



EASTERN CAROLINA COUNCIL OF GOVERNMENTS

2021/2022 Proposed Budget

Budget & Audit Committee Members

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Chairman of ECC Budget & Audit Committee
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Mayor of the Town of Pollocksville

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Representing the Pamlico County Municipalities

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Mayor Pro Tem of the Town of Hookerton

Eastern Carolina Council of Government Staff

Katie S. Bordeaux, Executive Director

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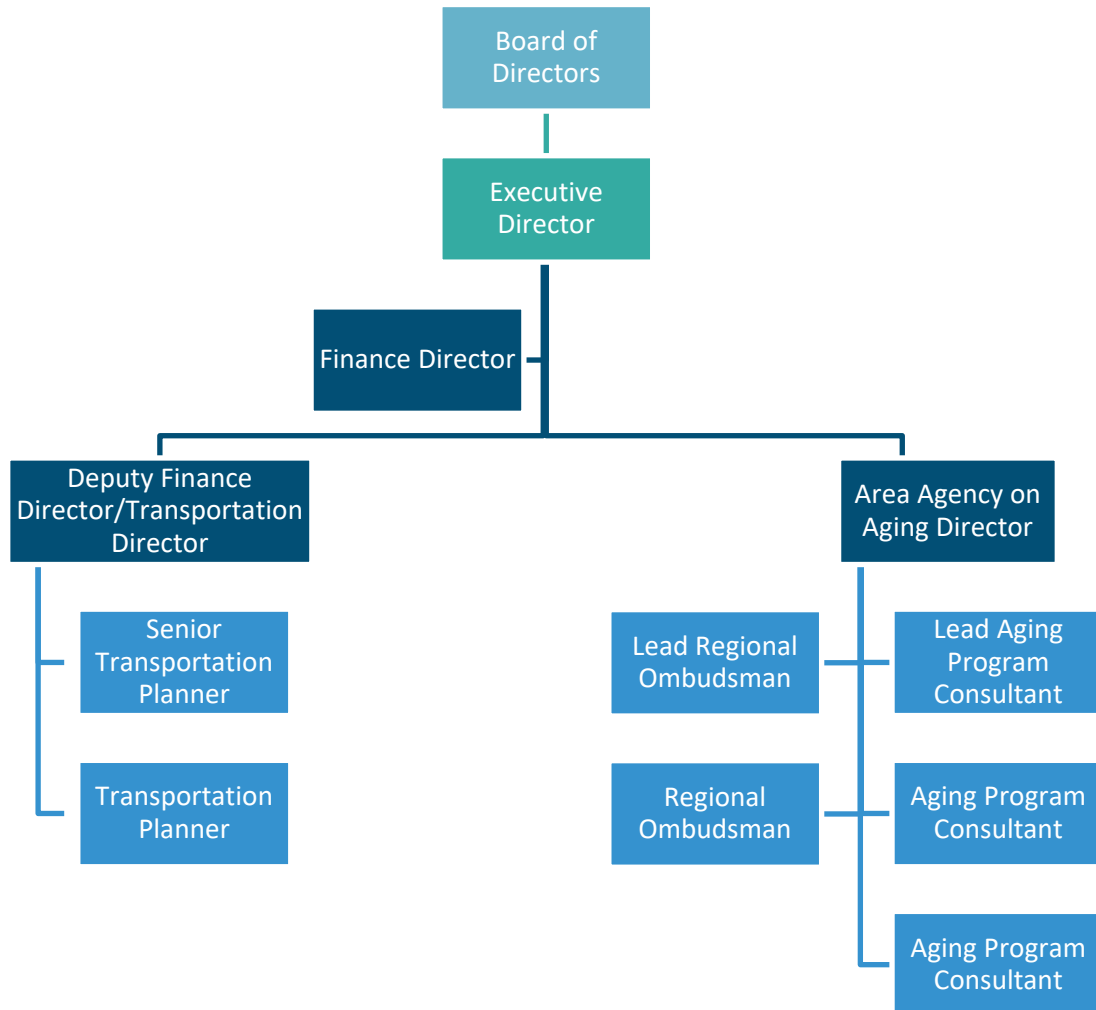
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Organizational Chart



