



# Franklin Regional Council of Governments

Claire McGinnis, Director of Finance

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January 7, 2021

TO: Finance Committee

FROM: Linda Dunlavy, Executive Director  
Claire McGinnis, Finance Director

At the Finance Committee meeting of December 10, the Committee requested a summary of possible changes to the Council budget as we draft FY22. Under consideration are a reduction to the Regional Services member town assessments, the addition of a Communications aka Public Information Officer position, and moving small portions of Director salary expense into the programs in which those Directors work. After 3 years with significant surpluses, we want to be sure we are sensitive to our municipalities, but also use our strong financial position to prepare for coming changes and needed projects.

In the table below, the top row shows our projected year end surplus if we fund a second year of contribution to Salary and Recruitment reserve, include modest salary increases, include a 3% increase in group health costs to the organization, and fund part of the FCECS migration to CoMIRS from the general fund. This row establishes our thinking about the necessities in the coming year. The projected surplus is \$29,500. Temper this with the recent history of balancing our annual budget and still ending with significant surpluses – our conservative habits are still incorporated in this projection.

Each row down in the chart builds from that basic projection, and each row includes the change from all rows above. There are notes and comments in the chart for more detailed descriptions. In summary, we would like to fund the request for a Communications position, FERC Relicensing support, COVID-19 vaccine clinic planning and a website revision by moving some of the expense of our Directors to the programs in which they work. This is true to the financial model the organization follows for all other staff, has already been occurring (but not documented by the budget) for several years, and is the method used in other Massachusetts Regional Planning Agencies (RPAs). The dollar amounts (and therefore time billing goals) are modest first steps in a process that can advance as a multi-year plan, or be reversed if our funding sources change dramatically in future years.

The draft budget has all of these changes, and to reconcile the projection uses \$6,890 of our general fund balance.

At our meeting on January 14<sup>th</sup>, we will review the details, impact to both Regional and Municipal Program assessments, and ask for your impressions on how to proceed to the Council Budget.



	A	B	C	D	E		
	Change to Reg Svcs Assessment	Dept Heads Billed to Other Programs	New Positions or New Project in GF	Projected Surplus Resulting	% Change General Fund Expenses	Notes	
I.	FY22 Basic Projection	Level	None	None	29,500	2.8%	See Note 1
II.	Drop Reg Services Assessment	50,000	None	none	(20,500)	2.9%	
III.	Redirect some DH expense	(50,000)	(50,000)	None	72,700	0.6%	2
IV.	Communications Position	(50,000)	(50,000)	49,000	23,700	2.8%	3 and 4
V.	Other Special Regional Projects	(50,000)	(50,000)	79,000	(6,891)	4.1%	5 and 6

Notes:

1. The Basic Projection moves 10 hours of Dan to Regional Services to work on radio buy, programming and distribution, includes 3% increase in group insurance, includes 2.5% increase in all salaries, includes a bump in IT services expense, and \$35,000 for Salary and Recruitment Reserve.
2. Peggy and Phoebe both \$20,000; Bob \$10,000. Impact to Acct'g Prog = \$2300. General fund gains revenue and has a reduction in expense.
3. Communications position planned as 20 hrs per week, \$31K in salary & \$18 K in other benefits and expenses.
4. Using columns B and C together (in roughly equivalent amounts) means little impact on our future Indirect Rate, which is an important goal, keeping grant applications competitive and programs affordable to our towns.
5. Add \$30,000 in expenses: \$10K FERC Water Quality Technical Assistance, \$10K in wages for Vaccine Clinic Logistics & Planning, \$10K Website Consultant.
6. Including all of these items in FY22 will require \$6,891 of fund balance to reconcile the Council Budget.

FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS

	2017	2018	2019	2020	FY 2021 Council Budget	Draft FY22	change '22 - '21 Budgets	% Change
<b>REVENUE</b>								
FRCOG Core Assessment	481,672	489,585	499,038	505,564	513,303	463,303	(50,000)	-9.9%
Interest & Misc & Fiscal Agent Fees	13,768	15,017	26,298	44,138	20,000	20,000	0	0.0%
Use of Reserves for Contingency					0	0	0	
FB used for Operating <i>Fin Comm votes 1/11/19</i>		0			14,000	7,000	(7,000)	-20.9%
Cap Res. for IT upgrades in Regional Services					-		0	
Road Action Reimbursement		1,071		757	10,000	7,500	(2,500)	-16.7%
FRCOG Statutory Assessment	35,048	38,848	33,827	30,116	28,108	28,109	1	0.0%
Collective Purchasing	108,555	101,798	104,771	261,135	239,934	244,856	4,922	2.3%
Cooperative Public Health	131,160	132,433	156,945	197,936	260,380	287,010	26,630	12.5%
Grants Contractual Services	944	2,700	0	2,730	12,000	10,000	(2,001)	-16.7%
Town Accountant Services	279,551	285,527	293,806	321,300	372,728	387,972	15,244	5.0%
Franklin County Cooperative Inspection	612,499	612,118	626,810	813,025	646,643	655,991	9,348	1.5%
F.C. Emergency Communication System	137,027	209,889	252,880	222,241	238,260	238,260	0	0.0%
Regional Emergency Planning Committee	10,650	11,500	12,740	12,350	12,127	12,127	(0)	0.0%
<b>Pooled Budgets:</b>							0	
Pooled: Agency-wide Indirect	1,405,185	1,462,029	1,544,694	1,668,423	1,614,978	1,762,161	147,183	9.6%
Planning Grants Administration	84,572	88,627	87,230	85,738	128,625	120,965	(7,660)	-6.9%
sub-total Council Governed Revenues	3,300,631	3,451,142	3,639,039	4,165,455	4,111,086	4,245,253	134,167	3.5%

