

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
2010 BUDGET**

11/25/2009
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| | 2008 | 2009 | 2009 | 2009 | 2010 | Percent |
|--|---------|---------|---------|-----------|----------|---------|
| | ACTUAL | Budget | Jan-Oct | Estimated | Budget | Change |
| | | | Y-T-D | Total | Proposed | |
| REVENUES | | | | | | |
| City Contributions | 322,166 | 331,831 | 331,831 | 331,831 | 338,468 | 2.0% |
| Interest Income | 44,864 | 10,000 | 9,503 | 11,404 | 15,000 | 50.0% |
| Scholarship Grant | 82,137 | 87,065 | 87,477 | 87,477 | 90,451 | 3.9% |
| Reimbursements | 6,456 | 6,600 | 6,384 | 6,600 | 6,600 | 0.0% |
| Misc. Income | 0 | 0 | 28,426 | 28,426 | 0 | n/a |
| Transfer from NSCC Reserves | 0 | 0 | 0 | 0 | 38,217 | n/a |
| <i>Total Revenues</i> | 455,623 | 435,496 | 463,621 | 465,738 | 488,736 | 12.2% |
| EXPENSE SUMMARY | | | | | | |
| Personal Services | 121,364 | 120,177 | 95,249 | 118,107 | 122,425 | 1.9% |
| Operating Expenses | 213,238 | 280,319 | 252,302 | 277,642 | 285,311 | 1.8% |
| Contingency | 0 | 0 | 0 | 0 | 0 | |
| Capital Expenses | 46,008 | 35,000 | 18,839 | 31,000 | 81,000 | 131.4% |
| <i>Total Expenses</i> | 380,610 | 435,496 | 366,390 | 426,749 | 488,736 | 12.2% |
| NET REVENUE (LESS EXPENSES) | 75,013 | 0 | 97,231 | 38,989 | 0 | |
| <p>City Contributions -- Although we have been increasing the city contributions by 10% each year since 2002 in order to build the Commission's reserve funds to a healthier level, the increase in 2009 was 3% and in 2010 is 2% in recognition of current and anticipated economic challenges to the member cities.</p> <p>Scholarship Grant -- This amount increases by the percentage increase in Standard Basic rate for the previous year. The increase from 2008 to 2009 was 6.5%. The 2010 amount is based on Comcast's recently announced 3.4% increase in the 2010 rate for Standard Basic Cable.</p> <p>Reimbursements -- The funds in this account are from Ramsey County's use of the I-Net. It increases in the middle of the year by the amount of increase in the Consumer Price Index. We propose no increase this year.</p> | | | | | | |
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| | | | Y-T-D | Total | Proposed | |
| Personal Services | | | | | | |
| Full-Time Salaries | 94,242 | 94,508 | 75,308 | 94,508 | 96,679 | 2.3% |
| Part-Time Salaries | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Retirement | 7,471 | 4,253 | 4,246 | 4,246 | 4,351 | 2.3% |
| Health/Life Insurance | 9,672 | 12,000 | 8,612 | 10,380 | 12,000 | 0.0% |
| SUI (Unemployment) | 868 | 900 | 675 | 810 | 900 | 0.0% |
| Workers Compensation | 673 | 700 | 347 | 347 | 500 | -28.6% |
| FICA | 8,438 | 7,816 | 6,061 | 7,816 | 7,995 | 2.3% |
| <i>Total Personal Services</i> | 121,364 | 120,177 | 95,249 | 118,107 | 122,425 | 1.9% |

Full-time Salaries -- The amount for 2009 represents a 1% adjustment in the salary ranges and up to a 2% merit salary increase for staff. NSCC pays 50% of the salaries and benefits of the Executive Director, the Administrative Assistant and the Technical Services Senior Project Manager. The proposed increase for 2010 is 2%.

Retirement -- 4.5% of eligible Full-time and Part-time salaries.

Health/Life Insurance -- Employees pay approximately 20% of the premiums for health, dental and life insurance, plus co-pays.

