Sierra Foothill Conservancy

Saving Natural Lands, Now and Forever

2018-2019 Proposed Budget

Draft for Review

Board of Directors Meeting May 23, 2018

SIERRA • FOOTHILL

• CONSERVANCY •

Celebrating Over 20 Years

Saving natural lands now and forever

May 16, 2018

Dear Board of Directors:

Sierra Foothill Conservancy (SFC) is pleased to present our 2018-2019 Budget. Our staff, board and volunteers have worked diligently to accelerate our momentum and the contributions of grantors, donors, businesses and foundations are making our mission objectives a reality.

In the 2018-2019 fiscal year, we will preserve and manage eight nature preserves, expand our acquisitions, continue our work to build our restoration & stewardship programs, and offer a robust education and outreach program with each of our programs serving our entire region. Our staff continue to broaden and grow the membership & donor base that will move the mission forward. The upcoming Fiscal Year will see the incredible work from staff bring even greater efficiencies, increased acreage and engaging outreach and partnerships.

In this fiscal year we anticipate adding an additional **9,900 acres** of protected lands which will take our total conserved lands up to over **38,000 acres.** Cumulatively these properties provide habitat for endangered species, clean water for people & wildlife, landscapes in process of restoration, beautiful vistas conserved, and places for people to engage in nature.

The 2018-2019 proposed budget sees the completion of several grant funded land conservation projects we have been developing over several years. We have only included Projects that were believed to have a significant chance of completion in this fiscal year, but there are other projects in development that may come to fruition which are not reflected in the budget. It is anticipated that we will continue to add infusions into the Operations Reserve, and will present plans for the projected Net Income as Cash Flow is solidified.

The 2018-2019 Fiscal Year will see staff and board work on our Land Trust Alliance Accreditation Renewal with the formal Application due in January 2019. Knowing our processes and policies align with LTA Standards and Practices proves that Sierra Foothill Conservancy has continued to meet the strategic objectives outlined by the Board and solidifies our recognition and reputation within our national network of Land Trusts.

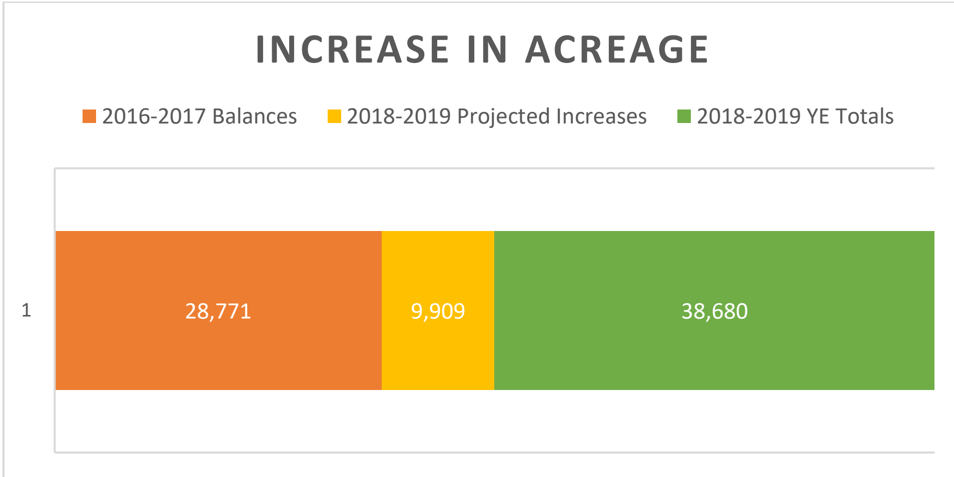
This 2018-2019 fiscal year budget was developed by analyzing the budget vs. actual numbers of the previous fiscal year, reviewing the terms of designated and temporarily restricted funds and endowments to determine appropriate withdrawals, and evaluating individual programmatic budgets and the likelihood of project funding. This proposed budget is based on the most current information we have on project timelines and reasonable income projections. The Executive Director and Operations Director will be overseeing the budget throughout the year. We will provide the Board of Directors mid-year review of the budget at the end of the second quarter.

