



SBCOG

*Council of
San Benito
County Governments*

Adopted Budget Fiscal Year 2021 - 2022

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COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
Adopted Budget
Fiscal Year 2021 - 2022

Published by Order of the:
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Adopted: June 17, 2021

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Council of Governments Budgets

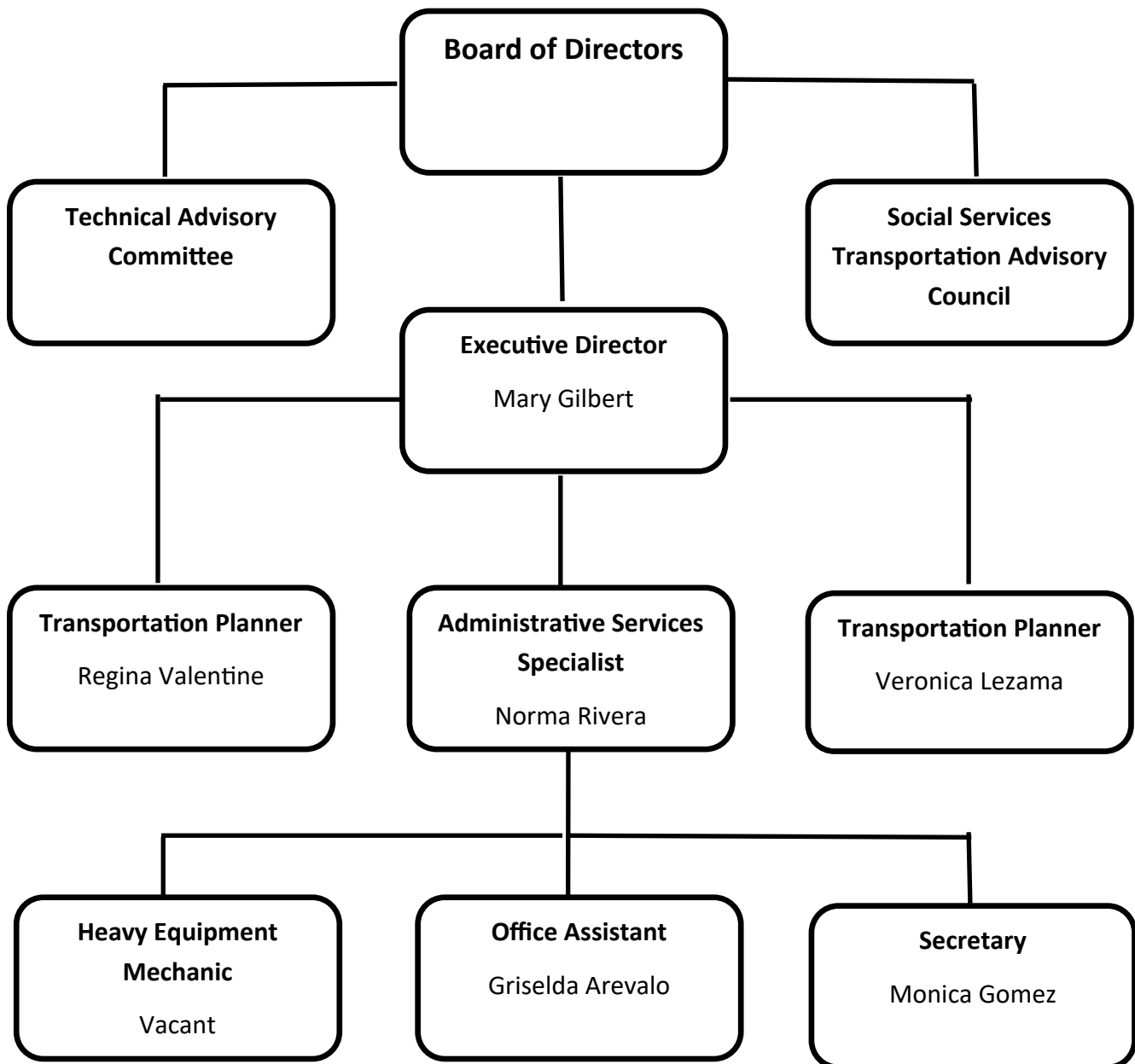
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Council of San Benito County Governments

