



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## NOTICE of BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA

### Marin Local Agency Formation Commission

**February 26, 2024 • 11:00 AM**

**Marin LAFCo Office | Suite 220 | 1401 Los Gamos Drive, San Rafael, CA**

#### Appointed Members

Steve Burdo | Lew Kious | Dennis Rodoni

#### CALL TO ORDER BY CHAIR

#### ROLL CALL BY CLERK

#### SELECTION OF CHAIR

The Committee shall nominate and select a Chair of the Budget Committee for calendar year 2024.

#### AGENDA REVIEW

The Chair or designee will consider any requests to remove or rearrange items by members.

#### PUBLIC OPEN TIME

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the current agenda that are within the subject matter jurisdiction of the Commission. All statements that require a response will be referred to staff for reply in writing or will be placed on the Commission's agenda for consideration at a later meeting. Speakers are limited to three minutes.

#### BUSINESS ITEMS

The Committee is scheduled to discuss and provide direction on the following items.

- 1) Approval of March 8, 2023, Meeting Minutes
- 2) Review and Approval of Proposed Budget for Fiscal Year 2024-25

#### ADJOURNMENT

*Claire Devereux*

Attest: Claire Devereux  
Clerk/Jr. Policy Analyst

**Administrative Office**  
Jason Fried, Executive Officer  
1401 Los Gamos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

**Dennis Rodoni, Vice-Chair**  
County of Marin  
**Eric Lucan, Regular**  
County of Marin  
Stephanie Moulton-Peters, Alternate  
County of Marin

**Barbara Coler, Chair**  
Town of Fairfax  
**Steve Burdo, Regular**  
Town of San Anselmo  
**Stephen Burke, Alternate**  
City of Mill Valley

**Lew Kious, Regular**  
Almonte Valley Sanitary District  
**Craig Murray, Regular**  
Las Gallinas Valley Sanitary District  
**Cathryn Hilliard, Alternate**  
Southern Marin Fire Protection District

**Larry Chu, Regular**  
Public Member  
**Roger Smith, Alternate**  
Public Member

---

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arrangements or accommodation.

**Marin LAFCo**

Administrative Office  
1401 Los Gamos Drive, Suite 220  
San Rafael California 94903

T: 415-448-5877  
E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
W: [marinlafco.org](http://marinlafco.org)



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

**DRAFT**

## NOTICE OF BUDGET COMMITTEE MEETING MINUTES

### Marin Local Agency Formation Commission

**Wednesday, March 15, 2023, 1:00 PM**

#### CALL TO ORDER

Executive Officer Fried called the meeting to order at 1:00 P.M.

#### ROLL CALL BY COMMISSION CLERK

Roll was taken and quorum was met. The following were in attendance:

Commissioners Present:	Tod Moody Dennis Rodoni Stephen Burke
Alternate Commissioners Present:	N/A
Marin LAFCo Staff Present:	Jason Fried, Executive Officer Jeren Seibel, Deputy Executive Officer
Marin LAFCo Counsel Present:	None
Commissioners Absent:	N/A
Alternate Members Absent:	N/A

#### SELECTION OF CHAIR

Commissioner Rodoni nominated Commissioner Burke to be Chair.

Approved: M/S by Commissioners Burke and Moody to approve Dennis Rodoni as Chair

Ayes: Commissioners Moody, Burke

Nays: None

Abstain: None

Absent: None

Motion approved unanimously.

#### PUBLIC OPEN TIME

Chair Rodoni opened the public open time period. Seeing no comment, the Chair closed public open time.

#### BUSINESS ITEMS

1. Approval of March 24, 2022 Meeting Minutes

There were no comments or discussion from the Committee members, no members of the public wished to comment either.

Approved: M/S by Commissioners Burke and Moody to approve the minutes.

Ayes: Commissioners Rodoni, Burke, Moody

Nays: None

Abstain: None

Absent: None

Motion approved unanimously.

