Memorandum

To: Matthew Birnie
From: Ben Cowan
CC:
Date: Wednesday, September 26, 2012

Re: **Gunnison Valley Regional Housing Authority DRAFT Budget**

As requested, please find attached the draft budget for the newly formed Gunnison Valley Regional Housing Authority.

GENERAL ASSUMPTIONS

1. No transfers of capital assets are included, whether owned by the Board of County Commissioners or the Gunnison County Housing Authority.
2. No linkage fees are included to support any GVRHA costs.
3. $30,000 is loaded as a general support allocation from each municipality.
4. Gunnison County will contract with the GVRHA to provide management services of the Mountain View Apartments and seven rental units.
5. $25,000 has been loaded in the 2013 Senior Housing budget for use of replacement reserve at the Mountain View Apartments. This should be sufficient to accommodate most necessary improvements. The GVRHA should make specific, annual requests for use of replacement reserve during the annual budget process.
6. All other expenditure estimates are based on actual costs incurred during operation of the Gunnison County Housing Authority.
7. The overall insurance policy for the county, obtained through County Technical Services Inc., does not cover the activities of a housing authority. The GVRHA will be responsible for obtaining its own D&O/general liability policy. The $2,500 loaded in the draft budget is based on actual premium costs through Flood and Peterson Insurance, Inc. and the Philadelphia Insurance Company.

FINANCIAL SUPPORT FROM GUNNISON COUNTY

General Financial Support Allocation		$90,000
Mountain View Apartments		
Support for 10% of Director personnel costs	$9,840	
Support for 50% of Housing Specialist personnel costs	$26,492	
Support for supplies and purchased services	$9,425	
HUD allowable Incentive Performance Fee	$6,500	
HUD allowable Management Fees	$10,750	
		$63,007
20% of Rent from Gunnison County Owned Rental Properties		
Stallion Park Estonian #101	$1,800	
Stallion Park Estonian #102	$1,800	
Stallion Park Estonian #201	$1,800	
Stallion Park Estonian #202	$1,800	
Stallion Park Apache #1	$2,040	
1416 Rock Creek	$2,316	
1420 Rock Creek	$2,316	
		$13,872
TOTAL FINANCIAL SUPPORT FROM GUNNISON COUNTY		**$166,879**

COST OF CENTRAL SERVICES PAID TO GUNNISON COUNTY

This section includes costs paid to Gunnison County for various services, which are allocated either according to a cost driver among all County cost centers or charged directly to the GVRHA based on use.

1. **7020 Telephone – Service** **$1,560**

   The telephone equipment line item tracks costs associated with the use of telephone equipment and either a direct service or digital phone line. The allocated cost includes:

   1) Phone equipment and replacement
   2) Voicemail
   3) Local service
   4) Long distance service

   Allocation Basis: Telephone costs for the central telephone system (Courthouse, Blackstock, O'Leary, Airport, Public Works, Fairgrounds, Library and 202 E Georgia) are allocated to all departments located in those buildings based on the numbers of phone lines used. For 2013, that cost is $26 per line per month for 5 lines – 7678, 7683, 7901, 7983, 7931

2. **7341 Rental – Buildings and Land** **$9,750**

   This line item accounts for use of existing space within the county-owned property at 202 E. Georgia Ave. This amount includes utilities, cleaning and janitorial services, repair and maintenance.

   Allocation Basis: Costs for the rental line item are calculated at a reasonable market rate of $15 per square foot per year for rental of commercial space, gathered from Cathie Elliott at the Clarke Agency. Exclusive space to be occupied by the GVRHA is 500 sq ft. Common area including conference rooms, bathrooms, kitchen etc. is calculated at 30% of the exclusive use space.

   500 sq ft * 1.30 * $15 = $9,750 per year

3. **7353 Treasurer's Fees** **$1,300**

   These fees are collected by the County Treasurer pursuant Colorado Revised Statute 30-1-102.

   Allocation Basis: Fees are allocated directly to all County Departments based on monies collected. Generally, the rate is 1% of all non-Federal revenues.

4. **7460 Auditing** **$2,000**

   These costs are associated with the County's annual audit by an independent auditing firm.

   Allocation Basis: Costs are directly charged to each fund via the independent auditor invoice.

5. **7491 Computer Service** **$10,693**

   The Information Technology Department provides computer hardware, software, support, internet access, file storage and backup, virus protection and email to all County departments.

   Allocation Basis: Costs are allocated to all County departments based on the number of laptops, computers, printers, faxes and scanners. The 2013 budget includes costs for 2 laptops, 1 desktop, 1 printer and an additional monitor.

