

FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS

Fiscal Year 2020 Council Budget

Fiscal Year 2021 Approved Budget

	2018	2019 Actual	Fiscal Year 2020 Council Budget			Fiscal Year 2021 Approved Budget			change '21 - '20 Budgets	% Change
			FRCOG Operational Budgets	Municipal Services	Total General Fund	FRCOG Operational Budgets	Municipal Services	Total General Fund		
REVENUE										
FRCOG Core Assessment	489,585	499,038	505,561		505,561	513,303		513,303	7,742	1.5%
Interest & Misc.+ Fiscal Agent Fees	15,017	26,298	18,000		18,000	20,000		20,000	2,000	11.1%
Use of Reserves for Contingency					0	0	0	-	0	
FB used for Operating <i>Fin Comm votes 1/11/19</i>	0		12,471	21,000	33,471	-	14,000	14,000	(19,471)	-58.2%
Cap Res. for IT upgrades in Regional Services					0	-	-	-	0	-2.8%
Road Action Reimbursement	1,071		15,000		15,000	10,000		10,000	(5,000)	-33.3%
FRCOG Statutory Assessment	38,848	33,827	30,117		30,117	28,108		28,108	(2,009)	-6.7%
Collective Purchasing	101,798	104,771		205,170	205,170		239,934	239,934	34,764	16.9%
Cooperative Public Health	132,433	156,945		213,345	213,345		260,380	260,380	47,035	22.0%
Grants Contractual Services	2,700	0		12,000	12,000		12,000	12,000	0	0.0%
Town Accountant Services	285,527	293,806		307,783	307,783		372,728	372,728	64,945	21.1%
Franklin County Cooperative Inspection	612,118	626,810		631,159	631,159		646,643	646,643	15,484	2.5%
F.C. Emergency Communication System	209,889	252,880		225,107	225,107		238,260	238,260	13,153	5.8%
Regional Emergency Planning Committee	11,500	12,740		11,295	11,295		12,127	12,127	832	7.4%
Pooled Budgets:										
Pooled: Agency-wide Indirect	1,462,029	1,544,694	1,535,300		1,535,300	1,614,978		1,614,978	79,678	5.2%
Planning Grants Administration	88,627	87,230	110,500		110,500	128,625		128,625	18,125	16.4%
sub-total Council Governed Revenues	3,451,142	3,639,039	2,226,949	1,626,859	3,853,808	2,315,014	1,796,072	4,111,086	257,278	6.7%

EXPENSE

Executive	10,969	11,265	11,245		11,245	11,513		11,513	268	2.4%
Regional Services	897,904	932,956	935,484		935,484	987,071		987,071	51,587	5.5%
Miscellaneous & Contingency	92,618	117,779	169,600		169,600	156,100		156,100	(13,500)	-8.0%
Statutory - Retiree Health	28,651	27,945	30,117		30,117	28,108		28,108	(2,009)	-6.7%
Collective Purchasing	100,663	102,721		205,170	205,170		239,934	239,934	34,764	16.9%
Cooperative Public Health	141,551	151,288		213,345	213,345		260,380	260,380	47,035	22.0%
Grants Contractual Services	282	0		12,000	12,000		12,000	12,000	0	0.0%
Town Accountant Services	281,218	293,681		307,783	307,783		372,728	372,728	64,945	21.1%
Franklin County Cooperative Inspection	626,151	604,990		631,159	631,159		646,643	646,643	15,484	2.5%
F.C. Emergency Communication System	193,236	224,279		246,107	246,107		252,260	252,260	6,153	2.5%
Regional Emergency Planning Committee	9,833	10,763		11,295	11,295		12,127	12,127	832	7.4%
Pooled Budgets:										
Pooled Expenses	889,570	916,333	953,003		953,003	1,003,597		1,003,597	50,594	5.3%
Planning Administration	84,285	90,578	127,500		127,500	128,625		128,625	1,125	0.9%
sub-total Council Governed Expenses	3,356,931	3,484,578	2,226,949	1,626,859	3,853,808	2,315,014	1,796,072	4,111,086	257,278	6.7%

