

DRAFT

HOUSTON RECOVERY CENTER LGC

HRC

Proposed Annual Budget

07/1/2024 to 06/30/2025

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Proposed Annual Budget

07/1/2024 to 06/30/2025

Categories	2024
Salaries & Wages	\$ 910,122.00
Payroll Taxes	\$ 80,090.00
Employee Benefits	\$ 122,676.00
Professional Fees	\$ 103,236.00
Supplies	\$ 44,488.00
Communication	\$ 56,940.00
Employee program Expenses	\$ 14,904.00
Office Equipment & Maintenance	\$ 20,400.00
Facility Expenses	\$ 276,240.00
Shared Services	\$ 160,954.00
Treatment & Recovery Support	\$ -
Fleet Expenses	\$ 20,000.00
Total Budget	\$ 1,810,050.00

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Budget Comparison

Categories	Current 2023-2024	Proposed 2024-2025	Increase (Decrease)
Salaries & Wages	\$ 960,417.00	\$ 910,122.00	\$ (50,295.00)
Payroll Taxes	\$ 87,571.00	\$ 80,090.00	\$ (7,481.00)
Employee Benefits	\$ 129,215.00	\$ 122,676.00	\$ (6,539.00)
Professional Fees	\$ 81,024.00	\$ 103,236.00	\$ 22,212.00
Supplies	\$ 63,009.00	\$ 44,488.00	\$ (18,521.00)
Communication	\$ 40,403.00	\$ 56,940.00	\$ 16,537.00
Employee program Expenses	\$ 12,595.00	\$ 14,904.00	\$ 2,309.00
Office Equipment & Maintenance	\$ 17,022.00	\$ 20,400.00	\$ 3,378.00
Facility Expenses	\$ 231,096.00	\$ 276,240.00	\$ 45,144.00
Shared Services	\$ 164,354.00	\$ 160,954.00	\$ (3,400.00)
Treatment & Recovery Support	\$ -	\$ -	\$ -
Fleet Expenses	\$ 23,344.00	\$ 20,000.00	\$ (3,344.00)
Total Budget	\$ 1,810,050.00	\$ 1,810,050.00	\$ -

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Line Item detail

07/1/2024 to 06/30/2025

SALARIES	\$	910,122.00	
<i>CONSISTS OF FULL TIME EQUIVALENT (FTEs) STAFF</i>			
<i>-HEALTHCARE STAFF</i>			18.90
<i>-RECOVERY SUPPORT STAFF</i>			4.55
<i>-COUNSELING STAFF</i>			9.50
<i>-DATA ANALYTICS STAFF</i>			-
<i>-PROGRAM MANAGEMENT & SUPPORT STAFF</i>			1.95
<i>-EXECUTIVE</i>			1.70
<i>-ADMINISTRATIVE</i>			0.20
<i>-INCLUDES 3% MERIT PAYMENT</i>			1.00
 PAYROLL TAXES	 \$	 80,090.00	
<i>CONSISTS OF TAXES PAID BY THE EMPLOYER</i>			
<i>-FICA SOCIAL SECURITY 6.20%</i>			69,624.00
<i>-FICA MEDICARE 1.45%</i>			-
<i>-SUI</i>			3,640.00
<i>-WORKERS COMPENSATION INSURANCE</i>			6,826.00
 EMPLOYEE BENEFITS	 \$	 122,676.00	
<i>CONSISTS OF EMPLOYER PORTION OF BENEFITS</i>			
<i>-HEALTH INSURANCE</i>			97,398.00
<i>-GROUP & DISABILITY INSURANCE</i>			10,411.00
<i>-RETIREMENT (4% CONTRIBUTION MATCH)</i>			14,867.00
 PROFESSIONAL FEES	 \$	 103,236.00	 103,236.00
<i>CONSISTS OF PROFESSIONAL FEES & SERVICES REQUIRED TO MAINTAIN THE OPERATIONAL RESPONSIBILTIES OF THE ORGANIZATION</i>			
<i>-ACCOUNTING (Annual Audit)</i>		\$	12,192.00
<i>SUBCONTRACTOR</i>		\$	10,608.00
<i>TREATMENT SERVICES</i>		\$	-
<i>OTHER VENDOR SERVICES</i>		\$	4,080.00
<i>CONTRACTED IT SERVICES</i>		\$	9,144.00
<i>-MEDICAL DIRECTOR</i>		\$	10,800.00
<i>PAYROLL PROCESSING THIRD PARTY</i>		\$	15,228.00
<i>DOCUMENT SHREDDING (HIPA REQ)</i>		\$	5,184.00
<i>LINEN SERVICES</i>		\$	36,000.00
 SUPPLIES	 \$	 44,488.00	
<i>CONSISTS OF NEEDED MATERIALS & SUPPLIES TO KEEP THE ORGANIZATION OPERATIONAL</i>			
<i>-OFFICE SUPPLIES</i>		\$	22,110.00
<i>-CLIENT SUPPLIES</i>		\$	11,054.00
<i>-MEDICAL SUPPLIES gloves, masks, first aid, oxygen, COVID tests</i>		\$	11,324.00