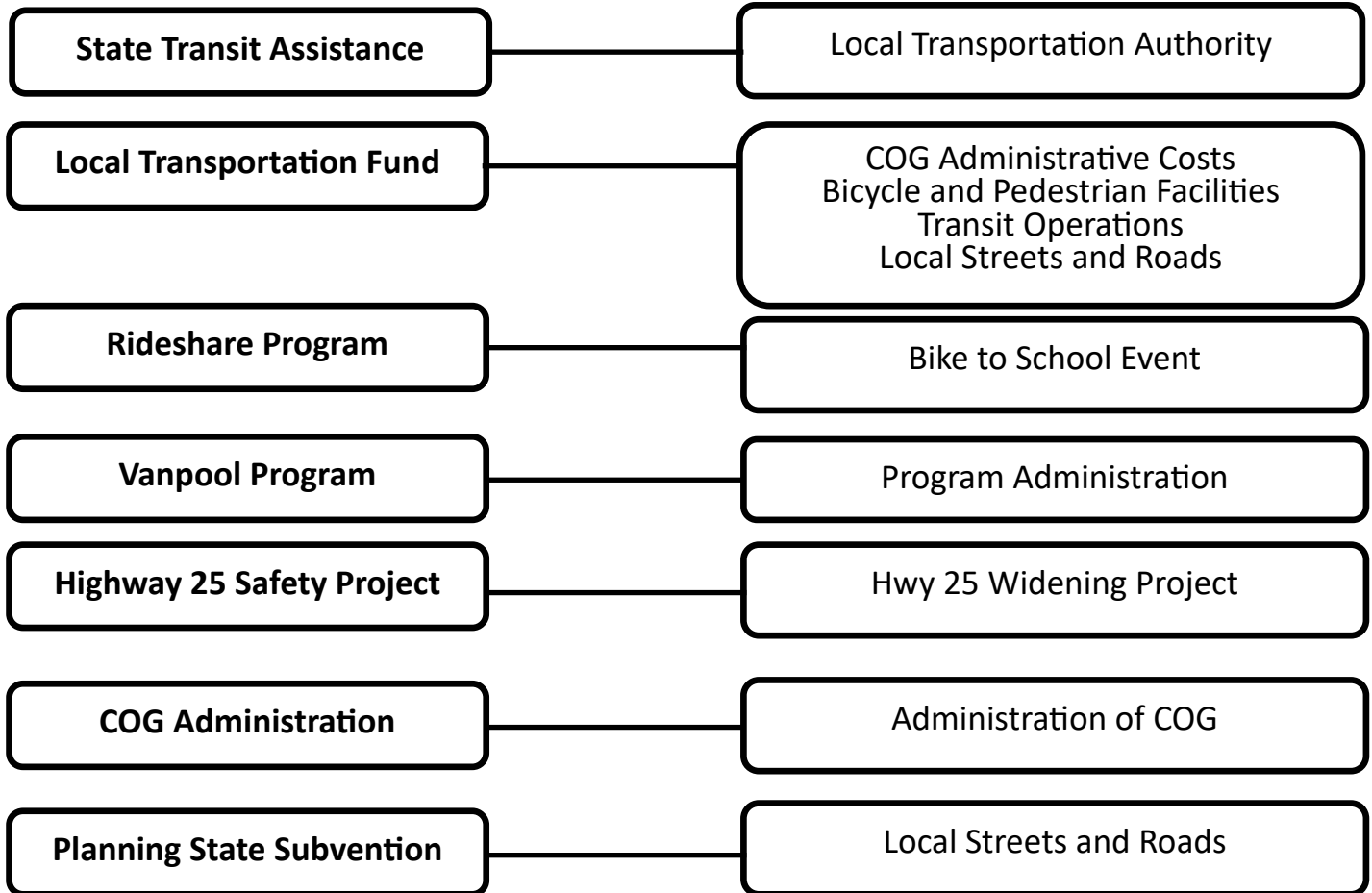
Organizational Chart



Council of Governments

Funding Diagram

Council of Governments Programs



Mission:

The Council of San Benito County Governments improves the mobility of San Benito County travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly.

Executive Summary

The Council of San Benito County Governments is the Regional Transportation Planning Agency for the San Benito County region. As such, the Council of Governments plans and finances transportation projects and programs of regional importance. Projects include bicycle and pedestrian facilities, highways, local streets and roads, transit, and ridesharing and vanpooling.

This Budget continues the goal of prudent and conservative fiscal management. This Budget is balanced and uses adequate revenues to match only necessary expenditures.

Budget Goals and Objectives

The Council of San Benito County Governments' goals and objectives for the FY 2021/2022 Budget are to continue funding the federal and state transportation plans and programs and coordinate with various federal, state, regional and local agencies on transportation projects and programs.

Additionally, the Budget continues the approach of conservative funding scenarios and realistic expenditures. Conservative funding estimates allow the agency to realistically balance the budget without assuming potential revenue streams. Grant applications which are pending a decision are not included in the Budget and will only be amended into the Budget upon award.

The COVID-19 pandemic created some uncertainty with this budget cycle. To ensure an adequate fund source, COG has reduced the Rideshare and Vanpool program budgets in Fiscal Year 21/22. The programs may be funded in future years as revenues stabilize.

Work Program

Highlights of the FY 2021/2022 Council of San Benito County Governments Budget include:

- ✓ Regional Planning & Coordination
- ✓ Financing & Project Delivery
- ✓ Transit Planning and Operations
- ✓ Active Transportation

Staffing

There was one staffing change from the previous year budget. The Council of Governments Administrative Services Specialist retired, and the position was filled in October of 2020. Other staff positions remain the same, and the COG budget includes funding for seven Full Time Equivalent positions.

Budget Detail

The FY 2021/2022 Budget includes several budget accounts. These separate accounts make up the total of the Council of Governments Budget. These accounts include:

- State Transit Assistance
- Local Transportation Fund
- Rideshare Program
- Council of Governments Administration
- Highway 25 Safety
- Vanpool Program
- Transportation Planning State Subvention
- Measure G

Account Organization

Each account includes a line-item detail which shows spending in Personnel, Services and Supplies, Contracts, Capital, and Other. The Revenue Summary in each account shows the funding source for those proposed expenditures. A section is included which shows Revenues vs. Expenditures. The comparison is shown to allow the reader to see how revenues and expenditures balance.

In addition, the Budget shows detailed information about the previous year budget with anticipated revenue receipts and expected spending to June 30, 2021. The Budget also includes a column with anticipated revenues for the next budget year, FY 2022/2023. Finally, the Budget includes a column showing the change from the previous year adopted budget.