Budget Message

As Executive Director, I submit this proposed balanced annual operating budget for the Eastern Carolina Council of Government's (ECC) Fiscal Year 2021-2022 which will be presented for approval at the General Membership Board meeting on June 10, 2021. This budget has been prepared in accordance with the provisions of General Statute 159-7, the Local Government Budget, and Fiscal Control Act and is intended to provide the General Membership Board and the community with a broad overview of the proposed budget. This balanced budget includes estimated revenues and appropriations of \$8,101,539 and includes the operations of the Council's special funds, as well as the General Fund.

Notice of this submission is posted on the ECC's website and a public hearing is scheduled for May 13, 2021 at 6:30 p.m. A copy of this proposed budget will be placed on file with the ECC's clerk and will be available online or can be mailed for public inspection within 10 days prior to the May 13, 2021 public hearing.

In assembling this budget, the priority is maintaining our present service level. As it has in the past several years, the economy continues to be a dominant factor in preparing this budget. Over the last couple of years there were signs that the state and local economy were recovering. However, the COVID-19 pandemic has placed uncertainties on our nation, state, and local governments. The financial health of the ECC is strong. No increases to Member Assessments (dues). Member Assessments have remained unchanged for over a decade. Stable benefit offerings including no increases in health insurance.

The Finance Director and I met with department directors to review processes and programs to discover any cost efficiencies and any needed resources to continue to effectively carry out the programs while meeting governmental requirements. This proposed budget represents our departments' best efforts to meet the needs of our region in a timely and responsible fashion, while striving to maintain the level of services our member and their residents deserve. We are committed to continuing our investment in aging, planning and development, infrastructure, transportation, and creating safer communities. These investments are critical to the future of our region.

The ECC is committed to prudent fiscal management, as well as being of great service to our member organizations. With the proposed budget our organization remains focused on our strategic goals and mission while continuing to maintain our financial viability. We continuously monitor and evaluate our revenues and expenditures to continue to maintain our strong financial stability. The organization's revenue picture continues to improve, which is reflected in our healthy fund balance and excellent audit reports, and this is due in large part to the continued efforts of our dedicated staff.

We continue to look for ways to improve efficiency and effectiveness in our organization, and for new avenues to increase our service to our members. This brings its own set of challenges as we work to have the competent staff in place to respond quickly to our members' requests for technical assistance and advice. We strive to discover that adequate price for our services so that we can continue to maintain financial sustainability and success.

Thank you to the Eastern Carolina Council General Membership Board and the officers for their guidance and continued support. Additionally, a special note of thanks goes out to the Finance Director, the Deputy Finance Director, the Department Heads, and their staffs for their contributions and guidance during this budget process.

Respectfully Submitted,

Katie S. Bordeaux
Executive Director

Proposed Budget Ordinance

WHEREAS, Eastern Carolina Council of Government is required to adopt an annual balanced budget as set forth by the Local Government Budget and Fiscal Control Act of North Carolina; **NOW BE IT ORDAINED** by the Eastern Carolina Council of Government Board of Directors that the total budget of \$8,101,539 be adopted for the 2021-2022 Fiscal Year:

	General Fund	Special Fund
Estimated Revenues	\$ 92,820	\$8,008,719
Appropriations	\$ 92,820	\$8,008,719

RATE OF CONTRIBUTIONS ESTIMATED

A contribution rate of .353 cents per capita remains the same from the fiscal year 2020-2021 and is hereby established as the official contribution from the member governments to the ECC for the fiscal year 2021-2022. This rate is based on the programs ECC desires to undertake and the necessary local funds needed to provide operational support and local match funds for the various state and federal programs that are of interest to ECC.

POLICIES

Fringe benefits and in-direct costs shall be accounted for and allocated to projects in accordance with the circulars prescribed by the Office of Management and Budget. The indirect cost rate is based on direct salaries and benefits and is approved by a cognizant agency of the Federal government each year.