## 2. Review and Approval of Proposed Budget for Fiscal Year 2023-24

EO Fried made introductory comments and gave a high-level review of the proposed budget. EO Fried mentioned that he wanted the Committee's input on COLA increase and specifically requested from Commissioner Rodoni if he knew exactly what percentage the County had negotiated for the coming year. Commissioner Rodoni stated that he was fairly certain it was a 3% increase but that he would get confirmation and let EO Fried know. Committee members agreed to recommend to the full Commission that a COLA increase for staff should match whatever the County had agreed upon in its negotiations.

EO Fried pointed out changes to the two-line items due to Marin LAFCo removing itself from the agreement with MGSA and entering into an agreement with a private firm for GIS Mapping.

EO Fried also explained to the Committee that the current office lease was ending soon and after doing his due diligence on whether to move to a smaller space elsewhere that the best deal for Marin LAFCo was to continue in the same office with a 5-year lease renewal.

There were no other comments or discussion from the Committee members, no members of the public wished to comment either.

Approved: M/S by Commissioners Moody and Burke to approve the draft budget as proposed with the standpoints taken by the committee members, as summarized above.

Ayes: Commissioners Rodoni, Moody, and Burke

Nays: None

Abstain: None

Absent: None

Motion approved unanimously.

## 3. Review and Approval of Work Plan for Fiscal Year 2022-23

EO Fried introduced this item, highlighting items of note for the Committee members and also noting that he has done some clean up on the items on the list. He noted that if there was anything the committee members felt was missing or that they wanted added to let EO Fried know.

EO Fried pointed out the following additions to the upcoming work plan: Southern Marin Wastewater MSR, Multiple Region Services MSR, Dillon Beach Village Sewer, Central Marin Wastewater MSR, Next full round of MSR, City of Sausalito merger into Sausalito-Marin City SD, Flood Zone 10 boundaries and responsibilities, Flood Zone 3 responsibilities, Marin RCD boundaries, and Stinson Beach Fire District boundaries.

EO Fried went on to outline that there are items on the work plan that are lower priority that staff is working on as time allows and that with current staffing levels being lower with the absence of a Clerk/Jr. Analyst, fringe items such as the Fire Study are being worked on as time allows. EO Fried asked the Committee if the Fire Study was something that they felt held enough value to be continued with so many moving parts currently within the fire

agencies in Marin County. The members of the Committee agreed that while not a high priority, the study should be kept in the work plan for future efforts.

Approved: M/S by Commissioners Burke and Boody recommend the proposed work plan to the full Commission.

Ayes: Commissioners Burke, Moody, Rodoni

Nays: None

Abstain: None

Absent: None

Motion approved unanimously.

#### 4. Review and Approval of Fee Schedule

EO Fried introduced this item, explaining that the last review of the fee schedule was in 2021 so a review at this time was warranted. He outlined that some minor changes being made due to certain items that the Deputy Executive Officer position was spending more time working on, which means less EO time being charged for those actions.

Commissioner Burke asked if staff was tracking hours spent on different work items. EO fried explained that staff does not employ the practice of hours tracking on specific work tasks.

Approved: M/S by Commissioners Burke and Moody to recommend the Fee Schedule to the full Commission after updating staff salaries post reviews.

Ayes: Commissioners Burke, Rodoni, Moody

Nays: None

Abstain: None

Absent: None

Motion approved unanimously.

### **COMMISSIONER ANNOUNCEMENTS AND REQUESTS**

Commissioner Rodoni adjourned the meeting at 1:39 P.M.

### **ADJOURNMENT TO NEXT MEETING**

Time TBD | Location TBD

Attest:       Jeren Seibel  
                  Deputy Executive Officer

---

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arrangements or accommodation.

