

## **SUMMARY OF SIGNIFICANT ASSUMPTIONS IN THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2017/2018**

### **REVENUE:**

Revenue has been estimated based on the Historical results of the fiscal year 2016/2017. The memo column is included for information purposes only.

### **EXPENSES:**

#### *Program Expenses Highlights (Details are on Page 2 of Budget Document)*

- Program Contracts have been estimated at \$4,209,100 for PEI Sustainability and Suicide Prevention Regional Programs.
- Program Staffing is \$1,269,742 and combined with the General & Administrative Staffing of \$593,834 is a Total Staffing of \$1,863,576. This amount is made of two contracts with George Hills Company: 1) CalMHSA Agreement for Administrative and Financial Services of \$1,357,824; and 2) CalMHSA Agreement for Executive Director Services of \$308,880.
- Program Staffing for 16/17 was a total of 8.3 FTE and this budget includes an additional .75 (3/4 of Year) FTE added for State Hospital Bed Specialist. See Page 3 to represent the total staffing of 9.05 FTE.
- Other Program Expenditures are related to Program Expenses for State Hospital Beds, WET Program, and Tech Asst/Capacity Building.

**California Mental Health Services Authority  
2017/2018 Proposed Operating Budget**

	Approved Budget 2016/2017	Projected Actuals 2016/2017	Proposed Budget 2017/2018	Memo Column Target Funding 2017/2018
<b>Revenues:</b>				
PEI Sustainability	6,423,162	5,187,065	5,160,037	7,010,037
Private Fund Development Fees	500,000	200,000	500,005	500,005
State Hospital Bed Program		553,606	627,912	627,912
Suicide Prevention Program		636,375	636,375	636,375
Sutter Health		250,000		
Other Programs		8,000		
Licence Royalty Fee		600	0	
<b>Total Revenues</b>	<b>6,923,162</b>	<b>6,835,646</b>	<b>6,924,329</b>	<b>8,774,329</b>
<b>Program Expenses:</b>				
Program Contracts	8,069,952	7,700,000	4,209,100	5,604,125
Program Management	1,072,399	1,072,399	1,269,742	1,541,558
Fundraising Counsel	200,000	105,000	200,000	200,000
Other Contracts			35,000	35,000
Legal	28,952	150,000	28,952	28,952
Travel & Meetings	35,000	35,000	70,000	85,000
Other Program Expenditures	821,246	900,000	774,970	821,246
<b>Total Program Expenses</b>	<b>10,227,549</b>	<b>9,962,399</b>	<b>6,587,764</b>	<b>8,315,881</b>
<b>General &amp; Administrative Expenses:</b>				
General & Administrative				
Staffing	584,945	584,945	593,834	672,082
Legal	10,000	11,000	10,000	10,000
Travel & Meetings	66,000	40,000	16,000	16,000
Other Contracts	45,000	35,000	10,000	10,000
Insurance	30,000	30,000	37,000	37,000
Financial Audit	15,000	15,000	15,000	15,000
<b>Total General &amp; Administrative Expenses</b>	<b>750,945</b>	<b>715,945</b>	<b>681,834</b>	<b>760,082</b>
<b>Total Expenditures</b>	<b>10,978,494</b>	<b>10,678,344</b>	<b>7,269,598</b>	<b>9,075,963</b>
<b>Net Increase/(Decrease) Unexpended Funds</b>	<b>(4,055,332)</b>	<b>(3,842,698)</b>	<b>(345,269)</b>	<b>(301,634)</b>
Prior Year Reserves	6,491,784	6,490,797	2,648,099	2,648,099
Projected Reserves as of June 30	2,436,452	2,648,099	2,302,830	2,346,465
Less: <b>Obligated Reserves</b>	<b>(2,343,350)</b>	<b>(2,574,111)</b>	<b>(2,191,000)</b>	<b>(2,191,000)</b>
<b>Total Available Reserves at June 30, 2018</b>	<b>93,102</b>	<b>73,988</b>	<b>111,830</b>	<b>155,465</b>

**California Mental Health Services Authority  
Administrative Expense Allocation  
2017/2018 Program Year  
Proposed Budget Expenses**

	Private Fund Development	Tech Asst/Capacity Building	WET Program Funding	Fiscal Modernization	State Hospital Bed Program	Plumas Wellness Center	Suicide Prevention - Regional Program	PEI - Sustainability	Totals
<b>Direct Expenses:</b>									
Program Contracts						-	509,100	3,700,000	4,209,100
Program Management	267,949	38,623		53,107	354,852	-	91,730	463,480	1,269,742
Fundraising Counsel	200,000								200,000
Other Contracts	15,000							20,000	35,000
Legal				500	5,000			23,452	28,952
Travel & Meetings	35,000				5,000			30,000	70,000
Other Program Expenditures		140,000	148,470	36,500	450,000				774,970
<b>Total Direct Expenses</b>	<b>517,949</b>	<b>178,623</b>	<b>148,470</b>	<b>90,107</b>	<b>814,852</b>	<b>-</b>	<b>600,830</b>	<b>4,236,932</b>	<b>6,587,764</b>
<b>General &amp; Administrative:</b>									
General & Administrative									
Staffing	40,041	18,498	-	11,282	157,806	-	23,714	342,493	593,834
Legal	674	312	-	190	2,657	-	399	5,767	10,000
Travel & Meetings	1,079	498	-	304	4,252	-	639	9,228	16,000
Other Contracts	674	312	-	190	2,657	-	399	5,767	10,000
Insurance	2,495	1,153	-	703	9,832	-	1,478	21,340	37,000
Financial Audit	1,011	467	-	285	3,986	-	599	8,651	15,000
<b>Total Indirect Expenses</b>	<b>45,975</b>	<b>21,239</b>	<b>-</b>	<b>12,954</b>	<b>181,191</b>	<b>-</b>	<b>27,229</b>	<b>393,246</b>	<b>681,834</b>
<b>Total Expenditures</b>	<b>563,924</b>	<b>199,862</b>	<b>148,470</b>	<b>103,061</b>	<b>996,043</b>	<b>-</b>	<b>628,059</b>	<b>4,630,178</b>	<b>7,269,598</b>

Note 1 The combined total of these amounts are the Contracts for staffing related to the Contract for Administrative and Fiscal Services and Contract for Executive Director with George Hills Company. The combined total is \$1,863,576 (1,269,742+593,834).

