

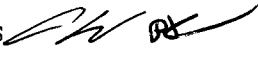

State of Florida



Public Service Commission

CAPITAL CIRCLE OFFICE CENTER • 2540 SHUMARD OAK BOULEVARD
TALLAHASSEE, FLORIDA 32399-0850

-M-E-M-O-R-A-N-D-U-M-

DATE: April 14, 2014
TO: Carlotta Stauffer, Commission Clerk, Office of Commission Clerk
FROM: Curtis J. Williams, Office of Telecommunications 
RE: Docket No. 110013-TP - Document Filing 

Please file the attached email and data request responses from James Forstall, in Docket No. 110013-TP. The email and data request responses addresses FTRI's 2014/2015 Proposed Budget.

Please let me know if you have any questions.

Attachments

Cc: Bob Casey
Beth Salak
Pamela Page

Curtis Williams

From: James Forstall <jforstall@ftri.org>
Sent: Friday, April 04, 2014 4:26 PM
To: Curtis Williams
Cc: Beth Salak; Bob Casey; Pamela H. Page; mgriffis@nefcom.net; Spears, Harvey L; Cecil.Bradley@vr.fldoe.org; nhorton@lawfla.com; James Forstall; bbascom@ftri.org
Subject: RE: Data Request Regarding FTRI FY 2014/2015 Budget
Attachments: FTRI-2014-2015-BUDGET-DATA REQUEST Final.pdf; FPSC Data Request Support Documents.pdf

Curtis,

Attached is the data request report. Please let me know should you need additional information or have any questions.

Regards,

James

From: Curtis Williams [mailto:CJWillia@PSC.STATE.FL.US]
Sent: Friday, April 04, 2014 4:01 PM
To: jforstall@ftri.org
Cc: Beth Salak; Bob Casey; Pamela H. Page
Subject: FW: Data Request Regarding FTRI FY 2014/2015 Budget

Hi James,

Checking on the status of your response to the attached Data Request due today. Also, the May 8, 2014, Commission Agenda has been moved to May 9, 2014. Thank You.

From: Curtis Williams
Sent: Friday, March 28, 2014 3:07 PM
To: "jforstall@ftri.org" (jforstall@ftri.org)
Cc: Bob Casey; Beth Salak; Cindy Miller; Pamela H. Page
Subject: Data Request Regarding FTRI FY 2014/2015 Budget
Importance: High

Hi James,

Attached please find questions regarding FTRI's FY 2014/2015 Budget. Staff is preparing a recommendation to present to the Commission at the May 8, 2014, Commission Agenda.

Staff request that you provide your response by Friday, April 4, 2014.

If you have questions, please feel to contact me. Thank You.

Curtis J. Williams

Office of Telecommunications

Florida Public Service Commission

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Tallahassee, Florida 32399-0850

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**DATA REQUEST
FTRI FY 2014/2015 PROPOSED BUDGET**

1. FTRI is showing a decrease of \$264,911 in surcharges from 2013/2014 Estimated Revenue. Is the surcharge decrease the result of a reduction of access lines? If so, what percentage decrease did FTRI estimate on access lines for the 2014-2015 budget? Please provide the access line calculation FTRI used for this proposed budget.

FTRI Response – See enclosed spreadsheet that shows the access line calculations.

2. The NDBEDP account shows FTRI using \$286,578 of the \$458,832 Federal Grant. Please explain the increase over the \$175,000 reported in FTRI's 2012/2013 revenue estimate. Does FTRI anticipate continued funding at the \$458,832 level?

FTRI Response – FTRI served additional Deaf-Blind clients as well as conducted additional outreach. Yes, FTRI anticipates continued funding at the \$458,832 level however the FCC will make the final funding determination in June or July 2014.

3. For the past two years, FTRI indicated that the decrease in equipment primarily for the Deaf Community (TTY) was due to migration to both wireless and internet products/services. FTRI's 2014/2015 budget also shows a significant decrease in equipment expense. Do you believe the 2014/2015 decrease is also the result of migration to wireless and internet products and services? Please explain.

FTRI Response – Yes, due to continued migration to both wireless and internet products/services. Additionally, FTRI will continue to use current inventory of refurbished TTYs.

