

Oregon Landscape Contractors Board
2017-19 Adopted Budget
July 2017 through June 2019 (Adopted May 19, 2017)

	<u>Jul '17 - Jun 18</u>	<u>Jul '18 - Jun 19</u>	<u>TOTAL</u> <u>Jul '17 - Jun 19</u>
Ordinary Income/Expense			
Income			
4000 · Applications/Examination			
4005 · LCP Application Fee	19,584.00	19,584.00	39,168.00
4005L · Practical Skills Reg. LCB	2,000.00	2,000.00	4,000.00
4005ME · ME Application Fee	120.00	120.00	240.00
4005P · Probationary Application Fee	1,600.00	1,600.00	3,200.00
4005R · Practical Skills Reg. OLCA	2,400.00	2,400.00	4,800.00
4005S · Practical Skills Sections OLCA	7,200.00	7,200.00	14,400.00
4005W · Practical Skills Mini-Write PSI	1,600.00	1,600.00	3,200.00
4026 · Exam Resource Material Sales			
4026OM · Owner Managing Employee Manual	3,300.00	3,300.00	6,600.00
4026PT · Plant CD Sales	612.00	612.00	1,224.00
4026SM · Sauter Manual Sales	23,400.00	23,400.00	46,800.00
Total 4026 · Exam Resource Material Sales	27,312.00	27,312.00	54,624.00
4027 · Exam Resource S & H	1,300.00	1,300.00	2,600.00
4036 · PSI	3,000.00	3,000.00	6,000.00
Total 4000 · Applications/Examination	66,116.00	66,116.00	132,232.00
4100 · Licensing Fees			
4109 · New Business Application Fee	14,688.00	14,688.00	29,376.00
4110 · New Business License Fee	26,928.00	26,928.00	53,856.00
4115 · Business Renewal Fee	332,300.00	338,946.00	671,246.00
4120 · New Individual License Fees	7,956.00	7,956.00	15,912.00
4125 · Renewal Individual License	148,000.00	150,960.00	298,960.00
4127 · Reinstatement Fee	2,200.00	2,200.00	4,400.00
4129 · Status Change Fee	550.00	550.00	1,100.00
4130 · Late Fees	6,450.00	6,450.00	12,900.00
4131 · Online Fee	1,344.00	1,344.00	2,688.00
4140 · Document Fees	600.00	600.00	1,200.00
Total 4100 · Licensing Fees	541,016.00	550,622.00	1,091,638.00
4200 · Enforcement			
4210 · Collected Civil Penalties			
4211 · Civil Penalties Collected	82,000.00	82,000.00	164,000.00
Total 4210 · Collected Civil Penalties	82,000.00	82,000.00	164,000.00
Total 4200 · Enforcement	82,000.00	82,000.00	164,000.00
Total Income	689,132.00	698,738.00	1,387,870.00
Gross Profit	689,132.00	698,738.00	1,387,870.00
Expense			
5000 · Direct Costs			
5010 · Staff Wages	315,611.21	331,834.55	647,445.76
5011 · Payroll Taxes			
5012 · FICA Expense	19,567.90	20,676.61	40,244.51
5013 · Medicare Expense	4,576.36	4,835.66	9,412.02
5015 · Worker's Compensation	1,000.00	1,000.00	2,000.00
Total 5011 · Payroll Taxes	25,144.26	26,512.27	51,656.53