**EXPENSE**

Executive	10,822	10,969	11,265	11,032	11,513	11,697	184	1.6%
Regional Services	870,191	897,904	932,956	916,412	987,071	1,034,295	47,224	5.0%
Miscellaneous & Contingency	74,938	92,618	117,779	127,113	156,100	175,450	19,350	11.4%
Statutory - Retiree Health	34,042	28,651	27,945	27,307	28,108	28,109	1	0.0%
Collective Purchasing	98,625	100,663	102,721	211,166	239,934	244,856	4,922	2.3%
Cooperative Public Health	135,585	141,551	151,288	213,340	260,380	287,010	26,630	12.5%
Grants Contractual Services	2,918	282	0	2,730	12,000	10,000	(2,001)	-16.7%
Town Accountant Services	283,653	281,218	293,681	337,138	372,728	387,972	15,244	5.0%
Franklin County Cooperative Inspection	570,320	626,151	604,990	609,093	646,643	655,991	9,348	1.5%
F.C. Emergency Communication System	200,776	193,236	224,279	273,995	252,260	245,260	(7,000)	-2.8%
Regional Emergency Planning Committee	9,348	9,833	10,763	8,838	12,127	12,127	(0)	0.0%
<b>Pooled Budgets:</b>							0	
Pooled Expenses	910,004	889,570	916,333	952,360	1,003,597	1,044,578	40,981	4.3%
Planning Administration	86,985	84,285	90,578	88,592	128,625	114,800	(13,825)	-10.8%
sub-total Council Governed Expenses	3,288,208	3,356,931	3,484,579	3,779,116	4,111,086	4,252,144	141,058	3.7%