Expenditure Summary

The Council of Governments total budget for FY 2021/2022 is \$3,881,641. This budget reflects fund transfers in the amount of \$2.8 million and \$516,735 for planning activities. The amount being expended for COG Administration is \$353,910. Administration is funded through the Transportation Development Act.

The FY 2021/2022 Council of Governments Budget decreased by 20 percent compared to the FY 2020/2021 Budget. This is primarily attributed to a benefits payout for a previous employee that retired and a onetime payout of Transportation Development Act funds.

The largest expenditures are the Local Transportation Authority's public transit operations, local streets and road rehabilitation and maintenance needs, and staff positions for planning work.

The Council of Governments Budget includes Transportation Development Act funding claims made by the Local Transportation Authority for public transit operations. A total of \$1,172,428 is proposed for this Transportation Development Act claim.

There is a set-aside of \$1,241,578 in unclaimed funds for Hollister, San Juan Bautista, and San Benito County for local streets and roads needs.

The last major expense is in funding staff for planning and administrative purposes, \$487,522.

Revenue Summary

Revenues in the FY 2021/2022 Budget total \$14,195,987. Revenues have slightly decreased over the previous fiscal year due to payouts of allocations. COG does not anticipate any decrease in state revenues due to the COVID-19 pandemic.

For FY 2021/2022, the Council of Governments Budget estimates revenue of \$668,015 in State Transit Assistance funds. The State Transit Assistance funds have increased by \$151,280. These funds will be claimed by the Local Transportation Authority through the Transportation Development Act process.

Local Transportation Funds are provided to the Council of Governments under the Transportation Development Act. These funds are generated locally through a ¼ cent sales tax. The estimated revenue for these funds is \$2,250,000 which is a slight increase as compared to FY 2020/2021.

Other significant revenue sources include the Planning, Programming, and Monitoring (PPM), Rural Planning Assistance, and Regional Surface Transportation Program, and other grant specific funds. Estimates for these funds increased over the previous fiscal year. In FY 2020/2021 COG was awarded a Regional Early Action Planning Grant and Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant.

Budget Summary

The Council of Governments FY 2021/2022 Budget is balanced. The Budget supports the policies of the Board of Directors to complete projects and plan for the transportation needs of the community.

**COUNCIL OF GOVERNMENTS
BUDGET - FY 2021/22
REVENUE SUMMARY**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Local Transportation Fund (629.95.7310)					
LTF Balance	3,675,624	3,577,436	4,074,244	4,824,906	398,620
340.101 TDA 2% Reserved for Bike/Ped.	657,001	658,769	703,769	748,769	46,768
541.001 LTF Interest Revenue	95,750	67,044	70,000	80,000	(25,750)
550.102 General Sales Tax (1/4%) LTF	1,910,000	2,125,004	2,250,000	2,250,000	340,000
Set aside Local Streets & Roads(carry over)	1,839,886	1,839,886	1,241,578	1,241,578	(598,308)
Total	8,178,261	8,268,139	8,339,590	9,145,252	161,329
Transportation Planning State Subvention (628.95.7390)					
551.405 STIP Planning, Programming, & Monitoring	37,000	37,000	37,000	37,000	-
551.407 Rural Planning Assistance	294,000	294,000	294,000	294,000	-
570.017 SB1 RMRA	192,000	-	192,000	-	-
551.401 SB1 Sustainable Community Grant (SRTP)	-	2,695	97,305	-	97,305
551.401 Regional Early Action Planning (REAP)	17,000	-	50,000	-	33,000
RSTP From Previous years	2,577,705	2,605,162	1,243,703	1,302,581	(1,334,002)
551.412 RSTP Exchange	606,226	606,226	628,159	628,159	21,933
Fund Balance (carry over previous years)	1,570,354	1,668,421	1,668,421	1,116,150	98,067
541.001 Interest Revenue	70,000	49,040	50,000	40,000	(20,000)
Total	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)
State Transit Assistance (629.95.7300)					
551.406 STA Revenue	329,696	465,196	482,791	440,000	153,095
State of Good Repair (And carryover of SGR)	184,339	209,797	303,430	208,206	119,091
541.001 STA Interest Revenue	2,700	16	16	10	(2,684)
Total	516,735	675,009	786,237	648,216	269,502
COG Administration (628.95.7340)					
576.012 OPEB revenue	-	-	-	-	-
Misc. (carry over)	-	-	-	-	-
561.904 ALUC Fees	1,500	3,000	2,000	3,000	500
570.001 Contributions (LTF)	436,871	404,977	351,910	356,097	(84,961)
Total	438,371	407,977	353,910	359,097	(84,461)
Rideshare Fund (628.95.7330)					
556.310 CMAQ Rideshare	-	-	-	-	-
570.012 Donations/Balance	3,127	403	1,500	1,500	(1,627)
Total	3,127	403	1,500	1,500	(1,627)
LCTOP (628.95.7325)					
541.001 Interest	1,700	1,120	1,200	1,500	(500)
570.101 Carry Over Previous Years	142,811	29,207	50,193	8,627	(92,618)
551.401 State Grant Misc	-	116,122	65,234	80,000	65,234
Total	144,511	146,449	116,627	90,127	(27,884)
Hwy 25 Safety (628.95.7360)					
541.001 Interest Revenue	4,700	3,368	1,500	-	(3,200)
564.501 Copies	-	-	-	-	-
570.014 Reimbursement from Caltrans	-	-	-	-	-
570.014 Contributions (RDA)Balance	296,010	291,503	290,155	-	(5,855)
Total	300,710	294,871	291,655	-	(9,055)
Vanpool Administration Account (628.95.7370)					
542.010 Passenger Lease Fees	12,600	3,000	6,000	12,000	(6,600)
541.001 Interest	750	520	500	750	(250)
350.101 Carryover from previous years & sale of van	43,709	44,588	40,880	36,676	(2,829)
Total	57,059	48,108	47,380	49,426	(9,679)
Measure G (634.95.7391)					
541.001 Interest Revenue	50,000	46,417	80,000	60,000	30,000
512.101 1%Sales Tax	8,350,000	10,226,160	10,220,000	10,220,000	1,870,000
570.014 Prior Year Balance	12,158,188	11,513,770	19,005,447	25,805,447	6,847,259
TOTAL MEASURE G REVENUES	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259

