



# SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

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**To:** SWCCOG Board of Directors  
**From:** Sara Trujillo, Accountant  
**Subject:** Final FY2018 General Fund Budget  
**Date:** 7 December 2017

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Please find attached the final FY2018 General Fund budget and summary below.

<b>General Fund FY2018</b>	<b>Final (UNAUDITED)</b>
Revenues	\$5,862,861
Expenditures	\$5,831,793
<b>Net Income</b>	<b>\$31,068</b>

FY2018 Net Income (unaudited) is positive. This budget is with the assumption that FCC funding will be received. Items to note:

- Updates between the 2018 preliminary budget and 2018 final budget that had the greatest impacts were more information known regarding broadband funding, staffing, and salary increases.
- Staffing increases were estimated for just the 2<sup>nd</sup> half of 2018 and not the full year. This change affected salary, benefits (allowance, health, retirement), and PC and WC insurance rates.
- Misc. Expenses in 2016 were for SWIMT and 2017 were for the RREO (recycling) grant. None are estimated at this time for 2018.
- There is a significant increase in office equipment from 2017 to 2018 due to the projection of increased staffing in 2018.

Attached include the following:

- Revenues and Expenditures Summary: General Fund, with 3 Year's Comparison
- Fund Balance Summary: General Fund, with 3 Year's Comparison

	Jan - Dec 16 (AUDITED)	Jan - Dec 17 (updated & unaudited)	Jan - Dec 18 (FINAL)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>All Hazards</b>	135,239.20	218,653.00	163,346.00
<b>Broadband</b>			
FCC	0.00	0.00	3,000,000.00
CDOT	0.00	0.00	333,333.00
DoLA	0.00	0.00	375,000.00
Private Equity	0.00	0.00	1,666,667.00
<b>CDOT Grants</b>			
SWTPR Grant	21,293.31	22,100.00	22,100.00
Transit 5304 Grant	0.00	2,000.00	27,000.00
Transit LCC Grant	19,999.02	0.00	0.00
<b>Total CDOT Grants</b>	41,292.33	24,100.00	49,100.00
<b>DoLA Grants</b>			
DoLA 7645	40,747.05	0.00	0.00
DoLA 8010	78,001.91	0.00	0.00
DoLA 8011	33,230.60	38,821.00	0.00
DoLA 8330	0.00	23,769.00	28,000.00
DoLA 9038	55,045.46	44,955.00	0.00
DoLA TA 2018	0.00	0.00	35,000.00
DoLA Grants - Other	0.00	0.00	0.00
<b>Total DoLA Grants</b>	207,025.02	107,545.00	63,000.00
<b>Dues Revenue</b>			
Admin Position	12,347.00	12,200.00	12,200.00
COG Dues	115,363.00	114,000.00	145,000.00
SWTPR Contributions	7,679.00	7,607.00	7,607.00
<b>Total Dues Revenue</b>	135,389.00	133,807.00	164,807.00
<b>Grant Match</b>			
COG Member Match	6,836.42	15,000.00	0.00
Non-COG Member Match	12,223.00	0.00	0.00
<b>Total Grant Match</b>	19,059.42	15,000.00	0.00
<b>Misc. Income</b>	29,349.68	9,480.00	10,000.00
<b>RREO Grant</b>			
RREO 2016-2017	6,756.40	28,161.00	0.00
RREO Grant - Other	0.00	0.00	0.00
<b>Total RREO Grant</b>	6,756.40	28,161.00	0.00
<b>SCAN Services</b>			
Dark Fiber Leasing	20,256.00	21,287.00	29,328.00
e-TICS	8,400.00	0.00	0.00
Fiber Equipment Repair Fund	0.00	0.00	0.00
Internet & Transport	8,280.00	8,280.00	8,280.00
<b>Total SCAN Services</b>	36,936.00	29,567.00	37,608.00

