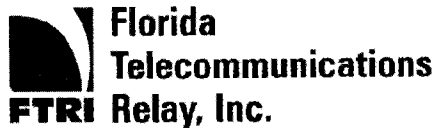


<b>REQUEST TO ESTABLISH DOCKET</b> (Please type or print. File original with CLK.)		
Date:	3/4/2020	
1. From Division / Staff:	Idm/Curtis Williams <i>CW</i> <i>AZ</i> <i>CH</i>	
2. OPR:	IDM	
3. OCR:	GCL	
4. Suggested Docket Title:	Commission Approval of Florida Telecommunications Relay, Inc.'s Fiscal Year 2020/2021 Proposed Budget.	
5. Program/Module/Submodule Assignment:	A19, B11	
6. Suggested Docket Mailing List		
a. Provide NAMES/ACRONYMS, if registered company		<input checked="" type="checkbox"/> Provided as an Attachment
Company Code, if applicable:	Parties (include address, if different from MCD):	Representatives (name and address):
	Sean Bankston	
	Florida Telecommunications Relay, Inc.	
	1820 East Park Avenue	
	Suite 101	
	Tallahassee, FL 32301	
b. Provide COMPLETE NAME AND ADDRESS for all others (match representatives to companies)		
Company Code, if applicable:	Interested persons, if any, (include address, if different from MCD):	Representatives (name and address):
	Copy all interested persons from Docket No. 20190057-TP.	
7. Check one:	<input checked="" type="checkbox"/> Supporting documentation attached <input type="checkbox"/> To be provided with Recommendation	
<b>Comments:</b> Delete James Forstall and replace with Sean Bankston. The mailing address for Florida Telecommunications Relay, Inc. remains the same.		

RECEIVED-FPSC  
 2020 MAR -4 AM 10:55  
 COMMISSION CLERK



March 2, 2020

Mr. Curtis Williams, Regulatory Analyst IV  
Office of Industry Development & Market Analysis  
Florida Public Service Commission  
2540 Shumard Oak Boulevard  
Tallahassee, FL 32399

**Re: Approved FTRI FY 2021 Budget**

Mr. Williams:

Pursuant to FS 427.704(4)(e), the FTRI FY 2021 budget as approved by the Board of Directors on February 24, 2020 is hereby provided in support of the Commission's annual review of the TASA surcharge. The approved budget:

- Maintains the \$0.10 /line/month TASA surcharge
- Reflects a 5.4% reduction in year-over-year budgeted operating expenses
- Utilizes \$480,289 of the \$17.2M reserve fund to offset surcharge revenue shortfall

As the administrator of the telecommunications access system which consists of the Florida Relay Service and the specialized equipment distribution program, FTRI continues to effectively manage reasonable administrative costs in the fulfillment of the duties defined in FS 427.705.

FTRI looks forward to working with the Commission, the TASA Advisory Committee, and interested community groups to modernize FS 427 for the purposes of:

- Aligning with the ADA, CVAA of 2010, and Federal Title 47, CFR 64.604
- Providing services and equipment to >2.5M unserved qualifying Florida residents
- Developing a sustainable funding model that evolves with technology advancements

Thanks to the Commission, TASA Advisory Committee members, Regional Distribution Centers, and certifiers across the state for supporting this critical Title XXX Social Welfare service.

