AGENDA DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CITY OF CRESCENT CITY COUNTY OF DEL NORTE STATE OF CALIFORNIA

Crescent Fire Protection District Meeting Room 255 West Washington Blvd. Crescent City, CA

Thursday May 08, 2014

3:30 PM

All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8 A.M. and 5 P.M. Monday through Friday OR online at www.recycledelnorte.ca.gov For more information call 465-1100 or email dnswma@recycledelnorte.ca.gov

3:30 PM CALL MEETING TO ORDER

Special Session

PUBLIC COMMENTS:

3:30 PM ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

1. GENERAL SOLID WASTE AUTHORITY MATTERS

1.1 Discussion and possible action regarding proposed budget for fiscal year 2014/2015 and schedule a public hearing for June 11 for final adoption. **

2. ADJOURNMENT

Adjourn to the next scheduled meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM May 21, 2014 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100, Crescent City.

^{**} Asterisks next to Agenda Item indicates an associated attachment

Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531 Phone (707) 465-1100 Fax (707) 465-1300 www.recycledelnorte.ca.gov

Staff Report

Date:

30 April 2014

To:

Commissioners of the Del Norte Solid Waste Management

Authority

From:

Tedd Ward, M.S. – Acting Director / Program Manager

Del Norte Solid Waste Management Authority

File Number:

022102 - Authority Budget

Topic:

Review of Budget Status for Fiscal Year 13/14 and Process

for Preparing the Authority Budget for FY 14/15

Recommendation: That the Authority Board take the following actions:

- 1. Review and provide comments on the proposed budget for Fiscal Year 2014/2015.
- 2. Direct staff to transmit the proposed budget to the Del Norte County Board of Supervisors and the Crescent City Council as required under the Joint Powers Agreement and return with any written comments that are adopted by either of these boards.
- Set a Public Hearing and provide public notice for the final adoption 3. of the Budget at 3:45 P.M. on June 11, 2014.

Background: In order to provide context for preparing a draft budget for Fiscal Year 2013/2014, staff have included a summary of the status of the current (FY 13/14) year budget, including a substantial budget transfers to cover increased expenses for professional services, legal counsel and the services of the Authority Treasurer/ Controller. The budget for the Del Norte Solid Waste Management Authority is approved ahead of and separately from the County budget. The Authority budget is approved before June 30, whereas the final County budget is usually not approved until September or October.

Prior to final adoption of the Authority in June, the proposed budget will be presented to the Crescent City Council and the Del Norte County Board of Supervisors for comment. Any written comments approved by the City or the County will be brought to the Authority Board for consideration before adopting the final budget.

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Analysis: The proposed budget for Fiscal Year 2014/2015 is attached. If approved by the Authority Board, staff will follow up with a presentation to the City Council, possibly on May 19th, and the Board of Supervisors, possibly on May 20th. Any approved written comments provided by the City or County will be brought back to the Authority Board for consideration prior to adopting the final budget at the June 11th Authority Board meeting.

This staff report is intended to give an overview of the assumptions and projections to be used in the preparation of the Authority budget for Fiscal Year 2014/2015. On 28 April 2014, I reviewed a draft budget with Authority Treasurer / Controller Taylor and Commissioners Wilson and Holley. The draft budget attached to this report was modified slightly (deleting budget lines associated with past grants) based on discussions at that meeting

Projected Expenses

The draft budget uses projections from the County Auditor's office for the annual cost of Salaries and Benefits (based on the current staffing chart), Depreciation and the "Interfund Cost Plan", which is the charge for our share of County services. While staff are well aware that the Authority may change the staffing chart during this coming fiscal year, a 'status quo' approach to staffing costs places funds in the budget to be used either for staff or may be transferred for increased expenses for legal counsel treasurer/controller, and professional service expenses in lieu of staff.

As part of this budgeting process, I have compared the adopted and revised budget for each budget line for the past three fiscal years to identify spending trends and budget accordingly. Most operating expenses for next year will remain much the same as this year.

