



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

To: SWCCOG Board of Directors
From: Sara Trujillo, Accountant
Subject: Final Amendment FY2016 General Fund Budget
Date: 2 February 2017

Please find attached the final amendment to the FY2016 General Fund budget and summary below.

General Fund FY2016	Approved	Actual (UNAUDITED)
Revenues	\$821,722	\$555,836
Expenditures	\$795,577	\$560,549
Net Income	\$26,145	-\$4,713

FY2016 Net Income Actual (unaudited) is at a deficit. Contributing factors include:

- Stable revenues into the General Fund are comprised of SWCCOG Dues and Administrative Position Dues totaling \$127,710. With operating costs totaling \$216,895, COG staff adjusted accounts throughout the year, cut spending in the General Class, and struggled to find approximately \$90,000 as all other revenues are derived from grant administration funds, member/non-member match, SWTPR Contributions, and Misc. Income (administration fees) that may fluctuate throughout the year.
- With high complexity of the DoLA 8010 Broadband Planning Grant, COG staff were involved in more project work than originally anticipated leading to an over expenditure in staff budgeted resources of approximately \$8,500.
- FY2016 wrapped up AAA bookkeeping contract. With staff time spent on this contract being reduced by the AAA Executive Director, the contracted amount and revenues budgeted for were reduced by \$1,876 reducing the FY2016 approved revenues by this amount.
- Many grants had much slower movement than anticipated including:
 - DoLA 8010 Broadband Planning Grant: This grant was expected to be complete by 2016 end but will close in 2017.
 - DoLA 8011 Downtown Grant: Slower movement than anticipated due to participating community obstacles.
 - DoLA 9038 Shared Services Grant: This grant was expected to be complete by 2016 end but will close in 2017.
 - RREO Grant: The initial contractor estimates were higher than the lowest qualified bidder and COG staff was able to do more with matching funds from the DoLA 9038 Shared Services Grant resulting in less use of RREO grant funds. COG staff is currently working with RREO grantor personnel to adjust the RREO grant budget accordingly as a grant extension is not possible.

All designated funds went to projects expected to move the SWCCOG forward in accomplishing the approved focus goals in the areas of broadband, transportation, shared services, and recycling.

Funds were collected from members and outside agencies for grant-funded projects including the DoLA 7645 IT/Shared Services Grant and DoLA 8010 Broadband Planning Grant.

The SWCCOG's budget supported 2 full-time staff, one part-time staff, one AmeriCorps VISTA, and 9 contractors.

Attached include the following:

- Revenues Summary: General Fund, with 3 Year's Comparison
 - Please note that 2014 and the first quarter of 2015 included the finalization of the SCAN grant.
- Expenditures Summary: General Fund, with 3 Year's Comparison
- Fund Balance Summary for FY2016