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5020 · Employee Benefits			
5021 · PEBB/BCA	70,179.00	73,687.95	143,866.95
5022 · PERS			
5022-A · PERS- Regular Payment	46,339.57	48,450.60	94,790.17
5022-B · DAS-PERS Bond	18,936.67	19,910.07	38,846.74
Total 5022 · PERS	<u>65,276.24</u>	<u>68,360.67</u>	<u>133,636.91</u>
Total 5020 · Employee Benefits	135,455.24	142,048.62	277,503.86
5026 · Exam Resource Material	17,200.00	17,200.00	34,400.00
5027 · Practical Skills Exam			
5027R · Practical Skills Reg. OLCA	2,400.00	2,400.00	4,800.00
5027S · Practical Skills Sections OLCA	7,200.00	7,200.00	14,400.00
5027W · Practical Skills Mini-Write PSI	1,600.00	1,600.00	3,200.00
Total 5027 · Practical Skills Exam	<u>11,200.00</u>	<u>11,200.00</u>	<u>22,400.00</u>
5030 · Printing Costs			
5030-AD · Admin. Printing	1,500.00	1,500.00	3,000.00
5030NL · Newsletter	1,700.00	1,700.00	3,400.00
5030PR · Pamphlet/Brochure	400.00	400.00	800.00
Total 5030 · Printing Costs	<u>3,600.00</u>	<u>3,600.00</u>	<u>7,200.00</u>
5035 · Postage Costs			
5035M · Postage Assessed for Mail	12,500.00	12,500.00	25,000.00
5035NL · Postage for Newsletter	1,100.00	1,100.00	2,200.00
5035S · State Mail Service Charge	2,900.00	2,900.00	5,800.00
5035 · Postage Costs - Other	100.00	100.00	200.00
Total 5035 · Postage Costs	<u>16,600.00</u>	<u>16,600.00</u>	<u>33,200.00</u>
5040 · Staff Mileage			
5040-PF Parking Fees	100.00	100.00	200.00
5040S · Staff Personal Car Mileage	900.00	900.00	1,800.00
5040VIN · Staff Car -Investigator	4,500.00	4,500.00	9,000.00
Total 5040 · Staff Mileage	<u>5,500.00</u>	<u>5,500.00</u>	<u>11,000.00</u>
5100 · Hearing Officer Panel	20,000.00	20,000.00	40,000.00
5150 · Department Of Justice			
5151 · AAG Advice (Enf/Claims/Admin)	18,000.00	18,000.00	36,000.00
5153 · DOJ (Injunct/UTPA/Enforce)	100.00	100.00	200.00
Total 5150 · Department Of Justice	<u>18,100.00</u>	<u>18,100.00</u>	<u>36,200.00</u>
5154 · Filing Fees			
5154-LF · Lien Filing Fee	200.00	200.00	400.00
Total 5154 · Filing Fees	<u>200.00</u>	<u>200.00</u>	<u>400.00</u>
5200 · Investigations			
5210 · Contract Investigators			
5210-FI · Formal Investigations	8,000.00	8,000.00	16,000.00
5210-LM · Investigator Meals/Lodging	50.00	50.00	100.00
5210-M · Investigator Mileage	700.00	700.00	1,400.00
5210-O · Other Investigative Expense	500.00	500.00	1,000.00
5210-SC · Site Checks	9,000.00	9,000.00	18,000.00
5210-TT · Travel Time	1,500.00	1,500.00	3,000.00

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Total 5210 · Contract Investigators	19,750.00	19,750.00	39,500.00
5225 · Investigation Inquiry fees	540.00	540.00	1,080.00
5226 · Investigative Subpoena Expense	50.00	50.00	100.00
Total 5200 · Investigations	<u>20,340.00</u>	<u>20,340.00</u>	<u>40,680.00</u>
Total 5000 · Direct Costs	588,950.71	613,135.44	1,202,086.15
6000 · Administrative Expenses			
6020 · Staff Training	200.00	200.00	400.00
6100 · Board Meeting Expenses			
6110 · Board Members Expense			
6110-LM · Board Member Meal/Lodging	2,000.00	2,000.00	4,000.00
6110-M · Board Member Mileage	4,000.00	4,000.00	8,000.00
6110-PD · Board Member Per Diem	10,360.00	10,360.00	20,720.00
6110-TE · Board Member Conf Call Exp	400.00	400.00	800.00
6110 · Board Members Expense - Other	100.00	100.00	200.00
Total 6110 · Board Members Expense	<u>16,860.00</u>	<u>16,860.00</u>	<u>33,720.00</u>
6120 · Board Meeting Room Chrg	1,400.00	1,400.00	2,800.00
6122 · Board Meeting Meals	1,500.00	1,500.00	3,000.00
6125 · A.G. Board Meeting Consult	13,000.00	13,000.00	26,000.00
Total 6100 · Board Meeting Expenses	<u>32,760.00</u>	<u>32,760.00</u>	<u>65,520.00</u>
6400 · Payroll Preparation Service	1,500.00	1,500.00	3,000.00
7000 · Office Lease			
7000ML · Monthly Lease	29,021.28	29,891.88	58,913.16
Total 7000 · Office Lease	<u>29,021.28</u>	<u>29,891.88</u>	<u>58,913.16</u>
7003 · Utilities			
7003EL · Electric	1,500.00	1,500.00	3,000.00
7003GA · Gas	1,200.00	1,200.00	2,400.00
7003SC · Office Security	600.00	600.00	1,200.00
Total 7003 · Utilities	<u>3,300.00</u>	<u>3,300.00</u>	<u>6,600.00</u>
7010 · Insurance	3,600.00	3,600.00	7,200.00
7100 · Telephone			
7101 · Cell Phone	1,400.00	1,400.00	2,800.00
7102 · Office Telephone	2,500.00	2,500.00	5,000.00
Total 7100 · Telephone	<u>3,900.00</u>	<u>3,900.00</u>	<u>7,800.00</u>
7110 · Office Supplies			
7111 · Office Equip. Repair and Maint.	900.00	900.00	1,800.00
7112 · Dues & Subscriptions	50.00	50.00	100.00
7114 · Office Supplies	4,000.00	4,000.00	8,000.00
Total 7110 · Office Supplies	<u>4,950.00</u>	<u>4,950.00</u>	<u>9,900.00</u>
7115 · Copier/Fax/Print Lease			
7116 · Copier/Fax/Print Maint	900.00	900.00	1,800.00
7117 · Lease Fee for Copier	2,000.00	2,000.00	4,000.00
Total 7115 · Copier/Fax/Print Lease	<u>2,900.00</u>	<u>2,900.00</u>	<u>5,800.00</u>
7200 · Bank fees			
7202 · DAS Fees/Treasury	500.00	500.00	1,000.00
7205 · Credit Card Use Fees	10,000.00	10,000.00	20,000.00

