

# Oregon Landscape Contractors Board

## 2019-21 Budget (Jul-Jun)

Adopted May 10, 2019

	<u>Jul '19 - Jun 20</u>	<u>Jul '20 - Jun 21</u>	<u>TOTAL</u>
	<u>Jul '19 - Jun 20</u>	<u>Jul '20 - Jun 21</u>	<u>Jul '19 - Jun 21</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Applications/Examination</b>			
4005 · LCP Application Fee	44,030.00	44,030.00	88,060.00
4005L · Practical Skills Reg. LCB	510.00	510.00	1,020.00
4005ME · ME Application Fee	0.00		0.00
4005P · Probationary Application Fee	480.00	480.00	960.00
4005R · Practical Skills Reg. OLCA	360.00	0.00	360.00
4005S · Practical Skills Sections OLCA	1,080.00	0.00	1,080.00
4005W · Practical Skills Mini-Write PSI	150.00	0.00	150.00
<b>4026 · Exam Resource Material Sales</b>			
4026OM · Owner Managing Employee Manual	3,000.00	3,000.00	6,000.00
4026PT · Plant CD Sales	375.00	375.00	750.00
4026SM · Sauter Manual Sales	14,625.00	14,625.00	29,250.00
4026 · Exam Resource Material Sales - Other	0.00	0.00	0.00
<b>Total 4026 · Exam Resource Material Sales</b>	<u>18,000.00</u>	<u>18,000.00</u>	<u>36,000.00</u>
4027 · Exam Resource S & H	1,150.00	1,150.00	2,300.00
4036 · PSI	3,000.00	3,000.00	6,000.00
<b>Total 4000 · Applications/Examination</b>	<u>68,760.00</u>	<u>67,170.00</u>	<u>135,930.00</u>
<b>4100 · Licensing Fees</b>			
4109 · New Business Application Fee	31,365.00	31,365.00	62,730.00
4110 · New Business License Fee	40,365.00	40,365.00	80,730.00
4115 · Business Renewal Fee	392,955.00	420,555.00	813,510.00
4120 · New Individual License Fees	17,680.00	17,680.00	35,360.00
4125 · Renewal Individual License	244,630.00	261,800.00	506,430.00
4127 · Reinstatement Fee	3,750.00	3,750.00	7,500.00
4128 · License Card Fee	0.00	0.00	0.00
4129 · Status Change Fee	750.00	750.00	1,500.00
4130 · Late Fees	19,125.00	19,125.00	38,250.00
4131 · Online Fee	0.00		0.00
4135 · NSF Fees	0.00	0.00	0.00
4140 · Document Fees	900.00	900.00	1,800.00
<b>Total 4100 · Licensing Fees</b>	<u>751,520.00</u>	<u>796,290.00</u>	<u>1,547,810.00</u>
<b>4200 · Enforcement</b>			
<b>4210 · Collected Civil Penalties</b>			
4211 · Civil Penalties Collected	84,400.00	0.00	84,400.00
4210 · Collected Civil Penalties - Other	0.00	84,400.00	84,400.00
<b>Total 4210 · Collected Civil Penalties</b>	<u>84,400.00</u>	<u>84,400.00</u>	<u>168,800.00</u>
<b>Total 4200 · Enforcement</b>	<u>84,400.00</u>	<u>84,400.00</u>	<u>168,800.00</u>
<b>Total Income</b>	<u>904,680.00</u>	<u>947,860.00</u>	<u>1,852,540.00</u>
<b>Gross Profit</b>	904,680.00	947,860.00	1,852,540.00
<b>Expense</b>			
4001 · Reconciliation Discrepancies	0.00	0.00	0.00
<b>5000 · Direct Costs</b>			
5010 · Staff Wages	360,189.16	370,978.40	731,167.56

