

Long Tom Watershed Council ~ FY '16 Budget (July 1 '15- June 30, 16)				Updated 7/7/15 by Dana	
INTERNAL USE ONLY PLEASE			(red number needs update; italics is prospective)		Notes
Beginning Balance			296,264		As of 6/23/15
	Reserve: for emergency only	115,000			This fund has been built since 1998
	<i>Restricted: Post-implementation Monitoring</i>	12,360			Total rcvd for future minus that expended this year
	<i>Restricted (CD): Amazon Initiative</i>	50,291			Release for authorized Capital needs only
	<i>Restricted: Accrued leave liability</i>	22,415			
	Subtotal Beginning Fund Balance			96,198	
Income					Notes
Grants and Contracts Income			Income this year	<i>Pers & Fiscal</i>	<i>Fiscal funds go to Gen Fund to support certain jobs</i>
	BLM RAC L14AC00214, fish passage	\$ 60,000	12,004		
	BLM L15AS00056, fish passage	\$ 90,000	0		May be updated based on Project Budget
	Coy, Bear, Ferg PE 212-3999-9486	\$ 4,415	0		No project management \$ available
	Bear, Ferg, Coy PE 214-3999-10713	\$ 70,201	5,892		
	Bear Creek Fish Phase 1 215-3009	\$ 93,960	14,157		
	Snagboat Bend-Sam (MMT) 14120618		26,583		Received in FY15, reflected in beg. Balance
	Owens Creek Trout Habitat ODFW 13-099	\$ 21,641	0		No project management \$ available
	Bear Creek Stream Improvement 214-3027	\$ 84,800	17,985		
	Willamette SBB-SD (OWEB) 214-3999-10746	\$ 17,879	1,091		
	Industrial Community Outreach ODA-3537-GR	\$ 11,486	9,283		Includes money for some contracted services
	Amazon Pesticide Stewardship Partnr 13030789	\$ 19,000	19,000		
	Business Outreach/Stewardship 214-3059-1098	\$ 39,335	5,438		
	Model Stormwater Landscapes (DEQ 056-14)	\$ 22,971	7,618		
	Latino Outreach SRA CONTRACT EP-14-W-020	\$ 13,628	6,693		
	South Marsh (212-3022)	\$ 36,580	3,894		
	Coyote Creek Habitat (178-14)	\$ 5,274	0		Ends in FY15, final pymt not received until FY16
	Lomatium E.Monitoring (209-3034-7344)	\$ 6,941	0		No project management \$ available
	Wild Iris Ridge Phase 4 (214-3026)	\$ 22,539	2,954		
	Upper Coyote 214-3058-10982	\$ 6,943	5,445		
	Graham Bottomland Habitat 215-3010-11391	\$ 14,920	4,866		
	BLM L14AC00124 (Council Support Match)	\$ 3,000	3,000		
	CS 212-027 (Council Support 2015 close out)	\$ 10,878	0		Ends in FY15, final pymt not received until FY16
	Council Support Match	\$ 16,000	16,000		Conservative estimate
	Model Watershed Year 7	\$ -	38,640		Received in FY15, reflected in Beg. Bal
	Willamette Habitat @ Snagboat (BPA)	\$ 287,810	46,775		
	Council Support 2015-17 (216-027)	\$ 54,388	45,888		One half of 2-year award
	Lower Long Tom Outreach & Tech, TA 215-3054	\$ 26,646	10,129		Could be multi-year project
	Coyote Creek South Wet Prairie (R 215-3057)	\$ 34,737	6,142		Multi-year project
	Urban Projects Capital funds (from City)	\$ 20,000	0		City reimburses LTWC for payouts to Businesses
	<i>Meyer Planting Funds (\$30K?)</i>	\$ 29,000			#set by Meyer/Councils this mo, but what's expense?
	<i>OWEB Bridge Plant Establishment Funds</i>				Decided by OWEB in Fall, but payout to BEF for plant costs?
	Lower Long Tom TA/Outreach Match (Restricted)	\$ 30,000	10,000		
Fee for Service Arrangements					
	Urban Stormwater Consulting (Pilot year)	\$ 5,200	5,200		Conservative: not sure what demand will be
	Habitat Tech (MWC)	\$ 19,000	19,000		New: R.Tech will do work for other orgs
	CREP Riparian planting plans (CPRCD)	\$ 240	240		1 plan, prob Jed, 8 hours
	<i>Subtotal grants & contracts & fee for svc</i>	<i>1,179,410</i>			
Fundraising or Other Income					
	Fundraising (unrestricted donations)	73,920	59,136		First year estimating w/Dev Director. May update in Jan.