**Marin LAFCo**

Administrative Office

1401 Los Gamos Drive, Suite 220

San Rafael California 94903

T: 415-448-5877

E: [staff@marinlafco.org](mailto:staff@marinlafco.org)

W: [marinlafco.org](http://marinlafco.org)

---



# Marin Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

**AGENDA REPORT**  
February 26, 2024  
Item No. 2 (Business)

**TO:** Budget and Workplan Committee  
**FROM:** Jason Fried, Executive Officer  
**SUBJECT:** Review and Approval of Proposed Budget for Fiscal Year 2024-2025

---

### Background

State Government Code section 56381 states that all LAFCos need to approve a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> of each year. The attached budget being presented today is the proposed budget which, if approved by this committee today, will be presented to the Commission at its April 11<sup>h</sup> meeting to fulfill the May 1<sup>st</sup> deadline.

From a high level, the Commission reviews the expenditures based on estimated needs for the upcoming fiscal year. Then to cover costs we look to two different funding sources: agency contributions and carryforward funds. The agency contributions are what we ask all our member agencies to pay. The carryforward balance is a combination of unspent money from the prior year, interest earned on money kept with the County, and fees from applications or other services received in the current FY.

For the proposed budget in the expenditures section, I present to the committee what I think is the highest amount needed for each line item. Then to fund that we look to both agency contribution and carry forward amount. Finally, when we get closer to the June Commission meeting, staff will revisit all numbers in the proposed budget to make sure they are the best numbers available as part of the final approval.

Staff's goal with this budget started with using the current budget and then determining which line items need to be adjusted due to changes in costs and upcoming needs. In the past we have been able to keep agency requests at or below the agency contribution for FY 19-20 budget of \$559,522.51, however, this year will be the first one since current staff have prepared the budget that we will need to go above that amount. In addition, at this year's January Workshop, the Commission wanted to look at what adding a part-time staff to help with the digital library progress would cost. To address this you will find 3 different proposed budgets attached. The first budget is our baseline budget without this extra staff. The other two will be exactly the same as the first budget with the exception of adding in the extra staff at 2 different levels of extra staffing. The second budget has the extra staff person being at 20 hours per week and the third budget has that same position at 10 hours per week.

It is staff's suggestion that the Committee first establish the base budget and then have a discussion about the costs for extra staffing and its recommendation to the Commission.

For the base budget on the expenditure side, some line-item changes are needed from last year to this year based on forecasting the needs of LAFCo in FY 24-25. Some key line-item changes include:

- Salary –Our budget increase is to allow for a COLA as well as step increases for staff that have earned it. This will be helpful in the retention of the staff and would benefit LAFCo in the long run. The number given during the proposed budget process has normally been higher than what is in the final budget. When the June meeting comes this number will likely be lower given all staff reviews will have been completed and the

---

**Administrative Office**  
Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

**Dennis Rodoni, Vice-Chair**  
County of Marin  
**Eric Lucan, Regular**  
County of Marin  
Stephanie Moulton-Peters, Alternate  
County of Marin

**Barbara Coler, Chair**  
Town of Fairfax  
**Steve Burdo, Regular**  
Town of San Anselmo  
**Stephen Burke, Alternate**  
City of Mill Valley

**Lew Kiou, Regular**  
Almonte Valley Sanitary District  
**Craig Murray, Regular**  
Las Gallinas Valley Sanitary District  
**Cathryn Hilliard, Alternate**  
Southern Marin Fire Protection District

**Larry Chu, Regular**  
Public Member  
**Roger Smith, Alternate**  
Public Member

---

Commission has negotiated any change in the salary for the Executive Officer position so a more accurate number gets presented with final approvals.