Franklin Regional Council of Governments

**Budget for the period of:
July 1, 2020 to June 30, 2021**

#01-010

Miscellaneous & Contingency	Actual FY18	Actual FY19	Amended FY20	YTD to 12/31 FY20	- FY21	change	Note
Audit/OPEB Evaluations	26,775	25,000	31,300	12,250	31,300	-	
Reimbursable Road Actions	1,212	75	15,000	757	10,000	(5,000)	
County Road Actions expenses are reimbursed by the petitioner							
Legal Services	2,718	1,489	3,500	-	3,500	-	
General Insurance	22,514	22,351	24,000	23,746	24,000	-	
Classification Study/Advertisir	9,152					-	
FRCOG Website Modernization			25,000		5,000	(20,000)	1
Succession Planning Study			25,000	31	5,000	(20,000)	2
Surety Bond	1,145	1,125	1,200	775	1,200	-	
Workers Comp Insurance	12,052	14,032	14,100	13,326	14,100	-	
Building Contingency	-	6,598	5,501	-	6,000	499	
TOTAL OPERATING	75,568	70,670	144,601	50,885	100,100	(44,501)	
<u>RESERVES & TRANSFERS</u>							
Prior Year Unpaid Bills	50	109	1,000	372	1,000	-	
Grant Match	12,000	12,000	7,000	-	5,000	(2,000)	
Reserve Fund	-	-	7,000	-	5,000	(2,000)	
Salary & Recruitment Reserve					35,000	35,000	3
Program Reserve	-	-	5,000	-	5,000	-	
Capital Reserve Fund	5,000	35,000	5,000	0	5,000	-	
TOTAL	17,050	47,109	25,000	372	56,000	31,000	
<u>GRAND SUMMARY</u>							
Operating Expenses	75,568	70,670	144,601	50,885	100,100	(44,501)	
Unclassified	17,050	47,109	25,000	372	56,000	31,000	
GRAND TOTAL	92,618	117,779	169,601	51,257	156,100	(13,501)	
Percentage Change	23.6%	27.2%	44.0%		-8.0%		
Percentage spent in Year To Date				30%			

1. FY20 project, requesting \$5,000 to be able to finish in FY21

2. FY20 project, requesting \$5,000 to be able to finish in FY21

3. New Reserve for purposes of either incrementing FY21 salaries if indicated by results of a Salary Survey, for recruiting expenses following retirements, or budget support for new managerial level staff following retirements. \$35,000 approximates 5% of Regional Services salary budget.

Franklin Regional Council of Governments
Budget for the period of:
July 1, 2020 to June 30, 2021

#01-000

Pooled Expenses	Actual FY18	Actual FY19	Amended FY20	YTD to 12/31 FY20	- FY21	<u>change</u>	Note
Indirect & Benefit time	323,119	331,418	340,300	178,166	348,808	8,507	
Retiree, or OPEB contribution	157,134	177,983	155,661	31,724	182,658	26,997	1
Medicare	28,603	28,973	29,827	14,222	33,246	3,419	
Unemployment Ins.	6,482	8,053	9,871	1,134	10,608	737	
Group Insurance	356,807	361,406	408,344	212,405	418,777	10,433	
Longevity	17,425	8,500	9,000	8,500	9,500	500	
	-						
TOTAL	<u>889,570</u>	<u>916,333</u>	<u>953,003</u>	<u>446,151</u>	<u>1,003,597</u>	<u>50,594</u>	
Percentage Change	-2.2%	3.0%	4%		5.3%		

Percentage spent in Year To Date

47%

1. As noted in the Regional Services program notes, and increase in retirees and employees with benefits in this expense pool (as a percentage of our total) result in an increase in current expense and contributions to the Trust.

