

State of Florida



Public Service Commission

CAPITAL CIRCLE OFFICE CENTER • 2540 SHUMARD OAK BOULEVARD
TALLAHASSEE, FLORIDA 32399-0850

-M-E-M-O-R-A-N-D-U-M-

DATE: March 10, 2017
TO: Carlotta Stauffer, Commission Clerk, Office of Commission Clerk
FROM: Curtis J. Williams, Office of Telecommunications *CW*
RE: Docket No. 140029-TP - Document Filing

Please file the attached document from James Forstall in Docket No. 140029-TP. The document contains responses to a March 6, 2017 staff data request regarding FTRI's FY 2017-2018 Budget.

Please let me know if you have any questions.

Attachments

RECEIVED FPSC
2017 MAR 10 PM 4:33
COMMISSION
CLERK

Curtis Williams

From: James Forstall <jforstall@ftri.org>
Sent: Thursday, March 09, 2017 12:51 PM
To: Curtis Williams
Cc: James Forstall; Brett Bascom; Robert Telfer; McCabe, Thomas M.; Bradin, Elizabeth
Subject: FTRI FY 2017-2018 Board Approved Budget with Notes
Attachments: FTRI FY 2017-2018 Line Item Information 3.9.17 #2.pdf; FTRI FY 2017-2018 Board Approved Budget with NOTES.pdf; CAT V - Notes FY 2017-2018 Budget.pdf

Curtis,

Attached please find the notes you requested for FTRI FY 2017-2018 Board Approved Budget.

Thanks

James

James Forstall, Executive Director
Florida Telecommunications Relay Inc. (FTRI)
1820 E Park Avenue, Suite 101
Tallahassee, FL 32301
jforstall@ftri.org
850-270-2641 (VP)

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Line Item Information
FTRI FY 2017-2018 Board Approved Budget
Submitted to the FPSC Staff on Thursday, March 9, 2017

1. FTRI is showing a decrease of \$1,006,961 in surcharges from FY 2016/2017 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 to us. FTRI has used conservatively a 4 percent decrease for this estimate. Additionally, FTRI applies the same 4 percent estimated decrease on the 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 a decrease in the surcharge to 10 cents per access line.

2. Interest Income increased \$5,425 from FY 2016/2017 Estimated Revenue.

FTRI earns interest from Regions Bank Non Profit Public Funds Money Market account. Our Regions Bank Public Funds checking is a non-interest bearing account and is required to maintain a \$500,000 minimum balance. Our current interest rate of .36% has been used for budget.

3. The National Deaf-Blind Equipment Distribution Program (NDBEDP) revenue account shows zero.

FTRI has decertified from the NDBEDP as of June 30, 2016.

5. The DPR Provider account shows a \$444,634 decrease from FY 2016/2017 Estimated Expenditures.

FTRI receives each year, a budget estimate from the DPR provider. Attachment B is the spreadsheet provided by Sprint.

6. TDD Equipment is budgeted at \$0.

FTRI has ample supply of units available under our repair program to cover future needs.

7. The Large Print TDD's account is budgeted at \$0.

FTRI does not anticipate any client requests, no units have been requested in the past trailing twelve months.

8. VCO/HCO-TDD equipment is budgeted at \$4,600.

The VCO/HCO-TDD FY 2017/2018 budget is based on actual and estimated costs and distributed units for FY 2016/2017. Using averages from the prior year and adjusting for VCO/HCO-TDD units that will be available at warranty repair costs; FTRI anticipates meeting consumer demands with an order of 20 new units along with refurbished units of VCO/HCO-TDD equipment on hand in FY 2017/2018. Twenty (20) units x \$230.00 = \$4,600

9. VCO Telephone is budgeted at \$0.

FTRI has ample supply of units available under our repair program to cover future needs. There has been very limited demand for this phone during the past year.

10. The Dual Sensory Equipment account is budgeted at \$0.

As of time of budget preparation FTRI has not distributed a Deaf-Blind Communicator (DBC). The DBC has been discontinued. Deaf-Blind consumers, who qualify, prefer NDBEDP equipment selections as more choices are available using current technologies.

11. The CapTel Equipment, 840 Plus, is budgeted at \$0.

Under the existing agreement, Sprint provides FTRI with CapTel 840 Plus units at \$0.

12. The VCP Hearing Impaired line item shows a \$50,727 decrease from FY 2016/2017 Estimated Expenditures.

The trailing 12 month data at the time of budget preparation, January 2016 to December 2016, units purchased have been used to estimate FYE 2018 purchases. A detailed analysis was used taking into account the year over year decrease of 1.65% and the difference in business cycle between the first half of the fiscal year and the second half of the fiscal year. Using a complete 12 month cycle captures the low and high volume months.

13. The VCP Speech Impaired line item shows a \$231 decrease from FY 2016/2017 Estimated Expenditures.

Using the historical consumer demands from the prior year FTRI has projected a need to order eighteen (18) HD-40S units. The trailing 12 month average at the time of budget preparation, January 2016 to December 2016, units purchased have been used to estimate FYE 2018 purchases. Using a complete 12 month cycle captures the low and high volume months.

14. The TeliTalk Speech Aid line item shows a \$0 increase from FY 2016/2017 Estimated Expenditures.

Using the historical consumer demands from the prior year FTRI has projected a need to order (15) fifteen units. Current year 2016/2017 estimate is 15 units.

15. The Jupiter Speaker Phone (GEWA Phone) - \$0.

The Jupiter GEWA phone is distributed as needed from FTRI's office and a small supply of units are kept on hand. No additional units are needed to purchase.

16. The In-Line Amplifier - \$300.00.

There's been a small demand for this equipment during the past year. FTRI anticipates duplicating our 2016/2017 order of 15 units in the new budget year 2017/2018.

17. The ARS Signaling Equip line item shows a \$200 decrease from FY 2016/2017 Estimated Expenditures.

The trailing 12 month data at the time of budget preparation, January 2016 to December 2016, units purchased have been used to estimate FYE 2018 purchases. Using a complete 12 month cycle captures the low and high volume months. The projection anticipates orders totaling 96 units.

18. The VRS Signaling Equip line item shows a \$6,669 increase from FY 2015/2016 Estimated Expenditures.

The trailing 12 month data at the time of budget preparation, January 2016 to December 2016, units purchased have been used to estimate FYE 2018 purchases. In addition a sufficient amount is available and on hand at the RDCs. Using a complete 12 month cycle captures the low and high volume months. We estimate 75 units will be purchased.

19. The Accessories & Supplies line item shows a \$789 increase from FY 2016/2017 Estimated Expenditures.

Actual and estimated costs for FY 2016/2017 to include specific purchases for line filters, voice testers and line simulators. The increase is specific to purchasing 6 line simulators used to assist staff and RDCs in the field allowing testing of phones by clients.

20. The Telecomm Equip Repair line item shows an \$11,138 decrease from FY 2016/2017 Estimated Expenditures.

The trailing 12 month average at the time of budget preparation, January 2016 to December 2016, is used to calculate the budget estimate. Using a complete 12 month cycle captures the low and high volume months.

21. The Freight-Telecomm Equip line item shows a \$533 increase from FY 2016/2017 Estimated Expenditures.

As XLC 3.4 and Alto units warranty expire these units are shipped back for repair. In addition, VCO/HCO-TDD, TR75 and other units are refurbished. 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

2016/2017. Year-end estimate used Year-to-Date actual plus the trailing 12 month average.

22. The Regional Distr Centers line item shows an \$18,883 decrease from FY 2016/2017 Estimated Expenditures.

The trailing 12 month data at the time of budget preparation, January 2016 to December 2016, of RDC activity is used to calculate the budget estimate. Using a complete 12 month cycle captures the low and high volume months. It is estimated that over the past several years the decrease in RDC services is approximately 4.3% per year. Additionally air card connectivity and laptops for access to the AIMS computer database are provided to the RDCs with sufficient activity to do offsite distribution. The maintenance and changes to the AIMS database. All costs specifically related to RDC fulfillment of the agreement to provide FTRI services.

	FY 2016-2017 (estimated)	FY 2017-2018 (proposed)
RDC contracts	\$ 751,211	\$ 732,762
AIMS Air card \$720 per month	\$ 8,640	\$ 8,640
RDC AIMS Hardware	\$ 600	\$ 3,000
AIMS Project for RDC	\$ 69,382	\$ 70,048
Auditing	\$ 3,500	\$ 0
Interpreters	\$ 0	\$ 0
Support Services	\$ 500	\$ 500
	\$ 833,833	\$ 814,950

23. The Workshop Expense is budgeted at \$0.

FTRI believes face-to-face meetings with RDC staff in a conference or workshop environment is vital to enhance training and working relationships with RDCs.

24. The Training Expense line item shows a \$500 increase from FY 2016/2017 Estimated Expenditures.

FTRI plans to hold smaller regional trainings via webinars and, when possible face-to-face if in area for auditing or other purposes, to enhance the FTRI program and its relationship with RDCs.

25. The Outreach Expense account shows a \$15,650 decrease from FY 2016/2017 Estimated Expenditures.

The decrease in the Outreach Budget is due to the reduction or elimination of CART/ASL Interpreters, Display & Table Cover, Spanish Translation, Website Design, Brochures, Applications, Printed Materials. FTRI plans to continue advertising the program using insert ad (flyer). FTRI collaborates with IMS to strategically place insert ads in newspapers by identifying specific areas, i.e. zoning by zip codes which allows FTRI to advertise in a cost efficient manner.

26. The Advertising line item shows a \$643 increase from FY 2016/2017 Estimated Expenditures.

FTRI budgeted for advertising of possible open positions. FTRI advertises using low cost employment ads, however if necessary, advertises in The Tallahassee Democrat using Career Builder for some positions. One (1) single ad is budgeted.

27. The Accounting/Auditing line item shows a \$1,881 decrease from FY 2016/2017 Estimated Expenditures.

FTRI's CPA firm provided a quote the 2017/2018 fiscal year. This line item also includes expenses for payroll processing and payroll tax reporting.

28. The Legal account shows no increase from FY 2016/2017 Estimated Expenditures.

FTRI secured legal services for a monthly retainer.

29. The Computer Consultation line item shows a \$1,607 decrease from FY 2016/2017 Estimated Expenditures.

FTRI works with its IT vendor to reduce costs for workstation troubleshooting and network administration. FTRI was quoted 60 hours of technical support, network administration, and desktop troubleshooting.

30. The Dues & Subscriptions expense account shows a \$59 decrease from FY 2016/2017 Estimated Expenditures.

FTRI has budgeted as close to the estimated YE 2016/2017 amount as possible and maintain the needed 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 concerning those communities.

31. The Office Furniture Purchase account shows \$0.

No office furniture purchases are anticipated.

32. The Office Equipment Purchase line item shows a \$2,558 increase from FY 2016/2017 Estimated Expenditures.

FTRI expects replacement of 2 workstations during this budget year. Additionally, FTRI's IT vendor recommended replacing one of the network switches.

33. Office Equipment Lease shows a \$43 decrease from FY 2016/2017 Estimated Expenditures.

FTRI budgeted close to the estimated YE 2016/2017 amount.

34. The Insurance-Hlth/Life Dsblty account shows a \$34,442 increase from FY 2016/2017 Estimated Expenditures.

FTRI estimated a 6.85% increase in premium based on research of available data. Employees contribute 5% of the premium for single coverage and 25% of the difference between single and dependent coverage. FTRI has received a Health Care Credit in the amount of \$12,805 in 2016/2017. FTRI inquired with its CPA and was advised FTRI is no longer eligible for the Health Care Credit during 2017/2018 budget year. Employee turnover impacted 2016/2017 Health Care cost for the period. During the budget year 2017/2018 FTRI anticipates 10 employees.

35. The Insurance-Other line item shows a \$626 increase from FY 2016/2017 Estimated Expenditures.

FTRI's insurance agent estimated a 1% increase in premium costs during the next renewal period. In addition, FTRI received a refund during FY 2016/2017.

36. The Office Expense line item shows a \$316 decrease from FY 2016/2017 Estimated Expenditures.

FTRI budgeted close to the estimated YE 2016/2017 amount.

37. The Postage line item shows \$0 increase from FY 2016/2017 Estimated Expenditures.

FTRI budgeted close to the estimated YE 2016/2017 amount.

38. The Printing line item shows \$0 increase from FY 2016/2017 Estimated Expenditures.

FTRI budgeted close to the estimated YE 2016/2017 amount. This line item includes printing of FTRI's annual report, business cards, letterhead, envelopes.

39. The Rent line item shows a \$293 increase from FY 2016/2017 Estimated Expenditures.

FTRI renewed its lease at the same rate. This rate has remained steady for the past 5 years and it not expected to increase. An increase is budgeted for the cost for offsite storage.

40. The Utilities line item shows \$0 increase from FY 2016/2017 Estimated Expenditures.

FTRI budgeted close to the estimated YE 2016/2017 amount.

41. The Retirement line item shows a \$12,951 increase from FY 2016/2017 Estimated Expenditures.

Retirement is based on salary, budgeted salary increases, and related pension costs for administration of the program through FTRI's plan administrator. FY 2016/2017 YE estimate was impacted by several staff changes during the year. FY 2017/2018 budget is for 10 employees' projected salary.

42. The Employee Compensation line item shows a \$22,462 increase from FY 2016/2017 Estimated Expenditures.

FTRI started July 2016 with 10 employees out of 15 authorized positions. One employee was on disability leave for several months requiring FTRI to secure a temporary part-time person to fulfill those responsibilities. In November the employee on disability leave terminated her employment with FTRI. The part-time temporary person ended her employment as well. The Data Entry Verification position was filled with a part-time permanent employee (32 hours per week) adding to the lower year end estimate. An Outreach Manager was hired with a start date of September 6, 2016. Ten (10) employees are budgeted for FY 2017/2018 with an estimated 3% increase in compensation.

43. The Temporary Employment line item shows \$0.

FTRI refrained from using this line item.

44. The Taxes-Payroll line item shows a \$30 increase from FY 2016/2017 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.

45. The Taxes-Unemployment Compensation line item shows a \$104 decrease from FY 2016/2017 Estimated Expenditures.

Taxes Unemployment Compensation is budgeted close to the year-end estimate. FTRI budgeted for one employee turnover. Estimate FY 2016/2017 saw several employee turnovers. 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.

46. The Taxes – Licenses line item shows \$0 increase from FY 2016/2017.

Taxes-Licenses fee is for FTRI's annual report to the department of state corporate filing. This was not budgeted however it is a required tax to maintain corporate status.

