

Coastal Regional Commission

Darien, Georgia

FY 2017 Annual Work Program & Budget

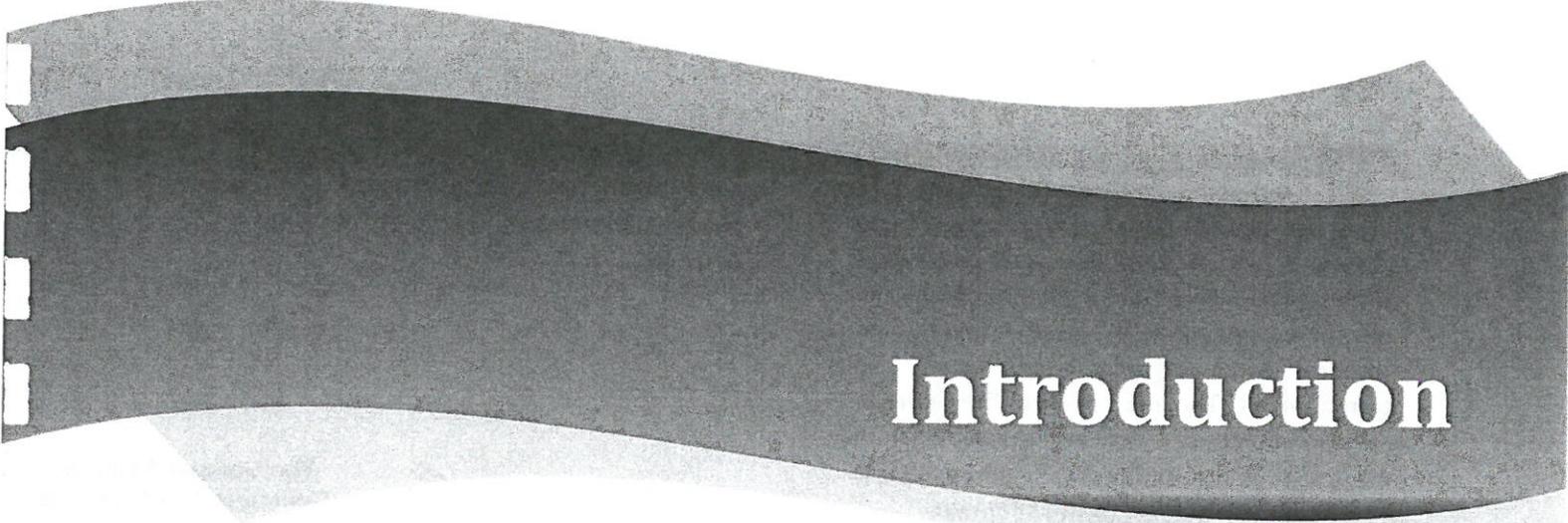


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A decorative banner with a wavy, ribbon-like shape, featuring a dark grey outer border and a lighter grey inner section. The word "Introduction" is printed in white, bold, sans-serif font on the right side of the banner.

Introduction

Government Profile

Council Members

Regional Profile

Staff Organizational Chart

Executive Management Team



Government Profile

The Coastal Regional Commission (CRC) is a regional governmental entity with the purpose to create, promote, and foster the orderly growth, economic prosperity, and continuing development of the industrial, civic, commercial, educational, natural, and human resources of the Region and member communities. The enactment of the Georgia State Planning Act of 1989 and the Official Code of Georgia Annotated (OCGA) Section 50-8-31 et al is the basis of the Coastal Regional Commission's existence.

There are 12 Regional Commissions in the state of Georgia. Coastal Regional Commission's boundaries include Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh, and Screven counties.

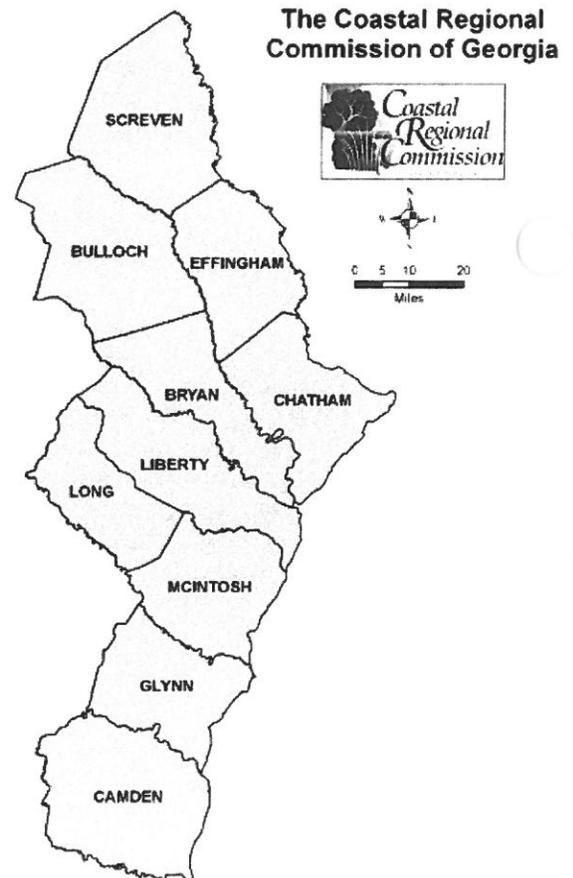
The Commission functions as the regional planning entity for land use, economic development, environmental, transportation, historic preservation planning, coordinated transportation, and services for the elderly, persons with disabilities, and their caregivers.

The Commission is an organization constituted to serve its members and shall be member driven. Membership in the Commission consists of each municipality and county within the territorial boundaries of the Commission.

There are thirty-nine (39) members on the Council that establish policy and direction for the Commission and perform such other functions as may be provided or authorized by law.

The Council appoints an Executive Director, who is the chief administrative officer of the Commission. The Executive Director is

responsible to the Council for the administration of the Commission's affairs and for implementing policy directives of the Council.





The Coastal Regional Commission is governed by ten counties and 35 cities that are known as the Coastal Region of Georgia.

Bryan County

Pembroke
Richmond Hill

Bulloch County

Brooklet
Portal
Register
Statesboro

Camden County

Kingsland
St. Marys
Woodbine

Chatham County

Bloomington
Garden City
Pooler
Port Wentworth
Savannah
Thunderbolt
Tybee Island
Vernonburg

Effingham County

Guyton
Rincon
Springfield

Glynn County

Brunswick

Liberty County

Allenhurst
Flemington
Gumbranch
Hinesville
Midway
Riceboro
Walthourville

Long County

Ludowici

McIntosh County

Darien

Scriven County

Hiltonia
Newington
Oliver
Rocky Ford
Sylvania



CRC Council Officers

Tom Ratcliff, CRC Council Chairman
State Non-Public

Chairman Jimmy Burnsed, CRC Council Vice-Chairman
Bryan County Commission

Mayor Ken Lee, CRC Secretary
City of Rincon

CRC Council Members

BRYAN COUNTY

Chairman Jimmy Burnsed
Bryan Co. Commission

Mayor Harold Fowler
City of Richmond Hill

Sean Register
Non-Public

BULLOCH COUNTY

Commissioner Walter Gibson
Bulloch Co. Commission

Mayor Jan Moore
City of Statesboro

Allen Amason
Post Secondary Education

CAMDEN COUNTY

Chairman Jimmy Starline
Camden Co. Commission

Mayor John F. Morrissey
City of St. Marys

Craig Root
Non-Public

CHATHAM COUNTY

Vice Chairman Pricilla Thomas
Chatham Co. Commission

Mayor Eddie DeLoach
City of Savannah

Chris Blaine
Non-Public

Phil Phillips
Non-Public

One Vacancy
Non-Public

EFFINGHAM COUNTY

Commissioner Reggie Loper
Effingham Co. Commission

Mayor Ken Lee
City of Rincon

Herb Jones
Non-Public

GLYNN COUNTY

Chairman Dale Provenzano
Glynn Co. Commission

Commissioner Julie Martin
City of Brunswick

David Boland
Non-Public

Shaw McVeigh
Non-Public

LIBERTY COUNTY

Chairman Donald Lovette
Liberty Co. Commission

Mayor Allen Brown
City of Hinesville

Graylan Quarterman
Non-Public

Charles Frasier
Non-Public

LONG COUNTY

Chairman Dwight Gordon
Long Co. Commission

Gwendolyn Davis
City of Ludowici

Ray Howard
Non-Public

MCINTOSH COUNTY

Commissioner Kelly Spratt
McIntosh Co. Commission

Mayor Hugh Hodge
City of Darien

Wyck Newberry
Non-Public



**CRC Council Members,
cont.**

SCREVEN COUNTY

Commissioner Rosa Romero
Screven Co. Commission

Mayor Preston Dees
City of Sylvania

Pat Parker
Non-Public

**STATE OF GEORGIA
APPOINTMENTS**

Tom Ratcliffe
Dan Coty
Chap Bennett
Jason Coley
One Vacancy

EX-OFFICIO MEMBERS

Dina McKain
Fort Stewart

Dorothy Glisson
Screven County

Ron Elliot
Fort Stewart



Regional Profile

Climate

The coastal region boasts an attractive subtropical climate with winter temperatures mainly in the 50s during the day and only approximately 20 days of freezing weather. Summer temperatures usually reach between 80 and 90 with 60 – 75% humidity.