**GF Surplus (Deficit)** 94,230 211,162 **0** **(6,891)**

**Muni FFS Surplus** 60,230 174,419 (14,000) (7,000)

**Franklin Regional Council of Governments**  
**July 1, 2021 to June 30, 2022**

<b>#01-003</b>	Actual	Actual	Actual	Budget	12/30	YTD	Budget		
<b>Regional Services</b>	FY18	FY19	FY20	FY21	YTD	%	FY22	change	Note
Wages	602,052	627,741	647,484	698,866	303,879	43%	687,867	(10,999)	1
Planning "Match" Time	16,777	14,251	6,321	2,000	1,551	78%	4,000	2,000	
Out of Program Salaries	13,277	13,677	22,878	14,300	10,958	77%	50,917	36,617	2
Longevity	6,150	2,500	2,500	2,500	2,500	100%	2,500	-	
OPEB/Retirees Group Ins	69,480	56,869	43,065	38,870	1,561	4%	40,251	1,381	
Medicare	8,666	8,767	9,066	9,366	4,110	44%	9,726	360	
Unemployment Insurance	1,705	1,773	1,149	2,918	197	7%	3,001	83	
Group Insurance	87,071	103,944	102,561	104,251	54,764	53%	128,634	24,383	3
<b>TOTAL PERSONNEL</b>	<b>805,178</b>	<b>829,522</b>	<b>835,025</b>	<b>873,071</b>	<b>379,522</b>	<b>43%</b>	<b>926,895</b>	<b>53,824</b>	
<b>OPERATING:</b>									
IT/Communications	12,335	12,950	10,098	16,000	4,760	30%	20,000	4,000	
FRTC Lease	31,712	27,971	26,874	30,000	13,128	44%	30,000	-	
Staff Development-Finance	380		-					-	*
Staff Development	1,678	4,299	3,169	4,400	339	8%	4,400	-	
Maintenance Agreements	1,120	1,120	9,613	9,600	9,908	103%	9,700	100	
Equip Maint & Support	6,913	7,787	-					-	*
Travel	7,129	9,066	5,841	9,000	382	4%	9,000	-	
Program Support	4,631	3,793	5,670	5,000	1,976	40%	6,000	1,000	
Outreach & Sponsorships	2,625	1,956	452	2,000	-	0%	1,000	(1,000)	
Meeting Supplies	867		-					-	
Office Supplies	5,973	9,229	7,484	8,500	2,069	24%	8,500	-	
Office Supplies-Finance	672		-					-	*
Postage	2,998	3,146	2,635	3,000	1,163	39%	3,000	-	
Dues	1,935	2,484	3,517	2,800	3,535	126%	3,500	700	
Publications	2,329	1,224	2,301	1,700	255	15%	2,300	600	
<b>TOTAL OPERATING</b>	<b>83,297</b>	<b>85,024</b>	<b>77,653</b>	<b>92,000</b>	<b>37,514</b>	<b>41%</b>	<b>97,400</b>	<b>5,400</b>	
IT Equipment and Software	9,429	18,410	3,734	22,000	11,450	52%	10,000	(12,000)	
<b>TOTAL EQUIPMENT</b>	<b>9,429</b>	<b>18,410</b>	<b>3,734</b>	<b>22,000</b>	<b>11,450</b>	<b>52%</b>	<b>10,000</b>	<b>(12,000)</b>	
<b>SUMMARY</b>									
<b>Salaries/Wages</b>	<b>805,178</b>	<b>829,522</b>	<b>835,025</b>	<b>873,071</b>	<b>379,522</b>	<b>43%</b>	<b>926,895</b>	<b>53,824</b>	
<b>Operating Expenses</b>	<b>83,297</b>	<b>85,024</b>	<b>77,653</b>	<b>92,000</b>	<b>37,514</b>	<b>41%</b>	<b>97,400</b>	<b>5,400</b>	
<b>Equipment and Projects</b>	<b>9,429</b>	<b>18,410</b>	<b>3,734</b>	<b>22,000</b>	<b>11,450</b>	<b>52%</b>	<b>10,000</b>	<b>(12,000)</b>	
<b>Total:</b>	<b>897,904</b>	<b>932,956</b>	<b>916,412</b>	<b>987,071</b>	<b>428,486</b>	<b>43%</b>	<b>1,034,295</b>	<b>47,224</b>	
Percentage Change	3.2%	3.9%	-1.8%	5.5%			4.8%		

\* Expense line combined with another in this functional area to simplify.

1. The FY21 budgets include a 2.5% increase to salaries, and a new Communications position. Reduction in the line from moving Director salary expense into programs.

2. Update budget to actual trend, and add \$10,000 for Vax Clinic Logistics and Planning (TR), and \$17,000 for CoMIRS migration (DN).

**Franklin Regional Council of Governments**

**Budget for the period of:**

**July 1, 2021 to June 30, 2022**

<b>#01-010</b>	Actual	Actual	Actual	Budget	12/30 YTD	YTD	Budget		
<b>Misc &amp; Contingency</b>	FY18	FY19	FY20	FY21	FY21	%	FY22	change	Note
Audit/OPEB Evaluations	26,775	25,000	28,750	31,300	3,500	11%	32,750	1,450	
Reimbursable Road Actions	1,212	75	757	10,000	278	3%	7,500	(2,500)	
Legal Services	2,718	1,489	871	3,500	600	17%	3,500	-	
Bulk Buy of Protective Equipment			37,020		16,280			-	
FERC Relicensing Water Quality Certificate TA							10,000	10,000	
General Insurance	22,514	22,351	23,746	24,000	25,135	105%	25,500	1,500	
Classification Study/Advertisir	9,152							-	
FRCOG Website Modernization				5,000		0%	10,000	5,000	1
Succession Planning aka Organization Assessment			31	5,000		0%	-	(5,000)	2
Surety Bond	1,145	1,125	1,125	1,200	775	65%	1,200	-	
Workers Comp Insurance	12,052	14,032	13,326	14,100	14,797	105%	15,000	900	
Building Contingency	-	6,598	9,114	6,000		0%	9,000	3,000	
Prior Year Unpaid Bills	50	109	372	1,000	673	67%	1,000	-	
Grant Match	12,000	12,000	7,000	5,000		0%	10,000	5,000	
Reserve Fund	-	-	-	5,000		0%	5,000	-	
Salary & Recruitment Reserve				35,000		0%	35,000	-	3
Program Reserve	-	-	5,000	5,000		0%	5,000	-	
Capital Reserve Fund	5,000	35,000	0	5,000		0%	5,000	-	
<b>GRAND TOTAL</b>	<b>92,618</b>	<b>117,779</b>	<b>127,113</b>	<b>156,100</b>	<b>62,038</b>	<b>40%</b>	<b>175,450</b>	<b>19,350</b>	
Percentage Change	23.6%	27.2%					12.4%		

1. This has been a difficult project to launch. FY21 has \$25K carried forward for this work, which will likely need to carry into FY22 to complete.