	Grant writing, private foundations		0		Could be LTWC or multi-council capacity, training, equip, etc
	Interest	200	200		Based on interest rcvd in FY12
	<i>Subtotal general fund income</i>	<i>74,120</i>			
Total Income			1,253,530	403,253	
Subtotal Fund Balance (beginning+income)					1,349,728

Expenses					Notes
	Contracted Services	374,683			Matches revenue source & line items in grants
	LLT Outreach/Tech contractor	20,000			Matches grant/restricted donation
	Fundrais, Web, Dbase, Marketing, Logo	8,625			\$5K FR, \$500 Web, \$1125 dbase, \$2K marketing
	Materials & Services	202,974			Matches revenue source & line items in grants
	Equipment (Habitat Team)	2,500			Some costs might be shared with MWC
	Amazon Capital Projects	20,000			Reimburse Property Owners; Matches revenue frm City
	Education (restricted)	1,500			Meeting rooms, refreshments, special paper, poster
	Education Events & Volunteer gifts	5,000			Includes all events
	Logo wear and inventory	2,350			Can sell most of these
	Habitat project signage	1,000			
	Payroll expenses	498,317			Incl:1.5%COLA,3% merit raises, Health Ins increases, Admin
	Training/Conferences (incl travel/lodging)	15,500			Incl training, prof assoc, conferences, licensures
	Travel/Mileage (all except trainings)	10,000			Based on cost '15 + 3 more employees (outreach, DCD, RT)
	Off-site meetings w/Clients	2,372			Clinton & client, Sarah, Dana, +
	Printing	1,000			Willamette Konica maint, paper, etc
	Risk Management (insurance policies)	5,700			Fiscal/401K Bonds, Liability (Gen,Herbcd,Vol), D&O, Bond reimburse
	Occupancy	25,780			Cell,wireless,telecom wiring, Willamette office rent
	Office Supplies	1,000			
	Equipment	4,600			Another monitor, 2 laptops and/or Projector/TV/Monitor
	Board Meetings	600			
	Postage (program & ops)	2,300			Cost FY15 + \$700 fundraising
	Professional Services	11,564			Review/990 (\$5500K)+Acctg(Anne, Amanda)+Legal (\$500)
	Dues & Subscriptions	1,000			Incl. newspapers, RLID, NOWC, EVDP, non-staff memberships
	Corporate Fees	230			\$50 regular + \$180 state filing fee
	Bank Fee	100			Pay pal, other
	Misc	4,000			Unplannable, or Staff review lunches & mtg treats 2x/yr+ Staff Retreat \$2K
	<i>subtotal expenses</i>	1,222,695			
	Reserves				
	New post-implementation & monitoring funds	4,800			From pre-pay on grants closing this year
	Match accounts (Habitat+Mon+Urban)	18,601			These are in Beg. Balance; Always try to reserve
	Bulk Prepaid Grants	148,378			Meyer PSP & Model WS
	Add to emergency reserve	5,000			Continue until Reserve goal met
	Total Expenses and new Reserves	1,399,474			
	Projected Ending Fund Balance			-49,746	<i>Original approved by Board, \$59,802</i>
	Contingency (lose 5 office space/computers/both)	25,000			LTWC's space in Wetlands Partnership Office
	Contingency (lawsuit/judgement not covered by ins)	0			No known risks at present
	Possible Ending Balance (including contingencies)			-74,746	
Budget Calculation Notes					
1	Budget may change if new grants are received.				
2	Most of beginning balance is advanced grant funds that are restricted				
3	Contingency needed for potential office space changes since donated space is in partnership office				
4	In-kind resources/expense "should" be shown in this budget - currently \$67K for Wetlands office, conference, barn, cooler, storage, computer/phone/machin				
5	Grants & Contracts incl projects we might need to delay, however income/expense balance out in this case				
6	Funds from the City, for match to businesses doing Trout Friendly Landscape construction, actually cost LTWC to process but seen here as net zero (incom				
7	Each year we will also have net zero of income (or balance forward) and expense for Willamette Center office <i>rent</i> (not incl utilities)				
Budget Committee Goals & Notes (2008-present; more recently the Committee is the full Board)					
A.	Increase end fund balance by at least 10% each year				
B.	Original Reserve Goal ('08): 6 mo. operations (staff time, basic expenses) or 10% of regular budget (whichever makes sense). (\$180K, ~\$100K)				
C.	In quarterly Budget to Actual reports, explain variances over 10% if >\$1,000.				
D.	Add \$5,000 or 5% to reserve every year (decided June 2011 Board meeting)				
E.	New Reserve Goal Set (12/15): \$240K (\$120k 3moAllStaff+\$10kOps + \$60k 3moCoreStaff + \$50kCashFlowAtLeast)				