- Benefits – Next year’s benefit costs are not known so we always have a small increase to allow benefit costs to go up.
- Pension – Similar to the salary line item, this will likely be lowered prior to the final budget once actual staff salaries are known. This line item is also much larger of a percent increase due to both increases in salaries but the majority is from MCERA increase of employer contribution rate of 11.80% for FY 23-24 to 14.17% for FY 24-25.
- Conferences (Line Item 10) – This line item had remained flat during COVID but CALAFCO has already warned us that future conferences are going to be more expensive based on attempts to get new contracts plus this past year we had more interest in attendance from the Commission to go to the conference than we have had in the past so want to make sure we have enough in this account to allow those wishing to attend the conference the ability to do so.
- General Insurance (Line Item 15) – We have not yet gotten estimates for our insurance for next FY. Staff is assuming an increase so added \$500 to this cost. This will get adjusted once we have estimates from SDRMA who provides our insurance.
- Membership and Dues (Line Item 30) – Similar to general insurance we have not gotten all our costs for next year’s FY membership so a small increase was added and this may be adjusted once those costs are known.
- Office Lease/Rent (Line Item 45) – Our office lease is under contract so this is the increase in that line item for the increase in costs for next year based on our contract.
- Professional Services (Line Item 55) – Due to inflation over the past couple of years most professional services providers have had to increase costs. Right now it is looking like we will be close to spending our full budget amount for the year by year’s end so staff increased this line item by \$5,000 for next year to help cover future increases we are likely to see.

On the income side, we have two main line items, the agency contribution, and the carryforward fund balance. The carryforward fund right now is made up of three parts, with \$16,500 from previous years' unspent funds, \$12,950 from interest and application fees collected so far this year, and an estimated \$40,000 in unspent funds from our current year. The second two numbers are simply a placeholder until we get closer to the end of the year and can put in an updated number for what is expected to be left over from this year's unspent fund and how much we have collected in application fees and interest. The total carry-forward amount is about 25% less than we had for the current FY. This is due to two main reasons. First as mentioned in recent meetings we are seeing the lowest number of applications in over a decade submitted. Second our unspent funds from the current FY are currently estimated to be less at this point than last year. This is due to cost estimates based on a high-level perspective in January of this FY year we had spent just over \$308,000 compared to last FY where we spent just over \$291,000 for the same time frame.

Overall for the base proposed budget without adding the additional part-time staff, the total estimated expenditure for FY 24-25 is a 6.21% increase. The 6.21% increase is with the understanding that once salary and other items are better known, that number should decrease a little in the final budget. With the high estimate for the budget line items, we see the agency contribution being \$605,777 which is a 9.88% increase. In comparison, the FY 23-24 increase in the draft was a 7.88% increase. Staff would anticipate the increase will be decreased by a little bit but will likely be a higher increase than we had in the current year when a final budget is brought to the June Commission meeting.



---

Once the Committee has established the base budget we should discuss what adding an additional part-time staff member will cost. The second budget chart shows us adding in a 20-hour per week staff person at \$30/hrs. The third budget chart is similar in nature but instead of 20 hours per week, it is set at 10 hours per week at the same hourly rate. This position being part-time would not qualify for benefits so only the salary line item gets changed. The new staff person will likely qualify for PTO under state law so the amount added includes that along with taxes we need to pay. In addition, \$1,500 was added to the professional services line item to cover fixed costs that go with having an additional staff that Paychex will charge us and some minor extra work for our bookkeeper.

Budget 2 has a total increase of 11.02% to the overall budget with agency contribution increasing by 15%. Budget 3 being half the number of hours has an overall budget increase of 8.77% with agency contribution going up by 12.62%.

In addition to reviewing the budget staff would like to have the Committee address the following questions:

1. LAFCo this FY when coming to terms with the EO in the new contract added a section to that contract that the Commission would determine a COLA increase. Staff is recommending that the Committee recommend a COLA to the Commission to be used for staff this year. While informing our member agencies that the workshop meeting video was online for those not able to attend staff also asked each agency what, if they knew yet, the COLA would be next FY for them. Several still did not know and those agencies that did fell into two main categories. Three agencies (Richardson Bay SD, NMWD, and Stinson Beach WD) all use annual CPI-U increase with NMWD having a minimum increase of 2.25% and a maximum increase of 4.5% with a reopener of the contract if CPI-U goes over 5.75%. In addition, Marinwood CSD annually has a board discussion and one factor it uses in its decision is CPI-U but does not follow that exactly. Three agencies have a fixed increase based on union contracts, they are Marin County (3%), Southern Marin Fire (5%), and Las Gallinas SD (3%). In addition, Novato SD has traditionally used 3% but in the last two years has given a 4.5% increase but has yet to meet to discuss this matter for FY 24-25. Finally, Tiburon FD has contract negotiations in March. The question is what percent should the Committee recommend to the Full Commission?
2. Does the Budget Committee want to present just the base budget with no part-time staff or should we present one of the two alternatives? If presenting one of the alternatives which one is the desire of the committee?
3. In the past, the Committee has yielded to the Chair to work with staff on any final minor modifications to the final budget presented at the June meeting and not to call another committee meeting for next year's budget unless major changes are needed. Does the Committee wish to give the Chair and staff this ability again?

#### **Staff Recommendation for Action**

1. Staff Recommendation – Approve the proposed budget with any alternative budget(s) to be presented at the April 11, 2024, LAFCo Commission meeting with any needed amendments.
2. Alternate Option - Continue consideration of the item to the next committee meeting and provide direction to staff, as needed.

#### Attachment:

1. Proposed Budget FY 24-25 with alternatives

Budget 1 - Base budget - no extra staff				
Line Items	Final FY 24-25	Draft FY 24-25	Final FY 23-24	% Change FY 23-24 to FY Draft 24-25
<b>Expense</b>				
5110110 · Salary		\$393,000.00	\$373,000.00	5.09%
5130120 · Benefits		\$38,000.00	\$36,500.00	3.95%
5130500 · Pension		\$54,000.00	\$44,000.00	18.52%
5130525 · Retiree Health		\$6,000.00	\$6,000.00	0.00%
05 · Commissioner Per Diems		\$10,000.00	\$10,000.00	0.00%
10 · Conferences		\$11,000.00	\$10,000.00	9.09%
15 · General Insurance		\$7,000.00	\$6,500.00	7.14%
20 · IT & Communications Services		\$23,000.00	\$23,000.00	0.00%
25 · Legal Services		\$37,500.00	\$37,500.00	0.00%
30 · Memberships & Dues		\$8,500.00	\$8,000.00	5.88%
35 · Misc Services		\$3,000.00	\$3,000.00	0.00%
40 · Office Equipment Purchases		\$4,139.00	\$4,139.00	0.00%
45 · Office Lease/Rent		\$36,888.00	\$35,472.00	3.84%
50 · Office Supplies and Postage		\$4,000.00	\$4,000.00	0.00%
55 · Professional Services		\$32,000.00	\$27,000.00	15.63%
60 · Publications/Notices		\$2,000.00	\$2,000.00	0.00%
70 · Training		\$1,700.00	\$1,700.00	0.00%
75 · Travel		\$3,500.00	\$1,500.00	57.14%
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$675,227.00</b>	<b>\$633,311.00</b>	<b>6.21%</b>
<b>Income</b>				
Carry Forward Balance		\$69,450.00	\$87,360.91	-25.79%
4710510 · Agency Contributions	\$0.00	\$605,777.00	\$545,950.09	9.88%
<b>Total Income</b>	<b>\$0.00</b>	<b>\$675,227.00</b>	<b>\$633,311.00</b>	
	<b>Amount</b>	<b>Notes</b>		
General Reserve Fund	\$168,806.75	25% of total expenses - fully funded		
Consultant Reserve Fund	\$50,000	Per Marin LAFCo policy 3.10(B)(ix) - fully funded		
Technology Replacement Fund	\$9,798	Prior FY unspent funds from line item 40, not to exceed \$20,000 (through FYE 23)		