SPECIAL AUTHORIZATION - BUDGET OFFICER

The Budget Officer or their designee is hereby authorized to transfer appropriations within any of the projects subject to the following limitations:

1. The Budget Officer may not increase any staff salary, with the exception of merit raises approved in the budget, without authorization of the Executive Committee.
2. The Budget Officer shall be authorized to effect line-item budget transfers within a department without limitation, but not fund transfers at any time with the exception of required matches, merits, and journal entry corrections. The transfers are not required to be presented to the Board of Directors, so long as the total project cost does not change and changes adhere to requirements of funder. Fund transfers do not require Board approval, but must have the Treasurer or designees approval.
3. Due to the timing of receiving certain revenues and projects for the ECC, the Executive Director and Finance Director are hereby authorized to incur expenditures for new projects if total expenditures do not exceed current budget appropriated after a notice of revenue availability is received. A formal budget amendment incorporating such project funding will be presented to the General Membership Board or the Executive Committee whichever meets first.

UTILIZATION OF BUDGET AND BUDGET ORDINANCE

This Ordinance and Budget Document shall be the basis of the financial plan for the ECC during the 2020-2021 fiscal year. The Budget Officer shall administer the budget and shall ensure that ECC Department Directors are provided guidance and sufficient details to implement their appropriate portion of the Budget. The Finance Department shall establish records which are in consistent with the Budget and this Ordinance and the appropriate statutes of the State of North Carolina. The ECC Budget is posted on the ECC website to comply with transparency requirements.

Adopted this 10th day of June 2021

James V. Bender, Jr.
President, ECC Board of Director

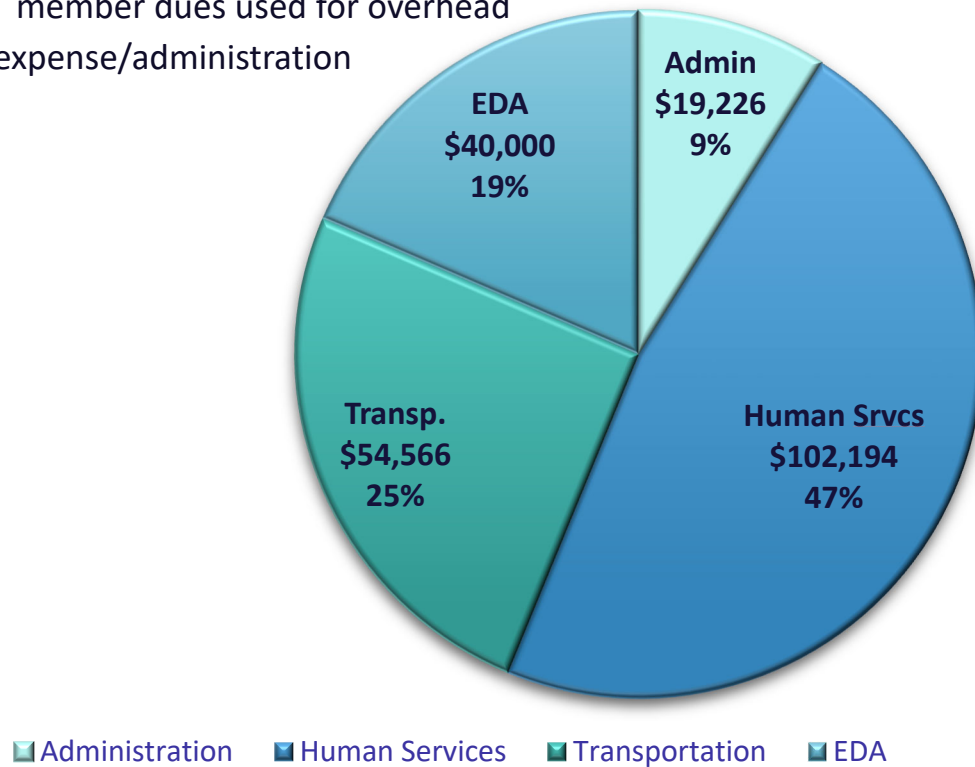
Katie Bordeaux
Executive Director and Budget Officer

