

Oregon Landscape Contractor Board
2023-2025 Proposed Budget

	Jul '23 - Jun 24	Jul '24 - Jun 25	Total Budget 2023-25
Income			
4000 · Applications/Examination			
4005 · LCP Application Fee	51,000.00	54,400.00	105,400.00
4005P · Probationary Application Fee	3,200.00	3,200.00	6,400.00
4026 · Exam Resource Material Sales			
4026OM · LRB GUIDE/OME	600.00	600.00	1,200.00
4026SM · Sauter Manual Sales	20,500.00	20,500.00	41,000.00
Total 4026 · Exam Resource Material Sales	21,100.00	21,100.00	42,200.00
4027 · Exam Resource S & H	705.00	705.00	1,410.00
4036 · PSI	3,500.00	3,815.00	7,315.00
Total 4000 · Applications/Examination	79,505.00	83,220.00	162,725.00
4100 · Licensing Fees			
4109 · New Business Application Fee	33,150.00	40,050.00	73,200.00
4110 · New Business License Fee	44,850.00	53,820.00	98,670.00
4115 · Business Renewal Fee	451,950.00	451,950.00	903,900.00
4120 · New Individual License Fees	24,820.00	28,220.00	53,040.00
4125 · Renewal Individual License	263,500.00	263,500.00	527,000.00
4127 · Reinstatement Fee	3,150.00	3,150.00	6,300.00
4129 · Status Change Fee	300.00	300.00	600.00
4130 · Late Fees	12,300.00	12,300.00	24,600.00
4135 · NSF Fees	25.00	25.00	50.00
4140 · Document Fees	500.00	500.00	1,000.00
Total 4100 · Licensing Fees	834,545.00	853,815.00	1,688,360.00
4200 · Enforcement			
4210 · Collected Civil Penalties			
4211 · Civil Penalties Collected	65,000.00	113,750.00	178,750.00
Total 4210 · Collected Civil Penalties	65,000.00	113,750.00	178,750.00
Total 4200 · Enforcement	65,000.00	113,750.00	178,750.00
Total Income	979,050.00	1,050,785.00	2,029,835.00
Gross Profit	979,050.00	1,050,785.00	2,029,835.00
Expense			
5000 · Direct Costs			
5010 · Staff Wages	478,489.00	588,043.00	1,066,532.00
5011 · Payroll Taxes			
5012 · FICA Expense	29,666.00	36,459.00	66,125.00
5013 · Medicare Expense	6,938.00	8,527.00	15,465.00
5015 · Worker's Compensation	656.65	704.41	1,361.06
5017 · ERB Assessment	157.68	183.96	341.64
5018 · Mass Transit Tax	2,871.00	3,528.00	6,399.00
Total 5011 · Payroll Taxes	40,289.33	50,070.09	90,359.42
5020 · Employee Benefits			
5021 · PEBB/BCA	103,654.08	144,454.17	248,108.25
5022 · PERS			
5022-A · PERS- Regular Payment	96,922.00	117,039.00	213,961.00