47. The Telephone line item shows a \$134 increase from FY 2016/2017 Estimated Expenditures.

FTRI budgeted close to the estimated YE 2016/2017 amount.

48. The Travel & Business line item shows a \$1,688 decrease from FY 2016/2017 Estimated Expenditures.

Travel increased from 9 to 11 trips for staff or manager's to meet with RDC and assist them with RDC set up or training. Several RDCs closed or did not renew the FTRI program recently and FTRI will explore opportunities for new RDCs. Additionally, as new

equipment is developed and introduced to the market, it may be advantageous for FTRI to visit with vendors. FTRI budgeted for staff to attend industry related conferences or seminars that benefits staff and/or FTRI.

49. Equipment Maintenance line item shows a \$10 increase from FY 2016/2017 Estimated Expenditures.

FTRI budgeted close to the estimated YE 2016/2017 amount. FTRI used the TTM (trailing twelve month average) to project the budget.

50. The Employee Training/Dev line item shows a \$67 decrease from FY 2016/2017 Estimated Expenditures.

FTRI budgeted for two staff retreats that may be held off-site. FTRI included for 3 staff to attend training sessions as they become available as needed. This maintains the budget at slightly less than the FY 2016/2017 Estimated Expenditures.

51. The Meeting Expense line item shows a \$225 decrease from FY 2016/2017 Estimated Expenditures.

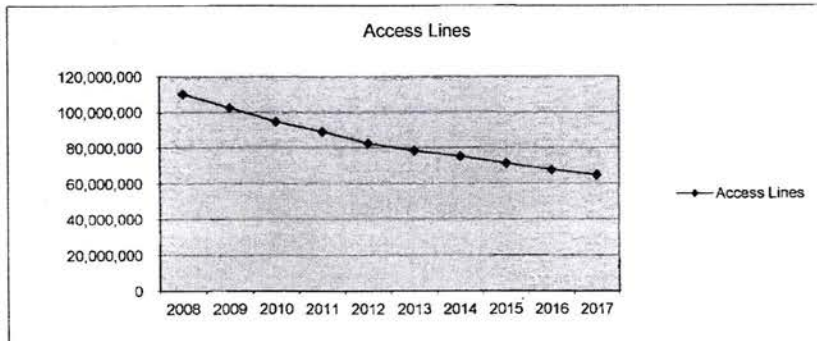
Due to a lack of qualified sign language interpreters in Tallahassee, FTRI anticipates the need of securing interpreters outside of Tallahassee for board meetings, etc. This maintains the budget at slightly less than the FY 2016/2017 Estimated Expenditures.

Access Line History Analysis

Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual/estimates	estimates	estimates
FYE 2010	FYE 2011	FYE 2012	FYE 2013	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
8,096,486	7,553,596	6,838,945	6,584,024	6,342,565	6,037,538	5,663,980	5,434,653	5,217,267	5,008,576
8,071,695	7,479,208	6,885,220	6,542,931	6,417,097	6,058,064	5,763,787	5,382,161	5,166,875	4,960,200
7,999,621	7,467,529	6,908,125	6,484,155	6,326,848	5,996,476	5,677,509	5,483,982	5,264,623	5,054,038
8,002,066	7,471,296	6,906,132	6,550,447	6,295,333	6,008,217	5,669,304	5,450,742	5,232,712	5,023,404
7,971,025	7,512,138	6,995,830	6,597,709	6,346,244	6,008,230	5,582,548	5,381,848	5,166,574	4,959,911
7,915,128	7,529,090	7,002,979	6,617,452	6,329,055	5,998,176	5,626,389	5,401,333	5,185,280	4,977,869
7,913,944	7,591,945	6,990,842	6,614,046	6,311,380	5,947,106	5,680,962	5,453,724	5,235,575	5,028,791
7,934,664	7,645,686	6,991,732	6,591,998	6,310,239	5,979,789	5,683,945	5,456,587	5,238,324	5,028,791
7,905,190	8,433,887	6,980,559	6,604,885	6,287,958	5,963,739	5,640,987	5,415,348	5,198,734	4,990,784
7,776,405	7,325,384	6,836,589	6,535,761	6,327,782	5,908,286	5,623,961	5,399,003	5,183,042	4,975,721
7,736,433	7,301,180	6,534,574	6,433,387	6,076,699	5,833,538	5,598,573	5,374,630	5,159,645	4,953,259
7,564,735	6,030,052	6,729,774	6,359,081	6,047,010	5,732,312	5,512,584	5,292,081	5,080,397	4,877,182
94,887,392	89,340,991	82,601,301	78,515,676	75,418,210	71,471,471	67,724,529	64,926,091	62,329,047	59,835,885
7,907,283	7,445,083	6,883,442	6,542,990	6,284,851	5,955,956	5,643,711	5,410,508	5,194,087	4,986,324
				75,418,210	71,471,471	67,724,529	64,926,091	62,329,047	59,835,885
-7.61%	-5.85%	-7.54%	-4.95%	-3.95%	-5.23%	-5.24%	-4.13%	-4.00%	-4.00%
					-5.23%	-5.24%	-4.13%	-4.00%	-4.00%
\$10,333,236.99	\$9,729,233.92	\$8,995,281.68	\$8,550,378.90	\$8,213,043.07	\$7,783,243.19	\$8,045,674.05	\$7,177,537.76	\$6,170,575.68	\$5,923,752.66
					11 cents	12 cents	11 cents	10 cents	10 cents
							\$868,136.28	\$1,006,962.08	\$246,823.03
							previous year	previous year	previous year

	Access Lines	Revenue
	Estimates FYE 2018 w/ 4% decrease	FYE 2018 w/ 4% decrease @ .10
July	5,217,267	\$516,509
August	5,166,875	\$511,521
September	5,264,623	\$521,198
October	5,232,712	\$518,039
November	5,166,574	\$511,491
December	5,185,280	\$513,343
January	5,235,575	\$518,322
February	5,238,324	\$518,594
March	5,198,734	\$514,675
April	5,183,042	\$513,121
May	5,159,645	\$510,805
June	5,080,397	\$502,959
	62,329,047	\$6,170,576
	FYE 2017 Lines	FYE 2017 Revenue

ATTACHMENT A



July and August are at 12 cents.
balance of year is at 11 cents.

61705.568
per 1 cent

Florida Relay Traffic Forecast

July 1, 2016 - June 30, 2017

Florida TRS	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Forecast Minutes of Use	92,092	91,103	91,535	96,315	84,585	87,245	86,218	77,642	84,480	66,176	65,219	62,457	985,067
Actual Minutes of Use	76,652	88,739	81,952	90,674									
Florida CapTel	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Forecast Minutes of Use	109,184	103,815	98,943	107,834	79,713	82,264	81,277	89,799	73,587	80,565	80,785	76,035	1,063,801
Actual Minutes of Use	86,986	94,251	87,108	85,346									
Grand Total	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
	\$ 226,338	\$ 250,355	\$ 231,314	\$ 237,949	\$ 222,330	\$ 229,187	\$ 228,459	\$ 231,002	\$ 212,030	\$ 203,453	\$ 202,788	\$ 192,015	\$ 2,684,000

Florida Relay Traffic Forecast

July 1, 2017 - June 30, 2018

Florida TRS	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Forecast Minutes of Use	61,001	79,110	68,528	78,872	75,992	71,815	75,949	68,020	79,056	57,872	55,984	52,299	824,498
Actual Minutes of Use													
Florida CapTel	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Forecast Minutes of Use	67,340	81,829	73,864	66,785	62,522	65,452	61,674	53,686	77,279	67,627	68,500	63,665	810,223
Actual Minutes of Use													
Grand Total	\$ 176,255	\$ 215,511	\$ 185,094	\$ 194,830	\$ 184,742	\$ 184,965	\$ 183,313	\$ 161,650	\$ 212,136	\$ 173,312	\$ 172,678	\$ 160,780	\$ 2,219,366

ATTACHMENT B

Florida Telecommunications Relay, Inc.
Fiscal Year 2017/2018 Budget @ .10 cents surcharge

	2016/2017 APPROVED BUDGET	2016/2017 ESTIMATED REV & EXPEND	2017/2018 PROPOSED BUDGET	Estimated to Budget VARIANCE 2016/2017 2017/2018	Budget to Budget VARIANCE 2016/2017 2017/2018
OPERATING REVENUE					
1 Surcharges	7,297,393	7,177,537	6,170,576	(1,006,961)	(1,126,817)
2 Interest Income	34,188	48,424	53,849	5,425	19,661
3 NDBEDP					
TOTAL OPERATING REV	7,331,581	7,225,961	6,224,425	(1,001,536)	(1,107,156)
OTHER REVENUE/FUNDS					
4 Surplus Account	15,983,096	16,552,936	17,337,883	784,947	1,354,787
TOTAL REVENUE	23,314,677	23,778,897	23,562,308	(216,589)	247,631
OPERATING EXPENSES					
CATEGORY I - RELAY SERVICES					
5 DPR Provider	3,192,039	2,664,000	2,219,366	(444,634)	(972,673)
SUBTOTAL-CATEGORY I	3,192,039	2,664,000	2,219,366	(444,634)	(972,673)
CATEGORY II - EQUIPMENT & REPAIRS					
6 TDD Equipment	0	0	0	0	0
7 Large Print TDD's	0	0	0	0	0
8 VCO/HCO - TDD	720	4,600	4,600	0	3,880
9 VCO Telephone	0	0	0	0	0
10 Dual Sensory Equipment	5,000	0	0	0	(5,000)
11 CapTel Phone Equipment	0	0	0	0	0
12 VCP Hearing Impaired	1,440,645	1,300,675	1,249,948	(50,727)	(190,697)
13 VCP Speech Impaired	1,386	1,063	832	(231)	(554)
14 TeliTalk Speech Aid	18,000	9,000	9,000	0	(9,000)
15 Jupiter Speaker phone	0	0	0	0	0
16 In-Line Amplifier	0	300	300	0	300
17 ARS Signaling Equip	6,501	2,600	2,400	(200)	(4,101)
18 VRS Signaling Equip	16,080	3,193	2,921	(272)	(13,159)
19 Accessories & Supplies	2,980	791	1,580	789	(1,400)
20 Telecomm Equip Repair	199,074	75,477	64,339	(11,138)	(134,735)
SUBTOTAL-CATEGORY II	1,690,386	1,397,699	1,335,920	(61,779)	(354,466)
CATEGORY III - EQUIPMENT DISTRIBUTION & TRAINING					
21 Freight-Telecomm Equip	43,225	39,909	40,442	533	(2,783)
22 Regional Distr Centers	910,059	833,833	814,950	(18,883)	(95,109)
23 Workshop Expense	0	0	0	0	0
24 Training Expense	664	0	500	500	(164)
SUBTOTAL-CATEGORY III	953,948	873,742	855,892	(17,850)	(98,056)

Florida Telecommunications Relay, Inc.
Fiscal Year 2017/2018 Budget @ .10 cents surcharge

	2016/2017 APPROVED BUDGET	2016/2017 ESTIMATED REV & EXPEND	2017/2018 PROPOSED BUDGET	Estimated to Budget VARIANCE 2016/2017 2017/2018	Budget to Budget VARIANCE 2016/2017 2017/2018
CATEGORY IV - OUTREACH					
25 Outreach Expense	574,626	574,626	558,976	(15,650)	(15,650)
SUBTOTAL-CATEGORY IV	574,626	574,626	558,976	(15,650)	(15,650)
CATEGORY V - GENERAL & ADMINISTRATIVE					
26 Advertising	1,340	15	658	643	(682)
27 Accounting/Auditing	26,140	22,414	20,533	(1,881)	(5,607)
28 Legal	71,400	72,000	72,000	0	600
29 Computer Consultation	7,187	7,187	5,580	(1,607)	(1,607)
30 Dues & Subscriptions	3,439	1,714	1,655	(59)	(1,784)
31 Office Furniture Purchase	0	0	0	0	0
32 Office Equipment Purchase	4,507	4,109	6,667	2,558	2,160
33 Office Equipment Lease	1,695	1,870	1,827	(43)	132
34 Insurance-Hlth/Life/Dsblty	125,343	140,903	175,345	34,442	50,002
35 Insurance-Other	10,748	9,449	10,075	626	(673)
36 Office Expense	14,197	14,035	13,719	(316)	(478)
37 Postage	4,489	7,541	7,541	0	3,052
38 Printing	719	1,514	1,514	0	795
39 Rent	93,921	91,769	92,062	293	(1,859)
40 Utilities	5,065	5,297	5,297	0	232
41 Retirement	65,585	60,783	73,734	12,951	8,149
42 Employee Compensation	434,973	422,644	445,106	22,462	10,133
43 Temporary Employment	9,640	0	0	0	(9,640)
44 Taxes - Payroll	33,275	30,061	30,091	30	(3,184)
45 Taxes - Unemplmt Comp	2,012	1,829	1,725	(104)	(287)
46 Taxes - Licenses	0	61	61	0	61
47 Telephone	15,595	17,106	17,240	134	1,645
48 Travel & Business	18,700	15,273	13,585	(1,688)	(5,115)
49 Equipment Maint.	937	736	746	10	(191)
50 Employee Training/Dev	567	1,042	975	(67)	408
51 Meeting Expense	3,641	1,595	1,370	(225)	(2,271)
52 Miscellaneous Expense	0	0	0	0	0
SUBTOTAL-CATEGORY V	955,115	930,947	999,106	68,159	43,991
CATEGORY VI - NDBEDP					
53 NDBEDP - Expense	0	0			
SUBTOTAL-CATEGORY VI	0	0	0	0	0
TOTAL EXPENSES	7,366,114	6,441,014	5,969,260	(471,754)	(1,396,854)
REVENUE LESS EXPENSES	15,948,563	17,337,883	17,593,048	255,165	1,644,485

255,165

FY 2017/2018 Budget Summary

FTRI Board of Directors,

Attached is the proposed budget for FY 2017/2018 at the proposed rate of .10 cents per access line. The budget projects revenue of \$6,224,425 and total expenses of \$5,969,260. The balance of \$255,165 will be added to the surplus. It is recommended that the surcharge decrease to 10 cents.

FTRI Proposed Budget for FY 2017/2018

Rationale for Increase/Decrease by Categories

Revenue – The proposed budget revenue is 15% lower than FYE 2017 Approved Budget.

During the past three years (FYE 2014, 2015 & 2016) access lines decreased at the average rate of 4.8% each year. For the current fiscal year FYE 2017, it is estimated the access line decrease to be 4.13%. For the proposed budget period it is projected that the decrease will be 4%. Decreasing the surcharge to 10 cents will produce a revenue surplus of \$255,165.