Franklin Regional Council of Governments

Budget for the period of:

July 1, 2020 to June 30, 2021

#01-002

Executive Committee	Actual FY18	Actual FY19	Amended FY20	YTD to 12/31 FY20	- FY21	change
<u>PERSONNEL:</u>						
Executive Committee	10,335	10,530	10,725	5,395	10,993	268
Medicare	139	141	160	67	160	-
TOTAL PERSONNEL	10,474	10,671	10,885	5,462	11,153	268
<u>OPERATING:</u>						
Direct Costs	495	594	360	54	360	-
TOTAL OPERATING	495	594	360	54	360	-
<u>GRAND SUMMARY</u>						
Salaries/Wages	10,474	10,671	10,885	5,462	11,153	268
Operating Expenses	495	594	360	54	360	-
GRAND TOTAL	10,969	11,265	11,245	5,516	11,513	268
Percentage Change	1.4%	2.7%	-0.2%		2.4%	
Percentage spent in Year To Date				49.1%		

Franklin Regional Council of Governments

Budget for the period of:

July 1, 2020 to June 30, 2021

#01-031	Actual	Budget	Actual	Amended	YTD to	-	
Statutory	FY18	FY19	FY19	FY20	12/31	FY21	<u>change</u>
County Retiree Insurance	28,651	33,983	27,945	30,117	16,195	28,108	<u>(2,009)</u>
TOTAL	<u>28,651</u>	<u>33,983</u>	<u>27,945</u>	<u>30,117</u>	<u>16,195</u>	<u>28,108</u>	<u>(2,009)</u>
Percentage Change	-15.8%	18.6%	-2.5%	7.8%		-6.7%	
Percentage spent in Year To Date					54%		

Franklin Regional Council of Governments

Budget for the period of:

July 1, 2020 to June 30, 2021

#02-005 Cooperative	Actual	Actual	Council	Amended	YTD to	-		
Public Health	FY18	FY19	FY20	FY20	12/31	FY21	change	Note
<u>PERSONNEL:</u>								
Direct Wages	76,329	77,252	77,189	106,359	54,840	143,186	36,827	1
<u>OPERATING:</u>								
IT/Communications	1,556	1,906	1,650	2,150	1,074	1,700	(450)	
FRTC Lease	1,616	1,582	1,900	2,400	1,022	1,900	(500)	
Staff Development & Dues	20	125	150	300	375	300	-	
Travel	3,995	3,627	4,000	7,000	1,547	5,500	(1,500)	
Software Maintenance		3,380				3,200	3,200	
Printing	106	152	150	150	142	150	-	
Workshops & Meetings	458	291	400	600	0	-	(600)	
Postage	51	75	100	200	279	100	(100)	
Supplies	1,221	705	575	775	2,876	1,000	225	
Dues	-	-	-	-	-	-	-	
Benefits & Admin	56,199	62,193	63,586	93,411	46,693	103,345	9,934	2
TOTAL OPERATING	65,222	74,036	72,511	106,986	54,007	117,195	10,209	
<u>EQUIPMENT</u>								
Software/Equipment	-	-	-	-	-	-	-	
TOTAL EQUIPMENT	-	-	-	-	-	-	-	
<u>GRAND SUMMARY</u>								
Salaries/Wages	76,329	77,252	77,189	106,359	54,840	143,186	36,827	
Operating Expenses	65,222	74,036	72,511	106,986	54,007	117,195	10,209	
Equipment	-	-	-	-	0	-	-	
GRAND TOTAL	141,551	151,288	149,700	213,345	108,847	260,380	47,035	
Percentage Change	4.4%	6.9%	-1.0%	42.5%		22.0%		

Percentage spent in Year To Date

51%

Program Fund Balance, July 1

64,551

1. Budget includes 2.5% salary adjustment for staff, and reflects increased staff expense from addition of Colrain, Bernardston, and Erving.

2. The calculation of indirect expenses is brought to the standard method in FY21.

Franklin Regional Council of Governments
Budget for the Period of:
July 1, 2020 to June 30, 2021

