
PROPOSED BUDGET

FY 2024-2025



Eastern Carolina Council

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www.eccog.org

BUDGET & AUDIT COMMITTEE MEMBERS

Bill Taylor, ECC Treasurer
Chairman of ECC Budget & Audit Committee
Town of Morehead City Commissioner

Edward Riggs, ECC President
Pamlico County Commissioner

Frank Emory, ECC 1st Vice President
Jones County Commissioner

Lorraine Washington, ECC 2nd Vice President
Town of Snow Hill Commissioner

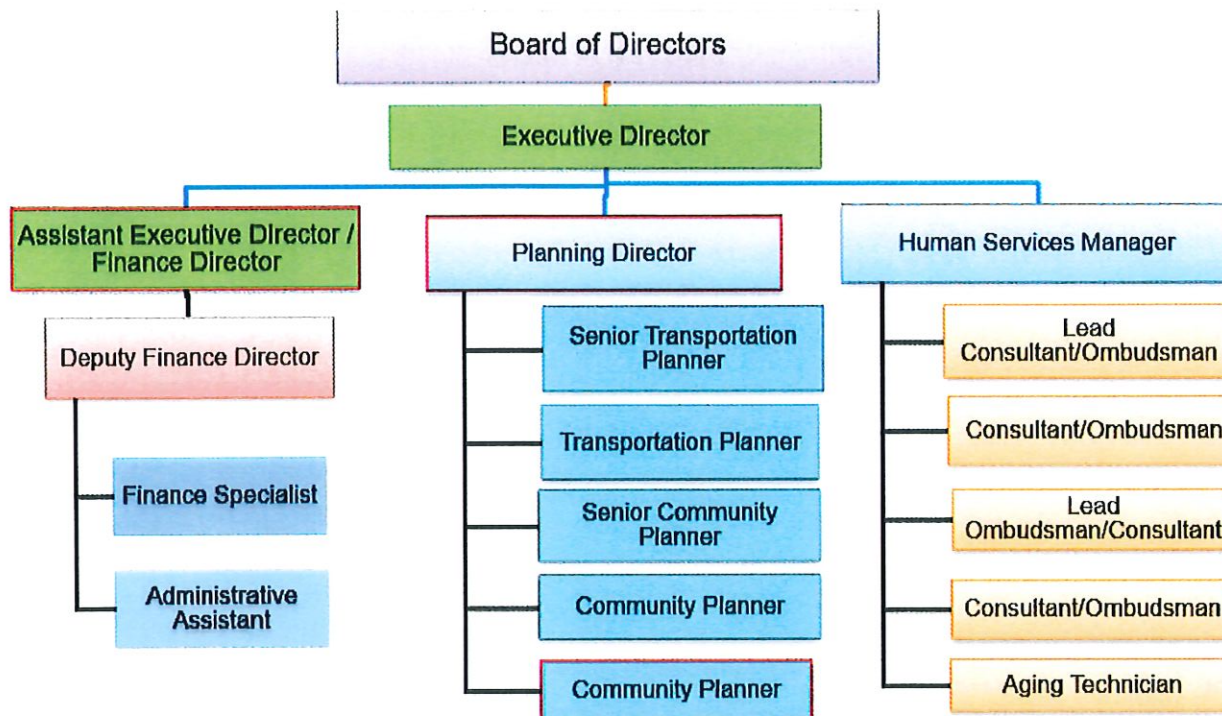
Roland Best
Lenoir County Commissioner

Shane Turney
Town of Trent Woods Commissioner

Staff Members:

David Bone, ECC Executive Director, Budget Officer
Melinda McGuire, ECC Asst Executive Director/ Finance Director

Eastern Carolina Council 2024 Organizational Chart



BUDGET MESSAGE

May 31, 2024

As Executive Director, I submit this proposed annual operating budget for the Eastern Carolina Council of Government's (ECC) Fiscal Year 2024-2025. This budget is balanced and will be presented for approval at the General Membership Board meeting on June 13, 2024. This budget has been prepared in accordance with the provisions of NC General Statute 159-7, the NC Local Government Budget / 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 \$7,653,593 and includes the operations of the Council's special funds, as well as the General Fund.