*Total does not include the transfer of LTF funds or Planning Subvention to COG Administration.

Note: Revenue to the various accounts are reimbursed at the end of the fiscal year or when the project has been completed.

Acronyms Summary:

RSTP - Regional Surface Transportation Program
CMAQ - Congestion Mitigation and Air Quality
5311 - Federal Transit Administration Section 5311 Program

STA - State Transit Assistance
STIP - State Transportation Improvement Program
LTF - Local Transportation Fund

**Council of Governments
Budget FY 2021/22**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURE DESCRIPTION					
Personnel	600,406	580,299	487,522	160,027	(112,884)
Services & Supplies	319,603	249,524	354,642	298,625	35,039
Contracts	446,070	39,792	503,455	24,800	57,385
Capital	4,400	1,132	3,700	3,700	(700)
Other	2,967,259	2,993,139	2,532,322	2,616,431	(434,937)
TOTAL EXPENDITURES	4,337,738	3,863,886	3,881,641	3,103,583	(456,097)
REVENUES					
See Revenue Sheet for detail	14,566,188	-	14,698,523	13,353,912	(718,984)
Operating Transfers Received	438,371	404,977	351,910	359,097	(86,461)
TOTAL REVENUES	15,004,559	15,103,500	14,195,987	13,713,009	(805,445)
TOTAL PROPOSED BUDGET	4,337,738	3,863,886	3,881,641	3,103,583	(456,097)

The Council of Governments budget accounts include:

- | | |
|---|--|
| 1. Local Transportation Fund (629.7310) | 5. Council of Governments Administration (|
| 2. State Transit Assistance (629.7300) | 6. Vanpool Program (628.7370) |
| 3. Low Carbon Transit Operations Program (628.7325) | 7. Highway 25 Safety Program (628.7360) |
| 4. Rideshare Program (628.7330) | 8. Transportation Planning State Subvention (628.7390) |

BUDGET NOTES

Personnel

COG salaries have decreased due to a one time benefits payout to a retired employee.

Total 487,522

Services and Supplies

Services and Supplies includes those necessary purchases to support planning and project delivery. It also includes the San Benito Cost Plan .

Total 354,642

Contracts

Contracts include the County Regional GIS system, outside financial audit, Planning Grant for on Hwy 156, Hollister Airport update and contracts regarding Highway 25 widening.

Total 503,455

Capital

Video conference calling system for COG.

3,700

Other

Other includes operating transfers to LTA, COG Administration, City of Hollister, San Juan Bautista and San Benito County in pass-through funds. This category includes COG's share of the cost for current employee retirement benefits (OPEB).

Total 2,532,322

TOTAL PROPOSED BUDGET 3,881,641

Measure G Budget FY 2021/22

Expenditure Summary and Revenue Summary

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURE DESCRIPTION					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	56,990	-	102,200	102,200	45,210
Capital	-	-	-	-	-
Other	5,699,000	9,934,827	5,825,854	6,117,145	126,854
TOTAL EXPENDITURES	5,755,990	9,934,827	5,928,054	6,219,345	172,064
REVENUES					
See Revenue Sheet for detail	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259
Operating Transfers Received	-	-	-	-	-
TOTAL REVENUES	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259
FUND BALANCE			23,377,393	6,219,345	

Council of San Benito County
Governments

Adopted Budget
Fiscal Year 2021/2022

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$700	-	-	-	-	-
619.170 Office Equipment under \$300	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.212 Accounting	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers (to LTA)	332,396	332,396	482,791	482,791	150,395
640.513 Operating Transfers (to LTA for SGR)	184,339	-	185,224	185,224	885
Total	516,735	332,396	668,015	668,015	151,280
TOTAL PROPOSED BUDGET	516,735	332,396	668,015	668,015	151,280

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001	STA Interest Revenue	2,700	16	16	10	(2,684)
	State of Good Repair (and carryover SGR)	184,339	209,797	303,430	208,206	119,091
551.406	STA Revenue	329,696	465,196	482,791	440,000	153,095
	TOTAL REVENUE	516,735	675,009	786,237	648,216	269,502
	TOTAL BUDGET	516,735	332,396	668,015	668,015	151,280

EXPENDITURES

Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (LTA)	516,735	332,396	668,015	668,015	151,280
TOTAL EXPENDITURES	516,735	332,396	668,015	668,015	151,280