Significant budget changes are associated with landfill obligations. These include more intensive sampling and analysis of groundwater for 'constituents of concern' at the Crescent City Landfill. The Authority is obliged to conduct this more intensive sampling every five years. Staff is currently working with the technicians at North Coast Laboratories to reduce potential duplication of constituents the Authority is already required to monitor and to develop cost estimates for these additional analyses. Furthermore, the Authority's budget includes potential full payment of the Waste Discharge Requirement fee, in case the Authority's current appeal is denied or additional professional service expenses are required next fiscal year to further this appeal.

Revenue Projections

The two main sources of revenue for Authority operations are the Franchise Fees (90153) and Authority Service Fees (91004), about 1/3 of the transfer station tipping fees.

Proposed Franchise Fees are based on projected revenue this year. Staff have calculated Franchise Fees using the nine month actual and projected 12 months then multiply this amount by the Recology CPI adjustment, using the March Consumer Price Index. Proposed Authority Service Fees have also been based similarly on projected revenues adjusted by CPI.

The largest revenue line is TS Gate Fees (91003), about 2/3 of the transfer station tipping fees. This is the main source of revenue to pay Hambro/WSG. We intend to budget the amount to pay Hambro/WSG from the Transfer Station Operations line (20239), paid from line (91003). Approximately \$40,000 of this amount will be paid from Authority Service Fees (91004), which are collected at the Gasquet and Klamath Transfer Stations.

The draft budget also addresses anticipated changes to CalRecycle's beverage container block grant programs by presuming that this grant program will not continue in the next fiscal year, though place-holder budget lines are created with zero amounts to minimize the complexity of budget revisions needed next year if this program is funded.

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EXPENDITURE BUDGET

-	-	Final	Budget	Increase
Line Item	Description	Budget	Proposed	(Decrease)
	-	2013 / 2014	2014 / 2015	
Salaries and Benefits				
10010	Full Time Payroll	\$306,724	\$288,934	(\$17,790)
	Overtime	\$1,000	\$500	(\$500)
10015	Temporary Employees	\$16,600	\$16,600	\$0
10020	Retirement Benefits	\$84,693	\$83,331	(\$1,362)
10030	Employee Benefits	\$83,243	\$82,899	(\$344)
10033	Employee Life Insurance	\$331	\$331	\$0
10035	Management Life Insurance	\$1,295	\$920	(\$375)
	Worker's Compensation	\$26,890	\$26,890	\$0
Total Salaries and Benefits		\$520,776	\$500,405	(\$20,371)
Condess and Condition				
Services and Supplies		40.000	40.000	A. 000
20121		\$2,200	\$3,220	\$1,020
	Household Expense	\$3,500	\$3,725	\$225
	Insurance - Office	\$6,200	\$6,450	\$250
	Liability Insurance	\$7,500	\$0	(\$7,500)
	Vehicle Insurance	\$1,400	\$1,587	\$187
	Liability Insurance	\$2,573	\$1,600	(\$973)
	Maintenance of Equipment	\$500	\$350	(\$150)
20171	7.7000000	\$500	\$500	\$0
	Maintenance - Computers	\$500	\$500	\$0
	Maint - Structures	\$500	\$250	(\$250)
	Memberships	\$7,500	\$1,500	(\$6,000)
20221		\$400	\$400	\$0
	Printing - DOC Grant 2013/2014	\$400	\$400	\$0
20221-065	Printing - DOC Grant 2014/2015	\$0	\$0	\$0
20221-061	Printing - Oil Grant 2013/2014	\$1,000	\$1,000	\$0
20221-075	Printing - Oil Grant 2014/2015	\$0	\$1,000	\$1,000
20223	Postage	\$1,400	\$1,400	\$0
20224	Office Supplies	\$7,000	\$4,500	(\$2,500)
20227		\$399	\$200	(\$199)
20230	Prof. Serv County/City	\$10,000	\$10,000	\$0
	Prof. Serv.	\$20,000	\$15,000	(\$5,000)