Notice of this submission has been duly advertised, and a public hearing is scheduled for the General Membership Board Meeting on June 13, 2024, at 6:30 p.m. A copy of this proposed budget has been placed on file with the ECC's Finance Director and will be available for public inspection during normal business prior to the June 13th public hearing.

A council of government is a unique local government without a tax base. ECC is a membership organization with membership dues, but a majority of our revenue comes from grant funds. In assembling this budget, the priority is to continue responsible development of our capacity and services and increase our organizational impact, while maintaining conservative fiscal management practices. The Fiscal Year 2024-25 Budget includes the continuation of several grant funding sources received in prior years.

The ECC Management Team met 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 members and their residents deserve. We are committed to continuing our investment in human services, aging, planning, economic development, infrastructure, and transportation. These investments are critical to the future of our region.

With the proposed budget, our organization remains focused on reestablishing capacity and assisting our local government members on topics of regional impact and supporting local government members to better accomplish their mission. In assembling this budget, the priority is to have conservative revenue projections while continuing to implement steps to grow organizational capacity and services to members. We continuously monitor and evaluate revenues and expenditures. ECC's revenue picture continues to improve, and this is largely due to the continued efforts of our dedicated staff and Board.

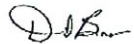
We continue to look for ways to improve efficiency and effectiveness in our organization, as well as new avenues to increase our service to our members. This is highlighted with the development of 2024-25 Strategic Priorities for ECC, which will be considered at the June 13th meeting. Working to improve and increase our services creates challenges, as we work to have the appropriate level of competent staff in place to respond quickly to our members' requests for technical assistance and advice. We strive to maintain the balance of financial sustainability / success with service to our members.

Budget Highlights:

- The member contribution rate is being adjusted in 2024-25. It has been \$0.353 per capita since 2006-07. On February 8, 2024, the ECC Executive Committee approved a 2024-25 rate of \$0.40 per capita for municipalities, with a minimum of \$300 and a one-year cap of \$11,000. The ECC Executive Committee also approved a of \$0.20 per capita for counties and separation of the grant matches from the dues calculations; therefore, the counties will pay the grant matches (such as Aging and Economic Development) in addition to the dues. The ECC Executive Committee approved a one-year cap of \$45,000 for dues and grant matches (combined).
- Revenue for Administrative and Planning Technical Assistance is expected to continue to grow.
- A cost-of-living adjustment of 1% is included for employees, as well as the potential for a one-time salary enhancement of up to 5%, based on merit.
- Health insurance rates are increasing by 7%, while dental insurance rates are not increasing.