Required Matches & Member Dues

\$215,986

\$196,760 are required matches for services/programs

\$19,226 member dues used for overhead
expense/administration



BUDGET COMPARISON			
	PROPOSED BUDGET FY 2021/2022	ORGINIAL BUDGET FY 2020/20201	VARIANCE
REVENUES ANTICIPATED			
FEDERAL	\$5,682,507	\$6,073,190	(\$390,683)
STATE	\$2,101,952	\$344,817	\$1,757,135
MIS REVENUE	\$4,500	\$4,500	\$0
LOCAL CASH / PROJECTS	\$215,986	\$215,986	\$0
LOCAL PROJECTS	\$73,594	\$120,844	(\$47,250)
APPROP FUND BALANCE	\$23,000	\$23,000	\$0
IN-KIND	\$0	\$35,000	(\$35,000)
TOTAL REVENUES	\$8,101,539	\$6,817,337	\$1,284,202

EXPENDITURES BY DEPARTMENT			
GENERAL GOVERNMENT:			
ADMINISTRATION	\$19,226	\$22,506	(\$3,280)
ADMIN & FISCAL T/A PROJECTS	\$14,500	\$51,750	(\$37,250)
PLANNING & TECH ASST	\$44,094	\$44,094	\$0
ECONOMIC DEV T/A PROJECTS	\$15,000	\$15,000	\$0
AGING T/A PROJECTS	\$0	\$10,000	(\$10,000)
TRANSPORTATION:			
EAST CAROLINA RPO	\$132,968	\$132,968	\$0
DOWN EAST RPO	\$139,868	\$139,868	\$0

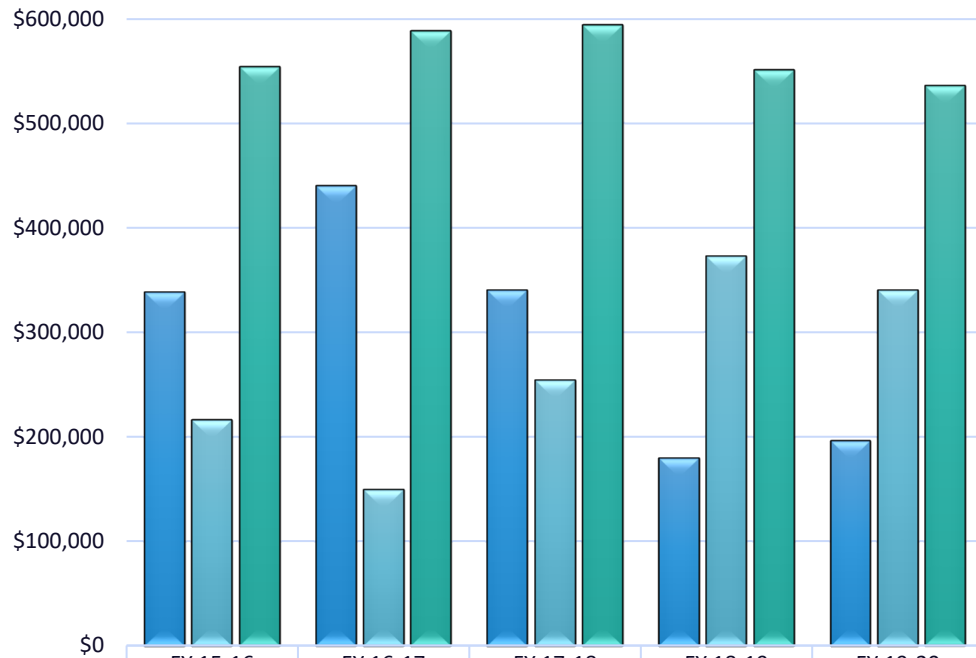
ECONOMIC & COMMUNITY DEVELOPMENT:			
ECONOMIC DEV PLANNING & ADMIN	\$215,000	\$215,000	\$0
RE-ENTRY:			
CRAVEN-PAMLICO RE-ENTRY	\$0	\$225,000	(\$225,000)
ENVIRONMENTAL PROTECTION:			
205J	\$0	\$64,759	(\$64,759)
HUMAN SERVICES:			
TITLE III PLANNING & ADMINISTRATION	\$378,383	\$364,030	\$14,353
OMBUDSMAN	\$220,200	\$217,260	\$2,940
AAA SUPPORT (SB1559)	\$48,263	\$48,263	\$0
FAMILY CAREGIVER SUPPORT (FCSP)	\$315,813	\$300,871	\$14,942
ELDER ABUSE	\$9,593	\$9,712	(\$119)
HCCBG PASS-THRU FUNDS	\$6,362,472	\$4,840,097	\$1,522,375
TITLE III-D HEALTH PROMOTION	\$11,111	\$11,111	\$0
ECC CARES/COVID	\$150,000	\$0	\$150,000
MFP	\$0	\$80,000	(\$80,000)
MIPPA	\$25,048	\$25,048	\$0
TOTAL EXPENDITURES	\$8,101,539	\$6,817,337	\$1,284,202