4. The Dual Sensory Equipment account shows a \$10,000 (100%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for the increase.

FTRI Response – Although the majority of Deaf-Blind consumers prefer the NDBEDP as it offers more choices using current technologies, there are some individuals that may not qualify for the NDBEDP and therefore FTRI budgeted for one Deaf-Blind Communicator.

5. The CapTel Phone Equipment account shows a \$5,850 (17.8%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for the increase.

FTRI Response – Year end estimate is 438 units. For 2014/2015 FTRI increased the estimate by one unit per month (12 additional units) to 450. $450 \times (\$75 + \$11 \text{ warranty}) = \$38,700$.

6. The Jupiter Speaker Phone account shows a \$7,546 (100%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – FTRI used existing inventory during the current budget period and has budgeted to purchase the same number of devices (7) for the FY 2014-2015 budget period.

7. The In-Line Amplifier account shows a \$300 (100%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – It is estimated based on distribution reports that 30 units will be distributed by RDCs in 2013/2014. FTRI has budgeted for the same number to be distributed in 2014/2015 and will purchase 30 units to maintain RDC inventory at current levels.

8. The ARS Signaling Equip account shows a \$131 (1.3%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – Year end estimate 2013/2014 is to purchase 444 units. FTRI budgeted for an additional 6 units for 2014/2015 bringing the total to 450 units purchased to maintain RDC inventory levels.

9. The Accessories & Supplies account shows a \$236 (13.3%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – Small parts and accessories including replacement cords, adapters, wall mount adapters, batteries and handset parts are difficult to estimate. FTRI rounded up to \$2,000.

10. The Telecomm Equip Repair account shows a \$1,272 (.63%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – FTRI is repairing VCPH phones at 50% of the cost of a new phone. As Cordless VCPH distribution outpaces Corded VCPH distribution, the slight increase reflects expected Cordless VCPH phone repairs in 2014/2015.

11. The Regional Distr Centers account shows a \$26,288 (2.9%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase. Have any regional distribution centers been added or deleted during the last year?

FTRI Response – FTRI added two RDCs during the current fiscal year and plans to add more. The two newest RDCs are located in Tampa (Self-Reliance Inc. Center for Independent Living) and Tallahassee (Ability 1st – Center for Independent Living).

12. The Advertising account shows a \$77 (1.5%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – This account includes funding for advertising internal staff positions and budgeted for the same amount with a small increase for rate increases. See supporting document.

13. The Accounting/Auditing account shows a \$2,904 (11.4%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – The quote for our audit includes \$3,450.00 for the NDBEDP audit that is required. In addition we are anticipating small increases in our payroll processing costs that are posted to this account as well. See supporting document.

14. The Dues and Subscriptions account shows a \$51 (1.6%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – See supporting document

15. The Office Furniture Purchase account shows a \$160 (4.7%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – See supporting document.

16. The Office Equipment Purchase account shows a \$10,658 (136.9%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – FTRI network server is nine (9) plus years old and FTRI has budgeted to replace it. See supporting document.

17. The Insurance-Other account shows a \$81 (.87%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response - See supporting document. Some insurance policies have increased 8% or more in previous years, therefore an increase slightly higher than the inflationary rate of 1.7% was estimated.

18. The Office Expense account shows a \$585 (3.5%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – Budgeted for office carpet to be cleaned and an inflationary increase in costs. See supporting document

19. The Postage account shows a \$210 (1.7%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response - See supporting document. Current costs increase by current inflationary rate of 1.7%.

20. The Printing account shows a \$31 (1.6%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response - See supporting document. Current costs increase by current inflationary rate of 1.7%.

21. The Rent account shows a \$238 (.26%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response - See supporting document. Current rent for office is fixed until February 2017. An increase for our storage unit is budgeted based on the last increase we had at 10%.

22. The Utilities account shows a \$118 (1.6%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response - See supporting document. Current costs increase by current inflationary rate of 1.7%.

23. The Employee Compensation account shows a \$31,230 (6.6%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase. How many full-time positions does FTRI have? Does FTRI have any part-time positions?