Category I (Relay) – Proposed budget is 30% lower than FYE 2017 Approved Budget.

Sprint is entering the third year of a three year contract to provide services for Florida Relay. The billable minute projections are based on Sprint's projection.

Category II (Equipment & Repairs) – Proposed budget is 4.42% (\$61,779) lower than FYE 2017 Estimated Year End.

An increase of \$3,880 in line item 8 (VCO/HCO/TDD) is due to existing inventory being depleted during the current fiscal year.

Category III (Distribution/Training) – Proposed budget is 2.04% (\$17,850) lower than FYE 2017 Estimated Year End.

FTRI continues to contract with 24 RDCs throughout the state for direct services. FTRI entered into an agreement with Suncoast CIL located in Sarasota.

Category IV (Outreach) – Proposed budget is 2.7% (\$15,650) less than FYE 2017 Estimated Year End. Total proposed outreach budget is \$558,976.

FTRI is proposing a maintain the same level of funding for newspaper insert ads to promote the EDP targeting the senior and baby boomer populations with the intent to create awareness about the FTRI and Florida Relay programs. FTRI collaborates with IMS to strategically place insert ads in newspapers by identifying specific areas, i.e. zoning by zip codes which allows FTRI to advertise in a cost efficient manner.

Category V (Administrative) – Proposed budget is 7.3% (\$68,159) higher than FYE 2017 Estimated Year End.

The increases are primarily due to the hiring of an Outreach Manager which PSC staff did not consider when they presented their version of the budget to the Commission. The increase includes employee compensation and associated benefits. Also included in the Employee Compensation line item (#42) is the 3% merit increase (\$12,923) for the board's consideration.

Line item #34 - Insurance Hlth/Life/Dsblty reflects a higher than usual increase because, according to FTRI's CPA, FTRI is not eligible for the Health Insurance Credit this year.

2.23.2017

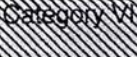
Florida Telecommunications Relay, Inc.

**Income Statement
 FY 2017/2018 - Budget
 10 cents Surcharge**

Income

Revenue			
	Surcharge	6,170,576	
	Interest	53,849	
	NDBEDP	0	
			<u>6,224,425</u>

Expense

Category I			
	DP Relay	2,219,366	
Category II			
	Equipment	1,335,920	
Category III			
	RDC	855,892	
Category IV			
	Outreach	558,976	
Category V			
	General	999,106	
 Category VI			
	NDBEDP	0	
			<u>5,969,260</u>

Net Projected 2017/2018 Income 255,165.00

Florida Telecommunications Relay, Inc.

**Budget FYE 2018
Revenue @ .10 cents**

Operating Revenue	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 First 6 Months	2016/2017 Estimated End	2016/2017 Approved Budget	2017/2018 Proposed Budget	Variance Between Budgets	
1 Surcharge	8,559,959	8,034,582	7,765,108	8,028,146	3,043,627	7,177,537	7,297,393	6,170,576	(1,126,817)	-15%
2 Interest	54,650	54,571	43,513	32,831	21,572	48,424	34,188	53,849	19,661	58%
3 NDBEDP	154,390	314,564	250,550	173,628					0	
Total Revenue	8,768,999	8,403,717	8,059,171	8,234,605	3,065,199	7,225,961	7,331,581	6,224,425	(1,107,156)	-15%

REVENUE CATEGORY

A. YEAR-END ESTIMATE NOTES

B. FY 2017/2018 PROPOSED BUDGET NOTES

- 1A. The FY 2016/2017 year end estimate for Revenue is based on actual revenues as of December 2016 and estimated revenues for the remainder of the FYE 2017. Access lines as reported to FTRI are averaging 5,410,508 per month using actual activity thru November 2016 and estimated activity for remainder of year. This is a 4.13% decrease over the same period last year.

64,926,091 access lines

July and August = $10,816,814 \times \$.12 \times .99 = \$1,285,037$

September thru June = $54,109,277 \times \$.11 \times .99 = \$5,892,500$

Total = $\$7,177,537$

- 1B. The Revenue FY 2017/2018 budget is based on FY 2016/2017 actual and estimated revenues. The FPSC reduced the surcharge rate to 11 cents as of September 1, 2016. The number of access lines reported to FTRI has declined over the past years at an average rate of -5.56% per year. A decrease of 4% in access lines is budgeted for FY 2017/2018. Movement of the general population to wireless telephone use continues to reduce the number of access lines reported. FTRI is recommending a rate of 10 cents per access line for FY 2017/2018.

$62,329,047 \text{ access lines} \times \$.10 \times \$.99 = \mathbf{\$6,170,576.}$

- 2A. The FY 2016/2017 year end estimate for Interest Income is based on actual interest income as of December 2016 and estimated interest income for the remainder of the FYE 2017. An interest rate of 0.36% currently is paid by Regions Bank and is used to estimate the remainder of FYE 2017. Year end estimate is \$48,424.

\$21,572 actual interest earned as of December 2016

\$26,852 estimated interest earned Jan-June 2017

- 2B. The Interest Income FY 2017/2018 budget is based on FY 2016/2017 actual and estimated interest income. FTRI only earns interest from our Regions Bank Non Profit Public Funds Money Market account. Our Regions Bank Public Funds Checking is a non-interest bearing account and we are required to keep a \$500,000 minimum balance. Our current interest rate of .36% has been used for budget projections. FTRI uses the estimated fund balance as of June 2017, adding interest income and applying the interest rate.

Total projected 2017/2018 interest income is $\mathbf{\$53,849}$

REVENUE CATEGORY continued...

- 3A. The FY 2015/2016 FCC reimbursements did not cover the expenses for NDBEDP. FTRI de-certified as the administrator for the Florida NDBEDP with the FCC as of June 30, 2016.

Year end 2016/2017 is estimated at \$0

- 3B. FTRI de-certified as the administrator for the Florida NDBEDP with the FCC as of June 30, 2016.

FYE 2017/2018 budget is **\$0**.

- 4A. Fund Balance as of July 1, 2016 is taken from our 2015/2016 annual report \$15,983,096.

- 4B. Fund balance at July 1, 2017 is estimated to be \$17,250,491 and is computed by adding the estimated revenue and subtracting the estimated expenses and applying the interest rate. Our ending fund balance June 30, 2018 is estimated to be **\$17,224,013**.

Interest Calculation for FYE 2018 - 10 cents per access line, no reduction of surplus funds account.

1-Jan-17 Operating account	\$2,183,264.21	**Non-interest bearing
Surplus Funds	\$14,906,517.34	**Interest earned at .36% annually.
	<u>\$17,089,781.55</u>	

\$14,906,517.34	0.000300	\$4,471.96	Jan	
\$14,910,989.30	0.000300	\$4,473.30	Feb	
\$14,915,462.59	0.000300	\$4,474.64	mar	
\$14,919,937.23	0.000300	\$4,475.98	Apr	
\$14,924,413.21	0.000300	\$4,477.32	may	
\$14,928,890.54	0.000300	\$4,478.67	june	2017
FYE 2017 est.	January 2017-June 2017	\$26,851.86		

\$14,933,369.20	0.000300	\$4,480.01	July	
\$14,937,849.21	0.000300	\$4,481.35	Aug	
\$14,942,330.57	0.000300	\$4,482.70	Sep	
\$14,946,813.27	0.000300	\$4,484.04	Oct	
\$14,951,297.31	0.000300	\$4,485.39	Nov	
\$14,955,782.70	0.000300	\$4,486.73	Dec	
\$14,960,269.44	0.000300	\$4,488.08	Jan	
\$14,964,757.52	0.000300	\$4,489.43	Feb	
\$14,969,246.94	0.000300	\$4,490.77	Mar	
\$14,973,737.72	0.000300	\$4,492.12	Apr	
\$14,978,229.84	0.000300	\$4,493.47	May	
\$14,982,723.31	0.000300	\$4,494.82	June	2018

\$0.00

FYE 2018 est.	July 2017-June2018	\$53,848.92
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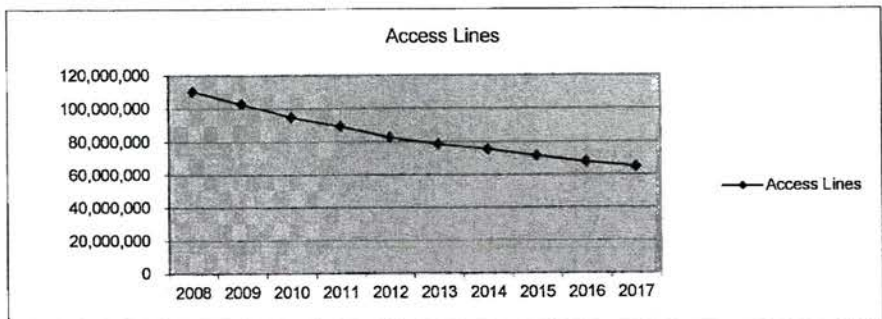
YE 2017 estimate	
July-dec 2016 actual	\$21,571.67
Jan-Jun 2017 est	\$26,851.86
	<u>\$48,423.53</u>

YE 2018 estimate	
July 2017 - June 2018	\$53,848.92

Access Line History Analysis

Actual FYE 2010	Actual FYE 2011	Actual FYE 2012	Actual FYE 2013	Actual FYE 2014	Actual FYE 2015	Actual FYE 2016	Actual/estimates FYE 2017	estimates FYE 2018	estimates FYE 2019
8,096,486	7,553,596	6,838,945	6,584,024	6,342,565	6,037,538	5,663,980	5,434,653	5,217,267	5,008,576
8,071,695	7,479,208	6,885,220	6,542,931	6,417,097	6,058,064	5,763,787	5,382,161	5,166,875	4,960,200
7,999,621	7,467,529	6,908,125	6,484,155	6,326,848	5,996,476	5,677,509	5,483,982	5,264,623	5,054,038
8,002,066	7,471,296	6,906,132	6,550,447	6,295,333	6,008,217	5,669,304	5,450,742	5,232,712	5,023,404
7,971,025	7,512,138	6,995,830	6,597,709	6,346,244	6,008,230	5,582,548	5,381,848	5,166,574	4,959,911
7,915,128	7,529,090	7,002,979	6,617,452	6,329,055	5,998,176	5,626,389	5,401,333	5,185,280	4,977,869
7,913,944	7,591,945	6,990,842	6,614,046	6,311,380	5,947,106	5,680,962	5,453,724	5,235,575	5,026,152
7,934,664	7,645,686	6,991,732	6,591,998	6,310,239	5,979,789	5,683,945	5,456,587	5,238,324	5,028,791
7,905,190	8,433,887	6,980,559	6,604,885	6,287,958	5,963,739	5,640,987	5,415,348	5,198,734	4,990,784
7,776,405	7,325,384	6,836,589	6,535,761	6,327,782	5,908,286	5,623,961	5,399,003	5,183,042	4,975,721
7,736,433	7,301,180	6,534,574	6,433,387	6,076,699	5,833,538	5,598,573	5,374,630	5,159,645	4,953,259
7,564,735	6,030,052	6,729,774	6,359,081	6,047,010	5,732,312	5,512,584	5,292,081	5,080,397	4,877,182
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94,887,392	89,340,991	82,601,301	78,515,876	75,418,210	71,471,471	67,724,529	64,926,091	62,329,047	59,835,885
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7,907,283	7,445,083	6,883,442	6,542,990	6,284,851	5,955,956	5,643,711	5,410,508	5,194,087	4,986,324
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				75,418,210	71,471,471	67,724,529	64,926,091	62,329,047	59,835,885
-7.61%	-5.85%	-7.54%	-4.95%	-3.95%	-5.23%	-5.24%	-4.13%	-4.00%	-4.00%
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					-5.23%	-5.24%	-4.13%	-4.00%	-4.00%
\$10,333,236.99	\$9,729,233.92	\$8,995,281.68	\$8,550,378.90	\$8,213,043.07	\$7,783,243.19	\$8,045,674.05	\$7,177,537.76	\$6,170,575.68	\$5,923,752.66
					11 cents	12 cents	11 cents	10 cents	10 cents
							\$868,136.28	\$1,006,962.08	\$246,823.03
							year	year	year

Access Lines	Revenue	
Estimates FYE 2018 w/ 4% decrease	FYE 2018 w/ 4% decrease @ .10	
July	5,217,267	\$516,509
August	5,166,875	\$511,521
September	5,264,623	\$521,198
October	5,232,712	\$518,039
November	5,166,574	\$511,491
December	5,185,280	\$513,343
January	5,235,575	\$518,322
February	5,238,324	\$518,594
March	5,198,734	\$514,675
April	5,183,042	\$513,121
May	5,159,645	\$510,805
June	5,080,397	\$502,959
-----	-----	-----
	62,329,047	\$6,170,576
	-----	-----
	FYE 2017 Lines	FYE 2017 Revenue



July and August are at 12 cents.
balance of year is at 11 cents

Florida Telecommunications Relay, Inc.

**Budget FYE 2018
Category I**

Operating Expense Relay Provider	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 First 6 Months	2016/2017 Estimated End	2016/2017 Approved Budget	2017/2018 Proposed Budget	Variance Between Budgets	
5 DP Relay	4,056,133	3,753,422	3,377,734	3,376,471	1,400,946	2,664,000	3,192,039	2,219,366	(972,673)	
Total Category I	4,056,133	3,753,422	3,377,734	3,376,471	1,400,946	2,664,000	3,192,039	2,219,366	(972,673)	-30%

TRS
CTS

1104456
2087583

3192039

CATEGORY I

**A. YEAR-END ESTIMATE NOTES
B. FY 2017/2018 PROPOSED BUDGET NOTES**

5A. The FY 2016/2017 year end estimate for Dual Party Relay is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017.

Estimated Traditional relay	\$1,037,723
Estimated CapTel relay	<u>\$1,626,277</u>
The total estimate is	\$2,664,000

5B. The Dual Party Relay FY 2017/2018 budget is based on projections provided by SPRINT the relay provider as of March 1, 2015. The contracted rates for SPRINT of \$1.09 per billable minute for traditional relay and \$1.63 for CapTel billable minutes have been used.

