

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 24, 2015
TO: Carlotta Stauffer, Commission Clerk, Office of Commission Clerk
FROM: Curtis J. Williams, Office of Telecommunications *CW*
RE: Docket No. 110013-TP and Docket No. 140029-TP - Document Filing

Please file a copy of the attached e-mail and data request responses from James Forstall regarding FTRI's 2015/2016 Proposed Budget in Docket No. 110013-TP and Docket No. 140029-TP.

Please let me know if you have any questions.

Attachments

Cc: Bob Casey
Beth Salak
Pamela Page
Jeff Bates

RECEIVED FPSC
15 APR 24 PM 12:41
COMMISSION
CLERK

Curtis Williams

From: James Forstall <jforstall@ftri.org>
Sent: Wednesday, April 01, 2015 4:49 PM
To: Curtis Williams
Cc: Spears, Harvey L; Bradley, Cecil F.; Edmonston, Rebecca A (BECKI); Doc Horton; Greer, Stan L; McCabe, Thomas M.; Kelly, Robert; Klate Hancock; Brett Bascom; James Forstall
Subject: FTRI's Response to FPSC Data Request
Attachments: FTRI's Response to FPSC Data Request 4-1-2015.pdf; Data Request Attachments (1).pdf; Data Request Attachments (2).pdf

Good Afternoon Curtis,

Attached are three files that contain FTRI's response to FPSC's data request.

Thank you.

James

--

James Forstall, Executive Director
Florida Telecommunications Relay Inc. (FTRI)
1820

E Park Avenue, Suite 101
Tallahassee, FL 32301
jforstall@ftri.org
[850-270-2641](tel:850-270-2641) (VP)

**DATA REQUEST
FTRI FY 2015/2016 PROPOSED BUDGET**

1. FTRI is showing a decrease of \$315,099 in surcharges from 2014/2015 Estimated Revenue. What percentage decrease did FTRI estimate on access lines for the 2015/2016 budget? Please provide the access line calculation FTRI used for this proposed budget. Please provide any other details relating to assumptions used for estimating residential and business access lines.

FTRI Response: FTRI used 4% for this budgetary process. Attachment DR #1 is the spreadsheet that reflects the decline of access lines over the past few years.

2. The NDBEDP account shows FTRI using \$468,749 in Federal Grant funds. Please explain the increase over the \$217,398 reported in FTRI's 2014/2015 revenue estimate. Does FTRI anticipate continued funding at the \$468,749 level?

FTRI Response: At the time of budget preparation FTRI is unaware of the funding allocation determination and anticipates continued funding at the \$468,749 level however the FCC will make the final funding determination in June or July 2015. The YE 2015 revenue estimate for NDBEDP is the amount estimated to be billed to the FCC through June 30 2015.

3. The VCO/HCO-TDD account shows a \$720 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for the increase.

FTRI Response: Current YE 2015 estimate, FTRI used units in existing inventory. Increase is to purchase units during the proposed budget period.

4. The Dual Sensory Equipment account shows a \$5,000 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for the increase.

FTRI Response: As of time of budget preparation FTRI has not distributed a Deaf-Blind Communicator. Deaf-Blind consumers who qualify, prefer NDBEDP equipment selections as more choices are available using current technologies. Some individuals may not qualify for the NDBEDP and therefore FTRI budgeted for one Deaf-Blind Communicator.

5. The VCP Hearing Impaired account shows a \$212,145 increase from 2014/2015 Estimated Revenue & Expenditures. Please explain the reason for the increase.

FTRI Response: The increase is due to introduction of cordless Caller-ID amplified telephones and corded amplified telephones to replace corded units that are no longer produced. Cost of these newer devices and that include newer technology contributed to the increase. The number of units are based on actual year to date and estimated through year end 2015.

6. The TeliTalk Speech Aid account shows a \$3,600 decrease from 2014/2015 Estimated Revenue and Expenditures. However, the account shows a \$9,000 increase from the 2014/2015 Approved Budget. Please explain.

FTRI Response: FTRI experienced an increased demand for this device during the current period. Based on the current year demand, FTRI projects the budget for 2015/2016 to be conservatively double last years budgeted amount.

7. The ARS Signaling Equip account shows a \$260 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: FTRI based the budgeted amount on estimated year end actual plus 12 additional units at \$21.67 each.

8. The Accessories & Supplies account shows a \$2,900 decrease from 2014/2015 Estimated Revenue and Expenditures. However, the account shows a \$980 increase from the 2014/2015 Approved Budget. Please explain.

FTRI Response: The increase is contributed to purchasing extra simulators (used to demonstrate equipment in the field) and a bulk purchase of batteries for the cordless phones repair program to achieve a lower per piece price.

9. The Freight-Telecomm Equipment account shows a \$3,173 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Based on year to date actual plus estimated shipments through YE 2015 and increases expected for vendor shipments with the incentive plan for RDCs and new types of equipment.

10. The Regional Distributions Centers account shows a \$51,295 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase. Please list regional distribution centers that have been added or deleted during the last year? Please provide results of any evaluations or analyses regarding the effectiveness or performance of Regional Distribution Centers, such as how many new clients were served.

FTRI Response: FTRI introduced a growth incentive program with the RDCs and the additional cost was not factored into current period budget due to budget submission timeline. FTRI plans to continue the growth incentive program to motivate RDCs to recruit more *New* clients over prior year. FTRI's goal growth for FYE 2014/2015 is 5% (14,355) over prior FYE *New* client served of 13,671. Attachment DR #10 are the reports.

During the current budget period, FTRI added Center for Independent Living Gulf Coast (Fort Myers) and Easter Seals Florida, Inc. (Orlando area). There were no deletions of RDCs.

11. The Workshop Expense account shows a \$65,000 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for the increase. Please list all Workshops that will

be attended during 2015/2016 FY. Can any of these Workshops be conducted or attended on-line?

FTRI Response: FTRI continues to offer webinars for RDC training during the proposed budgeted period and is in the process of expanding its online webinar training component whereby RDCs can access training material as needed. Turnover at RDCs constitute the need for continuous training.

The proposed increase in workshop is for an FTRI Training-the-Trainer conference. This conference offers FTRI and RDCs the opportunity to come together to learn procedural changes, training on new equipment, best-practices as well as for RDCs to share ideas with each other. The last time FTRI held a conference was in 2011 in Orlando.

12. The Training Expense account shows a \$1,064 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for the increase. Please list all Training Events and Activities for 2015/2016 FY.

FTRI Response: FTRI provides 3-4 days long hands-on training to new RDCs. FTRI may consider expanding to include two more RDCs (Sarasota and Jacksonville).

13. The Advertising account shows a \$1,331 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: This account is for advertising internal staff positions. It is sometimes necessary to advertise a position more than once. Estimated costs are for 2 positions at \$660.24 each per run with 2 runs per year. Increase for inflation at .8% is factored in. Additionally, FTRI uses social media to advertise but newspaper/careerbuilder provides the best result.

14. The Computer consultation account shows a \$7,013 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Is based on FYE 2014/2015 actual and estimated cost for FY 2015/2016. Included are funding for periodic software, technical support and network administration support; ongoing maintenance of client database system and needed changes.

15. The Dues and Subscriptions account shows a \$24 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Based on FYE 2014/2015 actual with .8% increase for inflation.

16. The Office Furniture Purchase account shows a \$250 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Current FYE 2014/2015 FTRI budgeted \$0 for this line item however wear and tear of some furniture may need replacing during FY 2015/2016.

17. The Office Equipment Purchase account shows a \$1,788 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Included in this line item are costs for aging workstations that need replacing, virus software renewals, equipment repairs and upgrades. See attachment DR #17.

18. The Office Equipment Lease account shows an \$89 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: A credit was received for our copier lease in FYE 2015. As well as an inflationary increase in the property tax charge from the vendor is budgeted.

19. The Insurance-Hlth/Life/Dsblty account shows a \$7,950 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase. Are FTRI employees contributing to their insurance coverage? If so, how much?

FTRI Response: Projected premium increase is at 10% - changes to health care laws have FTRI uncertain of impact on premiums for 2016. FTRI received a Health Care Credit for \$13,024.35 in FYE 2015 however no credit is budgeted for FY 2015/2016 due to uncertainty if this credit will be available in the coming year. Yes, employees are contributing as follow,

- Single coverage – 5%
- Family coverage – 25%

20. The Insurance-Other account shows a \$451 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Based on actual and estimated cost for FY 2015/2016. See attachment DR #20.

21. The Office Expense account shows a \$566 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Based on actual and estimated cost for FY 2015/2016 plus inflationary increase. See attachment DR #21.

22. The Postage account shows a \$73 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: See attachment DR #22.

23. The Printing account shows a \$12 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: See attachment DR #23.

24. The Utilities account shows a \$46 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Increase reflects inflationary cost of .8%.

25. The Employee Compensation account shows a \$2,485 increase from 2014/2015 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: See attachment DR #25 for explanation of increase. FTRI currently employs 10 full-time and 1 part-time (32 hours).

26. The Temporary Employment account shows a \$6,400 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase. How many temporary positions does FTRI have? Please explain the job function and necessity for hiring temporary employees.

FTRI Response: Proposed budget amount of \$8,000 is the same amount as current year budget. FTRI budgets this line item in the event it needs to hire a temporary employee from a temp agency to cover duties during an employee search. Fortunately, up unto the time of this budget preparation, FTRI has not had to utilize this line item. See attachment DR #26.

27. The Taxes – Payroll account shows a \$188 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: See attachment DR #27

28. The Telephone account shows a \$1,654 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: See attachment DR #28.

29. The Travel & Business account shows a \$129 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Current costs increase by current inflationary rate of .8%. See attachment DR #29.

30. The Equipment Maint. Account shows an \$11 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: See attachment DR #30.

31. The Employee Training/Dev account shows a \$1,700 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: See attachment DR #31.

32. The Meeting Expense account shows a \$46 increase from 2014/2015 Estimated Revenue and Expenditures. Please explain the reason for this estimated increase.

FTRI Response: Cost to provide interpreting services for board meetings continues to be a challenge. See attachment DR #32.

33. 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 discuss any measures FTRI as implemented to address Audit Staff's recommendations. Are all Regional Distribution Centers necessary? Can cities which have multiple centers be okay with just one center?

FTRI Response: FTRI continues its efforts to market/promote the FTRI EDP and Florida Relay programs in the most cost effective manner. FTRI continues to expand its reach using Mems on Twitter and Facebook. We've also partnered with professional associations to assist with creating awareness with hard to reach service providers such as physicians, professional hearing healthcare providers and other organizations that specialize in FTRI's targeted population (i.e., Florida Geriatric Society – www.ftri.org/fgs, Florida Society of Hearing Healthcare Professionals – www.ftri.org/fshhp). FTRI collaborates with two vendors to assist with marketing the program. FTRI implemented a cost per new client served feature to effectively measure outreach events. Below describes the internal process for outreach event application:

- RDCs complete Request for Outreach Funding application page in AIMS
- FTRI staff review application for completion and accuracy
 - Incomplete application is designated as Incomplete
 - Expedited for RDC to complete application and resubmit
- If identical event from past, FTRI staff reviews past event Activity Report to determine if event met expectation
- FTRI staff then reviews current fiscal year activities to determine if approved events met expectation
- RDCs not meeting expectation are denied funding for outreach events
- RDCs meeting expectation are approved for funding for reasonable outreach events

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 and Employee Compensation accounts. Please explain what changes FTRI has implemented to address Audit Staff's recommendations.

FTRI Response: The following changes have been implemented.

- Employee Compensation - At the time of the Audit FTRI had 15 full-time staff and today has 11 - this is a reduction of 26%.
- Equipment – Equipment cost is based on a bid process and FTRI continues to seek quality equipment at the best price.
- 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 a small decrease in this expense item. Please explain if FTRI has implemented any changes based on Audit Staff's recommendation.

FTRI Response: FTRI is in the process of interviewing and soliciting proposals from CPA firms.

34. 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 during the current budget period as mentioned in the above responses and will continue to monitor those implemented processes for effectiveness.

35. Please share any developments regarding FTRI's 2015/2016 budget that may have occurred after submission of FTRI's March 9, 2015, letter to FPSC staff regarding the budget.

FTRI Response: After receipt of the document request it would seem the FPSC staff is considering the possibility of FTRI reducing the budget that has been submitted. If this is the case, a resubmission of the budget may be prudent prior to presentation to the FPSC Commissioners. Knowing the FPSC staff's position on the surplus fund and whether FTRI may use any of the surplus to fund ongoing operations would be of great benefit to our budget process.

36. If it is determined that FTRI's proposed budget should be reduced, would you prefer a blanket percentage decrease to each account, or would you prefer to select which accounts to reduce if provided the total amount to decrease?

FTRI Response: The board of directors should make adjustments to the budget that may be necessary and they may be across the board or to specific accounts as deemed to be in the best interest of the program and to insure the intent of TASA is met. As noted in the cover letter transmitting the budget approved by the Board, the shortfall that is projected in the budget is

due to two items; declining access lines which provide the surcharge revenues and increased costs related to the new relay contract; neither of which FTRI controls.

37. Your proposed budget correctly reflects no CapTel phones for the 2015/2016 budget since Sprint will provide them at no cost. Who would be responsible for repairs to the CapTel phones provided by Sprint? If they have to be returned who pays for the shipping? Was any shipping cost for this included in your proposed budget?

FTRI Response: FTRI's understanding is that all in-warranty CapTel 840 PLUS will be repaired by Sprint. Shipping cost was budgeted.

38. Are any travel or other expenses for TEDPA or the FCC Disability Committee included in FTRI's proposed budget? If so, how much? If not, what funds are used to cover the costs?

FTRI Response: Yes, travel to attend TEDPA's conference is budgeted in the Travel and Business line item (airfare, hotel and meals). TEDPA covers all expenses related to the FCC DAC meetings.