FTRI Response – At the time of budget development FTRI employed 12 full-time staff and 0 part-time. FTRI is currently operating with 12 staff and intends to monitor workload to determine sufficient staffing. FTRI budgeted for one extra position in the event FTRI needs to employ a 13th person. The Outreach Manager’s positions entry salary level was chosen as the position to budget.

24. The Taxes – Payroll account shows a \$2,542 (7.1%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – Employee compensation budgeted at (\$494,189.81 regular pay + overtime estimate of \$4,560) x 7.65% = \$38,155. See supporting document.

25. The Telephone account shows a \$964 (5.3%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – Current costs increased by inflationary rate of 1.7%. Additionally an estimated \$1,000 is budgeted for repairs and system changes and configuration changes. See supporting document.

26. The Travel & Business account shows a \$174 (1.7%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response - See supporting document. Current costs increase by current inflationary rate of 1.7%.

27. The Equipment Maint. account shows a \$23 (1.7%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response - See supporting document. Current costs increase by current inflationary rate of 1.7%.

28. The Employee Training/Dev account shows a \$1,800 (34.6%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – FTRI has implemented a staff development/training program for teambuilding. FTRI plans to host a quarterly teambuilding sessions for staff.

29. The Meeting Expense account shows a \$53 (1.7%) increase from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response – Cost of sign language interpreting services continue to be a challenge FTRI encounters. At times FTRI uses remote CART services when needed. Current costs increase by current inflationary rate of 1.7%.

30. The Insurance-Health/Life/Disability account shows a \$44,741 (17.5%) decrease from 2013/2014 Estimated Revenue and Expenditures. Please explain the reason for the estimated decrease.

FTRI Response – FTRI implemented a different plan with higher deductible and employee contribution.

31. As you are aware, the FPSC Audit Staff presented specific Findings and Recommendations in its **September 2013 Review of Florida Telecommunications Relay Incorporated**. Please address the following specific Findings and Recommendations:

- A. **In Finding 2**, FPSC Audit Staff recommended that FTRI limit outreach and equipment distribution events by Regional Distribution Center to those FTRI believes to be the most effective for educating, generating new clients, and serving existing ones. In addition, Audit Staff recommended that FTRI carefully target its marketing and outreach efforts. FTRI's proposed budget shows increases for the Regional Distribution Center account and Advertising account. Please explain if FTRI has plans to implement any changes to address Audit Staff's recommendations.

FTRI Response – FTRI continues its efforts to market/promote the FTRI EDP and Florida Relay programs in the most cost effective manner. FTRI has expanded the outreach program to include more social media opportunities such as Twitter, Facebook, digital banner campaign, community newspapers and less major dailies (newspaper). FTRI also intends to collaborate with the other vendors to combine efforts making broader impact.

- B. **In Finding 3**, Audit Staff recommended that FTRI increase efforts to reduce expenditures in the areas of personnel, equipment, and outreach. FTRI's proposed budget shows increases in the Advertising, Employee Compensation, and Telecomm Equipment Repair accounts. Please explain if FTRI has plans to implement any changes to address Audit Staff's recommendations.

FTRI Response – The following changes have been implemented.

- Employee Compensation - Staff has been reduced from 15 to 12.
- Telecomm Equipment Repair – This is an adjustment to correctly reflect the ongoing repair program which is producing a nearly 50% cost savings versus purchasing new equipment.

- Advertising (Outreach) – FTRI continues to promote the EDP and Florida Relay 711 programs in the most cost effective manner and continues to negotiate the best price. FTRI continues to monitor the RDC outreach activities to ensure that the best method is used with recruiting *New* clients and serving existing clients. FTRI has launched a collaboration program with vendors and service providers to capitalize on cost effective marketing methods.

C. **In Finding 7**, Audit Staff found that FTRI has used the same accounting firm for five years and recommended that FTRI consider rotating audit firms. FTRI's proposed budget shows an increase in this expense item. Please explain if FTRI has plans to implement Audit Staff's recommendation.

FTRI Response – FTRI plans to solicit bids after the 2013-2014 annual audit is completed.

32. Please provide an update on FTRI implementation of all applicable recommendations presented by FPSC Audit Staff in the **September 2013 Review of Florida Telecommunications Relay Incorporated**.

