

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 5/31/98) and projections for the remainder of the fiscal year. The attachments provide details of current spending and the assumptions used in making the projections.

Outlays as of May 31, 1998	1,286,837
Outstanding Obligations as of 2/28/98	<u>25,939</u>
Total as of 5/31/98	\$1,312,776
Projections 6/1-9/30/98	<u>672,563</u>
Total FY 98 Spending	\$1,985,339

Our appropriation for FY 1998 is \$1.6 million. We also have carry-over money from FY 1995 in the amount of \$581,827 for a total appropriation of \$2,181,827. As you know, \$100,000 has been earmarked for close-down expenses. This leaves us a working appropriation amount of \$2,081,827. If necessary, I believe that some of the expenses that I have included in my projections could be legitimately charged against the \$100,000.

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

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	(BellAtlantic 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	

PROJECTED SPENDING 6/1/98 THROUGH 9/30/98

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%)
Total Salaries/Benefits	467,521	
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)
Final Report	50,000	
Total Spending	\$205,042	
Total Estimates	\$672,563	(Salary & Spending)