Page 2				
EXPENDITURE BUDGET				
		Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014_2015	
20232	Prof. Serv Well Monitoring	\$30,000	\$61,360	\$31,360
	Audit	\$9,500	\$9,500	\$0
	Legal Counsel	\$12,000	\$12,000	\$0
	Treasurer	\$4,500	\$4,500	\$0
	Security	\$500	\$500	\$0
20237	Credit Card Service Fees	\$6,822	\$8,500	\$1,678
20238		\$28,000	\$25,500	(\$2,500)
	Transfer Station Operations	\$1,800,000	\$1,774,000	(\$26,000)
	Post Closure Maintenance	\$10,000	\$8,000	(\$2,000)
	Advertising/Publications	\$1,000	\$1,000	\$0
	Advertising - Oil Grant - 2013/2014	\$3,500	\$3,500	\$0
	Advertising - Oil Grant - 2014/2015	\$0	\$3,500	\$3,500
	Advertising - DOC Grant - 2013/2014	\$2,600	\$2,600	\$0
	Advertising - DOC Grant - 2014/2015	\$0	\$0	\$0
	Lease of Equipment	\$3,500	\$3,500	\$0
20251	Lease of Gasquet Transfer Station	\$700	\$700	\$0
20269	Lease Payment - Card Machine	\$0	\$0	\$0
20270	Minor Equipment	\$4,000	\$4,000	\$0
20280	Delivery Service	\$600	\$600	\$0
20281		\$32,000	\$32,000	\$0
20283	Community Clean Up County	\$5,500	\$5,200	(\$300)
	Special Dept. Expense	\$2,500	\$1,700	(\$800)
20285-061	Spec Dept Exp - Oil Grant - 2013/2014	\$6,500	\$6,500	\$0
	Spec Dept Exp - Oil Grant - 2014/2015	\$0	\$6,500	\$6,500
20285-068	Spec Dept Exp - DOC Grant - 2013/20	\$6,000	\$6,000	\$0
20285-065	Spec Dept Exp - DOC Grant - 2014/20	\$0	\$0	\$0
20286	Cash Over/Under	\$190	\$187	(\$3)
20287	Recology Other Collections	\$0	\$0	\$0
	City Collections	\$17,500	\$16,500	(\$1,000)
20290	Travel	\$3,000	\$2,000	(\$1,000)

Page 3				
EVDENDITURE BUDGET				
EXPENDITURE BUDGET		Approved	Draft	Increase
Line Item	Description	Budget 2013 2014	Budget 2014 2015	(Decrease)
20290-068				<u></u>
	Travel - DOC Grant 2013/2014	\$2,000	\$2,000	\$0
		\$0	\$0	\$0
	Travel - Oil Grant - 2013/2014	\$1,000	\$1,000	\$0
}	Travel - Oil Grant - 2014/2015	\$0	\$1,000	\$1,000
20291	t t	\$0	\$0	\$0
20297	Vehicle Fuel	\$2,100	\$2,400	\$300
	Utilities	\$0	\$0	\$0
20301	State Fees	\$55,415	\$62,776	\$7,361
Total Services and Supplie	S	\$2,124,399	\$2,122,605	(\$1,794)
Fixed Assets				
40620-400	Computer Equipment	\$0	\$0	\$0
	Resource Recovery Park	\$0	\$0	\$0
	Other Equipment	\$0	\$0	\$0
40620-600		\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0
Total Operating Expenses		\$2,645,175	\$2,623,010	(\$22,165)
Other				
	Interfund Cost Plan	\$51,639	\$51,639	\$0
70530-025		\$203,000	\$202,633	(\$367)
	Depreciation	\$97,975	\$97,975	\$0
	Post Employment Benefits	\$11,125	\$11,125	\$0
Total Other	r oot Employment Dononto	\$363,739	\$363,372	(\$367)
			. ,	<u> </u>
81000	Contingency	\$5,000	\$3,000	(\$2,000)
TOTAL	EXPENDITURES	\$3,013,914	\$2,989,382	(\$24,532)