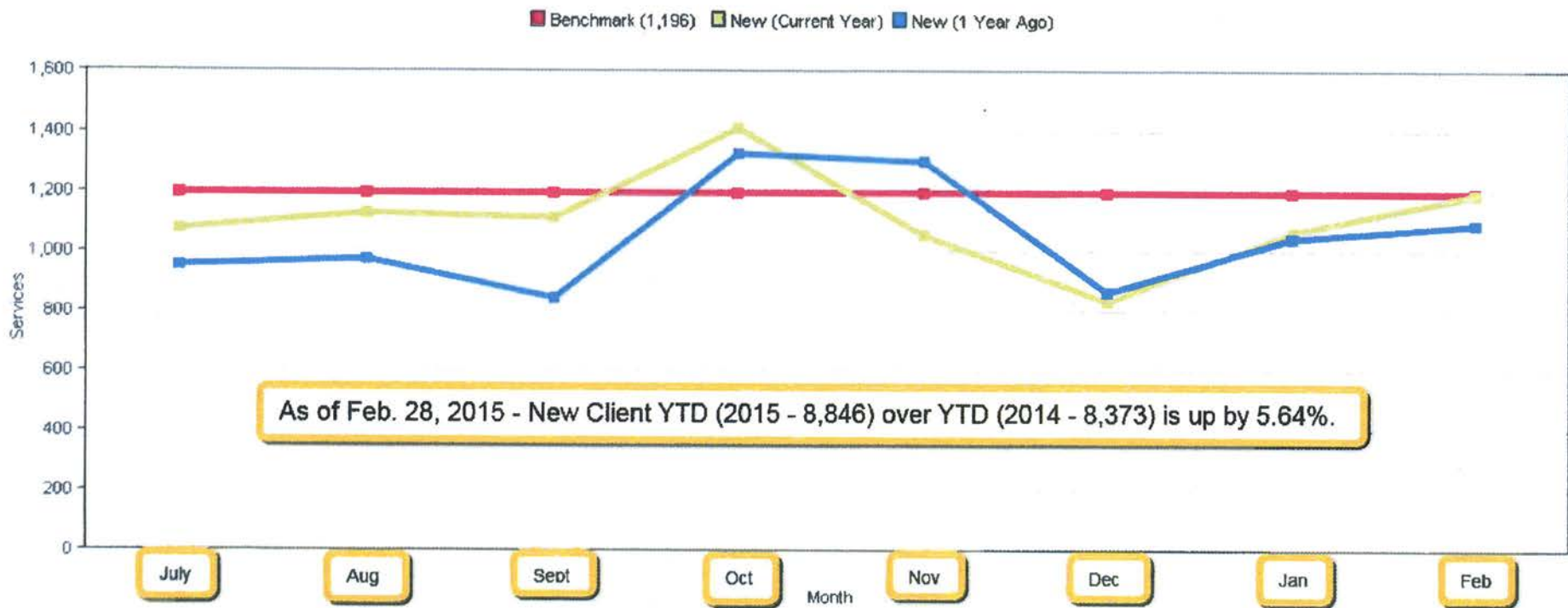
39. Are FTRI employees contributing to their retirement? If so, how much?

FTRI Response: No, employees do not contribute to retirement.



Service Counts by Month Report

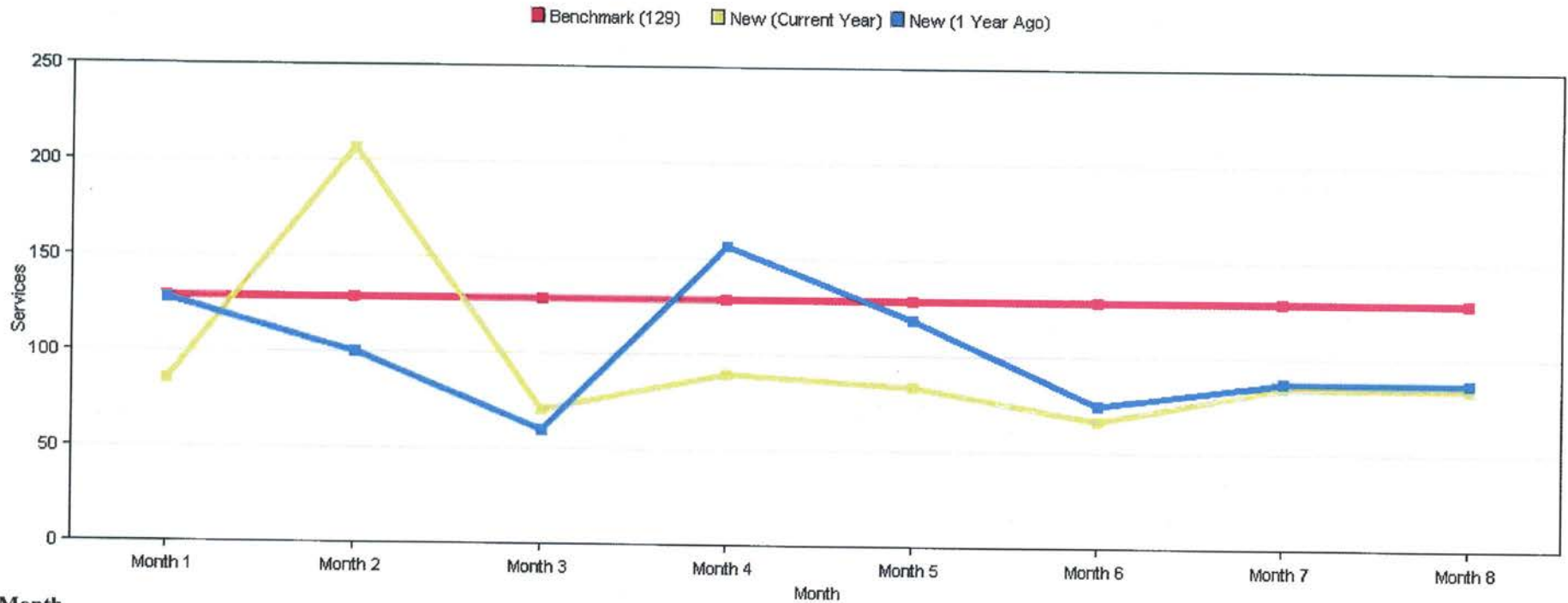
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Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 02



Month	NEW	Total
July 2014	86	86
July 2013	128	128
August 2014	207	207
August 2013	100	100
September 2014	71	71
September 2013	60	60
October 2014	90	90
October 2013	157	157
November 2014	84	84
November 2013	119	119



Service Counts by Month Report

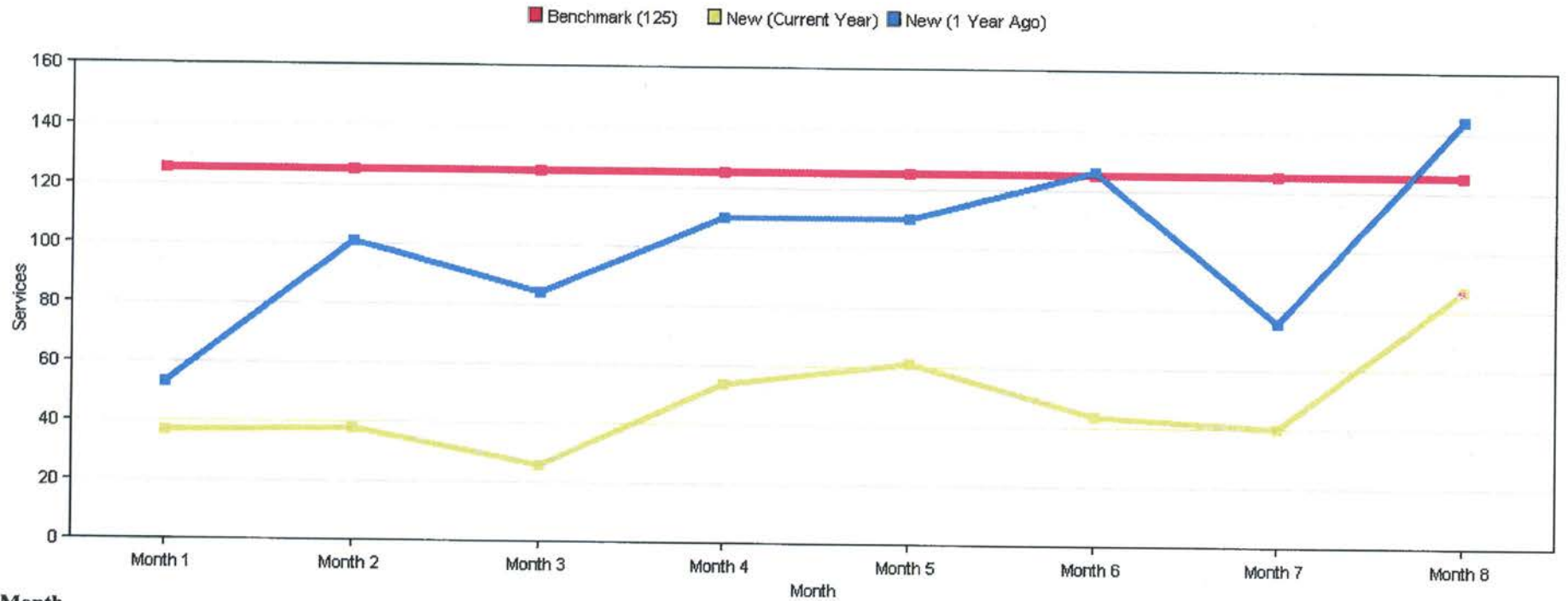
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 02

December 2014	67	67
December 2013	75	75
January 2015	85	85
January 2014	87	87
February 2015	84	84
February 2014	87	87



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 03



Month	NEW	Total
July 2014	37	37
July 2013	53	53
August 2014	38	38
August 2013	101	101
September 2014	26	26
September 2013	84	84
October 2014	54	54
October 2013	110	110
November 2014	61	61
November 2013	110	110



Service Counts by Month Report

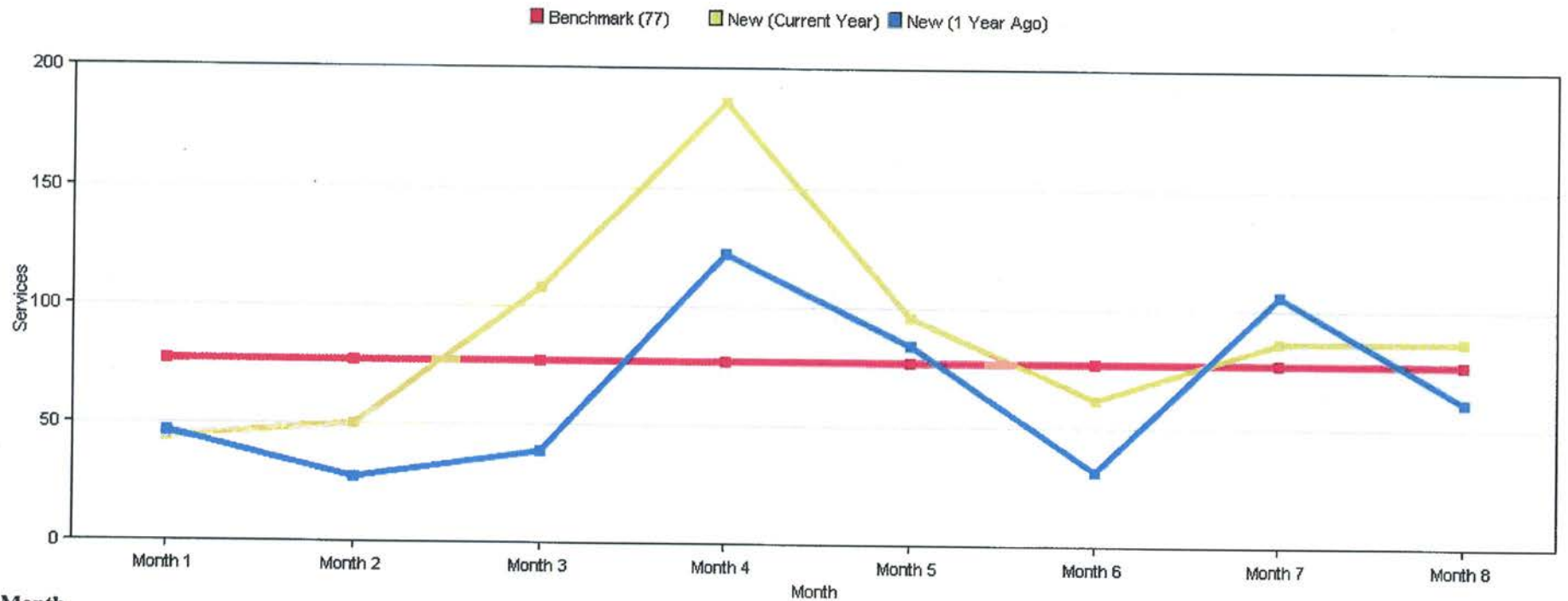
FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 03

December 2014	44	44
December 2013	126	126
January 2015	40	40
January 2014	76	76
February 2015	87	87
February 2014	144	144



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 04



Month	NEW	Total
July 2014	44	44
July 2013	47	47
August 2014	50	50
August 2013	28	28
September 2014	108	108
September 2013	39	39
October 2014	186	186
October 2013	122	122
November 2014	96	96
November 2013	84	84



