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# **HOUSTON RECOVERY CENTER LGC**

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## **HRC Sobering Center**

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### **Annual Budget**

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**July 1, 2021 to June 30, 2022**

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Approved by HRC Board of Directors on XX/XX/XXXX

**HOUSTON RECOVERY CENTER LGC**

**HRC Sobering Center  
Annual Operating Budget**

**July 1, 2021 to June 30, 2022**

<b>Categories</b>	<b>2021-2022</b>
<b>Salaries &amp; Wages</b>	\$ 1,090,586.00
<b>Payroll Taxes</b>	\$ 105,935.00
<b>Employee Benefits</b>	\$ 96,628.00
<b>Professional Fees</b>	\$ 63,795.00
<b>Supplies</b>	\$ 26,724.00
<b>Communication</b>	\$ 27,902.00
<b>Travel, Meals &amp; Training(Enter)</b>	\$ 2,935.00
<b>Office Equipment &amp; Maintenance</b>	\$ 3,672.00
<b>Lease, Utilities &amp; Facility Maintenance</b>	\$ 196,044.00
<b>Medical Director</b>	\$ 9,804.00
<b>Security</b>	\$ 55,062.00
<b>Treatment &amp; Recovery Support</b>	\$ -
<b>Fuel &amp; Maintenance</b>	\$ 2,016.00
<b>Indirect</b>	\$ 42,708.00
<b>Total Budget</b>	\$ 1,723,811.00

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# HOUSTON RECOVERY CENTER LGC