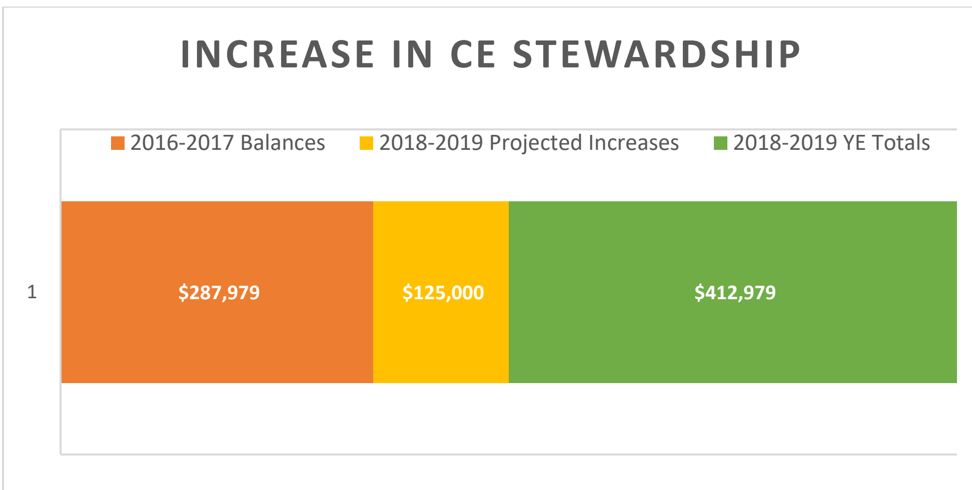
Thank you for your part that makes Sierra Foothill Conservancy a successful, innovative and growing organization. It is our shared vision and passion that advance our mission to save special places for the people and wildlife of our Sierra Foothill region.

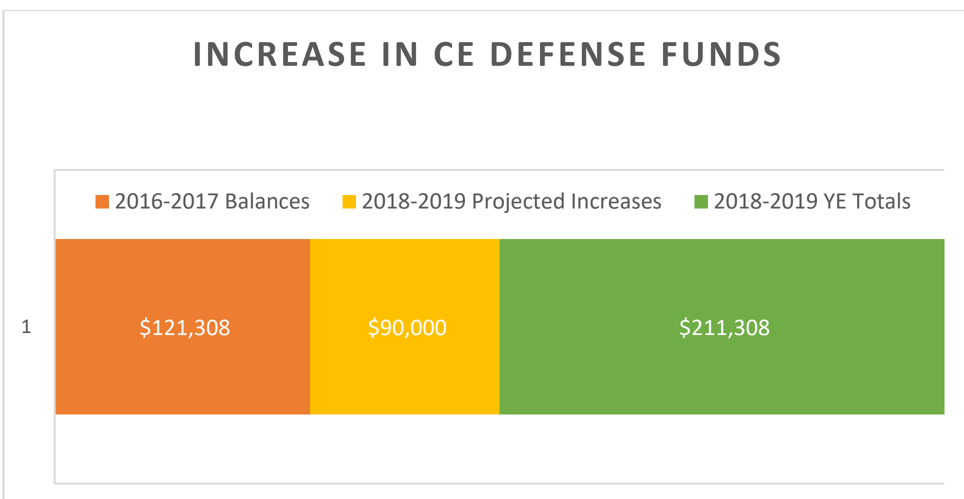
Bridget M. Fithian
Executive Director

BUDGET SUMMARY FROM THE EXECUTIVE DIRECTOR

As noted in the OTHER PROJECTED INCOME section of the budget (bottom center of the Combined Annual tab), there will be significant increases in all long-term funding categories as well as acreage.