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REVENUE BUDGET				
	,	Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014_2015	
90153	Franchise Fees	\$244,594	\$247,725	\$3,131
90210		\$500	\$500	\$0
90300		\$1,000	\$1,606	\$606
-	Oil Grant - 2013/2014	\$15,000	\$15,000	\$0
90650-075	Oil Grant - 2014/2015	\$0	\$15,000	\$15,000
91004	Authority Service Fees	\$969,820	\$959,552	(\$10,268)
91003	TS Gate Tipping Fees (Operator)	\$1,760,000	\$1,734,000	(\$26,000)
91004-099	Authority Service Fees Prior Yr.	\$0	\$0	\$0
91003-099	TS Gate Tipping Fees (Operator) Prior	\$0	\$0	\$0
91121	Misc./Reimbursements	\$1,000	\$1,000	\$0
91121-123	Bad Check Fee Reimbursements	\$0	\$0	\$0
91124	Misc. Revenue	\$0	\$0	\$0
91129-068	DOC Grant 2013/2014	\$15,000	\$15,000	\$0
91129-065	DOC Grant 2014/2015	\$0	\$0	\$0
90650 & 91129	Net Grant Revenue FY 13/14	\$7,000		
Total Revenues		\$3,013,914	\$2,989,382	(\$24,532)
Revenues less Expenses		\$0	\$0	

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Del Norte Solid Waste Management Authority

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FISCAL YEAR 2013/14

EXPENDITURE BUDGET

Salaries and Benefits	ved t 013 2014
10012 Overtime	
10015 Temporary Employees \$12,457 \$16,600 \$0 10020 Retirement Benefits \$46,139 \$78,693 \$(\$6,000) 10030 Employee Benefits \$61,769 \$83,243 \$0 10033 Employee Life Insurance \$195 \$331 \$0 10035 Management Life Insurance \$383 \$1,295 \$0 10040 Worker's Compensation \$17,927 \$26,890 \$0 Total Salaries and Benefits \$313,668 \$520,776 \$0 Total Supriles \$20121 Communications \$1,855 \$2,600 \$400 20140 Household Expense \$2,482 \$4,175 \$675 20150 Insurance - Office \$0 \$6,200 \$0 20151 Liability Insurance \$1,857 \$1,587 \$187 20152 Vehicle Insurance \$1,356 \$2,573 \$0 20170 Maintenance of Equipment \$0 \$500 \$0 20171 Maintenance - Vehicles \$295 \$500 \$0 20175 Maintenance - Computers \$0 \$500 \$0 20176 Maintenance - Computers \$0 \$500 \$0 20210 Printing - DOC Grant 2011/2012 \$0 \$0 20221-069 Printing - DOC Grant 2011/2012 \$0 \$0 20221-069 Printing - DOC Grant 2011/2014 \$0 \$400 \$0 20221-069 Printing - DOC Grant 2011/2014 \$0 \$400 \$0 20221-069 Printing - DOC Grant 2011/2014 \$0 \$400 \$0 20221-069 Printing - DOC Grant 2011/2014 \$0 \$400 \$0 20221-069 Printing - DOC Grant 2011/2013 \$0 \$0 \$0 20221-069 Printing - DOC Grant 2011/2013 \$0 \$0 \$0 20221-069 Printing - OI Grant 2011/2013 \$0 \$0 \$0 20221-069 Printing - OI Grant 2011/2013 \$0 \$0 \$0 20221-069 Printing - OI Grant 2011/2013 \$0 \$0 \$0 20221-069 Printing - OI Grant 2011/2014 \$0 \$0 \$0 20221-069 Printing - OI Grant 2011/2015 \$0 \$0 \$0 20221-074 Printing - OI Grant 2013/2014 \$0 \$1,000 \$0 20221-075 Printing - OI Grant 2013/2014 \$0 \$1,000 \$0 20221-076 Printing - OI Grant 2013/2014 \$0 \$1,000 \$0 20221-076 Printing - OI Grant 2013/2014 \$0 \$1,000 \$0 20221-076 Printing - OI Grant 2013/2014 \$0 \$1,000 \$0	\$306,724
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20224 Office Supplies \$3,026 \$7,000 \$0	\$7,000
20227 Books & Subscriptions \$0 \$399 \$0	\$399
20230 Prof. Serv County/City \$463 \$10,000 \$0	\$10,000
20231 Prof. Serv. \$41,443 \$74,210 \$54,210	\$20,000