Estimated budget for Traditional relay is	\$ 898,703
Estimated budget for CapTel is	<u>\$1,320,663</u>
Total estimated 2017/2018 budget is	\$2,219,366

Florida Relay Traffic Forecast

July 1, 2016 - June 30, 2017

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Florida TRS													
Forecast Minutes of Use	92,092	91,103	91,535	96,315	84,585	87,245	86,218	77,642	84,480	66,176	65,219	62,457	985,067
Actual Minutes of Use	76,652	88,739	81,952	90,674									
	\$ 85,561	\$ 96,726	\$ 89,328	\$ 98,855	\$ 92,196	\$ 95,097	\$ 93,978	\$ 84,639	\$ 92,683	\$ 72,131	\$ 71,689	\$	
Florida CapTel													
Forecast Minutes of Use	109,184	103,815	98,943	107,834	79,713	82,264	81,277	89,799	73,587	80,565	80,785	76,035	1,063,801
Actual Minutes of Use	86,986	94,251	87,108	85,346									
	\$ 141,787	\$ 153,679	\$ 147,896	\$ 139,311	\$ 129,032	\$ 134,696	\$ 132,482	\$ 146,572	\$ 119,947	\$ 131,321	\$ 131,640	\$	
Grand Total													
	\$ 226,338	\$ 250,356	\$ 231,514	\$ 237,949	\$ 222,130	\$ 229,187	\$ 228,460	\$ 231,802	\$ 212,630	\$ 203,452	\$ 202,768	\$ 192,015	\$ 2,048,868

Florida Relay Traffic Forecast

July 1, 2017 - June 30, 2018

Florida TRS	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Forecast Minutes of Use	61,001	79,110	68,528	78,872	75,992	71,815	75,949	68,020	79,056	57,872	55,984	52,299	824,498
Actual Minutes of Use	\$ 68,491	\$ 86,230	\$ 74,096	\$ 85,878	\$ 82,831	\$ 78,278	\$ 81,784	\$ 74,141	\$ 86,171	\$ 63,080	\$ 61,023		
Florida CapTel	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Forecast Minutes of Use	67,340	81,829	73,864	66,785	62,522	65,452	61,674	53,686	77,279	67,627	68,500	63,665	810,223
Actual Minutes of Use	\$ 109,764	\$ 133,381	\$ 120,396	\$ 108,868	\$ 101,911	\$ 106,087	\$ 100,729	\$ 87,908	\$ 125,968	\$ 110,237	\$ 111,888		
Grand Total	\$ 176,235	\$ 219,611	\$ 195,084	\$ 184,830	\$ 184,742	\$ 184,965	\$ 182,313	\$ 181,810	\$ 212,136	\$ 172,312	\$ 172,678	\$ 160,780	\$ 2,230,386

Budget FYE 2018
CATEGORY II

Operating Expenses Equipment	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 First 6 Months	2016/2017 Estimated End	2016/2017 Approved Budget	2017/2018 Proposed Budget	Variance Between Budgets	
6 TTY	0	0		0	0	0	0	0	0	
7 Large Print TTY	0	0	250	0	0	0	0	0	0	
8 VCO/HCO TTY	0	0	0	2,530	0	4,600	720	4,600	3,880	
9 VCO Telephone	2,092	123	492	0	0	0	0	0	0	
10 Dual Sensory	0	0	0	0	0	0	5,000 *	0	(5,000)	
11 CapTel	34,430	40,748	15,985	0	0	0	0	0	0	
12 VCP Hearing Impaired	1,521,693	1,336,707	1,316,623	1,451,262	551,401	1,300,675	1,440,645	1,249,948	(190,697)	13%
13 VCP Speech Impaired	9,356	4,542	5,235	517	832	1,063	1,386	832	(554)	
14 TeliTalk Speech Assist	12,000	10,800	13,800	6,000	4,800	9,000	18,000	9,000	(9,000)	
15 InferaRed/Hands Free	0	6,132	0	0	0	0	0	0	0	
16 In-Line Amplifier	300	20	0	0	300	300	0	300	300	
17 ARS Signaler	21,562	7,454	5,027	2,015	1,539	2,600	6,501	2,400	(4,101)	
18 VRS Signaler	16,080	14,070	11,935	6,151	1,246	3,193	16,080	2,921	(13,159)	
19 Accessories & Supplies	8,013	5,455	12,092	781	231	791	2,980	1,580	(1,400)	
20 Repairs	11,042	12,464	175,484	80,742	32,952	75,477	199,074	64,339	(134,735)	
Total Category II	1,636,567	1,438,515	1,556,923	1,549,998	593,301	1,397,699	1,690,386	1,335,920	(354,466)	21%

CATEGORY II

**A. YEAR-END ESTIMATE NOTES
B. FY 2017/2018 PROPOSED BUDGET NOTES**

- 6A. The FY 2016/2017 year end estimate for TTY is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. No new TTY equipment will be ordered this year as 425 and 4425 units in inventory will be ample.

Total estimated year end is \$ 0.

- 6B. The TTY FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2016/2017. Using averages from the prior year, the current inventory balances for TTY model 425 units and TTY model 4425 units available at warranty repair costs should be ample to cover the need. FTRI does not anticipate the need to purchase new units of TTY equipment in FY 2017/2018.

Total estimated 2017/2018 budget is **\$0**.

- 7A. The FYE 2017 estimate for LVD TTY is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. FTRI does not anticipate the need for any new units.

Total estimated year end is 0

- 7B. The LVD TTY FY 2017/2018 budget is based on actual and estimated costs for FY 2016/2017. FTRI does not anticipate the need for any new equipment.

Total estimated 2017/2018 budget is **\$0**

CATEGORY II continued...

- 8A. The FY 2016/2017 estimate for VCO/HCO TTY is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. 20 units have been ordered for January – June 2017.

Total estimated year end is \$4,600

- 8B. The VCO/HCO TTY FY 2017/2018 budget is based on actual and estimated costs and distributed units for FY 2016/2017. Using averages from the prior year and adjusting for VCO/HCO TTY units that will be available at warranty repair costs; FTRI anticipates we will be able to meet consumer demands with an order of 20 new units and the refurbished units of VCO/HCO TTY equipment on hand in FY 2017/2018.

20 units x \$230.00 = \$4,600
Total estimated 2017/2018 budget is **\$4,600**

- 9A. The FYE 2017 estimate for VCO is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Our current inventory should be sufficient to handle requests for the remainder of FYE 2017.

Total estimated year end is \$0.

- 9B. The VCO FY 2017/2018 budget is based on actual and estimated costs for FY 2016/2017. Using the trailing twelve month data of 2016 FTRI has projected we can provide for distribution out of our inventory on hand at RDCs and the vendor refurbished stock.

No units are budgeted for purchase \$0

Total estimated 2017/2018 budget is **\$0**

CATEGORY II continued...

- 10A. The FY 2016/2017 year end estimate for Dual Sensory is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. The NDBEDP- iCanConnect FCC program has eliminated demand for the FTRI Dual Sensory equipment. FTRI has had no requests for Dual Sensory equipment.

Total estimated year end is \$0.

- 10B. Dual Sensory most often is serviced from the NDBEDP- iCanConnect –FCC program. FTRI does not anticipate any requests for this equipment and is budgeting accordingly.

Total estimated 2017/2018 budget is **\$0**.

- 11A. As of March 1, 2015, SPRINT has agreed within the relay contract to provide CapTel 840Plus units to FTRI at no cost for the equipment.

Total estimated year end is \$0.

- 11B. The CapTel FY 2017/2018 budget is based on SPRINT, through the relay agreement with the FPSC, to provide CapTel 840Plus units to FTRI at no cost for the unit. Shipping and supplies will be extra.

Total estimated 2017/2018 budget is **\$0**

CATEGORY II continued...

- 12A. The FY 2016/2017 year end estimate for VCPH is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. New VCPH and Cordless VCPH are recorded here. FTRI purchases several models from different vendors for individuals with mild, moderate and severe hearing loss.

Expenditures as of December 2017 (VCPH \$116,364 +Cordless \$435,037) \$551,401

January – June 2017 VCPH estimate \$208,283 + Cordless estimate \$540,991 = \$749,274

Total estimated year end is \$1,300,675.

- 12B. The VCPH FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. The historical consumer demands from the trailing 12 month average units purchased have been used to estimate, FYE 2018 purchases.

VCPH various corded models totaling 3,534 units	\$ 272,445
Cordless various models totaling 13,133 units	\$ 977,503

Total estimated 2017/2018 budget is **\$1,249,948.**

- 13A. The FY 2016/2017 year end estimate for VCPS is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. FTRI has budgeted a small amount for various clients as needed in the year end estimate TTM purchase analysis.

YTD December 2016	\$ 832
6 HD-40S @ \$46.20 each	<u>\$ 231</u>
	\$ 1,063

Total estimated year end is \$1,063.

CATEGORY II continued...

- 13B. The VCPS FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Using the historical consumer demands from the prior year FTRI has projected we will need to order (18) eighteen HD-40S units. Clarity has discontinued the Fortissimo and FTRI will use the available stock on hand.

18 HD-40S units @ \$46.20 each	\$ 832
Fortissimo units are discontinued	<u>\$ 0</u>

Total estimated 2017/2018 budget is **\$832.**

- 14A. The FY 2016/2017 year end estimate for TeliTalk is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. We anticipate the need to purchase (15) fifteen units this fiscal year.

Total estimated year end is \$9,000

- 14B. The TeliTalk FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Using the historical consumer demands from the prior year FTRI has projected we will need to order (25) twenty-five units.

15 units @ \$600 each	\$9,000
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Total estimated 2017/2018 budget is **\$9,000.**

CATEGORY II continued...

- 15A. The FY 2016/2017 year end estimate for Infrared GEWA phone is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. (0) Zero units have been distributed as of December 2016. FTRI has 6 units on hand.

Total estimated year end is \$0.

- 15B. The FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. The Infrared GEWA is based on distributed units.

Total estimated is 1 to 2 units, on hand is 6 units, budget is \$0

- 16A. The FY 2016/2017 year end estimate for In-Line Amplifier is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Fifteen units have been ordered as of December 2016. On hand units at the RDCs and FTRI should be sufficient to supply needs through June 2017.

Total of 15 units ordered for estimated year end \$300.

- 16B. The In-Line Amplifier FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Using the historical consumer demands from the prior year FTRI has projected one order of 15 units for FY 2017/2018.

Total estimated 2017/2018 budget is \$300.

CATEGORY II continued...

- 17A. The FY 2016/2017 year end estimate for ARS is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017.

104 units x \$25 = \$2,600
Total estimated year end is \$2,600.

- 17B. The ARS FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Using the historical consumer demands from the prior year FTRI has projected we will need to order (96) ninety-six units.

96 units x \$25.00 each = \$2,400
Total estimated 2017/2018 budget is **\$2,400.**

- 18A. The FY 2016/2017 year end estimate for VRS is based on actual expenditures as of December 2017 and estimated costs for the remainder of the FYE 2017. FTRI plans to purchase an additional 50 units.

Year to date December 2016 = \$1,246
50 units x \$38.95 = \$1,948
Total estimated year end is \$3,194.

- 18B. The VRS FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Using the historical consumer demands from the prior year FTRI has projected we will need to order (75) seventy-five units.

75 units @ \$38.95 each \$2,921
Total estimated 2017/2018 budget is **\$2,921.**

CATEGORY II continued...

- 19A. The FY 2016/2017 year end estimate for Equipment Accessories and Supplies is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017.

Total year end estimate is \$781.

- 19B. The Equipment Accessories and Supplies FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. FTRI anticipates purchasing equipment accessories and other similar supplies.

Total estimated 2017/2018 budget is **\$1,580.**

- 20A. The FY 2016/2017 year end estimate for Equipment Repair is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. YTD December 2016 repairs includes bulk purchase of batteries and boxes to reduce costs for repairs at Teltex on VCPH cordless units.

Total estimated year end is \$75,477

- 20B. The Equipment Repair FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. In some instances the vendor replaces the unit rather than repairing it. Additionally, FTRI started a program with Teltex to recycle, refurbish and repair out of warranty VCPH units made by Clarity.

TTY repairs	\$ 2,575
CapTel repairs	\$ 500
All other equipment repairs	\$ 374
VCPH repairs	<u>\$ 60,890</u>

Total estimated 2017/2018 budget is **\$64,339**

Florida Telecommunications Relay, Inc.

Budget FYE 2018
Category III

Operating Expense RDC & Training	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 First 6 Months	2016/2017 Estimated End	2016/2017 Approved Budget	2017/2018 Proposed Budget	Variance Between Budgets
21 Freight - Equipment	66,900	81,439	65,782	44,113	19,422	39,909	43,225	40,442	(2,783)
22 RDC									
Contracts	927,935	858,368	864,669	827,629	318,364	751,211	809,009	732,762	(76,247)
Interpreters	0	0	0	0	0	0	1,000	0	(1,000)
Auditing	1,470	6,220	4,304	814	3,075	3,500	3,500	0	(3,500)
Support Services	763	528	528	574	0	500	1,000	500	(500)
AIMS Aircards	16,797	16,797	17,191	16,843	4,850	8,640	22,500	8,640	(13,860)
AIMS Hardware	215	1,201	0	0	0	600	0	3,000	3,000
AIMS Project	88,800	75,248	65,402	60,163	27,383	69,382	73,050	70,048	(3,002)
23 Workshops	64,318	0	0	0	0	0	0	0	0
24 Training	566	468	468	468	0	0	664	500	(164)
Total Category III	1,167,764	1,040,269	1,018,344	950,604	373,094	873,742	953,948	855,892	(98,056) -10%

CATEGORY III

**A. YEAR-END ESTIMATE NOTES
B. FY 2017/2018 PROPOSED BUDGET NOTES**

21A. The FY 2016/2017 year end estimate for Freight-Equipment is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes shipments of equipment from the equipment manufacturers to FTRI, clients and Regional Distribution Centers (RDC). Outgoing UPS and FEDX shipments to clients and call tagged equipment to be picked up from clients.

The total estimate is \$39,909

21B. The Freight-Equipment FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018.

Total estimated 2017/2018 budget is **\$40,442.**

22A. The FY 2016/2017 year end estimate for RDC is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Includes RDC contracts, Aircard and Hardware to access AIMS.

Year-end estimate is \$833,833

22B. The RDC FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Based on the monthly average from the prior year activity. FTRI plans include the continued support of RDC contracts and the RDC Data Entry support to access the AIMS database, FTRI anticipates the following.

RDC contracts	\$ 732,762
AIMS Aircard \$720 per month	\$ 8,640
RDC AIMS Hardware	\$ 3,000
AIMS Project for RDC	\$ 70,048
Auditing	\$ 0
Interpreters	\$ 0
Support Services	\$ 500

Total estimated 2017/2018 budget is **\$814,950.**

CATEGORY III continued...

- 23A. The FY 2016/2017 YE estimate for Workshops is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. No Workshop was planned or conducted FYE 2017.