	400	402	406	419,489	300	350	710	713 & 714	500	900 Series	502	513	520	530	540	872	920 & 800 SERIES	
		Gen	PLAN	ECON			DIS							AAA		ELDER IN HOUSE		PROPOSED
	GEN	Non-Indirect	T/A	DEV T/A	ECRPO	DERPO	REC	EDA	AGING	PASS-THRU	MIPPA	IIID	OMB	SUPP	ABUSE	CARES	FCSP	TOTAL
REVENUE:																		
FEDERAL					106,375	111,895	92,000	60,000	280,412	4,382,196	25,048	10,000	164,947	48,263	8,154	150,000	291,480	5,682,507
STATE									15,367	1,980,276			33,233		480		24,333	2,101,952
MIS REVENUE									4,500									4,500
LOCAL CASH ECC	161,420			-	26,593	27,973		-					-		-			215,986
APPR FUND BAL.							23,000											23,000
LOCAL PROJECTS		14,500	44,094	15,000														73,594
ECC Match	(142,194)							40,000	78,104			1,111	22,020		959			-
TOTAL REVENUE	19,226	14,500	44,094	15,000	132,968	139,868	115,000	100,000	378,383	6,362,472	25,048	11,111	220,200	48,263	9,593	150,000	315,813	8,101,539

	400	402	406	419,489	300	350	710	713 & 714	500	900 Series	502	513	520	530	540	872	920 & 800 SERIES	
		Gen	PLAN	ECON	ECRPO	DERPO	DIS	EDA	AGING	PASS-THRU	MIPPA	IID	OMB	AAA	ELDERIN HOUSE	CARES	FCSP	PROPOSED
	GEN	Non-Indirect	T/A	DEV T/A			REC							SUPP	ABUSE			TOTAL
EXPENDITURES:																		
SALARY	124,863			-	58,922	62,011	41,934	45,268	143,541	-		5,300	100,514	25,025	-	4,048	83,284	694,710
FRINGE BENEFITS	39,779		-	-	22,783	23,141	12,515	13,899	51,489	-		2,048	40,933	8,503	-	1,670	23,364	240,125
MIS									4,500									4,500
WERT ALLOWANCE	20,842								7,203									28,045
ADVISORY COUNCIL									2,000									2,000
TRAINING	3,330		1,200	977	583	1,426			2,000			-	-				1,751	11,267
PROGRAM SERVICES			30,545	10,011								575			9,593	141,802	16,620	209,146
PASS-THRU									12,450	6,362,472			1,000				117,000	6,491,922
TRANSP/MILEAGE	5,219	2,000	2,000	1,000	-	-	956		-			-	-				1,000	13,175
TRAVEL/PER DIEM	5,000	1,053	1,000		1,154	2,530			1,500									7,053
LEGAL	15,609																	20,793
INSURANCE/ BONDING	11,000																	11,000
CONSULTANT			5,000				30,000											35,000
AUDIT	2,336				773	813	886	610	28,255									33,673
RENT	54,138	1,347							480									55,965
POSTAGE	1,000	100	200	200		100			800				402				400	3,302
PRINTING/PUBS	500	2,000		384			500		2,341				3,600				3,600	5,725
TELEPHONE	3,000		561	561	1,600	1,600	520	3,600	3,600				3,600				3,600	22,242
BROADBAND	1,770		885	885	1,600	1,600	885	3,600	3,600				3,600				3,600	22,025
COMP EQUIP/SUPPL	1,924	2,000							1,000									4,924
OFFICE SUPPLIES	4,000	2,000	503	882	1,000	1,000	500	638	5,000				500	187			6,520	22,730
IT SYSTEM ADMIN	7,000	3,000			6,000	6,000	2,578	2,513	16,000				8,000				10,000	61,091
DUES & SUB	12,731		1,700		2,500	2,500		4,000	4,000		25,048							27,431
ADVERTISING	500								600									26,148
MAINT & REPAIRS	2,047								1,000				276					3,047
COPIER COST/PAPER	2,000	1,000	500	100		200	100	200	2,400								2,400	9,676
INDIRECT ALLOCATED	(334,187)	-	-	-	35,452	36,947	23,626	25,672	84,624	-	-	3,188	61,374	14,548	-	2,481	46,274	-
TOTAL EXPENDITURES	19,226	14,500	44,094	15,000	132,968	139,868	115,000	100,000	378,383	6,362,472	25,048	11,111	220,200	48,263	9,593	150,000	315,813	8,101,539

