

CITRUS ADMINISTRATIVE COMMITTEE

2009-10 Budget Proposed

REVENUE:

Assessment:

30,000,000 Regulated cartons @ \$0.0072	\$216,000
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Miscellaneous:

Other income	64,000
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TOTAL REVENUE	\$280,000
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EXPENSES:

Salaries	\$112,000
Payroll Taxes	8,700
Retirement Plan	17,600
Insurance & Bonds	14,550
Travel/Compliance - Manager	7,000
Office Supplies & Stationary	3,000
Postage	1,500
Telephone	5,500
Office Rental	8,950
Office Furniture & Equipment Purchase	1,750
Subscriptions	200
Repairs & Maintenance-Office Equipment	2,500
Auditing & Accounting	14,000
Manifest Department-FDACS	25,000
Committee-Travel Meetings	2,500
Miscellaneous	2,000
Reserve/Carryover	52,100
Depreciation	1,150

TOTAL EXPENSES	\$280,000
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EXPLANATORY COMMENTS ABOUT REVENUE AND EXPENSES

REVENUE:

ASSESSMENTS - \$216,000 It is estimated that interstate and export shipments from the production areas will be approximately 30,000,000 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. **No change from the 2007-08 & 2008-09 CAC budgets.**

OTHER INCOME - \$64,000 - Derived primarily from interest on Money Market Deposit Account, checking account, certificate of deposits and revenue over expenses from previous season.

EXPENSES:

SALARIES - \$112,000 - Total salaries for Citrus Administrative Committee staff. **No change from the 2007-08 or 2008-09 budgets.**

PAYROLL TAXES - \$8,700 - This amount is figured on F.I.C.A. Taxes for the entire 2009-10 season. **No Change from previous two budgets.**

RETIREMENT PLAN - \$17,600 – 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. **No change from the 2007-08 & 2008-09 budgets.**

INSURANCE & BONDS - \$14,550 - 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 from the 2007-08 & 2008-09 budgets**

TRAVEL/COMPLIANCE-MANAGER - \$7,000 - Travel expense for the manager in contacting shippers, growers, attending area industry meetings and other travel necessary in the performance of official duties. **Decrease from the 2008-09 budget.**

OFFICE SUPPLIES AND SOFTWARE - \$3,000 – Office supplies, computer supplies, computer forms and updating our operating software are the major items provided for in this item. **Decrease of \$1,000 from the 2008-09 budget**

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.

TELEPHONE - \$5,500 - 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. **No change from the 2008-09 budget.**

OFFICE RENTAL - \$8,950 - 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 from the 2008-09 budget.**

OFFICE FURNITURE & EQUIPMENT PURCHASES - \$1,750 – There are no plans to spend any funds for this season on this item. However, it may be necessary to replace some equipment that cannot be repaired. **No change from the 2008-09 budget.**

STATISTICAL SERVICES & SUBSCRIPTIONS - \$200 - This amount covers the expense of subscribing to essential trade and governmental publications.

REPAIRS & MAINTENANCE – OFFICE EQUIPMENT - \$2,500 - Cost of maintenance contracts and repair services required on equipment. **No change from the 2008-09 budget.**

AUDITING & ACCOUNTING - \$14,000 - 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. This account also includes the contact with Marie Romack to provide accounting services for the 2008-09 season. **No changes from the 2008-09 budget.**

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 - \$2,500 - 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. It is estimated three CAC meetings will be held during the 2008-09 season. **Decrease from the 2008-09 budget of \$500.**

MISCELLANEOUS - \$2,000 - To cover expenditures, which may not be charged to an established account. **No change from the 2008-09 budget.**

CARRY-OVER - \$52,100 - The carry-over fund, if needed in upcoming seasons, could be used as revenue in upcoming seasons. This amount is approximately 18 percent of the proposed expenses.

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