Year-end estimate is \$0

- 23B. The Workshops FY 2017/2018 budget is zero. FTRI believes that an annual workshop benefits the RDC staff and FTRI staff in providing information and training in a face to face environment that is unable to be achieved through webinars or manuals. Although FTRI management believes this to be beneficial, PSC staff has clearly identified this item as one that should not be included in our budget.

Total estimated 2017/2018 budget is **\$0**.

- 24A. The FY 2016/2017 year end estimate for RDC distribution training is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is

The total estimate is \$0.

- 24B. The RDC Training FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. FTRI plans to hold smaller regional trainings via webinars and when possible face to face if already in the area for auditing or other purposes to enhance the FTRI program and its relationship with the RDCs.

Total estimated 2017/2018 budget is **\$500**.

Florida Telecommunications Relay, Inc.

**Budget FYE 2018
Category IV**

Operating Expense Outreach	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 First 6 Months	2016/2017 Estimated End	2016/2017 Approved Budget	2017/2018 Proposed Budget	Variance Between Budgets	
25 Outreach	611,648	635,783	568,123	583,748	253,401	574,626	574,626	558,976	(15,650)	
Total Category IV	611,648	635,783	568,123	583,748	253,401	574,626	574,626	558,976	(15,650)	3%

FTRI Outreach Budget

Proposed FY 2017/2018

			2016/2017	2017/2018
			Approved Budget	Proposed Budget
5410	005	ASL Interpreters/CART	500.00	0.00
5410	008	Displays/Table Cover	1,500.00	0.00
5410	009	Spanish Translations	300.00	150.00
5410	020	Conference/Exhibit Fees	10,000.00	10,000.00
5410	022	Partnership-service providers/assns	15,000.00	15,000.00
5410	023	Website	8,500.00	0.00
5411	001	Travel	20,500.00	20,500.00
5414	001	RDC Outreach Contracts	70,000.00	70,000.00
5415	001	Media	428,326.00	428,326.00
5417	104	Brochures, Applications, Materials	20,000.00	15,000.00
		Total	574,626.00	558,976.00

CATEGORY IV

A. YEAR-END ESTIMATE NOTES
B. FY 2017/2018 PROPOSED BUDGET NOTES

25A. The FY 2016/2017 budget for Outreach is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes:

FTRI Outreach	\$ 574,626
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Total year end estimate is \$574,626

25B. The Outreach FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. The outreach budget is based on the projections developed by the Outreach Department and Executive Director for expected outreach activities promoting the Equipment Distribution Program. A quote for newspaper inserts has been included. This newspaper method has produced very strong results and FTRI plans to continue newspaper inserts for the 2017/2018 budget year.

FTRI Outreach	\$558,976
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Total estimated 2017/2018 budget is **\$558,976.**

FTRI Outreach Budget

Proposed FY 2017/2018

			2016/2017	2017/2018
			Approved Budget	Proposed Budget
5410	005	ASL Interpreters/CART	500.00	0.00
5410	008	Displays/Table Cover	1,500.00	0.00
5410	009	Spanish Translations	300.00	150.00
5410	020	Conference/Exhibit Fees	10,000.00	10,000.00
5410	022	Partnership-service providers/assns	15,000.00	15,000.00
5410	023	Website	8,500.00	0.00
5411	001	Travel	20,500.00	20,500.00
5414	001	RDC Outreach Contracts	70,000.00	70,000.00
5415	001	Media	428,326.00	428,326.00
5417	104	Brochures, Applications, Materials	20,000.00	15,000.00
		Total	574,626.00	558,976.00

OUTREACH GOALS FOR FY 2017/2018

Goal – To promote, educate and increase awareness about FTRI, the Equipment Distribution Program (EDP) and the Florida Relay Service (FRS) through activities with the intent to recruit *New* clients.

The Outreach/Marketing plan for FY 2017/2018 is designed to target specific outreach activities to recruit *New* clients during the current fiscal year as well as expand its reach to include digital ad network, email blast, and social media such as Facebook, Twitter, Google Ad Words. The RDCs are aware that FTRI will continue to be selective with approving outreach funding request to events that have a proven track record of recruiting *New* clients successfully. General awareness and education of the FTRI EDP and the FRS will continue to play an important role in outreach during FY 2017/2018.

Primary Projects

- ❖ **RDC Agreement** – For FY 2017/2018, FTRI proposes to continue with the application process to allow the RDCs flexibility to perform outreach that best suits their agency ability to recruit *New* clients. FTRI reviews past Activity Report to determine whether an outreach application will be approved. RDCs apply for funding by posting events through the outreach calendar as part of the approval process. FTRI reserves the right to approve, deny or negotiate applications. RDCs may conduct presentation/distributions, exhibit/distributions, service providers, or propose other outreach ideas.
 - FTRI has added a new database for RDC to follow-up with potential clients.
 - Application Request
 - This database allows FTRI and RDCs to enter information in required fields capturing each individual that contacts FTRI regardless of whether they're a potentially new or existing client. The information is compiled into an Application Request Report allowing FTRI to track the individual through the entire application process. Follow-up dates are assigned to ensure that FTRI or RDC follows-up after a period of time. This is to ensure that interested applicants do not slip through the cracks.

Follow-ups Due

Customer Care

Issue	Client	FlUp Date
11967	Paul Richardson	11/30/2015

Application Requests

Request	Applicant	FlUp Date
6044	Florence Marlow	1/25/2016

- ❖ **Marketing Campaign** – To promote the EDP 12-months continuous insert ad advertising in variety of newspapers, community newspaper, digital ad network, etc. targeting the senior and baby boomer populations with the intent to create awareness about the FTRI and Florida Relay programs. FTRI collaborates with IMS to strategically place insert ads in newspapers by identifying specific areas, i.e. zoning by zip codes which allows FTRI to advertise in a cost efficient manner.

In addition, FTRI will utilize Sprint's \$25,000 to advertise the Florida Relay Service in newspaper using a CapTel insert ad in specific areas throughout the state. This continued exposure is important to maintain awareness of the relay service as well as recruit individuals to learn more about the entire FTRI program.

- ❖ **Association Partnerships (Conferences/Expos/Seminars)** - To cultivate existing relationship, as well as partnering with new associations by networking with service providers association that serve similar target populations. A few examples are Florida Geriatrics Society (www.ftri.org/fgs), Florida Academy of Audiologist, Florida Society of Hearing Healthcare Professionals (www.ftri.org/fshhp), Leading Age Florida (www.ftri.org/leadingage), Florida Council on Aging (www.ftri.org/coa), Florida Association of Aging Service Providers (www.fasp.net), Aging Life Care Association (www.aginglifecare.org), to name a few. FTRI exhibits at these associations annual conference however FTRI desires to increase its level of participation using a comprehensive marketing strategy that allows us to create awareness and opportunities through its membership year-round. The focus will be to arrange for FTRI services to be delivered directly to the individuals at SP locations or consumers home.

FTRI Outreach Line Item Notes

- **Promotional Items (\$0)** – Promotional items continue to be an important component of conferences and presentations. FTRI has ample inventory to get through the next fiscal year. (Decrease from last year)
- **ASL Interpreters/CART (\$0)** – An accommodation that is needed for audits, trainings, workshops, and outreach conducted by FTRI staff. (Decrease from last year)
- **Photo Development (\$0)** – Skip this budget year. (Same as last year)
- **Displays/Table-cover (\$0)** – Skip this budget year. (Decrease from last year)
- **Spanish Translation (\$0)** – Will translate any printed materials and displays (Same as last year).
- **Conference Exhibit Fees (\$10,000)** – Continuation of exhibiting at state-wide conferences. (Same as last year)
- **Service Provider Association Partnerships (\$15,000)** – Continuation and expansion of FTRI's participation by creating partnerships with associations to the intent to refer clients to FTRI (Same as last year).
- **Website (\$0)** – Current website is nearly 10 years old and proposing to update the public website. (Decrease from last year)

- **Travel (\$20,500)** – Two FTRI Outreach Specialists will continue to travel to perform training, outreach and overall increased support to the RDCs. (Same as last year)
- **Florida Relay Brochures Printing (\$0)** – Have enough in stock to last the next fiscal year. Florida Relay printed material to disseminate throughout the state. The state relay provider does not provide FTRI with printed material (Same as last year).
- **RDC Outreach (\$70,000)** – This is the funding for the RDC Outreach contracts. (Same as last year).
- **Hearing News Network (\$0)**
- **HLA of Florida Seminar - (\$0)**
- **Demo XLC2 Display- (\$0)**
- **Media (\$0)** – To allow for FTRI the flexibility to produce last minute ads for RDCs. (Moved to Media Newspaper)
- **Marketing Campaign (\$482,326)** – The category represents newspaper advertising, community newspapers, magazines, social media, email blast, Facebook, Twitter, digital ad network, etc. (Same as last year)
- **Florida Relay 711 PSA (\$0)** – Florida Relay PSA on cable (Same as last year).
- **Brochures/Applications/Support Forms/Postcards (\$15,000)** (Decrease from last year)
 - Design fees, ads, brochures, flyers, quality assurance postcards, Customer Care postcards, relocation postcard, new RDC announcement postcards, EDP flyer, palm card, web banner ads, e-newsletter provider fees (Constant Contact), and service provider brochures.

Total Budget Request - \$558,976

(Revised 1.30.2017)

Proposed FY 2017/2018 Outreach Goals and Objectives

	RDC Agreement Project <i>(\$70,000)</i>	Media Project <i>(\$428,326)</i>	Association Partnerships Various Marketing Strategies <i>(\$15,000)</i>
Goal and Objectives	To promote, educate and increase awareness about FTRI, the Equipment Distribution Program (EDP) and the Florida Relay Service (FRS) through activities with the intent to increase number of new clients.	To promote the EDP 12 months continuously using variety of media methods targeting the senior and baby boomer populations with the intent to increase number of new clients. FTRI plans to work with IMS to place ads.	To cultivate relationship by partnering with current service provider associations in order to partner with individual members to create a client referral program by creating awareness using various marketing strategies.
Activities	Presentation/Equip Distribution, Exhibit/Equip Distribution, Equipment Distribution, Service Providers NCO, Other	Newspapers, Magazines, Google Ad Words, Social Media, Email Blast, Digital Ad Network, E-Newsletters	Exhibit at conferences, website banner ads, association newsletters, reposting memes, direct email blasts, expos, seminars, workshops, community events targeting seniors, baby boomers, caregivers, professionals, current service providers and consumers, placing phone displays in waiting rooms.
Measure Effectiveness	Review <ul style="list-style-type: none"> • Application request • History • Compliance • Completeness • Reports 	Review <ul style="list-style-type: none"> • AIMS - Client Survey • AIMS - RDC Services • AIMS - Outreach Events • Company Report 	Review <ul style="list-style-type: none"> • AIMS- Client Survey • AIMS-RDC Services • AIMS-Outreach Events • Follow-up with each new contact to cultivate relationship • Asana – project management
Timeline	Review and process <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Quarterly • Annually 	Review <ul style="list-style-type: none"> • Weekly • Monthly • Quarterly • Annually 	Review <ul style="list-style-type: none"> • Weekly • Monthly • Quarterly • Annually
Tasks	Notate changes for review and consideration for next agreement and procedures manual. Revised agreement and manual needs to be sent to RDCs no later than May 15, 2016.	Continue to solicit input from RDCs for appropriate newspapers. Monitor and review past results to adjust in order to obtain best results.	Partner with few associations during this fiscal year. Review feedback from members of the associations and modify to obtain best results.
	Staff	Staff	Staff
	Elissa	Elissa/James	Elissa

Florida Telecommunications Relay, Inc.

CATEGORY V

GL #	Operating Expenses Administrative	2014/2015	2015/2016	2016/2017	2016/2017	2016/2017	2017/2018	Variance	Variance Yr End Est to Budget		
		Actual	Actual	First 6 Months	Estimated End	Approved Budget	Proposed Budget	Between Budgets			
26 5501	Advertising	655	793	0	15	1,340	658	-682	-50.90%	643	
27 5504	Accounting/Auditing	23,900	20,437	19,563	22,414	26,140	20,533	-5,607	-21%	-1,881	
28 5507	Legal	72,080	71,388	36,000	72,000	71,400	72,000	600	1%	0	
29 5510	Computer Consultation	8,428	9,829	3,673	7,187	7,187	5,580	-1,607	-22%	-1,607	
30 5519	Dues & Subscriptions	2,115	2,624	1,277	1,714	3,439	1,655	-1,784	-52%	-59	
31 5522	Office Furniture	0	0	0	0	0	0	0	#DIV/0!	0	
32 5530	Office Equipment	1,992	2,983	1,939	4,109	4,507	6,667	2,160	48%	2,558	
33 5541	Office Equip. Lease	1,773	1,615	1,037	1,870	1,695	1,827	132	8%	-43	
34 5544	Ins. Life/Hlth/Dsblty	147,693	117,076	68,939	140,903	125,343	175,345	50,002	40%	34,442	Ins. Life/Hlth/Dsblty
35 5547	Insurance - Other	8,140	4,865	4,461	9,449	10,748	10,075	-673	-6%	626	
36 5551	Office Expense	13,769	14,357	6,768	14,035	14,197	13,719	-478	-3%	-316	
37 5554	Postage	8,560	5,242	3,021	7,541	4,489	7,541	3,052	68%	0	
38 5557	Printing	1,095	539	1,314	1,514	719	1,514	795	111%	0	
39 5560	Rent	92,753	86,453	45,739	91,769	93,921	92,062	-1,859	-2%	293	
40 5561	Utilities	5,576	3,444	2,649	5,297	5,065	5,297	232	5%	0	
41 5563	Retirement	61,858	56,583	25,100	60,783	65,585	73,734	8,149	12%	12,951	Retirement
42 5566	Emply. Compensation	426,005	386,020	206,552	422,644	434,973	445,106	10,133	2%	22,462	Emply. Compensation
43 5569	Temporary Emplmnt.	0	7,230	0	0	9,640	0	-9,640	-100%	0	
44 5572	Taxes - Payroll	32,591	29,223	15,567	30,061	33,275	30,091	-3,184	-10%	30	Taxes - Payroll
45 5575	Taxes - Unemplmnt.	2,046	1,799	261	1,829	2,012	1,725	-287	-14%	-104	Taxes - Unemplmnt.
46 5578	Taxes - Licenses	61	61	0	61	0	61	61	#DIV/0!	0	
47 5581	Telephone	16,113	16,195	8,574	17,106	15,595	17,240	1,645	11%	134	
48 5584	Travel & Business	15,773	7,316	2,749	15,273	18,700	13,585	-5,115	-27%	-1,688	
49 5591	Equipment Maint.	1,136	766	137	736	937	746	-191	-20%	9	
50 5592	Emply. Training/Devl	7,950	425	342	1,042	567	975	408	72%	-67	
51 5594	Meeting	5,015	2,836	725	1,595	3,641	1,370	-2,271	-62%	-225	
52 5597	Miscellaneous	0	0	0.00	0.00	0	0	0	0%	0	
Total Category V		957,077	850,099	456,387	930,947	955,115	999,106	43,991	5%	68,158	
					2016/2017						2017/2018

CATEGORY V

A. YEAR-END ESTIMATE NOTES

B. FY 2017/2018 PROPOSED BUDGET NOTES

26A. The FY 2016/2017 year end estimate for Advertising is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Fiscal year end 2017 estimate is \$15.