Fund Balance

Five Year History



	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Unassigned Fund Balance	\$337,906	\$439,255	\$339,743	\$178,454	\$195,445
Stabilized/Restricted Funds	\$215,416	\$148,263	\$253,262	\$371,636	\$339,656
Total General Fund Balance	\$553,322	\$587,518	\$593,005	\$550,090	\$535,101

Funding Categories

General Government Fund

This category of income and expenses is also called the “general fund.” It includes the following cost categories: administration and technical assistance projects. Examples of technical assistance projects include executive level searches, parks and recreation planning, PARTF grant applications, pay studies, training programs, etc. These vary from time to time. The dues collected from member governments become income in the administration category and then are transferred & applied as required to match Federal/State funding (Economic Development Administration Planning Grant, the Rural Transportation Planning Organization Grant & Aging Programs).

Special Revenue Fund

The Special Revenue Fund accounts for the proceeds of specific revenue sources that are restricted by law or account for expenditure of funds for specified purposes.

This Fund includes all federal and state grants, such as:

- Economic Development
- Environmental Protection
- Human Services
- Transportation

Special Revenue Fund Descriptions

Economic and Physical Development

ECC received a three-year US Department of Commerce Economic Development Administration (EDA) Planning grant award which runs from January 1, 2021 to December 31, 2023. Income and expenses related to this and other economic development grants received during the fiscal year are assigned to this category.

Environmental Protection

At any given time ECC may have one or more Environmental Protection grants. One example of an environmental protection program is the 205j Water Quality grant which is a federally funded program passed through the state. ECC must compete with other Councils of Government for this funding. At this time ECC utilizes these 205j funding to map storm water systems for municipalities that meet the criteria.

Transportation

ECC houses two Rural Transportation Planning Organization (RPOs). The Down East RPO serves non-metropolitan portions of Carteret, Craven, Jones, Onslow and Pamlico counties. The Eastern Carolina RPO serves the non-metropolitan portions of Duplin, Greene, Lenoir, and Wayne counties. The concerned counties provide the state-required match separate from the ECC dues. The income and expenses from these two state grants are handled under the Transportation category. Any other transportation related grants received by ECC would be assigned to this category.

Human Services

The Home & Community Care Block Grant (HCCBG) is a source of funding that Eastern Carolina Council Area Agency on Aging oversees. This funding incorporates federal, state, and local funding. Each county receives an allocation based on the following factors: population of older adults (age 60 and more), older adults living in poverty, living in a rural community, and minority older adults.

This structure also gives counties ultimate flexibility to develop a funding plan that best meets the needs of the older adults of the county. These services include but are not limited to: in-home aide programs, nutritional services, transportation, health promotion, respite, housing and home improvement, adult day care, information and assistance, and legal services

The Family Caregiver Support Program (FCSP) offers a range of services to support family caregivers to include information, assistance, supportive services, respite care, and supplemental services. Specific services vary by county. Services are temporary and available to unpaid caregivers of any age providing care for an older adult age 60 or older or providing care for a person with Alzheimer's disease or related brain disorder.