Economy

Port-related distribution is a major economic generator with the Georgia Ports Authority listed as one of the strongest ports in the country.

The University System of Georgia campuses in the region continue to act as economic engines. The Universities in the region include Georgia Southern University, Armstrong Atlantic State University, College of Coastal Georgia and Savannah State University.

Tourism is another resource that proves to be very important in the promotion of Georgia's Coast. Treasures such as historic forts King George, Pulaski, and McAllister, state parks, waterfronts and islands, historic Downtown Savannah, various film and motion picture sites throughout the region continued to make Coastal Georgia an attractive and inexpensive destination for tourists.

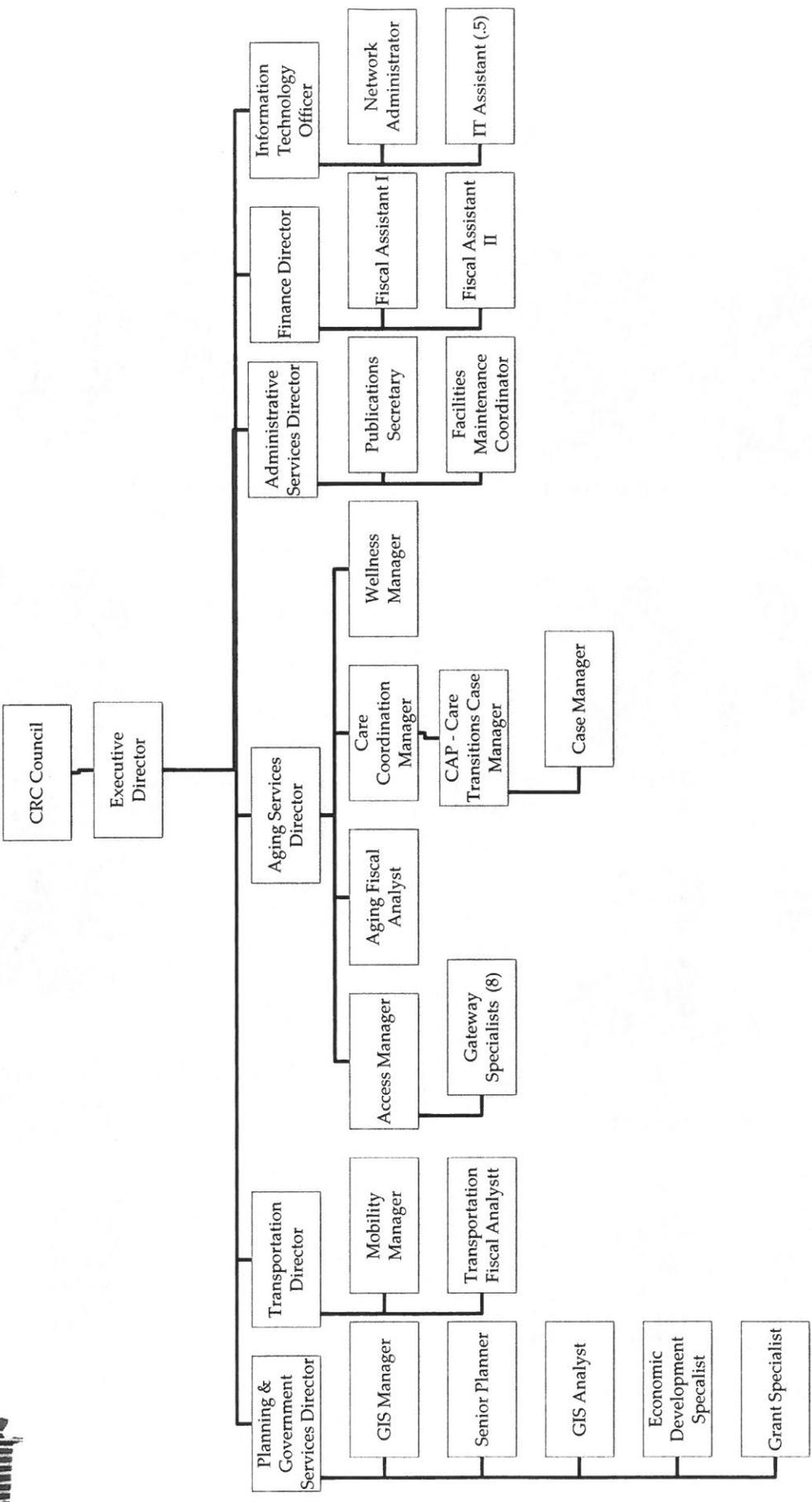
Military installations such as Fort Stewart / Hunter Army Airfield (HAAF), Kings Bay Naval Submarine Base and the Federal Law Enforcement Training Center continue to contribute substantially to the region's economy.

While respecting the natural resources of Georgia's Coast, the region has managed to continue to provide job opportunities and quality of life for many families.





CRC Staff Organizational Chart





CRC Executive Management Team



Allen Burns, Executive Director
aburns@crc.ga.gov



Colletta Harper, Administrative Services Director
charper@crc.ga.gov



Dionne Lovett, Aging Services Director
dlovett@crc.ga.gov



Don Masisak, Transportation Director
dmasisak@crc.ga.gov



Lena Geiger, Financial Services Director
lgeiger@crc.ga.gov



Brandon Westberry, Chief Technology Officer
bwestberry@crc.ga.gov



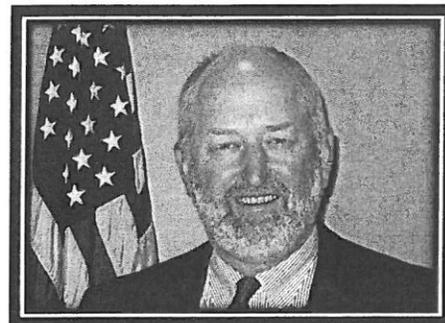
Lupita McClenning, Planning & Government
Services Director
lmcclenning@crc.ga.gov



Budget Message



Budget Message



To: CRC Council Members

It is our pleasure to present a balanced 2017 Work Program and Budget. Included herein is a work program narrative describing the anticipated activities by our respective departments, a budget summary by individual department, and the total proposed FY 2017 Operating and Capital Budget of the Coastal Regional Commission.

The total proposed 2017 Operating and Capital Budget is \$12,691,612 consisting of \$5,535,270 for Aging Services, \$5,623,127 for Coordinated Transportation, \$1,091,106 for Planning/GIS/Economic Development Services and the General Fund budget of \$442,110. This budget compares to the 2016 Final Budget of \$11,680,302, representing a net increase of 8.6 %. This increase is primarily due to funding for Transportation, including \$740k for vehicle replacements and \$200k for the VTCLI Project.

Local dues are budgeted at \$851,253 for FY 17, consistent with FY 16. State law requires that all local governments remit the dues established by the CRC Council. The CRC Council approved a rate increase of \$0.30 per capita, effective April 1, 2015, above the \$1.00 per capita minimum, as required by state law. This increase was put in place to re-build our reserves, based on our auditor's recommendation. CRC's membership dues are assessed at \$1.30 per capita, based on the 2010 census population of 654,810.

Consistent with last year, the budget includes provision for an annual merit raise, budgeted up to 3%. Merit increases will be effective, based on the employee's evaluation, at the date of each employee's performance review. There is no cost of living (COLA) budgeted for FY 2017. Due to the economy, the CRC has not given employees a COLA since 2008. With the exception of last year, our employees have absorbed the increase in our health insurance premiums for the past several years, thereby reducing their annual income by an average of \$2,500. Because of this reason, I strongly recommend that we continue to offer merit increases, based on their performance.