FTRI Response – FTRI has incorporated some of the recommendations of the audit in the preparation of this budget as reflected in the budget adopted by FTRI and in the above responses. Evaluation of some recommendations is an ongoing process.

33. Please share any developments regarding FTRI's 2014/2015 budget that may have occurred after submission of FTRI's March 10, 2014, letter to FPSC staff regarding the budget.

FTRI Response – At the time of budget development FTRI anticipated implementing a staff development (teambuilding) program but the cost was undetermined.

Access Line History Analysis

Actual FYE 2008	Actual FYE 2009	Actual FYE 2010	Actual FYE 2011	Actual FYE 2012	Actual FYE 2013	Actual/Estimates FYE 2014	Access Lines	Revenue	
							Estimates FYE 2015 w/3.2% decrease	FYE 2015 estimate @ .11 w/ 3.2% decrease	
9,375,466	8,815,004	8,096,486	7,553,596	6,838,945	6,584,024	6,342,565	6,139,603	\$668,603	July
9,147,278	8,716,368	8,071,695	7,479,208	6,885,220	6,542,931	6,416,584	6,211,253	\$676,405	August
9,189,886	8,677,177	7,999,621	7,467,529	6,908,125	6,484,155	6,326,068	6,123,634	\$666,864	September
9,210,967	8,627,120	8,002,066	7,471,296	6,906,132	6,550,447	6,292,176	6,090,826	\$663,291	October
9,186,287	8,702,997	7,971,025	7,512,138	6,995,830	6,597,709	6,338,140	6,135,320	\$668,136	November
9,245,212	8,599,711	7,915,128	7,529,090	7,002,979	6,617,452	6,329,066	6,126,536	\$667,180	December
9,207,363	8,614,307	7,913,944	7,591,945	6,990,842	6,614,046	6,329,066	6,126,536	\$667,180	January
9,366,684	8,606,756	7,934,664	7,645,686	6,991,732	6,591,998	6,329,066	6,126,536	\$667,180	February
9,205,512	8,461,321	7,905,190	8,433,887	6,980,559	6,604,885	6,329,066	6,126,536	\$667,180	March
9,021,459	8,418,451	7,776,405	7,325,384	6,836,589	6,535,761	6,329,066	6,126,536	\$667,180	April
8,943,114	8,323,903	7,736,433	7,301,180	6,534,574	6,433,387	6,329,066	6,126,536	\$667,180	May
9,229,862	8,140,191	7,564,735	6,030,052	6,729,774	6,359,081	6,329,066	6,126,536	\$667,180	June
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110,329,090	102,703,306	94,887,392	89,340,991	82,601,301	78,515,876	76,018,995	73,586,387	\$8,013,558	
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9,194,091	8,558,609	7,907,283	7,445,083	6,883,442	6,542,990	6,334,916	FYE 2014 Lines	FYE 2014 Revenue	
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-4.21%	-6.91%	-7.61%	-5.85%	-7.54%	-4.95%	-3.18%	-3.20%		
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\$8,278,468.56 FYE 2014 Budget r
\$8,013,557.56 FYE 2015 est. rev
 \$264,910.99

3.20% % Change

CAT V

Expense Account # 5501

Line 26 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Advertising	Tallahassee Democrat					
2013/2014	2 Potential ads @ \$1,207 running twice <i>current average is 1207.00</i> <i>expect two more ads (recept & one more)</i>	2,414.00	2,414.00	4,828.00		
2014/2015	2 Potential ads @ \$1,207 running twice last verbal quote \$1,205.81 (1,205.81 x 1.7% infl = \$1,226.31) (1,226.31 x 4 = \$4,905.24)				1.70%	\$4,905.24

26A Estimated FYE 2013/2014 **4,828.00**

26B Total Estimated 2014/2015 **\$4,905.24**

26A. FTRI had two (2) staff retire in fiscal year end June 2014. Additionally we have had three (3) additional staff turnover. Two (2) ads were placed to fill open positions. It is anticipated that it will require the additional two ads budgeted to advertise the open positions sometime between January and June 2014.

