

SOUTHWEST MICHIGAN PLANNING COMMISSION
2018
BUDGET PROPOSAL
June Revision
6/19/2018

Revision Summary
Budget Revenues
Budget Expenditures
Revenues by Program Area
Cost Allocation Plan
Provisional Indirect Rate Proposal
Equipment Fund Appropriation



Summary of 2018 Budget Revision

Revenue	February Budget	June Revision	Change (+/-)	Reason for Change
Federal	595,260	595,260	0	
State	1,173,364	1,275,213	101,849	New Asset Mgmt Culvert Proj.
Other	0	0	0	
County Contribution	59,925	59,925	0	
Local Contract	76,948	76,948	0	
Local Interest Earned	0	0	0	
Local Match	195,565	195,565	0	
County Other	0	0	0	
Donations	0	0	0	
Total	2,101,062	2,202,911	101,849	

Expenses

Personnel				
(Salaries and Fringe)	651,308	651,308	0	
Unallocated Funds	101,391	105,479	4,088	
Total Personnel	752,699	756,787	4,088	
Operating - Direct				
Contractual Off-Site Expense Minus Salary/Fringe & Contractual Off-Site	1,109,604	1,206,603	96,999	A/M Culvert Project
	96,905	96,905	0	
Operating - Indirect				
Expense Minus Salary/Fringe	141,854	142,616	762	
Total	2,101,062	2,202,911	101,849	

**2018
REVENUES**

<i>SOURCE</i>	2018 <i>January</i>	Prior-Rev. <i>CHANGE</i>	2017 <i>January</i>
COUNTY DUES	42,715	1	42,714
INTEREST REVENUE (PROJ.)	0	0	0
ASSET MANAGEMENT	149,689	112,659	37,030
BERRIEN TRANSIT SERVICE STUDY	101,724	(98,276)	200,000
BE HEALTHY BERRIEN	13,895	(4,110)	18,005
ECONOMIC DEV. ADM./DISTRICT PLANNING	68,838	0	68,838
TWIN CITIES HARBOR CONSERVANCY	5,000	0	5,000
MDOT REGIONAL TRANSPORTATION	109,491	51,791	57,700
MDOT TRAVEL DEMAND MODEL	12,166	12,166	0
MOBILITY MGMT	3,293	(71,707)	75,000
MDEQ SAW GRANT	739,423	516,523	222,900
MISCELLANEOUS MAPPING	1,500	(1,500)	3,000
NILES AREA TRANSPORTATION STUDY	143,678	2,817	140,861
NAPIER CORRIDOR STUDY	153,735	153,735	0
OX CREEK PPRW 319	29,588	17,588	12,000
PAW PAW RIVER WATER TRAIL	44,570	(52,430)	97,000
PUCKER STREET DAM	20,200	12,200	8,000
PAW PAW & BLACK RIVER W/S PLAN	31,767	31,767	0
PEP PHASE II	22,250	13,250	9,000
RIDESHARE	36,000	0	36,000
REGIONAL PROSPERITY INITIATIVE	250,000	50,000	200,000
TWIN CITIES AREA TRANSPORTATION STUDY	223,389	4,375	219,014
 DONATIONS	 0		 0
 TOTAL	 2,202,911	 750,849	 1,452,062