Priorities and Issues

The CRC is committed to rebuilding the unassigned fund balance, after sustaining several years of losses in the public transit program. As required by our By-Laws, we are to maintain an unassigned fund balance greater than 5% of budgeted revenues. We projected in the FY16 Mid-Year Budget to add to our unassigned fund balance approximately \$230k, which would give us close to \$1 million in reserve to start this new budget year. That would equate to be 7.8% of the budgeted revenues for FY 17.

Since all of our contracts are reimbursable, it is ideal that we have cash for 2 months of expenses in reserve. This FY 2017 Budget will bring us closer to achieving that goal by added an additional \$219,994 to the balance.

The sustainability of the transportation program continues to be a major concern and priority. As we hoped in FY16, the re-structure of the call center operations helped reduce over-all operating costs, and provided in-kind revenue for space and equipment leases that was used to match available GDOT funding. We transferred the burden of the required 10% farebox revenue to the sub-contractors and received assistance from our county governments to provide support for maintenance and insurance, in lieu of the farebox deficit, which also allowed us to maximize available GDOT funding.

We continue to be focused on efficiencies; system safety, reliability and working with our local partners to develop a reliable and efficient transit system that will help provide more options for the residents of the Coastal region.

Items of special note follow:

Aging Department

The Aging Department's budget decreased by \$221,497, as compared to the 2016 Final Budget. This decrease is based on the Division of Aging's Area Plan allocation for FY17. Changes in allocations are common, with several budget amendments each year. All services are based on federal and state funding and budgets are adjusted accordingly.

We have several new successful projects, such as Care Transitions and the Tools for Life Lab and are exploring new and innovative ways to offer services. The department is committed to look for new grant opportunities to support services for the Elderly and Disabled.

Coordinated Transportation

The Transportation Department's budget has a net increase of \$1,231,248, as compared to the 2016 Final Budget. This increase is attributable to capital funding for vehicle replacement, funding for the Veteran Transportation and Community Living Imitative program. We are also estimating an increase in DHS revenues, based on recent demand and outreach efforts to make Human Service Providers aware of available funding for transportation for their clients.

Planning, GIS, Economic Development and Local Government Services

The Planning, GIS, Economic Development and Local Government Services Department's budget has a net increase of \$82,817, as compared to the 2016 Final Budget. The majority of this increase is related to local contracts for planning & GIS technical assistance.

We remain committed to providing our member governments with assistance in Planning, GIS and Economic Development services through a variety of projects, such as leadership development, GIS tailored to the member's needs, continuing education, targeted industry analysis for economic development and grant writing and administration.

Internal Service Fund (Indirect and Fringe Benefit Costs)

Total indirect costs have increased by \$127,836, as compared to the Final Budget for FY 2016. This is related to filling the open position in IT, with a full year of the part-time position in Finance, as well as budgeted merit increases. Another \$25k is also included in the increase for building/equipment maintenance and repair. The software that controls the HVAC system is outdated and may need to be upgraded. All other costs are consistent with prior year's history.

The indirect cost rate, as presented for FY 17, is 64.68%. This compares to the final budgeted FY 16 rate of 65.30% and an FY15 actual rate of 52.29%.

Total fringe benefits costs have increased by \$113,885, as compared to the Final Budget for FY 16. The majority of the increase is related to a 5% estimated increase in health insurance costs and an increase in leave time. The fringe benefit rate as presented for FY 17 is 47.09%. This compares to the budgeted FY 16 fringe rate of 45.14% and an FY 15 actual rate of 45.23%.

General Fund

The general fund budget is \$442,110, which represents a net decrease of \$81,259, as compared to the Final Budget for FY 16. The majority of the decrease is attributable to recent reduction in lease income for the Brunswick offices.

We have included \$219,994 from the general fund to re-build the general reserve. As required by our By-Laws, we have to maintain an unassigned fund balance greater than 5% of budgeted revenues. For budgeted revenues of \$12,691,612 we will need to have a minimum of \$634,581 in our reserve. We estimate that we will have \$1,016,830 in unassigned funds at the end of FY16. This would equate to 7.8% of the budgeted revenue for FY 2017.

Conclusion

I would like to take a moment to thank the Council for their guidance and support throughout the year. We are strategically looking forward, while remaining cautious, to make our coastal communities the best place to live, work, play and grow old. We will continue to engage with

our citizens, partner with our stakeholders, and strategically invest in efforts to strengthen our community.

The preparation of this budget has been a collaborative effort involving the Executive Management Team and Finance staff. I would like to thank all of the employees of the Commission who have contributed to make the FY 2017 budget a reality.

Recommendation of Executive Director

I recommend that the Coastal Regional Commission Council approve the FY 2017 Operating and Capital Budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Allen Burns", with a long horizontal flourish extending to the right.

Allen Burns, Executive Director



Budget Summary



Agency Wide Budget Summary

Agency Wide Revenues

Agency Wide Expenditures

Fund Balance



Budget Summary

Coastal Regional Commission FY 2017 Budget Agency Wide Budget Summary

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Budget	Variance from Prior Year
# of Full-time Equivalent	37	36	31	34	3.2
Revenue Source					
Federal	\$ 8,790,403	\$ 9,409,542	\$ 6,755,897	\$ 7,736,153	\$ 980,256
State	2,675,518	2,715,759	2,808,292	2,775,610	(32,682)
Local	648,630	805,109	1,264,860	1,328,596	63,736
Membership Dues	654,810	703,921	851,253	851,253	-
Total Revenues	\$ 12,769,361	\$ 13,634,331	\$ 11,680,303	\$ 12,691,613	\$ 1,011,310
Expenditure Category					
Salaries & Benefits	\$ 2,169,957	\$ 2,302,223	\$ 2,208,978	\$ 2,501,178	\$ 292,200
Contractual	7,005,196	9,013,189	7,381,566	7,268,783	(112,782)
Utilities/Telecommunications	212,957	175,408	159,865	161,721	1,856
Insurance & Liability	34,343	37,177	38,300	42,100	3,800
Vehicle Expenses	1,420,324	1,064,677	1,002,500	1,114,500	112,000
Materials & Supplies	84,891	77,122	37,131	38,229	1,098
Travel/Meetings & Seminars	79,622	114,289	116,766	119,026	2,260
Other Operating Expenses	490,249	630,312	583,479	525,297	(58,182)
Capital	1,607,132	177,495	-	735,784	735,784
Total Expenditures	\$ 13,104,672	\$ 13,591,892	\$ 11,528,587	\$ 12,506,620	\$ 978,036
Excess (deficiency) of revenues	\$ (335,311)	\$ 42,438	\$ 151,717	\$ 184,993	33,276
Transfers In (Out)	-	-	-	-	-
Fund Balance - Beginning of Year	\$ 1,263,558	\$ 928,248	\$ 970,686	\$ 1,122,403	
Fund Balance - End of Year	\$ 928,248	\$ 970,686	\$ 1,122,403	\$ 1,307,396	

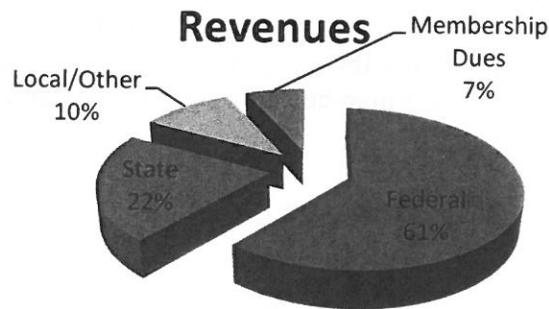


Budget Summary

Agency Wide Revenues

Total projected revenues for FY 2017 are \$12,691,612. This represents a net increase of 1,011,310 from projected revenues for FY 2016. The majority of the increase is due to capital funds for transit vehicle replacements.

The graph below represents a break-down, by category, of total projected revenues for FY 2017. Federal and state funding account for 83% of the budget.



Federal Funding

The Commission receives direct federal funding from the U.S. Department of Commerce's Economic Development Administration for Economic Development activities. Funding for Economic Development activities are on-going and contracts are renewed every three years.

The Aging and Transportation Departments receives federal funding that is passed through the state of Georgia's Department of Human Services and the Department of Transportation. This is on-going funding and is subject to the states allocation.

State Funding

The Commission receives state funding from several state agencies for Aging, Transportation and Planning services. Georgia funding agencies include:

- Department of Community Affairs for Planning & Government services
- Department of Natural Resources for Historic Preservation services
- Department of Human Services for Aging and Transportation services
- Department of Transportation for Transportation and Planning & Government services

State funding is on-going and subject to the state's allocation.