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EXPENDITURE BUDGET

EXPENDITURE BUI	DGET	Description	Amount Expended As of 28-Feb-14	Adjusted Budget	Total Transfers as of 09-Apr-1	Approved Budget 2013 2014
2	0232	Prof. Serv Well Monitoring	\$13,795	\$30,000	\$0	\$30,000
		Audit	\$0	\$9,500	\$0	\$9,500
2	20234	Legal Counsel	\$11,761	\$18,952	\$6,952	\$12,0 00
		Treasurer	\$10,175	\$15,000	\$10,500	\$4,500
2	20236	Security	\$198	\$500	\$0	\$500
2	0237	Credit Card Service Fees	\$5,549	\$6,822	\$0	\$6,822
2	20238	TS Collection	\$16,783	\$28,000	\$0	\$28,000
2	20239	Transfer Station Operations	\$920,954	\$1,787,000	(\$13,000)	\$1,800,000
2023	39-01	Post Closure Maintenance	\$1,418	\$10,000	\$0	\$10,000
2	0240	Advertising/Publications	\$750	\$1,000	\$0	\$1,000
20240	0-074	Advertising - Oil Grant - 2011/2012	\$0	\$0	\$0	\$0
20240	0-060	Advertising - Oil Grant - 2012/2013	\$989	\$3,500	\$0	\$3,500
20240	0-061	Advertising - Oil Grant - 2013/2014	\$0	\$3,500	\$0	\$3,500
20240	0-075	Advertising - Oil Grant - 2014/2015	\$0	\$0	\$0	\$0
		Advertising - DOC Grant - 2011/20	\$0	\$0	\$0	\$0
20240	0-067	Advertising - DOC Grant - 2012/20	\$1,723	\$2,600	\$0	\$2,600
20240	0-068	Advertising - DOC Grant - 2013/20	\$1,140	\$2,600	\$0	\$2,600
20240	0-065	Advertising - DOC Grant - 2014/20	\$0	\$0	\$0	\$0
2	0250	Lease of Equipment	\$1,783	\$3,500	\$0	\$3,500
2	0251	Lease of Gasquet Transfer Station	\$645	\$700	\$0	\$700
2	0269	Lease Payment - Card Machine	\$0	\$0	\$0	\$0
		Minor Equipment	\$21	\$4,000	\$0	\$4,000
2	0280	Delivery Service	\$208	\$600	\$0	\$600
2	0281	Household Hazardous Waste Eve	\$30,048	\$30,723	(\$1,277)	\$32,000
2	0283	Community Clean Up County	\$3,046	\$5,500	\$0	\$5,500
2	0285	Special Dept. Expense	\$1,095	\$2,500	\$0	\$2,500
20285	5-074	Spec Dept Exp - Oil Grant - 2011/2	\$0	\$0	\$0	\$0
20285	5-060	Spec Dept Exp - Oil Grant - 2012/2	\$2,000	\$6,500	\$0	\$6,500
20285	5-061	Spec Dept Exp - Oil Grant - 2013/2	\$0	\$6,500	\$0	\$6,500
20285	5-075	Spec Dept Exp - Oil Grant - 2014/2	\$0	\$0	\$0	\$0
20285	5-069	Spec Dept Exp - DOC Grant - 201	\$0	\$0	\$0	\$0
		Spec Dept Exp - DOC Grant - 201	\$320	\$6,000	\$0	\$6,000
		Spec Dept Exp - DOC Grant - 201	\$0	\$6,000	\$0	\$6,000
20285	5-065	Spec Dept Exp - DOC Grant - 201	\$0	\$0	\$0	\$0
2	0286	Cash Over/Under	\$70	\$190	\$0	\$190
2	0287	Recology Other Collections	\$0	\$0	\$0	\$0
		City Collections	\$10,748	\$17,500	\$0	\$17,500
		Travel	\$2,735	\$4,000	\$1,000	\$3,000