Revenues Summary: General Fund

	2014 Actual (AUDITED)	2015 Actual (AUDITED)	2016 Approved	2016 Actual (UNAUDITED)
3500 · WLC Revenue	\$ -	\$ 3,964.00	\$ -	\$ -
3501 · Admin Position	\$ -	\$ -	\$ 12,200.00	\$ 12,347.00
3502 · Restricted Account Grant Match	\$ -	\$ -	\$ -	\$ -
4001 · Fiber Equipment Replace Fund	\$ -	\$ -	\$ 15,000.00	
4004 · SWIMT Rev	\$ 42,143.00	\$ 551.00	\$ -	\$ -
4005 · E-tics	\$ 7,530.00	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00
4006 · Dues Revenue	\$ 118,712.00	\$ 114,712.00	\$ 114,000.00	\$ 115,363.00
4008 · Telecom Services Revenue	\$ 12,420.00	\$ 8,280.00	\$ 8,280.00	\$ 8,280.00
4009 · Fiber Lease Revenue	\$ 2,182.00	\$ 17,275.00	\$ 20,560.00	\$ 20,256.00
4010 · Grant-DoLA Admin	\$ 53,938.00	\$ -	\$ -	\$ -
4011 · AAA Revenue	\$ -	\$ 2,698.00	\$ 4,500.00	\$ 3,376.00
4012 · TPR Dues revenue	\$ -	\$ 7,679.00	\$ 7,679.00	\$ 7,679.00
4020 · Grant DoLA-Construction	\$ 287,821.00	\$ -	\$ -	\$ -
4030 · TPR - CDOT Funding	\$ 10,267.00	\$ 20,366.00	\$ 21,100.00	\$ 21,293.00
4040 · Grant-Transit	\$ 7,847.00	\$ 24,800.00	\$ 20,000.00	\$ 19,999.00
4041 · All Hazards Grant	\$ 170,751.00	\$ 218,050.00	\$ 203,803.00	\$ 98,704.00
4042 · Grant-Fort Lyons	\$ 8,830.00	\$ -	\$ -	\$ -
4043 · DoLA Grants	\$ -	\$ 68,351.00	\$ 350,000.00	\$ 200,825.00
4950 · Match-GOV Admin	\$ 27,748.00	\$ 20,977.00	\$ -	\$ -
4951 · Match-GOV Construction	\$ 108.00	\$ -	\$ -	\$ -
4952 · Region 9-Matching Funds	\$ 2,035.00	\$ -	\$ -	\$ -
4955 · In Kind Project match-Construc	\$ 95,399.00	\$ -	\$ -	\$ -
4956 · In Kind Project match-Admin	\$ 1,847.00	\$ -	\$ -	\$ -
4957 · RREO Grant	\$ 28,008.00	\$ 21,204.00	\$ 36,200.00	\$ 6,756.00
Grant Match:COG Member Match	\$ -	\$ -	\$ -	\$ 6,836.00
Grant Match:Non-COG Member Match	\$ -	\$ -	\$ -	\$ 12,223.00
Misc. Income	\$ -	\$ 29.00	\$ -	\$ 13,499.00
Adjustment	\$ -	\$ (1,684.00)	\$ -	\$ -
TOTAL REVENUES	\$ 877,586.00	\$ 535,652.00	\$ 821,722.00	\$ 555,836.00