Budget Summary

Local/Other

Local funding consist of local technical assistance contracts for Planning & Government services, Economic Development services, local government support for Public Transportation and required local match for Aging services.

Other funding consists of interest earned on cash and investment accounts, as well as mileage recovery revenue in the General Fund.

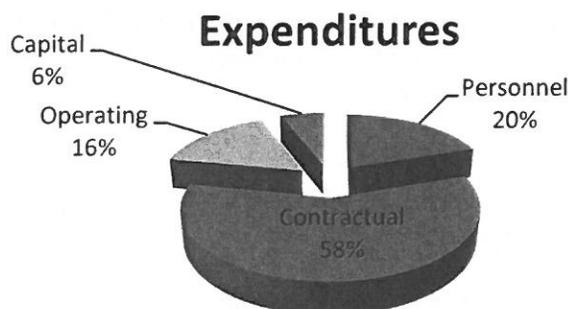
Membership Dues

The Official Code of Georgia § 50-8-30 et seq., mandates that all county and municipal governments within Region 12 are members of the Coastal Regional Commission and that the Commission must assess and collect annual dues (minimum of \$1.00 per capita) for each resident within the region. Member governments are required to pay the dues, in order to remain eligible for any supplemental funding from the state of Georgia. CRC's membership dues are assessed at \$1.30 per capita, based on the 2010 census.

Agency Wide Expenditures

Total projected expenditures for FY2017 are \$12,506,618. This represents a net increase of \$978,034 from the projected expenditures for FY 2016. There are various line item changes, most significant being the purchase of transit vehicle. Fuel has been increased to allow for the volatility of fuel prices. The fuel budget will be adjusted at mid-year, to current market.

The graph below represents a break-down, by function, of total projected expenditures for FY 2017.



Salaries & Benefits

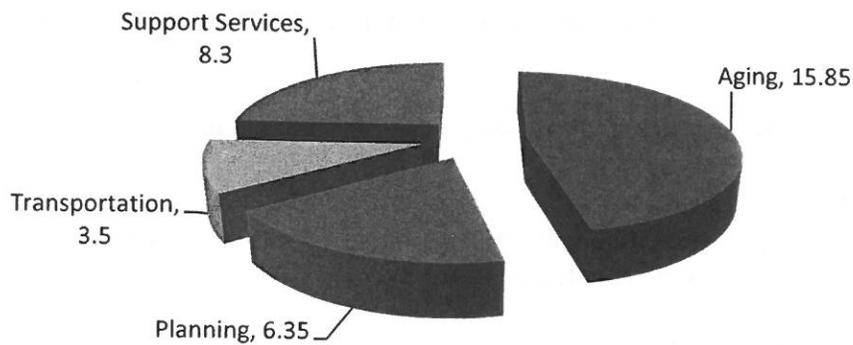
This category includes payroll and benefits for all positions authorized by the council. It includes wages, holiday, paid time off leave, payroll taxes and medical and pension benefits. Salaries account for \$1,700,445 and benefits account for \$800,733 of the total. Consistent with last year, the budget includes



Budget Summary

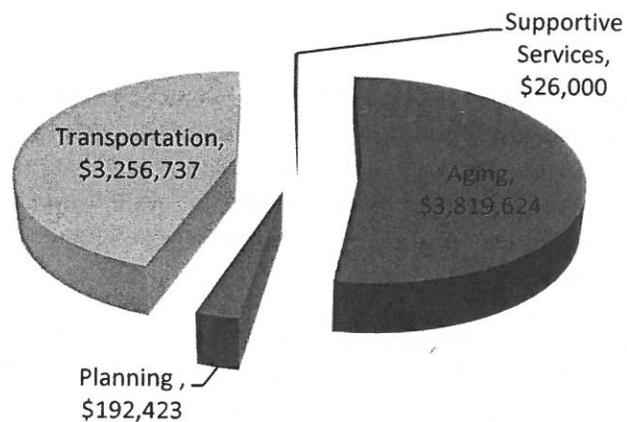
provision for an annual merit raise, budgeted up to 3%. Merit increases will be effective, based on the employee's evaluation, at the date of each employee's performance review.

The graph below represents a breakdown of staff by department.



Contractual

This category represents services that are sub-contracted through providers and consultants. The graph below represents a breakdown by department.



Utilities/Telecommunications

This category represents expenses for electrical, cable, internet service and phone systems.



Budget Summary

Insurance & Liability

This category represents liability policies, such as Director & Officer's Policy, Flood and Property insurance and Commercial Crime policies.

Vehicle Expenses

This category represents expenses related to the operation of the public transit fleet, as well as the CRC agency fleet. Included are costs for gasoline, vehicle insurance and vehicle maintenance.

Material & Supplies

This category includes costs for postage, office supplies and miscellaneous supplies.

Travel/Meeting & Seminars

This category represents costs associated with employee travel, meetings, seminar registration fees, continuing education, per diem and car mileage expenses.

Other Operating Expenses

This category represents various operating expenses, such as outside printing costs, advertising, dues, computer software and other minor miscellaneous expenses.

Capital

This category captures the capital expenses for vehicle replacements.

Fund Balance

Fund balance is a term used to describe the difference between the assets and liabilities reported in a governmental fund. In February 2009, the Governmental Accounting and Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The standard did not change the total amount of fund balance to be reported, but did substantially alter the categories and terminology used to describe its components. A government's financial statements must report the following classifications of fund balance:

- Non-spendable – amounts that cannot be spent because they are either (a) not is spendable form or (b) legally or contractually required to be maintained intact.
- Restricted – amounts are restricted when constraints have been placed on the use of resources by (a) externally imposed by creditors, grantors, contributors or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Council. The Council approves committed resources through a motion and vote during the voting session of Council meetings.
- Assigned – amounts that are constrained by the Council's intent to be used for specific purposes, but are neither restricted nor committed. The intent is expressed by the Council.



Budget Summary

- Unassigned – amounts that have not been assigned to other funds and that are not restricted, committed or assigned to specific purposes within the General Fund.

When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the Commission’s policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the Commission’s policy to use fund balance in the following order:

- Committed
- Assigned
- Unassigned

The following is a summary of the Commission’s fund balances, as of June 30, 2015, the Commission’s most recent Comprehensive Annual Financial Report.

Fund Balances	General Fund	Special Revenue Fund	Total
Non-spendable:			
Prepays	\$ 80,932		\$ 80,932
Assigned for:			
Aging Services	-	81,637	81,637
Coordinated Transportation		-	-
Comprehensive Planning		21,288	21,288
EB-5		-	-
Unassigned	786,830		786,830
Total Fund Balance	\$ 867,762	\$ 102,925	\$ 970,687

The CRC is committed to rebuilding the unassigned fund balance, after sustaining several years of losses in the public transit program. We projected in the FY16 Mid-Year Budget to add to our unassigned fund balance approximately \$230k, which would give us close to \$1 million in reserve to start this new budget year. That would equate to be 7.8% of the budgeted revenues for FY 17.

Since all of our contracts are reimbursable, it is ideal that we have cash for 2 months of expenses in reserve. This FY 2017 Budget will bring us closer to achieving that goal by added an additional \$219,994 to the balance.



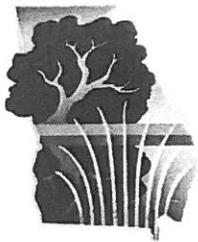
Governmental Fund Budgets



General Fund

Special Revenue Funds

- Aging Services
- Coordinated
Transportation
- Planning & Government
Services



General Fund

Coastal Regional Commission FY 2017 Budget General Fund

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Budget	Variance from Prior Year
# of Full-time Equivalent	-	-	-	-	-
Revenue Source					
Federal	\$ -	\$ -	\$ -	\$ -	-
State	-	-	-	-	-
Local/Other	138,124	143,443	255,102	173,677	(81,425)
Membership Dues	24,152	37,105	268,267	268,433	166
Total Revenues	\$ 162,276	\$ 180,548	\$ 523,369	\$ 442,110	\$ (81,259)
Expenditure Category					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	-
Contractual	1,725	-	-	-	-
Utilities/Telecommunications	9,298	8,864	17,500	17,500	-
Insurance & Liability	13,450	14,998	14,100	14,100	-
Vehicle Expenses	35,532	23,821	27,500	29,500	2,0
Materials & Supplies	-	44	-	-	-
Travel/Meetings & Seminars	2,354	728	1,700	1,700	-
Other Operating Expenses	\$ 121,572	177,209	\$201,932	\$134,316	(67,616)
Capital	-	5,210	50,000	25,000	(25,000)
Total Expenditures	\$ 183,931	\$ 230,872	\$ 312,732	\$ 222,116	\$ (90,614)
Excess (deficiency) of revenues	\$ (21,655)	\$ (50,324)	\$ 210,637	\$ 219,994	9,357
Transfers In (Out)	(270,877)	8,431	21,575	-	-
Fund Balance - Beginning of Year	1,202,190	909,655	867,762	1,099,973	-
Fund Balance - End of Year	\$ 909,655	\$ 867,762	\$ 1,099,973	\$ 1,319,967	-

General Fund

The general fund of the CRC accounts for all financial resources except those required to be accounted for in another fund. Dues from member governments are accounted for in the general fund. Any portion of member dues used as matching funds for grant and contracts are transferred to the special revenue fund. The general fund also accounts for any activity of the CRC that is not allowable for reimbursement under a grant or contractual agreement.



