&Feb, 6060 Jan&Feb, postage meter)
Audit	<u>8,077.00</u>	
Total	\$26,670.00	

PROJECTED SPENDING 3/1/98 THROUGH 9/28/98

**Scenario 1**

Staff Salaries	627,377	
Board Salaries	<u>14,523</u>	(2x2-day mtg, 4x1-day mtg)
Total Salaries	641,900	
Benefits	<u>160,475</u>	(25%)
Total Salaries/Benefits	802,375	

**Scenario 2**

Staff Salaries	642,936	
Board Salaries	<u>14,523</u>	(2x2-day mtg, 4x1-day mtg)
Total Salaries	657,459	
Benefits	<u>164,365</u>	(25%)
Total Salaries/Benefits	821,824	

Other agency support 12,000.00 (3 clearances)

**Both Scenarios**

Board Travel	13,800.00	(\$1600x4 1-day mtgs=\$6400) (\$2350x2 2-day mtgs=\$4700) (Jack trips \$900x3=\$2700(2nights, 2½ days))
Staff Travel	7,000.00	(\$1000/mo, includes local travel)
Invitational Travel	2,500.00	(experts, depositions)
Meeting Expenses	5,000.00	(transcribing, honorarium)
Rent	168,000.00	(\$24,000/mo)
Local Phones	4,900.00	(\$700/mo)
Long Distance Phones	4,900.00	(\$700/mo)
Postage & Delivery	4,900.00	(\$700/mo)
Printing	5,000.00	(final report, could come out of close-down)
Photocopying	700.00	(\$100/mo)
Federal Register	1,740.00	(2 col/mtg @\$145/col x 6 mtgs)
Miscellaneous Services	7,000.00	(\$1000/mo, Interliant, Compuserve, water)
GSA Support	19,719.00	(\$2817/mo)
Supplies	10,000.00	(\$1000/mo + increase at end, increase could come from close- down)
Books/Videos	700.00	(\$100/mo)
Equipment	4,200.00	(\$600/mo)
Total	\$260,059.00	

Total Scenario 1                    \$1,062,434.00

Total Scenario 2                    \$1,093,883.00