

Central Administration

TRIUNFO WATER & SANITATION DISTRICT

FISCAL YEAR 2020 BUDGET SUMMARY

CENTRAL ADMINISTRATION

Description	Actual FY 2016 Yearend	Actual FY 2017 Yearend	Actual FY 2018 Yearend	Adjusted FY 2019 Budget	Estimated FY 2019 Yearend	Proposed FY 2020 Budget
Operating revenues:						
Fees, sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service charges	-	-	-	-	-	-
Rental revenue - Cell Towers	-	-	-	-	-	-
Penalty revenue	-	-	-	-	-	-
Other revenue	1,216	-	-	-	-	-
Total operating revenues	1,216	-	-	-	-	-
Operating expenses:						
Wastewater treatment, Potable & R/W purchase	-	-	-	-	-	-
VRSD contract services - Operations	-	-	-	-	-	-
VRSD contract services - Administration	564,291	692,745	884,718	962,776	943,845	937,880 [1]
Operating materials and supplies	-	-	-	-	-	-
Contract services	-	-	-	-	-	-
Professional services	61,064	54,905	64,869	104,200	81,508	427,935 [2]
Insurance	39,165	42,890	36,953	57,440	48,178	51,440 [3]
Board member fees and reimbursable expenses	48,392	49,850	57,074	59,300	57,242	61,524 [4]
Membership and dues	6,995	6,684	7,312	8,130	11,609	8,780 [5]
Conference and seminars	2,413	3,407	7,070	9,160	1,870	9,160 [6]
Management and administrative	-	1,743	594	9,000	904	- [7]
Utilities	-	-	-	-	-	-
Bank service charges	-	-	-	-	-	-
Permits, licenses and fees	9,556	10,160	9,906	12,971	15,042	12,971 [8]
Total operating expenses	731,876	862,384	1,068,495	1,222,977	1,160,199	1,509,689
Operating income(loss) before depreciation	(730,660)	(862,384)	(1,068,495)	(1,222,977)	(1,160,199)	(1,509,689)
Depreciation and amortization	-	-	-	-	-	-
Operating income(loss)	(730,660)	(862,384)	(1,068,495)	(1,222,977)	(1,160,199)	(1,509,689)
Non-operating revenues(expenses):						
Interest and investment earnings	199	75	95	-	1,099	-
Gain(loss) on sales and/or disposals of assets	-	-	-	-	-	-
Debt service interest expense	-	-	-	-	-	-
Contributed capital assets	-	-	-	-	-	-
Overhead cost allocation	742,994	862,309	1,068,400	1,222,977	1,159,100	1,509,689 [9]
Other, net	-	-	-	-	-	-
Total non-operating revenues(expenses)	743,193	862,384	1,068,495	1,222,977	1,160,199	1,509,689
Change in net assets before capital expenses	\$ 12,534	\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)
Capital expenses	-	-	-	-	-	-
Capital expenses - contra	-	-	-	-	-	-
Capital expenses, net	-	-	-	-	-	-
Change in net assets	\$ 12,534	\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)

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CENTRAL ADMINISTRATION

COMMENTS

- [1] For a detailed breakdown of VRSD Contract Services within each project, please see pages 18-20.
- [2] Professional Services includes the following estimates: \$171.1K for the TWSD General Manager, \$125K for rate studies, \$63K for baseline legal fees, \$35K for a benchmarking study, \$24.6K for TWSD auditors, \$5K for TWSD's share of the JPA's audit, \$2.2K for marketing and advertising/sponsorship, and \$2K for website design.
- [3] Liability (CSRMA) and workers compensation (State Fund) insurance costs.
- [4] Board Member fees and expenses include days of service for TWSD Board Members, which are anticipated to average 4.2 days per member per month. Days of service are primarily comprised of TWSD Board Meetings, JPA Board Meetings, committee meetings, training, and CSDA attendance.
- [5] Membership and Dues include CSDA, VCSDA, and \$1.1K in other memberships and dues. For a detailed breakdown, please see page 237.
- [6] Conference and Seminars include CASA and \$5K in other conferences and seminars. For a detailed breakdown, please see page 237.
- [7] FY2020 does not include any money for a biennial TWSD Board of Directors election. That expense will be budgeted again in FY2021.
- [8] Permits, Licenses, & Fees includes the following estimates: \$10.9K in LAFCO fees and \$2.1K in miscellaneous permit fees.
- [9] Overhead cost allocation represents the transfer IN from the Wastewater (\$698.9K), Potable Water (\$600.3K), and Recycled Water (\$210.4K) Divisions to pay for TWSD's own administrative overhead.



