

**SOUTHWEST MICHIGAN PLANNING COMMISSION
2020
BUDGET PROPOSAL**

2/18/2020

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



**2020
REVENUES**

<i>SOURCE</i>	2020 <i>February</i>	Prior-Rev. <i>CHANGE</i>	2019 <i>January</i>
COUNTY DUES	42,715	0	42,715
INTEREST REVENUE (PROJ.)	1,100	1,100	0
ASSET MANAGEMENT	41,000	0	41,000
BERRIEN HOUSING DIAGNOSIS	30,000	30,000	0
BERRIEN TOWNSHIP REC PLAN & MASTER PLAN	10,000	10,000	0
CASS COUNTY RECREATION PLAN	2,500	2,500	0
ECONOMIC DEV. ADM./DISTRICT PLANNING	87,210	18,372	68,838
ECONOMIC DEV. ADM/CORRIDORS	2,458	(21,542)	24,000
INFRASTRUCTURE ASSET MANAGEMENT	43,071	43,071	0
IN-MI RIVER VALLEY TRAIL EXTENSION	3,500	1,000	2,500
LOCAL SPECIAL PROJECTS	78,125	78,125	0
MDOT REGIONAL TRANSPORTATION	57,698	(48,591)	106,289
MOBILITY MANAGEMENT	75,000	75,000	0
NILES AREA TRANSPORTATION STUDY	156,813	30,791	126,022
OX CREEK	15,800	15,800	0
PAW PAW WATERSHED PLAN	32,820	7,820	25,000
PAW PAW RIVER WATER TRAIL COMMUNITIES	30,500	7,700	22,800
PEP PHASE II	16,400	2,400	14,000
PINE MILL CREEK	2,150	(1,050)	3,200
PUCKER STREET DAM	18,350	10,150	8,200
REGIONAL PROSPERITY INITIATIVE	94,867	(335,103)	429,970
RIDESHARE	36,000	0	36,000
TWIN CITIES AREA TRANSPORTATION STUDY	260,131	36,836	223,295
U OF MICHIGAN NSF	10,000	0	10,000
 DONATIONS	 0		 0
TOTAL	1,148,208	(165,704)	1,313,912

2020 BUDGET EXPENDITURES

	INDIRECT	DIRECT	2020 TOTAL	DOUBLE CHECK	2019 Approv. TOTAL
<i>PERSONNEL</i>					
SALARY			\$453,642		\$434,741
BENEFITS			\$205,055		\$231,504
SUB-TOTAL			\$658,697	\$655,835	\$666,246
UNALLOCATED FUNDS			\$89,268		\$14,285
TOTAL PERSONNEL			\$747,965		\$680,531
<i>OPERATING</i>					
Checking Acct. Fees	\$0		\$0	\$0	\$0
6300 - Mileage & Travel	\$164	\$19,325	\$19,489	\$19,489	\$12,007
6310 - Meals	\$0	\$0	\$0	\$0	\$1,810
6315 - Lodging	\$400	\$5,675	\$6,075	\$6,075	\$3,300
6320 - Telephone	\$106	\$0	\$106	\$106	\$3,895
6330 - Printing	\$2,109	\$460	\$2,569	\$2,569	\$4,726
6340 - Postage	\$46	\$400	\$446	\$446	\$1,407
6410 - Dues, Subs, Pubs	\$1,310	\$3,145	\$4,455	\$4,455	\$5,392
6420 - Supplies & Materials	\$3,114	\$6,210	\$9,324	\$9,324	\$12,329
6430 - Computer Services	\$5,178	\$8,835	\$14,013	\$14,013	\$40,522
6440 - Advertising	\$26,977	\$2,585	\$29,562	\$29,562	\$6,583
6500 - Conferences & Training	\$51	\$3,665	\$3,716	\$3,716	\$2,831
6520 - Rent, Janitorial & Recyc	\$76,940	\$0	\$76,940	\$76,940	\$67,320
6530 - Local Cash In-Kind	\$0	\$0	\$0	\$0	\$0
6540 - Contractual On Site	\$0	\$0	\$0	\$0	\$0
6550 - Contractual Off-Site	\$0	\$206,620	\$206,620	\$206,620	\$415,420
6610 - Equipment	\$0	\$2,500	\$2,500	\$2,500	\$17,079
6620 - Equipment Rental	\$352	\$0	\$352	\$352	\$527
6630 - Equipment Maintenance	\$558	\$0	\$558	\$558	\$581
6710 - Legal Services	\$0	\$0	\$0	\$0	\$0
6715 - Audit Services	\$11,348	\$5,000	\$16,348	\$16,348	\$24,138
6720 - Accounting Services	\$0	\$0	\$0	\$0	\$3,442
6730 - Insurance (cont, lia, bond)	\$958	\$0	\$958	\$958	\$2,786
6740 - Depreciation	\$0	\$0	\$0	\$0	\$0
6950 - General Commission Exp	\$457	\$475	\$932	\$932	\$1,157
6960 - Commissioner Mileage	\$0	\$2,300	\$2,300	\$2,300	\$3,000
6970 - Commissioner Per Diem	\$0	\$2,900	\$2,900	\$2,900	\$3,000
6980 - Bank Fees	\$0	\$80	\$80	\$80	129.71
6990 - Pass Through	0	0			
TOTAL OPERATING	\$130,068	\$270,175	\$400,243	\$405,335	\$1,446,124
DOUBLE CHECK	\$135,160	\$270,175	\$400,243		\$2,202,911
OPERATING + PERSONNEL			\$1,148,208		\$2,202,911
REVENUE			\$1,148,208		\$2,202,911