# Oregon Landscape Contractors Board

## 2019-21 Budget (Jul-Jun)

Adopted May 10, 2019

	<u>Jul '19 - Jun 20</u>	<u>Jul '20 - Jun 21</u>	<u>TOTAL</u> <u>Jul '19 - Jun 21</u>
<b>5011 · Payroll Taxes</b>			
5012 · FICA Expense	22,331.73	23,928.11	46,259.84
5013 · Medicare Expense	5,222.74	6,306.63	11,529.37
5015 · Worker's Compensation	1,344.14	1,344.14	2,688.28
5016 · Unemployment Expense		0.00	0.00
5011 · Payroll Taxes - Other	0.00	0.00	0.00
<b>Total 5011 · Payroll Taxes</b>	<u>28,898.61</u>	<u>31,578.88</u>	<u>60,477.49</u>
<b>5020 · Employee Benefits</b>			
5021 · PEBB/BCA	78,000.00	81,900.00	159,900.00
5022 · PERS			
5022-A · PERS- Regular Payment	63,928.35	65,476.61	129,404.96
5022-B · DAS-PERS Bond	22,279.85	23,778.94	46,058.79
<b>Total 5022 · PERS</b>	<u>86,208.20</u>	<u>89,255.55</u>	<u>175,463.75</u>
<b>Total 5020 · Employee Benefits</b>	<u>164,208.20</u>	<u>171,155.55</u>	<u>335,363.75</u>
5024 · Contract Labor (Temps)	7,800.00	0.00	7,800.00
5026 · Exam Resource Material	23,000.00	23,000.00	46,000.00
<b>5027 · Practical Skills Exam</b>			
5027L · Practical Skills Reg. LCB		0.00	0.00
5027R · Practical Skills Reg. OLCA	360.00	0.00	360.00
5027S · Practical Skills Sections OLCA	1,080.00	0.00	1,080.00
5027W · Practical Skills Mini-Write PSI	150.00	0.00	150.00
<b>Total 5027 · Practical Skills Exam</b>	<u>1,590.00</u>	<u>0.00</u>	<u>1,590.00</u>
<b>5030 · Printing Costs</b>			
5030-AD · Admin. Printing	1,600.00	1,600.00	3,200.00
5030NL · Newsletter	1,500.00	1,500.00	3,000.00
5030PR · Pamphlet/Brochure	300.00	300.00	600.00
<b>Total 5030 · Printing Costs</b>	<u>3,400.00</u>	<u>3,400.00</u>	<u>6,800.00</u>
<b>5035 · Postage Costs</b>			
5035M · Postage Assessed for Mail	12,500.00	12,500.00	25,000.00
5035NL · Postage for Newsletter	1,100.00	1,100.00	2,200.00
5035S · State Mail Service Charge	2,900.00	2,900.00	5,800.00
5035 · Postage Costs - Other	50.00	50.00	100.00
<b>Total 5035 · Postage Costs</b>	<u>16,550.00</u>	<u>16,550.00</u>	<u>33,100.00</u>
<b>5040 · Staff Mileage</b>			
5040-PF Parking Fees	100.00	100.00	200.00
5040S · Staff Personal Car Mileage	500.00	500.00	1,000.00
5040VIN · Staff Car -Investigator	4,500.00	4,500.00	9,000.00
<b>Total 5040 · Staff Mileage</b>	<u>5,100.00</u>	<u>5,100.00</u>	<u>10,200.00</u>
<b>5050 · Staff Travel</b>			
5050 L · Staff Lodging	1,200.00	1,200.00	2,400.00
5050M · Staff Meals	700.00	700.00	1,400.00
<b>Total 5050 · Staff Travel</b>	<u>1,900.00</u>	<u>1,900.00</u>	<u>3,800.00</u>
5100 · Hearing Officer Panel	45,000.00	45,000.00	90,000.00
<b>5150 · Department Of Justice</b>			
5151 · AAG Advice (Enf/Claims/Admin)	52,000.00	52,000.00	104,000.00