2. Report expect to be delivered in Spring 2021. \$25K was carried into FY21 for this project.

3. New Reserve for purposes of either incrementing FY22 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. FY22 will be the second year of building this reserve.

**Franklin Regional Council of Governments**

**Budget for the period of:**

**July 1, 2021 to June 30, 2022**

<b>#01-000</b>	Actual	Actual	Actual	Budget	12/30 YTD	YTD	Budget		
<b>Pooled Expenses</b>	FY18	FY19	FY20	FY21	FY21	%	FY22	change	Note
Indirect & Benefit time	323,119	331,418	367,374	348,808	173,490	50%	385,742	36,935	1
Retiree, or OPEB contribution	157,134	177,983	171,818	182,658	36,187	20%	204,327	21,669	1 & 2
Medicare	28,603	28,973	31,913	33,246	16,279	49%	36,975	3,729	
Unemployment Ins.	6,482	8,053	5,280	10,608	860	8%	11,411	804	
Group Insurance	356,807	361,406	367,475	418,777	220,541	53%	396,122	(22,655)	3
Longevity	17,425	8,500	8,500	9,500	9,500	100%	10,000	500	
	-								
<b>TOTAL</b>	<u>889,570</u>	<u>916,333</u>	<u>952,360</u>	<u>1,003,597</u>	<u>456,858</u>	<u>46%</u>	<u>1,044,578</u>	<u>40,981</u>	
Percentage Change	-2.2%	3.0%	4%				4.1%		

1. Increases with payroll.

2. There will be one new retiree in this group in FY22.

3. Group health insurance increase planned at 3%. This is a reduction to budget, as FY21 budget was planned with 5% increase that didn't materialize..

**Franklin Regional Council of Governments**

**Budget for the period of:**

**July 1, 2021 to June 30, 2022**

<b>#01-002 Executive Committee</b>	Actual FY18	Actual FY19	Actual FY20	Budget FY21	12/30 YTD FY21	YTD %	Budget FY22	change
<b><u>PERSONNEL:</u></b>								
Salary	10,335	10,530	10,707	10,993	5,530	50%	11,337	344
Emp share - Medicare	139	141	145	160	70	43%	160	-
<b>TOTAL PERSONNEL</b>	<b>10,474</b>	<b>10,671</b>	<b>10,852</b>	<b>11,153</b>	<b>5,600</b>	<b>50%</b>	<b>11,497</b>	<b>344</b>
<b><u>OPERATING:</u></b>								
Direct Costs	495	594	180	360	360	100%	200	(160)
<b>TOTAL OPERATING</b>	<b>495</b>	<b>594</b>	<b>180</b>	<b>360</b>	<b>360</b>	<b>100%</b>	<b>200</b>	<b>(160)</b>
<b><u>GRAND SUMMARY</u></b>								
<b>Salaries/Wages</b>	<b>10,474</b>	<b>10,671</b>	<b>10,852</b>	<b>11,153</b>	<b>5,600</b>	<b>50%</b>	<b>11,497</b>	<b>612</b>
<b>Operating Expenses</b>	<b>495</b>	<b>594</b>	<b>180</b>	<b>360</b>	<b>360</b>	<b>100%</b>	<b>200</b>	<b>(160)</b>
<b>GRAND TOTAL</b>	<b>10,969</b>	<b>11,265</b>	<b>11,032</b>	<b>11,513</b>	<b>5,960</b>	<b>52%</b>	<b>11,697</b>	<b>452</b>
Percentage Change	1.4%	2.7%					3.9%	