Service Counts by Month Report

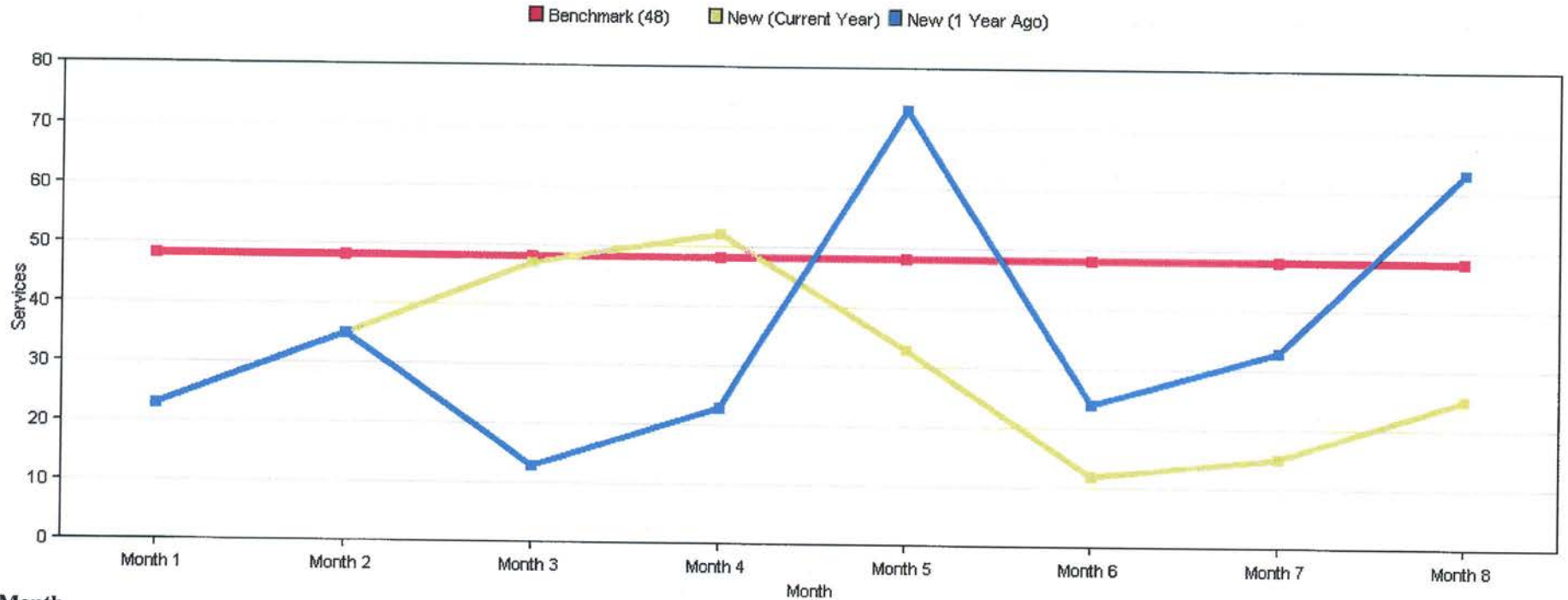
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 04

December 2014	62	62
December 2013	32	32
January 2015	86	86
January 2014	106	106
February 2015	87	87
February 2014	61	61



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 05



Month	NEW	Total
July 2014	23	23
July 2013	23	23
August 2014	35	35
August 2013	35	35
September 2014	47	47
September 2013	13	13
October 2014	52	52
October 2013	23	23
November 2014	33	33
November 2013	73	73



Service Counts by Month Report

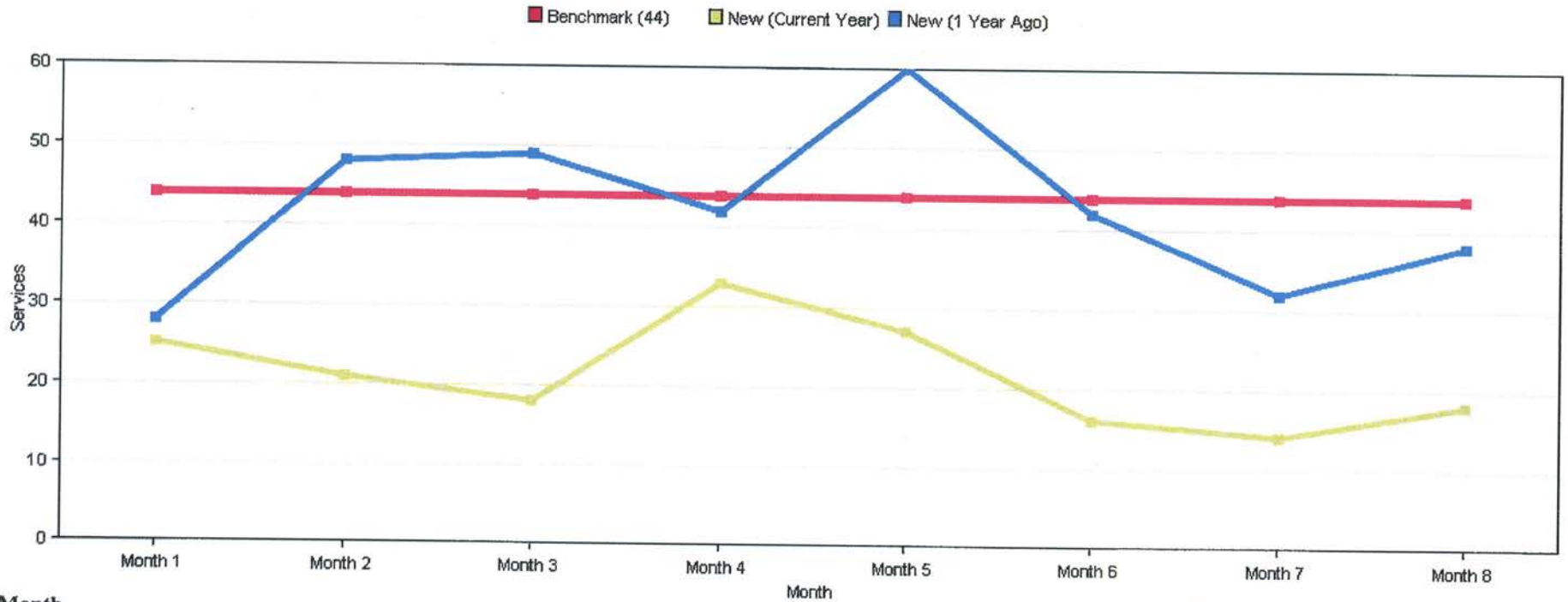
FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 05

December 2014	12	12
December 2013	24	24
January 2015	15	15
January 2014	33	33
February 2015	25	25
February 2014	63	63



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 07



Month	NEW	Total
July 2014	25	25
July 2013	28	28
August 2014	21	21
August 2013	48	48
September 2014	18	18
September 2013	49	49
October 2014	33	33
October 2013	42	42
November 2014	27	27
November 2013	60	60



Service Counts by Month Report

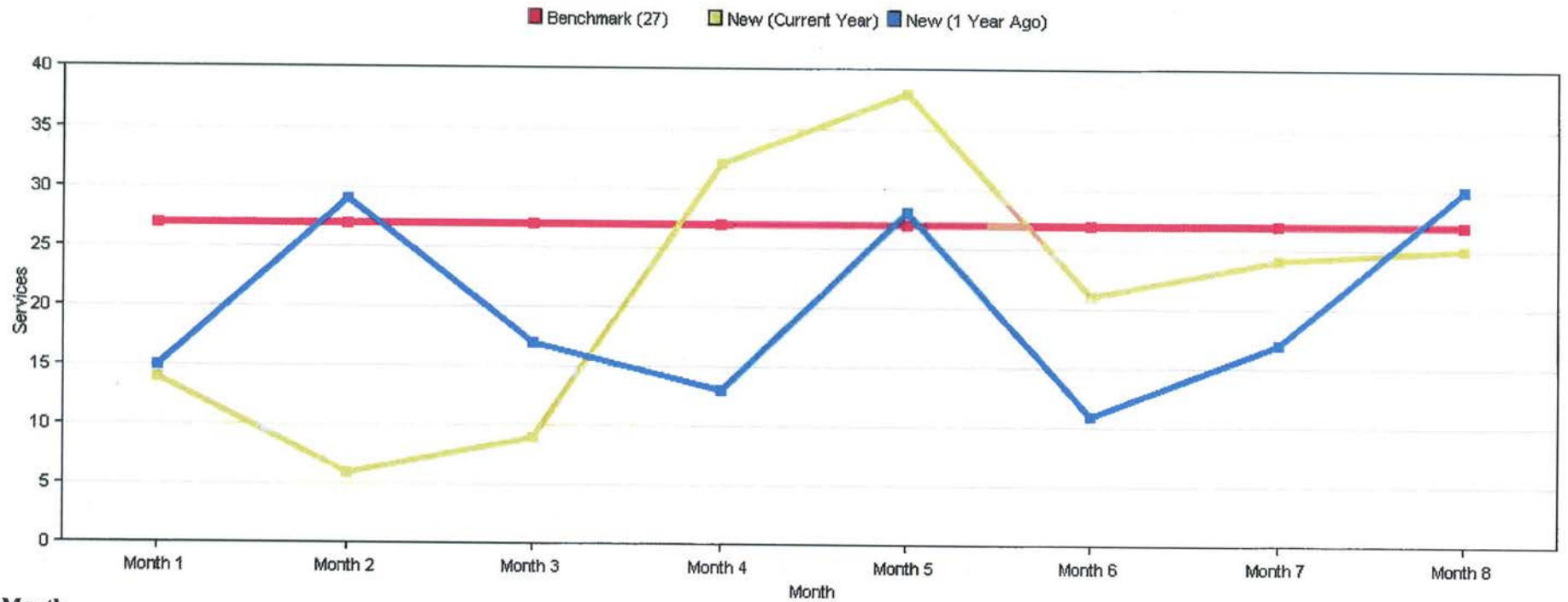
FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 07

December 2014	16	16
December 2013	42	42
January 2015	14	14
January 2014	32	32
February 2015	18	18
February 2014	38	38



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 08



Month	NEW	Total
July 2014	14	14
July 2013	15	15
August 2014	6	6
August 2013	29	29
September 2014	9	9
September 2013	17	17
October 2014	32	32
October 2013	13	13
November 2014	38	38
November 2013	28	28



Service Counts by Month Report

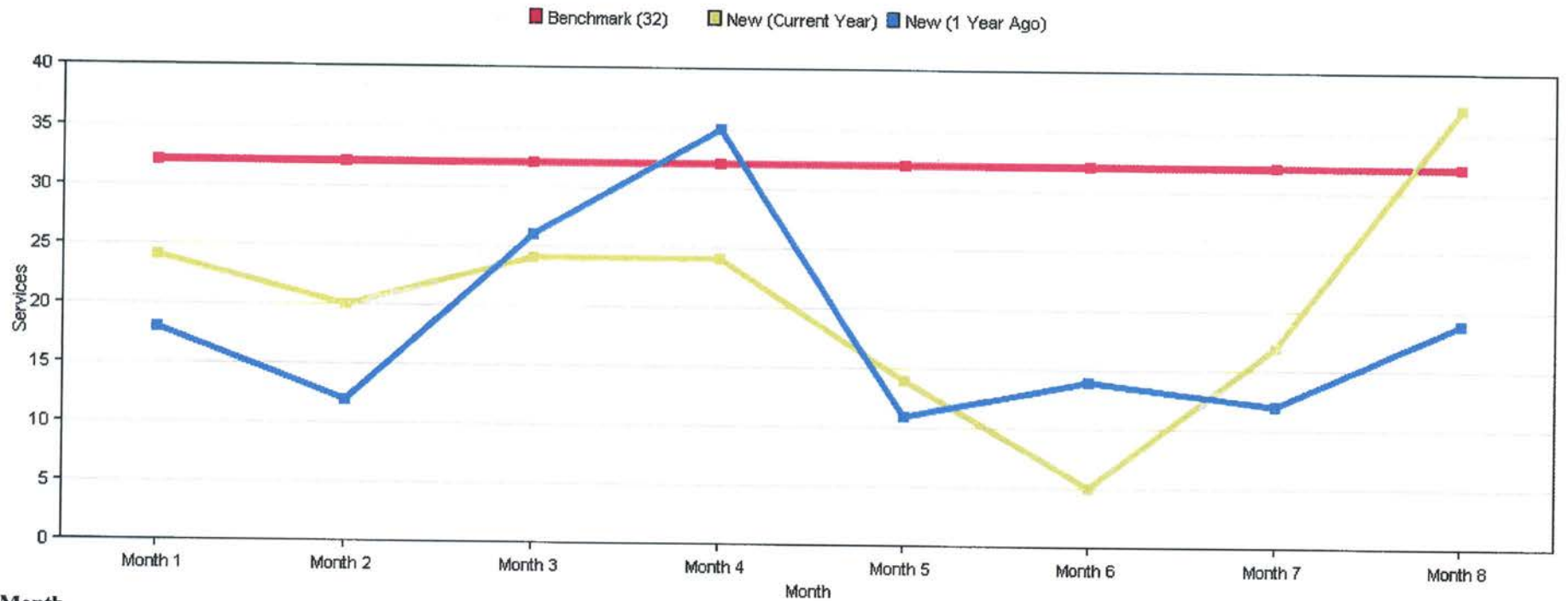
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December 2014	21	21
December 2013	11	11
January 2015	24	24
January 2014	17	17
February 2015	25	25
February 2014	30	30



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 09



Month	NEW	Total
July 2014	24	24
July 2013	18	18
August 2014	20	20
August 2013	12	12
September 2014	24	24
September 2013	26	26
October 2014	24	24
October 2013	35	35
November 2014	14	14
November 2013	11	11



Service Counts by Month Report

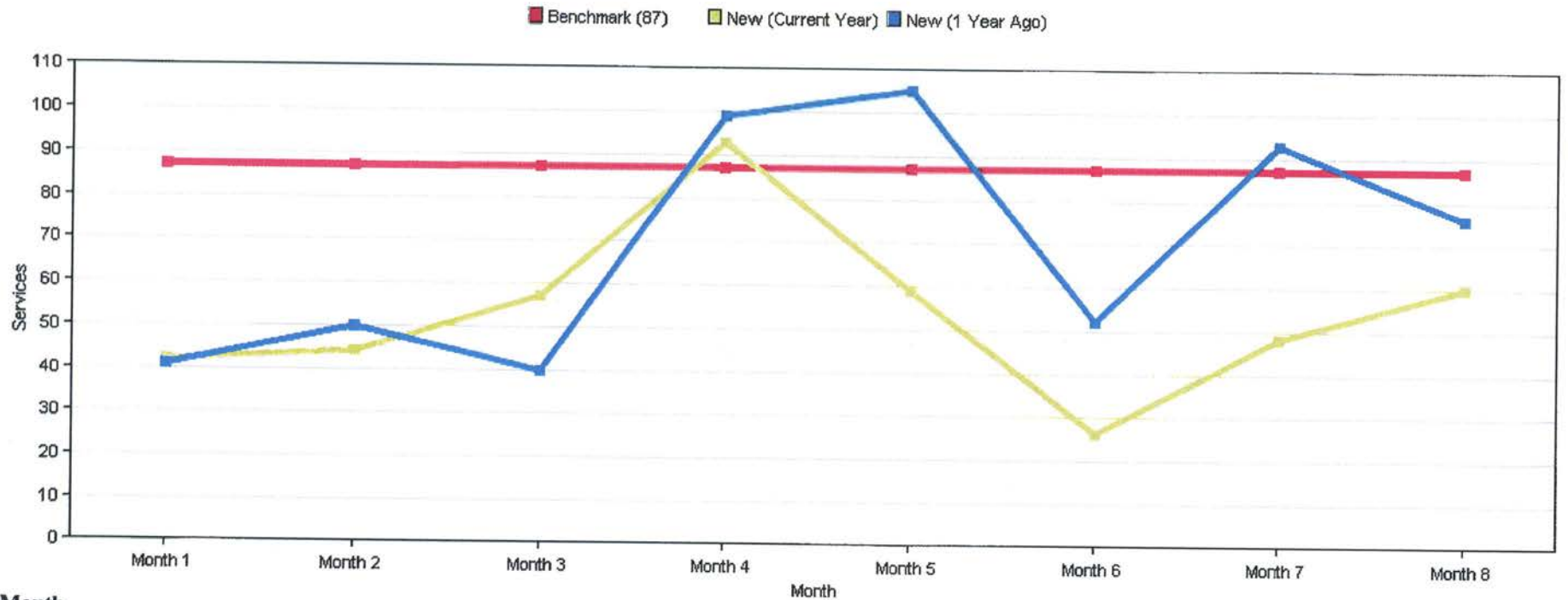
FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 09