Special Revenue Funds

Area Agency On Aging

Department Mission Statement

The mission of the Aging Services Department is to foster the development of a comprehensive coordinated system of services which promotes the independence and well-being of coastal area older adults and those with disabilities, and to provide these individuals and their caregivers with information and access to needed services.

Overview

The Coastal Regional Commission is the designated Area Agency on Aging (AAA) for the nine county Coastal Georgia region, offering services in Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Long, Liberty and McIntosh counties. Screven County is not included in the CRC Area Agency on Aging because the county was originally within the boundaries of the Central Savannah River Area Regional Commission and the county's request to transfer aging service administration to the CRC was denied by the Division of Aging Services.

The AAA has the responsibility of addressing aging and long-term care issues within Coastal Georgia's diverse and growing communities. Our priorities and objectives align with the US Administration for Community Living (ACL) and the Georgia Division of Aging Services (DAS) to promote the coordination of services in order to foster dignity, independence, healthy living, and

well-being for seniors, persons with disabilities and their family caregivers. The AAA serves all residents, regardless of income, race or national origin.



The AAA operates on a four-year planning cycle (The Area Plan), and each year this plan is updated to assure that residents have access services. The Area Plan is a comprehensive document that outlines aging programs and services contracted by the AAA for meeting the needs of older persons. In accordance with the Older Americans Act legislation, the AAA has an Advisory Council made up of three representatives from each county in the region, the majority of whom are over age 60. The Council meets quarterly to review AAA



Special Revenue Funds

programs and to provide input regarding service and training needs in the region. The Council has an Executive Committee made up of a Chair, Co-Chair, and a Secretary, and operates under established By-Laws. On official matters requiring action, the Council takes a vote and makes its recommendations to the CRC Council for approval.

Each planning cycle includes the development of a needs assessment of local older adults and their caregivers. The purpose is to develop a demographic trend analysis to effectively estimate the demand for services and activities through the year 2030. The needs assessment along with input from public hearings held throughout the region, callers to the agency's "Gateway" information and referral office, members of the service provider network, and members of the Aging Services Advisory Council assists the AAA in developing and updating the Area Plan.

Services provided through the department are funded through federal and state grants, local dues, and other grant funded contracts.

Core services sub-contracted through the CRC AAA include:

- Congregate Meals
- Home Delivered Meals
- Homemaker Services
- Personal Care Services
- Respite Care Services
- Adult Day Care
- Nutritional Education
- Long Term Care Ombudsman

Area Agency On Aging

- Elderly Legal Assistance
- Care Coordination
- GeorgiaCares-State Health Insurance Assistance Program

For more information concerning AAA programs and services, please contact Dionne Lovett, Aging Services Director at 912-437-0840. To refer a senior for services, please contact our Gateway/ADRC office at 800-580-6860.





Special Revenue Funds

Area Agency On Aging

**Coastal Regional Commission
FY 2017 Budget
Area Agency On Aging**

Authorized Positions	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Budget	Variance from Prior Year
# of Full-time Equivalent	15.0	14.0	14.3	15.9	1.5
Revenue Source					
Federal	\$ 3,179,380	\$ 3,250,774	\$ 3,102,376	\$ 3,016,090	\$ (86,286)
State	2,063,005	2,186,294	2,284,653	2,196,720	(87,933)
Local	133,235	203,843	271,870	228,525	(43,345)
Membership Dues	88,646	98,503	97,868	93,936	(3,932)
Total Revenues	\$ 5,464,267	\$ 5,739,413	\$ 5,756,766	\$ 5,535,270	\$ (221,496)
Expenditure Category					
Salaries & Benefits	\$ 751,818	\$ 779,242	\$ 838,569	\$ 946,972	\$ 108,403
Contractual	4,052,870	4,271,980	4,227,716	3,819,624	(408,092)
Utilities/Telecommunications	7,730	4,212	3,490	4,121	631
Materials & Supplies	63,300	65,415	13,177	11,654	(1,523)
Travel/Meetings & Seminars	39,216	65,838	66,827	69,279	2,452
Other Operating Expenses	523,312	471,089	666,192	718,620	52,427
Capital	18,399	-	-	-	-
Total Expenditures	\$ 5,456,644	\$ 5,657,776	\$ 5,815,972	\$ 5,570,270	\$ (245,700)
Excess (deficiency) of revenues	\$ 7,623	\$ 81,638	\$ (59,206)	\$ (35,000)	24,206
Transfers In (Out)	(5,162)	(8,431)	-	-	-
Fund Balance - Beginning of Year	5,970	8,431	81,637	35,000	
Fund Balance - End of Year	\$ 8,431	\$ 81,637	\$ 22,432	\$ -	





Special Revenue Funds

Coordinated Transportation Department

Department Mission Statement

The mission of the Coordinated Transportation Department is to provide cost-effective and efficient regional transportation services for employment, medical, and public service needs within the ten counties of the Coastal Georgia region.

Overview

The Transportation Department administers a variety of transportation services to meet the needs of seniors, people with disabilities, low-income households, and the general public simultaneously. All of the services are coordinated on one fleet of vehicles to ensure efficiency and reduce the overall cost of providing the service.

For public transit, county boundaries are virtually eliminated and passengers are able to travel regionally for whatever their purpose. Because this is funded with rural transit dollars, one leg of the trip must be in a rural area. Trips originating in Hinesville or Savannah are coordinated with Liberty Transit and Chatham Area Transit, the fixed-route urban systems in those areas.

The Transportation Department works directly with the Georgia Department of Human Services, Georgia Department of Transportation, and with elected officials who

represent their constituents in the ten counties and 35 municipalities in the coastal Georgia region. Staff communicates daily with human service agencies, senior centers, medical facilities, and private agencies to schedule transportation services, and with transit operators to ensure that these services are provided.



For more information concerning transportation services, please contact Don Masisak, Coordinated Transportation Director, at 912-437-0830.



Special Revenue Funds

Coordinated Transportation Department

Coastal Regional Commission FY 2017 Budget Coordinated Transportation Department

Authorized Positions	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Budget	Variance from Prior Year
# of Full-time Equivalent	7.8	9.5	3.1	3.5	0.4
Revenue Source					
Federal	\$ 5,449,343	\$ 3,834,325	\$ 3,397,543	\$ 4,491,754	\$ 1,094,211
State	400,554	280,079	282,413	365,788	83,375
Local	264,124	275,327	483,973	534,433	50,460
Membership Dues	277,894	233,974	227,950	231,151	3,201
Total Revenues	\$ 6,391,916	\$ 4,623,704	\$ 4,391,879	\$ 5,623,127	\$ 1,231,248
Expenditure Category					
Salaries & Benefits	\$ 387,063	\$ 401,985	\$ 243,997	\$ 289,722	\$ 45,726
Contractual	2,886,155	2,643,984	2,971,622	3,256,737	285,115
Utilities/Telecommunications	80,427	63,785	42,500	42,500	-
Vehicle Expenses	1,384,792	1,040,856	925,000	1,085,000	160,000
Materials & Supplies	1,213	532	1,800	1,800	-
Travel/Meetings & Seminars	2,957	2,603	4,000	3,500	(500)
Other Operating Expenses	336,614	438,020	202,961	233,083	30,122
Capital	1,588,734	172,285	-	710,784	710,784
Total Expenditures	\$ 6,667,955	\$ 4,764,049	\$ 4,391,879	\$ 5,623,127	\$ 1,231,249
Excess (deficiency) of revenues	\$ (276,039)	\$ (140,345)	\$ -	\$ -	\$ -
Transfers In (Out)	276,039	140,345	-	-	-
Fund Balance - Beginning of Year	-	-	-	-	-
Fund Balance - End of Year	\$ -				



Special Revenue Funds

Planning & Government Services Department

Department Mission Statement

The mission of the Planning and Government Services Department is to provide long-range strategic planning and local technical assistance to CRC member governments to help them identify and support beneficial community and regional growth management policies, plans, and programs.