26B. It is sometimes necessary to advertise a position more than once, or to a broader market than Tallahassee. Estimated advertising costs are for 2 positions at \$1,226.31 each per run and 4 runs in a year. (2 ads x \$1,226.31 each and 2 runs) = **\$4,905.24**.

2013/2014 Approved Budget \$ 5,600

5,600.00

2014/2015 Budget-% of change from prior FY

	<u>Decreased</u>	<u>Increased</u>
	-12%	0%

CAT V

Expense Account # 5504
Line 27 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Accounting & Auditing 2013/2014	Carr Riggs, CPA Annual Audit & Tax Prep	21,535.98	1,000.00	22,535.98		
	Advantage Payroll avg \$183 mthly jan-jun	1,095.98	1,098.00	2,193.98		
	TimeClock @50.00 jan-jun	235.00	300.00	535.00		
	W-2 processing @ \$167.50		167.50	167.50		
2014/2015	Carr Riggs, CPA Per Quote-FTRI Per Quote-NDBEDP Misc meetings with auditor & Misc tax prep.					\$20,450.00 \$3,450.00 \$1,000.00
	Advantage Payroll @ \$213.50 mthly avg. based on 14 staff positions TimeClock @50.00 W-2 processing @ \$168				1.70% 10.00% 1.70%	\$2,605.55 \$660.00 \$170.86
Estimated FYE 2013/2014				25,432.46		
Total Estimated 2014/2015						\$28,336.41

27B. Included are the costs for the annual audit, outsourced payroll processing and periodic meetings with the auditor.

Total estimated 2014/2015 budget is **\$28,336.41**

2013/2014 Approved Budget \$ 23,646

23,646.00

	<u>Decreased</u>	<u>Increased</u>
2014/2015 Budget % of change from prior FY	19.84%	

CAT V

Expense Account # 5519
Line 30 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Dues & Subscpt. 2013/2014	Various Associations	1,509.00	1,500.00	3,009.00		
2014/2015	Various Associations Based on prior FY activity increased by inflation rate				1.70%	\$3,060.15

Estimated FYE 2012/2013 **3,009.00**

Total Estimated 2013/2014 \$3,060

30B. Included are NTCA membership, TEDPA (Telecommunication Equipment Distribution Program Association) membership, HLAA membership and other memberships directly related to keeping FTRI informed of specialized telecommunications equipment technologies, target population concerns, accounting, human resources, business management and other pertinent issues.

Total estimated 2014/2015 budget is **\$3,060**

2013/2014 Approved Budget 4,285.00

2014/2015 Budget % of change from prior FY	<table border="0"> <tr> <td align="center"><u>Decreased</u></td> <td align="center"><u>Increased</u></td> </tr> <tr> <td align="center">-29%</td> <td></td> </tr> </table>	<u>Decreased</u>	<u>Increased</u>	-29%	
<u>Decreased</u>	<u>Increased</u>				
-29%					

CAT V

Expense Account # 5522
Line 31 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Office Furniture 2013/2014	Various Vendors Estimated purchases Misc. replacement chairs, tables storage.	340.00	0.00	340.00		
2014/2015	Estimated purchases Misc. replacement chairs, tables storage.				0.00%	\$500

Estimated FYE 2013/2014

340.00

Total Estimated 2014/2015

\$500

31B. Included are the costs for replacement of chairs, file cabinets, desks, stands and document storage. FTRI needs to replace the conference room table and chairs but will be deferring this until 2016 FYE.

Total estimated 2014/2015 budget is **\$500**.

2013/2014 Approved Budget

5000

2014/2015 Budget % of change from prior FY	Decreased	Increased
	-90%	0%

CAT V

**Expense Account # 5530 & 5531
Line 32 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Office Equipment & Computer Software	Computers & Hardware					
	workstation/laptop replacements/ total 4 units at \$900 each in 2015	1,242	5,500	6,742		\$3,600
	Server-replace old server-2015					\$3,750
	Hard Drives/CD Drives/Misc. Laptops			0		\$500
						\$1,200
	Various Vendors					
	desktop printers-replacements	0	500	500		\$600
	misc. equipment Needed		100	100		\$500
	Server install and setup					\$3,750
	Software					
	Peachtree Upgrade- for Sage 2015	0		0		\$1,500
	misc. software and/or upgrades Network VMWARElicenses- backup Server CALs		500	500		\$600
					\$1,750	
					\$750	

Estimated FYE 2013/2014 **7,842**

Total Estimated 2014/2015 \$18,500

32B. Included are the costs for new network server that is over 9 years old, four (4) computer workstations, various drives to replace old units. Virus software updates and renewal, various equipment purchases, repairs and upgrades. Replace 2013 Accounting software with new 2015 version.

