



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning Mid-Michigan's Future Together Since 1956

3135 Pine Tree Road, Suite 2C, Lansing, Michigan 48911

Toll Free: 1.800.619.6676

Phone: 517.393.0342 Fax: 517.393.4424

Web: www.mitcrpc.org Email: reception@mitcrpc.org

[Facebook.com/TriCountyPlanning](https://www.facebook.com/TriCountyPlanning)

MEMORANDUM

To: Finance Committee
From: Greg Hoffman, Finance Director
Date: January 4, 2018
Re: FY 2018 Budget Revision

The proposed budget revision is needed due to the cost of the former Executive Director's separation agreement of \$60,945. The Executive Director normally charges about 25% of their time to the Commission project and 75% to Indirect. The separation cost must be charged 100% to the Commission project, therefore, \$45,700 that would have been charged to indirect will need to be charged to the Commission Project and will cause a decrease in Fund Balance. The savings to the programs is reflected in the reduction of income of \$45,700. The attached Budget Revision reflects the decrease in Revenues from the various funding sources. The reduced revenues also decrease the match needed from the Commission by \$6,172. The decrease to the Fund Balance is projected at \$39,528.

**Tri-County Regional Planning Commission
2018 Budget
October 1, 2017 to Sept. 30, 2018**

	Adopted September 25, 2017		Proposed Amendment
	2018	+/-	+/-
REVENUES			
Federal	775,935	(18,517)	757,418
State	424,140	(8,187)	415,953
Local	351,096	(12,824)	338,272
Member Allocation	383,520		383,520
Other Sources			
Fixed Assets Reimbursement	9,000		9,000
<hr/>			
Subtotal	1,943,691	(39,528)	1,904,163
Other Financing Sources			
Local Match	225,525	(6,172)	219,353
TOTAL	2,169,216	(45,700)	2,123,516
<hr/>			
EXPENSES			
Salaries	760,500		760,500
Fringe Benefits	380,500		380,500
Advertising	4,100		4,100
Audit	9,800		9,800
Bank Service Charges	1,000		1,000
Commission Discretionary Expenses	5,000		5,000
Commission Meeting Expenses	2,200		2,200
Commission Travel	1,000		1,000
Computer Services	41,000		41,000
Computer Software	32,000		32,000
Consultant Fee	150,000		150,000
Contractual Services	15,000		15,000
Equipment Maintenance	2,500		2,500
Fixed Assets Depreciation	9,000		9,000
Furniture/Equipment Purchases	15,000		15,000
Insurance	6,400		6,400
Membership Dues	11,000		11,000
Office Supplies	10,000		10,000
Pass Thru	298,069		298,069
Postage	2,300		2,300
Printing and Copying	11,650		11,650
Publications/Subscription	1,050		1,050
Rent-Meeting Facility	2,050		2,050
Rent-Office	70,100		70,100
Special Projects	51,472		51,472
Telephone	3,500		3,500
Training	8,000		8,000
Travel - In	17,000		17,000
Travel - Out	22,500		22,500
Subtotal	1,943,691	0	1,943,691
<hr/>			
Transfer for Match	225,525	(6,172)	219,353
TOTAL	2,169,216	(6,172)	2,163,044
<hr/>			
Increase (Decrease) to Fund Balance	0	(39,528)	(39,528)