



Memorandum

Date: 4/13/2020
To: Zero Waste Sonoma Board of Directors
From: Staff
Re: Addendum to the Draft Budget

Attached you will find an updated budget. This revised budget includes a reduction of 10% to tonnage for the upcoming fiscal year. By reducing tonnage 10%, revenue is decreased as follows:

	Current FY20/21 Rev.	10% Reduction	Decrease:
Agency Surcharge:	\$2,296,528	\$2,073,848	\$222,680
Organics Revenue	\$5,951,558	\$5,410,935	\$540,623
Total Revenue Decrease	\$8,248,086	\$7,848,783	\$763,303

In order to balance the budget to meet the reduced revenue, the following budget areas have been cut:

- Office Lease – (\$86,466)
- Professional Development – (\$39,180)
- Memberships – (\$30,738)
- Sponsorships – (\$2,000)
- Advertising – (\$6,500)
- Other Professional Services – (\$17,380)
- Contract Services – (\$585,758)
- Recycle Guide – (\$6,850)
- Maintenance – (\$4,000)
- Intern/Temps – (\$8,000)
- Office Supplies – (\$10,000)

These items reflect the elimination of conferences, industry memberships, and sponsorships. This budget also cuts composting workshops, non-oil related outreach, and fairs (except for the Citrus Fair and Sonoma County Fair). We have cut the intern program for the year, switch to an online only Recycle Guide, cancelled the office move and reduced advertising and supplies. The elimination of all these items allows for the core programs to remain and staffing levels maintained.

Zero Waste Sonoma
FY 20-21 *REVISED* Budget Summary

	Organics 78111	H H W 78104	Ed & Outreach 78110	Organics Res. 78103	Contin. Res. 78109	Unfund Liab 78112	Total All Divisions
REVENUES							
42358	State Other Funding	25,000	151,189	142,000	-	-	318,189
42601	County of Sonoma	5,410,935	1,607,233	466,616	-	-	7,484,783
44002	Interest on Pooled Cash	13,357	13,357	5,449	22,307	18,485	79,542
46029	Donations/Contributions	-	142,868	36,252	-	-	179,120
47101	Transfers In - within a Fund	-	-	-	-	-	-
TOTAL REVENUES		5,449,292	1,914,647	650,317	22,307	18,485	8,061,634
EXPENDITURES							
51041	Insurance - Liability	1,288	7,392	2,520	-	-	11,200
51071	Maintenance	-	5,000	-	-	-	5,000
51201	Administration Services	150,536	436,118	441,125	60,908	93,543	1,182,229
51205	Advertising/Marketing Svc	-	10,000	-	-	-	10,000
51206	Accounting/Auditing Services	6,500	7,500	4,000	2,500	1,500	22,000
51207	Client Accounting Services	2,153	12,355	4,212	-	-	18,720
51212	Legal Services	5,000	4,000	15,000	35,000	2,000	61,000
51213	Engineer Services	-	-	-	-	-	-
51214	Temp Services	-	-	-	-	-	-
51225	Training Services	-	800	-	-	-	800
51229	Hazardous Waste Disposal	-	28,000	-	-	-	28,000
51241	Outside Printing	-	-	3,000	-	-	3,000
51249	Other Professional Services	25,000	151,189	124,792	-	-	300,981
51401	Rents and Leases - Equipment	345	1,980	675	-	-	3,000
51421	Rents and Leases - Bldg/Land	373	16,138	2,979	-	-	19,490
51507	Special Departmental Expense	-	64,000	-	-	-	64,000
51803	Other Contract Services	5,241,936	1,125,000	-	-	-	6,366,936
51805	Sponsorships	-	-	-	-	-	-
51901	Telecommunication Data Line	489	489	6,359	-	-	7,337
51902	Telecommunication Usage	26	156	1,185	-	-	1,367
51904	ISD - Baseline Services	6,377	13,945	12,663	-	-	32,985
51906	ISD - Supplemental Projects	-	-	-	-	-	-
51909	Telecommunication Wireless	-	1,224	2,046	-	-	3,269
51911	Mail Services	250	100	500	-	-	850
51915	ISD - Reprographics Services	-	-	-	-	-	-
51916	County Services	2,774	15,920	5,427	-	-	24,121
51919	EFS Charges	-	-	-	-	-	-
51922	County Car Expense	173	990	338	-	-	1,500
51923	Unclaimable County Car Exp	-	-	50	-	-	50
52091	Memberships/Certifications	-	1,260	120	-	-	1,380
52111	Office Supplies	2,000	2,500	10,220	1,000	1,000	16,720
52114	Freight/Postage	4,000	-	5,000	-	-	9,000
52115	Subscriptions	106	611	208	-	-	925
52118	Print Supplies (Zero Waste Gd)	-	-	3,400	-	-	3,400
52162	Special Departmental Expense	166	950	324	-	-	1,440
52163	Professional Development	-	-	320	-	-	320
52191	Utilities Expense	-	4,500	-	-	-	4,500
SUBTOTAL		5,449,490	1,912,118	646,462	99,408	98,043	8,205,520
OTHER CHARGES							
57011	Transfers Out - within a Fund	-	-	-	-	-	-
57015	Transfers Out - All Others	-	-	-	-	-	-
SUBTOTAL		-	-	-	-	-	-
TOTAL EXPENDITURES		5,449,490	1,912,118	646,462	99,408	98,043	8,205,520
NET COST		198	(2,529)	(3,855)	77,101	79,558	143,886