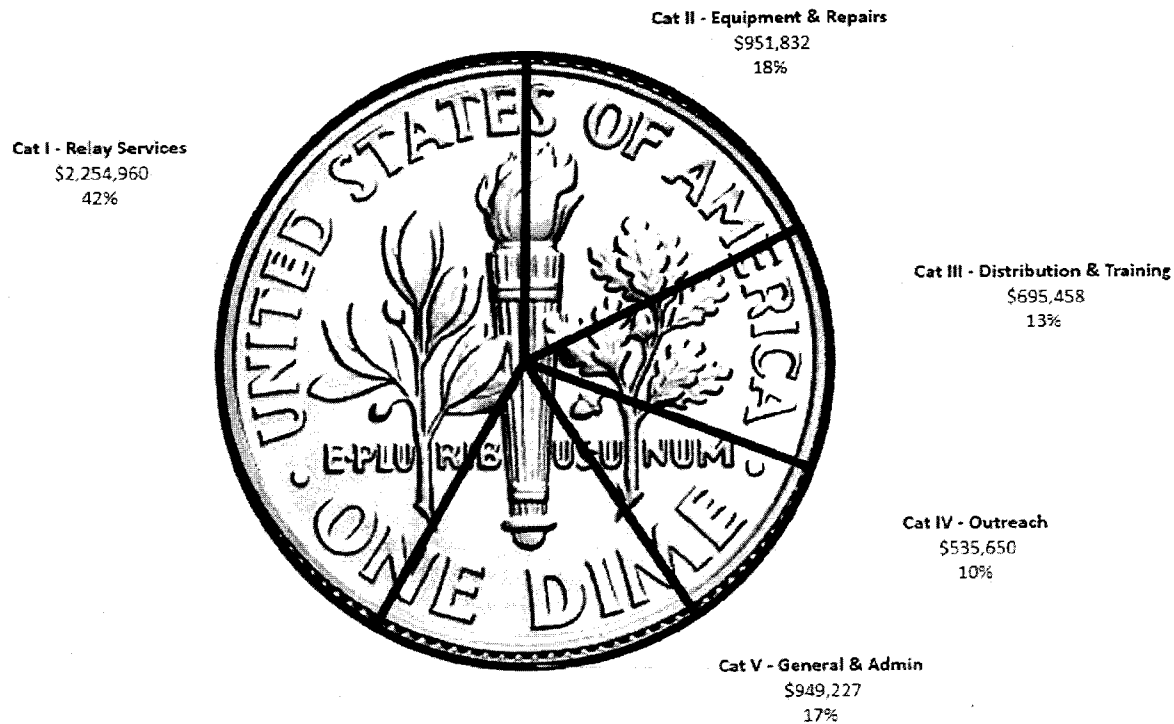
Regards,

A handwritten signature in black ink, appearing to read "Sean Bankston", written over a horizontal line.

Sean Bankston  
FTRI Executive Director

Enclosures

# BUDGET HIGHLIGHTS | FY 2020 - 2021



- Maintains \$0.10 /line/month TASA surcharge
- Reflects 5.4% reduction in year-over-year budgeted operating expenses
- Utilizes \$480,289 from \$17.2M reserve fund to offset surcharge revenue shortfall

## **Approved Budget**

---

Fiscal Year Ended  
June 30, 2021

Florida Telecommunications Relay, Inc.  
Fiscal Year 2020/2021 Budget @ .10 cents surcharge

	2019/2020 APPROVED BUDGET	2019/2020 ESTIMATED REV & EXPEND	2020/2021 APPROVED BUDGET	Estimated to Budget VARIANCE 2019/2020 2020/2021	Budget to Budget VARIANCE 2019/2020 2020/2021
<b>OPERATING REVENUE</b>					
1 Surcharges	5,315,788	5,098,137	4,792,249	(305,888)	(523,539)
2 Interest Income	93,921	111,674	114,589	2,915	20,668
<b>TOTAL OPERATING REV</b>	<b>5,409,709</b>	<b>5,209,811</b>	<b>4,906,838</b>	<b>(302,973)</b>	<b>(502,871)</b>
<b>OTHER REVENUE/FUNDS</b>					
3 Surplus Account	16,957,128	17,353,184	17,222,460	(130,724)	265,332
<b>TOTAL REVENUE</b>	<b>22,366,837</b>	<b>22,562,995</b>	<b>22,129,298</b>	<b>(433,697)</b>	<b>(237,539)</b>
<b>OPERATING EXPENSES</b>					
<b>CATEGORY I - RELAY SERVICES</b>					
4 DPR Provider	2,556,170	2,556,170	2,254,960	(301,210)	(301,210)
<b>SUBTOTAL-CATEGORY I</b>	<b>2,556,170</b>	<b>2,556,170</b>	<b>2,254,960</b>	<b>(301,210)</b>	<b>(301,210)</b>
<b>CATEGORY II - EQUIPMENT &amp; REPAIRS</b>					
5 TTY/TDD	0	0	96,000	96,000	96,000
6 CapTel Phone Equipment	16,875	0	0	0	(16,875)
7 VCP Hearing Impaired	813,659	646,535	635,800	(10,735)	(177,859)
8 VCP Speech Impaired	0	0	24,000	24,000	24,000
9 TeliTalk Speech Aid	15,480	31,215	32,760	1,545	17,280
10 In-Line Amplifier	0	28,625	34,950	6,325	34,950
11 ARS Signaling Equip	0	1,520	2,592	1,072	2,592
12 VRS Signaling Equip	7,733	7,246	16,400	9,154	8,667
13 Accessories & Supplies	1,499	150	518	368	(981)
14 Telecomm Equip Repair	83,148	91,239	108,812	17,573	25,664
<b>SUBTOTAL-CATEGORY II</b>	<b>938,394</b>	<b>806,530</b>	<b>951,832</b>	<b>145,302</b>	<b>13,438</b>
<b>CATEGORY III - EQUIPMENT DISTRIBUTION &amp; TRAINING</b>					
15 Freight-Telecomm Equip	42,793	28,229	30,862	2,633	(11,931)
16 Regional Distr Centers	664,128	535,647	664,128	128,481	0
17 Training Expense	468	468	468	0	0
<b>SUBTOTAL-CATEGORY III</b>	<b>707,389</b>	<b>564,344</b>	<b>695,458</b>	<b>131,114</b>	<b>(11,931)</b>

