

## 2023-2024 Proposed Budget

Item	Approved Budget 22-23 (2/25/23)	Budget Proposal 23-24	Explanation of Budget Items
<b>Payroll/Benefits</b>			<b>Payroll/Benefits</b>
Salaries - Full-Time & Part-Time Employees	\$ 691,627	\$ 715,601	ED, SSA, 1 BMO, 2 SA, 1 ASA
PERS/OASDI/Medicare/California UI	\$ 168,810	\$ 175,458	Increase to PERS rate
Benefits	\$ 90,393	\$ 94,857	Projected increase per employee
Total Payroll/Benefits:	<b>\$ 950,830</b>	<b>\$ 985,916</b>	
<b>Rent</b>			<b>Rent</b>
Seaview Plaza Suite 400	\$ 33,424	\$ 33,424	Estimated cost
Total Rent:	<b>\$ 33,424</b>	<b>\$ 33,424</b>	
<b>Insurance</b>			<b>Insurance</b>
Business Liability	\$ 2,550	\$ 2,800	Estimated cost
Directors & Officers	\$ 3,000	\$ 3,100	Estimated cost board approval in August
Professional Liability - Errors and Omissions	\$ 2,783	\$ 3,000	Estimated cost
Workers' Compensation	\$ 4,344	\$ 4,800	Estimated cost
Workers' Compensation Audit for 2021-22	\$ 0	\$ 500	Estimated cost. Typically refund
Total Insurance:	<b>\$ 12,677</b>	<b>\$ 14,200</b>	
<b>Utilities/Office Expenditures</b>			<b>Utilities/Office Expenditures</b>
Electricity	\$ 1,000	\$ 1,410	Estimated cost
Phone & Internet	\$ 2,800	\$ 2,040	Estimated cost
Bottled Water	\$ 350	\$ 540	Estimated cost
Security - Alarm	\$ 300	\$ 300	Estimated cost
Email Service - Google	\$ 750	\$ 780	Estimated cost
Scantron Maintenance Contract	\$ 1,596	\$ 1,660	Actual cost
Supplies	\$ 700	\$ 1,200	Estimated cost
Printer Maintenance Contract	\$ 1,100	\$ 1,060	Estimated cost
Postage	\$ 900	\$ 1,200	Estimated cost
Furniture	\$ 600	\$ 600	Pay only as needed
Office Equipment	\$ 1,000	\$ 1,000	Pay only as needed
Total Utilities/Office Expenditures:	<b>\$ 11,096</b>	<b>\$ 11,790</b>	
<b>Services/Operating Expenditures</b>			<b>Services/Operating Expenditures</b>
Accountant - CPA Service	\$ 8,000	\$ 4,500	Estimated contract maximum
Audit	\$ 4,200	\$ 4,200	Estimated cost
OCDE Payroll Services	\$ 1,200	\$ 1,200	Estimates from 2022-23 contract
OCDE Business Services	\$ 1,200	\$ 1,200	Cost based on general fund balance with OCDE
Fire Inspection / Alarm Permit	\$ 41	\$ 70	Annual inspection by the City of Huntington Beach
Accounting, Conference Call & Survey Subscriptions	\$ 1,900	\$ 2,200	FreshBooks (Accounting), Conference Call service, Time Clock, and Survey Monkey (unlimited)

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<b>Services/Operating Expenditures cont.</b>			<b>Services/Operating Expenditures cont.</b>
Office Cleaning	\$ 450	\$ 900	Estimated cost
Webinar/Demo Hosting Platform	\$ 1,100	\$ 600	Estimated cost
PayPal Services	\$ 100	\$ 100	Estimated cost
Total Services/Operating Expenditures:	<b>\$ 18,191</b>	<b>\$ 14,970</b>	
<b>Computers/Software</b>			<b>Computers/Software</b>
CATS Web Application & Maintenance - SCCOE	\$ 44,475	\$ 47,100	CATS maintenance, help desk, server & programming upgrades
ProctorU Remote Proctored Contract Fee	\$ -	\$ 7,500	Estimated contract maximum
Computer Technical Service/Repair	\$ 1,000	\$ 1,000	Pay only as needed
Computer/Software Purchases	\$ 3,000	\$ 3,000	New or upgraded computer and software purchases, as needed
Total Computers/Software:	<b>\$ 48,475</b>	<b>\$ 58,600</b>	
<b>Marketing/Staff Development/Travel</b>			<b>Marketing/Staff Development/Travel</b>
Organization Memberships	\$ 1,100	\$ 1,100	PTC-SC (5 memberships), IPAC, IPMA-HR, SCPMA, SHRM, SIOP, GalGov-HR
Staff Conferences and Training	\$ 2,300	\$ 3,500	IPAC, WRIPAC, PTC, SCPMA
Staff Conferences and Training Travel	\$ 2,000	\$ 8,700	Travel for Staff Development
CODESP Travel (Site visits and trainings)	\$ 1,750	\$ 3,000	Travel for CODESP related business / marketing / presentations
Marketing	\$ 3,400	\$ 2,500	Mostly for advertisements used at conferences, meetings, etc.
Vendor/Sponsorship Fees	\$ 7,200	\$ 9,400	ACHRO, PTC, CSPCA, CalGov HR, SCPMA, WRIPMA-HR, ACSA
Vendor/Sponsorship Travel	\$ 6,500	\$ 13,300	Travel for vendor/sponsorship at conferences for marketing
Total Marketing/Staff Development/Travel:	<b>\$ 24,250</b>	<b>\$ 41,500</b>	
<b>Total Projected Operating Expenses</b>	<b>\$ 1,098,943</b>	<b>\$ 1,160,400</b>	

**2023-2024 Proposed Budget**

<b>2023-2024</b>	
<b>INCOME RECEIVED/PROJECTED</b>	
<b>Income Received as of 5/5/2023</b>	
Membership Fees (13 Checks Received)	\$ 31,483
Subscriber Fees (2 Checks Received)	\$ 3,600
<b>Income Projected through 6/30/2024</b>	
Membership Fees*	\$ 923,417
Subscriber Fees*	\$ 197,750
Interest & Other Income	\$ 39,600
<b>Projected Total Income</b>	<b>\$ 1,192,250</b>
<b>Total Budgeted Operating Expenses**</b>	<b>\$ (1,160,400)</b>
<b>Projected Income Minus Expenses</b>	<b>\$ 31,850</b>

Unverified by CPA

Does not include interested customers

<b>RESERVE/SAVINGS BALANCE</b>	
<b>Financial Statement as of 3/31/2023</b>	
County Treasury (Reserve) Balance	\$ 1,579,573
Cash in Savings	\$ 109,768
Reserves Required for GASB#68	\$ (250,000)
Remaining Projected Income 2022-23*	\$ 16,773
Remaining Projected Expenses 2022-23**	\$ (339,721)
Projected Income 2023-24*	\$ 1,192,250
Projected Expenses 2023-24**	\$ (1,160,400)
<b>Estimated Reserve Balance</b>	<b>\$ 1,148,242</b>

\*Current customer income only. Interested customers not included

\*\*Typically not 100% spent