26B. The Advertising FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018 for advertising open positions. It is sometimes necessary to advertise a position more than once, or to a broader market than Tallahassee. Estimated advertising costs are for 1 positions at \$658 each per run and 1 run in the year.
(1 ad x \$658.28 each) = \$658

Total estimated 2017/2018 budget is **\$658**.

27A. The FY 2016/2017 year end estimate for Accounting & Auditing is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes the cost of our annual audit and preparing our 990 tax return to the IRS, reporting, payroll taxes and payroll processing fees for Advantage Payroll. The annual audit was completed and delivered in September of 2016. Total estimated year-end is \$22,414.

27B. The Accounting & Auditing FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are the costs for the annual audit, tax return preparation, outsourced payroll processing, periodic meetings with the auditor.

Total estimated 2017/2018 budget is **\$20,534**.

28A. The FY 2016/2017 year end estimate for Legal is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is based on a flat rate charged by legal counsel of \$6,000 per month.

Estimated year-end = \$72,000.

28B. The Legal FY 2017/2018 budget is based on FY 2016/2017 and quoted flat rate of \$6,000 per month.

Total estimated 2017/2018 budget is **\$72,000**.

CATEGORY V continued...

- 29A. The FY 2016/2017 year end estimate for Computer Consulting is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is based on the contracted amount with LiquiFusion and software specific technical support as needed. Total estimate is \$7,187.
- 29B. The Computer Consulting FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are funding for periodic software, technical support and network administration support. FTRI intends to use LiquiFusion for maintenance of the server and network.

Website and Network Administration and Tech Assistance	\$ 5,580
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Total estimated 2017/2018 budget is **\$5,580**.

- 30A. The FY 2016/2017 year end estimate for Dues & Subscriptions is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Included are the TEDPA (Telecommunications Equipment Distribution Program Association) membership, NTCA membership and NAD (National Association of Deaf) and other memberships directly related to keeping FTRI informed of specialized telecommunications equipment technologies, target population concerns, accounting, human resources, business management and other pertinent issues. Total estimate is \$1,714.
- 30B. The Dues & Subscriptions FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are NTCA membership, TEDPA (Telecommunication Equipment Distribution Program Association) membership, HLAA membership and other memberships directly related to keeping FTRI informed of specialized telecommunications equipment technologies, target population concerns, accounting, human resources, business management and other pertinent issues.

Total estimated 2017/2018 budget is **\$1,655**.

- 31A. The FY 2016/2017 year end estimate for Office Furniture is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimated is \$0.
- 31B. The Office Furniture FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are the costs for replacement of broken, worn or necessary office furniture items and conference room furniture.

Total estimated 2017/2018 budget is **\$0**.

CATEGORY V continued...

32A. The FY 2016/2017 year end estimate for Office Equipment is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimated cost includes the purchase of antivirus software, software upgrades, replacement hardware for the server, network and computer workstations. Total estimate is \$4,109.

32B. The Office Equipment FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are the costs for computer and laptop workstation replacements, replacement hardware for the server, network and computer workstations virus software updates and renewals, various equipment purchases, repairs and upgrades.

Total estimated 2017/2018 budget is **\$6,667**.

33A. The FY 2016/2017 year end estimate for Office Equipment Lease is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is based on contracted rates with Pitney Bowes and Lewis Digital. Total estimate is \$1,870.

33B. The Office Equipment Lease FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. The budget is based on prior year contracted rates with Pitney Bowes and Wells Fargo along with property tax assessments on the equipment.

Total estimated 2017/2018 budget is **\$1,827**.

34A. The FY 2016/2017 year end estimate for Health & Life Insurance is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Total estimated is \$140,903.

34B. FTRI made significant changes to Health Insurance benefit including 5% contribution of premium for single coverage and 25% contribution of the difference between single and family coverage. The Health & Life Insurance FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Projected increases for January 2017 through June 2017 are estimated at a 6.85% premium increase.

Total estimated 2017/2018 budget is **\$175,346**.

35A. The FY 2016/2017 year end estimate for Insurance - Other is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Included are the estimated annual premium costs for workers' compensation, general liability, property and board members liability. Year-end estimate is based on current monthly averages plus any adjustment for the workers' compensation audit adjustment done annually. The total estimated is \$9,449.

CATEGORY V continued...

- 35B. Insurance - Other FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Worker's Compensation, General Liability, Board Member/Directors Liability and Commercial Property insurances are included.

Total estimated 2017/2018 budget is **\$10,075.**

- 36A. The FY 2016/2017 year end estimate for Office Expense is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Total estimated is \$14,035.

- 36B. The Office Expense FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are costs for the security system, pest control, janitorial, and general office supplies.

Total estimated 2017/2018 budget is **\$13,719.**

- 37A. The FY 2016/2017 year end estimate for Postage is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Included are the costs for postage both in the postal meter for outgoing mail, permit fees, overnight service (USPS, FEDEX and UPS). Total estimated is \$7,541.

- 37B. The Postage FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included, USPS, UPS and FEDX for services, meter postage deposits for normal outgoing mail including non-regional application mailings to individuals. Shipping charges, overnight services, postal permit fees, postage costs on those permits for bulk mail, QA cards and special mailings.

Meter & Permit postage = \$5,021

Permit & Accounting fees for permits #533, #527 and meter = \$670

Permit #533 = \$600

Permit #527 QA card = \$500

Overnight and Special mailings = \$500

Meter supplies = \$250

Total estimated 2017/2018 budget is **\$7,541.**

CATEGORY V continued...

38A. The FY 2016/2017 year end estimate for Printing is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes costs for business cards, FTRI stationary and printing of the Annual Report. Total year-end estimate is \$1,514.

38B. The Printing FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are costs for FTRI stationary, business cards, annual reports, office manuals, client notifications of RDC status, & Board of Director packages or acknowledgements if needed. All client and equipment distribution forms, applications and related materials costs have been included in the outreach line item.

The Total estimated 2017/2018 budget is **\$1,514.**

39A. The FY 2016/2017 year end estimate for Rent is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is based on Secure Records for offsite files and 1820 Park LLC for our office space. The total is \$91,769.

39B. The Rent FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. The contracted rate with 1820 Park LLC for our office space at 1820 E. Park Avenue is based on a gross square footage of 5,225 at \$16.95 per square foot, which was negotiated in a five year renewal to be a flat rate with no common area fees. The lease was renewed for February 2017 through February 2022 at the current rate.

Office Lease	\$88,564
Offsite storage	<u>\$ 3,498</u>

The Total estimated 2017/2018 budget is **\$92,062.**

40A. The FY 2016/2017 year end estimate for Utilities is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes costs for electricity, water and sewer. The total is \$5,297.

40B. The Utilities FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are costs for electricity, water and sewer.

The Total estimated 2017/2018 budget is **\$5,297.**

CATEGORY V continued...

- 41A. The FY 2016/2017 year end estimate for Retirement is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is based on total compensation for 10 employees.

The total is \$60,783.

- 41B. The Retirement FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Based on estimated compensation, of \$430,752, with a 3% increase for 10 employees, \$12,923, out of 15 authorized positions at 11.1% plus anticipated overtime of \$1,434 and including the PBGC (Pension Benefit Guarantee Corporation) charges. NTCA Retirement and Security is our retirement plan provider.

Total 2017/2018 budget is **\$73,734**.

- 42A. The FY 2016/2017 year end estimate for Employee Compensation is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017.

The total YE estimate is \$422,644.

- 42B. The Employee Compensation FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included is the estimated compensation including a 3% increase budgeted for 10 employees out of 15 authorized position.

Compensation	\$430,752
Overtime	\$ 1,431
Increase of 3%	<u>\$ 12,923</u>

Total estimated 2017/2018 budget is **\$445,106**.

CATEGORY V continued...

- 43A. The FY 2016/2017 year end estimate for Temporary Employment is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. This line item is for contracting with a temp agency for staffing needs.

The total is \$0.

- 43B. The Temporary Employment FY 2017/2018 budget is based on FY 2016/2017 PSC staff comments for use of this line item. Historically FTRI has included funding for temp agency staff to help cover absences, special projects, and when necessary cover vacant positions.

40 hrs per week x 13 wks at \$20.00 ~~————— \$ 10,400~~
Total estimated 2017/2018 budget is **\$ 0.**

- 44A. The FY 2016/2017 year end estimate for Taxes-Payroll is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is \$30,061.

- 44B. The Taxes-Payroll FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Based on the estimated compensation for 10 employees of 15 authorized positions \$430,752 and estimated overtime of \$1,431 at the rate of 7.65% and a 3% increase \$12,923 at the rate of 7.65%.

Total estimated 2017/2018 budget is **\$30,091.**

- 45A. The FY 2016/2017 year end estimate for Taxes-Unemployment is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate rates are applied to taxable payroll (the first \$7,000 per employee) at rate of .0216. Beginning, January 1, 2017 the rate is .0224. Year-end estimate is \$1,829.

- 45B. The Taxes-Unemployment FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Rates are applied to taxable payroll (the first \$7,000 per employee) computed on a calendar basis and paid quarterly. The rate is applied to each employee, so each new employee hired starts over with the \$7,000 wage limit. The rate increased from .0216 to .0224.

10 employees x \$7,000 wage limit = 70,000
\$70,000 x .0216 = \$1,568
Estimate 1 employee turnover x \$7,000 wage limit x .0224 = \$157

Total estimated 2017/2018 budget is **\$1,725.**

CATEGORY V continued...

46A. The FY 2016/2017 year end estimate for Taxes-Licenses is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is for the corporate registration (now known as the "Uniform Business Report") due May 1st of each year. The total is \$61.

46B. The Taxes-Licenses FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018.

Total estimated 2017/2018 budget is **\$61.**

47A. The FY 2016/2017 year end estimate for Telephone is based on actual expenditures as of December 2017 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes costs for cell phones, long distance, 800 number, local service and ISP. The total is \$17,106.

47B. The Telephone FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Includes costs for cell phones, long distance, 800 number, local service, DSL and ISP.

Total estimated 2017/2018 budget is **\$17,240.**

48A. The FY 2016/2017 year end estimate for Travel & Business is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes actual and anticipated trips for conferences, seminars, training and staff mileage. The total is \$15,273.

48B. The Travel & Business FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are costs for the following; The EDP Manager and the Executive Director are anticipating taking Non-Outreach related trips. In addition miscellaneous trips are funded to conferences or training.

Total estimated 2017/2018 budget is **\$13,585.**

CATEGORY V continued...

49A. The FY 2016/2017 year end estimate for Equipment Maintenance is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate is based on a contracted rate for the copy/fax/scanner machine and miscellaneous small repairs on office equipment not covered under a maintenance contract. The total is \$736.

49B. The Equipment Maintenance FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. This includes the contracted rate for the copy/fax/scanner machine, Century Link phone system hardware and miscellaneous small repairs on office equipment not covered under a maintenance contract.

Total estimated 2017/2018 budget is **\$746**.

50A. The FY 2016/2017 year end estimate for Employee Training is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes staff development seminars-meetings, ASL classes. Job specific skill programs, computer classes and manager coaching and employee development programs.

The total is \$1,042.

50B. The Employee Training FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. This will allow for various training & development opportunities for staff to include sign language, time management, staff development seminars-meetings, grammar and writing, or similar job specific skill programs.

Total estimated 2017/2018 budget is **\$975**.

51A. The FY 2016/2017 year end estimate for Meeting & Interpreter is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Year-end estimate includes interpreter services for meetings, staff evaluations, conferences and trainings. Interpreters are both local and out of the area as local interpreters are rarely available and may be inappropriate for some types of interpreter assignments. Some interpreting services are provided by CART for TASA or other meetings. The total is \$1,595.

51B. The Meeting & Interpreter FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. Included are interpreter requirements for 4 board meetings per year, 2 board committee meetings.

Total estimated 2017/2018 budget is **\$1,370**.

CATEGORY V continued...

- 52A. The FY 2016/2017 year end estimate for Miscellaneous is based on actual expenditures as of December 2016 and estimated costs for the remainder of the FYE 2017. Miscellaneous year-end is estimated to be \$0.
- 52B. The Miscellaneous FY 2016/2017 budget is based on FY 2016/2017 actual and estimated costs for FY 2017/2018. This line item is largely unused but may be needed to cover an expense that cannot be classified anywhere else.

Total estimated 2017/2018 budget is **\$0**

Florida Telecommunications Relay, Inc.

**Budget FYE 2018
Category VI**

Operating Expense NDBEDP	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 First 6 Months	2016/2017 Estimated End	2016/2017 Approved Budget	2017/2018 Proposed Budget
53 NDBEDP	116,477	266,987	220,404					*
Total Category VI	116,477	266,987	220,404	0	0	0	0	0

* this is the amount allocated by the FCC for Florida 2015/2016
 FCC does not release this information until June of each year.
 Additionally the FCC can re-allocate this amount, or a portion
 to another state during the year.

Florida Telecommunications Relay, Inc.