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EXPENDITURE BUDGET

		Amount Expended As of	Adjusted Budget	Total Transfers	Approved Budget
Line Item	Description	28-Feb-14		as of 09-Apr-1	2013 2014
	Travel - DOC Grant 2011/2012	\$0	\$0	\$0	\$0
	Travel - DOC Grant 2012/2013	\$415	\$2,000	\$0	\$2,000
20290-068	Travel - DOC Grant 2013/2014	\$0	\$2,000	\$0	\$2,000
20290-065	Travel - DOC Grant 2014/2015	\$0	\$0	\$0	\$0
20290-074	Travel - Oil Grant - 2011/2012	\$0	\$0	\$0	\$0
20290-060	Travel - Oil Grant - 2012/2013	\$540	\$1,000	\$0	\$1,000
20290-061	Travel - Oil Grant - 2013/2014	\$0	\$1,000	\$0	\$1,000
20290-075	Travel - Oil Grant - 2014/2015	\$0	\$0	\$0	\$0
20291		\$0	\$0	\$0	\$0
20297		\$1,423	\$2,100	\$0	\$2,100
	Utilities	\$0	\$0	\$0	\$0
20301		\$31,627	\$55,415	\$0	\$55,415
Total Services and Suppli	es	\$1,126,683	\$2,147,399	\$0	\$2,147,399
Fixed Assets					
40620-400	Computer Equipment	\$0	\$0	\$0	\$0
40620-300		\$0	\$0	\$0	\$0
40620-500		\$0	\$0	\$0	\$0
40620-600		\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
Total Operating Expenses		\$1,440,351	\$2,668,175	\$0	\$2,668,175
Other					
	Interfund Cost Plan	\$34,426	\$51,644	\$5	\$51,639
	Transfer Station Loan Payments	\$202,983	\$203,000	\$0	\$203,000
	Depreciation	\$0	\$97,975	\$0	\$97,975
70800	Post Employment Benefits	\$0	\$11,125	\$0	\$11,125
Total Other		\$237,409	\$363,739	\$0	\$363,739
81000	Contingency	\$0	\$5,000	\$0	\$5,000
TOTAL	EXPENDITURES	\$2,804,443	\$3,036,914	\$0	\$3,036,914

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REVENUE BUDGET

Line Item Description

Approved Budget 2013 2014

90153	Franchise Fees	\$141,817	\$244,594	\$0	\$244,594
90210	Code Enforcement Restitution	\$0	\$500	\$0	\$500
90300	Interest	\$937	\$1,000	\$0	\$1,000
90650-074	Oil Grant - 2011/2012	\$0	\$0	\$0	\$0
90650-060	Oil Grant - 2012/2013	\$0	\$15,000	\$0	\$15,000
90650-061	Oil Grant - 2013/2014	\$0	\$15,000	\$0	\$15,000
90650-075	Oil Grant - 2014/2015	\$0	\$0	\$0	\$0
91004	Authority Service Fees	\$566,274	\$969,820	\$0	\$969,820
	TS Gate Tipping Fees (Operator)	\$1,043,795	\$1,760,000	\$0	\$1,760,000
91004-099	Authority Service Fees Prior Yr.	\$5,694	\$0	\$0	\$0
91003-099	TS Gate Tipping Fees (Operator)	\$401	\$0	\$0	\$0
91121	Misc./Reimbursements	\$614	\$1,000	\$0	\$1,000
91121-123	Bad Check Fee Reimbursements	\$75	\$0	\$0	\$0
91124	Misc. Revenue	\$25	\$0	\$0	\$0
91129-069	DOC Grant 2011/2012	\$0	\$0	\$0	\$0
91129-067	DOC Grant 2012/2013	\$0	\$15,000	\$0	\$15,000
91129-068	DOC Grant 2013/2014	\$0	\$15,000	\$0	\$15,000
91129-065	DOC Grant 2014/2015	\$0	\$0	\$0	\$0
Total Revenues	5	\$1,759,632	\$3,036,919	\$5	\$3,036,914
Revenues less Expenses		\$1,759,632	\$3,036,914	\$0	\$3,036,914