December 2014	5	5
December 2013	14	14
January 2015	17	17
January 2014	12	12
February 2015	37	37
February 2014	19	19



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 10



Month	NEW	Total
July 2014	42	42
July 2013	41	41
August 2014	44	44
August 2013	50	50
September 2014	57	57
September 2013	40	40
October 2014	93	93
October 2013	99	99
November 2014	59	59
November 2013	105	105



Service Counts by Month Report

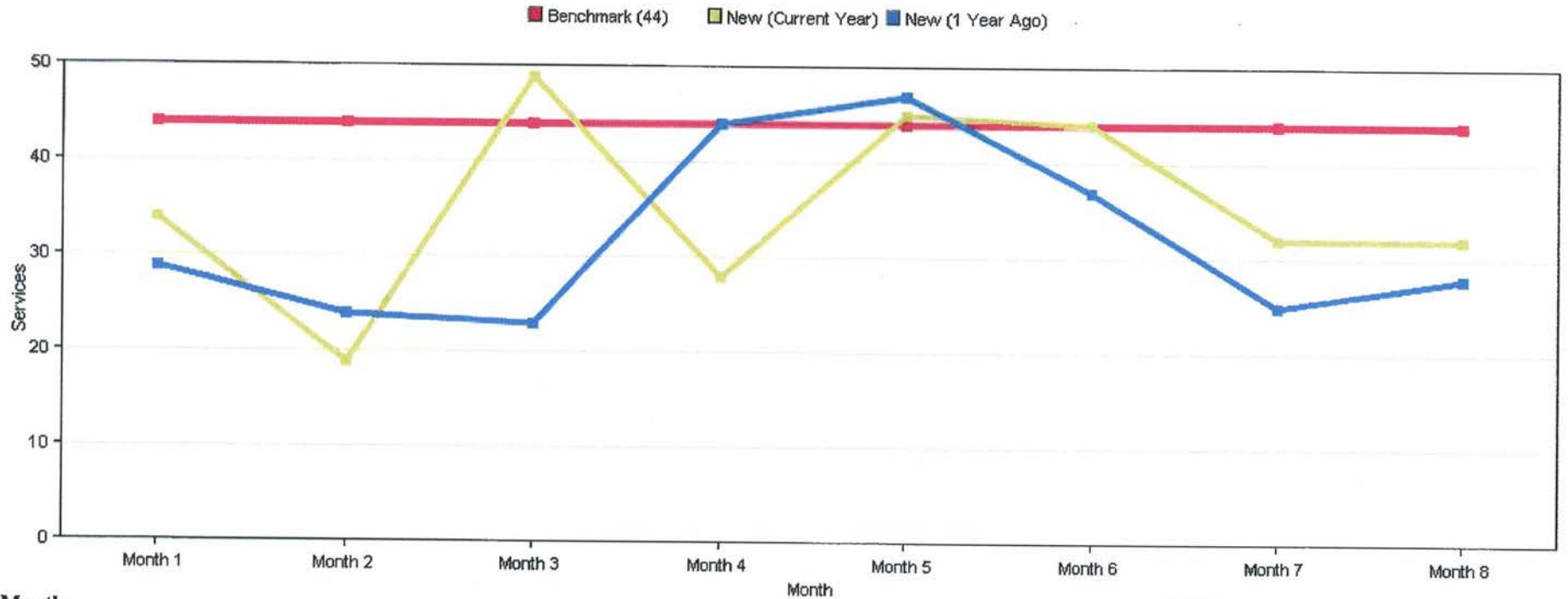
FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 10

December 2014	26	26
December 2013	52	52
January 2015	48	48
January 2014	93	93
February 2015	60	60
February 2014	76	76



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 13



Month	NEW	Total
July 2014	34	34
July 2013	29	29
August 2014	19	19
August 2013	24	24
September 2014	49	49
September 2013	23	23
October 2014	28	28
October 2013	44	44
November 2014	45	45
November 2013	47	47



Service Counts by Month Report

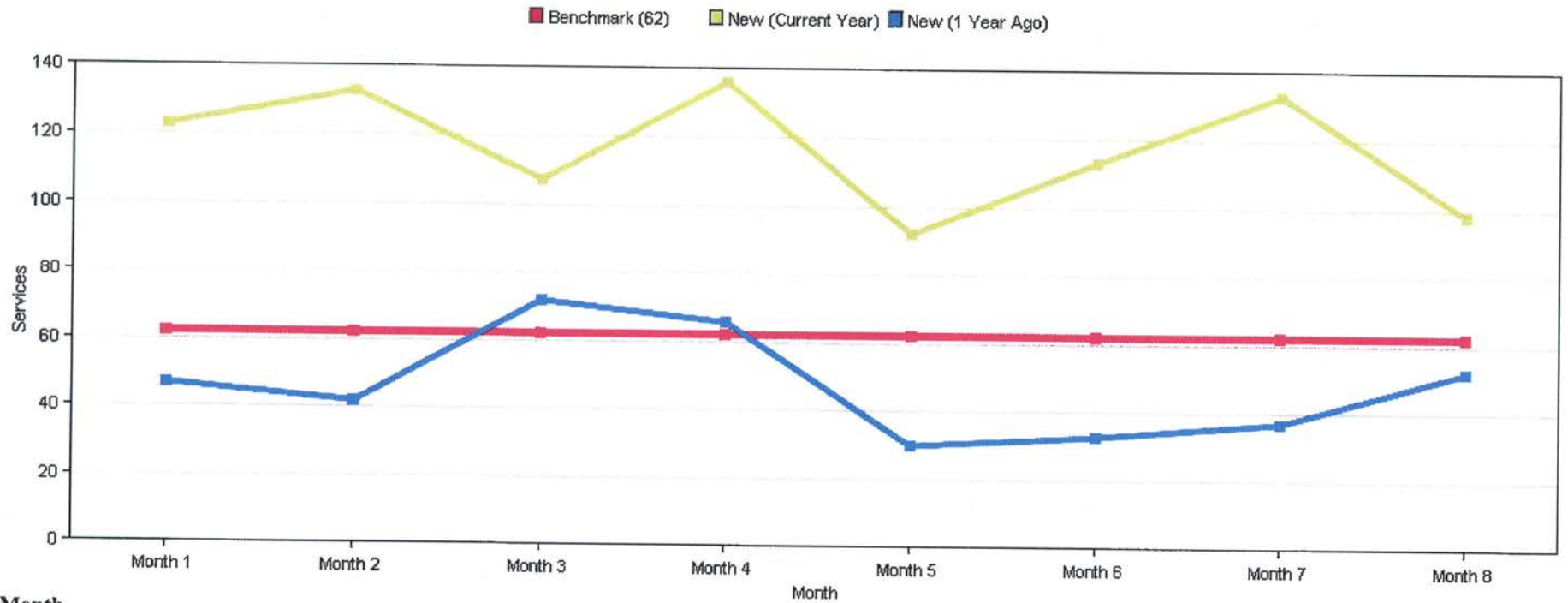
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 13

December 2014	44	44
December 2013	37	37
January 2015	32	32
January 2014	25	25
February 2015	32	32
February 2014	28	28



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 14



Month	NEW	Total
July 2014	123	123
July 2013	47	47
August 2014	133	133
August 2013	42	42
September 2014	107	107
September 2013	72	72
October 2014	136	136
October 2013	66	66
November 2014	92	92
November 2013	30	30



Service Counts by Month Report

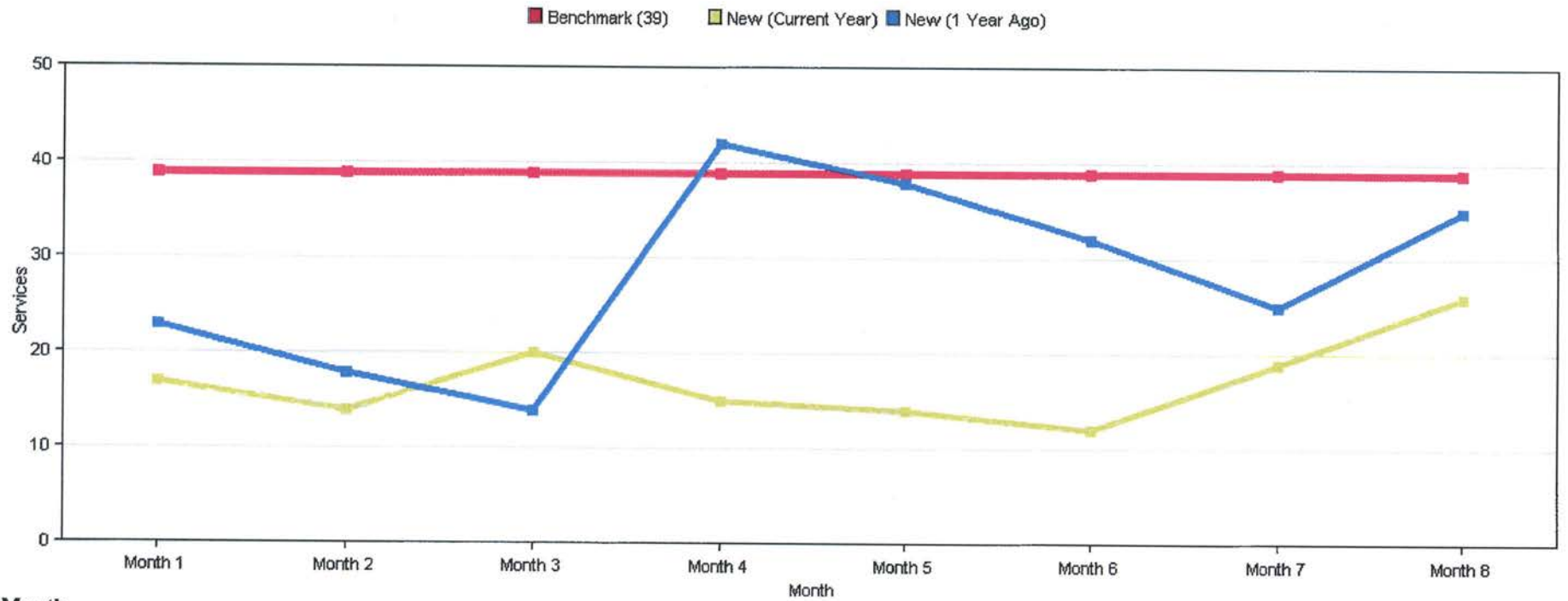
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 14

December 2014	113	113
December 2013	33	33
January 2015	133	133
January 2014	37	37
February 2015	98	98
February 2014	52	52



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 16



Month	NEW	Total
July 2014	17	17
July 2013	23	23
August 2014	14	14
August 2013	18	18
September 2014	20	20
September 2013	14	14
October 2014	15	15
October 2013	42	42
November 2014	14	14
November 2013	38	38



Service Counts by Month Report

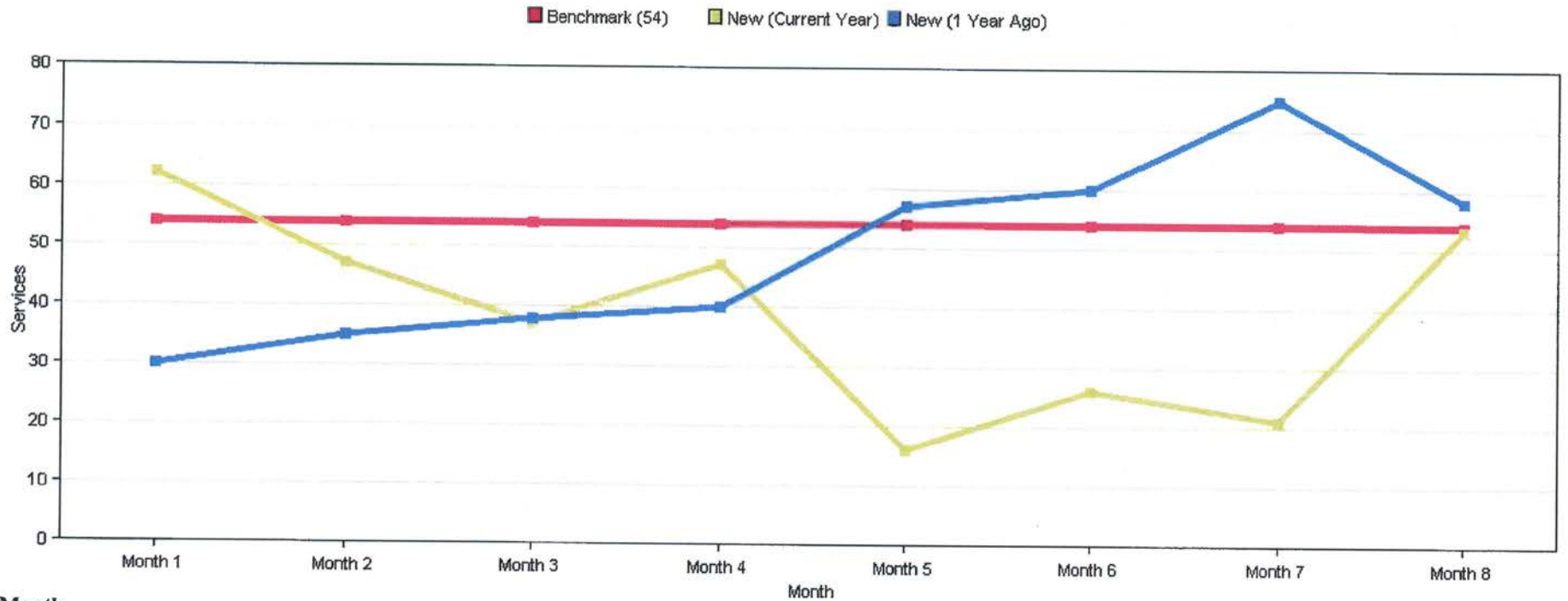
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December 2014	12	12
December 2013	32	32
January 2015	19	19
January 2014	25	25
February 2015	26	26
February 2014	35	35