Total estimated 2014/2015 budget is **\$18,500**

2013/2014 Approved Budget \$ 8,950 \$7,700.00

2014/2015 Budget % of change from prior FY $\frac{\text{Decreased} \quad \text{Increased}}{\quad \quad \quad 140\%}$

CAT V

Expense Account # 5547

Line 35 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Other-Insurance 2013/2014	Workers Compensation		2,968.00	2,968.00		
	General Liability	2,277.00		2,277.00		
	MOA Fidelity Bond	101.00		101.00		
	Board Members Liability	1,509.37		1,509.37		
	Commercial Property		2,355.25	2,355.25		
2014/2015	Workers Compensation				2.00%	\$3,027.36
	General Liability				2.00%	\$2,322.54
	MOA Fidelity Bond-cancelling TDA				2.00%	\$1,539.56
	Board Members Liability Commercial Property				2.00%	\$2,402.36

Estimated FYE 2013/2014 9,210.62

Total Estimated 2014/2015 \$9,292

35B. Worker's compensation, commercial fire, theft and liability insurance rates are based on the last billing received for our office space on Park Avenue. The MOA fidelity bond, is cancelled, FTRI is no longer offering this to employees in 2014/2015 FY. FTRI did not have Commercial Property insurance in place in 2013, this accounts for the over budget amount for FYE 2014.

Total estimated 2014/2015 budget is **\$9,292**

2013/2014 Approved Budget 6,893.00

2014/2015 Budget % of change from prior FY Decreased Increased
35%

<i>Worker's Compensation insurance</i>	<i>covers employees hurt or injured on the job</i>
<i>General Liability Insurance</i>	<i>Bodily Injury/Property Damage-General Liability coverage</i>
<i>Board Members/Directors Liability</i>	<i>Covers Board Members for wrongful acts and employment claims</i>
<i>Commercial Property</i>	<i>Covers physical loss occurrences for Computers Furniture equipment</i>

CAT V

**Expense Account # 5551
Line 36 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
2013/2014						
Janitorial/Cleaning	HBG Cleaning ^ monthly + carpet cleaning	2,100	2,100	4,200		
Pest Control	Capelouto (altern. mos) ^	234	312	546		
Security	ADT Security Service ^	561	748	1,309		
Office/Sundries	Water/Food/Staff misc.	576	650	1,226		
Office/Supplies	OfficeDepot/Staples/RapidRefill/Various	2,370	4,739	7,109		
Non/Category Items	Various	245	1,000	1,245		
Misc. Office Exp.	Shredding Services	265	530	795		
2014/2015						
Janitorial/Cleaning	HGB Cleaning ^ \$350 mnth + 300 carpt clng				1.70%	\$4,577
Pest Control	Capelouto pest control				1.70%	\$555
Security	ADT Security Service				1.70%	\$1,331
Office/Sundries	Water/Food/Staff misc.				1.70%	\$1,246
Office/Supplies	OfficeDepot/Staples/RapidRefill/Various				1.70%	\$7,230
Non/Category Items	Various				1.70%	\$1,266
Misc. Office Exp.	Shredding Services-based on FY14				1.70%	\$809

Estimated FYE 2013/2014 **16,429.48**

Total Estimated 2013/2014 \$17,014

36B. Included are costs for the security system, pest control, janitorial, shredding/moving, water and general office supplies.