**Franklin Regional Council of Governments**  
**Budget for the period of:**  
**July 1, 2021 to June 30, 2022**

<b>#01-019</b>	Actual	Actual	Actual	Budget	12/30 YTD	YTD	Budget		
<b>Planning Admin</b>	FY18	FY19	FY20	FY21	FY21	%	FY22	change	Note#
<b><u>PERSONNEL:</u></b>									
Wages	17,459	23,797	30,024	46,125	7,343	16%	40,000	(6,125)	
<b>TOTAL PERSONNEL</b>	<b>17,459</b>	<b>23,797</b>	<b>30,024</b>	<b>46,125</b>	<b>7,343</b>	<b>16%</b>	<b>40,000</b>	<b>(6,125)</b>	
<b><u>OPERATING:</u></b>									
IT/communications	4,861	6,210	5,164	7,500	3,499	47%	7,500	-	
FRTC lease	28,507	30,276	29,619	29,000	14,294	49%	30,000	1,000	
Staff Development	1,420	766	2,299	3,000	646	22%	3,000	-	
Equip Maintenance	3,733	4,226	2,553	4,000	2,574	64%	4,000	-	
Travel	2,711	2,787	1,788	3,500	-	0%	2,700	(800)	
Program Support	3,102	1,050	1,574	5,000	160	3%	2,000	(3,000)	
Advertising & Outreach	577	883	584	1,000	-	0%	1,000	-	
Printing & Binding	1,885	2,472	2,833	2,500	498	20%	2,500	-	
Meeting Supplies	959	1,012						-	*
Postage	713	1,050	432	1,500	306	20%	1,100	(400)	
Supplies	5,195	3,580	2,437	8,000	79	1%	5,000	(3,000)	
Dues	2,570	3,109	1,020	3,000	602	20%	3,000	-	
Publications	-	-	0	500	-	0%	500	-	
<b>TOTAL OPERATING</b>	<b>56,233</b>	<b>57,421</b>	<b>50,302</b>	<b>68,500</b>	<b>22,659</b>	<b>33%</b>	<b>62,300</b>	<b>(6,200)</b>	
<b><u>EQUIPMENT</u></b>									
Computer	4,938	2,417	405	5,000	1,248	25%	5,000	-	
Software	5,655	6,519	7,383	7,000	477	7%	7,000	-	
Misc. Equipment	-	424	478	2,000	382	19%	500	(1,500)	
<b>TOTAL EQUIPMENT</b>	<b>10,593</b>	<b>9,360</b>	<b>8,266</b>	<b>14,000</b>	<b>2,107</b>	<b>15%</b>	<b>12,500</b>	<b>(1,500)</b>	
<b><u>GRAND SUMMARY</u></b>									
<b>Salaries/Wages</b>	<b>17,459</b>	<b>23,797</b>	<b>30,024</b>	<b>46,125</b>	<b>7,343</b>	<b>16%</b>	<b>40,000</b>	<b>(6,125)</b>	
<b>Operating Expenses</b>	<b>56,233</b>	<b>57,421</b>	<b>50,302</b>	<b>68,500</b>	<b>22,659</b>	<b>33%</b>	<b>62,300</b>	<b>(6,200)</b>	
<b>Equipment</b>	<b>10,593</b>	<b>9,360</b>	<b>8,266</b>	<b>14,000</b>	<b>2,107</b>	<b>15%</b>	<b>12,500</b>	<b>(1,500)</b>	
<b>GRAND TOTAL</b>	<b>84,285</b>	<b>90,578</b>	<b>88,592</b>	<b>128,625</b>	<b>32,109</b>	<b>25%</b>	<b>114,800</b>	<b>(13,825)</b>	

1

Percentage Change      -3.1%      7.5%      -10.7%

\* Expense line combined with another in this functional area to simplify.

1. Budget reduced across most lines to match Actual spending.



**Franklin Regional Council of Governments**

**Budget for the period of:  
July 1, 2021 to June 30, 2022**

<b>#01-031</b>	Actual	Actual	Actual	Budget	12/30 YTD	YTD	Budget	
<b>Statutory</b>	FY18	FY19	FY20	FY21	FY21	%	FY22	change
County Retiree Insurance	28,651	27,945	27,307	28,108	15,455		28,109	
<b>TOTAL</b>	<b>28,651</b>	<b>27,945</b>	<b>27,307</b>	<b>28,108</b>	<b>15,455</b>	<b>55%</b>	<b>28,109</b>	<b>-</b>
Percentage Change	-15.8%	-2.5%					0.0%	

**Franklin Regional Council of Governments**

**Budget for the period of:**

**July 1, 2021 to June 30, 2022**

<b>#02-004</b>	Actual	Actual	Actual	Budget	12/30 YTD	YTD	Budget		
<b>Purchasing</b>	FY18	FY19	FY20	FY21	FY21	%	FY22	change	Note
<b>PERSONNEL</b>									
<b>Direct Wages:</b>	56,572	58,427	125,540	122,671	60,303	49%	125,918	3,247	
<b>OPERATING EXPENSES</b>									
IT/phone	509	625	1,107	1,200	724	60%	1,200	-	
FRTC Lease	1,657	1,574	3,088	3,600	1,505	42%	3,600	-	
Legal		438	38	200	0	0%	200	-	
Staff Development	325	275	575	900	899	100%	900	-	
Travel	839	962	462	1,700	0	0%	1,700	-	
Program Support	225	-	0	200	225	113%	200	-	
Advertising	870	609	841	750	217	29%	750	-	
Printing & Binding	271	296	483	400	98	25%	400	-	
Postage	232	304	386	900	276	31%	900	-	
Supplies	95	116	302	300	31	10%	300	-	
Dues	125	175	325	400	200	50%	400	-	
Benefits & Admin	32,863	33,059	70,365	99,068	42,272	43%	100,743	1,675	
<b>TOTAL OPERATING</b>	<b>38,011</b>	<b>38,433</b>	<b>77,971</b>	<b>109,618</b>	<b>46,447</b>	<b>42%</b>	<b>111,293</b>	<b>1,675</b>	
<b>EQUIPMENT:</b>									
Equipment/Software	-	-	-	50	0	-	50	-	-
<b>TOTAL EQUIPMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50</b>	<b>-</b>	<b>0%</b>	<b>50</b>	<b>-</b>	<b>-</b>
<b>REIMBURSABLE:</b>									
Reimbursable Expense	6,080	5,861	7,655	7,595	7,266		7,595	(0)	
<b>TOTAL REIMB</b>	<b>6,080</b>	<b>5,861</b>	<b>7,655</b>	<b>7,595</b>	<b>7,266</b>	<b>96%</b>	<b>7,595</b>	<b>(0)</b>	
<b>GRAND SUMMARY</b>									
<b>Salaries/Wages</b>	56,572	58,427	125,540	122,671	60,303	49%	125,918	3,247	
<b>Operating Expenses</b>	38,011	38,433	77,971	109,618	46,447	42%	111,293	1,675	
<b>Equipment</b>	-	-	-	50	-	0%	50	-	
<b>Reimbursable</b>	6,080	5,861	7,655	7,595	7,266	96%	7,595	(0)	
<b>GRAND TOTAL</b>	<b>100,663</b>	<b>102,721</b>	<b>211,166</b>	<b>239,934</b>	<b>114,016</b>	<b>48%</b>	<b>244,856</b>	<b>4,922</b>	
Percentage Change	2.1%	2.0%					2.1%		

