

You are to prepare a budget based on the following parameters. Place the expenditures and revenue on the attached spreadsheet.

Salaries and benefits are based on 2080 hours per person. Wages and benefit rates are listed on the spreadsheet.

An Inspector 3 will retire after six months and be replaced with an Inspector 1. Upon retiring, the Inspector 3 will cash out accumulated leave totaling \$7,500.

Telephones cost \$35/month. Everyone has one currently but doesn't necessarily need one.

Average office expense per person is \$350.

Mileage cost is \$0.30/mile for county vehicles and \$0.40/mile for private vehicles. A total of 150,000 miles are driven. Everyone except the clerical position drives and you can have them be in a county or private vehicle. Insurance on a county car is \$300/year.

Utilities cost 1,250/month.

The department mails between 5000 and 7000 letters each year. Postage is \$0.41/stamp.

Printing services cost \$5000/year.

You need to get a new copier. Your choices are:

Lease @ \$250/month, \$0.01/copy

Purchase \$4,000 price; \$145/quarter service agreement; \$0.01/copy

Purchase \$2,800 price; \$70/month service agreement; \$0.02/copy

Staff makes 75,000 copies each year.

Your revenue sources are:

Phytosanitary certificates	15,000
Business registrations	30,000
Licensing exams	2,500
Administrative fines	5,000
Computer data lists	1,500
DMS Service Contract	8,000
Inspection Services	10,000
CDFA Subvention	6,600
CDFA Inspection Contract	25,000
CDPR Mill Assessment	50,000
Unclaimed Gas Tax	175,000

You are given a local cost of \$390,000.

Be prepared to explain your budgetary decisions and make a presentation to the Board of Supervisors explaining your budget and what you will accomplish during the fiscal year.