Total estimated 2014/2015 budget is **\$17,014**

2013/2014 Approved Budget 17,449.00

2014/2015 Budget % of change from prior FY	Decreased	Increased
	<u>2.49%</u>	<u>0%</u>

CAT V

Expense Account # 5554

Line 37 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Postage	FEDEX	867.76	1,735.52	2,603	1.70%	\$2,648
	UPS/Misc Shipping	0.00	250.00	250	1.70%	\$254
	United States Postal Service					
	Postage on Meter	1,747.00	3,494.00	5,241	1.70%	\$5,330
	Permits -postage	0.00	1,560.00	1,560	1.70%	\$1,587
	Meter Permits/ Annual	200.00	200.00	400	1.70%	\$407
	Permit #533 - postage	200.00	200.00	400	1.70%	\$407
	Permit #527 - postage	635.00	635.00	1,270	1.70%	\$1,292
	Special Mailings	143.00	143.00	286	1.70%	\$291
	Pitney Bowes Inc.					
Meter supplies	107.00	200.00	307	1.70%	\$312	

Estimated FYE 2013/2014 **12,317.28**

Total Estimated 2014/2015 \$12,527

37B. Included are increases from USPS, UPS and FEDX for services, meter postage for normal outgoing mail including non-regional application mailings to individuals. Shipping charges, overnight services, postal permit fees, postage costs on those permits for bulk mail, QA cards and special mailings.

Meter deposits = \$5,330
 UPS and FedEx ground and next day service = \$2,902
 Permit & Accounting fees for permits #533, #527 and meter = \$2,106
 Postage on Permit #533, #527 = \$1,587
 Special mailings = \$291
 Meter supplies = \$312

Total estimated 2014/2015 budget is **\$12,527**

2013/2014 Approved Budget 11,660.00

	<u>Decreased</u> <u>Increased</u>
2014/2015 Budget % of change fr prior FY	7%

CAT V

Expense Account # 5557

Line 38 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Printing 2013/2014	FMI Forms Management Business Cards	0.00	400.00	400		
	Misc. Office Supply Printing		750.00	750		
	Graphateria/Kinko's Annual Reports/Various Projects	462.00	217.00	679		
2014/2015	FMI Forms Management Business Cards				1.70%	\$407
	Misc. Office Supply Printing				1.70%	\$763
	Graphateria/Kinko's Annual Reports/Various Projects				1.70%	\$691
Estimated FYE 2013/2014				1,829		
					Total Estimated 2014/2015	\$1,860

38B. Included are costs for FTRI stationary, business cards, annual reports, office manuals and Board of Director packages or acknowledgements if needed. All client and equipment distribution forms, applications and related materials costs have been included in the outreach line item.

The total estimated 2014/2015 budget is **\$1,860**.

2013/2014 Approved Budget 2,078.00

2014/2015 Budget % of change from prior FY Decreased Increased
-10%

CAT V

Expense Account # 5560
Line 39 - A & B

* Contracted Service

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
2013/2014	Rudnick Development * Office Space Rent Jan-2014 new Landlord	44,281.86	44,281.86	88,564.00		
	Budget Storage * Off-Site Storage 118.50+ 80	1,191.00	1,191.00	2,382.00		
2014/2015	1820 Park LLC-Matson Bros. Office Space-7380.31mnth					\$88,564
	Budget Storage * Off-Site Storage w/10% incr.				10%	\$2,620
Estimated FYE 2013/2014				90,946.00		

Total Estimated 2014/2015 \$91,184

39B. The contracted rate with Rudnick for our office space at 1820 E. Park Avenue is based on a gross square footage of 5,225 at \$16.95 per square foot, which was negotiated in a five year renewal to be a flat rate with no common area fees for the duration of the addendum, February 2012 to February 2017.

Office Lease	\$88,564
Offsite storage	<u>\$ 2,620</u>

The total estimated 2014/2015 budget is **\$91,184.**

2013/2014 Approved Budget 90,148.00

	<u>Decreased</u>	<u>Increased</u>
2014/2015 Budget % of change from prior FY	0%	1%

CAT V

Expense Account # 5561
Line 40 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Utilities	City of Tallahassee Basic Services trailing 6 month avg=580 monthly	3,479.00	3,480.00	6,959.00	1.70%	\$7,077

Estimated FYE 2013/2014 **6,959.00**

Total Estimated 2014/2015 \$7,077

40B. Included are costs for electricity, water, sewer.
The total estimated 2014/2015 budget is \$7,077.

