

Developmental Disabilities Resource Board of Clay County

Finance Committee Meeting

October 24 2016 Meeting Minutes

The DDRB Board met on Monday, October 24 2016 at 1:00 pm at the offices of DDRB. Present for this meeting were Stephen Elliott, Tom Bradley, Robert Sevier and Sonja Bennett. The purpose of the meeting was to prepare for review the Operating Budget for 2017.

The Committee reviewed the actuals for the previous twelve-month period as well as comparing the actuals to the budget for 2016. In some line item cases a review of historical trends was reviewed.

The committee decided to move the CTC Utility and CTC Janitorial income to an Income line versus a credit against the actual expenses to more accurately state income and expenses. These line items will be updated for 2016 entries. Additionally, they decided to create an expense line for Property Inspections and move those current year charges to that account from Board Consultants. The committee decided to move the IT Consultants expenses from Board Consultants to Equipment Maintenance and Repair to more accurately record that expense. The expenses incurred for 2016 will be updated to reflect this change.

The Committee is recommending approval of a budget as follows :

INCOME	Jan - Dec 17	Aug-Sept 2015-2016	Change	Comments
	2017 Projected Budget	Actuals		
4016 - County Tax Receipts (County Tax Receipts)	4,920,000	4,729,159	3.9%	.1182 / .1144 Levy
4201 - DMH/Della Lamb Waiver Transport (DMH/Della Lamb)	231,000	217,904	5.7%	
4202 - MEHTAP Transport (MHTD) (MEHTAP Grant - Mo. Dept. of Transportation)	13,910	14,922	-7.3%	Fiscal 2017 Grant is \$300 per month less than Fiscal 2016
4203 - DMH Purch.of Svc Waiver Contrac (DMH Contract MRER019902008)	22,586	22,585	0.0%	
4350 - Interest Income on Investments (Short & Long Term Investments)	59,000	56,479	4.3%	
4500 - Group Home Rent Income (Group Home Rent Income - Life Unlimited/Conce	135,600	132,496	2.3%	
4565 - S. Kent Rent Income (S.Kent Building Rent Income / CTC) (38x400)	182,400	172,800	5.3%	
4566 - CTC Utility Income (38x50)	22,800	21,600	5.3%	
4567 - CTC Janitorial Income (38x25)	11,400	10,800	5.3%	
4900 - Miscellaneous Income (Miscellaneous Income)	0	6	0.0%	
Total Income	5,598,696	5,378,752	3.9%	This is an adjusted total for 2015-16 to accommodate utility/janitorial income for 12 mos.

OPERATING EXPENSES	Budget Jan - Dec 17	Aug-Sept 2015/2016 Actual	Comments
5000 - OPERATIONS (BOARD ADMIN EXPENSES)			
0104 - Accounting/Audits	5,500	11000	Previous and Current Year
0120 - Insurance	19,275	38077	Previous and Current Year
0125 - Memberships	12,500	12500	MACDDS
0140 - Office Supplies	4,200	5269	
0142 - Postage	420	381	
0151- Telephone/ Fax /Internet	2,400	2865	
0160 - Travel	0	379	
0161 - Board Mileage	0	0	
0166 - Equipment Service/Replacement/Repair	12,000	5417	
5040 - Board Consultants	1,000	19507	Includes Summer Intern/Sonja Nov-May , Generator Studio
5070 - Management In-Service	0	150	
0101 - Service Charges Bank (Bank Charges)	1,800	1639	
0102 - Penalty/Early Withdrawal Invest (Penalty on early withdrawa	0	980	Penalty for Early withdrawal of CD Entered this way in 2015/16
5000 - OPERATIONS (BOARD ADMIN EXPENSES) - Other	0	0	
Total 5000 - OPERATIONS (BOARD ADMIN EXPENSES)	59,095	98,165	
5001 - 920 KENT STREET (BOARD PROPERTY EXPENSES)			
154 - Utilities	28,200	22806	2015 Utilities less CTC - Moved CTC to Income Line including for this report 2015
156 - Kent Repair/Maintenance	10,500	8748	
157 - Kent Janitorial	10,800	12055	2015 Janitorial less CTC - Moved CTC to Income Line including for this report 2015
158 - Lawn Maint/Snow Removal	6,000	3805	We need to address several tree issues next year
159 - Trash Removal	2,880	3053	Inclues 13 months
160 - Kent Equipment	1,210	423	Copy Machine Lease 245 Bi-Annually Plus Monthly Usage and Ink Cartridges
161 - Kent Prop Improvements	2,400	4540	
162 - Other Prop Improvements	19,200	19805	
163-Property Inspections	4,500	3480	Board Owned Property Inspections 3x per year
Total 5001 - 920 KENT STREET (BOARD PROPERTY EXPEN	85,690	78715	
5050 - PAYROLL (BOARD ADMIN EXP - PAYROLL)			
210 - Company Soc Sec (FICA)	3,546	4333	
220 - Company Medicare Contrib	829	974	
240 - Gross Salary - Director	69,200	71629	includes health insurance allowance
Total 5050 - PAYROLL (BOARD ADMIN EXP - PAYROLL)	73,576	76936	
Total Operating Expenses	218,361	253816	
		5500	Audit 1 yr; 2017 Utilities are offset by CTC Income
		19000	Insurance 1 yr; 2017 Janitorial are offset by CTC Janitorial Income
Adjusted Totals	218,361	229316	-5%

Income: \$5,598,695 (a 3.9% increase)

Expenses: \$ 218,361 (a 5% decrease)

Respectfully submitted,

Sonja Bennett
Administrative Director