Program Fund Balance, July 1 109,432 159,401

**Franklin Regional Council of Governments**

**Budget for the period of:**

**July 1, 2021 to June 30, 2022**

<b>#02-005 Cooperative Public Health</b>	Actual FY18	Actual FY19	Actual FY20	Budget FY21	12/30 YTD FY21	YTD %	Budget FY22	change	Note
<b><u>PERSONNEL:</u></b>									
Direct Wages	76,329	77,252	106,241	143,186	57,300	40%	154,338	11,152	
<b><u>OPERATING:</u></b>									
IT/Communications	1,556	1,906	2,302	1,700	1,767	104%	2,500	800	
FRTC Lease	1,616	1,582	2,557	1,900	1,240	65%	2,600	700	
Staff Development & Dues	20	125	510	300	590	197%	510	210	
Travel	3,995	3,627	3,665	5,500	2,010	37%	5,500	-	
Software Maintenance		3,380		3,200	5,650	177%	7,500	4,300	
Printing	106	152	244	150	129	86%	250	100	
Workshops & Meetings	458	291	111	0				-	*
Postage	51	75	443	100	194	194%	450	350	
Supplies	1,221	705	3,880	1,000	3,170	317%	3,980	2,980	
Benefits & Admin	56,199	62,193	93,386	103,345	33,062	32%	109,382	6,038	
<b>TOTAL OPERATING</b>	<b>65,222</b>	<b>74,036</b>	<b>107,099</b>	<b>117,195</b>	<b>47,812</b>	<b>41%</b>	<b>132,672</b>	<b>15,478</b>	
<b><u>EQUIPMENT</u></b>									
Software/Equipment	-	-	-	-	-	-	-	-	
<b>TOTAL EQUIPMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>GRAND SUMMARY</u></b>									
<b>Salaries/Wages</b>	<b>76,329</b>	<b>77,252</b>	<b>106,241</b>	<b>143,186</b>	<b>57,300</b>		<b>154,338</b>	<b>11,152</b>	
<b>Operating Expenses</b>	<b>65,222</b>	<b>74,036</b>	<b>107,099</b>	<b>117,195</b>	<b>47,812</b>		<b>132,672</b>	<b>15,478</b>	
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>-</b>	<b>-</b>	
<b>GRAND TOTAL</b>	<b>141,551</b>	<b>151,288</b>	<b>213,340</b>	<b>260,380</b>	<b>105,111</b>	<b>40%</b>	<b>287,010</b>	<b>26,630</b>	
Percentage Change	4.4%	6.9%					10.2%		

Program Fund Balance, July 1

64,551      49,148

\* Expense line combined with another in this functional area to simplify.