CATEGORY V

GL #	Operating Expenses Administrative	2014/2015 Actual	2015/2016 Actual	2016/2017 First 6 Months	2016/2017 Estimated End	2016/2017 Approved Budget	2017/2018 Proposed Budget	Variance Between Budgets	Variance Yr End Est to Budget			
26	5501	Advertising	655	793	0	15	1,340	658	-682	-50.90%	643	
27	5504	Accounting/Auditing	23,900	20,437	19,563	22,414	26,140	20,533	-5,607	-21%	-1,881	
28	5507	Legal	72,080	71,388	36,000	72,000	71,400	72,000	600	1%	0	
29	5510	Computer Consultation	8,428	9,829	3,673	7,187	7,187	5,580	-1,607	-22%	-1,607	
30	5519	Dues & Subscriptions	2,115	2,624	1,277	1,714	3,439	1,655	-1,784	-52%	-59	
31	5522	Office Furniture	0	0	0	0	0	0	0	#DIV/0!	0	
32	5530	Office Equipment	1,992	2,983	1,939	4,109	4,507	6,667	2,160	48%	2,558	
33	5541	Office Equip. Lease	1,773	1,615	1,037	1,870	1,695	1,827	132	8%	-43	
34	5544	Ins. Life/Hlth/Dsbly	147,693	117,076	68,939	140,903	125,343	175,345	50,002	40%	34,442	Ins. Life/Hlth/Dsbly
35	5547	Insurance - Other	8,140	4,865	4,461	9,449	10,748	10,075	-673	-6%	626	
36	5551	Office Expense	13,769	14,357	6,768	14,035	14,197	13,719	-478	-3%	-316	
37	5554	Postage	8,560	5,242	3,021	7,541	4,489	7,541	3,052	68%	0	
38	5557	Printing	1,095	539	1,314	1,514	719	1,514	795	111%	0	
39	5560	Rent	92,753	86,453	45,739	91,769	93,921	92,062	-1,859	-2%	293	
40	5561	Utilities	5,576	3,444	2,649	5,297	5,065	5,297	232	5%	0	
41	5563	Retirement	61,858	56,583	25,100	60,783	65,585	73,734	8,149	12%	12,951	Retirement
42	5566	Emply. Compensation	426,005	386,020	206,552	422,644	434,973	445,106	10,133	2%	22,462	Emply. Compensation
43	5569	Temporary Emplmnt.	0	7,230	0	0	9,640	0	-9,640	-100%	0	
44	5572	Taxes - Payroll	32,591	29,223	15,567	30,061	33,275	30,091	-3,184	-10%	30	Taxes - Payroll
45	5575	Taxes - Unemplmnt.	2,046	1,799	261	1,829	2,012	1,725	-287	-14%	-104	Taxes - Unemplmnt.
46	5578	Taxes - Licenses	61	61	0	61	0	61	61	#DIV/0!	0	
47	5581	Telephone	16,113	16,195	8,574	17,106	15,595	17,240	1,645	11%	134	
48	5584	Travel & Business	15,773	7,316	2,749	15,273	18,700	13,585	-5,115	-27%	-1,688	
49	5591	Equipment Maint.	1,136	766	137	736	937	746	-191	-20%	9	
50	5592	Emply. Training/Devl	7,950	425	342	1,042	567	975	408	72%	-67	
51	5594	Meeting	5,015	2,836	725	1,595	3,641	1,370	-2,271	-62%	-225	
52	5597	Miscellaneous	0	0	0.00	0.00	0	0	0	0%	0	
Total Category V			957,077	850,099	456,387	930,947	955,115	999,106	43,991	5%	68,158	

2016/2017

2017/2018

CAT V

Expense Account # 5501

Line 26 - A & B

Category	Vendor or Service	Jul16-Dec16 FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2017 Increases	Proposed FYE 2018 Budget
Advertising 2016/2017	Tallahassee Democrat We usually run in the Democrat for better exposure , results One ad run in Craigslist	0.00	0.00 15.00	0.00 15.00 0.00		
	2017/2018 1 Potential ads @ \$655 running twice last verbal quote \$655 (655 x 0.5% infl = \$658.28) (658.28 x 1) cost for ad run in Tallhassee Democrat with Career Builder .	0.00				\$658.00

26A Estimated FYE 2016/2017 15.00

26B Total Estimated 2017/2018 **\$658.00**

26A. Employees terminate employment from time to time, leaving FTRI to advertise to replace them. It is possible that FTRI may need to place an ad to advertise open positions sometime between January and June 2017. Although we cannot project the unknown needs we are budgeting \$15, the cost of a craigslist ad.

26B. It is sometimes possible to fill a position with a free or low cost ad, however it is anticipated that at least one ad will be needed to fill possible open positions. Estimated advertising costs are for 1 position.
(1 ads x \$658.28 each and 1 run) = **\$658.28.**

2016/2017 Approved Budget \$ 1,340 1,340.00

2017/2018 Budget-% of change from prior FY	<u>Decreased</u>	<u>Increased</u>
	-50.90%	0.00%

CAT V

Expense Account # 5504

Line 27 - A & B

Category	Vendor or Service	Jul16-Dec16 FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2017 Increases	Proposed FYE 2018 Budget
Accounting & Auditing 2015/2016	Moore Ellison McDuffie, CPAs Annual Audit & Tax Prep NDBEDP audit (reimb)	17,850.00	1,000.00	18,850.00		
		5,000.00				
2016/2017	Advantage Payroll average is \$107.26 estimate for mthly jan-jun TimeClock @70.00 jan-jun W-2 processing @ \$143.23 W-2 = \$11.93 each x 12	-5,000.00				
		1,293.24	1,287.12	2,580.36		
		420.00	420.00	840.00		
			143.23	143.23		
2017/2018	Moore Ellison McDuffie, CPAs Per Quote - FTRI 5% increase Misc meetings with auditor & Misc tax prep. Advantage Payroll @ average \$107.26 based on 10 staff positions Time Clock @ \$70.00 W-2 processing @ \$11.93 x 10 positions					\$17,000.00 \$0.00 \$0.00 \$2,574.00 \$840.00 \$119.00
		19,563.24		22,413.59		

Estimated FYE 2016/2017

22,414.00

Total Estimated 2017/2018

19,563.24

\$20,533.00

27B. Included are the costs for the annual audit, outsourced payroll processing and periodic meetings with the auditor.

Total estimated 2017/2018 budget is **\$21,383.54**

2016/2017 Approved Budget

26,140.00

	Decreased	Increased
2017/2018 Budget % of change from prior FY	<u>-21.45%</u>	

CAT V

Expense Account # 5507

Line 28 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2017 Increases	Proposed FYE 2018 Budget
Legal 2016/2017	Messer, Caparello & Self, P.A	36,000.00	36,000.00	72,000.00		
2017/2018	Messer, Caparello & Self, P.A					\$72,000.00

Estimated FYE 2016/2017 **72,000.00**

Total Estimated 2017/2018

\$72,000.00

2016/2017 Approved Budget \$ 71,400

71,400.00

2017/2018 Budget % of change from prior FY	<u>Decreased</u>	<u>Increased</u>
	0%	0.84%

CAT V

Expense Account # 5510

Line 29 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Computer Consult.	LiquiFusion ***					
2015/2016	Network Administration Contractor desktop support- Website Hosting-in rdc aims prjct Misc. Supplies	3,673	3,514 0	7,187 0 0 0		
2016/2017	LiquiFusion *** Network Administration-5510 Contractor desktop support- Special Project/ refresh Website- in outreach Website Hosting-in rdc aims prjct Misc. Supplies- see office supplies					\$5,580 \$0
		3,673.44				

Estimated FYE 2016/2017

7,187

Total Estimated 2017/2018

\$5,580

29B. Included are funding for periodic software technical support and network administration support. FTRI intends to use LiquiFusion for maintenance of the server and network as well as, hiring an outside server maintenance and back up facility. ~~FTRI is looking to contract with a desktop / IT tech, to assist with internal and RDC desktop issues as well as other technology related internal needs, 4 hours per week at \$60 per hour.~~

Website & Network Administration and \$ 5,580
 Server Monitoring & Remote backup
 Desktop support and tech assistance — \$10,400

Total estimated 2017/2018 budget is **\$5,580**

2016/2017 Approved Budget

7,187.00

2017/2018 Budget % of change from prior FY Decreased Increased
-22.36%

CAT V

Expense Account # 5519

Line 30 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End of year	Estimated FYE 2017 Increases	Proposed FYE 2018 Budget
Dues & Subscpt. 2016/2017	Various Associations	1,276.50	437.50	1,714.00		
2017/2018	Various Associations Based on prior FY activity TEDPA, NTCA, LeadingAge, NAD,FAD, DSCA,etc	1,276.50				\$1,655.00

Estimated FYE 2016/2017 **1,714.00**

Total Estimated 2017/2018

\$1,655

30B. Included are NTCA membership, TEDPA (Telecommunication Equipment Distribution Program Association) membership and other memberships directly related to keeping FTRI informed of specialized telecommunications equipment technologies, target population concerns, accounting, human resources, business management and other pertinent issues.

Total estimated 2017/2018 budget is **\$1,655**

2016/2017 Approved Budget 3,439.00

2017/2018 Budget % of change from prior FY Decreased Increased
-52%

CAT V

Expense Account # 5522
Line 31 - A & B

Category	Vendor or Service	Jul-Dec FYE 2016 Actual Cost	Jan-Jun FYE 2016 Estimated Costs	FYE 2016 Estimated End	Estimated FYE 2017 Increases	Proposed FYE 2018 Budget
Office Furniture	Various Vendors					
2016/2017	Estimated purchases Misc. replacement chairs, tables storage.	0.00	0.00	0.00		
2017/2018	Estimated purchases Misc. replacement chairs, tables storage.				0.00%	\$0
		0.00				

Estimated FYE 2016/2017 **0.00**

Total Estimated 2016/2017 \$0

31B. Included are the costs for replacement of chairs, file cabinets, desks, stands and document storage.
Total estimated 2017/2018 budget is **\$0**.

2016/2017 Approved Budget 0

2017/2018 Budget % of change from prior FY Decreased Increased

CAT V

Expense Account # 5530 & 5531

Line 32 - A & B

Category	Vendor or Service	Jul-Dec FYE 2016 Actual Cost	Jan-Jun FYE 2016 Estimated Costs	FYE 2016 Estimated End	Estimated FYE 2017 Increases	Proposed FYE 2017 Budget
Office Equipment & Computer Software	Computers & Hardware					
	workstation/laptop replacement/ total 1 units at \$900 each in FYE 2017 and 2 in 2017-2018		900	900		\$1,800
	Server-replaced old server June 2014					\$0
	Network switch-Tech recommended					\$2,600
	Hard Drives/CD Drives/Misc.			0		\$0
	Laptops for office staff			0		\$0
	Tablet for internal use and evaluation	172		172		
	Phone system upgrade			0		\$0
	Various Vendors					
	desktop printers-replacements		0	0		\$0
	misc. equipment Needed		100	100		\$0
	Server install and setup- last done in 2014					\$0
	Software					
	Peachtree Upgrade- for Sage 2017-annual fee	1,767	0	1,767		\$1,767
	misc. software and/or upgrades		500	500		
vmware- renews 2019			670	670		\$500
Network VMWARElicenses- backup- Eset virus software				0	\$0	
Server CALs						
		1,939				
		Estimated FYE 2015/2016		4,109		

Total Estimated 2016/2017

\$6,667

32B. Included are the costs four (2) computer workstations, various drives to replace old units. Virus software updates and renewal, various equipment purchases, repairs and upgrades. Accounting software with Sage (SAGE 50) is now a subscription renewed annually.

Total estimated 2016/2017 budget is **\$6,667**

2015/2016 Approved Budget \$ 12,500

\$4,507.00

2016/2017 Budget % of change from prior FY

<u>Decreased</u>	<u>Increased</u>
	48%

CAT V

Expense Account # 5541
Line 33 - A & B

* Price set by contract

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Office Equipment Lease 2016/2017	Pitney Bowes Quarterly Payments	422.25	281.50	703.75		
	Wells Fargo/Konica Property Assessmnt. on Equip.	460.00	552.00 0.00	1,012.00 0.00		
2017/2018	Pitney Bowes Postage Equipment 140.75 qtrly					\$563.00
	Wells Fargo Network Printer/Fax/Scanner 92.00					\$1,104.00
	Property Assessmnt. on Equip. estimated	154.43		154.43		\$160.00
		1,036.68		1,870.18		
		Estimated FYE 2016/2017 1036.68		1,870.00		

Total Budgeted 2017/2018

\$1,827

33B. The budget is based on the prior year contracted rate for equipment with Pitney Bowes and Well Fargo with an annual property tax assessment on the equipment.

Total estimated 2017/2018 budget is **\$1,827**

2016/2017 Approved Budget

\$1,695.00

2017/2018 Budget % of change from prior FY

<u>Decreased</u>	<u>Increased</u>
	8%

CAT V

Expense Account # 5544

Line 34 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Health & Life Insurance	NTCA July - December 2016 YTD	68,939		\$68,939		
	Health Care Credit of \$13,754.00 reduced by the IRS to \$12,804.97 January - June Jan- June avg = \$14,128.28 6 x 14,128.28 employee contributions included		-12,805 84,769	-\$12,805 \$84,769		
2016/2017	July - December -2017 \$14,128.28 10 employees x 6 months					\$84,769
	Jan-Jun 2018 w/ 6.85% increase Healthcare credit, no projection advised by CPA we will not be eligible					\$90,576 \$0
2017/2018		68,939.00				

Estimated FYE 2016/2017

\$140,903 *

Total Estimated 2017/2018

\$175,345

34B. Projected increases are based on market projections and our increase from last year. An accurate projection of an increase is not possible due to ongoing uncertainty in Health Care legislation. FTRI has chosen to project an 6.85% increase in premium based on research of available data. Additionally employees now contribute 5% of the premium for single coverage and 25% of the difference between single and dependent coverage.

Total estimated 2017/2018 budget is **\$175,345.**

for reference

2016/2017 Approved Budget is 125,343.00
The PSC used an average for 9 months that did not consider Insurance premium increases nor did it consider changes in staffing.

2017/2018 Budget % of change from prior FY

Decreased	Increased
	40%

CAT V

**Expense Account # 5547
Line 35 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Other-Insurance 2016/2017	Workers Compensation			0.00		
	General Liability			0.00		
	Commercial Property					
	Board Members Liability			0.00		
	Crime-theft policy			0.00		
	---Combined quarterly accrual-- Includes Credit -premium audit	4,461.00	4,988.00	9,449.00		
2017/2018	Workers Compensation				1.00%	\$2,583.58
	General Liability				1.00%	\$2,697.71
	Commercial Property				1.00%	\$2,419.34
	Board Members Liability				1.00%	\$1,547.32
	Crime-theft policy				1.00%	\$827.19
	projecting an increase of 1% based on research from our insurance agent	4,461.00				

Estimated FYE 2016/2017 **9,449.00**

Total Estimated 2017/2018 \$10,075

35B. Worker's compensation, commercial fire, theft and liability insurance rates are based on the last billing received for our office space on Park Avenue. Budget amount for FYE 2018 based on actual plus small escalation of 1%. The increase over budget for last year, is due to an addition of a Crime policy as advised by our CPA.

Total estimated 2017/2018 budget is **\$10,075**

2016/2017 Approved Budget 10,748.00

	<u>Decreased</u>	<u>Increased</u>
2017/2018 Budget % of change from prior FY	-6%	

These items are paid in full and booked as pre-paid, monthly or quarterly accruals done to expense.