REVENUES

Revenues	516,735	675,009	786,237	648,216	269,502
TOTAL REVENUES	516,735	675,009	786,237	648,216	269,502
TOTAL PROPOSED BUDGET	516,735	332,396	668,015	668,015	151,280

FUND BALANCE	118,222
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	118,222

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES

	Proposed Budget FY 21/22
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies No Services and Supplies are proposed in this Budget.	
Total	-
Contracts No Contracts are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Other includes operating transfers to LTA for transit capital and operations as well as State of Good Repair Projects.	
Total	668,015
TOTAL PROPOSED BUDGET	668,015

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
650.513 Operating Transfers (LTA)	1,216,260	649,456	1,172,428	1,256,537	(43,832)
650.513 Operating Transfer (COG Admin)	436,871	404,977	351,910	356,097	(84,961)
650.513 Operating Transfer (2% reserve Bike & Ped)	38,200	42,500	45,000	45,000	6,800
650.513 Operating Transfer (Hollister)	-	-	-	-	-
650.513 Operating Transfers (San Benito Co. PW)	598,308	598,308	-	-	(598,308)
Total	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)
TOTAL PROPOSED BUDGET	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
LTF Balance from previous years)	3,675,624	3,577,436	4,074,244	4,824,906	398,620
Set Aside for Local Streets & Roads(carryover)	1,839,886	1,839,886	1,241,578	1,241,578	(598,308)
340.101 TDA 2% Reserve for Bike/Ped	657,001	658,769	703,769	748,769	46,768
541.001 LTF Interest Revenue	95,750	67,044	70,000	80,000	(25,750)
550.102 General Sales Tax 1/4% (LTF)	1,910,000	2,125,004	2,250,000	2,250,000	340,000
TOTAL REVENUE	8,178,261	8,268,139	8,339,590	9,145,252	161,329

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (Operating Transfers out)	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)
TOTAL EXPENDITURES	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)
REVENUES					
Revenues	\$8,178,261	\$8,268,139	8,339,590	9,145,252	161,329
TOTAL REVENUES	8,178,261	8,268,139	8,339,590	9,145,252	161,329
TOTAL PROPOSED BUDGET	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)

FUND BALANCE	6,770,252
DESIGNATED FUND BALANCE	<u>1,945,347</u>
UNDESIGNATED FUND BALANCE	4,824,906

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies No Services and Supplies are proposed in this Budget.	
Total	-
Contracts No Contract expenditures are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Other includes operating transfers to the LTA and COG Administration budgets. There is a required set-aside of 2% for bicycle and pedestrian projects as mandated in the Transportation Development Act.	
Total	1,569,338
TOTAL PROPOSED BUDGET	1,569,338

COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2021/22
EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	3,127	-	1,500	1,500	(1,627)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	3,127	-	1,500	1,500	(1,627)
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.32 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	3,127	-	1,500	1,500	(1,627)

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
556310 CMAQ Rideshare	-	-	-	-	-
Donations/Carry over	3,127	403	1,500	1,500	(1,627)
TOTAL REVENUE	3,127	403	1,500	1,500	-1,627

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	3,127	-	1,500	1,500	(1,627)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	3,127	-	1,500	1,500	(1,627)
REVENUES					
Revenues	3,127	403	1,500	1,500	-\$1,627
TOTAL REVENUES	3,127	403	1,500	1,500	(1,627)
TOTAL PROPOSED BUDGET	3,127	-	1,500	1,500	(1,627)

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel	
Total	-
Services and Supplies	
Services and Supplies for the Bike to School event at local elementary schools and other program activities as needed.	
Total	1,500
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	1,500

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
BUDGET - FY 2021/22**

EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	144,511	95,136	108,000	108,000	(36,511)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	144,511	95,136	108,000	108,000	(36,511)
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.32 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	144,511	95,136	108,000	108,000	(36,511)

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001 Interest	1,700	1,120	1,200	1,500	(500)
570.101 Carry Over Previous Years	142,811	29,207	50,193	8,627	(92,618)
551.401 State Grant Misc	-	116,122	65,234	80,000	65,234
TOTAL REVENUE	144,511	146,449	116,627	90,127	-27,884

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	144,511	95,136	108,000	108,000	(36,511)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	144,511	95,136	108,000	108,000	(36,511)
REVENUES					
Revenues	144,511	146,449	116,627	90,127	-\$27,884
TOTAL REVENUES	144,511	146,449	116,627	90,127	(27,884)
TOTAL PROPOSED BUDGET	144,511	95,136	108,000	108,000	(36,511)

FUND BALANCE	8,627
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	<u>8,627</u>

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel	
Total	-
Services and Supplies	
Services and Supplies are the cost of expansion of intercounty services, token transit agency fees and free fixed route and intercounty service.	
Total	108,000
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	108,000

