

**Approved on June 29, 2017**

# **CITRUS ADMINISTRATIVE COMMITTEE**

## **2017-18 Budget**

### **REVENUE:**

Assessment:

**8,600,000** Regulated cartons @ \$0.009 \$77,400

Investment income 15

**Reserves** **54,585**

**REVENUE** **\$132,000**

### **EXPENSES:**

Salaries \$75,000

Payroll Taxes 6,000

Insurance & Bonds 7,710

Travel/Compliance - Manager 4,200

Office Supplies & Stationary 600

Postage 200

Communications 4,600

Office Rental 3,300

Office Equipment Purchase 0

Subscriptions 175

Repairs & Maintenance-Office Equipment 1,800

Auditing & Accounting 9,000

Manifest Department-FDACS 5,000

Data Collection & Fresh Shipments Reporting 10,000

Committee-Travel Meetings 1,000

Miscellaneous 3,090

Depreciation 325

**TOTAL EXPENSES** **\$132,000**

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### EXPLANATORY COMMENTS ABOUT REVENUE AND EXPENSES

#### **REVENUE:**

**ASSESSMENTS - \$77,400** It is estimated interstate and export shipments (regulated shipments) from the production areas will be approximately **8,600,000 cartons** this season. The recommended assessment rate is \$0.009 per carton this season in order to cover operating expenditures of the CAC and maintain the reserve fund at an adequate level.

**INTEREST INCOME - \$15** – Any interest would be derived primary from interest on Money Market Deposit Account, checking account & certificate of deposits.

**RESERVES - \$54,585** This is the amount of additional revenue required to fund the budget for 2017-18 and it will be taken from our reserves, which should be approximately **\$117,000**.

#### **EXPENSES:**

**SALARIES - \$75,000** - Total salaries for Citrus Administrative Committee staff. This would be the same as the 2016-17 season and -19% from the 2015-16 season

**PAYROLL TAXES - \$6,000** - This amount is figured on F.I.C.A. Taxes for the entire 2017-18 season. **This is also a 19% reduction from the 2015-16 budget.**

**INSURANCE & BONDS - \$7,170** - 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 employee to choose to fund his 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 2016-17.**

**TRAVEL/COMPLIANCE-MANAGER - \$4,200** - Travel expense for the manager in contacting shippers, growers, attending area industry meetings and other travel necessary in the performance of official duties. **Same as the 2016-17 season.**

**OFFICE SUPPLIES AND SOFTWARE - \$600** – Office supplies, computer supplies, computer forms and updating our operating software are the major items provided for in this item.

**POSTAGE - \$200** - Cost of mailing meeting notices, monthly financial reports monthly statements, regulation bulletins, weekly statistical bulletins and other necessary mailings by the CAC.

**COMMUNICATIONS - \$4,600** - To cover the expense for telephone, internet service and webhosting for the committee operation during the fiscal year. This also includes the cost of posting statistical information on the Internet.

**OFFICE RENTAL - \$3,300** - Rental of approximately 206 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.

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**OFFICE EQUIPMENT PURCHASES - \$0** – There are no plans to replace any equipment during the 2017-18 season.

**STATISTICAL SERVICES & SUBSCRIPTIONS - \$175** - This amount covers the expense of subscribing to essential trade and governmental publications.

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

**AUDITING & ACCOUNTING - \$9,000** - 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. Includes presentation of audit at the organizational meeting as required by the USDA/.

**FDACS - \$5,000** - 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. 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.

**DATA COLLECTION & FRESH SHIPMENT REPORTING - \$10,000** – Contract to complete the data collection and reports project.

**COMMITTEEMEN TRAVEL – MEETINGS - \$1,000** - 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. This also includes travel for CAC Chairman to attend the USDA Marketing Order Conference.

**MISCELLANEOUS - \$ 3,090** - To cover expenditures, which may not be charged to an established account.

**DEPRECIATION – \$325** - Depreciation of equipment.