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5022-B · DAS-PERS Bond	26,795.00	32,930.00	59,725.00
Total 5022 · PERS	123,717.00	149,969.00	273,686.00
Total 5020 · Employee Benefits	227,371.08	294,423.17	521,794.25
5026 · Exam Resource Material	22,000.00	22,000.00	44,000.00
5030 · Printing Costs			
5030-AD · Admin. Printing	1,000.00	1,000.00	2,000.00
5030NL · Newsletter	1,600.00	1,600.00	3,200.00
5030PR · Pamphlet/Brochure	600.00	600.00	1,200.00
Total 5030 · Printing Costs	3,200.00	3,200.00	6,400.00
5031 · Advertising	250.00	250.00	500.00
5035 · Postage Costs			
5035M · Postage Assessed for Mail	8,400.00	16,800.00	25,200.00
5035NL · Postage for Newsletter	275.00	275.00	550.00
5035S · State Mail Service Charge	3,015.00	3,015.00	6,030.00
5035 · Postage Costs - Other	50.00	50.00	100.00
Total 5035 · Postage Costs	11,740.00	20,140.00	31,880.00
5040 · Staff Mileage			
5040-PF Parking Fees	75.00	75.00	150.00
5040S · Staff Personal Car Mileage	300.00	300.00	600.00
5040VIN · Staff Car -Investigator	5,388.00	11,820.00	17,208.00
Total 5040 · Staff Mileage	5,763.00	12,195.00	17,958.00
5050 · Staff Travel			
5050 L · Staff Lodging	550.00	582.00	1,132.00
5050M · Staff Meals	300.00	350.00	650.00
Total 5050 · Staff Travel	850.00	932.00	1,782.00
5100 · Hearing Officer Panel	15,000.00	22,500.00	37,500.00
5150 · Department Of Justice			
5151 · AAG Advice (Enf/Claims/Admin)	50,000.00	75,000.00	125,000.00
Total 5150 · Department Of Justice	50,000.00	75,000.00	125,000.00
5152 · Legislative Counsel	500.00	500.00	1,000.00
5154 · Filing Fees			
5154-LF · Lien Filing Fee	225.00	225.00	450.00
Total 5154 · Filing Fees	225.00	225.00	450.00
5200 · Investigations			
5210 · Contract Investigators			
5210-FI · Formal Investigations	2,600.00	2,600.00	5,200.00
5210-LM Investigator meals/lodging	65.00	65.00	130.00
5210-M · Investigator Mileage	65.00	70.00	135.00
5210-O · Other Investigative Expense	100.00	100.00	200.00
5210-SC · Site Checks	3,500.00	3,500.00	7,000.00
5210-TT Travel time	100.00	100.00	200.00
Total 5210 · Contract Investigators	6,430.00	6,435.00	12,865.00
5225 · Investigation Inquiry fees	950.00	1,425.00	2,375.00
5226 · Investigative Subpoena Expense	100.00	100.00	200.00

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Total 5200 · Investigations	7,480.00	7,960.00	15,440.00
5400 · Committee Meeting Expenses			
5401 · Advisory Committee			
5401L · AC Lodging/Meals	265.00	280.00	545.00
5401M · AC Mileage	400.00	400.00	800.00
5401 · Advisory Committee - Other	0.00	0.00	0.00
Total 5400 · Committee Meeting Expenses	665.00	680.00	1,100.00
Total 5000 · Direct Costs	863,822.41	1,098,118.26	1,961,940.67
6000 · Administrative Expenses			
6020 · Staff Training	450.00	450.00	900.00
6100 · Board Meeting Expenses			
6110 · Board Members Expense			
6110-G · Board Gifts	250.00	250.00	500.00
6110-LM · Board Member Meal/Lodging	1,100.00	1,100.00	2,200.00
6110-M · Board Member Mileage	1,300.00	1,300.00	2,600.00
6110-PD · Board Member Per Diem	16,275.00	16,275.00	32,550.00
6110 · Board Members Expense - Other	0.00	0.00	0.00
Total 6110 · Board Members Expense	18,925.00	18,925.00	37,850.00
6120 · Board Meeting Room Chrg	900.00	900.00	1,800.00
6122 · Board Meeting Meals	1,250.00	1,325.00	2,575.00
6125 · A.G. Board Meeting Consult	14,400.00	14,400.00	28,800.00
Total 6100 · Board Meeting Expenses	35,475.00	35,550.00	71,025.00
6400 · Payroll Preparation Service	3,326.72	3,326.72	6,653.44
7000 · Office Lease			
7000ML · Monthly Lease	34,145.88	35,170.32	69,316.20
Total 7000 · Office Lease	34,145.88	35,170.32	69,316.20
7003 · Utilities			
7003EL · Electric	1,400.00	1,484.00	2,884.00
7003GA · Gas	2,040.00	2,040.00	4,080.00
7003SC · Office Security	685.00	726.10	1,411.10
Total 7003 · Utilities	4,125.00	4,250.10	8,375.10
7010 · Insurance	4,206.00	4,206.00	8,412.00
7100 · Telephone			
7101 · Cell Phone	2,508.00	2,711.48	5,219.48
7102 · Office Telephone	2,556.00	2,556.00	5,112.00
Total 7100 · Telephone	5,064.00	5,267.48	10,331.48
7110 · Office Supplies			
7111 · Office Equip. Repair and Maint.	900.00	900.00	1,800.00
7113 · Office Furnishing/Setup	800.00	1,300.00	2,100.00
7114 · Office Supplies	4,000.00	4,000.00	8,000.00
Total 7110 · Office Supplies	5,700.00	6,200.00	11,900.00
7115 · Copier/Fax/Print Lease			
7116 · Copier/Fax/Print Maint	300.00	300.00	600.00
7117 · Lease Fee for Copier	2,220.00	2,220.00	4,440.00