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	258,719	245,251	147,769	152,202	(110,950)
610.101 Directors Stipend	-	-	-	-	-
Total	258,719	245,251	147,769	152,202	(110,950)
Services and Supplies					
619.126 Magazines and Subscriptions	100	-	100	100	-
619.132 Communications	2,000	2,000	2,000	2,000	-
619.138 Computer Maintenance	2,000	2,000	2,000	2,000	-
619.140 Computer Supplies	800	800	800	800	-
645.701 General Insurance	3,498	3,490	4,300	4,400	802
619.152 Maintenance of Equipment	2,200	2,000	2,200	2,200	-
619.158 Maintenance of Structure	500	500	500	500	-
619.280 Marketing	1,500	1,500	1,500	1,500	-
619.166 Membership Dues	2,905	215	500	500	(2,405)
619.176 Special Project Supplies	250	-	250	250	-
619.174 Supplies	1,200	1,139	1,200	1,200	-
619.172 Postage and Delivery	1,000	974	1,000	1,000	-
619.210 Legal	9,000	11,300	10,500	10,000	1,500
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	525	500	525	525	-
619.184 Rent Equipment	2,300	2,300	2,300	2,300	-
619.186 Rent Structures	38,919	38,918	40,046	41,200	1,127
619.268 Special Dept. Expense - Other	3,000	3,000	1,000	1,000	(2,000)
619.196 Travel Lodging	800	-	800	800	-
619.198 Travel Meals	200	-	200	200	-
619.194 Training	490	-	490	490	-
619.200 Travel Transportation	1,675	86	1,675	1,675	-
649.101 Cost Allocation Plan	62,240	62,240	86,635	86,635	24,395
619.306 Utilities	3,100	3,412	3,500	3,500	400
Total	140,202	136,374	164,021	164,775	23,819
Contracts					
619.250 Special Dept. Expense - Contracts	26,000	16,200	21,200	21,200	(4,800)
Total	26,000	16,200	21,200	21,200	(4,800)
Capital					
650.302 Equipment other than Computer	2,700	-	2,700	2,700	-
650.303 Computer Hardware	1,700	1,132	1,000	1,000	(700)
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	4,400	1,132	3,700	3,700	(700)
Other					
640.320 OPEB Charges	-	-	-	-	-
645.704 Retiree medical	9,030	9,020	17,220	17,220	8,190
Total	9,030	9,020	17,220	17,220	-
TOTAL PROPOSED BUDGET	438,351	407,977	353,910	359,097	(92,631)

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
576.012 OPEB revenue	-	-	-	-	-
570.006 Miscellaneous (carry over)	-	-	-	-	-
576.012 ALUC Fees	1,500	3,000	2,000	3,000	-
576.012 Contributions(LTF)	436,871	404,977	351,910	356,097	(84,961)
TOTAL REVENUE	438,371	407,977	353,910	359,097	(84,961)

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	258,719	245,251	147,769	152,202	(110,950)
Services & Supplies	140,202	136,374	164,021	164,775	23,819
Contracts	26,000	16,200	21,200	21,200	(4,800)
Capital	4,400	1,132	3,700	3,700	(700)
Other	9,030	9,020	17,220	17,220	8,190
TOTAL EXPENDITURES	438,351	407,977	353,910	359,097	(84,441)
REVENUES					
Revenues	438,371	407,977	353,910	359,097	(84,461)
TOTAL REVENUES	438,371	407,977	353,910	359,097	(84,461)
TOTAL PROPOSED BUDGET	438,351	407,977	353,910	359,097	(84,441)
		FUND BALANCE	0		
		DESIGNATED FUND BALANCE	-		
		UNDESIGNATED FUND BALANCE	0		

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, and temporary help. Administrative support is the Board of Directors compensation.	
Total	147,769
Services and Supplies Services and Supplies include normal budget items to support COG operations. The budget for Services and Supplies includes an increase in legal services and an increase in the County Cost Allocation Plan, and Zoom meeting subscription.	
Total	164,021
Contracts Contracts include the cost of the outside financial audit and ALUC consultant fee \$5,000.	
Total	21,200
Capital Video calling conference system for the conference room.	
Total	3,700
Other Other includes COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits).	
Total	17,220
	-
TOTAL PROPOSED BUDGET	353,910

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	7,000	6,216	5,000	-	(2,000)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	7,000	6,216	5,000	-	(2,000)
Contracts					
619.250 Special Dept. Expense - Contracts	204,570	-	286,655	-	82,085
Total	204,570	-	286,655	-	82,085
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	211,570	6,216	291,655	-	80,085

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001	Interest Revenue	4,700	3,368	1,500	-	(3,200)
551.405	Caltrans Reim	-	-	-	-	-
570.014	Contributions Balance	296,010	291,503	290,155	-	(5,855)
TOTAL REVENUE		300,710	294,871	291,655	-	(9,055)

EXPENDITURES VS REVENUES		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES						
	Personnel	-	-	-	-	-
	Services & Supplies	7,000	6,216	5,000	-	(2,000)
	Contracts	204,570	-	286,655	-	82,085
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
TOTAL EXPENDITURES		211,570	6,216	291,655		80,085
REVENUES						
	Revenues	300,710	294,871	291,655	-	(9,055)
TOTAL REVENUES		300,710	294,871	291,655	-	(9,055)
TOTAL PROPOSED BUDGET		211,570	6,216	291,655	-	80,085
FUND BALANCE				-		
DESIGNATED FUND BALANCE				-		
UNDESIGNATED FUND BALANCE				-		

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 20/21
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies Services and Supplies as needed.	
Total	5,000
Contracts Contracts regarding the Hwy 25 widening.	
Total	286,655
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	291,655

COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2021/22
EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	7,825	6,648	7,079	7,825	(746)
619.226 Administrative Support	-	-	-	-	-
Total	7,825	6,648	7,079	7,825	(746)
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	181	180	225	250	44
619.152 Maintenance of Equipment	3,000	300	1,500	-	(1,500)
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	300	-	300
619.166 Membership Dues	-	-	-	-	-
619.166 Office Furniture under \$3,000	-	-	-	-	-
619.168 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	100	100	100	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.180 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	500	-	-	-	(500)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	3,781	580	2,125	250	(1,656)
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.320 OPEB	-	-	-	-	-
640.513 Operating Transfers	2,500	-	1,500	1,500	(1,000)
Total	2,500	-	1,500	1,500	(1,000)
TOTAL PROPOSED BUDGET	14,106	7,228	10,704	9,575	(3,402)

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
542.010 Passenger Lease Fees	12,600	3,000	6,000	12,000	(6,600)
541.001 Interest	750	520	500	750	(250)
570.011 Carryover from Vanpool	43,709	44,588	40,880	36,676	(2,829)
TOTAL REVENUE	57,059	48,108	47,380	49,426	(9,679)

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	7,825	6,648	7,079	7,825	(746)
Services & Supplies	3,781	580	2,125	250	(1,656)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	2,500	-	1,500	1,500	(1,000)
TOTAL EXPENDITURES	14,106	7,228	10,704	9,575	(3,402)
REVENUES					
Revenues	57,059	48,108	47,380	49,426	(9,679)
TOTAL REVENUES	57,059	48,108	47,380	49,426	(9,679)
TOTAL PROPOSED BUDGET	14,106	7,228	10,704	9,575	(3,402)
		FUND BALANCE	36,676		
		DESIGNATED FUND BALANCE	-		
		UNDESIGNATED FUND BALANCE	36,676		

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, reimbursement, and temporary help.	
Total	7,079
Services and Supplies Services and Supplies include normal budget items to support vanpool operations. The budget for Services and Supplies shows continuing levels of funding needs.	
Total	2,125
Contracts No Contract expenditures are proposed in the Budget.	
Total	-
Capital No Capital expenditures are proposed in the Budget	
Total	-
Other Transferring \$1,500 to Rideshare for Bike to School event and other Rideshare activities.	
Total	1,500

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	333,862	328,400	332,674		(1,188)
619.226 Administrative Support	-	-	-		-
Total	333,862	328,400	332,674	-	(1,188)
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	7,682	7,658	10,397	10,500	2,715
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	7,500	2,000	7,800	7,800	300
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	1,000	-	1,000
619.174 Supplies	100	-	100	100	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other (REAP)	1,000	-	50,000	1,000	49,000
619.196 Travel Lodging	1,500	(720)	1,500	1,500	-
619.198 Travel Meals	300	-	300	300	-
619.194 Training	2,300	2,280	2,300	2,300	-
619.200 Travel Transportation	600	-	600	600	-
619.306 Utilities	-	-	-	-	-
Total	20,982	11,218	73,997	24,100	53,015
Contracts					
619.250 Special Dept. Expense - Contracts	23,500	23,592	3,600	3,600	(19,900)
619.250 Special Dept. Expense - Contracts(SB1)	192,000	-	192,000	-	-
619.250 Special Dept. Expense -Contracts	-	-	-	-	-
Total	215,500	23,592	195,600	3,600	(19,900)
Capital					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.320 Operating Transfers (To COG Admin.OPEB)	-	-	-	-	-
640.513 Operating Transfers (RSTP)	586,226	1,361,459	628,159	628,159	41,933
Total	586,226	1,361,459	628,159	628,159	41,933
TOTAL PROPOSED BUDGET	1,156,570	1,724,669	1,230,430	655,859	73,860

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
551.405 STIP Planning, Programming & Monitoring	37,000	37,000	37,000	37,000	-
551.407 Rural Planning Assistance	294,000	294,000	294,000	294,000	-
551.407 SB1 RMRA	192,000	-	192,000	-	-
551.401 SB1 Sustainable Community Grant (SRTP)	-	2,695	97,305	-	97,305
551.401 Regional Early Action Planning (REAP)	17,000	-	50,000	-	33,000
RSTP From Previous years	2,577,705	2,605,162	1,243,703	1,302,581	(1,334,002)
551.412 RSTP Exchange	606,226	606,226	628,159	628,159	21,933
Fund Balance (Carry over previous years)	1,570,354	1,668,421	1,668,421	1,116,150	98,067
541.001 Interest Revenue	70,000	49,040	50,000	40,000	(20,000)
TOTAL REVENUE	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	333,862	328,400	332,674	-	(1,188)
Services & Supplies	20,982	11,218	73,997	24,100	53,015
Contracts	215,500	23,592	195,600	3,600	(19,900)
Capital	-	-	-	-	-
Other	586,226	1,361,459	628,159	628,159	41,933
TOTAL EXPENDITURES	1,156,570	1,724,669	1,230,430	655,859	73,860
REVENUES					
Revenues	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)
TOTAL REVENUE	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)
TOTAL PROPOSED BUDGET	1,156,570	1,724,669	1,230,430	655,859	73,860
		FUND BALANCE	3,030,158		
		DESIGNATED FUND BALANCE	1,243,703		
		UNDESIGNATED FUND BALANCE	1,786,455		