CalMHSA Staffing Allocations 17/18

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Department/Position	Mid Level Staffing 15-16 FTE	Staffing 16-17 FTE	Based on PY Funding Level Staffing 17-18 FTE	Operations	Research and Development	Public/Private Partnership development	Tech Asst/ Capacity Building	Feasibility Study /Capitation Plan	State Hospital Bed Funding	Suicide Prevention	Plumas Wellness Center	PEI Programs	Indirect	Total Percentage	\$99 per hour/Annual Hours per employee	Annual Staffing Cost	
<b>Administrative Services</b>																	
Chief Executive Officer *	1.00	1.00	1.00	0.03	0.38	0.35	0.01	0.05	0.05	0.03	-	0.10	-	1.00	99		
Chief Operating Officer	0.60	0.25	0.25	-	-	-	-	-	0.15	-	-	-	-	0.25			
Administrative Staff -	0.00	1.00	1.00	0.25	0.05	0.25	-	0.05	0.10	-	-	0.30	-	1.00			
Administrative Services Manager	1.00	0.90	0.90	0.25	-	0.25	-	-	0.35	-	-	0.05	-	0.90			
<b>SUBTOTAL</b>	<b>2.60</b>	<b>3.15</b>	<b>3.15</b>	<b>0.63</b>	<b>0.43</b>	<b>0.85</b>	<b>0.01</b>	<b>0.10</b>	<b>0.65</b>	<b>0.03</b>	<b>-</b>	<b>0.45</b>	<b>-</b>	<b>3.15</b>	<b>2080</b>	<b>648,648</b>	
<b>Program Services</b>																	
Program Director/Manager	1.00	0.80	0.80	0.20	0.15	0.05	0.05	0.05	-	-	-	0.30	-	0.80			
Senior Program Manager - Did not fill after SW	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Program Manager	0.50	0.80	0.80	0.05	0.10	-	-	-	-	0.35	-	0.30	-	0.80			
State Hospital Bed Program Specialist			0.75	-	-	-	-	-	0.75	-	-	-	-	-			
Asst Program Manager		0.8	0.80	-	-	0.10	0.03	-	-	-	-	0.67	-	0.80			
Program Associate	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Administrative Assistant -	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Contract Services	0.10	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Administrative Assistant	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
<b>SUBTOTAL</b>	<b>5.60</b>	<b>2.40</b>	<b>3.15</b>	<b>0.25</b>	<b>0.25</b>	<b>0.15</b>	<b>0.08</b>	<b>0.05</b>	<b>0.75</b>	<b>0.35</b>	<b>-</b>	<b>1.27</b>	<b>-</b>	<b>3.15</b>	<b>2080</b>	<b>648,648</b>	
<b>Fiscal Services</b>																	
Finance Director	0.80	0.60	0.60	0.06	0.15	0.10	0.05	0.05	0.05	-	0.00	0.10	0.04	0.60			
Accountant	0.65	0.50	0.50	0.25	0.04	0.01	0.02	0.02	0.02	-	0.00	0.10	0.04	0.50			
Staff Accountant	0.40	0.40	0.40	0.00	0.00	-	-	0.00	0.00	-	-	0.00	0.00	0.40			
Staff Accountant	0.40	0.00	0.00	0.00	0.00	-	-	0.00	0.00	-	-	0.00	0.00	-			
<b>SUBTOTAL</b>	<b>2.25</b>	<b>1.50</b>	<b>1.50</b>	<b>0.71</b>	<b>0.19</b>	<b>0.11</b>	<b>0.07</b>	<b>0.07</b>	<b>0.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>0.08</b>	<b>1.50</b>	<b>2080</b>	<b>308,880</b>	
<b>Indirect Staff: IT, Corp Admin, HR, Admin Support</b>																	
	1.45	1.25	1.25	0.00	-	-	-	-	-	-	-	-	-	1.25	1.25	2080	257,400
<b>Total</b>	<b>11.90</b>	<b>8.30</b>	<b>9.05</b>	<b>1.59</b>	<b>0.87</b>	<b>1.11</b>	<b>0.16</b>	<b>0.22</b>	<b>1.47</b>	<b>0.38</b>	<b>0.00</b>	<b>1.92</b>	<b>1.33</b>	<b>9.05</b>	<b>2080</b>	<b>1,863,576</b>	
Annual Hours	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080			
	24,752	17,264	18,824	3,307	1,810	2,309	333	458	3,058	790	-	3,994	2,766	18,824			
All Inclusive Hourly Rate	\$ 93	\$ 96	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99		
Annual Compensation	2,301,936	1,667,344	1,863,576	327,413	179,150	228,571	32,947	45,302	302,702	78,250	-	395,366	273,874	1,863,576			
				20.60%	11.27%	14.38%	2.07%	2.85%	19.04%	4.92%	0.00%	24.87%		100%			
				56,407	30,864	39,378	5,676	7,805	52,150	13,481	0	68,114	273,874				Allocation of Indirect to Programs
				383,819	210,014	267,949	38,623	53,107	354,852	91,730	0	463,480		1,863,576			