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 17



Month	NEW	Total
July 2014	62	62
July 2013	30	30
August 2014	47	47
August 2013	35	35
September 2014	37	37
September 2013	38	38
October 2014	47	47
October 2013	40	40
November 2014	16	16
November 2013	57	57



Service Counts by Month Report

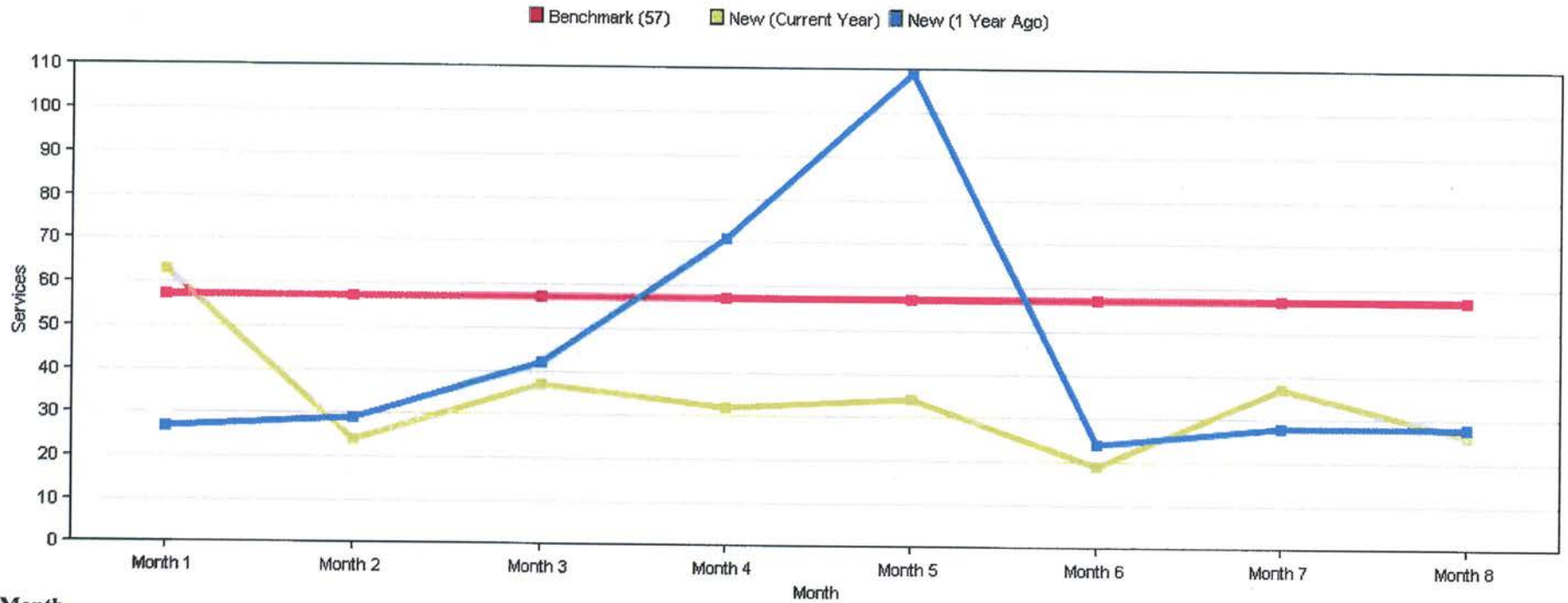
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 17

December 2014	26	26
December 2013	60	60
January 2015	21	21
January 2014	75	75
February 2015	53	53
February 2014	58	58



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 18



Month	NEW	Total
July 2014	63	63
July 2013	27	27
August 2014	24	24
August 2013	29	29
September 2014	37	37
September 2013	42	42
October 2014	32	32
October 2013	71	71
November 2014	34	34
November 2013	109	109



Service Counts by Month Report

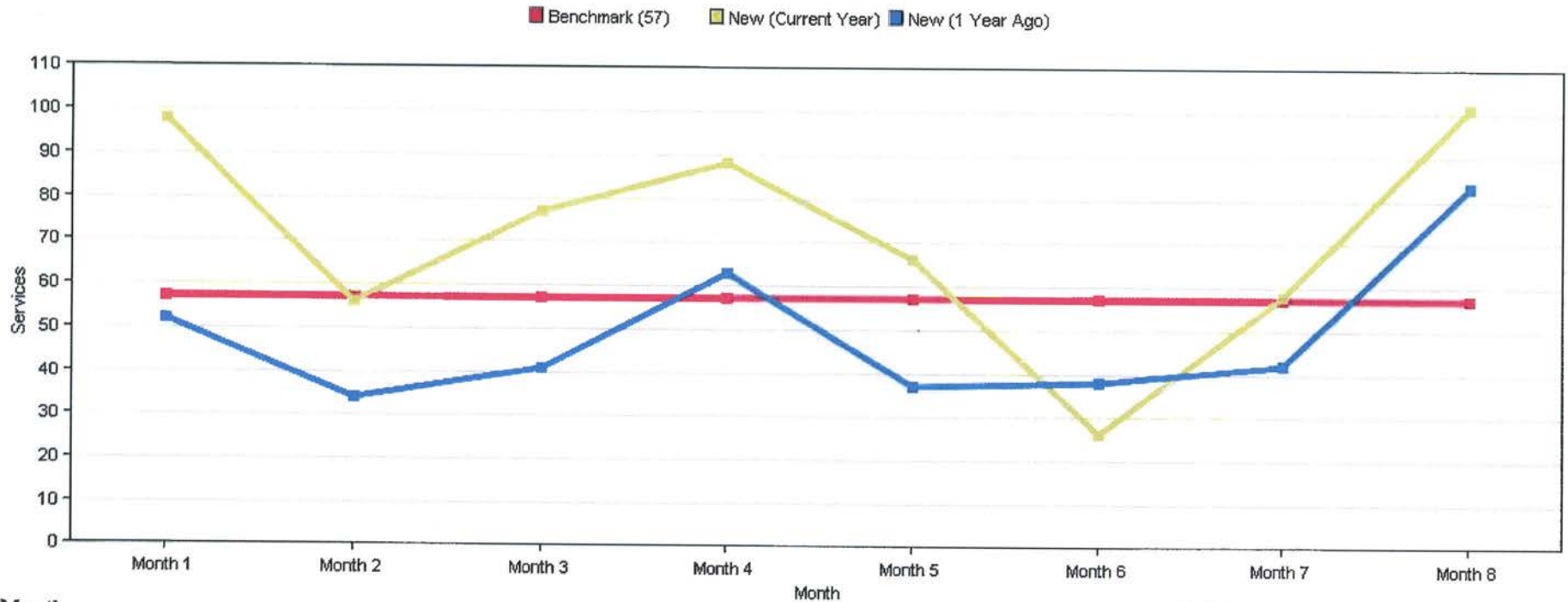
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 18

December 2014	19	19
December 2013	24	24
January 2015	37	37
January 2014	28	28
February 2015	26	26
February 2014	28	28



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 19



Month	NEW	Total
July 2014	98	98
July 2013	52	52
August 2014	56	56
August 2013	34	34
September 2014	77	77
September 2013	41	41
October 2014	88	88
October 2013	63	63
November 2014	66	66
November 2013	37	37



Service Counts by Month Report

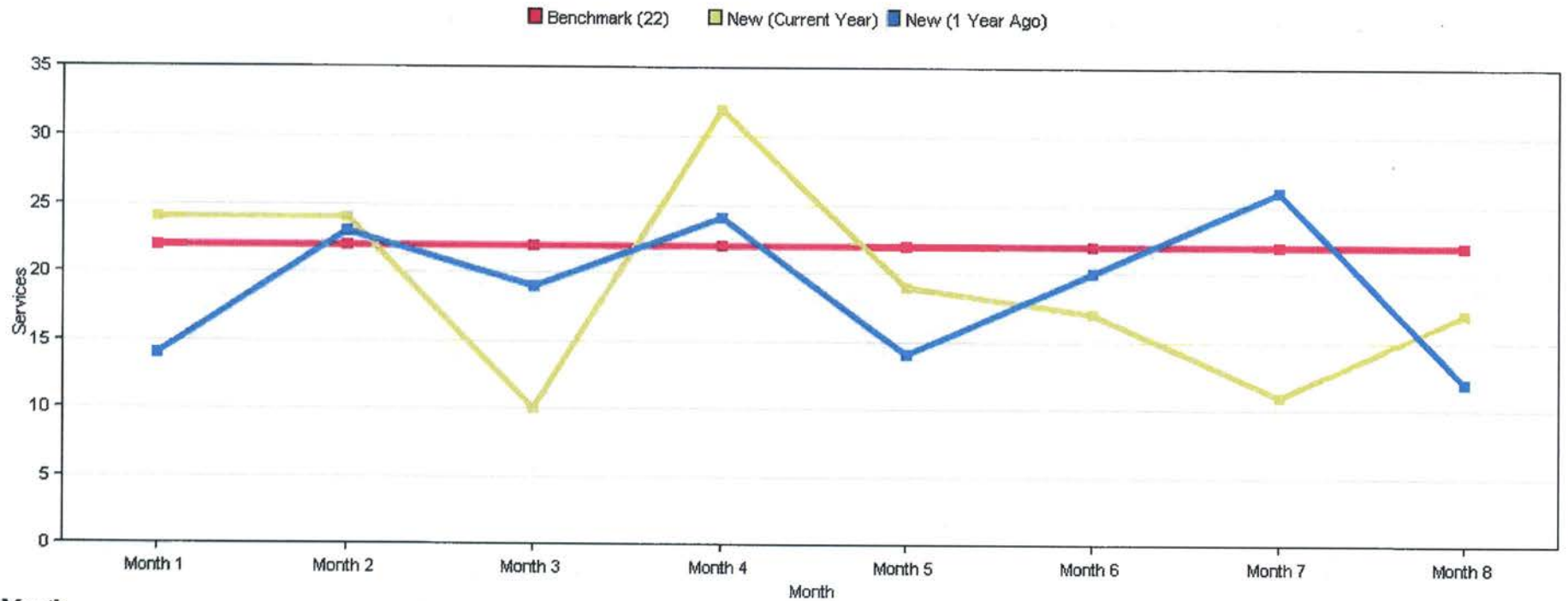
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 19

December 2014	26	26
December 2013	38	38
January 2015	58	58
January 2014	42	42
February 2015	101	101
February 2014	83	83



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 20



Month	NEW	Total
July 2014	24	24
July 2013	14	14
August 2014	24	24
August 2013	23	23
September 2014	10	10
September 2013	19	19
October 2014	32	32
October 2013	24	24
November 2014	19	19
November 2013	14	14



Service Counts by Month Report

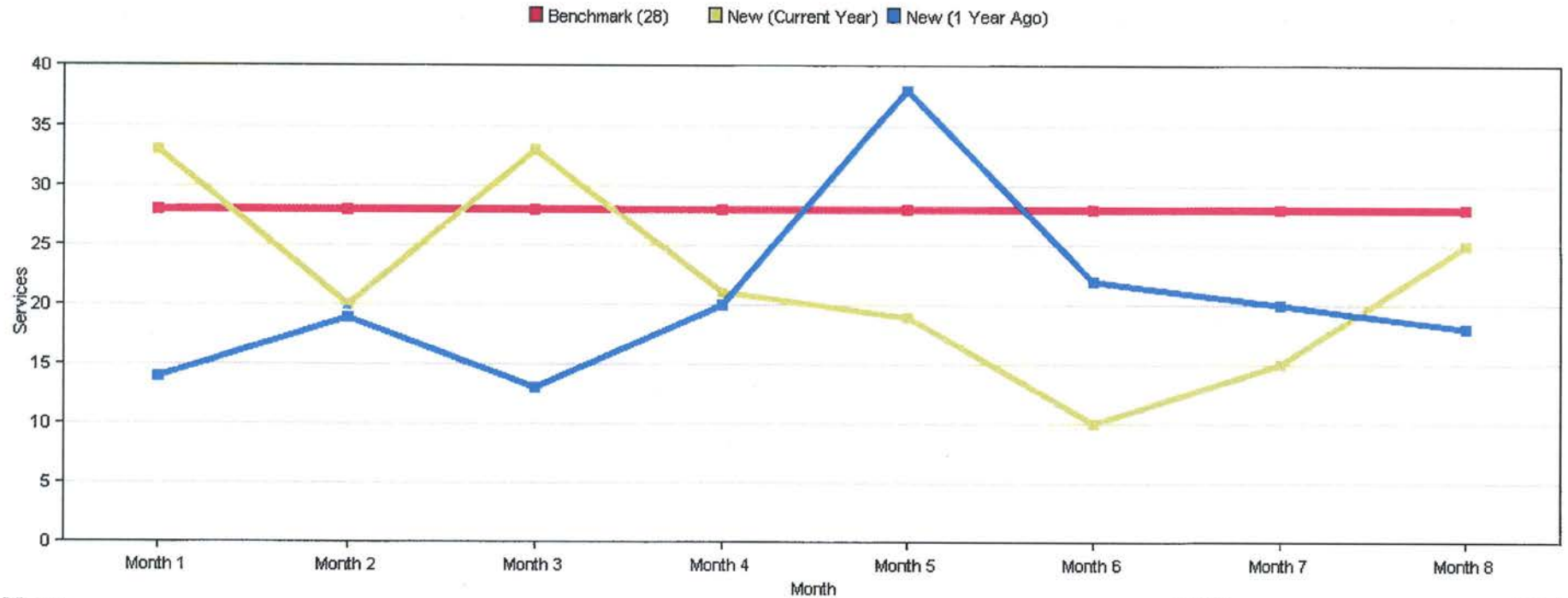
FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 20