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, executive director services and temporary help.	
Total	332,674
Services and Supplies Services and Supplies includes travel, lodging, meals, and training for planning activities. REAP planning grant \$50,000 of which \$7,500 is designated for AMBAG for RHNA assistance/PRB	
Total	73,997
Contracts Contracts includes costs for contribution to the County Regional GIS System Hwy 156 Planning Grant	
Total	195,600
Other Other includes operating transfers of RSTP funds to the Cities and County.	
Total	628,159
TOTAL PROPOSED BUDGET	1,230,430

**MEASURE G /SALES TAX
BUDGET - FY 2021/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610101 Salaries	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept. Expense - Contracts	56,990	-	102,200	102,200	45,210
Total	56,990	-	102,200	102,200	45,210
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
350.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers	5,699,000	9,934,827	5,825,854	6,117,145	126,854
Total	5,699,000	9,934,827	5,825,854	6,117,145	126,854
TOTAL PROPOSED BUDGET	5,755,990	9,934,827	5,928,054	6,219,345	172,064

**MEASURE G /SALES TAX
BUDGET - FY 2021/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001 Interest Income	50,000	46,417	80,000	60,000	30,000
512.101 Sales Tax	8,350,000	10,226,160	10,220,000	10,220,000	1,870,000
570.014 Prior Year Balance	12,158,188	11,513,770	19,005,447	25,805,447	6,847,259
TOTAL REVENUE	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 13/14 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	56,990	-	102,200	102,200	45,210
Capital	-	-	-	-	-
Other	5,699,000	9,934,827	5,825,854	6,117,145	126,854
TOTAL EXPENDITURES	5,755,990	9,934,827	5,928,054	6,219,345	172,064
REVENUES					
Revenues	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259
TOTAL REVENUES	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259
TOTAL PROPOSED BUDGET	5,755,990	9,934,827	5,928,054	6,219,345	172,064

	FUND BALANCE	23,377,393
DESIGNATED FUND BALANCE	DESIGNATED FUND BALANCE	-
	UNDESIGNATED FUND BALANCE	23,377,393

BUDGET NOTES	Proposed Budget FY 21/22
Personnel No staff time.	
Total	-
Services and Supplies County Counsel's time related to Measure G	
Total	-
Contracts Contracts for consultants needed for services implementation and administration for the Measure G projects.	
Total	102,200
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Payment to Measure G projects and programs to the County of San Benito, City of Hollister, and City of San Juan Bautista.	
Total	5,825,854
TOTAL PROPOSED BUDGET	5,928,054

APPENDIX

PURCHASING POLICIES FOR THE COUNCIL OF GOVERNMENTS

A. DEFINITIONS

For the purpose of this article, the following words and phrases shall have the meaning respectively ascribed by this section:

- 1) Agency: Council of Governments
- 2) Board of Directors: The governing body of the agency.
- 3) Contractual services: Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) Fixed Assets: Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) Local Business: any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) Professional Services: An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to COG programs. Providers are selected based on qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.

- 7) Supplies and equipment: Any personal property, such as physical articles, materials or things, which property shall furnished to, or shall be used by the agency.

B. PURPOSE OF CHAPTER

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment, and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

C. DESIGNATION OF THE PURCHASING AGENT

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Council of Governments.

D. PURCHASING AGENT – POWERS AND DUTIES

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for COG where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the COG with or without furnishing of material where the aggregate cost does not exceed \$50,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing COG projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of COG, contracts to lease or rent for the COG real property or storage space where funding has been approved by the COG Board, with an annual rent not to exceed \$50,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to COG purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for COG where funding has been approved and budgeted by the Board unless specified otherwise in the COG Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Rental of Real Property – To negotiate and execute in the name of COG, contracts to lease or rent for COG real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

G. PURCHASING METHODS AND PROCEDURES

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended. The Purchasing Agent and Assistant Purchasing Agent shall comply with standards set forth in the Council of Governments Rules & Regulations, Section 3 – Purchasing Policy.

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis: the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.

8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.
10. Training, seminars, and classes for COG personnel.
11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of COG, or the necessary emergency repair of COG equipment.
13. When the product/services are needed by COG pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that COG gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.

3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

K. PREFERENCE FOR LOCAL BUSINESSES

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within ten percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies, shall be considered equal to the amount of the lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business-located within the County of San Benito.

L. UNLAWFUL PURCHASES

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of COG;
3. in order to make necessary emergency repairs of COG equipment required to provide essential services or for the operation of COG; or
4. in order to avoid economic loss to COG.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

N. PROTEST PROCEDURES

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be

filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5) days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Council of San Benito County Governments’ Budget

Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Council of Governments’ Budget.

1. BUDGET TRANSFER REQUEST FORM

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

Interdepartmental transfers of less than \$50,000.

Interobject transfers of less than \$50,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$50,000.

Interobject transfers of more than \$50,000.

Note: Intraobject is within object titles example within Services and Supplies.
Interobject is between object titles example between Contracts and Personnel.

- a. The following Budget Transfers may be made with prior approval of the Executive Director

**Council of San Benito County Governments
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: _____

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: _____

Org Key: _____

**Interdepartmental Transfer or
Interobject Transfer >\$10,000**
(Requires Board Approval)

Interobject Transfer <\$10,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
Total			\$ -	\$ -

Comments: _____

Submitted: _____ Date _____

Verification of Sufficient Funds: _____ Date _____
 Administrative Services Specialist

Approval: _____ Date _____
 Executive Director

Approval by COG Board _____ Date _____

Attested: _____
 Clerk of the Board: _____ Vote: _____ Yes _____ No