Florida Telecommunications Relay, Inc.  
Fiscal Year 2020/2021 Budget @ .10 cents surcharge

	2019/2020	2019/2020	2020/2021	Estimated to Budget	Budget to Budget	
	APPROVED BUDGET	ESTIMATED REV & EXPEND	<del>APPROVED</del> BUDGET	VARIANCE 2019/2020 2020/2021	VARIANCE 2019/2020 2020/2021	
CATEGORY IV - OUTREACH						
18 Outreach Expense	535,650	535,650	535,650	0	0	
SUBTOTAL-CATEGORY IV	535,650	535,650	535,650	0	0	
CATEGORY V - GENERAL & ADMINISTRATIVE						
19 Advertising	1,247	0	0	0	(1,247)	
20 Accounting/Auditing	21,221	20,768	20,823	55	(398)	
21 Legal	33,500	28,776	28,776	0	(4,724)	
22 Computer Consultation	6,710	5,037	5,020	(17)	(1,690)	
23 Dues & Subscriptions	2,307	2,482	2,482	0	175	
24 Office Equipment Purchase	9,131	8,551	7,131	(1,420)	(2,000)	
25 Office Equipment Lease	1,751	1,751	1,751	0	0	
26 Leasehold Improvements			6,000	6,000	6,000	
27 Insurance-Hlth/Life/Dsblty	165,266	153,475	181,893	28,418	16,627	
28 Insurance-Other	9,609	9,717	9,741	24	132	
29 Office Expense	11,914	12,235	12,248	13	334	
30 Postage	4,527	4,139	4,139	0	(388)	
31 Printing	1,216	1,323	1,323	0	107	
32 Rent	91,317	91,611	91,715	104	398	
33 Utilities	5,250	5,408	5,408	0	158	
34 Retirement	80,909	75,436	77,030	1,594	(3,879)	
35 Employee Compensation	456,961	404,000	431,510	27,510	(25,451)	
36 Taxes - Payroll	33,478	31,741	31,979	238	(1,499)	
37 Taxes - Unemplmt Comp	63	63	56	(7)	(7)	
38 Taxes - Licenses	61	61	61	0	0	
39 Telephone	15,615	15,329	17,030	1,701	1,415	
40 Travel & Business	4,055	4,859	8,111	3,252	4,056	
41 Equipment Maint.	762	854	855	1	93	
42 Employee Training/Dev	950	225	4,145	3,920	3,195	
SUBTOTAL-CATEGORY V	957,820	877,841	949,227	71,386	(8,593)	
TOTAL EXPENSES	5,695,423	5,340,535	5,387,127	46,592	(308,296)	-5.41%
REVENUE LESS EXPENSES	16,671,414	17,222,460	16,742,171	(480,289)	70,757	
			-480,289			

**Line Item Information**  
**FTRI FY 2020/2021 Board Approved Budget**  
*Submitted to the FPSC Staff on Monday, March 2, 2020*

**Definitions:**

**YE Estimate:**

FTRI projects the YE (Year End) Estimate based on Year-to-Date December of the current fiscal year plus calculated projections based on available historical data combined with planned operational requirements and projected demand.