## HRC Sobering Center

### Budget Narrative

July 1, 2021 to June 30, 2022

**SALARIES** \$ 1,090,586.00

CONSISTS OF 26.74 FULL TIME EQUIVALENT (FTEs) STAFF

-HEALTHCARE STAFF 8.20 FTEs

-RECOVERY SUPPORT STAFF 13.65 FTEs

-COUNSELING STAFF 1.09 FTE

-DATA ANALYTICS STAFF .40 FTE

-ADMINISTRATIVE STAFF 2.55 FTEs

-EXECUTIVE .85 FTE

-INCLUDES 3% MERIT INCREASE

**PAYROLL TAXES** \$ 105,935.00

CONSISTS OF TAXES PAID BY THE EMPLOYER

-FICA SOCIAL SECURITY 6.20% = \$67,616

-FICA MEDICARE 1.45% = \$15,813

-SUI = \$13,236

-WORKERS COMPENSATION INSURANCE = \$9,270

**EMPLOYEE BENEFITS** \$ 96,628.00

CONSISTS OF PREMIUMS TO INSURE EMPLOYEES

-HEALTH INSURANCE = \$78,853

-GROUP & VOLUNTARY LIFE INSURANCE = \$11,231

-RETIREMENT (3% CONTRIBUTION MATCH) = \$6,544

**PROFESSIONAL FEES** \$ 63,795.00

CONSISTS OF PROFESSIONAL FEES & SERVICES REQUIRED TO MAINTAIN  
THE OPERATIONAL RESPONSIBILITIES OF THE ORGANIZATION

-ACCOUNTING (Annual Audit) = \$8,328

-CONSULTANTS = \$21,996

-OUTSIDE CONTRACTED SERVICES = \$33,471

**SUPPLIES** \$ 26,724.00

CONSISTS OF NEEDED MATERIALS & SUPPLIES TO KEEP THE ORGANIZATION  
IN WORKING ORDER

-OFFICE SUPPLIES = \$10,039

-HEALTHCARE SUPPLIES = \$2,798

-MEDICAL SUPPLIES = \$13,887

**COMMUNICATION** \$ 27,902.00

CONSISTS OF STANDARD COMMUNICATION AND DATA SERVICES NEEDED

# HOUSTON RECOVERY CENTER LGC

## HRC Sobering Center

### Budget Narrative

#### TO OPERATE FACILITY

-TELEPHONE/TELECOMMUNICATIONS = \$11,522

-INTERNET SERVICE = \$3,667

-IT SERVICES = \$1,237

-SOFTWARE LICENSE = \$11,476

#### **TRAVEL, MEALS, TRAINING & ENTERTAINMENT** \$ 2,935.00

CONSISTS OF MONTHLY HRC STAFF MEETINGS. TRAVEL, PARKING/TOLLS AND CONFERENCE/MEETING EXPENSES

-MILEAGE REIMBURSEMENT TO/FROM SITE = \$119

-PARKING & TOLLS = \$95

-AIRFARE, HOTEL, MEALS & PERDIEM FOR OVERNIGHT STAYS = \$1,977

-EMPLOYEE REGISTRATION TRAININGS & SEMINARS = \$744

#### **OFFICE EQUIPMENT & MAINTENANCE** \$ 3,672.00

CONSISTS OF EQUIPMENT NEEDED TO OPERATE THE FACILITY

#### **LEASE, UTILITIES & FACILITY MAINTENANCE** \$ 196,044.00

CONSISTS OF SPACE LEASE, UTILITIES & GROUND MAINTENANCE

#### **MEDICAL DIRECTOR** \$ 9,804.00

TO PROVIDE MEDICAL CONSULTATION TO EMT TO INSURE CLIENT SAFETY AND QUALITY CARE STANDARDS

#### **SECURITY** \$ 55,062.00

CONSISTS OF AN OUTSIDE LAW ENFORCEMENT OFFICIAL PLUS A SUPERVISOR 7 DAYS A WEEK DURING PEAK HOURS OF 11PM TO 7AM

#### **FUEL & MAINTENANCE** \$ 2,016.00

CONSIST OF MAINTENANCE TO VEHICLES AND FUEL NEEDED ON A WEEKLY BASIS

-VEHICLE FUEL = \$1,176

-VEHICLE MAINTENANCE = \$840

#### **INDIRECT COSTS** \$ 42,708.00

CONSISTS OF MISCELLANEOUS & OPERATION COSTS THAT ARE NEEDED TO OPERATE THE PROGRAMS

-BACKGROUND SCREENINGS = \$1,470

-GENERAL LIABILITY, PROPERTY CASUALTY & AUTO INSURANCE = \$9,681

-PAYROLL PROCESSING FEES = \$8,916

-PERIODICALS, MEMBERSHIP DUES, PRINTING, POSTAGE AND FREIGHT = \$7,974

-DEPRECIATION & OTHER = \$14,667

**HOUSTON RECOVERY CENTER LGC**

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**HRC Sobering Center**

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**Budget Narrative**

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***TOTAL AMOUNT REQUESTED***

**\$ 1,723,811.00**

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# HOUSTON RECOVERY CENTER LGC

## HRC Sobering Center Budget Comparison

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Categories	Approved 2020-2021	Proposed 2021-2022	Increase (Decrease)
Salaries & Wages	\$ 1,031,823.00	\$ 1,090,586.00	\$ 58,763.00
Payroll Taxes	\$ 104,534.00	\$ 105,935.00	\$ 1,401.00
Employee Benefits	\$ 107,427.00	\$ 96,628.00	\$ (10,799.00)
Professional Fees	\$ 49,176.00	\$ 63,795.00	\$ 14,619.00
Supplies	\$ 34,073.00	\$ 26,724.00	\$ (7,349.00)
Communication	\$ 21,085.00	\$ 27,902.00	\$ 6,817.00
Travel, Meals & Training(Enter)	\$ 11,977.00	\$ 2,935.00	\$ (9,042.00)
Office Equipment & Maintenance	\$ 8,291.00	\$ 3,672.00	\$ (4,619.00)
Lease, Utilities & Facility Maintenance	\$ 262,764.00	\$ 196,044.00	\$ (66,720.00)
Medical Director	\$ 11,244.00	\$ 9,804.00	\$ (1,440.00)
Security	\$ 112,824.00	\$ 55,062.00	\$ (57,762.00)
Fuel & Maintenance	\$ 3,465.00	\$ 2,016.00	\$ (1,449.00)
Indirect	\$ 42,941.00	\$ 42,708.00	\$ (233.00)
<b>Total Budget</b>	<b>\$ 1,801,624.00</b>	<b>\$ 1,723,811.00</b>	<b>\$ (77,813.00)</b>