Overview

The Planning and Local Government Services Department provides a variety of planning and technical services to the ten counties and thirty-five cities of coastal Georgia. This Department's areas of service include regional, comprehensive, solid waste and small area planning; technical assistance; ordinance development; historic preservation planning and assistance; and training and education. Staff continuously responds to a wide array of requests for data, including demographic and socio-economic forecasts, historic and natural resource data, and statutory requirements.

Services provided through the department are funded through federal and state grants, local dues, and locally funded contracts.

For more information concerning Planning and Government services, please contact Lupita McClenning, Planning Director, at 912-437-0870.

- *Update of the Regional Plan of Coastal Georgia*
- *Local Plan Review and Assessment*
- *Practicum Series-Education, Outreach and Technical Assistance*
- *Historic Preservation Planning*
- *Transportation Planning*
- *Land Development and Zoning Codes*
- *Comprehensive GIS Services*
- *Comprehensive Economic Development Strategy (CEDS)*
- *Targeted Industry Analysis*
- *Grant Writing and Administration*



Special Revenue Funds

Planning & Government Services Department

Coastal Regional Commission

FY 2017 Budget

Planning, Economic Development, GIS & Government Services Department

Authorized Positions	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Budget	Variance from Prior Year
# of Full-time Equivalent	3.9	5.8	6.2	6.4	0.1
Revenue Source					
Federal	\$ 161,679	\$ 2,324,444	\$ 255,978	\$ 228,310	\$ (27,669)
State	211,959	249,387	241,227	213,102	(28,125)
Local	113,147	183,921	253,915	391,961	138,045
Membership Dues	264,118	233,490	257,168	257,733	565
Total Revenues	\$ 750,903	\$ 2,991,242	\$ 1,008,289	\$ 1,091,106	\$ 82,817
Expenditure Category					
Salaries & Benefits	\$ 396,173	\$ 531,922	\$ 450,830	\$ 495,951	\$ 45,121
Contractual	36,312	2,074,226	182,227	192,423	10,196
Utilities/Telecommunications	2,275	1,136	575	600	25
Materials & Supplies	5,118	508	2,154	4,775	2,621
Travel/Meetings & Seminars	12,456	25,222	29,136	31,046	1,910
Other Operating Expenses	335,006	306,191	343,079	366,311	23,2
Capital	-	-	-	-	-
Total Expenditures	\$ 787,339	\$ 2,939,204	\$ 1,008,002	\$ 1,091,106	\$ 83,106
Excess (deficiency) of revenues	\$ (36,436)	\$ 52,038	\$ 287	\$ -	(287)
Transfers In (Out)	-	(40,914)	(21,574)	-	-
Fund Balance - Beginning of Year	46,600	10,164	21,288	-	-
Fund Balance - End of Year	\$ 10,164	\$ 21,288	\$ -	\$ -	-

Proprietary Fund Budgets



Internal Service Funds

- Administrative Services
- Information Technology
- Financial Services
- Fringe Benefit Costs Budget
- Central Support Costs Budget



Proprietary Fund Budgets

Internal Service Funds

The Commission uses a Proprietary Fund, the internal service fund (Central Support Costs) to account for goods and services given to one department, by another on a cost reimbursed basis.

Central support costs are defined as costs that are incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Pursuant to Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, central support costs are recorded in the Commission's internal service fund as indirect costs. Indirect costs are allocated to the benefiting cost objectives (departments) by means of an indirect cost rate. Total salaries plus fringe benefits is used as the base to fairly allocate the cost.

These costs are pooled and billed to the grants and contracts accounted for in the special revenue fund. These reimbursements from the special revenue fund are recognized as revenue in the internal service fund as cost recoveries. Operating expenses for the internal service fund include the cost of services and administrative expenses. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Administrative, Financial and Information Technology Services Departments all provide supportive services to all other departments of the Commission. Costs for these departments are included in the Central Support Costs Budget. The following department descriptions are provided to help better understand the services and support they provide to the Commission.



Proprietary Fund Budgets

Administrative Services

Department Mission Statement

The Mission of the Administrative Services Department is to be the services oriented backbone of the CRC by providing a lasting professional impact through secretarial, public relations and maintenance operations.

Overview

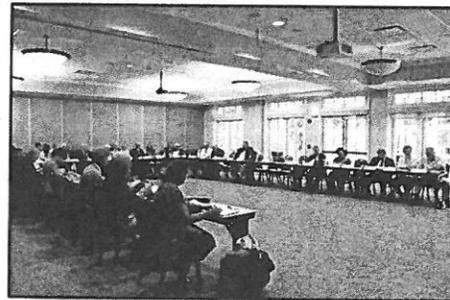
The Administrative Services Department provides staff support services to other departments within the CRC and to the council, which ensure the proficient daily operation of the Commission.

The department provides staff support for all meetings of the Council; takes notes, tapes records, and prepares minutes of the Council official meetings; publishes and/or records all documents in support of Council action, and ensures compliance with all applicable statutes, policies, or guidelines as pertains to responsibilities.

Staff provides administrative support for other departments within the CRC. Support services include assistance with meetings, mail-outs and various publication productions. Staff also provides public relation activities including press releases, layout and design of flyers and brochures, as well as assistance in the production of the CRC's Annual Report, the Comprehensive Annual Financial Report, the Annual Work Program and Budget and the Area Plan. Staff also assists in contract development and formatting various documents.

Staff produces the Coastal Region's City/County Directory which is a vital source of information provided to the coastal cities and counties and contains listings for coastal Georgia's city council members, county commissioners, legislators, Georgia Regional Commissions, and the Coastal Regional Commission Council. This is available on our website at www.crc.ga.gov and updated as needed. The Administrative Assistant is responsible for the organization's quarterly newsletter, The Pelican Brief.

For more information concerning Administrative Services, please contact Colletta Harper, Administrative Services Director at 912-437-0811.





Proprietary Fund Budgets

Information Technology

Department Mission Statement

The Mission of the Information Technology Department is to provide high quality, reliable and secure technology services with a focus on innovation, fiscal responsibility and exceptional customer service.

Overview

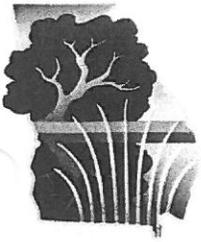
The Information Technology (IT) Department manages all information technology systems and IT support of the CRC. IT provides application services, network services, mobile services, desktop services and phone services.

IT staff provide application support services for all CRC departments. This includes enterprise wide systems such as SharePoint, Microsoft products, financial and asset management, electronic document management systems for individual departments and database support.

IT staff are responsible for providing technical support for the staff, including the ordering, operations, troubleshooting, and repair of devices and systems. Staff also performs installation, maintenance, and repair of computer software, stand-alone and networked hardware, voice and data networks and peripheral equipment.

For more information concerning Information Technology Services, please contact Brandon Westberry, Information Technology Officer at 912-437-0886.





Proprietary Fund Budgets

Financial Services

Department Mission Statement

The Mission of the Financial Services Department is to provide professional, responsible fiscal management and stewardship with accurate financial reporting encompassing integrity, accountability, and exceptional customer service.

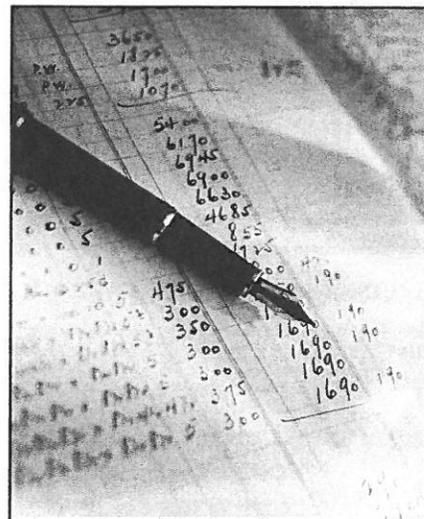
Overview

The Finance Department manages all internal and external financial activities of the CRC. The Department runs all financial operations required for the day-to-day maintenance of the Commission such as: accounts payable, accounts receivable, payroll, cash management, capital budgeting, financial analysis and reporting, and internal control procedures.

The Finance Department supports other departments in the Commission by tracking the funding status and expenditure levels of grants received, submitting required reports to grantor agencies, and assuring compliance with federal, state, and local regulations for programs and funding received by the Commission.