December 2014	17	17
December 2013	20	20
January 2015	11	11
January 2014	26	26
February 2015	17	17
February 2014	12	12



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 21



Month	NEW	Total
July 2014	33	33
July 2013	14	14
August 2014	20	20
August 2013	19	19
September 2014	33	33
September 2013	13	13
October 2014	21	21
October 2013	20	20
November 2014	19	19
November 2013	38	38



Service Counts by Month Report

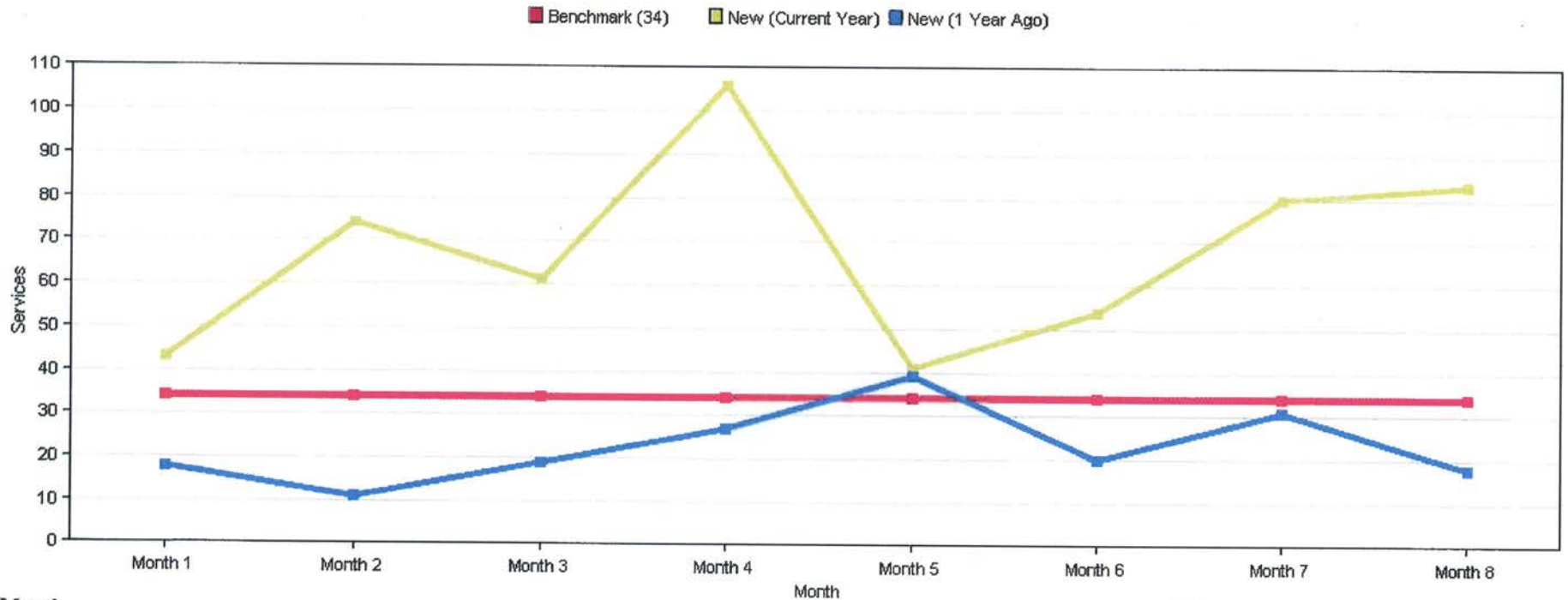
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 21

December 2014	10	10
December 2013	22	22
January 2015	15	15
January 2014	20	20
February 2015	25	25
February 2014	18	18



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 22



Month	NEW	Total
July 2014	43	43
July 2013	18	18
August 2014	74	74
August 2013	11	11
September 2014	61	61
September 2013	19	19
October 2014	106	106
October 2013	27	27
November 2014	41	41
November 2013	39	39



Service Counts by Month Report

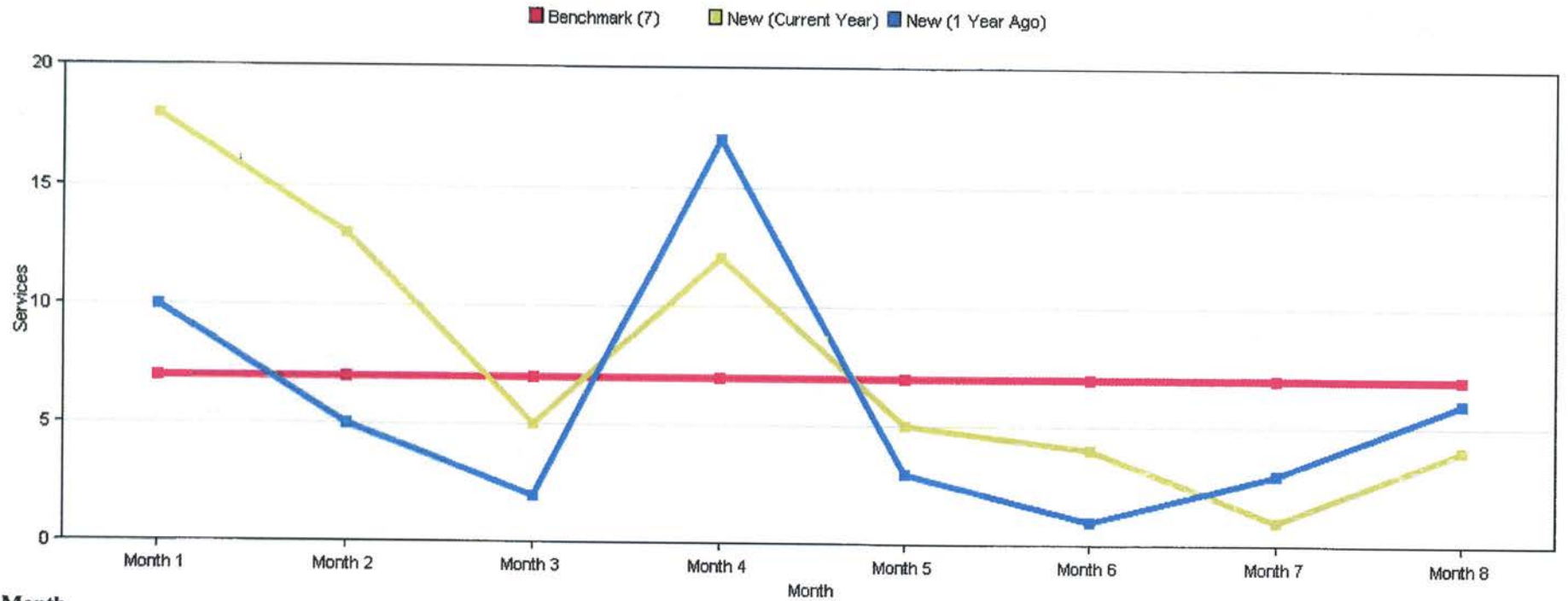
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 22

December 2014	54	54
December 2013	20	20
January 2015	80	80
January 2014	31	31
February 2015	83	83
February 2014	18	18



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 23



Month	NEW	Total
July 2014	18	18
July 2013	10	10
August 2014	13	13
August 2013	5	5
September 2014	5	5
September 2013	2	2
October 2014	12	12
October 2013	17	17
November 2014	5	5
November 2013	3	3



Service Counts by Month Report

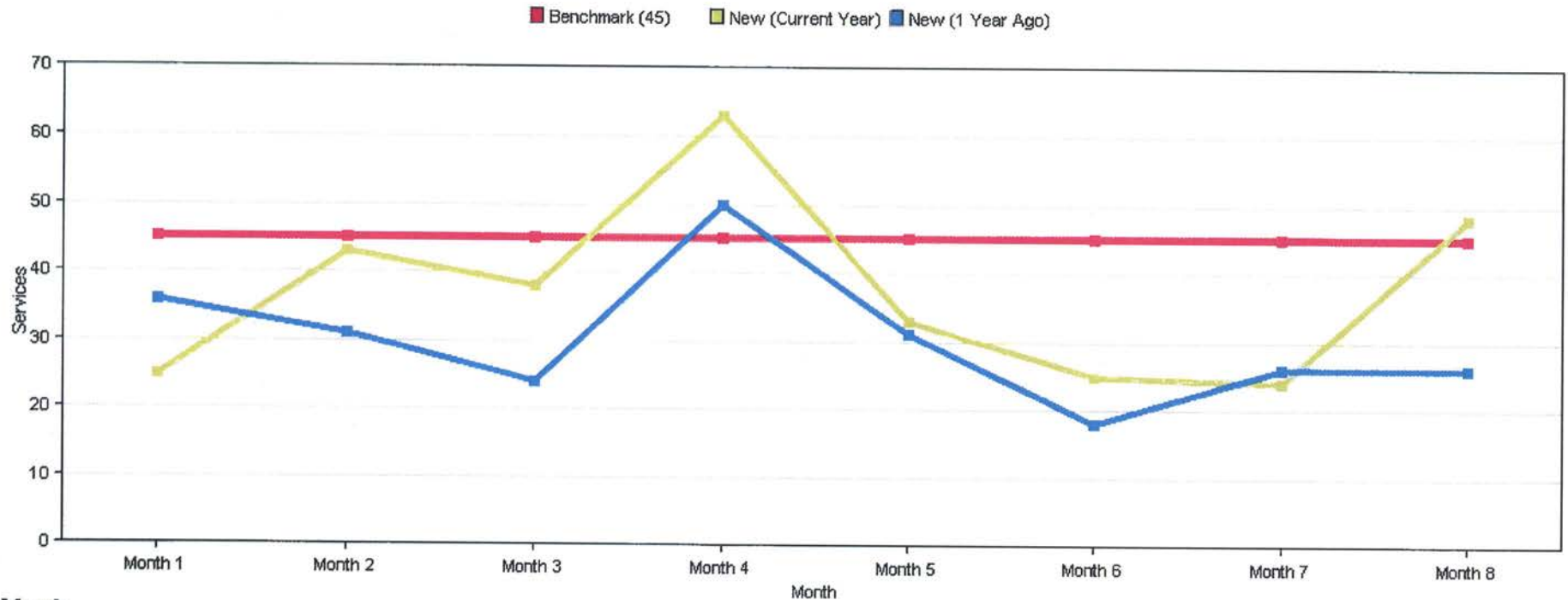
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 23

December 2014	4	4
December 2013	1	1
January 2015	1	1
January 2014	3	3
February 2015	4	4
February 2014	6	6



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 24



Month	NEW	Total
July 2014	25	25
July 2013	36	36
August 2014	43	43
August 2013	31	31
September 2014	38	38
September 2013	24	24
October 2014	63	63
October 2013	50	50
November 2014	33	33
November 2013	31	31



Service Counts by Month Report

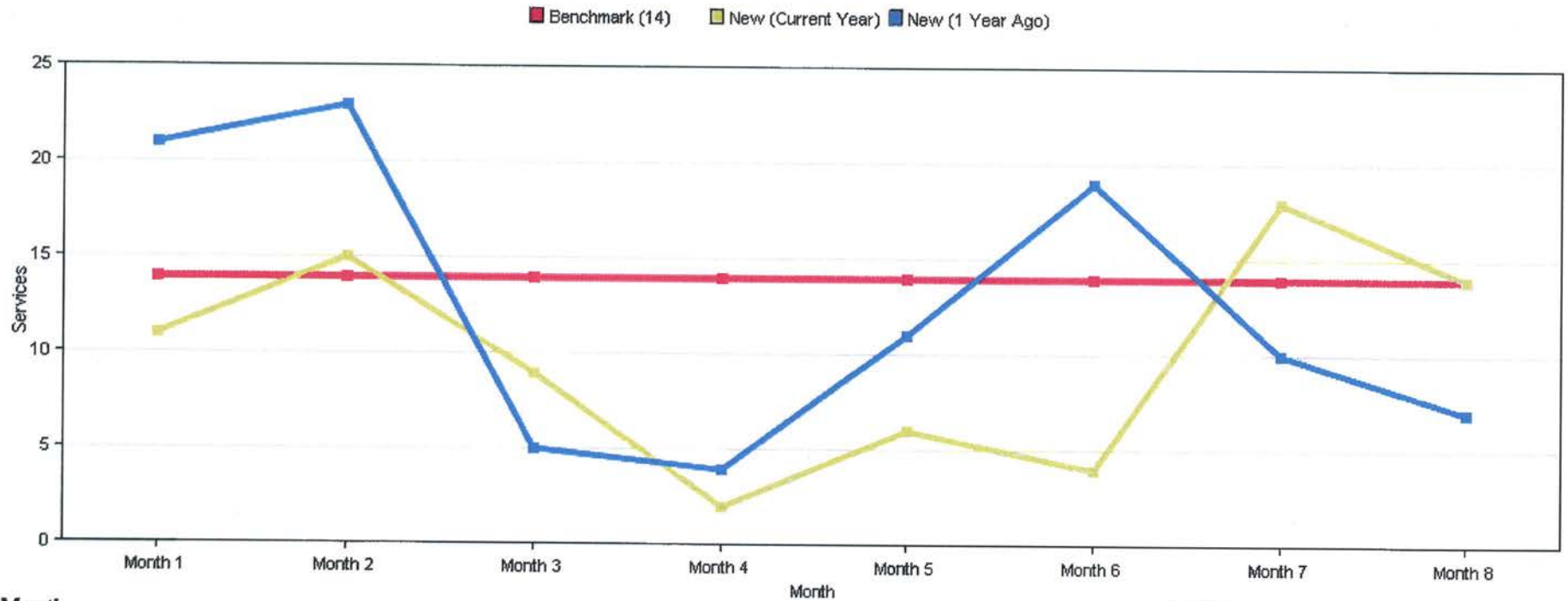
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 24

December 2014	25	25
December 2013	18	18
January 2015	24	24
January 2014	26	26
February 2015	48	48
February 2014	26	26



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 25



Month	NEW	Total
July 2014	11	11
July 2013	21	21
August 2014	15	15
August 2013	23	23
September 2014	9	9
September 2013	5	5
October 2014	2	2
October 2013	4	4
November 2014	6	6
November 2013	11	11