**2018 BUDGET
REVENUES BY PROGRAM AREA
MATCHING FUNDS**

PROGRAM AREA NAME	FEDERAL FUNDS	STATE FUNDS	TOTAL STATE/ FEDERAL FUNDS	CONTRACTS					TOTAL MATCHING FUNDS	TOTAL CONTRACTS & OTHER LOCAL & MATCHING FUNDS	TOTAL FUNDS	CONTRACTS/OTHER LOCAL & MATCHING FUND SOURCES
				OTHER LOCAL FUNDS/FEES	COUNTY DUES	COUNTY OTHER	LOCAL MATCH	INTEREST				
PLANNING AND INFORMATION PROGRAMS												
ASSET MANAGEMENT	0	138,879	138,879	10,810			0		0	10810	149,689	
BERIEN TRANSIT SRVS STUDY	0	61,724	61,724				40,000		40,000	40,000	101,724	
BE HEALTHY BERRIEN	0			13,895					0	13895	13,895	
EDA	51,628	0	51,628	0	17,210		0		17,210	17,210	68,838	
TWIN CITIES HARBOR CONSER			0	5,000						5,000	5,000	
MDOT REGION	56,633	52,858	109,491	0					0	0	109,491	
MDOT TDM		12,166	12,166							0	12,166	
MOBILITY MGMT				3,293						3,293	3,293	
MEDQ SAW GRANT		665,481	665,481	0			73,942		73,942	73,942	739,423	
MISCELLANEOUS MAPPING			0	1,500						1,500	1,500	
NATS	117,601		117,601	0			26,077		26,077	26,077	143,678	
NAPIER CORRIDOR STUDY	125,200	13,535	138,735	0			15,000		15,000	15,000	153,735	
OX CREEK PPRW 319	29,588		29,588							0	29,588	
PAW PAW RIVER WATER TR		44,570	44,570							0	44,570	
PUCKER STREET DAM			0	20,200					0	20,200	20,200	
PAW PAW & BLK RIV W/S PLN	31,767		31,767	0					0	0	31,767	
PEP PHASE II	0		0	22,250						22,250	22,250	
RIDESHARE	0	36,000	36,000						0	0	36,000	
RPI		250,000	250,000						0	0	250,000	
TWINCATS	182,843		182,843				40,546			0	182,843	
LOCAL SERVICES												
BOARD SUPPORT/CPA SERV			0	16,430					16,430	16,430	16,430	
LOCAL SERVICES			0	26,285					26,285	26,285	26,285	
INTEREST REVENUE								0	0	0	0	
DONATIONS				0						0	0	
TOTAL FUNDS	595,260	1,275,213	1,870,473	76,948	59,925	0	195,565	0	255,490	332,438	2,202,911	
UNALLOCATED								0	0	0	0	
TOTAL BUDGET	595,260	1,275,213	1,870,473	76,948	59,925		195,565	0	255,490	332,438	2,202,911	

2018 BUDGET EXPENDITURES

			2018		2017
	INDIRECT	DIRECT	TOTAL	DOUBLE CHECK	Approv. TOTAL
<i>PERSONNEL</i>					
SALARY			\$421,162		\$409,086
BENEFITS			\$230,146		\$206,526
SUB-TOTAL			\$651,308	\$651,308	\$615,613
UNALLOCATED FUNDS			\$105,479		\$9,174
TOTAL PERSONNEL			\$756,787		\$624,787
<i>OPERATING</i>					
Checking Acct. Fees	\$0		\$0	\$0	\$0
6300 - Mileage & Travel	\$359	\$17,315	\$17,674	\$17,674	\$23,406
6310 - Meals	\$205	\$3,140	\$3,345	\$3,345	\$73,963
6315 - Lodging	\$3	\$3,300	\$3,303	\$3,303	\$2,817
6320 - Telephone	\$3,293	\$150	\$3,443	\$3,443	\$2,430
6330 - Printing	\$71	\$8,045	\$8,116	\$8,116	\$1,762
6340 - Postage	\$976	\$1,025	\$2,001	\$2,001	\$2,787
6410 - Dues, Subs, Pubs	\$1,951	\$2,100	\$4,051	\$4,051	\$2,623
6420 - Supplies & Materials	\$6,104	\$24,845	\$30,949	\$30,949	\$16,787
6430 - Computer Services	\$29,111	\$5,500	\$34,611	\$34,611	\$609
6440 - Advertising	\$273	\$5,800	\$6,073	\$6,073	\$0
6500 - Conferences & Training	\$295	\$3,325	\$3,620	\$3,620	\$968
6520 - Rent, Janitorial & Recyc	\$87,587	\$0	\$87,587	\$87,587	\$0
6530 - Local Cash In-Kind	\$0	\$0	\$0	\$0	\$12,004
6540 - Contractual On Site	\$0	\$0	\$0	\$0	\$42,024
6550 - Contractual Off-Site	\$0	\$1,206,603	\$1,206,603	\$1,206,603	\$9,904
6610 - Equipment	\$0	\$10,000	\$10,000	\$10,000	\$0
6620 - Equipment Rental	\$741	\$0	\$741	\$741	\$623,224
6630 - Equipment Maintenance	\$481	\$35	\$516	\$516	\$0
6710 - Legal Services	\$0	\$0	\$0	\$0	\$2,000
6715 - Audit Services	\$0	\$5,000	\$5,000	\$5,000	\$1,701
6720 - Accounting Services	\$10,201	\$0	\$10,201	\$10,201	\$13,250
6730 - Insurance (cont, lia, bond)	\$965	\$675	\$1,640	\$1,640	\$0
6740 - Depreciation	\$0	\$0	\$0	\$0	\$0
6950 - General Commission Exp	\$0	\$1,200	\$1,200	\$1,200	\$0
6960 - Commissioner Mileage	\$0	\$2,200	\$2,200	\$2,200	\$0
6970 - Commissioner Per Diem	\$0	\$3,000	\$3,000	\$3,000	\$12,825
6980 - Bank Fees	\$0	\$250	\$250	\$250	225
6990 - Pass Through	0	0			
TOTAL OPERATING	\$142,616	\$1,303,508	\$1,446,124	\$1,446,124	\$845,309
DOUBLE CHECK	\$142,616	\$1,303,508	\$1,446,124		\$845,309
OPERATING + PERSONNEL			\$2,202,911		\$1,470,096
REVENUE			\$2,202,911		\$1,470,096