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Total 7115 · Copier/Fax/Print Lease	2,520.00	2,520.00	5,040.00
7200 · Bank fees			
7202 · DAS Fees/Treasury	600.00	600.00	1,200.00
7205 · Credit Card Use Fees	20,000.00	30,000.00	50,000.00
7207 · NSF Fee	75.00	75.00	150.00
7210 · Bank Checks and Supplies	50.00	50.00	100.00
7211 · Bank Fee	50.00	50.00	100.00
Total 7200 · Bank fees	20,775.00	30,775.00	51,550.00
8000 · Trade Show Expense			
8025 Trade Show Giveaway Items	500.00	500.00	1,000.00
8010 · Staff Milage and Parking	150.00	200.00	350.00
8011 · Staff Meals/Lodging Trade Show	400.00	500.00	900.00
8012 · Trade Show Booth Fees	1,000.00	1,000.00	2,000.00
Total 8000 · Trade Show Expense	2,050.00	2,200.00	4,250.00
8100 · Web Expense			
8105 · Web Hosting	0.00	0.00	0.00
8116 · Comcast Connection	2,604.00	2,604.00	5,208.00
8125 · DAS Email Fee	1,577.16	1,577.16	3,154.32
Total 8100 · Web Expense	4,181.16	4,181.16	8,362.32
8200 · Computer Expenses			
8210 · Computer Consulting	0.00	0.00	0.00
8220 · Computer Software <\$500>	8,200.00	9,060.00	17,260.00
8225 · Computer Hardware <\$500>	2,600.00	5,200.00	7,800.00
8230 · Computer Maint/Security	14,000.00	14,000.00	28,000.00
8240 · Database Configuring	20,000.00	25,000.00	45,000.00
Total 8200 · Computer Expenses	44,800.00	53,260.00	98,060.00
8300 · Professional Services			
8302 · Auditing			
8302-IA · Agency Audit/Financial Review	10,000.00	0.00	10,000.00
Total 8302 · Auditing	10,000.00	0.00	10,000.00
8303 · Janitorial	2,798.40	2,966.30	5,764.70
8305 · Recycle, Shred & Storage	100.00	100.00	200.00
8306 · Misc DAS fees			
8306-A · Archives	3,256.00	3,256.00	6,512.00
8306-EC · Ethics Commission	61.00	72.00	133.00
8306-RF · Rule Filing	600.00	600.00	1,200.00
8306 · Misc DAS fees - Other	556.00	805.00	1,361.00
Total 8306 · Misc DAS fees	4,473.00	4,733.00	9,206.00
Total 8300 · Professional Services	17,371.40	7,799.30	25,170.70
Total 6000 · Administrative Expenses	201,561.56	195,156.08	396,717.64
Total Expense	1,065,383.97	1,293,274.34	2,358,658.31
Net Ordinary Income	-86,333.97	-242,489.34	-328,823.31
Other Income			
9000 · Other Income			

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9015 · Interest	250.00	250.00	500.00
Total 9000 · Other Income	250.00	250.00	500.00
Other Expense			
9100 · Reserves Transfer	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Total Other Income	250.00	250.00	500.00
Net Income	-86,083.97	-242,239.34	-328,323.31