

## Adopted May 19, 2016

# CITRUS ADMINISTRATIVE COMMITTEE

## 2016-17 Budget

### REVENUE:

Assessment:

12,500,000 Regulated cartons @ \$0.009 \$112,500

Investment income 25

Reserves 28,075

**REVENUE \$140,600**

### EXPENSES:

Salaries \$75,000

Payroll Taxes 6,000

Insurance & Bonds 7,600

Travel/Compliance - Manager 4,200

Office Supplies & Stationary 750

Postage 350

Communications 4,500

Office Rental 3,300

Office Equipment Purchase 0

Subscriptions 150

Repairs & Maintenance-Office Equipment 1,800

Auditing & Accounting 9,200

Manifest Department-FDACS 25,000

Committee-Travel Meetings 1,050

Miscellaneous 1,300

Depreciation 400

**TOTAL EXPENSES \$140,600**

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### EXPLANATORY COMMENTS ABOUT REVENUE AND EXPENSES

#### **REVENUE:**

**ASSESSMENTS - \$112,500** It is estimated interstate and export shipments (regulated shipments) from the production areas will be approximately **12,500,000 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 - \$25** – Any interest would be derived primary from interest on Money Market Deposit Account, checking account & certificate of deposits.

**RESERVES - \$28,075** This is the amount of additional revenue required to fund the budget for 2016-17 and it will be taken from our reserves.

#### **EXPENSES:**

**SALARIES - \$75,000** - Total salaries for Citrus Administrative Committee staff. This **is a 19% reduction form 2015-16.**

**PAYROLL TAXES - \$6,000** - This amount is figured on F.I.C.A. Taxes for the entire 2016-17 season. **This is also a 19% reduction from the 2015-16 budget.**

**INSURANCE & BONDS - \$7,600** - 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 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. **This is a slight reduction from earlier seasons due to decreased insurance cost.**

**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. **This is a reduction of 25% from 2015-16.**

**OFFICE SUPPLIES AND SOFTWARE - \$750** – Office supplies, computer supplies, computer forms and updating our operating software are the major items provided for in this item.

**POSTAGE - \$350** - Cost of mailing meeting notices, monthly financial reports monthly statements, regulation bulletins, weekly statistical bulletins and other necessary mailings by the CAC.

**COMMUNICATIONS - \$4,500** - 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 2016-17 season.

**STATISTICAL SERVICES & SUBSCRIPTIONS - \$150** - 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 - \$9,200** - 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 - \$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.

**COMMITTEEMEN TRAVEL – MEETINGS - \$1,050** - 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 - \$ 1,300** - To cover expenditures, which may not be charged to an established account.

**DEPRECIATION – \$400** - Depreciation of equipment.