HOUSTON RECOVERY CENTER LGC

HRC Sobering Center

Annual Budget

July 1, 2021 to June 30, 2022

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**

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

*DRAFT*
### 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 0.40 FTE
- Administrative Staff 2.55 FTEs
- Executive 0.85 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
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
CONSISTS OF EQUIPMENT NEEDED TO OPERATE THE FACILITY

LEASE, UTILITIES & FACILITY MAINTENANCE
CONSISTS OF SPACE LEASE, UTILITIES & GROUND MAINTENANCE

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

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

FUEL & MAINTENANCE
CONSIST OF MAINTENANCE TO VEHICLES AND FUEL NEEDED ON A WEEKLY BASIS
- VEHICLE FUEL = $1,176
- VEHICLE MAINTENANCE = $840

INDIRECT COSTS
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
TOTAL AMOUNT REQUESTED $ 1,723,811.00

DRAFT
<table>
<thead>
<tr>
<th>Categories</th>
<th>Approved 2020-2021</th>
<th>Proposed 2021-2022</th>
<th>Increase (Decrease)</th>
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<tr>
<td>Salaries &amp; Wages</td>
<td>$1,031,823.00</td>
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<td>$58,763.00</td>
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<td>Communication</td>
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<td>$(9,042.00)</td>
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<td>Office Equipment &amp; Maintenance</td>
<td>$8,291.00</td>
<td>$3,672.00</td>
<td>$(4,619.00)</td>
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<td>Lease, Utilities &amp; Facility Maintenance</td>
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<td>$196,044.00</td>
<td>$(66,720.00)</td>
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<td>Medical Director</td>
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<td>Security</td>
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<td>$(1,449.00)</td>
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<td>Indirect</td>
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<td>$42,708.00</td>
<td>$(233.00)</td>
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<td>$1,723,811.00</td>
<td>$(77,813.00)</td>
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