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| | ACTUAL | Budget | Jan-Oct | Estimated | Budget | Change |
| Operating Expenses | | | | | Proposed | |
| General | | | | | | |
| Printing | 1,314 | 1,500 | 1,283 | 1,540 | 1,800 | 20.0% |
| Publications | 512 | 450 | 176 | 200 | 250 | -44.4% |
| Memberships | 7,968 | 6,500 | 838 | 5,500 | 5,500 | -15.4% |
| <i>Total General</i> | 9,794 | 8,450 | 2,297 | 7,240 | 7,550 | -10.7% |
| Supplies | | | | | | |
| Office Supplies | 1,510 | 2,000 | 1,135 | 1,362 | 1,600 | -20.0% |
| I-Net Supplies | 0 | 1,000 | 160 | 160 | 1,000 | 0.0% |
| Software Supplies | 0 | 4,000 | 0 | 500 | 1,000 | -75.0% |
| Volunteer Supplies | 1,420 | 1,500 | 1,310 | 1,572 | 2,000 | 33.3% |
| <i>Total Supplies</i> | 2,930 | 8,500 | 2,605 | 3,594 | 5,600 | -34.1% |
| Maintenance | | | | | | |
| Office Equipment | 1,776 | 2,200 | 1,547 | 1,856 | 2,000 | -9.1% |
| Building/Janitorial | 7,892 | 10,000 | 9,969 | 11,963 | 15,000 | 50.0% |
| Network Equipment | 0 | 8,000 | 0 | 500 | 5,000 | -37.5% |
| <i>Total Maintenance</i> | 9,668 | 20,200 | 11,516 | 13,819 | 17,000 | -15.8% |
| Travel | | | | | | |
| Conferences | 7,288 | 10,000 | 11,491 | 12,000 | 7,500 | -25.0% |
| Mileage & Meetings | 2,363 | 2,500 | 1,767 | 2,120 | 2,200 | -12.0% |
| <i>Total Travel</i> | 9,651 | 12,500 | 13,258 | 14,120 | 9,700 | -22.4% |
| Tuition & Training | 580 | 2,000 | 505 | 550 | 750 | -62.5% |
| Utilities | 5,282 | 5,500 | 4,867 | 5,840 | 6,000 | 9.1% |
| Printing | -- Primarily covers cost (1/4) of monthly newsletter, plus letterhead, etc. | | | | | |
| Publications | -- Includes several trade publications and 1/2 cost of <i>Pioneer Press</i> , community newspapers, and weekly newsmagazines. | | | | | |
| Memberships | -- National Association of Telecommunications Officers and Administrators (NATOA), MN Association of Community Telecommunications Administrators (MACTA), New Brighton/Mounds View Rotary Club, and state purchasing group (1/2). | | | | | |
| Office Supplies, Building/Janitorial and Utilities | -- 1/3 allocation. | | | | | |
| Software Supplies | -- For I-Net monitoring software and office software upgrades. | | | | | |
| Volunteer Supplies | -- Primarily refreshments for monthly meetings and meals for dinner meetings. | | | | | |
| Network Equipment Maintenance | -- This includes V-Brick and I-Net switch repair and maintenance. | | | | | |
| Conferences | -- Covers the cost of sending two to three persons to the NATOA conference and two or three to the MACTA conference. | | | | | |
| Mileage | -- 50% car allowance for the Executive Director and 50% mileage reimbursement for the Administrative Assistant and Technical Services Senior Project Manager. | | | | | |
| Tuition & Training | -- Includes tuition reimbursement for staff plus some miscellaneous workshops. | | | | | |

