

Adopted

July 14, 2011

CITRUS ADMINISTRATIVE COMMITTEE

2011-12 Budget

REVENUE:

Assessment:

29,500,000 Regulated cartons @ \$0.0072 \$212,400

Investment income 175

REVENUE \$212,575

EXPENSES:

Salaries \$116,200

Payroll Taxes 8,900

Retirement Plan 18,250

Insurance & Bonds 14,600

Travel/Compliance - Manager 6,250

Office Supplies & Stationary 2,400

Postage 1,500

Telephone 6,300

Office Rental 9,200

Office Furniture & Equipment Purchase 1,500

Subscriptions 250

Repairs & Maintenance-Office Equipment 1,800

Auditing & Accounting 8,400

Manifest Department-FDACS 25,000

Committee-Travel Meetings 1,200

Miscellaneous 600

Depreciation 1,150

TOTAL EXPENSES \$223,500

RESERVES:

Required reserves to fund budget \$10,925

EXPLANATORY COMMENTS ABOUT REVENUE AND EXPENSES

REVENUE:

ASSESSMENTS - \$212,400 It is estimated interstate and export shipments from the production areas will be approximately **29,500,000** cartons this season. The assessment rate will be \$0.0072 per carton this season in order to cover operating expenditures of the Committee and maintain the reserve fund at an adequate level.

INTEREST INCOME - \$175 - Derived primary from interest on Money Market Deposit Account, checking account & certificate of deposits.

EXPENSES:

SALARIES - \$116,200 - Total salaries for Citrus Administrative Committee staff. **There is a 3.7% increase, the first increase in four seasons. The staff will assume the accounting work from the expired contract with Marie Romack.**

PAYROLL TAXES - \$8,900 - This amount is figured on F.I.C.A. Taxes for the entire 2011-12 season.

RETIREMENT PLAN - \$18,250 – Amount remitted to The Manufacturers Life Insurance Company for funding the Citrus Administrative Committee Retirement Plan. This represents the contribution by the employer to the retirement plan, plus the fee to First Plan Administrator's, Inc. to administer the plan. **Slight change due to salary adjustment.**

INSURANCE & BONDS - \$14,600 - Cost of Fidelity Bond, automobile property damage, and public liability policies, workers compensation, fire and burglar insurance on furniture and equipment. Also included is an option for each employee to choose to fund his or her life insurance, medical and disability insurance plan. The above figure also includes an Umbrella coverage policy for automobile liability insurance for staff and committeemen when driving their privately owned vehicles on official committee business. **No change.**

TRAVEL/COMPLIANCE-MANAGER - \$6,250 - Travel expense for the manager in contacting shippers, growers, attending area industry meetings and other travel necessary in the performance of official duties. **This represents a (7%) reduction from the previous season.**

OFFICE SUPPLIES AND SOFTWARE - \$2,400 – Office supplies, computer supplies, computer forms and updating our operating software are the major items provided for in this item. **Decrease of \$100**

POSTAGE - \$1,500 - Cost of mailing meeting notices, monthly financial reports monthly statements, regulation bulletins, weekly statistical bulletins and other necessary mailings by the CAC. **No Change**

TELEPHONE - \$6,300 - To cover the expense for telephone and internet service for the committee operation during the fiscal year. This also includes the cost of posting statistical information on the Internet. **Increase of \$300 over last season due to increased data cost.**

OFFICE RENTAL - \$9,200 - Rental of approximately 571 square feet of office space for the general administrative activities of the committee. Rent includes use of the auditorium, conference room, parking lot and utilities. **No change.**

OFFICE FURNITURE & EQUIPMENT PURCHASES - \$1,500 – There are plans to replace office chairs. It may be necessary to replace some equipment that cannot be repaired. **Decrease of \$500.**

STATISTICAL SERVICES & SUBSCRIPTIONS - \$250 - This amount covers the expense of subscribing to essential trade and governmental publications. **No Change**

REPAIRS & MAINTENANCE – OFFICE EQUIPMENT - \$1,800 - Cost of maintenance contracts and repair services required on equipment. **\$200 decrease from last season.**

AUDITING & ACCOUNTING - \$8,400 - Expense of an outside audit of the financial records of the Citrus Administrative Committee at the close of the fiscal year as required by Marketing Order No. 905. As of the 2005-06 season the USDA required additional auditing procedures. We will do all accounting in house for the 2011-12 season. **There is a \$6,200 decrease from previous season as Marie Romack's accounting contract has expired and will not be carried forward.**

FDACS - \$25,000 - By contract with the Fruit and Vegetable Inspection Division of the Florida Department of Agriculture and Consumer Services, the Citrus Administrative Committee receives many reports and records compiled specifically to meet their requirements. Detailed weekly shipment information is received with breakdowns by varieties, grades, fruit sizes, SunRidge, Gulf and Indian River production areas, whether interstate, export, etc. Shipment information on each handler, essential to the operation of the marketing order, is compiled specifically for our use in computing the assessments. This also provides the committee with a means of checking for compliance with the grade and size regulations in effect at a particular time. **Same as the previous fifteen seasons.**

COMMITTEEMEN TRAVEL – MEETINGS - \$1,200 - To cover travel expenses incurred by the CAC members and alternates attending official meetings and any other travel by committee members while performing official CAC business. **Decrease from last season of \$300 due to conference call meetings.**

MISCELLANEOUS - \$600 - To cover expenditures, which may not be charged to an established account.

DEPRECIATION – \$1,150 - Depreciation of equipment.

RESERVES: - \$10,925 - Estimated reserves from previous seasons revenue over expenses to complete the funding of the 2011-12 proposed budget. **We have adequate reserves to fund the 2011-12 proposed budget.**