Budget 2 - Base budget plus 20 hr per week staff

Line Items	Draft FY 24-25	Final FY 23-24	% Change FY 23-24 to FY Draft 24-25
<b>Expense</b>			
5110110 · Salary	\$428,000.00	\$373,000.00	12.85%
5130120 · Benefits	\$38,000.00	\$36,500.00	3.95%
5130500 · Pension	\$54,000.00	\$44,000.00	18.52%
5130525 · Retiree Health	\$6,000.00	\$6,000.00	0.00%
05 · Commissioner Per Diems	\$10,000.00	\$10,000.00	0.00%
10 · Conferences	\$11,000.00	\$10,000.00	9.09%
15 · General Insurance	\$7,000.00	\$6,500.00	7.14%
20 · IT & Communications Services	\$23,000.00	\$23,000.00	0.00%
25 · Legal Services	\$37,500.00	\$37,500.00	0.00%
30 · Memberships & Dues	\$8,500.00	\$8,000.00	5.88%
35 · Misc Services	\$3,000.00	\$3,000.00	0.00%
40 · Office Equipment Purchases	\$4,139.00	\$4,139.00	0.00%
45 · Office Lease/Rent	\$36,888.00	\$35,472.00	3.84%
50 · Office Supplies and Postage	\$4,000.00	\$4,000.00	0.00%
55 · Professional Services	\$33,500.00	\$27,000.00	19.40%
60 · Publications/Notices	\$2,000.00	\$2,000.00	0.00%
70 · Training	\$1,700.00	\$1,700.00	0.00%
75 · Travel - Mileage	\$3,500.00	\$1,500.00	57.14%
<b>Total Expense</b>	<b>\$711,727.00</b>	<b>\$633,311.00</b>	<b>11.02%</b>
<b>Income</b>			
Carry Forward Balance	\$69,450.00	\$87,360.91	-25.79%
4710510 · Agency Contributions	\$642,277.00	\$545,950.09	15.00%
<b>Total Income</b>	<b>\$711,727.00</b>	<b>\$633,311.00</b>	

**Budget 3 - Base budget plus 10 hr per week staff**

Line Items	Draft 24-25	Final FY 23-24	% Change FY 23-24 to FY Draft 24-25
<b>Expense</b>			
5110110 · Salary	\$410,500.00	\$373,000.00	9.14%
5130120 · Benefits	\$38,000.00	\$36,500.00	3.95%
5130500 · Pension	\$54,000.00	\$44,000.00	18.52%
5130525 · Retiree Health	\$6,000.00	\$6,000.00	0.00%
05 · Commissioner Per Diems	\$10,000.00	\$10,000.00	0.00%
10 · Conferences	\$11,000.00	\$10,000.00	9.09%
15 · General Insurance	\$7,000.00	\$6,500.00	7.14%
20 · IT & Communications Services	\$23,000.00	\$23,000.00	0.00%
25 · Legal Services	\$37,500.00	\$37,500.00	0.00%
30 · Memberships & Dues	\$8,500.00	\$8,000.00	5.88%
35 · Misc Services	\$3,000.00	\$3,000.00	0.00%
40 · Office Equipment Purchases	\$4,139.00	\$4,139.00	0.00%
45 · Office Lease/Rent	\$36,888.00	\$35,472.00	3.84%
50 · Office Supplies and Postage	\$4,000.00	\$4,000.00	0.00%
55 · Professional Services	\$33,500.00	\$27,000.00	19.40%
60 · Publications/Notices	\$2,000.00	\$2,000.00	0.00%
70 · Training	\$1,700.00	\$1,700.00	0.00%
75 · Travel - Mileage	\$3,500.00	\$1,500.00	57.14%
<b>Total Expense</b>	<b>\$694,227.00</b>	<b>\$633,311.00</b>	<b>8.77%</b>
<b>Income</b>			
Carry Forward Balance	\$69,450.00	\$87,360.91	-25.79%
4710510 · Agency Contributions	\$624,777.00	\$545,950.09	12.62%
<b>Total Income</b>	<b>\$694,227.00</b>	<b>\$633,311.00</b>	