**Common Industry Acronyms Used:**

DPR – Dual Party Relay

AIMS – Automated Information Management System-FTRI uses this computer software to maintain information for the Equipment Distribution System.

TRS – Telecommunications Relay Service

FPSC – Florida Public Service Commission

FTRI – Florida Telecommunications Relay, Inc.

IP-CTS – Internet Protocol Captioned Telecommunications Service

CTS – Captioned Telecommunications Service

TDD – Texting Device for the Deaf, also known as a TTY

TTY – Text Telephone, also known as a TDD

VCO – Voice Carry-Over phone

HCO – Hearing Carry-Over phone

VCO/HCO – A Combined Voice Carry-Over and Hearing Carry-Over phone.

NDBEDP – National Deaf Blind Equipment Distribution Program.

NDBEDP is also known as iCanConnect

VCP or VCPH – Volume Control Phone

VCPS – Volume Control Phone for Speech Impaired

GEWA – brand name of the Jupiter Speaker Phone

ARS – Audible Ring Signaling device

TRS – when used to describe equipment- Tactile Ring Signaling Device

TRS can also be used to describe Telecommunications Relay Service

VRS – when used to describe equipment – Visual Ring Signaling Device

VRS can also be used to describe Video Relay Service

RDC – Regional Distribution Center (contracted with FTRI)

## Line Item Notes:

### 1. GL# 3050 Surcharge Revenue

FTRI is showing a decrease of \$305,888 in surcharges from FY 2019/2020 Estimated Revenue. As we do each year, actual access lines reported to us by the telephone companies are logged into a spreadsheet (Attachment A). For the months remaining in the current fiscal year-end, an estimate is made on expected access lines to be reported using a conservative estimate based on previous years. FTRI has conservatively selected a decrease of 6 percent for this estimate, although historically over the past 5 years the decrease has been more than 6 percent. Additionally, FTRI applies the conservative estimated decrease of 6 percent to actual to date and year end estimated access lines to calculate the budget year estimated access lines. FTRI applies the current surcharge rate to those estimated access lines for the budget year and the corresponding administrative allowance of 1 percent. FTRI is recommending that we maintain the surcharge at 10 cents per access line.

### 2. GL#3450 Interest Income.

Interest Income is estimated to increase \$2,915 from FY 2019/2020 Estimated Revenue. FTRI earns interest from Regions Bank Non-Profit Public Funds Money Market account. Our Regions Bank Public Funds checking is not an interest-bearing account and requires maintaining a \$500,000 minimum balance. Interest rate from July 2019 to December 2019 was 0.65% and is currently 0.75% as of January 2020. A RIM Government Only enhanced Cash recommendation by Regions Bank could increase the yield to 1.63% (reported yield as of January 2020). Working with FTRI, Regions Bank remains available to the Commission to provide additional information on the recommended public funds solution for FTRI's surplus funds.

### 4. GL# 5110 Dual Party Relay Provider

The DPR Provider account year end estimate is the same as budgeted for 2019/2020. No year-end estimate was provided by SPRINT. March 1, 2018 began a new contract with SPRINT and the FPSC with higher rates. Traditional TRS minutes are billed at \$1.35 per minute. while CapTel minutes are billed at \$1.69 per minute. Each year FTRI receives a budget estimate from the DPR provider. Attachment B is the spreadsheet provided by Sprint. Sprint provided a budget of only minutes, see attached. As FTRI did last year FTRI completed the spreadsheet by copying the minutes down to the dollar cell on the spreadsheet to arrive at the dollar amounts SPRINT is suggesting with the minutes budgeted. No year-end estimate was provided by Sprint, therefore FTRI used the budgeted amounts from the prior year.

### 5. GL# 5210 TTY/TDD Equipment.

Telecommunications Devices for the Deaf have traditionally been TTY (text telephones for the Deaf). Over the past decade or more, these units have become less preferred by Deaf consumers and replaced by newer technology. Smart Phones, Tablets, Captioning services are some of the new technology that may be piloted.



