

Item 4, Attachment 1

July 11, 2005

MEMORANDUM

To: RMP Steering Committee
From: Meg Sedlak
Re: Updated Summary of RMP Budget (Years 2003 – 2005)

This information represents budget status to the best of my knowledge at this time and has been reviewed and approved by the Program Manager (Jay Davis) and the Executive Director (Mike Connor).

RMP PROGRAM - 2003

- **Revenue:** The total revenue was less than what was originally approved by SC for the following reasons:
 - Reduced Participant fee contributions (shortfall of ~131K-dredgers)
 - Less than budgeted interest income (~11K)
 - Uncollected Participant Fees to date (~30K) - Mirant California Cooling (\$29,374) and Marina Vista Improvement (\$836). Caltrans dredging and stormwater fees written off in December 2003 (~60K), paid in 2004 and credited to 2003.
- **Expenses:** Budget was adjusted in the Spring (by eliminating or deferring some projects) and additional savings were found by asking the sub-contractors to come in at equal costs to the previous year (to help offset the reduced revenue). These changes resulted in a surplus of approximately \$110K.
- **Budget Summary:** Significant savings due to the early budget adjustments, and less than budgeted expenditures in labor (~\$70K). Unfinished labor tasks and corresponding labor effort (~\$70K) were carried into 2004. Overruns from the previous year 2002 (approximately \$178,000) were deducted from the surplus. Approximately \$18,000 remains from 2003 account (see attached spreadsheet).

RMP PROGRAM - 2004

- **Revenue:**

Revenue Estimate (SC approved)	Actual Revenue (to date)	Difference
\$3,103,183	\$3,079,041	-\$24,142

Less than the original SC approved budget because of shortfalls associated with participant fees.

- Outstanding Participant Fees (~24K -- Loch Lomond Marina \$19,622 and Mirant \$4,519). Ellen Johnck is pursuing informally discussions with Loch Lomond; Mirant is in bankruptcy.

- **Expenses:** As shown on attached spreadsheet, labor, subcontracts and direct costs were all slightly underbudget.
- **Budget Summary:** Based on audit, a surplus of approximately \$42,000 remains from 2004. Approximately \$66,000 underbudget for the year (see attached spreadsheet); however, there was a revenue shortfall of approximately \$24,000.
 - **Labor** – Labor surplus of approximately 32K.
 - **Subcontracts** – Due to cancellation of contracts (e.g., diving duck samples that were compromised due to a malfunctioning freezer (~20K)) and reduction of analyses (dropping the “new analytes” for 2004 (~20K)), approximately \$30K remains in the subcontract budget (see TRC 12/21/04 minutes for discussion of elimination of new analytes).

RMP PROGRAM -2005

Revenue Estimate (SC approved)	Actual Revenue (to date)	Difference
\$3,128,595	\$2,993,761	-\$134,834

- **Revenue:** (see attached spreadsheet)
 - Participant fee increase of 1.5%. All participants have been invoiced. Fees are over target by approximately \$108,000 (Target for dredgers \$523,292; invoiced dredgers for \$631,409). The dredger fees have varied over the last several years (e.g., shortfall for FY2002 was approximately \$108,500, shortfall for FY2003 was approximately \$131,200, and shortfall for FY2004 was approximately \$22,700).
 - **Outstanding invoices total \$183,071.** Unpaid participant fees include: Caltrans (\$54K), Marin Stormwater (\$51K), and SF Dry Dock (\$46K). Dyan Whyte is working with Caltrans.
- **Expenses:** (see attached spreadsheet)
 - Labor – We have expended \$555,000 through the end of June. Approximately 56% of the labor budget is available for the remaining 6 months.
 - Subcontracts – Approximately 1.4 million dollars in contracts have been written of a total approved budget of \$1,629,095. We anticipate using all of the subcontract budget. Additional contracts will be written under the EEPS and Episodic Toxicity projects.
 - Direct Costs - Approximately \$57K of the approved \$93K has been spent. Major direct costs to date have been: printing of the Pulse (\$19K), software for the multi-box model (\$8K), conferences (\$9K), and accounting audit (\$7K).

- **Budget Summary:** Budget is on track with regard to labor and subcontracts. Approximately 60 percent of the direct cost budget for the year has been spent; however, the major expenditures for direct cost occur in May as a result of the printing of the Pulse and the annual meeting.