The Finance Department plays an integral role in reviewing contracts, bids and proposals, monitoring the status of grants and programs in relation to contractual commitments, preparing requisite financial reports for grantor agencies,

and monitoring the performance of subcontractors and their compliance with required guidelines, procedures and reporting.



For more information concerning Financial Services, please contact Lena Geiger, Finance Director at 912-437-0820.



Proprietary Fund Budgets

Internal Service Funds

COASTAL REGIONAL COMMISSION Schedule to Compute Employee Benefit Cost Pool Rate FY 2017 Budget

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Budget	Variance from Prior Year
Released Time:					
Paid time off and accrued	\$ 90,334	\$ 135,328	\$ 111,439	\$ 112,671	\$ 1,232
Emergency leave	-	-	4,714	5,000	286
Holiday pay	76,655	83,252	77,936	88,389	10,453
Jury Duty or Military leave	3,865	3,067	400	500	100
Sick pay	44,135	2,896	4,605	5,000	395
Total Released Time	\$ 214,988	\$ 224,543	\$ 199,094	\$ 211,560	\$ 12,466

Fringe Benefits Paid:

Pension	\$ 157,979	\$ 169,224	\$ 196,562	\$ 200,448	\$ 3,886
Employer's FICA and Medicare	123,200	126,251	105,131	141,565	36,435
Unemployment Insurance	-	-	2,500	2,500	-
Health Insurance	163,324	169,505	157,092	213,223	56,131
Dental Insurance	9,594	10,886	9,426	11,919	2,493
Long-term disability	9,947	11,613	12,423	14,898	2,475
Worker's Compensation	4,427	4,931	4,620	4,620	-
Total Fringe Benefits Paid	\$ 468,470	\$ 492,410	\$ 487,753	\$ 589,174	\$ 101,421

Allocable Employee Benefits	\$ 683,459	\$ 716,953	\$ 686,847	\$ 800,733	\$ 113,887
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Fringe Benefit Cost Recovery from:

Aging Department	\$ 234,950	\$ 242,839	\$ 266,207	\$ 303,165	\$ 36,958
Planning Department	96,621	165,842	140,204	158,775	18,571
Transportation Department	120,504	124,660	75,881	92,752	16,872
Indirect Service Fund	198,302	183,611	204,556	246,040	41,485
General Fund	-	-	-	-	-
Total Cost Recovery	\$ 650,377	\$ 716,953	\$ 686,847	\$ 800,733	\$ 113,886

COMPUTATION OF EMPLOYEE BENEFIT RATE

Gross Salaries	\$ 1,720,787	\$ 1,809,813	\$ 1,720,825	\$ 1,912,004	\$ 191,180
Less: Released Time	(214,988)	(224,543)	(199,094)	(211,560)	(12,466)
Allocation base - chargeable salaries	\$ 1,505,799	\$ 1,585,270	\$ 1,521,731	\$ 1,700,445	\$ 178,714
Employee Benefit Rate	45.39%	45.23%	45.14%	47.09%	1.95%



Proprietary Fund Budgets

Internal Service Funds

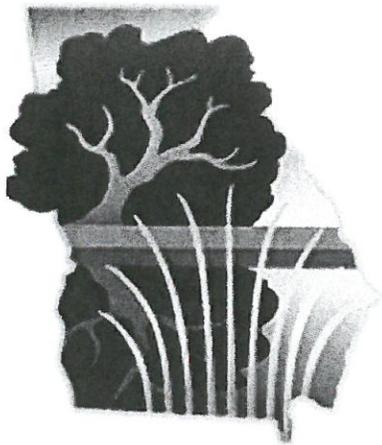
Coastal Regional Commission FY 2017 Budget Central Support Costs/Internal Service Fund

Authorized Positions	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Budget	Variance from Prior Year
# of Full-time Equivalent	7.3	6.5	7.2	8.3	1.1
Expenditure Category					
Salaries & Benefits	\$ 634,904	\$ 589,074	\$ 670,347	\$ 768,534	\$ 98,186
Contractual	28,135	23,000	25,000	26,000	1,000
Utilities/Telecommunications	113,227	97,411	96,500	97,000	500
Insurance & Liability	20,893	22,179	23,500	28,000	4,500
Materials & Supplies	15,260	10,624	20,000	20,000	-
Travel/Meetings & Seminars	22,638	19,899	15,000	13,500	(1,500)
Other Operating Expenses	95,452	133,625	142,405	167,555	25,150
Capital	-	-	-	-	-
Total Expenditures	\$ 930,508	\$ 895,812	\$ 992,752	\$ 1,120,589	\$ 127,836
Cost Recovery from:					
Aging Department	\$ 450,073	\$ 407,469	\$ 539,013	\$ 612,454	\$ 73,441
Planning Department	248,721	278,144	294,403	320,756	26,354
Transportation Department	231,714	210,200	159,336	187,378	28,042
General Fund	-	-	-	-	-
Total Cost Recovery	\$ 930,508	\$ 895,813	\$ 992,752	\$ 1,120,589	\$ 127,837
COMPUTATION OF INDIRECT COST RATE					
A. Indirect Cost Pool	\$ 930,508	\$ 895,812	\$ 992,752	\$ 1,120,589	\$ 127,836
B. Chargeable Salaries plus Fringe Benefits	1,554,353	1,713,149	1,520,238	1,732,645	212,406
Indirect Cost Rate = A/B	59.86%	52.29%	65.30%	64.68%	-0.63%





Budget Detail



Agency Wide Budget Detail

Budget Detail Variance

COASTAL REGIONAL COMMISSION
AGENCY WIDE
PROPOSED BUDGET FOR FISCAL YEAR 2017

PROGRAM COSTS	2017	2016	VARIANCE	AGING	COORDINATED	PLANNING,	GENERAL	INDIRECT
	Original Budget	Mid-Year Budget		SERVICES	TRANSPORT	GIS/ED & LOCAL GOV	FUND	COSTS
CRC STAFF	\$ 1,700,445	\$ 1,522,131	\$ 178,314	\$ 643,806	\$ 196,970	\$ 337,176	\$ -	\$ 522,493
FRINGE BENEFITS	800,733	686,847	113,886	303,165	92,752	158,775	-	246,040
CONTRACT SERVICES	7,268,783	7,381,566	(112,782)	3,819,624	3,256,737	192,423	-	-
GASOLINE	657,500	505,500	152,000	-	650,000	-	7,500	-
VEHICLE REPAIRS	129,000	159,000	(30,000)	-	125,000	-	4,000	-
VEHICLE PURCHASE	735,784	50,000	685,784	-	710,784	-	25,000	-
VEHICLE LEASE	-	-	-	-	-	-	-	-
VEHICLE INSURANCE	328,000	288,000	40,000	-	310,000	-	18,000	-
RENT	-	-	-	-	-	-	-	-
CAPITAL LEASE	75,816	81,107	(5,291)	-	-	-	75,816	-
UTILITIES	93,500	98,500	(5,000)	-	-	-	12,500	81,000
INSURANCE	42,100	38,300	3,800	-	-	-	14,100	28,000
TELEPHONE	63,221	61,365	1,856	4,121	42,500	600	-	16,000
POSTAGE	13,279	13,172	107	9,904	300	75	-	3,000
PERSONNEL SERVICES	950	783	167	550	100	200	-	100
OFFICE SUPPLIES	24,950	23,959	991	1,750	1,500	4,700	-	17,000
SUBSCRIPTIONS	-	300	(300)	-	-	-	-	-
OUTSIDE PRINTING	-	148	(148)	-	-	-	-	-
ADVERTISING / MARKETING	13,683	27,741	(14,058)	13,183	500	-	-	-
ANNUAL REPORT	3,000	2,850	150	-	-	-	-	3,000
BOARD MTG EXPENSE	6,000	6,000	-	-	-	-	6,000	-
TRANSIT DRUG TESTING	11,250	11,250	-	-	11,250	-	-	-
ADVISORY COUNCIL	-	-	-	-	-	-	-	-
MEETINGS & SEMINARS	31,349	28,967	2,382	18,599	1,500	8,250	1,000	2,000
DUES & REGISTRATION	19,505	20,177	(672)	9,835	375	1,295	-	8,000
TRAVEL	46,999	46,089	910	26,699	2,000	14,600	700	3,000
COMMISSION CAR	40,677	41,710	(1,033)	23,981	-	8,196	-	8,500
EQUIPMENT PURCHASE	33,300	25,342	7,958	5,000	1,600	16,700	-	10,000
EQUIPMENT LEASE	16,000	13,000	3,000	-	-	-	-	16,000
EQUIPMENT REPAIR	7,000	2,000	5,000	-	-	-	-	7,000
EQUIP MAINT. AGREE	2,500	-	2,500	2,500	-	-	-	-
COMPUTER LICENSE/SOFTWARE	74,780	68,940	5,840	5,900	31,880	24,500	-	12,500
FURNITURE & FIXTURES	-	-	-	-	-	-	-	-
LAWN & BLG MAINT.	65,000	52,325	12,675	-	-	-	30,000	35,000
DEPRECIATION	72,455	72,455	-	-	-	-	-	72,455
AUDIT/LEGAL FEES	26,000	25,000	1,000	-	-	-	-	26,000
JANITORIAL SERVICE	3,000	3,000	-	-	-	-	-	3,000
MISCELLANEOUS	100,057	171,061	(71,004)	69,198	-	2,859	27,500	500
INDIRECT COSTS	1,120,589	992,752	127,837	612,454	187,378	320,756	-	-
TOTAL PROGRAM COSTS	\$ 12,506,618	\$ 11,528,585	\$ 978,034	\$ 5,570,270	\$ 5,623,127	\$ 1,091,106	\$222,116	\$ 1,120,589
GENERAL RESERVE	\$ 219,994	\$ 232,211	\$ (12,217)	\$ -	\$ -	\$ 0	\$ 219,994	-
DHR CT RESERVE	-	-	-	-	-	-	-	-
AGING RESERVE	(35,000)	(59,206)	24,206	(35,000)	-	-	-	-
PLANNING RESERVE	-	(21,288)	21,288	-	-	-	-	-
REVENUE								
FEDERAL FUNDS	\$ 7,736,153	\$ 6,755,897	\$ 980,256	\$ 3,016,090	\$ 4,491,754	\$ 228,310	\$ -	\$ -
STATE FUNDS	2,775,610	2,808,292	(32,682)	2,196,720	365,788	213,102	-	-
MEMBERSHIP DUES	851,253	851,253	-	93,936	231,151	257,733	268,433	-
LOCAL FUNDS	840,461	686,725	153,735	-	448,500	391,961	-	-
MILEAGE RECOVERY	40,677	41,710	(1,033)	-	-	-	40,677	-
MISC. REVENUE	227,101	358,802	(131,701)	94,101	-	-	133,000	-
MINIMUM MATCH	220,357	177,623	42,734	134,424	85,933	-	-	-
TOTAL REVENUE	\$ 12,691,612	\$ 11,680,302	\$ 1,011,310	\$ 5,535,270	\$ 5,623,127	\$ 1,091,106	\$ 442,110	\$ -

