

FY 2014 NHADACA/ NHTIAD

Budget Narrative

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Line Items	Original Budget
Total Salary/Wages	119,554.00
Employee Benefits	35,900.00
Consultants	24,750.00
Equipment Rental	11,350.00
Equipment Maintenance	900.00
Equipment Purchase	13,800.00
Supplies Educational	4,800.00
Supplies Office	8,800.00
Travel	18,000.00
Occupancy	34,580.00
Current Expense Phone	4,100.00
Postage	700.00
Subscriptions/Memberships	200.00
Audit Legal	12,700.00
Insurance	3,000.00
Board Expenses	1,650.00
Software	800.00
Marketing/Communication	2,500.00
Staff Education/Training	3,000.00
CC processing fees	650.00
CEU Applications	900.00
Food/Room Rental	6,800.00
Scholarships	11,150.00
BDAS Targeted	3,000.00
ATR Targeted	4,000.00
IDSP Targeted	16,000.00
PFS Targeted	14,353.00
TOTAL	357,937.00

<u>Revenues</u>	<u>Projected</u>
Contracted Services (BDAS, HPOP)	\$200,000.00
Contracted Training Registrations	\$40,000.00
Annual Meeting	\$3,000.00
Advanced Level Seminars (8 events)	\$30,000.00
Membership Rebates	\$4,000.00
Conference Room Rental	\$11,000.00
Exhibit Tables	\$6,000.00
Co-sponsorship	\$6,000.00
Other	\$1,000.00
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	\$301,100.00

Difference of \$ 56,937.00

The above budget is for NHADACA Fiscal Year 2014 (January 2014-December 2014). We are working within a BDAS training contract that is for two years (SFY 2014 & 2015) with option to renew for two additional years (SFY 2016 & 2017).

We seek to continue with a full day Annual Meeting (2 hour business meeting and 4 hours of training). We hope to draw 70-80 people to attend.

The ASAM training with David Mee-Lee occurred on January 30, 2014. It was a huge success! We are hoping to offer another big-draw event in the Fall, however do not have a topic or presenter selected yet. We also offered a training on the "Changes Related to the Diagnosing & Treatment of Children and Adolescents in the DSM 5" with Danielle Moreggi on February 21, 2014. We are also looking at offering 6 additional advanced seminar events between May and December 2014.

Although not reflected in the budget, we are also hoping to receive IRS confirmation/approval of 501c3 designation. This designation would permit us to accept donations, engage in fundraising, and apply for grants from various foundations. It is our intent to move forward with grant seeking when approval is granted.

REVENUES

Contracted Services:

Bureau of Drug and Alcohol Services Contract #210483-10: NHADACA hopes to contract for \$173,000 in SFY14, to conduct a minimum of 14 trainings and 6 webinars per year, as well as additional specific targeted trainings for the Access to Recovery program, Partnership for Success, Impaired Driver Services and other BDAS initiatives.

Health Professional Opportunity Project (HPOP): We are offering a monthly training for the Health Professional Opportunity Project. The estimated revenue/reimbursement for these events is \$27,000 based on expenditures. This figure does not include the offering of a Recovery Coach Academy which would bring additional revenue and approximately \$15,000 in expenses. Additional partners would be needed to realize that event.

Tuition Fees:

Contract Trainings: \$40,000 in fees paid by training participants is projected based on history of attendance at HPOP and other NHTIAD trainings. This includes accommodation for BDAS staff attending contract trainings at no cost, as space permits. This also includes anticipated revenue for 2 DWI Symposiums in 2014.

Annual Meeting: Expected registration revenue projected is approximately \$3,000 for 70-80 people at \$40 per member and \$60 per non-member for 4 hours of training. There will be no charge to attend the business meeting alone.

Advanced Seminar Series: Expected registration revenue for 8 advanced level trainings. The registration fees will be the same as or comparable to the DSM 5 trainings in 2013. Expected registration revenue is projected to be \$30,000 (based on 50 people at a percentage of 33% members, 67% non-members) however that number will vary with the use of special larger venues for 1 day of training at \$75 per member and \$125 per non-member per 6 hours of training. This includes revenues outstanding for the ASAM, DSM and other NHADACA events from 2013.

Membership: Membership fees are estimated at \$4,000 based on 2013 revenue.

Conference Room Rental: Estimated at \$11,000 based on conference room rates as follows: Large room full day \$250; Large room half day \$150; Small Room full day \$150; small half day \$100.

Exhibit Tables: Based on exhibit table revenue experienced for the ASAM training, we anticipate \$6,000 in 2014.

Co-Sponsorship: A total of \$6,000 is projected for the costs borne by co-sponsors toward the fees of presenters for co-sponsored trainings/events.

Donations, Grants and Fundraising: Currently projected at \$0.00 as they are dependent upon 501c3 status.

Other: Approximately \$100 revenue related to refunds and miscellaneous reimbursements is anticipated.

EXPENSES

Salary/Wages: The budget within the BDAS contract for SFY 2014 is for approximately 63% of the salaries for a fulltime Executive Director, full time Training Coordinator and one of the part-time administrative/training assistants. This includes a 5% raise for both fulltime positions. The annual salaries will be: Executive Director \$56,852.25; Training Coordinator \$38,561.25, a part-time Administrative Assistant for 14-16 hours per week at \$13/hour (\$8,960) and part-time Training Assistant for 14-16 hours per week at \$13/hour (\$8,960). This will be a total of \$119,554 for calendar year 2014.

Employee Benefits: Includes FICA, short term disability insurance, dental and health insurance, life insurance for two fulltime positions as well as workers compensation insurance, and unemployment compensation for the fulltime and part-time employees. Benefit ratio is approximately 30%.