**Franklin Regional Council of Governments**

**Budget for the Period of:  
July 1, 2021 to June 30, 2022**

**#02-009**

<b>Town Accounting Program</b>	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Actual FY20</b>	<b>Budget FY21</b>	<b>12/30 YTD FY21</b>	<b>YTD %</b>	<b>Budget FY22</b>	<b>change</b>	<b>Note</b>
<b><u>PERSONNEL:</u></b>									
Benefitted Staff	115,312	110,509	165,953	168,300	94,686	56%	176,860	8,560	
Part-Time Staff	50,236	69,514	50,555	39,368	26,041	66%	40,115	747	
<b>TOTAL DIRECT/Part-time</b>	<b>165,548</b>	<b>180,023</b>	<b>216,508</b>	<b>207,668</b>	<b>120,727</b>	<b>58%</b>	<b>216,975</b>	<b>9,307</b>	<b>1</b>
<b><u>OPERATING:</u></b>									
Communications	692	704	524	1,100	242	22%	1,000	(100)	
Staff Development	2,202	3,867	2,684	2,500	441	18%	2,500	-	
Software/Network/IT Fees	5,928	6,565	5,404	8,500	5,189	61%	7,500	(1,000)	
Travel	5,824	8,238	7,289	8,500	2,672	31%	8,000	(500)	
Professional Services								-	
Postage	23	28	9	50	2	4%	50	-	
Supplies	499	619	823	625	185	30%	900	275	
Dues	235	200	250	250	150	60%	350	100	
Benefits & Admin	94,383	93,437	103,648	143,535	82,336	57%	150,697	7,162	
<b>OPERATING EXPENSES</b>	<b>109,786</b>	<b>113,658</b>	<b>120,631</b>	<b>165,060</b>	<b>91,216</b>	<b>55%</b>	<b>170,997</b>	<b>5,937</b>	
<b><u>EQUIPMENT</u></b>									
Software/Equipment	5,884							-	
<b>TOTAL EQUIPMENT</b>	<b>5,884</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>GRAND SUMMARY</u></b>									
<b>Salaries/Wages</b>	<b>165,548</b>	<b>180,023</b>	<b>216,508</b>	<b>207,668</b>	<b>120,727</b>	<b>58%</b>	<b>216,975</b>	<b>9,307</b>	
<b>Operating Expenses</b>	<b>109,786</b>	<b>113,658</b>	<b>120,631</b>	<b>165,060</b>	<b>91,216</b>	<b>55%</b>	<b>170,997</b>	<b>5,937</b>	
<b>Equipment</b>	<b>5,884</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL</b>	<b>281,218</b>	<b>293,681</b>	<b>337,138</b>	<b>372,728</b>	<b>211,944</b>	<b>57%</b>	<b>387,972</b>	<b>15,244</b>	<b>2</b>
Percentage Change	-0.9%	4.4%					4.1%		

Program Fund Balance, July 1 54,841 39,002

- FY21 year-to-date spending is affected by training time and program development. We have some flexibility with an Efficiency and Regionalization grant from the state, and program reserve likely used for this program to balance FY21.
- FY22 unknowns include Program Manager replacement and salary required to attract that talent.



**Franklin Regional Council of Governments**  
**Budget for the period of:**  
**July 1, 2021 to June 30, 2022**

**#02-020**

<b>Franklin County Emergency Communication System</b>	Actual FY18	Actual FY19	Actual FY20	Budget FY21	12/30 YTD FY21	YTD %	Budget FY22	change	Note
<b><u>PERSONNEL:</u></b>									
Salary/Wages	9,266	<b>32,940</b>	31,533	40,544	15,595		35,227	(5,317)	1
<b>TOTAL PERSONNEL:</b>	9,266	32,940	31,533	40,544	15,595	38%	35,227	(5,317)	
<b><u>OPERATING:</u></b>									
IT/Communications	81	540	588	1,300	245	19%	1,300	-	
FRTC Lease	341	911	1,094	1,800	560	31%	1,200	(600)	
Utilities	12,615	7,607	10,605	6,500	1,480	23%	10,605	4,105	
Repair/Other Maintenance	28,093	42,769	49,900	47,000	9,575	20%	47,000	-	
Preventative Maintenance	8,400	12,000	12,900	15,000	0	0%	15,000	-	
Maintenance-Radio System	23,400	6,300	0	0			-	-	
Maintenance-Generator	2,435	3,923	3,789	4,000	2,925	73%	4,000	-	
Travel	102	595	1,023	1,000	129	13%	1,000	-	
Program Support	1,313	2,217	5,767	2,500	1,414	57%	3,000	500	
Supplies	208	211	527	250	37	15%	500	250	
Insurance	17,344	17,865	21,221	23,000	23,839	104%	24,000	1,000	
Insurance/Deductible or Land Lease			0	5,000	3,600	72%	5,600	600	2
Benefits & Admin	9,138	15,902	12,076	16,268	6,253	38%	16,328	60	
<b>TOTAL OPERATING</b>	103,470	110,839	119,489	123,618	50,058	40%	129,533	5,915	
<b><u>Capital Budget</u></b>									
Capital Improvement	-	5,500	90,021	5,500	-		5,500	-	
Capital Replacement	80,500	75,000	32,951	82,598	-		75,000	-	
<b>TOTAL EQUIPMENT</b>	80,500	80,500	122,972	88,098	-	0%	80,500	-	
<b><u>GRAND SUMMARY</u></b>									
<b>Salaries/Wages</b>	9,266	32,940	31,533	40,544	15,595		35,227	(5,317)	
<b>Operating Expenses</b>	103,470	110,839	119,489	123,618	50,058		129,533	5,915	
<b>Reimbursable Expenses</b>	0	0	0	0	0		0	-	
<b>Capital Budget</b>	80,500	80,500	122,972	88,098	-		80,500	(7,598)	
<b>GRAND TOTAL</b>	193,236	224,279	273,995	252,260	65,652	26%	245,260	(7,000)	3
Percentage Change	-3.8%	16.1%						-2.8%	
Program Fund Balance, July 1			304,241	252,487					