VENTURA REGIONAL SANITATION DISTRICT
 1001 PARTRIDGE DRIVE, SUITE 150
 VENTURA, CA 93003-0704
 805.658.4679

FY20 PROPOSED CUSTOMER BUDGET

Project Number	Account	Quantity	Cost/Price	Extension
121100	<i>Triunfo Sanitation District - WW - Administration - Central Admin</i>			
51010	Wages - Regular			
	Account Total---			\$648,652
51010	Executive Assistant/Clerk of the Board	628	\$104	\$65,312
51010	General Manager	100	\$194	\$19,400
51010	Director of Finance	658	\$175	\$115,150
51010	Management Analyst-Central Adm	264	\$119	\$31,416
51010	Accountant	1446	\$119	\$172,074
51010	Senior Fiscal Assistant	26	\$88	\$2,288
51010	Senior Management Analyst	160	\$119	\$19,040
51010	Fiscal Assistant	61	\$88	\$5,368
51010	Fiscal Assistant	200	\$88	\$17,600
51010	Fiscal Assistant	279	\$88	\$24,552
51010	Management Analyst-Central Adm	1348	\$119	\$160,412
51010	Fiscal Assistant	20	\$88	\$1,760
51010	Senior Accountant	40	\$119	\$4,760
51010	Accountant	80	\$119	\$9,520
52040	General Administrative Expenses			
	Account Total---			\$10,511
52040	Office supplies	1	\$2,875	\$2,875
52040	Shipping	1	\$575	\$575
52040	Document storage	1	\$690	\$690
52040	Printing	1	\$3,450	\$3,450
52040	Mail Manager - CAFR Printing	1	\$1,265	\$1,265
52040	VRSD Printing - Advanced Office Automation	12	\$138	\$1,656
52073	Information Technology Services			
	Account Total---			\$10,350
52073	Greenman TSD IT support Acctg SW	1	\$4,600	\$4,600

52080	Other Professional Services	52073 Annual Acct SW Maint	Account Total---	1	\$5,750	\$5,750
		52080 Special Mailer		1	\$7,475	\$7,475
		52080 Hosting/Software Maintenance		1	\$1,725	\$1,725
		52080 The PRD Group		1016	\$144	\$146,050
		52080 Videographer at TSD board mtg		16	\$630	\$10,083
52150	Permits, Licenses and Fees	Account Total---				
		52150 GFOA		1	\$644	\$644
		52150 CAFR Application Fee		1	\$500	\$500
52280	Other Charges/Adjustment - Current	Account Total---				
		52280 CNB Bank analysis Fee		12	\$300	\$3,602
60593	Direct Overhead Charge	Account Total---				
		60593 Mark Norris - Overhead based on \$126.75 hourly		1350	\$19	\$25,664
		60593 TSD Cost for New Acctg Software		1	\$52,500	\$52,500
		Project 121100 Total---				\$917,756
		Total for this report---				\$917,756

Customer Signature: _____ Date: _____
 Approval to Start Project

VRSD Signature: _____ Date: _____
 Approval to Start Project



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FY20 PROPOSED CUSTOMER BUDGET

Project Number	Account	Quantity	Cost/Price	Extension
121103	Triunfo Sanitation District - WW - Administration - Special Projects			
51010	Wages - Regular			
	51010 Administrative Asst Facebook & Twitter	234	\$86	\$20,124
	Account Total---			\$20,124
Project	121103 Total---			\$20,124
	Total for this report---			\$20,124

Customer Signature: _____ Date: _____
 Approval to Start Project

VRSD Signature: _____ Date: _____
 Approval to Start Project