6. GL# 5226 CapTel Equipment.

The CapTel Equipment, 840 Plus is budgeted at \$0. Under the 2015 agreement, Sprint provided FTRI with CapTel 840 Plus units at \$0. That agreement has ended with Sprint's 2018 contract. FTRI has enough inventory on hand and is refurbishing returned units.

7. GL# 5240 (corded) and 5241 (cordless) VCP Hearing Impaired

The VCP Hearing Impaired line item shows a \$10,735 decrease from FY 2019/2020 Estimated Expenditures. The trailing 12-month data at the time of budget preparation, January 2019 to December 2019 units purchased, have been used to estimate FYE 2020 purchases. A detailed analysis was used considering the year over year decrease of 19.9% and the difference in business cycle between the first half of the fiscal year and the second half of the fiscal year.

8. GL# 5250 VCP Speech Impaired

FTRI is including \$24,000 in the budget to pilot newer technology equipment. Over the past decade or more, new technology has become available to assist speech impaired to connect with the communications systems everyone uses. Smart Phones, Tablets, Captioning services are some of the new technology that may be piloted.

9. GL# 5253 TeliTalk Speech Aid

The TeliTalk Speech Aid line item shows a \$1,545 increase from FY 2019/2020 estimated expenditures. During 2018, ATOS Medical purchased and merged with Griffin Labs, the manufacturer of the TeliTalk. Budget is determined by using the TTM (trailing twelve month) historical consumer demand.

10. GL# 5255 In-Line Amplifier

The In-Line Amplifier YE estimate is based on recent demand and inclusion of new technology (SA-40 bluetooth unit). The HA-40 and SA-40 bluetooth units are budgeted.

11. GL#5261 ARS Signaling Equipment (Audible Ring Signaling)

The ARS Signaling Equip line item shows a \$1,072 increase from FY 2019/2020 Estimated Expenditures. Specifically, the CR200 signaling device that is both audible and visual (flashing light) and the audible SR200 device have been included in this line item.

12. GL# 5262 VRS Signaling Equipment (Visual Ring Signaling)

The VRS Signaling Equip line item shows a \$9,154 increase from FY 2019/2020 Estimated Expenditures. The Bellman-Symfon Visual flashing unit and the Sonic Alert TR-75 are budgeted.

13. GL# 5265 Accessories & Supplies

The Accessories & Supplies line item shows a \$368.00 increase from FY 2019/2020 Estimated Expenditures. Actual and estimated costs for FY 2019/2020 to include specific purchases for line filters and dual line adapters.

14. GL#5270-5274 Telecom Equipment Repair

The Telecom Equip Repair line item shows an \$17,573 increase from FY 2019/2020 Estimated Expenditures. The trailing 12-month average at the time of budget preparation, January 2019 to December 2019, is used to calculate the budget estimate.

15. GL# 5310 Freight-Telecom Equipment

The Freight-Telecomm Equip line item shows a \$2,633 increase from FY 2019/2020 Estimated Expenditures. As XLC7-BT, XLC-3.4, Alto, Alto-Plus units warranty expire these units are shipped back for repair. New units are shipped to RDCs and various clients as ordered. The trailing 12-month average is used in projecting the budget resulting in a slightly higher projection than year-end estimate for 2019/2020. The year-end estimate used year-to-date actual plus the trailing 12-month average.

16. GL# 5320-5327 Regional Distribution Centers

The Regional Distribution Centers line item shows a \$128,481 increase from FY 2019/2020 Estimated Expenditures. Most of the increase is for costs associated with the regional distribution centers RDC contracts for distribution services. The trailing 12-month data at the time of budget preparation, January 2019 to December 2019, of RDC activity is used to calculate the budget estimate. It is estimated that over the past several years the decrease in RDC services is approximately 6.5% per year. FTRI is considering new contracts and payment models based on feedback from Regional Distribution Centers (RDCs) to fully support the distribution program. Additionally, the below breakdown shows the additional costs included in this line item. These include air card connectivity and laptops for access to FTRI's client database and maintenance and modifications to AIMS. All costs are specifically related to RDC fulfillment of the agreement to provide FTRI services.