Consultants: Stipends paid to consultants for conducting 14 BDAS contract trainings and 3 webinars. Base fee of \$650 per day for a 6-hour training is projected for trainer reimbursement, with additional revenues set aside to attract and reimburse nationally recognized experts in prevention and treatment, multi-day events and/or multi-trainer events. The base rate for trainers for the HPOP events is \$750 per day. The trainer rate for the eight Advanced Level trainings and annual meeting is \$650 to \$1,000 per day which is within range for the average national rate. Rates for national trainers for a large event can range from \$4,000 to \$7,000 and additional funding will be sought to offset such an expense.

Equipment

Rental: Refers to the leasing of training room furniture, cabinets and storage cabinet through a 4-year lease-to-own agreement at \$912.80 per month (plus deposit and administrative fee) from March through December 2014. This also includes costs for rental of video screens, sound systems/podium and miscellaneous equipment at training venues for the Annual Meeting and NHADACA and other trainings.

Repair and Maintenance: Refers to costs for incidental repair and upkeep of office machines and workshop equipment. The photocopier maintenance contract is valued at \$66-\$75 per month for 3,000 copies per month. This contract includes toner, staples and repair service. This rate is estimated to increase annually, usually in March at approximately \$10 per month.

Purchase/Depreciation: Refers to costs of purchasing equipment including an expanded phone system, refrigerator, dual band internet router, vacuum, computer processor, and furniture to outfit the offices and reception area.

Supplies

Educational: the cost of purchasing, producing and reproducing workshop materials and trainer handouts.

Office: consumables needed for the office administration and implementation of trainings as well as cleaning supplies, garbage bags, window treatments, decorations and artwork.

Travel: expenses are projected for mileage for out-of-state presenter, board member and staff travel up to the federal reimbursement rate (currently \$.555 per mile) for travel and expenses including cost of lodging and meals for out-of-state trainers, and the federal mileage reimbursement rate for staff when traveling for trainings (offered outside Concord, NH) as well as meetings and other business related functions (i.e. banking, purchasing supplies, etc.). Travel expenses include travel related fees (per diem, mileage, tolls, parking, car rental, airfare/transportation, etc) for board members, staff and scholarship recipients to attend NAADAC and other national events.

Occupancy: is projected at \$2,800 per month to include rent and utilities for the NHADACA office at \$130 Pembroke Road, Suite 100, Concord, NH. This figure includes lease deposit and rent and utility fees from Gilford, NH office for January and February of 2014. Approximately \$8,800 will be covered through the training contract with BDAS.

Current Expenses

Telephone: cell phone, office phone and internet access based on current contract with cell phone provider and costs of two land lines and internet packages. This also includes moving connection fees and installation fees.

Postage: fees for the mailing of training brochures, membership mailings, office and board correspondence.

Subscriptions/Memberships: monthly and/or annual fees for email service and web-based trainings/meetings (such as Go To Meeting). This also includes membership fees to other organizations such as the NH AOD Service Providers Association.

Audit and Legal: refers to the cost of accounting and audit fees for the organization, payroll taxes preparation, certificates of good standing, the attorney fees for the 501c3 application and re-filing of the articles of agreement/incorporation.

Insurance: refers to the cost of general liability insurance

Board Expenses: The costs associated with meetings, an open house, strategic planning, supplies and affiliate fees to NAADAC. This also includes plaques for awards given at the annual meeting.

Software: the cost of virus protection and up-upgrades to office management software.

Marketing/Communications: refers to the cost of producing and distributing brochures and other promotional materials at training events and conferences. It also includes fees associated with marketing of NHTIAD in the form of exhibit table displays and online marketing content. Additionally this fee includes the cost of creating and maintaining a website and the \$400 annual fee for the Adobe Connect eLearning platform.

Education & Training: refers to the projected cost of training the staff in computer applications elearning and program management related issues as well as registration fees for staff to attend events that support trainer recruitment and/or staff education and strategic positioning of potential funding streams. This fee additionally includes the registration fees for other conferences and events for staff, association members, and board members at state, regional and national events, particularly the various NAADAC events and conferences. Registration fees for scholarship recipients is included in the Scholarship line item.

CEU Applications: refers to the cost of Category 1 continuing education credits for social workers and mental health counselor, nurse contact hours and other credentialing boards for trainings as needed.

Credit Card Fees: Fees paid to PayPal for the use of their credit card system. PayPal fees vary per usage depending on the amount of the charge and the type of use performed (manual, swiped and online). Manual fees are: 3.5% + \$0.15; Swiped fees are: 2.7%; and Online fees are: 2.9%+\$0.30.

Food/Venue Rental: the cost associated with room rental/venue space, set-up fees and food/refreshments for training participants, trainers and staff at training and board events.

Scholarships: pre-set amount for scholarships to the NEIAS schools and other BDAS approved training events as well as a \$500 NHADACA scholarship to the NEIAS Best Practices School and registration fees for membership scholarships to events such as the NAADAC Annual Conference.

BDAS Targeted Training: pre-set amount established by BDAS for State targeted training initiatives to be planned and coordinated by NHTIAD.

ATR Targeted Training: pre-set amount established by BDAS for State targeted training initiatives to be planned and coordinated by NHTIAD specifically related to Access to Recovery funding.

IDS Targeted Training: pre-set amount established by BDAS for State targeted training initiatives to be planned and coordinated by NHTIAD specifically related to Impaired Driver Services funding. This funding will support the two DWI Symposiums.

PFS Targeted Training: pre-set amount established by BDAS for State targeted training initiatives to be planned and coordinated by NHTIAD specifically related to Prevention programming for Partnership for Success funding.