# Oregon Landscape Contractors Board

## 2019-21 Budget (Jul-Jun)

Adopted May 10, 2019

	<b>TOTAL</b>		
	<b>Jul '19 - Jun 20</b>	<b>Jul '20 - Jun 21</b>	<b>Jul '19 - Jun 21</b>
5153 · DOJ (Injunct/UTPA/Enforce)	100.00	100.00	200.00
<b>Total 5150 · Department Of Justice</b>	<b>52,100.00</b>	<b>52,100.00</b>	<b>104,200.00</b>
5152 · Legislative Counsel	500.00	500.00	1,000.00
5154 · Filing Fees			
5154-LF · Lien Filing Fee	300.00	300.00	600.00
<b>Total 5154 · Filing Fees</b>	<b>300.00</b>	<b>300.00</b>	<b>600.00</b>
5170 · Resource Material/Publications	500.00	500.00	1,000.00
5200 · Investigations			
5210 · Contract Investigators			
5210-FI · Formal Investigations	6,000.00	6,000.00	12,000.00
5210-LM · Investigator Meals/Lodging	100.00	100.00	200.00
5210-M · Investigator Mileage	450.00	450.00	900.00
5210-O · Other Investigative Expense	200.00	200.00	400.00
5210-SC · Site Checks	8,000.00	8,000.00	16,000.00
5210-TT · Travel Time	650.00	650.00	1,300.00
<b>Total 5210 · Contract Investigators</b>	<b>15,400.00</b>	<b>15,400.00</b>	<b>30,800.00</b>
5225 · Investigation Inquiry fees	1,000.00	1,000.00	2,000.00
5226 · Investigative Subpoena Expense	250.00	250.00	500.00
<b>Total 5200 · Investigations</b>	<b>16,650.00</b>	<b>16,650.00</b>	<b>33,300.00</b>
5300 · Collection Costs			
5301 · DOR Collection costs	0.00	0.00	0.00
5302 · Private Collections Costs	0.00	0.00	0.00
<b>Total 5300 · Collection Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5400 · Committee Meeting Expenses			
5401 · Advisory Committee			
5401L · AC Lodging/Meals	400.00	400.00	800.00
5401M · AC Mileage	800.00	800.00	1,600.00
5401 · Advisory Committee - Other	500.00	500.00	1,000.00
<b>Total 5401 · Advisory Committee</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>3,400.00</b>
<b>Total 5400 · Committee Meeting Expenses</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>3,400.00</b>
<b>Total 5000 · Direct Costs</b>	<b>729,385.97</b>	<b>740,412.83</b>	<b>1,469,798.80</b>
6000 · Administrative Expenses			
6020 · Staff Training	150.00	150.00	300.00
6100 · Board Meeting Expenses			
6110 · Board Members Expense			
6110-G · Board Gifts	200.00	200.00	400.00
6110-LM · Board Member Meal/Lodging	1,500.00	1,500.00	3,000.00
6110-M · Board Member Mileage	4,200.00	4,200.00	8,400.00
6110-PD · Board Member Per Diem	9,660.00	9,660.00	19,320.00
6110-TE · Board Member Conf Call Exp	300.00	300.00	600.00
6110 · Board Members Expense - Other	100.00	100.00	200.00
<b>Total 6110 · Board Members Expense</b>	<b>15,960.00</b>	<b>15,960.00</b>	<b>31,920.00</b>
6120 · Board Meeting Room Chrg	1,700.00	1,700.00	3,400.00
6122 · Board Meeting Meals	1,600.00	1,600.00	3,200.00
6125 · A.G. Board Meeting Consult	0.00	0.00	0.00

# Oregon Landscape Contractors Board

## 2019-21 Budget (Jul-Jun)

Adopted May 10, 2019

	<b>TOTAL</b>		
	<b>Jul '19 - Jun 20</b>	<b>Jul '20 - Jun 21</b>	<b>Jul '19 - Jun 21</b>
6100 · Board Meeting Expenses - Other	0.00	0.00	0.00
<b>Total 6100 · Board Meeting Expenses</b>	<b>19,260.00</b>	<b>19,260.00</b>	<b>38,520.00</b>
6400 · Payroll Preparation Service	2,600.00	2,600.00	5,200.00
7000 · Office Lease			
7000ML · Monthly Lease	29,954.15	30,703.01	60,657.16
<b>Total 7000 · Office Lease</b>	<b>29,954.15</b>	<b>30,703.01</b>	<b>60,657.16</b>
7003 · Utilities			
7003EL · Electric	1,300.00	1,300.00	2,600.00
7003GA · Gas	2,040.00	2,040.00	4,080.00
7003SC · Office Security	600.00	600.00	1,200.00
<b>Total 7003 · Utilities</b>	<b>3,940.00</b>	<b>3,940.00</b>	<b>7,880.00</b>
7010 · Insurance	6,186.00	6,186.00	12,372.00
7100 · Telephone			
7101 · Cell Phone	1,400.00	1,400.00	2,800.00
7102 · Office Telephone	2,900.00	2,900.00	5,800.00
<b>Total 7100 · Telephone</b>	<b>4,300.00</b>	<b>4,300.00</b>	<b>8,600.00</b>
7110 · Office Supplies			
7111 · Office Equip. Repair and Maint.	900.00	900.00	1,800.00
7112 · Dues & Subscriptions	0.00		0.00
7113 · Office Furnishing/Setup	1,350.00	225.00	1,575.00
7114 · Office Supplies	3,600.00	3,600.00	7,200.00
<b>Total 7110 · Office Supplies</b>	<b>5,850.00</b>	<b>4,725.00</b>	<b>10,575.00</b>
7115 · Copier/Fax/Print Lease			
7116 · Copier/Fax/Print Maint	1,200.00	1,200.00	2,400.00
7117 · Lease Fee for Copier	2,100.00	2,500.00	4,600.00
<b>Total 7115 · Copier/Fax/Print Lease</b>	<b>3,300.00</b>	<b>3,700.00</b>	<b>7,000.00</b>
7200 · Bank fees			
7202 · DAS Fees/Treasury	600.00	600.00	1,200.00
7205 · Credit Card Use Fees	13,000.00	13,000.00	26,000.00
7206IN · Credit Card Interest		0.00	0.00
7207 · NSF Fee	50.00	50.00	100.00
7210 · Bank Checks and Supplies	50.00	50.00	100.00
7211 · Bank Fee	50.00	50.00	100.00
7214 · Online Banking Fee	300.00	300.00	600.00
7215 · Maintenance Fee	0.00	0.00	0.00
7216 · Online Payment Processing	0.00		0.00
<b>Total 7200 · Bank fees</b>	<b>14,050.00</b>	<b>14,050.00</b>	<b>28,100.00</b>
8000 · Trade Show Expense			
8025 Trade Show Giveaway Items	1,200.00	1,200.00	2,400.00
8010 · Staff Milage and Parking	400.00	400.00	800.00
8011 · Staff Meals/Lodging Trade Show	800.00	800.00	1,600.00
8012 · Trade Show Booth Fees	500.00	500.00	1,000.00
8000 · Trade Show Expense - Other	0.00		0.00
<b>Total 8000 · Trade Show Expense</b>	<b>2,900.00</b>	<b>2,900.00</b>	<b>5,800.00</b>
8100 · Web Expense			