**2020 BUDGET
REVENUES BY PROGRAM AREA
MATCHING FUNDS**

PROGRAM AREA NAME	FEDERAL FUNDS	STATE FUNDS	TOTAL STATE/ FEDERAL FUNDS	CONTRACTS					TOTAL MATCHING FUNDS	TOTAL CONTRACTS		CONTRACTS/OTHER LOCAL & MATCHING FUND SOURCES
				OTHER LOCAL FUNDS/FEES	COUNTY DUES	COUNTY OTHER	LOCAL MATCH	INTEREST		&OTHER LOCAL & MATCHING FUNDS	TOTAL FUNDS	
PLANNING AND INFORMATION PROGRAMS												
ASSET MANAGEMENT	0	41,000	41,000				0		0	0	41,000	
BERRIEN HOUSING DIAGNOSIS	0			30,000					0	30,000	30,000	
BERRIEN TWSP RP-MP	0			10,000					0	10,000	10,000	
CASS RECREATION PLAN	0	0	0	2,500	0		0		0	2,500	2,500	
EDA DISTRICT PLANNING	70,000		70,000		17,210		0		17,210	17,210	87,210	
EDA BERRIEN CORRIDORS	2,458		2,458	0					0	0	2,458	
INFRA ASSET MANAGEMENT	0	43,071	43,071	0					0	0	43,071	
IN-MI RIV VAL TRL EXTEN		3,500	3,500	0						0	3,500	
LOCAL SERVICES		78,125	78,125		42,715				42,715	42,715	120,840	
MDOT REGIONAL TRANSP	15,200	42,498	57,698	0						0	57,698	
MOBILITY MGMT	0		0	75,000			0		0	75,000	75,000	
NATS	128,352	0	128,352				28,461			0	128,352	
OX CREEK	13,430	2,370	15,800	0					0	0	15,800	
PAW PAW RIV WTSHD PLAN	32,820		32,820	0					0	0	32,820	
PAW PAW RIV WTR TRAIL			0	30,500						30,500	30,500	
PEP PHASE II				16,400						16,400	16,400	
PINE MILL CREEK	2,150		2,150	0						0	2,150	
PUCKER STREET DAM				18,350						18,350	18,350	
RPI		94,867	94,867						0	0	94,867	
RIDESHARE		36,000	36,000	0					0	0	36,000	
TWINCATS	212,917	0	212,917	0			47,214			0	212,917	
U OF M NSF	0	0	0	10,000					0	10,000	10,000	
INTREST	0		0				0	1,100	1,100	1,100	1,100	
LOCAL SERVICES												
BOARD SUPPORT/CPA SERV			0		0				0	0	0	
LOCAL SERVICES			0		0				0	0	0	
INTEREST REVENUE								0	0	0	0	
DONATIONS				0						0	0	
TOTAL FUNDS	477,327	341,431	818,758	192,750	59,925	0	75,675	1,100	136,700	329,450	1,148,208	
UNALLOCATED								1,100	1,100	1,100	1,100	
TOTAL BUDGET	477,327	341,431	818,758	192,750	59,925		75,675	1,100	136,700	329,450	1,148,208	