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7207 · NSF Fee	50.00	50.00	100.00
7210 · Bank Checks and Supplies	50.00	50.00	100.00
7211 · Bank Fee	50.00	50.00	100.00
7214 · Online Banking Fee	300.00	300.00	600.00
7215 · Maintenance Fee	360.00	360.00	720.00
7216 · Online Payment Processing	1,344.00	1,344.00	2,688.00
Total 7200 · Bank fees	<u>12,654.00</u>	<u>12,654.00</u>	<u>25,308.00</u>
8000 · Trade Show Expense			
8025 Trade Show Giveaway Items	200.00	200.00	400.00
8010 · Staff Milage and Parking	800.00	800.00	1,600.00
8011 · Staff Meals/Lodging Trade Show	1,000.00	1,000.00	2,000.00
8012 · Trade Show Booth Fees	500.00	500.00	1,000.00
8000 · Trade Show Expense - Other	300.00	300.00	600.00
Total 8000 · Trade Show Expense	<u>2,800.00</u>	<u>2,800.00</u>	<u>5,600.00</u>
8100 · Web Expense			
8105 · Web Hosting	1,000.00	1,000.00	2,000.00
8106 · Offsite Data Storage	600.00	600.00	1,200.00
8116 · Comcast Connection	1,500.00	1,500.00	3,000.00
8120 · E-mail Hosting	400.00	400.00	800.00
8125 · DAS Email Fee	1,665.00	1,440.00	3,105.00
Total 8100 · Web Expense	<u>5,165.00</u>	<u>4,940.00</u>	<u>10,105.00</u>
8200 · Computer Expenses			
8210 · Computer Consulting	2,000.00	2,000.00	4,000.00
8220 · Computer Software <\$500>	1,700.00	2,000.00	3,700.00
8225 · Computer Hardware <\$500>	1,000.00	500.00	1,500.00
8230 · Computer Maint/Security	2,000.00	2,000.00	4,000.00
8240 · Database Configuring	3,000.00	3,000.00	6,000.00
Total 8200 · Computer Expenses	<u>9,700.00</u>	<u>9,500.00</u>	<u>19,200.00</u>
8300 · Professional Services			
8302 · Auditing	8,800.00	0.00	8,800.00
8303 · Janitorial	1,900.00	1,900.00	3,800.00
8305 · Recycle, Shred & Storage	50.00	50.00	100.00
8306 · Misc DAS fees			
8306-A · Archives	1,350.00	1,350.00	2,700.00
8306-EC · Ethics Commission	50.00	50.00	100.00
8306-L · Linus	250.00	250.00	500.00
8306-RF · Rule Filing	2,450.00	2,450.00	4,900.00
Total 8306 · Misc DAS fees	<u>4,100.00</u>	<u>4,100.00</u>	<u>8,200.00</u>
Total 8300 · Professional Services	<u>14,850.00</u>	<u>6,050.00</u>	<u>20,900.00</u>
Total 6000 · Administrative Expenses	<u>127,300.28</u>	<u>118,945.88</u>	<u>246,246.16</u>
Total Expense	<u>716,250.99</u>	<u>732,081.32</u>	<u>1,448,332.31</u>
Net Ordinary Income	-27,118.99	-33,343.32	-60,462.31
Other Income/Expense			
Other Income			
9000 · Other Income			

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9015 · Interest	300.00	300.00	600.00
Total 9000 · Other Income	300.00	300.00	600.00
Total Other Income	300.00	300.00	600.00
Net Other Income	300.00	300.00	600.00
Net Income	-26,818.99	-33,043.32	-59,862.31