	FY 2019-2020 (estimated)	FY 2020-2021 (proposed)
RDC contracts	\$ 471,319	\$ 599,931
AIMS air card \$675 per month	\$ 7,527	\$ 7,768
RDC AIMS Hardware	\$ 794	\$ 720
AIMS Project for RDC	\$ 52,620	\$ 52,280
Auditing	<u>\$ 3,387</u>	<u>\$ 3,429</u>
	\$ 535,647	\$ 664,128

17. GL# 5340 Training Expense

The Training Expense line item shows a \$0 increase from FY 2019/2020 Estimated Expenditures. FTRI plans to hold smaller regional trainings via webinars and, when possible face-to-face meetings when in area for audits or other purposes, to enhance the FTRI program and its relationship with RDCs. Cost budgeted is for Go-To-Meeting web access.

18. GL# 5410-5417 Outreach Expense

The Outreach Expense account shows a \$0 increase from FY 2019/2020 Estimated Expenditures. FTRI plans to continue advertising the program using newspaper insert ad (FSI) and Social Media.

19. GL# 5501 Advertising

Line item shows a \$0 increase from FY 2019/2020 Estimated Expenditures. FTRI budgeted to actual for advertising of possible open positions due to staff turnover. FTRI advertises using low cost employment ads, usually Craigslist at \$15 per placement, or free ad placements such as INDEED on-line service.

20. GL# 5504 Accounting

The Accounting/Auditing line item shows a \$55 increase from FY 2019/2020 Estimated Expenditures. FTRI's CPA firm provided a quote for our annual audit of the 2019/2020 fiscal year at \$17,000 in line with last year. This line item also includes expenses for payroll processing and payroll tax reporting. FTRI is budgeting 8 employees for payroll expenses.

21. GL# 5507 Legal

The Legal account shows a \$0 increase from FY 2019/2020 Estimated Expenditures. FTRI is billed for legal services monthly at \$250 per hour for the first 12 hours of service per month with hours over 12 billed at \$225 per hour.

22. GL# 5510 Computer Consultation

The Computer Consultation line item shows a decrease of \$17 for the budget year end 2021. YE estimate for FY ending 2020 is the average of the first six months and extrapolated for the full 12 months. FTRI was quoted 44 hours of technical support, network administration, and desktop troubleshooting.

23. GL# 5519 Dues & Subscriptions

The Dues & Subscriptions expense account shows a \$0 increase from FY 2019/2020 Estimated Expenditures. Dues and subscriptions to organizations that we partner with and are directly involved in the communities we serve allowing staff and management to be informed about those communities.

24. GL# 5530-5531 Office Equipment and Computer Software

The Office Equipment Purchase line item shows a \$1,420 decrease from FY 2019/2020 Estimated Expenditures. FTRI expects replacement of two (2) workstations. Purchase of Office 365 software, renewing Firewall support, antivirus software is also budgeted.

25. GL# 5541 Office Equipment Lease

Office Equipment Lease shows an increase of \$0 from FY 2019/2020 estimated expenditures. FTRI leases a copier and the Pitney Bowes postage equipment.

26. GL# 5542 Leasehold Improvements

FTRI is including the first year of amortized expense for replacing the flooring in the office which was originally installed in 2001. Total cost \$30,000 amortized over 5 years.

27. GL# 5544 Insurance-Hlth/Life/Dsblty

The amount budgeted for 2020/2021 Insurance-Hlth/Life/Dsblty account shows a \$28,418 increase from FY 2019/2020 estimated expenditures. FTRI estimated a 10% increase in premium based on response from insurance agency. Employees contribute 5% of the premium for single coverage and 10% of the difference between single and dependent coverage. Employee turnover impacted 2019/2020 Health Care cost for the period. During the budget year 2020/2021 FTRI anticipates staff of 8 employees. FTRI has an insurance renewal date of June 1.

28. GL# 5547 Insurance-Other

The Insurance-Other line item shows a \$24 increase from FY 2019/2020 Estimated Expenditures due to a slight increase in premium. FTRI estimates that insurance will remain close to the actual 2019/2020 estimated amount for the budget year 2020/2021.