SJB AAA	3,375.50	0.00	0.00
Sonoran-Lincoln Institute	0.00	0.00	0.00
<b>Total Income</b>	<b>614,422.55</b>	<b>566,313.00</b>	<b>5,862,861.00</b>
<b>Gross Profit</b>	<b>614,422.55</b>	<b>566,313.00</b>	<b>5,862,861.00</b>
<b>Expense</b>			
Advertising and Promotion	419.54	80.00	240.00
All Hazards Projects	119,849.07	212,645.00	157,346.00
AmeriCorp VISTA	8,000.00	8,000.00	0.00
Bank Service Charge	73.00	200.00	200.00
<b>Broadband Expenses</b>			
Fiber Equip Repair - RESTRICTED	0.00	0.00	0.00
SCAN Dark Fiber Lease	12,660.00	5,322.00	7,332.00
<b>Total Broadband Expenses</b>	<b>12,660.00</b>	<b>5,322.00</b>	<b>7,332.00</b>
Conference Fee	0.00	199.00	0.00
Consulting	190,300.41	85,872.00	5,313,500.00
Employee/Board Appreciation	360.68	80.00	100.00
<b>Information Technology (IT)</b>			
Hardware	0.00	0.00	0.00
Internal IT Consulting	0.00	50.00	50.00
Software	1,268.06	1,024.00	1,324.00
<b>Total Information Technology (IT)</b>	<b>1,268.06</b>	<b>1,074.00</b>	<b>1,374.00</b>
<b>Insurance Expense</b>			
General Liability	2,212.75	2,235.00	8,000.00
Health	19,922.00	26,214.00	36,720.00
HSA	4,000.00	0.00	0.00
Worker's Compensation	1,674.00	1,668.00	1,750.00
<b>Total Insurance Expense</b>	<b>27,808.75</b>	<b>30,117.00</b>	<b>46,470.00</b>
<b>Internet Connectivity</b>			
Fast Track	10,800.00	10,800.00	10,800.00
Internet Connection (AT&T)	385.63	388.00	390.00
<b>Total Internet Connectivity</b>	<b>11,185.63</b>	<b>11,188.00</b>	<b>11,190.00</b>
Match Refund	1,634.25	0.00	0.00
Meetings	2,737.95	1,312.00	5,000.00
Memberships	17,253.50	5,673.00	6,048.00
Misc. Expense	15,850.89	3,503.00	0.00
Office Equipment	3,970.62	293.00	6,000.00
Office Supplies	741.40	466.00	850.00
Office Telephone	0.00	0.00	980.00
Postage and Delivery	65.02	70.00	80.00
Professional Development	430.40	2,570.00	4,000.00
<b>Professional Fees</b>			
Accounting Software	0.00	220.00	200.00
Audit	6,500.00	6,750.00	5,900.00
Legal	5,248.46	3,331.00	7,000.00
Misc.	1,329.75	331.00	500.00
<b>Total Professional Fees</b>	<b>13,078.21</b>	<b>10,632.00</b>	<b>13,600.00</b>

Rent	87.00	91.00	95.00
<b>Salary and Wages</b>			
457 Retirement	3,514.94	6,657.00	9,355.00
Car Allowance	3,600.00	3,600.00	3,600.00
Cell Phone Allowance	2,665.00	2,795.00	1,560.00
Housing Allowance	2,700.00	0.00	2,400.00
Payroll Processing Fee	1,568.68	1,540.00	2,400.00
Payroll Tax	11,011.93	12,910.00	16,783.00
Salary and Wages - Other	139,494.85	150,995.00	196,290.00
<b>Total Salary and Wages</b>	<b>164,555.40</b>	<b>178,497.00</b>	<b>232,388.00</b>
Software Maintenance e-TICS	10,292.19	15,162.00	0.00
Team Building	320.00	0.00	0.00
Travel	16,244.96	20,000.00	25,000.00
<b>Total Expense</b>	<b>619,186.93</b>	<b>593,046.00</b>	<b>5,831,793.00</b>
<b>Net Ordinary Income</b>	<b>-4,764.38</b>	<b>-26,733.00</b>	<b>31,068.00</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Earned	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-4,764.38</b>	<b>-26,733.00</b>	<b>31,068.00</b>

## Fund Balance: General Fund

<b>Fund Balance Information</b>	
<b>General Fund – FY2016</b>	
Beginning Fund Balance <sup>a</sup>	\$90,500
Ending Fund Balance <sup>a</sup>	\$85,735
Operating Costs	\$238,614
Reserve Requirement	\$79,538
<b>General Fund – FY2017</b>	
Beginning Fund Balance <sup>a</sup>	\$85,735
Ending Fund Balance <sup>e</sup>	\$59,002
Operating Costs	\$250,045
Reserve Requirement	\$83,348
Reserve deficient	\$24,347
<b>General Fund – FY2018</b>	
Beginning Fund Balance <sup>e</sup>	\$59,002
Ending Fund Balance <sup>e</sup>	\$90,070
Operating Costs	\$337,615
Reserve Requirement	\$112,538
Reserve deficient	\$22,468

### 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.

<sup>a</sup> indicates audited information

<sup>e</sup> indicates unaudited information

Fund Balance = Assets minus liabilities