2013/2014 Approved Budget 8,084.00

	<u>Decreased</u>	<u>Increased</u>
2014/2015 Budget % of change from prior FY	-12%	0%

CAT V

**Expense Account # 5572
Line 44 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Taxes - Payroll	United States Government	18,720.00	16,893.00	18,720 16,893		
	2013/2014					
	220,817 @ 7.65%					
	2014/2015					
Overtime	494,189.81 @ 7.65%					\$37,806
	240 hours @ \$19.00 \$4,560 @ 7.65%					\$349

Estimated FYE 2013/2014

35,613

Total Estimated 2014/2015

\$38,155

44B. Included is the estimated payroll taxes for 13 employees.
Total estimated 2014/2015 budget is **\$38,155**

2013/2014 Approved Budget

42,254.00

2014/2015 Budget % of change from prior FY Decreased Increased
-10%

CAT V

Expense Account # 5581

Line 47 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Telephone 2013/2014	A.T. & T cell phones \$205.70 mnth	1,234.51	1,234.00	2,469		
	Centurylink telephone services \$\$1,290	7,625.89	7,740.00	15,366		
	Phone System Repairs		340.00	340		
2014/2015	A.T. & T cell phones \$205.70 mnth FYE 14				1.70%	\$2,510
	Centurylink telephone services \$\$1,290 FYE 14				1.70%	\$15,627
	Phone System Repairs					\$1,000

Estimated FYE 2013/2014 **18,174.40**

Total Estimated 2014/2015

\$19,138

47B. The Telephone includes costs for cell phones, pagers, long distance, 800 number, local service and ISP.

Total estimated 2014/2015 budget is **\$19,138**

2013/2014 Approved Budget \$24,039 21,322.00

	<u>Decreased</u>	<u>Increased</u>
2014/2015 Budget % of change from prior FY	-10%	0%

CAT V

Expense Account # 5584
Line 48 - A & B

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Travel & Business 2013/2014	Various Providers airfare, hotel, rental cars, meals, out of pocket travel expenses and mileage reimbursements	604.00	9,630.00	10,234		
2014/2015	Various Providers airfare, hotel, rental cars, meals, out of pocket travel expenses and mileage reimbursements				1.70%	\$10,408

Estimated FYE 2013/2014 **10,234.00**

* Budget in 2013/2014 reflected the following:
Airlines, hotels and car rentals have
increased as much as 15% and the
budget is being adjusted to reflect those increases

Total Estimated 2014/2015 \$10,408

BAB- I was unable to confirm the above 15 % incr.
Therefore I am only budgeting an incr based on
inflation of 1.7%

48B. Travel & Business - Included are costs for the following; The EDP Manager and Executive Director are anticipating taking Non-Outreach related trips. In addition miscellaneous trips are funded for other personnel training.

Total estimated 2014/2015 budget is **\$10,408.**

2013/2014 Approved Budget \$19,234.00

	<u>Decreased</u>	<u>Increased</u>
2014/2015 Budget % of change from prior FY	-46%	

CAT V

**Expense Account # 5591
Line 49 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2014 Actual Cost	Jan-Jun FYE 2014 Estimated Costs	FYE 2014 Estimated End	Estimated FYE 2015 Increases	Proposed FYE 2015 Budget
Equip. Maintenance 2013/2014	Lewis Digital Maintenance contract	181.70	241.00	423		
	CTL and Various Vendors Small equipment	728.76	175.00	904		
2014/2015	Lewis Digital Maintenance contract				1.70%	\$430
	Various Vendors Small equipment				1.70%	\$919

Estimated FYE 2013/2014 **1,326**

Total Estimated 2014/2015 \$1,349

49B. This includes the contracted rate for the copy/fax/scanner machine, telephone equipment and miscellaneous small repairs on office equipment not covered under a maintenance contract.

Total estimated 2014/2015 budget is **\$1,349**.

2013/2014 Approved Budget 1,741.00

	<u>Decreased</u>	<u>Increased</u>
2014/2015 Budget % of change from prior FY	-23%	0%