29. GL# 5551 Office Expense

The Office Expense line item shows a \$13 increase from FY 2019/2020 estimated expenditures due to a slight increase in the security system service. This line item includes office supplies, paper, office cleaning, pest control, security system service, shredding services.

30. GL# 5554 Postage Expense

The Postage line item shows no change from FY 2019/2020 estimated expenditures. Application request mailings in addition to business reply mail permit fees and postage deposits \$500 each and supplies for the meter.

31. GL# 5557 Printing expense

The Printing line item shows \$0 increase from FY 2019/2020 estimated expenditures. This line item includes printing of FTRI's annual report, business cards, letterhead, envelopes.

32. GL# 5560 Rent expense

The Rent line item shows a \$104 increase from FY 2019/2020 estimated expenditures. FTRI renewed its lease in 2017 at the same rate as the previous lease. This rate has remained steady for the past 5 years and is not expected to increase. The slight increase is due to FTRI's offsite storage facility, Secure Records Solutions.

33. GL# 5561 Utility expense

The Utilities line item shows \$0 increase from FY 2019/2020 estimated expenditures.

34. GL# 5563 Retirement

The Retirement line item shows a \$1,594 increase from FY 2019/2020 estimated expenditures. FY 2019/2020 estimate is lower than anticipated due to employee turnover. James Forstall retirement in October 2019 and Sean Bankston hired in December 2019. Retirement is based on salary, budgeted salary increases, and related pension costs for administration of the program through FTRI's plan administrator NTCA. The Data Entry person terminated employment in February 2019. FY 2020/2021 budget includes 8 employees' projected salary.

35. GL# 5566 Employee Compensation

Employee Compensation line item shows a \$27,510 increase from FY 2019/2020 estimated expenditures. FY 2019/2020 estimate is lower than anticipated due to employee turnover. FTRI started July 2017 with 10 employees out of 15 authorized positions and cut back to 9 positions during 2018. The Data Entry position experienced a turnover in February 2019. Eight (8) employees are budgeted for FY 2020/2021 with an estimated 3% merit increase pool.

36. GL # 5572 Taxes-Payroll

The Taxes-Payroll line item shows a \$238 increase from FY 2019/2020 estimated expenditures. Taxes are budgeted at 7.65% of payroll expense. FTRI has pre-tax section 125 benefits that lower taxable income for employees paying Health Premiums as well as our 403b fully employee funded retirement program that is pre-tax. Eight (8) employees are budgeted for 2020/2021 budget year.

37. GL# 5575 Taxes-Unemployment Compensation

The Taxes-Unemployment Compensation line item shows a \$7 decrease from FY 2019/2020 estimated expenditures. Taxes Unemployment Compensation is budgeted close to the year-end estimate. The tax is on the first \$7,000 of income for each employee, therefore the more turnover the higher the cost both in annual rate and number of employee accounts charged. Currently FTRI has been assigned the lowest rate of .0010.

38. GL# 5578 Taxes-Licenses

The Taxes-Licenses line item shows \$0 increase from FY 2019/2020 YE estimated. Taxes-Licenses fee is for FTRI's annual report to the department of state corporate filing.

39. GL# 5581 Telephone Expense

The Telephone line item shows a \$1,701 increase from FY 2019/2020 estimated expenditures.

40. GL# 5584 Travel & Business Expense

The Travel & Business line item shows a \$3,252 increase from FY 2019/2020 estimated expenditures. Travel is based on six trips for staff or managers to meet with RDCs and/or vendors and one trip to TEDPA (For the Telecommunications Equipment Distribution Program Association) annual conference.

41. GL# 5591 Equipment Maintenance

Equipment Maintenance line item shows a \$1 increase from FY 2019/2020 estimated expenditures. FTRI budgeted close to the estimated YE 2019/2020 amount.

42. GL# 5592 Employee Training

The Employee Training/Dev line item shows a \$3,920 increase from FY 2019/2020 estimated expenditures. FTRI budgeted for two staff retreats that may be held off-site. FTRI included for 2 staff to attend training sessions as they become available as needed. Professional development training through the LinkedIn program is included for all staff.