COASTAL REGIONAL COMMISSION
AGENCY WIDE
Budget Variance for FY 17 Original Budget from FY16 Mid-Year Budget

PROGRAM COSTS	2017	2016	VARIANCE	AGING SERVICES	COORDINATED TRANSPORT	PLANNING, GIS/ED & LOCAL GOV	GENERAL FUND	INDIRECT COSTS	EXPLANATION OF VARIANCE:
	Original Budget	Mid-Year Budget							
CRC STAFF	\$ 1,700,445	\$ 1,522,131	\$ 178,314	\$ 66,209	\$ 28,854	\$ 26,550	\$ -	\$ 56,702	New and open positions, up to 3% merit at annual review
FRINGE BENEFITS	800,733	686,847	113,886	36,958	16,871	18,571	-	41,484	
CONTRACT SERVICES	7,268,783	7,381,566	(112,782)	(408,092)	285,115	10,196			Aging-based on allocation, Transportation-160K related to VTCLI. Planning-GeoDesign
GASOLINE	657,500	505,500	152,000		150,000		2,000		Estimate is higher than I hope it will be
VEHICLE REPAIRS	129,000	159,000	(30,000)		(30,000)				Will received 16 new replacement vehicles
VEHICLE PURCHASE	735,784	50,000	685,784		710,784		(25,000)		16 replacement vehicles
VEHICLE LEASE	-	-	-						
VEHICLE INSURANCE	328,000	288,000	40,000		40,000				DHS requirement to add umbrella policy up to \$3 million for Coaches
RENT	-	-	-						
CAPITAL LEASE	75,816	81,107	(5,291)				(5,291)		Based on amortization schedule
UTILITIES	93,500	98,500	(5,000)				(5,000)		
INSURANCE	42,100	38,300	3,800	(700)				4,500	Conservative estimate
TELEPHONE	63,221	61,365	1,856	1,331					
POSTAGE	13,279	13,172	107	107		25		500	
PERSONNEL SERVICES	950	783	167	126		41			
OFFICE SUPPLIES	24,950	23,959	991	(1,630)		2,621			
SUBSCRIPTIONS	-	300	(300)	(300)					
OUTSIDE PRINTING	-	148	(148)	(148)					
ADVERTISING / MARKETING	13,683	27,741	(14,058)	(14,058)					
ANNUAL REPORT	3,000	2,850	150					150	
BOARD MTG EXPENSE	6,000	6,000	-						
TRANSIT DRUG TESTING	11,250	11,250	-						
ADVISORY COUNCIL	-	-	-						
MEETINGS & SEMINARS	31,349	28,967	2,382	840		1,542			
DUES & REGISTRATION	19,505	20,177	(672)	(997)		325			
TRAVEL	46,999	46,089	910	975		(65)			
COMMISSION CAR	40,677	41,710	(1,033)	534	(500)	433		(1,500)	
EQUIPMENT PURCHASE	33,300	25,342	7,958	3,000		(2,042)		10,000	Conservative estimate
EQUIPMENT LEASE	16,000	13,000	3,000						
EQUIPMENT REPAIR	7,000	2,000	5,000	2,500				5,000	Conservative estimate
EQUIP MAINT. AGREE	2,500	-	2,500						
COMPUTER SOFTWARE	74,780	68,940	5,840	3,400	2,480	(40)			
FURNITURE & FIXTURES	-	-	-						
LAWN & BLG MAINT.	65,000	52,325	12,675				2,675	10,000	Conservative estimate
DEPRECIATION	72,455	72,455	-						
AUDIT/LEGAL FEES	26,000	25,000	1,000						
JANITORIAL SERVICE	3,000	3,000	-					1,000	
MISCELLANEOUS	100,057	171,061	(71,004)	(9,198)	(400)	(1,406)	(60,000)		
INDIRECT	1,120,589	992,752	127,837	73,441	28,042	26,354			
TOTAL PROGRAM COSTS	\$ 12,506,618	\$ 11,528,585	\$ 978,035	\$ (245,702)	\$ 1,231,248	\$ 83,104	\$ (90,616)	\$ 127,836	
GENERAL RESERVE	\$ 219,994	\$ 232,211	\$ (12,217)		\$ -	\$ (21,574)	\$ 9,357		
TRANSPORTATION RESERVE	-	-	-						
AGING RESERVE	(35,000)	(59,206)	24,206	18,731					Aging has estimated reserve of 35k to use in FY17
PLANNING RESERVE	-	(21,288)	21,288			21,288			Planning reserve transferred to GF in FY16
REVENUE									
FEDERAL FUNDS	\$ 7,736,153	\$ 6,755,897	\$ 980,256	\$ (86,286)	\$ 1,094,211	(27,669)			Transportation-600K for vehicle, 160k for VTCLI, remainder is estimated increase in DHS revenue, Planning, reduction for DNR contract
STATE FUNDS	2,775,610	2,808,292	(32,682)	(87,933)	83,375	(28,125)			Aging-based on allocation, Transportation estimated increase is DHS revenue, Planning decrease for GA Forestry Comm
MEMBERSHIP DUES	851,253	851,253	-	(3,932)	3,201	565	166		Consistent with FY16 Mid-Year Budget
LOCAL FUNDS	840,461	686,725	153,735		10,460	143,275			Transportation increase in local POS, Planning estimated increase in local GIS and Planning Technical Assistance Projects
MILEAGE RECOVERY	40,677	41,710	(1,033)				(1,033)		
MISC. REVENUE	227,101	358,802	(131,701)	(46,079)		(5,230)	(80,392)		Aging-Special Case Management projects, GF-reduction for lease revenue
MINIMUM MATCH	220,357	177,623	42,734	2,734	40,000				Transportation-VTCLI project match from RouteMatch
TOTAL REVENUE	\$ 12,691,612	\$ 11,680,302	\$ 1,011,309	\$ (221,497)	\$ 1,231,248	\$ 82,817	\$ (81,259)		