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COMMUNICATION	\$	56,940.00	
<i>CONSISTS OF STANDARD COMMUNICATION AND DATA SERVICES NEEDED</i>			
-TELEPHONE/TELECOMMUNICATIONS	\$		34,209.00
-INTERNET SERVICE Mobil	\$		5,792.00
-IT SERVICES firewall & encryption	\$		1,812.00
-SOFTWARE LICENSE COMPUTER AND CLIENT TRACKING	\$		15,127.00
EMPLOYEE PROGRAM EXPENSES	\$	14,904.00	
<i>CONSISTS OF HRC STAFF Program related services</i>			
-MILEAGE REIMBURSEMENT	\$		1,080.00
-PARKING & TOLLS	\$		1,000.00
-EMPLOYEE CERTIFICATIONS & LICENSES	\$		900.00
-MEALS	\$		8,024.00
-EMPLOYEE REGISTRATION TRAININGS	\$		3,900.00
OFFICE EQUIPMENT & MAINTENANCE	\$	20,400.00	
<i>-OFFICE EQUIPMENT (copier, postage meter, computer, cell phone purchases)</i>			
			\$ 20,400.00
FLEET EXPENSES	\$	20,000.00	
<i>CONSIST OF MAINTENANCE TO VEHICLES AND FUEL NEEDED ON A WEEKLY BASIS</i>			
-VEHICLE FUEL	\$		2,500.00
-VEHICLE INSURANCE & MAINTENANCE	\$		17,500.00
FACILITY EXPENSES	\$	276,240.00	
<i>CONSISTS OF AN OUTSIDE LAW ENFORCEMENT TO SECURE PREMISES</i>			
			\$ 36,000.00
<i>RENT and CAM EXPENSES</i>			
			\$ 240,240.00
TREATMENT & RECOVERY SUPPORT	\$	-	
<i>-DETOX SERVICES</i>			
	\$		-
<i>-TREATMENT & RECOVERY SUPPORT SERVICES</i>			
	\$		-
<i>-RECOVERY HOUSING</i>			
	\$		-
SHARED SERVICES	\$	160,954.00	
<i>CONSISTS OF ADMINISTRATIVE OVERHEAD AND EXPENSES PROVIDED BY CORPORATE TO ALL GRANTS BASED ON FTE IN EACH GTRANT</i>			
-GENERAL LIABILITY, PROPERTY CASUALTY & SOCIAL SERVICE INSURANCE	\$		6,124.00
-CORPORATE RENT ALLOCATION	\$		20,847.00
-ADMINISTRATVE SALARIES & BENEFITS	\$		124,797.00
-PERIODICALS, MEMBERSHIP DUES, PRINTING,POSTAGE AND FREIGHT	\$		3,950.00
-DEPRECIATION & OTHER EXPENSES	\$		2,910.00
-CORPORATE TELEPHONE AND INTERNET	\$		2,326.00
TOTAL AMOUNT REQUESTED	\$	1,810,050.00	

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