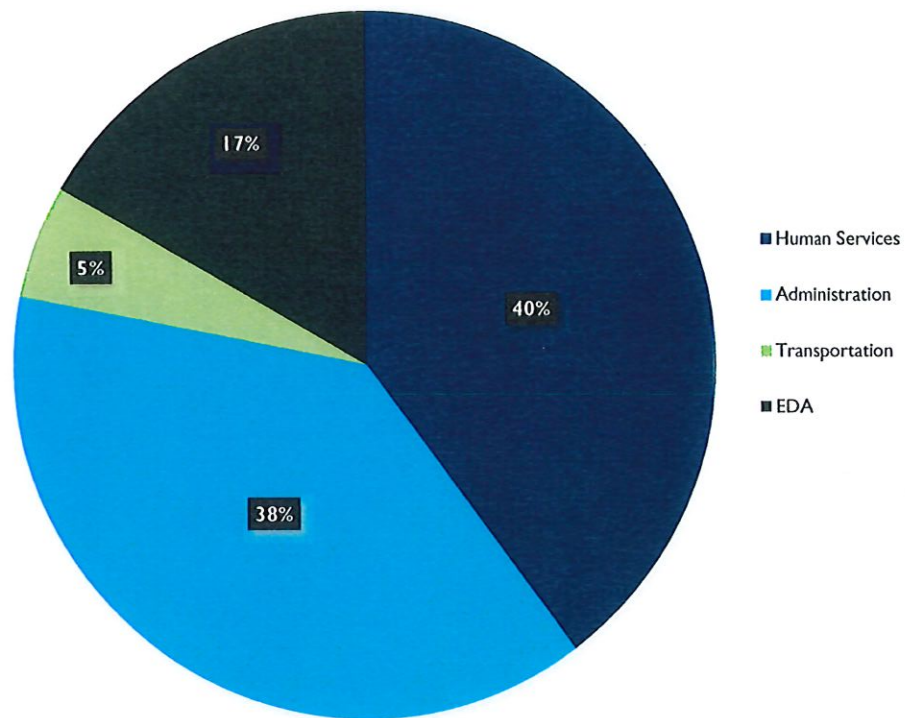
Thank you to the Eastern Carolina Council Executive Committee, General Membership Board, and the officers for their guidance and continued support. Additionally, a special note of thanks goes out to the Management Team and staff for their contributions and guidance during this budget process.

Respectfully submitted,



David Bone
Executive Director

Projected Member Dues
\$302,685



USAGE OF
MEMBERSHIP
DUES BY
DEPARTMENT

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 \$7,653,593 be adopted for the 2024-2025 Fiscal Year:

	General Fund	Special Fund
Estimated Revenues	\$ 919,629	\$6,733,964
Appropriations	\$ 919,629	\$6,733,964

RATE OF CONTRIBUTIONS ESTIMATED

The member contribution rate is being adjusted in 2024-25. It has been \$0.353 per capita since 2006-07. On February 8, 2024, the ECC Executive Committee approved a 2024-25 rate of \$0.40 per capita for municipalities, with a minimum of \$300 and a one-year cap of \$11,000. The ECC Executive Committee also approved a of \$0.20 per capita for counties and separation of the grant matches from the dues calculations; therefore, the counties will pay the grant matches (such as Aging and Economic Development) in addition to the dues. The ECC Executive Committee approved a one-year cap of \$45,000 for dues and grant matches (combined). These rates are 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 increases 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 designee's 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 2024-2025 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 13th day of June, 2024.

Edward Riggs.
President, ECC Board of Director

David Bone
Executive Director and Budget Officer

BUDGET COMPARISON

	PROPOSED BUDGET FY 24-25	ORIGINAL BUDGET FY23-24
REVENUES ANTICIPATED		
FEDERAL	\$4,230,763	\$2,375,693
STATE	\$2,312,125	\$2,586,781
MIS REVENUE	\$4,500	\$4,500
LOCAL CASH / PROJECTS	\$302,685	\$256,492
LOCAL PROJECTS	\$803,520	\$516,159
APPROP FUND BALANCE	\$0	\$0
TOTAL REVENUES	\$7,653,593	\$5,739,625
EXPENDITURES BY DEPARTMENT		
GENERAL GOVERNMENT:		
ADMINISTRATION	\$116,109	\$38,604
ADMIN & FISCAL T/A PROJECTS	\$10,000	\$0
PLANNING & GIS TECH ASST	\$230,000	\$394,189
ECONOMIC DEV T/A PROJECTS	\$563,520	\$121,970
TRANSPORTATION:		
EAST CAROLINA RPO	\$153,000	\$132,969
DOWN EAST RPO	\$160,900	\$139,869
ECONOMIC & COMMUNITY DEVELOPMENT:		
ECONOMIC DEVELOPMENT PLANNING & ADMIN	\$201,690	\$220,000
HUMAN SERVICES:		
TITLE III PLANNING & ADMINISTRATION	\$409,762	\$379,746
COMMUNITY RESOURCE CENTER (CRC-LCA)	\$0	\$0
OMBUDSMAN	\$287,238	\$232,953
AAA SUPPORT (SB1559)	\$48,263	\$48,263
FAMILY CAREGIVER SUPPORT (FCSP)	\$220,631	\$302,873
ELDER ABUSE	\$9,023	\$9,157
TITLE III, USDA, LEGAL, OP FAN PASS-THRU	4,304,784	\$4,334,535
TITLE III-D HEALTH PROMOTION	\$23,784	\$9,271
ARPA	914,889	\$2,375,225
TOTAL EXPENDITURES	\$7,653,593	\$8,739,624