COST ALLOCATION PLAN – 2018

LEAVE AND FRINGE BENEFIT RATES

RELEASED TIME BENEFITS

ANNUAL LEAVE	\$33,981	
HOLIDAY PAY	19,148	\$53,129

ADDED COST (FRINGE) BENEFITS

FICA	\$32,219	
GROUP INSURANCE COVERAGES	173,403	
WORKERS COMP	1,390	
UCI	81	
PENSION CONTRIB/ADMIN	26,522	233,614

TOTAL BENEFITS **\$286,744**

ANNUAL BUDGETED SALARY \$408,029

LESS RELEASED TIME BEN. 53,129

TOTAL CHARGEABLE SALARY **\$354,900**

LEAVE RATE: \$53,129 / 354,900 = **14.97%**

FRINGE BENEFIT RATE: \$233,614 / 408,029 = **57.25%**

**SOUTHWESTERN MICHIGAN COMMISSION
PROVISIONAL INDIRECT COST RATE PROPOSAL*
CALENDAR YEAR 2018**

		INDIRECT	DIRECT	TOTAL	REVENUE
PERSONNEL					
CHARGEABLE SALARY		100,403	252,578	352,981	
LEAVE	14.97%	15,031	37,812	52,842	
SUB-TOTAL		115,434	290,390	405,824	
BENEFITS	57.25%	66,091	166,261	232,352	
SUB-TOTAL		181,525	456,650	638,175	
OTHER PERSONNEL		0	13,133	13,133	
TOTAL		181,525	469,783	651,308	
OPERATING					
TRAVEL, MEALS, LODGING		359	17,315	17,674	
RENT		205	3,140	3,345	
TELEPHONE		3	3,300	3,303	
CONTENTS, LIABILITY INS.		3,293	150	3,443	
POSTAGE		71	8,045	8,116	
PRINTING		976	1,025	2,001	
DUES, SUBS, PUBS		1,951	2,100	4,051	
SUPPLIES		6,104	24,845	30,949	
EQUIPMENT RENTAL		29,111	5,500	34,611	
EQUIPMENT DEPRECIATION		273	5,800	6,073	
EQUIPMENT MAINTENANCE		295	3,325	3,620	
LEGAL SERVICES		87,587	0	87,587	
ADVERTISING		0	0	0	
COMPUTER SERVICES		0	0	0	
CONFERENCES		0	1,206,603	1,206,603	
COMMISSION EXPENSE		0	10,000	10,000	
CONTRACTUAL PERSONNEL (OFF-PREMISES)					
		741	0	741	
CONTRACTED PERSONNEL (ON PREMISES)					
PER DIEM		0	0	0	
COMM MILES		0	5,000	5,000	
DIRECT EQUIPMENT		10,201	0	10,201	
TRAINER SERVICES		965	675	1,640	
PROMOTIONAL SUPPLIES		0	0	0	
PASS-THRU		0	1,200	1,200	
TRAINER TRAVEL		0	2,200	2,200	
CPA SERVICES		0	3,000	3,000	
TOTAL		142,616	1,303,258	1,445,874	
TOTAL BUDGET		324,141	1,773,041	2,097,182	2,202,911

TOTAL AGENCY INDIRECT COST RATE = **69.00%**

*DEVELOPED IN ACCORDANCE WITH THE STANDARDS IN OMB CIRCULAR A-87
AND IN ACCORDANCE WITH THE SWMC'S INDIRECT COST ALLOCATION PLAN