Expenditures Summary: General Fund

	2014 Actual (AUDITED)	2015 Actual (AUDITED)	2016 Approved	2016 Actual (UNAUDITED)
5009 · Bookkeeper	\$ 65.00	\$ 425.00	\$ 150.00	\$ -
5200 · All Hazard Project	\$ 159,820.00	\$ 211,155.00	\$ 194,607.00	\$ 83,314.00
5401 · Software Maintenance (E-Tic)	\$ 7,700.00	\$ 9,100.00	\$ 8,400.00	\$ 10,292.00
5403 · Fiber Leasing Expe.	\$ 9,405.00	\$ 13,046.00	\$ 15,420.00	\$ 12,660.00
5410 · Rent	\$ 40.00	\$ 83.00	\$ 81.00	\$ 87.00
5500 · Transfer of Net Assets	\$ -	\$ 20,976.00	\$ -	\$ -
5505 · Bank Fees	\$ 6.00	\$ 326.00	\$ 100.00	\$ 73.00
5510 · Travel Exp	\$ 11,321.00	\$ 20,147.00	\$ 17,000.00	\$ 16,245.00
5512 · Meeting Exp	\$ 2,449.00	\$ 5,290.00	\$ 2,325.00	\$ 2,738.00
5514 · Professional Fees.	\$ 80.00	\$ 407.00	\$ 50.00	\$ -
5515 · Legal Fees	\$ 8,441.00	\$ 3,561.00	\$ 3,000.00	\$ 5,248.00
5517 · Data Back Up Exp	\$ -	\$ 750.00	\$ 750.00	\$ -
5520 · Advertising	\$ 125.00	\$ 466.00	\$ 400.00	\$ 420.00
5521 · Telephone/Website/Internet	\$ 3,269.00	\$ 2,910.00	\$ 384.00	\$ 386.00
5523 · Payroll Processing Fees	\$ 1,374.00	\$ 1,499.00	\$ 1,550.00	\$ 1,569.00
5525 · Audit	\$ 7,500.00	\$ 6,250.00	\$ 6,438.00	\$ 6,500.00
5526 · Internet Connectivity (100 Mb)	\$ 14,733.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00
5527 · Internet & software	\$ 5.00	\$ 917.00	\$ 2,061.00	\$ 13,262.00
5530 · Fiber Equipment Replace Fund	\$ -	\$ -	\$ 15,000.00	\$ -
5532 · Postage	\$ 170.00	\$ 134.00	\$ 125.00	\$ 65.00
5535 · Printing/Reproduction	\$ 121.00	\$ 1,004.00	\$ 200.00	\$ 1,330.00
5540 · Membership/Sub	\$ 625.00	\$ 825.00	\$ 2,300.00	\$ 17,254.00
5545 · Office Equipment/Computers	\$ (2,388.00)	\$ 10,708.00	\$ 2,000.00	\$ 3,971.00
5546 · Equipment Expense	\$ -	\$ -	\$ 20,000.00	\$ -
5550 · Supplies	\$ 3,334.00	\$ 3,450.00	\$ 1,300.00	\$ 741.00
5555 · Liability Insurance	\$ 2,212.00	\$ 2,083.00	\$ 2,102.00	\$ 2,213.00
5558 · Insurance- Health	\$ 8,546.00	\$ 28,337.00	\$ 25,516.00	\$ 19,922.00
5566 · SWIMT Contract Reimb Exp	\$ 38,813.00	\$ -	\$ -	\$ -
5570 · Car Allowance/Mileage	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
5570 · Housing Allowance	\$ -	\$ 3,218.00	\$ -	\$ 2,700.00
5585 · Payroll Tax Expense	\$ 4,388.00	\$ 9,291.00	\$ 12,956.00	\$ 11,012.00
5586 · Retirement Expense	\$ -	\$ 3,250.00	\$ 3,487.00	\$ 3,515.00
5580 · Salary & Wages - Other	\$ 80,684.00	\$ 120,927.00	\$ 151,541.00	\$ 139,495.00
5587 · Worker's Compensation	\$ 1,450.00	\$ 1,597.00	\$ 1,674.00	\$ 1,674.00
5591 · COG Member Grant Match	\$ -	\$ -	\$ 6,000.00	\$ -
5636 · Admin Project Expense	\$ 5,542.00	\$ -	\$ -	\$ -
5637 · SCAN GM	\$ 5,359.00	\$ -	\$ -	\$ -
5638 · Region 9 EDD	\$ 10,440.00	\$ -	\$ -	\$ -
5639 · Infor Services-Project Mgmt	\$ 4,940.00	\$ -	\$ -	\$ -
5640 · Consulting	\$ 14,867.00	\$ 34,024.00	\$ 271,000.00	\$ 172,053.00
5638 · Regional Project Mgmt	\$ 7,477.00	\$ -	\$ -	\$ -
5642 · Project Engineering & Mgmt	\$ 2,164.00	\$ -	\$ -	\$ -
5643 · Transit	\$ 7,850.00	\$ 2,000.00	\$ -	\$ -
5644 · AmeriCorps Member	\$ -	\$ 8,000.00	\$ 11,700.00	\$ 8,000.00
5645 · Project Construction	\$ 286,198.00	\$ -	\$ -	\$ -
5647 · FLC Interns	\$ 5,500.00	\$ -	\$ -	\$ -
5650 · Conference/Seminars/Training	\$ 225.00	\$ -	\$ -	\$ -
5660 · Contract Services	\$ 22,752.00	\$ -	\$ -	\$ -
5955 · In Kind Project Expense-Constru	\$ 95,399.00	\$ -	\$ -	\$ -
5956 · In Kind Project Exp-Admin	\$ 1,847.00	\$ -	\$ -	\$ -
5961 · Employee/Board Appreciation	\$ -	\$ 414.00	\$ -	\$ 361.00
Insurance Expense-H.S.A.	\$ -	\$ -	\$ -	\$ 4,000.00
Match Refund	\$ -	\$ -	\$ -	\$ 1,634.00
Professional Development	\$ -	\$ -	\$ -	\$ 430.00
Salary and Wages:Cell Phone Allowance	\$ -	\$ -	\$ 1,560.00	\$ 2,665.00
Team Building	\$ -	\$ -	\$ -	\$ 320.00
TOTAL EXPENDITURES	\$ 838,448.00	\$ 540,970.00	\$ 795,577.00	\$ 560,549.00

Fund Balance: General Fund

Fund Balance Information	
General Fund – FY2016	
Beginning Fund Balance ^a	\$90,500
Ending Fund Balance ^e	\$85,787
Operating Costs	\$216,895
Reserve Requirement	\$72,298

Notes:

SWCCOG Fund Balance Policy states:

It is the goal of the SWCCOG to maintain an unassigned fund balance equal to four months of operating expenditures.

^a indicates audited information

^e indicates unaudited information

Fund Balance = Assets minus liabilities