REVENUE DETAILS

BUDGET 2024-2025 PROPOSED																			
	400	402 Gen	406-440 PLAN	433-434 COG	407-450 PLANNING	300	350	715 EDA	500	502 Series	908	977	519	520	530 AAA	540 ELDER	811	PROPOSED	
	GEN	Non-Indirect	T/A	Assoc	GRANTS	ECRPO	DERPO	Capacity	AGING	PASS-THRU	LEGAL	ARPA	IID	OMB	SUPP	ABUSE	FCSP	TOTAL	
REVENUE:																			
FEDERAL	4701					122,400	128,720	151,268	305,447	2,137,201	21,950	914,889	15,115	222,305		7,570	203,787	4,230,783	
STATE	4702					22,950	24,135		14,738	2,144,342	1,261	-	2,889	38,232	48,283	451	16,534	2,312,125	
MIS REVENUE	4711								4,500									4,500	
LOCAL CASH ECC	4713	302,895																302,895	
APPR FUND BAL.	4712	-																-	
LOCAL PROJECTS	4716		10,000	230,000	368,710	194,810												803,520	
OTHER:																			
ECC Match	4101	(188,573)			-	7,650	8,045	50,422	95,077				5,779	28,701		902		-	
IN KIND	4703																	-	
TOTAL REVENUE	116,109	10,000	230,000	368,710	194,810	153,000	160,900	201,690	409,762	4,281,643	23,241	914,889	23,784	287,238	48,263	9,023	220,631	7,653,593	