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| | ACTUAL | Budget | Jan-Oct | Estimated | Budget | Change |
| | | | Y-T-D | Total | Proposed | |
| Leases | | | | | | |
| Rent | 12,485 | 15,000 | 12,443 | 14,932 | 39,600 | 164.0% |
| Property Taxes | 2,250 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 0 | 657 | 0 | 0 | 500 | -23.9% |
| Postage Meter | 1,028 | 1,200 | 771 | 925 | 1,200 | 0.0% |
| <i>Total Leases</i> | 15,763 | 16,857 | 13,214 | 15,857 | 41,300 | 145.0% |
| Contractual | | | | | | |
| Audit | 4,625 | 5,000 | 4,988 | 5,000 | 5,200 | 4.0% |
| Insurance | 3,416 | 4,500 | 4,337 | 4,337 | 4,500 | 0.0% |
| Legal Fees | 26,436 | 35,000 | 37,029 | 39,000 | 35,000 | 0.0% |
| Cable Service | 11,960 | 13,260 | 9,850 | 13,260 | 13,260 | 0.0% |
| Sales Tax | 3,620 | 4,500 | 1,677 | 2,012 | 6,000 | 33.3% |
| Internet Connection | 6,005 | 6,000 | 5,047 | 6,056 | 6,000 | 0.0% |
| Miscellaneous | 17,573 | 30,000 | 35,857 | 38,000 | 30,000 | 0.0% |
| <i>Total Contractual</i> | 73,635 | 98,260 | 98,785 | 107,666 | 99,960 | 1.7% |
| Communications | | | | | | |
| Postage | 856 | 1,000 | 755 | 906 | 1,000 | 0.0% |
| Telephone | 4,163 | 3,000 | 3,498 | 4,198 | 4,500 | 50.0% |
| Advertising & Public Information | 755 | 2,000 | 1,620 | 1,800 | 1,500 | -25.0% |
| <i>Total Communications</i> | 5,774 | 6,000 | 5,873 | 6,904 | 7,000 | 16.7% |
| Grants | | | | | | |
| Scholarship | 42,500 | | 60,000 | 60,000 | | |
| Internships | 37,661 | | 39,382 | 42,052 | | |
| <i>Total Grants</i> | 80,161 | 102,052 | 99,382 | 102,052 | 90,451 | -11.4% |
| Recruiting | 0 | 0 | 0 | 0 | 0 | |
| Total Operating Expenses | 213,238 | 280,319 | 252,302 | 277,642 | 285,311 | 1.8% |

Rent, Property Taxes, and Postage Meter -- 1/3 allocation. Under the lease with the Roseville School District, we are not paying property taxes.

Legal Fees -- These are fees charged for non-reimbursed legal services.

Cable Services -- Subscriber fees for Commissioners' and Executive Director's cable service, capped at \$100/month.

Telephone -- 1/3 allocation.

Advertising & Public Information -- Contingency amount.

Scholarships/Internships -- This amount increases by the percentage increase in basic rates for the previous year. The amount budgeted for 2009 anticipates a 6% increase in the Scholarship Grant with a carryover of \$14,350 from 2008.

Recruiting -- Contingency amount.

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| | 2008 ACTUAL | 2009 Budget | 2009 Jan-Oct Y-T-D | 2009 Estimated Total | 2010 Budget Proposed | Percent Change |
|---|----------------|----------------|--------------------------|----------------------------|----------------------------|-------------------|
| Contingency | 0 | 0 | 0 | 0 | 0 | |
| Capital Expenses | | | | | | |
| Capital Improvements | 0 | 0 | 0 | 0 | 0 | |
| Office Furniture & Equipment | 6,370 | 10,000 | 0 | 6,000 | 7,500 | -25.0% |
| I-Net Equipment | 39,638 | 25,000 | 18,839 | 25,000 | 73,500 | 194.0% |
| Total Capital Expenses | 46,008 | 35,000 | 18,839 | 31,000 | 81,000 | 131.4% |
| TOTAL EXPENSES | 380,610 | 435,496 | 366,390 | 426,749 | 488,736 | 12.2% |
| NET REVENUE (LESS EXPENSES) | 75,013 | 0 | 97,231 | 38,989 | 0 | |
| <p>Contingency -- 3% of Personal Services and Operating Expenses</p> <p>Capital Improvements -- Contingency amount.</p> <p>Office Furniture & Equipment -- For replacement computers and other office equipment.</p> <p>I-Net Equipment -- Includes: Cisco switch; work station to control Symetrix (purchased in 2008); and V-Brick encoder and decoder.</p> | | | | | | |