COST ALLOCATION PLAN – 2020

LEAVE AND FRINGE BENEFIT RATES

RELEASED TIME BENEFITS

ANNUAL LEAVE	\$36,708	
HOLIDAY PAY	20,624	\$57,331

ADDED COST (FRINGE) BENEFITS

FICA	\$34,704	
GROUP INSURANCE COVERAGES	140,260	
WORKERS COMP	1,497	
UCI	81	
PENSION CONTRIB/ADMIN	28,514	205,055

TOTAL BENEFITS **\$262,387**

ANNUAL BUDGETED SALARY \$438,676

LESS RELEASED TIME BEN. 57,331

TOTAL CHARGEABLE SALARY **\$381,345**

LEAVE RATE: \$57,331 / 381,345 = **15.03%**

FRINGE BENEFIT RATE: \$205,055 / 438,676 = **46.74%**

**SOUTHWESTERN MICHIGAN COMMISSION
PROVISIONAL INDIRECT COST RATE PROPOSAL*
CALENDAR YEAR 2020**

		INDIRECT	DIRECT	TOTAL	REVENUE
PERSONNEL					
CHARGEABLE SALARY		111,384	268,265	379,649	
LEAVE	15.03%	16,746	40,331	57,077	
SUB-TOTAL		128,130	308,596	436,725	
BENEFITS	46.74%	59,893	144,250	204,144	
SUB-TOTAL		188,023	452,846	640,869	
OTHER PERSONNEL		0	14,966	14,966	
TOTAL		188,023	467,812	655,835	
OPERATING					
TRAVEL, MEALS, LODGING		164	19,325	19,489	
RENT		0	0	0	
TELEPHONE		400	5,675	6,075	
CONTENTS, LIABILITY INS.		106	0	106	
POSTAGE		2,109	460	2,569	
PRINTING		46	400	446	
DUES, SUBS, PUBS		1,310	3,145	4,455	
SUPPLIES		3,114	6,210	9,324	
EQUIPMENT RENTAL		5,178	8,835	14,013	
EQUIPMENT DEPRECIATION		26,977	2,585	29,562	
EQUIPMENT MAINTENANCE		51	3,665	3,716	
LEGAL SERVICES		76,940	0	76,940	
ADVERTISING		0	0	0	
COMPUTER SERVICES		0	0	0	
CONFERENCES		0	206,620	206,620	
COMMISSION EXPENSE		0	2,500	2,500	
CONTRACTUAL PERSONNEL (OFF-PREMISES)					
		352	0	352	
CONTRACTED PERSONNEL (ON PREMISES)					
PER DIEM		0	0	0	
COMM MILES		11,348	5,000	16,348	
DIRECT EQUIPMENT		0	0	0	
TRAINER SERVICES		958	0	958	
PROMOTIONAL SUPPLIES		0	0	0	
PASS-THRU		457	475	932	
TRAINER TRAVEL		0	2,300	2,300	
CPA SERVICES		0	2,900	2,900	
TOTAL		130,068	270,095	400,163	
TOTAL BUDGET		318,091	737,907	1,055,998	1,148,208

TOTAL AGENCY INDIRECT COST RATE = **68.00%**

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

2020
EQUIPMENT FUND
BUDGET APPROPRIATION/AUTHORIZATION

Equipment Purchases:

Source:

Annual Depreciation Expense	\$0
Direct Equipment	\$2,500
TOTAL	\$2,500

Approved:

SOUTHWEST MICHIGAN PLANNING COMMISSION

Teri Freehling, Chairman

Date