1. Reduction in wage budget tracks more closely to actual of FY19 and 20,
2. Contract with Department of Conservation and Recreation (DCR) signed, making this lease an annual expense.
3. General Fund support decreases from \$21,000 in FY20 to \$14,000 in FY21, and \$7,000 in FY22. Reducing this expense budget by the same amount prevents an assessment increase to unit members.

**Franklin Regional Council of Governments**  
**Budget for the period of:**  
**July 1, 2021 to June 30, 2022**

REPC  
#02-024

<u>Regional Emergency Planning Committee</u>	<u>Actual FY18</u>	<u>Actual FY19</u>	<u>Actual FY20</u>	<u>Budget FY21</u>	<u>12/30 YTD FY21</u>	<u>Budget FY22</u>	<u>change</u>	<u>Note</u>
<b><u>PERSONNEL:</u></b>								
Salary & Wages	4,114	4,328	3,560	6,600	1,576	6,600	-	-
Temporary Employee	-		0			-	-	-
<b>TOTAL PERSONNEL:</b>	<b>4,114</b>	<b>4,328</b>	<b>3,560</b>	<b>6,600</b>	<b>1,576</b>	<b>6,600</b>	<b>-</b>	<b>-</b>
<b><u>OPERATING:</u></b>								
I/T	7		25	45	0	45	-	-
FRTC Lease	122	152	125	250	13	250	-	-
Travel	243	157	51	200		200	-	-
Program Support	247	214	1,114	250		250	-	-
Legal Notices	-	112	0	150		150	-	-
Household Flyer	1,043	1,346	130	1,000		1,000	-	-
Supplies	-	109	106	100		100	-	-
Admin	4,057	4,345	3,728	3,532	843	3,532	-	-
<b>TOTAL OPERATING</b>	<b>5,719</b>	<b>6,435</b>	<b>5,278</b>	<b>5,527</b>	<b>856</b>	<b>5,527</b>	<b>-</b>	<b>-</b>
<b><u>GRAND SUMMARY</u></b>								
<b>Salaries/Wages</b>	<b>4,114</b>	<b>4,328</b>	<b>3,560</b>	<b>6,600</b>	<b>1,576</b>	<b>6,600</b>	<b>-</b>	<b>-</b>
<b>Operating Expenses</b>	<b>5,719</b>	<b>6,435</b>	<b>5,278</b>	<b>5,527</b>	<b>856</b>	<b>5,527</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>9,833</b>	<b>10,763</b>	<b>8,838</b>	<b>12,127</b>	<b>2,432</b>	<b>12,127</b>	<b>-</b>	<b>-</b>
Percentage Change						0.0%		
Program Fund Balance, July 1			7,756	11,268				

**Franklin Regional Council of Governments**

**Budget for the period of:**

**July 1, 2021 to June 30, 2022**

<b>#02-006</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Council</b>	<b>12/30 YTD</b>	<b>YTD</b>	<b>Budget</b>		
<b>Small Contracts</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>%</b>	<b>FY22</b>	<b>change</b>	<b>Note</b>
<b><u>PERSONNEL:</u></b>									
Wages	131	-	941	4,000	261		4,150	150	
<b>TOTAL SALARIES/WAGES</b>	<b>131</b>	<b>-</b>	<b>941</b>	<b>4,000</b>	<b>261</b>	<b>7%</b>	<b>4,150</b>	<b>150</b>	
<b><u>OPERATING:</u></b>									
Miscellaneous Services	-	-	-	2,800			462	(2,338)	
Supplies	-	-	671	100			100	-	
Travel	-	-	149	100			100	-	
Indirect	151	-	969	5,000	320		5,188	188	
<b>OPERATING EXPENSES</b>	<b>151</b>	<b>-</b>	<b>1,789</b>	<b>8,000</b>	<b>320</b>	<b>4%</b>	<b>5,850</b>	<b>(2,151)</b>	
<b><u>GRAND SUMMARY</u></b>									
Salaries/Wages	131	-	941	4,000	261		4,150	150	
Operating Expenses	151	-	1,789	8,000	320		5,850	(2,150)	
<b>GRAND TOTAL</b>	<b>282</b>	<b>-</b>	<b>2,730</b>	<b>12,000</b>	<b>581</b>	<b>5%</b>	<b>10,000</b>	<b>(2,000)</b>	<b>1</b>

1. Planned use of this program budget in FY22 of \$10K for \$5 K each in two Mohawk Woodland Trail Partnership participating towns.