

## HRC Proposed Budget

**2016-2017**

Accounts	HRC Proposed Modified
	2016-2017
<b>Salaries</b>	\$ 1,023,148.00
<b>Taxes</b>	\$ 85,433.00
<b>Benefits</b>	\$ 152,221.00
<b>Professional Fees</b>	\$ 26,001.00
<b>Supplies</b>	\$ 28,482.00
<b>Communications</b>	\$ 23,000.00
<b>Travel/ Meals &amp; Training(Enter)</b>	\$ 10,035.00
<b>Office Equipment &amp; Maintenance</b>	\$ 5,800.00
<b>Lease &amp; Utilities/Fac Maintenance</b>	\$ 164,451.00
<b>Medical Director</b>	\$ 15,942.00
<b>Security</b>	\$ 110,656.00
<b>Indirect</b>	\$ 46,455.00
<b>Totals</b>	<b>\$ 1,691,624.00</b>
<b>Funded Amount FY 2017</b>	<b>\$ 1,646,624.00</b>
<b>Carry Forward FY 2016</b>	<b>\$ 45,000.00</b>
<b>Actual Total for FYE 2017</b>	<b>\$ 1,691,624.00</b>

# HOUSTON RECOVERY CENTER LGC

## BUDGET NARRATIVE

JULY 1, 2016 TO JUNE 30, 2017

### **SALARIES** \$ 1,023,148.00

CONSISTS OF 20 FULL TIME STAFF AND 12 PART TIME STAFF & 6 PRN

- HEALTHCARE STAFF (4) RFT (2) RPT (1) PRN
- RECOVERY SUPPORT STAFF (10) RFT (9) RPT (5) PRN
- COUNSELING STAFF (2) RFT @ 20%
- ADMINISTRATIVE STAFF (3) RFT (1) RPT
- EXECUTIVE (1) RFT

### **PAYROLL TAXES** \$ 85,433.00

CONSISTS OF TAXES PAID BY THE EMPLOYER

- FICA 7.65% (SS & MEDICARE= \$78,270.82)
- SUI .7%= \$7,162.04

### **BENEFITS** \$ 152,221.00

CONSISTS OF PREMIUM RATE TO INSURE EMPLOYEES

- HEALTH, DENTAL & VISION (Health Dental & Vision = \$119,376.20)
- LIFE (\$3,400.00)
- RETIREMENT (3% salaries ex: 888,159.94 x .03 = \$ 26,644.80)
- PLAN ADMINISTRATIVE FEES(\$600 SET UP + \$50 PER EMPLOYEE X 44 EMP) \$2,800

### **PROFESSIONAL FEES** \$ 26,001.00

CONSISTS OF PROFESSIONAL FEES & SERVICES REQUIRED TO MAINTAIN THE OPERATIONAL RESPONSIBILITIES OF THE ORGANIZATION

- ACCOUNTING (Audit/Monthly Review & Financials \$12,601.07)
- ADVERTISING (Newsletter, Brochures, Informational Media \$1,540.00)
- CONSULTING (PR, Contract Compliance \$4,880)
- IN HOUSE TRAINING ( Seminars, Web Training, etc. \$3,500)
- TEMPORARY PROF SERVICES (\$3,480.00)

### **SUPPLIES** \$ 28,482.00

CONSISTS OF NEEDED MATERIALS & SUPPLIES TO KEEP THE ORGANIZATION IN WORKING ORDER

- OFFICE SUPPLIES = \$21,982.27
- HEALTHCARE SUPPLIES \$6,500

## HOUSTON RECOVERY CENTER LGC

### BUDGET NARRATIVE

<b>COMMUNICATION</b>	\$	23,000.00
<i>CONSISTS OF STANDARD COMMUNICATION AND DATA SERVICES NEEDED TO OPERATE FACILITY</i>		
<i>-TELEPHONE/TELECOMMUNICATIONS (LOCAL/LONG DISTANCE, WIRELESS, CELL USAGE REIMBURSEMENT,SATELITE SERVICE) \$5,433.84</i>		
<i>-INTERNET /DATA \$7,066.00</i>		
<i>-IT SERVICES &amp; MONTHLY MAINTENANCE \$10,500.16</i>		
<b>TRAVEL &amp; TRAINING</b>	\$	10,035.00
<i>CONSISTS OF MONTHLY HRC STAFF MEETINGS. TRAVEL, PARKING/TOLLS AND CONFERENCE/MEETING EXPENSES</i>		
<i>-MILEAGE: TO/FROM SITE \$1,450.00</i>		
<i>-PARKING &amp; TOLLS \$400.00</i>		
<i>-AIRFARE, HOTEL ,MEALS &amp; PERDIEM FOR OVERNIGHT STAYS \$4,185.69</i>		
<i>-EMPLOYEE REGISTRATION TRAININGS &amp; SEMINARS \$4,000.00</i>		
<b>OFFICE EQUIPMENT &amp; MAINTENANCE</b>	\$	5,800.00
<i>CONSISTS OF EQUIPMENT NEEDED TO OPERATE THE FACILITY</i>		
<i>-LEASE OF COPIERS \$1,0000.00</i>		
<i>-LEASE OF COFFEE MACHINE AND COOLER \$1,000.00</i>		
<i>-COMPUTER EQUIPMENT, FURNISHINGS AND MAINTENANCE \$3,800</i>		
<b>LEASE &amp; UTILITIES / FACILITY MAINTENANCE</b>	\$	164,451.00
<i>CONSISTS OF SPACE LEASE, UTILITIES &amp; GROUND MAINTENANCE</i>		
<b>CONTRACT-MEDICAL DIRECTOR</b>	\$	15,942.00
<i>TO PROVIDE MEDICAL CONSULTATION TO EMT TO INSURE CLIENT SAFETY AND QUALITY CARE STANDARDS</i>		
<b>SECURITY</b>	\$	110,656.00
<i>CONSISTS OF 8 OUTSIDE LAW ENFORCEMENT OFFICIALS TO BE ON DUTY DURING PEAK HOURS</i>		
<i>-7 DAYS A WEEK DURING THE HOURS OF 11PM TO 7AM</i>		
<b>INDIRECT COSTS</b>	\$	46,455.00
<i>CONSISTS OF MISC. &amp; OPERATION COSTS THAT ARE NEEDED TO OPERATE THE FACILITY</i>		
<i>-BACKGROUND SCREENINGS \$300.00</i>		
<i>-GEN. LIABILITY, PROPERTY CASUALTY &amp;WORKERS COMP INSURANCE \$19,000</i>		
<i>-TEMPORARY PERSONNEL SVC &amp; PAYROLL PROCESSING FEES \$17,455.15</i>		
<i>-LINEN SERVICE,PERIODICALS, DUES, MEMBERSHIP, POSTAGE AND FREIGHT \$9,700.00</i>		
<b>TOTAL AMOUNT REQUESTED</b>	\$	<b>1,691,624.00</b>