

Consent Item Briefing for PWSRCAC Board of Directors – May 2021

ACTION ITEM

Sponsor: Gregory Dixon

Project number and name or topic: FY2021 Budget Modifications

1. **Description of agenda item:** The Board is asked to approve the FY2021 budget modifications as summarized and outlined in the attachment.
2. **Why is this item important to PWSRCAC:** The budget is the authorization for staff to spend funds for programs and projects outlined in the organization's annual plan.
3. **Summary of policy, issues, support, or opposition:** Project managers reviewed the December 31, 2020, interim financial statements and determined that travel previously budgeted would not occur because of COVID-19. In addition, the Board decided at its January meeting that the next Board meeting scheduled for May would be virtual and thus there would be no travel or meeting expenses. It was also determined that a couple of projects would be delayed/deferred due to COVID-19. An explanation for each change is presented in the attachment.
4. **Committee Recommendation:** These modifications were not reviewed by the finance committee.
5. **Action Requested of the Board of Directors:** Approve budget modifications reducing expenses by \$121,160 and increasing contingency by \$121,160.
6. **Attachments:** Modification summary and listing.

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Prince William Sound Regional Citizens' Advisory Council
Proposed Budget Modifications

		Original Budget	Prior Approved Modifications	Proposed Additional Modifications	Total Modifications	Revised Budget
Income						
	Alyeska Contract	\$3,810,183	(\$146,545)		(\$146,545)	\$3,663,638
	In-Kind	\$22,800			\$0	\$22,800
	Total	\$3,832,983	(\$146,545)	\$0	(\$146,545)	\$3,686,438
Expenses						
50000	Wages and Salaries	\$2,073,331			\$0	\$2,073,331
50090	Other Compensation	\$7,200			\$0	\$7,200
50100	Employer Payroll Taxes	\$158,242			\$0	\$158,242
50400	Group Health Insurance	\$103,895			\$0	\$103,895
50500	Rent	\$140,807			\$0	\$140,807
50600	Utilities--Telephone, Fax, Other	\$24,820			\$0	\$24,820
50700	Supplies	\$21,300	\$16,655		\$16,655	\$37,955
50800	Equipment Lease	\$13,460			\$0	\$13,460
50850	Software	\$11,078			\$0	\$11,078
50900	Internet Access	\$18,802			\$0	\$18,802
51000	Non-Capitalized Equipment Purchase	\$28,400	(\$1,000)		(\$1,000)	\$27,400
51100	Dues and Subscriptions	\$15,044		\$185	\$185	\$15,229
51200	Professional Services--Accounting	\$18,850			\$0	\$18,850
51300	Professional Services--Legal	\$46,000	\$5,000		\$5,000	\$51,000
51450	Professional Services--Other	\$263,850	\$11,805	(\$1,000)	\$10,805	\$274,655
51600	Advertising	\$3,000	\$6,750	(\$250)	\$6,500	\$9,500
51700	Education	\$3,700			\$0	\$3,700
51800	Printing and Reproduction	\$12,605	(\$2,750)	(\$500)	(\$3,250)	\$9,355
51900	Postage and Delivery	\$7,900			\$0	\$7,900
52300	Conferences and Conventions	\$34,540	(\$13,305)	(\$7,545)	(\$20,850)	\$13,690
52400	Equipment Maintenance	\$80,140			\$0	\$80,140
53000	Insurance	\$37,185			\$0	\$37,185
54000	Library	\$1,000			\$0	\$1,000
55100	Recruitment Expense	\$1,000			\$0	\$1,000
58000	Depreciation and Amortization	\$45,100			\$0	\$45,100
59000	Miscellaneous	\$8,024			\$0	\$8,024
59100	Stipends	\$6,575	(\$3,075)		(\$3,075)	\$3,500
59500	Contract Expense	\$781,372	\$416,355	(\$51,000)	\$365,355	\$1,146,727
60000	Travel	\$316,150	(\$254,150)	(\$49,800)	(\$303,950)	\$12,200
61000	Business Meals	\$4,500	(\$4,000)	(\$500)	(\$4,500)	\$0
62000	Meeting Expense	\$66,700	(\$55,200)	(\$10,750)	(\$65,950)	\$750
	Total	\$4,354,570	\$123,085	(\$121,160)	\$1,925	\$4,356,495
	Current Year Contingency	\$100,000	(\$20,776)	\$121,160	\$100,384	\$200,384