Service Counts by Month Report

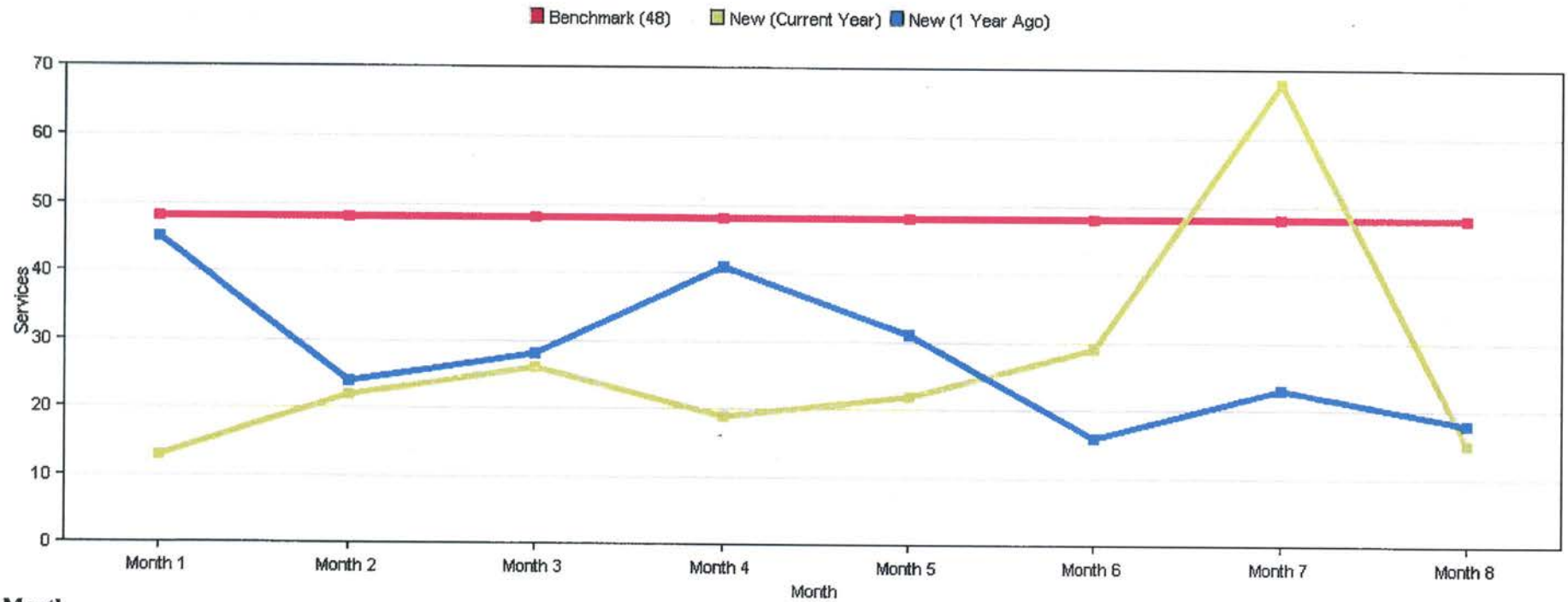
Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 25

December 2014	4	4
December 2013	19	19
January 2015	18	18
January 2014	10	10
February 2015	14	14
February 2014	7	7



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 26



Month	NEW	Total
July 2014	13	13
July 2013	45	45
August 2014	22	22
August 2013	24	24
September 2014	26	26
September 2013	28	28
October 2014	19	19
October 2013	41	41
November 2014	22	22
November 2013	31	31



Service Counts by Month Report

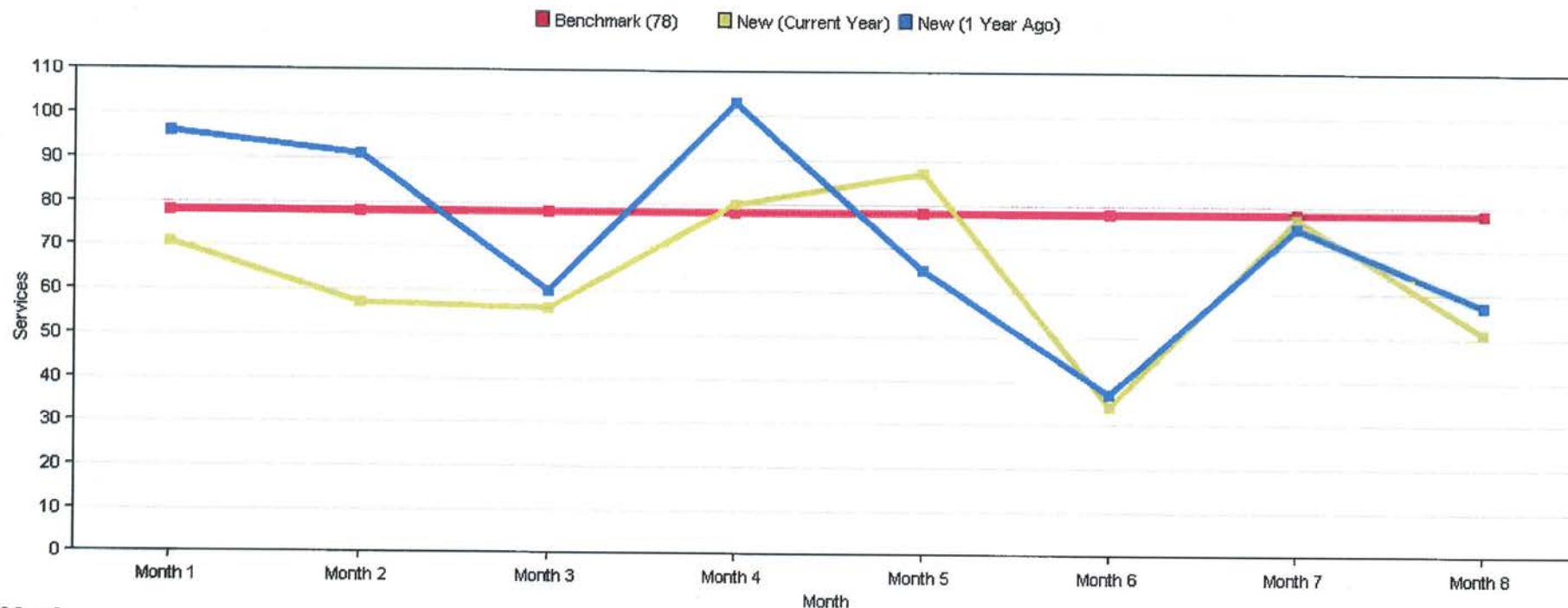
FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 26

December 2014	29	29
December 2013	16	16
January 2015	68	68
January 2014	23	23
February 2015	15	15
February 2014	18	18



Service Counts by Month Report

Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 27



Month	NEW	Total
July 2014	71	71
July 2013	96	96
August 2014	57	57
August 2013	91	91
September 2014	56	56
September 2013	60	60
October 2014	80	80
October 2013	103	103
November 2014	87	87
November 2013	65	65



Service Counts by Month Report

FTRI Date Range: Date Range: July 2014 - February 2015 · Paid Service Types: New · RDCs: 27

December 2014	34	34
December 2013	37	37
January 2015	77	77
January 2014	75	75
February 2015	51	51
February 2014	57	57

Access Line History Analysis

Actual FYE 2008	Actual FYE 2009	Actual FYE 2010	Actual FYE 2011	Actual FYE 2012	Actual FYE 2013	Actual FYE 2014	Actual/Estimates FYE 2015	Access Lines Estimates FYE 2016 w/ 4% decrease	Revenue FYE 2015 estimate @ .11 w/ 4% decrease
9,375,466	8,815,004	8,096,486	7,553,596	6,838,945	6,584,024	6,342,565	6,037,538	5,796,036	\$631,188 July
9,147,278	8,716,368	8,071,695	7,479,208	6,885,220	6,542,931	6,417,097	6,058,064	5,815,741	\$633,334 August
9,189,886	8,677,177	7,999,621	7,467,529	6,908,125	6,484,155	6,326,848	5,996,476	5,756,617	\$626,896 September
9,210,967	8,627,120	8,002,066	7,471,296	6,906,132	6,550,447	6,295,333	6,007,364	5,767,069	\$628,034 October
9,186,287	8,702,997	7,971,025	7,512,138	6,995,830	6,597,709	6,346,244	6,007,297	5,767,005	\$628,027 November
9,245,212	8,599,711	7,915,128	7,529,090	7,002,979	6,617,452	6,329,055	5,990,027	5,750,426	\$626,221 December
9,207,363	8,614,307	7,913,944	7,591,945	6,990,842	6,614,046	6,311,380	6,122,039	5,877,157	\$640,022 January
9,366,684	8,606,756	7,934,664	7,645,686	6,991,732	6,591,998	6,310,239	6,120,932	5,876,095	\$639,907 February
9,205,512	8,461,321	7,905,190	8,433,887	6,980,559	6,604,885	6,287,958	6,099,319	5,855,346	\$637,647 March
9,021,459	8,418,451	7,776,405	7,325,384	6,836,589	6,535,761	6,327,782	6,137,949	5,892,431	\$641,686 April
8,943,114	8,323,903	7,736,433	7,301,180	6,534,574	6,433,387	6,076,699	5,894,398	5,658,622	\$616,224 May
9,229,862	8,140,191	7,564,735	6,030,052	6,729,774	6,359,081	6,047,010	5,865,600	5,630,976	\$613,213 June
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
110,329,090	102,703,306	94,887,392	89,340,991	82,601,301	78,515,876	75,418,210	72,337,002	69,443,522	\$7,562,400
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
9,194,091	8,558,609	7,907,283	7,445,083	6,883,442	6,542,990	6,284,851	6,028,083	FYE 2016 Lines	FYE 2016 Revenue
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
-4.21%	-6.91%	-7.61%	-5.85%	-7.54%	-4.95%	-3.95%	-4.09%	-4.00%	
-----	-----	-----	-----	-----	-----	-----	-----	-----	
\$12,014,837.90	\$11,184,390.02	\$10,333,236.99	\$9,729,233.92	\$8,995,281.68	\$8,550,378.90	\$8,213,043.07	\$7,877,499.51	\$7,562,399.53	\$7,877,499.51 FYE 2014 Budget r
									\$7,562,399.53 FYE 2015 est. rev
									\$315,099.98

4.00% % Change

CAT V

Expense Account # 5501

Line 26 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Advertising	Tallahassee Democrat					
2014/2015	2 Potential ads @ \$655.00 running twice <i>current average is 655.00</i> <i>expect two more ads (data entry & outreach)</i>	0.00	1,310.00	1,310.00		
2015/2016	2 Potential ads @ \$655 running twice last verbal quote \$655 (655 x 0.8% infl = \$660.24) (660.24 x 4 = \$2640.96)				0.80%	\$2,640.96

26A Estimated FYE 2014/2015 1,310.00

26B Total Estimated 2015/2016 \$2,640.96

26A. One employee terminated employment and another has advised us of a move out of town later this fiscal year for potentially two staff turnovers. One (1) ad was placed to fill the open position. It is anticipated that it will require the additional ads to advertise the open positions sometime between January and June 2015.

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 \$660.24 each per run and 4 runs in a year. (2 ads x \$660.24 each and 2 runs) = **\$2,640.96**.

2014/2015 Approved Budget \$ 4,905 4,905.00

	<u>Decreased</u>	<u>Increased</u>
2015/2016 Budget-% of change from prior FY	-46%	0%

CAT V

Expense Account # 5510

Line 29 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Computer Consult.	LiquiFusion ***					
2014/2015	Network Administration Contractor desktop support Website Hosting Misc. Supplies	6,192	8,365 2,400	14,557 2,400 0 0		
2015/2016	LiquiFusion *** Network Administration-5510 Contractor desktop support Special Project/ refresh Website Website Hosting Misc. Supplies- see office supplies					\$7,620 \$10,400 \$5,950

Estimated FYE 2014/2015 **16,957**

Total Estimated 2015/2016

\$23,970

29B. Included are funding for periodic software technical support and network administration support. FTRI intends to use LiquiFusion for maintenance of the server and network as well as, hiring an outside server maintenance and back up facility. FTRI is looking to contract with a desktop / IT tech, to assist with Internal and RDC desktop issues as well as other technology related internal needs, 4 hours per week at \$50 per hour.

Website & Network Administration and	\$ 7,620
Server Monitoring & Remote backup	
Desktop support and tech assistance	\$10,400
Special Project/ refresh website	\$ 5,950

Total estimated 2015/2016 budget is **\$23,970**

2014/2015 Approved Budget \$18,690

18,690.00

2015/2016 Budget % of change from prior FY

<u>Decreased</u>	<u>Increased</u>
	28.25%

CAT V

Expense Account # 5519
Line 30 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Dues & Subscpt. 2014/2015	Various Associations	1,810.00	1,200.00	3,010.00		
2015/2016	Various Associations Based on prior FY activity increased by inflation rate				0.80%	\$3,034.08

Estimated FYE 2014/2015

3,010.00

Total Estimated 2015/2016 **\$3,034**

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 2015/2016 budget is **\$3,034**

2014/2015 Approved Budget 3,060.00

2015/2016 Budget % of change from prior FY Decreased Increased
-1%

CAT V

**Expense Account # 5522
Line 31 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Office Furniture 2014/2015	Various Vendors Estimated purchases Misc. replacement chairs, tables storage.	0.00	0.00	0.00		
2015/2016	Estimated purchases Misc. replacement chairs, tables storage.				0.00%	\$250

Estimated FYE 2014/2015

0.00

Total Estimated 2015/2016 \$250

31B. Included are the costs for replacement of chairs, file cabinets, desks, stands and document storage. FTRI needs to replace and/or repair the conference room table in 2016 FYE. \$250 for repair of conference room table.

Total estimated 2015/2016 budget is **\$250**.

2014/2015 Approved Budget

500

	<u>Decreased</u>	<u>Increased</u>
2015/2016 Budget % of change from prior FY	-50%	

CAT V

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

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Office Equipment & Computer Software	Computers & Hardware					
	workstation/laptop replacements/ total 4 units at \$900 each in 2016	775	900	1,675		\$3,600
	Server-replace old server-done in June 2014					\$0
	budget for a new network switch					\$1,200
	Hard Drives/CD Drives/Misc.			0		\$500
	Laptops for office staff (one)					\$1,200
	Phone system upgrade needed		4,745	4,745		
	Various Vendors					
	desktop printers-replacements	379	0	379		\$600
	misc. equipment Needed		100	100		\$300
	Server install and setup- last done in 2014					\$0
	Software					
	Peachtree Upgrade- for Sage 2016	1,049	0	1,049		\$1,500
	misc. software and/or upgrades	514	500	1,014		\$1,100
	Network VMWARElicenses- backup		1,750	1,750		\$1,750
Server CALs					\$750	

Estimated FYE 2014/2015 **10,712**

Total Estimated 2014/2015

\$12,500

32B. Included are the costs four (4) computer workstations, various drives to replace old units. Virus software updates and renewal, various equipment purchases, repairs and upgrades. Accounting software with Sage (SAGE 50) is now a subscription new 2016 version.

