

Town of Plainfield

\$ 8,000

Department or Office: Council on Aging Submitted by: Polly Ryan

DETAILED ESTIMATES FOR PLAINFIELD FY 2024 BUDGET

Please complete all (3) pages of this form so we can best evaluate and respond to your anticipated needs. *Requests that are not accompanied by an explanatory description will be returned for completion.*

A. Operating Expenses (please do not include wages, salaries, or stipends in operating expenses)

<u>Operating Expenses</u>	<u>FY'23 Approved</u>	<u>FY '23 (spent thru 12/22)</u>	<u>FY 2024 (Requested)</u>
1. <u>Senior Luncheons</u>		<u>550.00</u>	<u>1,000.00</u>
2. <u>Joan Griswald exercise class</u>		<u>165.00</u>	<u>200.00</u>
3. <u>MCOA dues</u>		<u>230.00</u>	<u>230.00</u>
4. <u>COA consortium dues</u>		<u>173.00</u>	<u>173.00</u>
5. <u>Birthday cards</u>		<u>81.00</u>	<u>100.00</u>
6. <u>Supplies</u>		<u>466.00</u>	<u>500.00</u>
7. <u>Programming</u>		<u>1,904.00</u>	<u>2,797.00</u>
8.			
9. <u>EOEA grant</u>			<u>- 2,100.00</u>
10. <u>Donations</u>			<u>- 1,400.00</u>
11.			
12.			
<u>TOTALS</u>		<u>3,509.00</u>	<u>1,500.00</u>

Info already in form: Fiscal 2022 Operating Budget.xlsx

Please explain significant increases or decreases and any new items. (Attach additional pages if in necessary.)

Requested addition to 6,500 for Salary

DETAILED ESTIMATES FOR FY 2024

B. Personnel Expenses: (wages, salaries, stipends, honoraria, etc.)

Please note the following *important* points:

1. Please indicate whether a wage or salary is based on an hourly pay rate. If so, please include the hourly rate and the number of hours worked per week.
2. Please **DO NOT include** a cost of living adjustment (COLA) in your salary request. A single COLA for all town employees will be recommended by the Finance Committee.
3. If any proposed salary is different from that of the previous year, please include an explanation (for example, an increase in workload or a change in responsibilities).

<u>Position</u>	<u>FY '23</u> <u>(Approved)</u>	<u>FY '23</u> <u>(thru 12/22)</u>	<u>FY 2024</u> <u>(Requested)</u>
1. <u>COA Coordinator</u>	<u>10,400.00</u>	<u> </u>	<u>10,400.00</u>
2. <u>10 hours per week</u>	<u> </u>	<u> </u>	<u> </u>
3. <u>at pay rate \$20/hour</u>	<u> </u>	<u> </u>	<u> </u>
4. <u> </u>	<u> </u>	<u> </u>	<u> </u>
5. <u>EOEA Grant</u>	<u>-3,900.00</u>	<u> </u>	<u>-3,900.00</u>
6. <u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>TOTAL</u>	<u>6,500.00</u>	<u> </u>	<u>6,500.00</u>

C. Capital Expenses: (building and/or equipment costs greater than \$5,000). List items in order of priority for your department.

<u>Capital Item Description</u>	<u>FY '22</u> <u>(Approved)</u>	<u>FY '23</u> <u>(Approved)</u>	<u>FY 2024</u> <u>(Requested)</u>
1. <u>N/A</u>	<u> </u>	<u> </u>	<u> </u>
2. <u> </u>	<u> </u>	<u> </u>	<u> </u>
3. <u> </u>	<u> </u>	<u> </u>	<u> </u>
4. <u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>TOTALS</u>	<u> </u>	<u> </u>	<u> </u>

Please explain below why each capital item is needed, its expected lifetime, and whether it can be deferred until the next budget year. (Attach additional pages if necessary.)

DETAILED ESTIMATES FOR FY 2024.

Revenue Generated: (inspection fees, licenses, fines, donations, etc.)

If your department or office generates revenue, please (a) indicate how much revenue was generated for the six months ending December 31, 2022, and (b) if reasonably ascertainable, estimate revenue expected to be generated in FY 2024. (Attach additional pages if necessary.)

<u>Revenue Source</u>	<u>FY '22</u> <u>(Actual)</u>	<u>FY '23</u> <u>(thru 12/22)</u>	<u>FY 2024</u> <u>(Estimated)</u>
1. <u>Luncheon donations</u>		<u>446.50</u>	<u>500.00 ?</u>
2. <u>Exercise donations</u>		<u>1,485.00</u>	<u>1,500.00 ?</u>
3. <u>General donations</u>		<u>300.00</u>	<u>0.00</u>
4. <u>Programming donations</u>		<u>440.00</u>	<u>500.00 ?</u>
5. _____			
6. _____			
<u>TOTALS</u>		<u>2,671.50</u>	<u>2,500.00 ?</u>

E. Grants: (Applied for &/or Awarded.)

If your department/committee/office has applies for, or generates grant revenue, please (a) indicate the grant amount, grant source & grant purpose from FY '22 & FY '23 thru 12/2022. If during that period grants applications are still pending or were rejected also please note. Please note any grant applications planned or considered for FY 2024. (Attach additional pages if necessary.)

<u>Grant Source & Purpose</u>	<u>FY '22</u> <u>(Actual)</u>	<u>FY '23</u> <u>(thru 12/22)</u>	<u>FY 2024</u> <u>(Estimated)</u>
1. <u>EDEA grant for</u>		<u>6,000.00</u>	<u>6,000.00</u>
2. <u>COA Coordinator</u>			
3. <u>salary and programming</u>			
4. _____			
5. _____			
6. _____			
<u>TOTALS</u>		<u>6,000.00</u>	<u>6,000.00</u>

Dear Finance Committee,

I have prepared a summary of our 2022-2023 expenses and revenues so our request for an additional \$1,500.00 to be allocated to our 2023-2024 budget is easier to understand.

Our funds exist in 3 town accounts purposed as outlined below.

- COA Account 5074.75 - For donations and expenses – (2022 donations of \$2,500 & rolls over)
- COA Account 5074.00 – EOE Grant for Coordinator salary and programming costs (\$6,000.00 & rolls over)
- COA Account 90541.00 - Town Funds for COA Coordinator Salary (\$6,500 & does not roll over)

Therefore, our annual operating budget is \$12,500 not including donations which in 2022 was approximately \$2,500.

Expenses incurred in 2022 were as follows.

- COA Coordinator salary \$10,400 annually
- Operating expenses \$3,500

Overall, the 2022 expenses and COA Coordinator's salary amounts to \$13,900 and yet our operating budget is \$12,500.00 annually. This required us to cover the overage of \$ 1,400 from our donations account.

As outlined above, some expenses and programing costs are funded by donations which fluctuate from year to year. With considerations for inflation, tighter pocketbooks, and the need for more robust programming, the COA committee requests an increase of funds from the approved amount for last year of \$6,500 to \$8,000 in our 2023-24 budget so we can provide guaranteed programming and perhaps more robust programming should we receive donations.

Thank you for this consideration,
Polly Ryan,
Plainfield Coordinator for the Council on Aging.