#02-009

Town Accounting Program	Actual FY18	Actual FY19	Amended FY20	YTD to 12/31 FY20	-	FY21	change	Note
<u>PERSONNEL:</u>								
Benefitted Staff	115,312	110,509	110,954	73,713		168,300	57,346	
Part-Time Staff	50,236	69,514	71,771	27,462		39,368	(32,403)	
TOTAL DIRECT/Part-time	165,548	180,023	182,725	101,175		207,669	24,944	1
<u>OPERATING:</u>								
Communications	692	704	1,100	279		1,100	-	
Staff Development	2,202	3,867	2,500	2,104		2,500	-	
Software/Network/IT Fees	5,928	6,565	8,500	4,442		8,500	-	
Travel	5,824	8,238	8,500	3,750		8,500	-	
Professional Services							-	
Postage	23	28	50	9		50	-	
Supplies	499	619	510	0		625	115	
Dues	235	200	250	100		250	-	
Benefits & Admin	94,383	93,437	103,648	51,824		143,535	39,887	2
OPERATING EXPENSES	109,786	113,658	125,058	62,508		165,060	40,002	
<u>EQUIPMENT</u>								
Software/Equipment	5,884					-	-	
TOTAL EQUIPMENT	5,884	-	-	-		-	-	
<u>GRAND SUMMARY</u>								
Salaries/Wages	165,548	180,023	182,725	101,175		207,669	24,944	
Operating Expenses	109,786	113,658	125,058	62,508		165,060	40,002	
Equipment	5,884	-	-	-		-	-	
GRAND TOTAL	281,218	293,681	307,783	163,683		372,728	64,945	
Percentage Change	-0.9%	4.4%	4.8%			21.1%		
Percentage spent in Year To Date				53%				
Program Fund Balance, July 1			54,841					

1. As in all other programs, 2.5% is planned for all staff. This budget also includes increased staff levels, needed to complete the program.

2. Benefit costs are significantly higher in FY21 following staff changes.

Franklin Regional Council of Governments

**Budget for the period of:
July 1, 2020 to June 30, 2021**

#02-014

Franklin County Coop	Actual	Actual	Amended	YTD to	-		
Inspection Program	FY18	FY19	FY20	12/31	FY21	change	Note
PERSONNEL:							
Direct Wages	321,490	300,892	313,810	149,441	321,375	7,565	
Part-Time Inspectors	16,138	8,134	12,995	3,952	13,820	825	
TOTAL PERSONNEL	337,628	309,026	326,805	153,393	335,195	8,390	1
OPERATING:							
IT/Communications	4,971	5,311	5,000	2,295	5,000	-	
FRTC Lease	10,770	10,233	11,500	5,062	11,500	-	
Legal	38		500	0	500	-	
Professional Services	-			0		-	
Staff Development	3,284	1,566	3,000	1,380	3,000	-	
Software Hosting/Support	10,545	11,120	11,000	11,620	12,760	1,760	
Travel	26,019	28,326	29,000	13,672	29,000	-	
Printing & Binding	645	462	750	542	750	-	
Postage	1,740	1,772	1,750	795	1,800	50	
Office Supplies	941	1,760	2,000	496	2,000	-	
Benefits & Admin	229,570	235,416	238,854	119,427	244,138	5,284	
TOTAL OPERATING	288,523	295,964	303,354	155,290	310,448	7,094	
EQUIPMENT							
Software/Equipment	-	-	1,000	0	1,000	-	
TOTAL EQUIPMENT	-	-	1,000	-	1,000	-	
GRAND SUMMARY							
Salaries/Wages	337,628	309,026	326,805	153,393	335,195	8,390	
Operating Expenses	288,523	295,964	303,354	155,290	310,448	7,094	
Equipment	-	-	1,000	-	1,000	-	
GRAND TOTAL	626,151	604,990	631,159	308,683	646,643	15,484	
Percentage Change	9.8%	-3.4%	4.3%		2.5%		
Percentage spent in Year To Date				49%			
Program Fund Balance, July 1			99,804				

1. The FY21 budgets include a 2.5% increase to salaries.

Franklin Regional Council of Governments

Budget for the period of:

July 1, 2020 to June 30, 2021

#02-020

Franklin County Emergency Communication System	Actual FY18	Budget FY19	Actual FY19	Amended FY20	YTD to 12/31 FY20	- FY21	change	Note
<u>PERSONNEL:</u>								
Salary/Wages	9,266	60,952	32,940	43,973	14,548	40,544	(3,429)	
TOTAL PERSONNEL:	9,266	60,952	32,940	43,973	14,548	40,544	(3,429)	1
<u>OPERATING:</u>								
IT/Communications	81	30	540	780	392	1,300	520	
FRTC Lease	341	400	911	900	546	1,800	900	
Utilities	12,615	6,500	7,607	6,500	3,990	6,500	-	
Repair/Other Maintenance	28,093	41,282	42,769	52,000	36,446	47,000	(5,000)	
Preventative Maintenance	8,400	15,000	12,000	15,000	0	15,000	-	
Maintenance-Radio System	23,400	28,314	6,300	-	0	-	-	
Maintenance-Generator	2,435	4,000	3,923	4,000	3,384	4,000	-	
Landscape Maintenance	-	1,100	-	-	0	-	-	
Travel	102	50	595	3,700	248	1,000	(2,700)	
Professional Services							-	
Program Support	1,313	1,200	2,217	2,000	1,963	2,500	500	
Supplies	208	200	211	1,200	272	250	(950)	
Insurance	17,344	18,000	17,865	18,500	21,221	23,000	4,500	
Insurance/Deductible	-	5,000	-	5,000	0	5,000	-	
Benefits & Admin	9,138	6,062	15,902	12,054	12,076	16,268	4,214	
TOTAL OPERATING	103,470	127,138	110,839	121,634	80,538	123,618	1,984	
<u>Capital Budget</u>								
Capital Improvement	-	5,500	5,500	5,500		5,500	-	
Capital Replacement	80,500	75,000	75,000	75,000	24,364	82,598	7,598	
TOTAL EQUIPMENT	80,500	80,500	80,500	80,500	24,364	88,098	7,598	
<u>GRAND SUMMARY</u>								
Salaries/Wages	9,266	60,952	32,940	43,973	14,548	40,544	(3,429)	
Operating Expenses	103,470	127,138	110,839	121,634	80,538	123,618	1,984	
Reimbursable Expenses	0	0	0	0	0	0	-	
Capital Budget	80,500	80,500	80,500	80,500	24,364	88,098	7,598	
GRAND TOTAL	193,236	268,590	224,279	246,107	119,449	252,260	6,153	
Percentage Change	-3.8%	39.0%	16.1%	9.7%		2.5%		2
Percentage spent in Year To Date					49%			
Program Fund Balance, July 1				58,640				

1. FY21 wage projection includes 2.5% for existing staff, and is adjusted lower based on FY19 actual expense.

2. General Fund support decreases from \$21,000 in FY20 to \$14,000 in FY21, resulting in increases to unit assessments of 7.3% to cover the expenses in this proposed budget.

Franklin Regional Council of Governments

Budget for the period of:

July 1, 2020 to June 30, 2021

REPC

#02-024

Regional Emergency Planning Committee	Actual FY18	Actual FY19	Amended FY20	YTD to 12/31 FY20	- FY21	change	Note
<u>PERSONNEL:</u>							
Salary & Wages	4,114	4,328	4,090	3,062	6,600	2,510	
Temporary Employee	-		500	0	-	(500)	
TOTAL PERSONNEL:	4,114	4,328	4,590	3,062	6,600	2,010	1
<u>OPERATING:</u>							
I/T	7		43	25	45	2	
FRTC Lease	122	152	250	96	250	-	
Travel	243	157	250	51	200	(50)	
Program Support	247	214	250	1,069	250	-	
Legal Notices	-	112	80	0	150	70	
Household Flyer	1,043	1,346	1,100	0	1,000	(100)	
Supplies	-	109	57	106	100	43	
Admin	4,057	4,345	4,675	2,338	3,532	(1,143)	2
TOTAL OPERATING	5,719	6,435	6,705	3,684	5,527	(1,178)	
<u>GRAND SUMMARY</u>							
Salaries/Wages	4,114	4,328	4,590	3,062	6,600	2,010	
Operating Expenses	5,719	6,435	6,705	3,684	5,527	(1,178)	
GRAND TOTAL	9,833	10,763	11,295	6,746	12,127	832	
Percentage Change			4.9%		7.4%		
Percentage spent in Year To Date				60%			
Program Fund Balance, July 1			7,756				

1. Adjustment to indirect expense charged to the program allows more of budget to be spent in wages.
2. For FY21, calculation of indirect expense updated to include only wages (instead of all expenses), and apply agency admin of 53.5% (instead of historically used full agency rate).