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021067	1000 General and Administrative	Board Pending	
Reduce travel and business meals budget due to Covid-19.			
60000	Travel		\$(3,000.00)
61000	Business Meals		\$(500.00)
63000	Contingency		\$3,500.00
Subtotal			\$ -
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2021068	2100 Board Administration	Board Pending	
Reduce travel and meeting expense budget due to Covid-19.			
60000	Travel		\$(3,000.00)
62000	Meeting Expense		\$(500.00)
63000	Contingency		\$3,500.00
Subtotal			\$ -
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2021069	2150 Board of Director Meetings	Board Pending	
Reduce budget for May board meeting in Valdez due to Covid-19.			
51450	Professional Services--Othe		\$(3,500.00)
60000	Travel		\$(28,000.00)
62000	Meeting Expense		\$(7,000.00)
63000	Contingency		\$38,500.00
Subtotal			\$ -
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2021070	3100 Public Information Program	Board Pending	
Reduce travel budget due to Covid-19.			
60000	Travel		\$(850.00)
63000	Contingency		\$850.00
Subtotal			\$ -
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2021071	3300 Annual Report	Board Pending	
Reduce printing budget, fewer copies of annual report needed.			
51800	Printing and Reproduction		\$(500.00)
63000	Contingency		\$500.00
Subtotal			\$ -
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Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021072	4010 Digital Collections Program	Board Pending	
Additional budget for Filemaker support relating to Document Management System.			
51450	Professional Services--Othe		\$2,500.00
63000	Contingency		\$(2,500.00)
Subtotal			\$ -
2021073	5640 Alaska North Slope Crude Oil Properties	Board Pending	
Project mostly likely deferred to following fiscal year.			
59500	Contract Expense		\$(5,000.00)
63000	Contingency		\$5,000.00
Subtotal			\$ -
2021074	6511 History of Contingency Planning	Board Pending	
Year two of project deferred to next fiscal year.			
59500	Contract Expense		\$(25,000.00)
63000	Contingency		\$25,000.00
Subtotal			\$ -
2021075	6530 Weather Data and Sea Currents	Board Pending	
Travel budget not needed.			
60000	Travel		\$(1,900.00)
63000	Contingency		\$1,900.00
Subtotal			\$ -
2021076	653X Analysis of Port Valdez Weather Buoys Data	Board Pending	
Reduce contract budget to actual amount bid.			
59500	Contract Expense		\$(2,000.00)
63000	Contingency		\$2,000.00
Subtotal			\$ -
2021077	7520 Preparedness Monitoring	Board Pending	
Reduce contract amount, not needed this fiscal year.			
59500	Contract Expense		\$(9,000.00)
63000	Contingency		\$9,000.00
Subtotal			\$ -

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<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021078	9550 Dispersant Use Policy Review	Board Pending	
Reduce contract amount for dispersant subject matter expert. May be needed the following fiscal year.			
59500	Contract Expense		\$(10,000.00)
63000	Contingency		\$10,000.00
Subtotal			\$ -
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2021079	3500 Community Outreach	Board Pending	
Reduce budget due to Covid-19 situation.			
51100	Dues and Subscriptions		\$185.00
51600	Advertising		\$(250.00)
52300	Conferences and Conventio		\$(7,545.00)
60000	Travel		\$(13,050.00)
62000	Meeting Expense		\$(3,250.00)
63000	Contingency		\$23,910.00
Subtotal			\$ -