<i>Worker's Compensation insurance</i>	<i>covers employees hurt or injured on the job</i>
<i>General Liability Insurance</i>	<i>Bodily Injury/Property Damage-General Liability coverage</i>
<i>Board Members/Directors Liability</i>	<i>Covers Board Members for wrongful acts and employment claims</i>
<i>Commercial Property</i>	<i>Covers physical loss occurrences for Computers Furniture equipment</i>
<i>Crime policy</i>	<i>Covers employee dishonesty and theft of FTRI property</i>

CAT V

**Expense Account # 5554
Line 37 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Postage	United States Postal Service Postage on Meter Permits -postage acctg fee to USPS Permit #533 - postage Permit #527 - postage Special Mailings Pitney Bowes Inc. Meter supplies	1,020.99	2,000.00	3,021		\$3,021
		2,000.00		2,000		\$2,000
				0		\$0
				0		\$0
			670.00	670		\$670
			600.00	600		\$600
			500.00	500		\$500
				500		\$500
			250.00	250		\$250

Estimated FYE 2016/2017 **7,540.99**

3,020.99

Total Estimated 2016/2017 \$7,541

37B. Included are increases from USPS, for services, meter postage for normal outgoing mail including non-regional application mailings to individuals. Shipping charges, overnight services, postal permit fees, postage costs on those permits for bulk mail, QA cards and special mailings.

Meter & permit postage deposits = \$5,021
 Permit & Accounting fees for permits #533, #527 and meter = \$670
 Permit fees #533, #527 = \$1,100
 Special mailings = \$500
 Meter supplies = \$250

Total estimated 2017/2018 budget is **\$7,541**

2016/2017 Approved Budget

4,489.00

2017/2018 Budget % of change fr prior FY

<u>Decreased</u>	<u>Increased</u>
	68%

CAT V

**Expense Account # 5557
Line 38 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Printing 2016/2017	Business Cards	0.00	0.00	0		
	Misc. Office Supply Printing	0.00	200.00	200		
	Business Cards Gandy printers					
	Annual Reports/Various Projects letterhead/envelopes/chk stock	473.63 840.55		474 841		
2017/2018	Business Cards					\$0
	Misc. Office Supply Printing					\$200
	Graphateria/Kinko's Annual Reports/Various Projects					\$474 \$841
		1,314.18				
Estimated FYE 2016/2017				1,514		

Total Estimated 2017/2018 \$1,514

38B. Included are costs for FTRI stationary, business cards, annual reports, office manuals and Board of Director packages or acknowledgements if needed. All client and equipment distribution forms, applications and related materials costs have been included in the outreach line item.

The total estimated 2017/2018 budget is **\$1,537**.

2016/2017 Approved Budget 719.00

	<u>Decreased</u>	<u>Increased</u>
2017/2018 Budget % of change from prior FY		111%

CAT V

Expense Account # 5560

Line 39 - A & B

* Contracted Service

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
2016/2017	1820 Park LLC-Matson Bros. Office Space Rent	44,281.86	44,281.86	88,564.00		
	Secure Records (new facility) Off-Site Storage		0.00	0.00		
	avg 291.47 per month	1,457.39	1,748.00	1,457.39 1,748.00		
2017/2018	1820 Park LLC-Matson Bros. Office Space-7380.31mth Lease expired Feb 2017 FTRI was able to sign new lease at the same rate					\$88,564
	Secure Records Off-Site Storage W/drop off. Pickup avg 291.47 x 12			91,769.39		\$3,498

Estimated FYE 2016/2017 **91,769.00**

*** 45,739.25 **Total Estimated 2017/2018 \$92,062**

39B. The contracted rate with Landlord for our office space at 1820 E. Park Avenue is based on a gross square footage of 5,225 at \$16.95 per square foot, which was negotiated in a five year renewal to be a flat rate with no common area fees for the duration of the addendum, February 2017 to February 2022.

Office Lease +	\$88,564
Offsite storage	<u>\$ 3,498</u>
The total estimated 2017/2018 budget is	\$92,062.

2016/2017 Approved Budget 93,921.00

	<u>Decreased</u>	<u>Increased</u>
2017/2018 Budget % of change from prior FY	-1.98%	0.00

CAT V

Expense Account # 5561

Line 40 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Utilities	City of Tallahassee Basic Services	2,648.62	2,648.62	5,297.24		\$5,297
	trailing 6 month avg=441.44 monthly					
Estimated FYE 2016/2017				5,297.00		
		2,648.62		5,297.24		
				Total Estimated 2017/2018		\$5,297

40B. Included are costs for electricity, water, sewer.

The total estimated 2017/2018 budget is **\$5,297**.

2016/2017 Approved Budget \$5,065

2017/2018 Budget % of change from prior FY Decreased Increased
5%

CAT V

**Expense Account # 5563
Line 41 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Retirement	NTCA Retirement & Security/Qtrly					
	2016/2017					
	1st/2nd Qtr. *only 9 employees first half yr.	\$25,100		\$25,100.00		
	3rd/4th Qtr. Est. \$215,896 x 11.1% 3rd/4th Qtr. Surcharge 215,896 x 2.78% Pension Benefit ins.(PBGC) 579 x 10 PBGC pd once / yr in January		\$23,906 \$5,987 \$5,790	\$23,906.00 \$5,987.00 \$5,790.00		
Overtime 3%	2017/2018					
	\$430,752 compensation @ 11.1% is \$47,813					\$47,813
	1,431 @ 11.1% increase \$12,923 @11.1%					\$159 \$1,434
	only budgeting for 10 of 15 authorized positions					
July-Dec 2017	2.78% surcharge of gross salary					\$6,187
Jan-June 2018	5.55% surcharge of gross salary PBGC charge 579* 10					\$12,351 \$5,790
Estimated FYE 2016/2017				60,783.00		
		25,100.00	Total Estimated 2017/2018			\$73,734

41B. The Retirement budget is based on estimated compensation for 10 employees out of 15 authorized positions. \$430,751 X 11.1%. Anticipated overtime of \$1,431 and including a mandated 2.78% plan surcharge on gross compensation, and 3% salary increase are also added. NTCA Retirement and Security is our retirement plan provider. NTCA has made plan cost increases and funding requirement changes. FTRI has decided to maintain the current contribution of 11.1%, however employees future benefits are reduced from 1.83 to 1.54 benefit accrual rate, with this decision. Future cost increases are under evaluation.

Total estimated 2017/2018 budget is **\$67,210.**

2016/2017 Approved Budget \$65,585.00

	<u>Decreased</u>	<u>Increased</u>
2017/2018 Budget % of change from prior FY		12.43%

CAT V

**Expense Account # 5566
Line 42 - A & B**

Category	Vendor or Service	Jul16-Dec16 FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Employee	2016/2017					
Compensation	9 employees for part of first 6 months + 1 Part time, of 15 authorized positions-10 positions budgeted	\$206,552		\$206,552		
	Jan-June 2017 , 10 employees		\$215,376	\$215,376		
	Overtime		\$716	\$716		
	2017/2018					
	10 employees, 15 positions authorized , NOW 10 Positions as of May 5, 2015 PSC Agenda Meeting.					\$430,752
Overtime	72 hours @ \$19.88					\$1,431
	increase of 3%					\$12,923

Estimated FYE 2016/2017 **422,644**

206,552.08

Total Estimated 2017/2018 \$445,106

42B.	Compensation	\$430,752
	Overtime	\$ 1,431
	3% increase	\$ 12,923
Total estimated 2017/2018 budget is \$445,106		

2016/2017 Approved Budget \$434,973.00 *** as approved by PSC , staff option 2*

2017/2018 Budget % of change from prior FY	<u>Decreased</u>	<u>Increased</u>
		2.33%

CAT V

**Expense Account # 5569
Line 43 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Temporary Staff	ADECCO					
2016/2017	temp to perm -data entry due to PSC position on this **normally would budget** 40 hrs x 6 wks @ \$20.00	0.00		0.00 0.00		
2017/2018	ADECCO various special projects- none budgeted due to PSC having concerns with this line item ** 40 hrs x 13 wks @ \$20.00 would normally be budgeted but , No funding is budgeted at this time. Adecco is 13 wks temp to hire.					\$0 \$0

Estimated FYE 2016/2017 **0**

Total Estimated 2017/2018 **\$0**

43B. Included are costs to cover staff absences, handle special projects, and when necessary cover vacant positions. However due to PSC staff comments and position on this line item, no funding has been budgeted.

~~1 turnover x 13 weeks per vacancy x 40 hours per week at the rate of \$20.00 = \$10,400~~

Total estimated 2017/2018 budget is **\$0.**

2016/2017 Approved Budget 9,640.00

2017/2018 Budget % of change from prior FY Decreased Increased
-100%

CAT V

**Expense Account # 5575
Line 45 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Taxes-Unemplmnt	Florida UCT-6 Unemployment					
	2016/2017					
	* 7,000 based on 10 @ .0216 rate increase 1-1-2017 to 0.0224	261.03	1,568.00	261 1,568		
	2017/2018					
	* 7,000 based on 10 @ .0224 1 employee turnover					\$1,568 \$157
		261.03				

Estimated FYE 2016/2017

1,829

Total Estimated 2017/2018

\$1,725

* Effective as of 1-1-17 rate increased from .0216 of the wage base \$7,000 per employee per year to .0224

Turnover: Audrey term, Danielle return temp, Elissa started

45B. The Taxes-Unemployment rates are applied to taxable payroll (the first \$7,000 per employee) computed on a calendar basis and paid quarterly. The rate is applied to each employee, so each new employee hired starts over with the \$7,000 wage limit.

10 employees x \$7,000 wage limit = \$70,000
 \$70,000 x .0224 = \$1,568
 Estimate 1 employee turnovers x \$7,000 wage limit x .0224 = \$157

Total estimated 2017/2018 budget is **\$1,725.**

2016/2017 Approved Budget \$2,012

	<u>Decreased</u>	<u>Increased</u>
2017/2018 Budget % of change from prior FY	-14%	

CAT V

Expense Account # 5578

Line 46 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Taxes-License	Florida Dept of State Div of Corporations		61.00	61.00	0%	\$61.00
		0.00				
		Estimated FYE 2016/2017		61.00		
					Total Estimated 2017/2018	
						\$61

46B. The Taxes-Licenses FY 2017/2018 budget is based on FY 2016/2017 actual and estimated costs.

Total estimated 2017/2018 budget is \$61.

2016/2017 Approved Budget \$ 0

2017/2018 Budget % of change from prior FY Decreased Increased

CAT V

**Expense Account # 5581
Line 47 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Telephone 2016/2017	AT&T cell phones	708.90	824.60	1,534		
	add verizon line for hot spot laptop @50 per month	300.48	300.48	601		
	Centurylink					
	telephone service	4,782.50	5,268.12	10,051		
	fiber line charge	1,895.49	1,895.46	3,791		
	Line1 conferencing	154.48	243.47	398		
	Phone System Repairs/config assistance from phone tech on system	732.50		733		
2017/2018	AT&T cell phones					\$1,414
	add verizon line for hot spot laptop @50 per month					\$601
	Centurylink					
	telephone service					\$10,536
	fiber line charge					\$3,791
	Line1 conferencing					\$398
	Phone System configuration maint.					\$500
		8,574.35	8,532.13	17,106.48		
		Estimated FYE 2016/2017		17,106.00		

Total Estimated 2017/2018 **\$17,240**

47B. The Telephone includes costs for cell phones, pagers, long distance, 800 number, local service and ISP.

Total estimated 2017/2018 budget is **\$17,240**

2016/2017 Approved Budget 15,595.00

2017/2018 Budget % of change from prior FY Decreased Increased
11%

CAT V

**Expense Account # 5591
Line 49 - A & B**

Category	Vendor or Service	Jul-Dec FYE 2016 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Equip. Maintenance 2016/2017	Lewis Digital Maintenance contract average \$24.45 for TTM 2016	137.48	146.70	284		
	CTL maint phone hardware		452.04	452 0		
2017/2018	Lewis Digital Maintenance contract average \$24.45 for TTM 2016					\$293
	Century Link phone hardware maint.					\$452
		137.48				

Estimated FYE 2016/2017

736

Total Estimated 2017/2018

\$746

49B. This includes the contracted rate for the copy/fax/scanner machine, telephone equipment and miscellaneous small repairs on office equipment not covered under a maintenance contract.

Total estimated 2017/2018 budget is **\$746**.

2016/2017 Approved Budget

937.00

2017/2018 Budget % of change from prior FY

<u>Decreased</u>	<u>Increased</u>
-20.43%	

CAT V

Expense Account # 5592

Line 50 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
<i>Employee Training</i>	Sign Language Instruction various teachers	0.00	0.00	0		
2016/2017	Workshops & Conferences functions & seminars, Trng leadership training/prof dvlpmt seminars, staff retreat Training on employee devlpmt at \$175 each per 4 people New Hire Testing averaging \$300 per test module 1 vacancy x 2 tests.	342.01	700.00	1,042		
2017/2018	Sign Language Instruction various teachers- planning on restarting ASL class \$150 per month Workshops & Conferences functions & seminars Prof dvlpmt, One for trip to NTCA for Business Mgr to refresh benefits education. _NOT this YEAR staff retreat Training on employee devlpmt at \$175 each per 3 people New Hire Testing averaging \$300 per test module 1 vacancy x 2 tests.	342.01				\$450 \$525 \$0

Estimated FYE 2016/2017 **1,042.01**

Total Estimated 2017/2018

\$975

50B. This will allow for various training & development opportunities for staff to include sign language, manager coaching, employee development, or similar job specific skill programs. This year the budget is limited to employee development sessions for 3 individual employees at \$200 per session.

Total estimated 2017/2018 budget is \$600.

2016/2017 Approved Budget 567.00

2017/2018 Budget % of change from prior FY Decreased Increased
71.96%

CAT V

Expense Account # 5597

Line 52 - A & B

Category	Vendor or Service	Jul-Dec FYE 2017 Actual Cost	Jan-Jun FYE 2017 Estimated Costs	FYE 2017 Estimated End	Estimated FYE 2018 Increases	Proposed FYE 2018 Budget
Miscellaneous 2016/2017		0.00	0.00	0.00		
2017/2018		0.00				\$0.00

Estimated FYE 2016/2017 **0.00**

Total Estimated 2017/2018 \$0

2016/2017 Approved Budget \$0

2017/2018 Budget % of change from prior F Decreased Increased
 0% **0%** unchanged