6. **7660 Investment Commissions/Fees** **$80**

   Investment Commissions are charged to all County departments by the County Treasurer for investing fund resources.

Allocation Basis: Costs are allocated to all County departments based on the total investment earnings.

7. 7801 Transfer to General Fund for Administrative Services **$8,319**

Allocated costs are charged to all County departments based on the County's annual OMB A-87 Cost Allocation Plan.

The *Finance Program* is responsible for all general accounting functions as well as the coordination of the budget process. This program serves to provide necessary financial and administrative functions to all County departments including accounts payable, accounts receivable, grants accounting, coordination of the annual audit, financial reporting, budget preparation and implementation, and fixed asset accounting.

Allocation Basis:
General Financial Support – Costs are allocated to all County departments based on operation expenditures.
Accounts Payable – Costs are allocated to all County departments based on non-payroll expenditures.

The *Human Resources Program* provides general personnel assistance to all County departments. These services include payroll, record maintenance, benefits administration, and recruitment.

Allocation Basis: Costs are allocated to all County departments based on the number of staff full-time equivalents (FTEs).

The *Other Administration cost center* tracks costs associated with the cost allocation plan preparation and use of the postage machine.

Allocation Basis: Costs for the postage machine are allocated to all County departments based on the postage billings. Costs for the cost allocation plan are allocated to all County departments based on expenditures.

TOTAL COST OF CENTRAL SERVICES **$33,702**

GUNNISON COUNTY, COLORADO
2013 BUDGET

BUDGET SUMMARY
GUNNISON VALLEY REGIONAL HOUSING AUTHORITY FUND

Cost Center		2011 Actual			2012 Adopted Budget			2012 Projected			2013 Budget		
		Revenues	Expenditures	Excess Revenues (Net Cost)	Revenues	Expenditures	Excess Revenues (Net Cost)	Revenues	Expenditures	Excess Revenues (Net Cost)	Revenues	Expenditures	Excess Revenues (Net Cost)
275	Operational Support	-	-	-	-	-	-	-	-	-	180,225	162,406	17,819
276	Vouchers	-	-	-	-	-	-	-	-	-	14,532	36,183	(21,651)
277-01	Property Mgmt-Mtn View	-	-	-	-	-	-	-	-	-	63,007	45,757	17,250
277-02	Property Mgmt-Other	-	-	-	-	-	-	-	-	-	13,872	13,605	267
	Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**271,636**	**257,951**	**13,685**

Fund Balance Summary	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	-	-	-	**13,685**
Ending Fund Balance % of Total Expenditures	#DIV/0!	#DIV/0!	#DIV/0!	5.31%

GUNNISON COUNTY, COLORADO
2013 BUDGET

Activity:	**Operational Support**
Cost Center:	Operational Support
Account:	73 275-00 000-0

Budget Summary

	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget
Total Revenues	-	-	-	-	-	**180,225**
Total Expenditures	-	-	-	-	-	**162,406**
Excess Revenues (Net Cost to County)	-	-	-	-	-	**17,819**

2011 Actual Expenditures vs. 2012 Estimated Expenditures	0.0%
2012 Budget Variance (Revenues Net of Expenditures)	-
2012 Expenditures Under (Over) Budget	-
2012 Budgeted Expenditures vs. 2013 Budget Request	0.0%