The Local Contact Agency (LCA) provides bed-side Options Counseling to skilled nursing home residents to explore resources and services in the community to assist residents with transition to the community upon their request during their assessment in the facility.

Long-Term Care Ombudsmen advocate for residents in skilled nursing facilities, assisted living facilities, and family care homes. They investigate complaints on behalf of long-term care residents and their families and assist them in the resolution process. The Ombudsmen also promote elder abuse awareness and Residents' Rights within the region through public education.

ECC provides funds through Title III-D to local contracted providers to promote health and wellness. The Evidence Based Health Promotion programs (EBHP) are scientific evidence based, which have been rigorously tested and proven to provide positive health results for participants. Providers receiving funds chooses how best to serve its community. Programs include but not limited to: A Matter of Balance, Living Healthy Classes, Powerful Tools for Caregivers Classes.

Glossary

205j	Water Quality grant – Federal funding, pass through state
ADM, Admin or Administration	Administrative expenses to include overhead and fixed costs such as building space, utilities, janitor, phones, and administrative functions. Operations and support of the core ECC functions. Funds received through Membership Dues are used to support these operations and the local match requirements of programs undertaken by the Board of Directors. Indirect funds from grants and special projects also support this category.
Advisory Council	Meeting expenses of advisory boards to ECC (RAAC, etc.)
Aging	Older Americans Act Program called “Aging”
Aging Pass-thru	Funds received that are allocated to the counties by formulas for various AAA programs. ECC staff monitors the use of these funds.
Allocation	Cost distributed to programs per guidelines
Assessed Population	Population minus the active duty military
Appropriated Fund Balance	Unassigned fund balance that has been approved by the Board for use in the current year.
Appropriations	Funding that has been set aside for a specific use
Balanced Budget	A budget ordinance is balanced when the sum of estimated new revenues and appropriated fund balances in equal to appropriations
Board	ECC Board of Directors
Budget Officer	The ECC Executive Director
Budget Ordinance	Financial plan that is legally adopted by the ECC Board of Directors
Capital Lease	Postage machine and copier machine lease
Consultant	Non-employee services for specific tasks
Deferred Revenue	Monies paid but not yet earned
Expenditure	An expense, disbursement or cost
Fiscal Year (FY)	For ECC the fiscal year is July 1 to June 30. The fiscal year 16-17 refers to the fiscal year beginning July 1, 2016 to June 30, 2017.

Fringe Benefits	Health insurance, dental insurance, life insurance, disability insurance, 401K contributions, etc.
Fund Balance	Unassigned Fund Balance + Stabilized Fund Balance. Assets less liabilities that includes equity and reserved funds
Indirect cost	Expenses of doing business not readily identified with a particular grant, contract, project, etc. but are necessary for the general operation of the organization and the conduct of activities it performs.
IT SYS Administration	Computer System Administration, Cloud computing and related services
Match	Funds required for matching or leveraging of awarded grants.
Member Dues/ Contributions	Amount paid by local governments (counties and municipalities) to be a member of ECC. Used to help make required matches for funds and to support administrative functions.
Membership Dues	Line item for annual subscriptions to professional associations
MIS Reimbursement	ARMS (Aging Resources Management System) fee paid by ECC for use of system but reimbursed through various agencies
RAAC	Regional Aging Advisory Committee
Reimbursement	To make restoration or payment
REV or Revenue	Income
Stabilized / Restricted Fund Balance	Obligated Funds from Accounts/Awards Received (Unavailable funds)
T/A or Technical Assistance	Assistance provided by ECC staff to local governments and others for a fee.
Transfer	Funds that are received in one fund and moved to another fund for expenditures. For example, the ECC dues received are deposited into the General Fund and later transferred to the Federal and State program for expenditures and to satisfy the match requirements.
Unassigned Fund Balance	The residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Cash-Accounts Payable & Deferred Revenue (Available funds)