Total estimated 2015/2016 budget is \$12,500

2014/2015 Approved Budget \$ 18,500 \$18,500.00

2015/2016 Budget % of change from prior FY Decreased Increased
-32%

CAT V

**Expense Account # 5541
Line 33 - A & B**

* Price set by contract

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Office Equipment Lease 2014/2015 *	Pitney Bowes Quarterly Payments	315.96	296.00	611.96		
	Wells Fargo/Konica	460.00	552.00	1,012.00		
	Property Assessmnt. on Equip.	173.14	0.00	173.14		
2015/2016	Pitney Bowes Postage Equipment 147.99 qtrly					\$591.96
	Wells Fargo Network Printer/Fax/Scanner 92.00					\$1,104.00
	Property Assessmnt. on Equip. \$173.14				0.80%	\$190.45
Estimated FYE 2014/2015 949.10				1,797.10		
Total Estimated 2015/2016						\$1,886

33B. The budget is based on the prior year contracted rate for equipment with Pitney Bowes and Well Fargo with an annual property tax assessment on the equipment.

Total estimated 2015/2016 budget is **\$1,886**

2014/2015 Approved Budget \$1,935.00

2015/2016 Budget % of change from prior FY

<u>Decreased</u>	<u>Increased</u>
-3%	

CAT V

Expense Account # 5544
Line 34 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Health & Life Insurance	NTCA July - December 2014 (includes Health Care Credit of \$13,024.35)	71,751		\$71,751		
	2014/2015 January - June * 16131.06 mnthly 6 mnths @ 16131.06 3mnths @ 18474.00 + 1 new employee		96,786 55,422	\$96,786		
2015/2016	July - December -2015 \$16,131.06 Plus one added employee @ 18474.00 Jan-Jun 2016 w/ 10% increase New Healthcare Bill credit starts phasing out in 2014, no projection Less employee contributions est. \$2690.90 \$2230.30 / mnth				16131.06 x 6	\$96,786 \$106,465 \$0 -\$26,764

Estimated FYE 2014/2015

\$168,537 *

Total Estimated 2015/2016

\$176,487

34B. Projected increases are based on market projections from Forbes article and other business sources. An accurate projection of an increase is not possible due to ongoing uncertainty in Health Care legislation. FTRI has chosen to project a 10% increase in premium based on research of articles conducted. Additionally employees now contribute 5% of the premium for single coverage and 25% of the difference between single and dependent coverage.

Total estimated 2015/2016 budget is **\$176,487**.

for reference

2014/2015 Approved Budget is 209,578.00

2015/2016 Budget % of change from prior FY Decreased Increased
-16%

CAT V

Expense Account # 5547

Line 35 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Other-Insurance 2014/2015	Workers Compensation est prem due Feb 2015 \$2,695 annually	1,483.98	1,347.50	2,831.48		
	General Liability - july renewal	1,080.00	1,080.00	2,160.00		
	Board Members Liability-july renewal	769.02	769.02	1,538.04		
	Commercial Property -Jan renewal \$2304.16	1,177.62	1,152.08	2,329.70		
	Traveler's div credit	-413.00		-413.00		
2015/2016	Workers Compensation Feb 2015- renewal \$2695				2.00%	\$2,748.90
	General Liability				2.00%	\$2,203.20
	Board Members Liability Commercial Property				2.00% 2.00%	\$1,568.80 \$2,376.29

Estimated FYE 2014/2015

8,446.22

Total Estimated 2015/2016

\$8,897

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. Budget amount for FYE 2016 based on actual plus small escalation of 2%.

Total estimated 2015/2016 budget is \$8,897

2014/2015 Approved Budget

9,292.00

2015/2016 Budget % of change from prior FY

Decreased Increased
-4%

These items are paid in full and booked as pre-paid, monthly accruals done to expense.

<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 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
2014/2015						
Janitorial/Cleaning	HGB Cleaning ^ monthly + carpet cleaning	2,100	2,100	4,200		
Pest Control	Capelouto (altern. mos) ^	234	312	546		
Security	ADT Security Service ^	394	394	788		
Office/Sundries	Water/Food/Staff misc.	1,031	850	1,881		
Office/Supplies	OfficeDepot/Staples/RapidRefill/Various	2,478	4,955	7,433		
Non/Category Items	Various- help moving boxes/furniture	0	350	350		
Misc. Office Exp.	Shredding Services	360	400	760		
2015/2016						
Janitorial/Cleaning	HGB Cleaning ^ \$350 mnth + 400 carpt clng				0.80%	\$4,637
Pest Control	Capelouto pest control				0.80%	\$550
Security	ADT Security Service				0.80%	\$794
Office/Sundries	Water/Food/Staff misc.				0.80%	\$1,896
Office/Supplies	OfficeDepot/Staples/RapidRefill/Various				0.80%	\$7,492
Non/Category Items	Various- help moving boxes/furniture				0.80%	\$353
Misc. Office Exp.	Shredding Services-based on FY15				0.80%	\$801

Estimated FYE 2014/2015 **15,957.81**

Total Estimated 2015/2016 \$16,524

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

Total estimated 2015/2016 budget is **\$16,524**

2014/2015 Approved Budget 17,014.00

2015/2016 Budget % of change from prior FY	<u>Decreased</u>	<u>Increased</u>
	-2.88%	0%

CAT V

Expense Account # 5554

Line 37 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget	
Postage				0	0.80%	\$0	
				0	0.80%	\$0	
		United States Postal Service					
		Postage on Meter	2,583.96	3,000.00	5,584	0.80%	\$5,629
		Permits -postage			0	0.80%	\$0
		Meter Permits/std 527 & 533	905.00	220.00	1,125	0.80%	\$1,134
		Permit #533 - postage	860.00		860	0.80%	\$867
		Permit #527 - postage	775.00	500.00	1,275	0.80%	\$1,285
	Special Mailings			750		\$750	
	Pitney Bowes Inc.						
	Meter supplies		250.00	250	0.80%	\$252	

Estimated FYE 2014/2015

9,843.96

Total Estimated 2015/2016 \$9,917

37B. Included are increases from USPS, 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 = \$5,629
 Permit & Accounting fees for permits #533, #527 and meter = \$1,134
 Postage on Permit #533, #527 = \$2,152
 Special mailings = \$750
 Meter supplies = \$252

Total estimated 2015/2016 budget is **\$9,917**

2014/2015 Approved Budget 12,527.00

	<u>Decreased</u>	<u>Increased</u>
2015/2016 Budget % of change fr prior FY	-21%	

CAT V

Expense Account # 5557

Line 38 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Printing 2014/2015	FMI Forms Management Business Cards	0.00	180.00	180		
	Misc. Office Supply Printing	627.00	0.00	627		
	Graphateria/Kinko's Annual Reports/Various Projects	468.00	250.00	718		
2015/2016	FMI Forms Management Business Cards				0.80%	\$181
	Misc. Office Supply Printing				0.80%	\$632
	Graphateria/Kinko's Annual Reports/Various Projects				0.80%	\$724

Estimated FYE 2014/2015 **1,525**

Total Estimated 2015/2016 \$1,537

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 2015/2016 budget is **\$1,537**.

2014/2015 Approved Budget 1,860.00

	<u>Decreased</u>	<u>Increased</u>
2015/2016 Budget % of change from prior FY	-17%	

CAT V

Expense Account # 5561

Line 40 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Utilities	City of Tallahassee Basic Services trailing 6 month avg=580 monthly	2,861.74	2,900.00	5,761.74	0.80%	\$5,808

Estimated FYE 2014/2015 **5,761.74**

Total Estimated 2015/2016 \$5,808

40B. Included are costs for electricity, water, sewer. Based on actual plus inflationary adjustment.

The total estimated 2015/2016 budget is **\$5,808**.

2014/2015 Approved Budget 7,077.00

	<u>Decreased</u>	<u>Increased</u>
2015/2016 Budget % of change from prior FY	-18%	0%

CAT V

**Expense Account # 5566
Line 42 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Employee	2014/2015					
Compensation	12 employees YTD of 15 authorized positions	\$220,903		\$220,903		
	11 employees Jan to June 2015 new O.R. person Apr-May-Jun		\$208,670	\$208,670		
	Overtime		\$10,000			
			\$2,500	\$2,500		
	2015/2016					
Overtime	11 12 employees, 15 positions authorized					\$417,341
	240 hours @ \$19.00					\$0
	increase of 3%					\$4,560

Estimated FYE 2014/2015

432,073

Total Estimated 2015/2016

\$434,558

42B.	
Compensation	\$417,341
Overtime	\$ 4,560
3% increase	<u>\$ 12,657</u>
Total estimated 2015/2016 budget is \$434,558	

2014/2015 Approved Budget

\$498,750.00

2015/2016 Budget % of change from prior FY

Decreased	Increased
<u>-13%</u>	

Mike Sutter terminated Nov 2014

CAT V

**Expense Account # 5569
Line 43 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Temporary Staff	ADECCO					
2014/2015	various special projects potential 1 vacant position 40 hrs x 2 wks @ \$20.00	0.00	1,600.00	0.00 1,600.00		
2015/2016	ADECCO various special projects- none budgeted potential 1 vacant position ** 40 hrs x 10 wks @ \$20.00					\$0 \$8,000

Estimated FYE 2014/2015

1,600

Total Estimated 2015/2016 \$8,000

** FTRI calculated FYE 2015 with same rate however, rates could increase.

43B. Included are costs to cover staff absences, handle special projects, and when necessary cover vacant positions.

1 turnover x 10 weeks per vacancy x 40 hours per week at the rate of \$20.00 = \$8,000

Total estimated 2015/2016 budget is **\$8,000**.

2014/2015 Approved Budget 8,000.00

	<u>Decreased</u>	<u>Increased</u>
2015/2016 Budget % of change from prior FY	0%	0%

CAT V

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

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Taxes - Payroll	United States Government					
	2014/2015 July-Dec we had 12 employees 211,170 @ 7.65% 208,990 + 2,500 = 211,170 Jan-June we have 11 employees	16,901.72	16,154.51	16,902 16,155		
	2015/2016 457,341.00 \$417,341 @ 7.65%					\$31,927
	Overtime 240 hours @ \$19.00 \$4,560 @ 7.65% increase 3% increase \$13857 \$12,657 x 7.65%					\$349 \$968
Estimated FYE 2014/2015				33,056		

Total Estimated 2015/2016 \$33,244

44B. Included is the estimated payroll taxes for 11 employees.
Total estimated 2015/2016 budget is **\$33,244**

2014/2015 Approved Budget 38,155.00

2015/2016 Budget % of change from prior FY Decreased Increased
-13%

CAT V

Expense Account # 5581

Line 47 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Telephone 2014/2015	A.T. & T cell phones \$168.84 mnth add verizon line for hot spot laptop @94 per month Feb-2015 Centurylink telephone services \$\$1,221.23 Phone System Repairs/config assistance from phone tech on system	1,013.04 7,192.35 135.00	1,013.04 470.00 7,192.32 0.00	2,026 470 14,385 135		
2015/2016	A.T. & T cell phones \$168.84 mnth FYE 15 add verizon line for hot spot laptop @94 per month Feb-2015 Centurylink telephone services \$1,198.72 FYE 15 Phone System configuration maint.				0.80% new contract-no incr exptd 0.80%	\$2,042 \$1,128 \$14,500 \$1,000

Estimated FYE 2014/2015 **17,015.75**

Total Estimated 2015/2016 \$18,670

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

Total estimated 2015/2016 budget is **\$18,670**

2014/2015 Approved Budget \$19,138 19,138.00

2015/2016 Budget % of change from prior FY	Decreased	Increased
	-2%	0%

CAT V

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

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Equip. Maintenance 2014/2015	Lewis Digital Maintenance contract average \$36.51	219.06	219.06	438		
	CTL and Various Vendors Century Link	0.00	904.28 0.00	904 0		
2015/2016	Lewis Digital Maintenance contract				0.80%	\$442
	Various Vendors Small equipment				0.80%	\$912

Estimated FYE 2014/2015 **1,342**

Total Estimated 2015/2016 \$1,353

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 2015/2016 budget is **\$1,353**.

2014/2015 Approved Budget 1,349.00

2015/2016 Budget % of change from prior FY Decreased Increased
0.31%

CAT V

Expense Account # 5592

Line 50 - A & B

Category	Vendor or Service	Jul-Dec FYE 2015 Actual Cost	Jan-Jun FYE 2015 Estimated Costs	FYE 2015 Estimated End	Estimated FYE 2016 Increases	Proposed FYE 2016 Budget
Employee Training	Sign Language Instruction various teachers	0.00	0.00	0		
2014/2015	Workshops & Conferences functions & seminars, Trng leadership traing/prof dvlpmt seminars	2,000.00	2,100.00	4,100		
	Training on employee devlpmt at \$200 each per 3 people		600.00	600		
	New Hire Testing averaging \$300 per test module 1 vacancy x 2 tests.		600.00	600		
2015/2016	Sign Language Instruction various teachers- planning on restarting ASL class \$150 per month					\$1,800
	Workshops & Conferences functions & seminars Prof dvlpmt, One for trip to NTCA for Business Mgr to refresh benefits education.					\$1,800
	Training on employee devlpmt at \$200 each per 4 people					\$2,000
	New Hire Testing averaging \$300 per test module 1 vacancy x 2 tests.					\$800
						\$600

Estimated FYE 2014/2015

5,300.00

Total Estimated 2015/2016

\$7,000

50B. This will allow for various training & development opportunities for staff to include sign language, manager coaching, employee development, or similar job specific skill programs.

Total estimated 2015/2016 budget is **\$7,000.**

2014/2015 Approved Budget

7,000.00

2015/2016 Budget % of change from prior FY

Decreased	Increased
<hr/>	
0.00%	