# Oregon Landscape Contractors Board

## 2019-21 Budget (Jul-Jun)

Adopted May 10, 2019

	<u>Jul '19 - Jun 20</u>	<u>Jul '20 - Jun 21</u>	<u>TOTAL</u> <u>Jul '19 - Jun 21</u>
8105 · Web Hosting	1,000.00	1,000.00	2,000.00
8106 · Offsite Data Storage	500.00	500.00	1,000.00
8116 · Comcast Connection	1,700.00	1,700.00	3,400.00
8120 · E-mail Hosting	0.00		0.00
8125 · DAS Email Fee	700.00	700.00	1,400.00
<b>Total 8100 · Web Expense</b>	<u>3,900.00</u>	<u>3,900.00</u>	<u>7,800.00</u>
<b>8200 · Computer Expenses</b>			
8210 · Computer Consulting	2,000.00	12,000.00	14,000.00
8220 · Computer Software <\$500>	1,000.00	1,000.00	2,000.00
8225 · Computer Hardware <\$500>	10,500.00	55,000.00	65,500.00
8230 · Computer Maint/Security	0.00		0.00
8240 · Database Configuring	2,000.00	2,000.00	4,000.00
<b>Total 8200 · Computer Expenses</b>	<u>15,500.00</u>	<u>70,000.00</u>	<u>85,500.00</u>
<b>8300 · Professional Services</b>			
8302 · Auditing			
8302-IA · Agency Audit/Financial Review	0.00	10,000.00	10,000.00
8302 · Auditing - Other	0.00	0.00	0.00
<b>Total 8302 · Auditing</b>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
8303 · Janitorial	2,700.00	2,700.00	5,400.00
8305 · Recycle, Shred & Storage	100.00	100.00	200.00
8306 · Misc DAS fees			
8306-A · Archives	1,741.00	1,741.00	3,482.00
8306-EC · Ethics Commission	48.00	48.00	96.00
8306-L · Linus/Bill Tracker	150.00	150.00	300.00
8306-RF · Rule Filing	5,688.00	5,688.00	11,376.00
<b>Total 8306 · Misc DAS fees</b>	<u>7,627.00</u>	<u>7,627.00</u>	<u>15,254.00</u>
<b>Total 8300 · Professional Services</b>	<u>10,427.00</u>	<u>20,427.00</u>	<u>30,854.00</u>
<b>Total 6000 · Administrative Expenses</b>	<u>122,317.15</u>	<u>186,841.01</u>	<u>309,158.16</u>
<b>Total Expense</b>	<u>851,703.12</u>	<u>927,253.84</u>	<u>1,778,956.96</u>
<b>Net Ordinary Income</b>	52,976.88	20,606.16	73,583.04
<b>Other Income/Expense</b>			
<b>Other Income</b>			
9000 · Other Income			
9015 · Interest	325.00	325.00	650.00
<b>Total 9000 · Other Income</b>	<u>325.00</u>	<u>325.00</u>	<u>650.00</u>
<b>Total Other Income</b>	325.00	325.00	650.00
<b>Other Expense</b>			
9100 · Reserves Transfer	37,100.00	37,100.00	74,200.00
<b>Total Other Expense</b>	<u>37,100.00</u>	<u>37,100.00</u>	<u>74,200.00</u>
<b>Net Other Income</b>	-36,775.00	-36,775.00	-73,550.00
<b>Net Income</b>	<u><u>16,201.88</u></u>	<u><u>-16,168.84</u></u>	<u><u>33.04</u></u>