Budget Detail

Object Code	Object Description	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget	Comments
Revenues								
4280	City of Gunnison	-	-	-	-	-	30,000	
4281	Town of Crested Butte	-	-	-	-	-	30,000	
4282	Town of Mt. Crested Butte	-	-	-	-	-	30,000	
4610	Earnings on Investments	-	-	-	-	-	225	
4801	Transfer from General Fund	-	-	-	-	-	90,000	
4914	Refund Of Expenditures	-	-	-	-	-	-	
	Totals	**-**	**-**	**-**	**-**	**-**	**180,225**	
Expenditures								
5110	Salaries-Dept Head/Supervisor	-	-	-	-	-	59,250	
5111	Salaries-Full Time	-	-	-	-	-	27,881	
5112	Salaries-Part Time	-	-	-	-	-	-	
5113	Overtime	-	-	-	-	-	-	
5210	Payroll Tax -FICA	-	-	-	-	-	6,176	
5220	Health Insurance	-	-	-	-	-	17,726	
5230	Retirement	-	-	-	-	-	4,356	
5240	Unemployment Insurance	-	-	-	-	-	262	
5250	Workmans' Comp Insurance	-	-	-	-	-	282	
5260	Employee Assistance Premium	-	-	-	-	-	41	
6110	Office Supplies	-	-	-	-	-	700	
6120	Operating Supplies	-	-	-	-	-	-	
6170	Postage	-	-	-	-	-	50	
6180	Photocopy	-	-	-	-	-	1,800	
6210	Cleaning Supplies	-	-	-	-	-	-	
7020	Telephone - Service	-	-	-	-	-	1,060	
7021	Telephone - Long Distance	-	-	-	-	-	-	
7022	Telephone - Cell Phone	-	-	-	-	-	1,400	
7245	Maintenance Contracts	-	-	-	-	-	-	
7310	Travel - Transportation	-	-	-	-	-	1,000	
7311	Travel - Motor Pool	-	-	-	-	-	1,200	
7312	Travel - Meals	-	-	-	-	-	300	
7313	Travel - Lodging	-	-	-	-	-	500	
7322	Legal Services	-	-	-	-	-	5,000	
7329	Other Professional Services	-	-	-	-	-	-	
7330	Meetings-Supplies	-	-	-	-	-	150	
7331	Meetings-Meals	-	-	-	-	-	1,500	
7341	Rental - Buildings and Land	-	-	-	-	-	9,750	
7353	Treasurer's Fees	-	-	-	-	-	1,300	
7361	Books & Subscriptions	-	-	-	-	-	100	
7363	Software Subscriptions	-	-	-	-	-	200	
7410	Advertising & Legal Notices	-	-	-	-	-	1,200	
7430	Dues & Memberships	-	-	-	-	-	330	
7440	Schools & Training	-	-	-	-	-	500	
7460	Auditing	-	-	-	-	-	2,000	
7470	Insurance & Bonds	-	-	-	-	-	2,500	
7491	Computer Services	-	-	-	-	-	5,493	
7660	Investment Commissions/Fees	-	-	-	-	-	80	
7801	Transfer to General Fund	-	-	-	-	-	8,319	Finance, Personnel, Other Admin
	Totals	**-**	**-**	**-**	**-**	**-**	**162,406**	

GUNNISON COUNTY, COLORADO
2013 BUDGET

Activity:	**Vouchers**
Cost Center:	Vouchers
Account:	73 276-00 000-0

Budget Summary

	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget
Total Revenues	-	-	-	-	-	**14,532**
Total Expenditures	-	-	-	-	-	**36,183**
Excess Revenues (Net Cost to County)	-	-	-	-	-	**(21,651)**

2011 Actual Expenditures vs. 2012 Estimated Expenditures	0.0%
2012 Budget Variance (Revenues Net of Expenditures)	-
2012 Expenditures Under (Over) Budget	-
2012 Budgeted Expenditures vs. 2013 Budget Request	0.0%

Budget Detail

Object Code	Object Description	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget	Comments
Revenues								
4203	US Housing & Urban Dev (HUD)	-	-	-	-	-	14,532	
	Totals	**-**	**-**	**-**	**-**	**-**	**14,532**	
Expenditures								
5110	Salaries-Dept Head/Supervisor	-	-	-	-	-	7,900	
5111	Salaries-Full Time	-	-	-	-	-	18,856	
5112	Salaries-Part Time	-	-	-	-	-	-	
5210	Payroll Tax -FICA	-	-	-	-	-	1,952	
5220	Health Insurance	-	-	-	-	-	3,456	
5230	Retirement	-	-	-	-	-	1,338	
5240	Unemployment Insurance	-	-	-	-	-	81	
5250	Workmans' Comp Insurance	-	-	-	-	-	87	
5260	Employee Assistance Premium	-	-	-	-	-	13	
6110	Office Supplies	-	-	-	-	-	-	
6170	Postage	-	-	-	-	-	200	
6180	Photocopy	-	-	-	-	-	1,500	
7020	Telephone - Service	-	-	-	-	-	500	
7021	Telephone - Long Distance	-	-	-	-	-	-	
7310	Travel - Transportation	-	-	-	-	-	-	
7311	Travel - Motor Pool	-	-	-	-	-	200	
7312	Travel - Meals	-	-	-	-	-	-	
7313	Travel - Lodging	-	-	-	-	-	-	
7329	Other Professional Services	-	-	-	-	-	100	
7331	Meetings-Meals	-	-	-	-	-	-	
7332	Meetings-Registrations	-	-	-	-	-	-	
7430	Dues & Memberships	-	-	-	-	-	-	
7440	Schools & Training	-	-	-	-	-	-	
7460	Auditing	-	-	-	-	-	-	
7491	Computer Services	-	-	-	-	-	-	
	Totals	**-**	**-**	**-**	**-**	**-**	**36,183**	

