

**Consent Agenda Briefing for PWSRCAC Board of Directors – January 2023**

**ACTION ITEM**

**Sponsor:** Ashlee Hamilton

**Project number and name or topic:** FY2023 Budget Modifications

1. **Description of agenda item:** The Board is asked to approve modifications to the FY2023 budget as outlined on the attached list. These modifications were identified during a mid-year budget review with project managers and management staff. If the changes proposed in this briefing sheet are approved, the FY2023 contingency will be \$128,778.

It is important to note there are two other agenda items on the January 2023 Board meeting consent agenda that, if approved, will further affect the FY2023 contingency. They are item 3-1 Long-Term Environmental Monitoring Program (9510) adding \$836 to contract expenses, and item 3-2 Marine Invasive Species (9520) adding \$8,645 to contract expenses. If the budget modifications it items 3-1, 3-2, and 3-3 (this agenda item) are all approved, the current FY2023 contingency amount will be \$119,297.

2. **Why is this item important to PWSRCAC:** PWSRCAC’s annual budget provides the organizations’ spending plan and authorities. While some of the listed modifications are within the authorities of the Executive Director and the Executive Committee, others are not. The entire list is therefore presented to the Board to simplify the approval process.

3. **Previous actions taken by the Board on this item:**

<u>Meeting</u>	<u>Date</u>	<u>Action</u>
Board	5/5/2022	Approved the FY2023 budget.
Board	9/22/2022	Approved the FY2023 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$96,469.

4. **Committee Recommendation:** The Finance Committee were made aware of the proposed FY2023 modifications by email on January 13, 2023.

5. **Action Requested of the Board of Directors:** Approve the FY2023 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$128,778.

6. **Alternatives:** None recommended.

7. **Attachments:** The list of proposed budget modifications.

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Description	Task #	Expenses	Contingency
Conference and travel fees being reduced by 50%	2400	(\$3,300)	\$3,300
Conference and travel fees being reduced by 50%	2500	(\$2,630)	\$2,630
Conference and travel fees being reduced by 50%	2600	(\$3,300)	\$3,300
Dues and subscriptions and advertising budget no longer needed	3600	(\$589)	\$589
Internship program not taking place in FY2023	3903	(\$4,000)	\$4,000
Contract funds no longer needed	5640	(\$500)	\$500
Legal fees no longer needed for FY2023	6510	(\$25,000)	\$25,000
Legal fees no longer needed for FY2023	6512	(\$17,100)	\$17,100
Contract funds no longer needed	6560	(\$3,000)	\$3,000
Conference not being attended in FY2023	7520	(\$900)	\$900
Contract funds no longer needed	9110	(\$3,100)	\$3,100
Conference not being attended in FY2023	7000	(\$2,500)	\$2,500
Conference not being attended in FY2023	7000	(\$2,450)	\$2,450
Ending Contingency			<b>\$128,778</b>

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