EXPENDITURE DETAILS

EXPENDITURES:																		
DIRECT EXPENSE:																		
SALARY	5720	295,679	3,034	66,366	187,847	89,848	63,146	87,978	87,438	188,489	-	-	-	10,748	128,898	23,542	-	98,033
FRINGE BENEFITS	5721	108,491	918	20,763	49,872	31,818	23,499	24,434	23,237	68,919	-	-	-	3,883	47,729	8,857	-	24,607
BOARD TRAVEL	5455	1,600																1,600
BOARD MEETINGS	5704	4,600																4,600
MEETINGS	5706	2,200				2,649			4,854									9,703
MISS	5480									4,600								4,600
MERIT ALLOWANCE	5720	11,734	-	2,789	8,392	-	3,167	3,349	-	8,582	-	-	-	837	8,449	938	-	4,902
FRES ALLOWANCE	5405	1,800																1,800
ADVISORY COUNCIL	5600									1,775								1,775
TRAINING	5602	4,800		4,600			-	-		2,559				-	-		1,140	12,999
PROGRAM SERVICES	5610			-	-				-	15,209							8,811	5,209
PASS-THRU	6669										4,281,543	23,241					-	4,304,784
TRANSP/MILEAGE	5700	3,485	350	2,660	13,245	13,491	4,368	4,624	12,071	12,114				-	8,687	-	412	77,780
TRAVEL/PER DIEM	5701	1,099		-	5,481	1,788	1,854	1,889	1,672	7,218				-	-			20,876
LEGAL	5749	35,000																35,000
INSURANCE/ BONDING	5600	18,800																18,800
CONSULTANT	5750			78,000														78,000
AUDIT	5751	31,038					7,500	7,500	810	19,000					8,170		4,184	75,000
RENT	5762	89,829							1,258	-					-		-	90,184
CAPITAL LEASE	5754	8,897																8,887
POSTAGE	5758	320		-					180									500
PRINTING/PUBS	5759	2,594			1,742					2,600								8,836
TELEPHONE	5760	3,192		-		778	778	778	4,798	3,479					1,661		1,561	16,389
UTILITIES	5761	15,024																15,024
BROADBAND	5768	14,229		-			857	857	1,714	1,714					1,714		1,714	22,799
COMP EQUIP/SUPL	5769	3,925			8,497	1,958	2,558	2,134	3,400	200								20,472
OFFICE SUPPLIES	5770	4,714		760	4,415	572	1,492	1,016	1,796	4,650				1,624	2,898	-	2,500	26,430
IT SYSTEM ADMN	5771	3,055					1,300	1,300	2,067	2,067					2,067		2,067	13,883
DUES & SUB	5772	24,700					1,650	1,560	7,238	8,770							1,138	43,044
CLEANING SERVICES	5773	8,844																8,844
ADVERTISING	5774	1,620																1,620
MAINT & REPAIRS	5775	5,285								2,000								7,285
ADMIN WEBSITE	5776	300		300			300	300		300								1,500
COPIER COST/PAPER	5778	2,867								1,000						200		4,087
PAYROLL EXPENSE	5780	226																226
UTILITIES		10,232																10,232
BANK CHARGES	5779	2,480																2,480
EMPLOY SCREENING	5781	549								160								869
TOTAL EXPENSES		708,003	4,302	163,096	257,971	142,094	112,554	117,769	162,309	318,143	4,281,543	23,241	914,889	16,873	204,223	33,137	9,023	169,100
IN-DIRECT EXPENSE:																		
INDIRECT ALLOCATED	5899	(691,895)	2,012	35,268	110,739	52,716	40,446	43,141	49,380	91,619	-	-	-	6,911	83,014	16,127	-	61,532
TOTAL IN-DIRECT EXPENSES		(691,895)	2,012	35,268	110,739	52,716	40,446	43,141	49,380	91,619	-	-	-	6,911	83,014	16,127	-	61,532
TOTAL EXPENDITURES		116,109	6,314	198,364	368,710	194,810	153,000	160,900	201,690	409,762	4,281,543	23,241	914,889	23,784	287,238	48,263	9,023	220,631

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

Human Services

Transportation

SPECIAL REVENUE FUNDS

Economic and Physical Development

ECC receives funding from the US Department of Commerce Economic Development Administration (EDA) and the Southeast Crescent Regional Commission (SCRC) for economic development in our region. ECC may also receive other economic development grants received during the fiscal year, which are assigned to this category.

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.

SPECIAL REVENUE FUNDS

Human Services

This category of income and expenses are primarily from the Area Agency on Aging programs which include:

AAA P&A — The Area Agency on Aging Program & Administration funds are used to provide general support to the AAA staff and functions.

Legal Aid — These funds are paid to designated providers of legal aid by contract.

Senior Center General Purpose — Provided to counties to support senior center operations.

III-D — Health promotion program funding

FCSP — Family Care Giver Support Program funds provide assistance to families caring for loved ones.

Ombudsman — ECC employs two ombudsmen that follow up on facility complaints made primarily by residents and their families.

LCA — Local Contact Agency funding allows AAA staff to coordinate any information, assistance, and referral system for all older adults, people with disabilities, and their caregivers.

SB 1559 — This supplemental funding issued through Senate Bill 1559 is used at the discretion of the AAA program as needed.

Elder Abuse — Funds for initiatives to help prevent elder abuse

Glossary

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 24-25 refers to the fiscal year beginning July 1, 2024 to June 30, 2025.

Glossary

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)



EASTERN CAROLINA COUNCIL OF GOVERNMENT

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