GUNNISON COUNTY, COLORADO
2013 BUDGET

Activity:	**Property Management**
Cost Center:	Mountain View Apartments
Account:	73 277-01 000-0

Budget Summary

	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget
Total Revenues	-	-	-	-	-	**63,007**
Total Expenditures	-	-	-	-	-	**45,757**
Excess Revenues (Net Cost to County)	-	-	-	-	-	**17,250**

2011 Actual Expenditures vs. 2012 Estimated Expenditures	0.0%
2012 Budget Variance (Revenues Net of Expenditures)	-
2012 Expenditures Under (Over) Budget	-
2012 Budgeted Expenditures vs. 2013 Budget Request	0.0%

Budget Detail

Object Code	Object Description	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget	Comments
Revenues								
4325	Management Fees	-	-	-	-	-	10,750	
4871	Transfer from Senior Housing	-	-	-	-	-	45,757	Total of Expenses Below
4925	Incentive Performance Fee	-	-	-	-	-	6,500	
	Totals	-	-	-	-	-	**63,007**	
Expenditures								
5110	Salaries-Dept Head/Supervisor	-	-	-	-	-	7,900	No more than 10% Director
5111	Salaries-Full Time	-	-	-	-	-	20,952	No more than 50% Housing Speci
5112	Salaries-Part Time	-	-	-	-	-	-	
5210	Payroll Tax -FICA	-	-	-	-	-	2,107	
5220	Health Insurance	-	-	-	-	-	3,735	
5230	Retirement	-	-	-	-	-	1,443	
5240	Unemployment Insurance	-	-	-	-	-	87	
5250	Workmans' Comp Insurance	-	-	-	-	-	94	
5260	Employee Assistance Premium	-	-	-	-	-	14	
6110	Office Supplies	-	-	-	-	-	200	
6170	Postage	-	-	-	-	-	10	
6180	Photocopy	-	-	-	-	-	500	
7310	Travel - Transportation	-	-	-	-	-	500	
7311	Travel - Motor Pool	-	-	-	-	-	500	
7312	Travel - Meals	-	-	-	-	-	200	
7313	Travel - Lodging	-	-	-	-	-	700	
7331	Meetings-Meals	-	-	-	-	-	180	
7363	Software Subscriptions	-	-	-	-	-	525	
7430	Dues & Memberships	-	-	-	-	-	210	
7440	Schools & Training	-	-	-	-	-	700	
7491	Computer Services	-	-	-	-	-	5,200	
	Totals	-	-	-	-	-	**45,757**	

GUNNISON COUNTY, COLORADO
2013 BUDGET

Activity:	**Property Management**
Cost Center:	Other Properties
Account:	73 277-02 000-0

Budget Summary

	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget
Total Revenues	-	-	-	-	-	**13,872**
Total Expenditures	-	-	-	-	-	**13,605**
Excess Revenues (Net Cost to County)	-	-	-	-	-	**267**

2011 Actual Expenditures vs. 2012 Estimated Expenditures	0.0%
2012 Budget Variance (Revenues Net of Expenditures)	-
2012 Expenditures Under (Over) Budget	-
2012 Budgeted Expenditures vs. 2013 Budget Request	0.0%

Budget Detail

Object Code	Object Description	2011 Actual	2012 Budget as Adopted	2012 Budget as Amended	2012 August YTD	2012 Projected	2013 Budget	Comments
Revenues								
4870	Transfer from Housing	-	-	-	-	-	13,872	
4999	Other Revenue	-	-	-	-	-	-	
	Totals	**-**	**-**	**-**	**-**	**-**	**13,872**	
Expenditures								
5110	Salaries-Dept Head/Supervisor	-	-	-	-	-	3,950	
5111	Salaries-Full Time	-	-	-	-	-	5,193	
5210	Payroll Tax -FICA	-	-	-	-	-	658	
5220	Health Insurance	-	-	-	-	-	1,935	
5230	Retirement	-	-	-	-	-	458	
5240	Unemployment Insurance	-	-	-	-	-	27	
5250	Workmans' Comp Insurance	-	-	-	-	-	30	
5260	Employee Assistance Premium	-	-	-	-	-	4	
6110	Office Supplies	-	-	-	-	-	-	
6170	Postage	-	-	-	-	-	100	
6180	Photocopy	-	-	-	-	-	150	
7310	Travel - Transportation	-	-	-	-	-	1,000	
7311	Travel - Motor Pool	-	-	-	-	-	-	
7312	Travel - Meals	-	-	-	-	-	100	
	Totals	**-**	**-**	**-**	**-**	**-**	**13,605**	