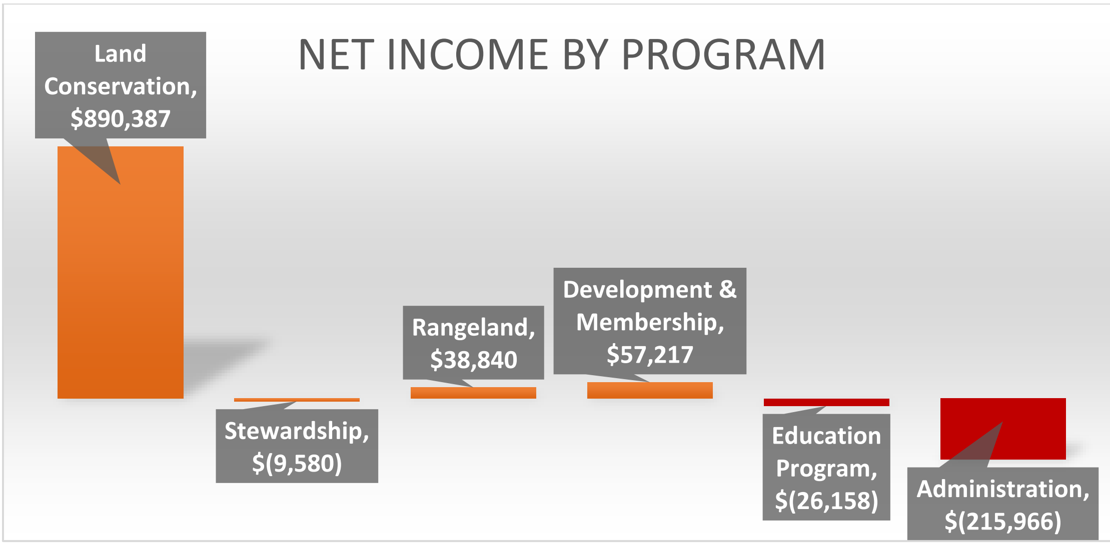






HIGHLIGHTS PROGRAM BUDGETS

We have made significant inroads in creating sustainable Program Budgets. With the hire in the 2018-2019 Fiscal Year of a new Education and Outreach Program Manager, we are setting a goal of confirming and expanding the various funding streams already in place for the E&O Program, but also identifying and pursuing new sources of grant funding.



Land Projects Closing in FY 2018-2019

- Grant Funded: Hornitos, Todisco, Drayer
- Mitigation Projects: Tesoro Viejo
- Stewardship Council Projects: Auberry, Bass Lake, Willow Creek, Manzanita Lake both Retained & Donated

The **Land Conservation Program** anticipates finalizing the Bean Creek Grant Funded work as well as the SNC Clark's Valley Grant.

The **Stewardship Program** has allocated funds for a Polaris and Trailer to be used for CE Monitoring and kept at the Mariposa Office to alleviate the logistical challenges of moving equipment back and forth. Included are funds to replace damaged and faded Preserve Signage in various CE's and Preserves.

Not included in the budget are funds for NRCS Projects on the various Preserves as we wait for word on NRCS Program Focus. Stewardship Staff are prepared to respond to the Grant Program once it is announced.

The Development & Membership Program continues to build on the success of previous years fundraising and membership recruitment with the goal to increase our Member Retention Percentage, Average Donor Gift, and broaden both the Monthly Contributor list of donors as well as those identified in our Planned Giving Program.

Education and Outreach was awarded two large grants; Youth Outside which focuses on the formalization of the Youth Ambassador Program and the CA State Parks Grant which will upgrade the trails, signage, education and outreach on the Stockton Creek Preserve. Continuing to pursue grants to fund the Youth Education Program while also identifying local Family Foundations to provide block grants to further fund this highly regarded Program.

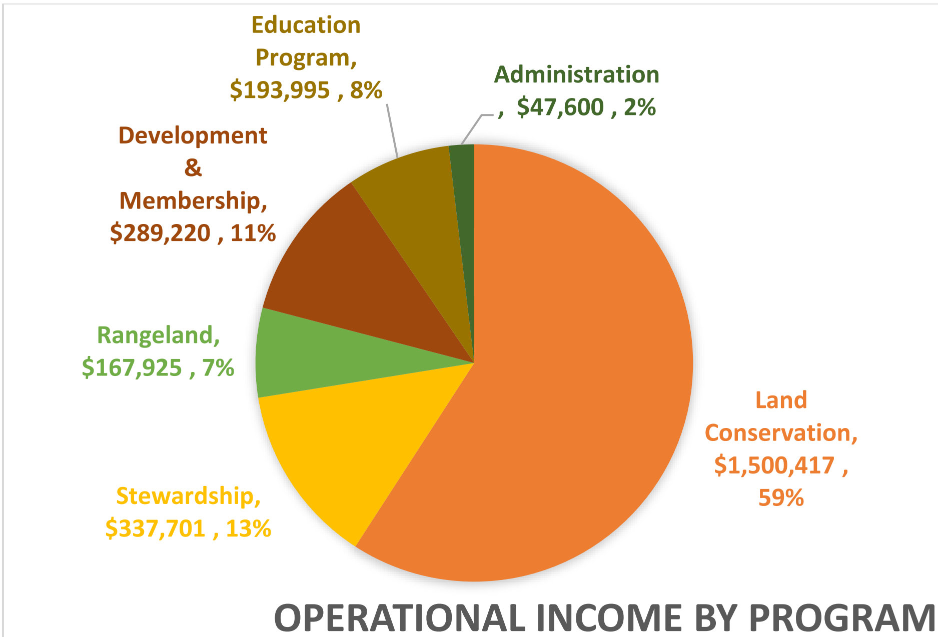
Admin/Operations was awarded a $7,500 LTA Excellence Grant for work on the design and print of an Annual Report and Communications Plan.

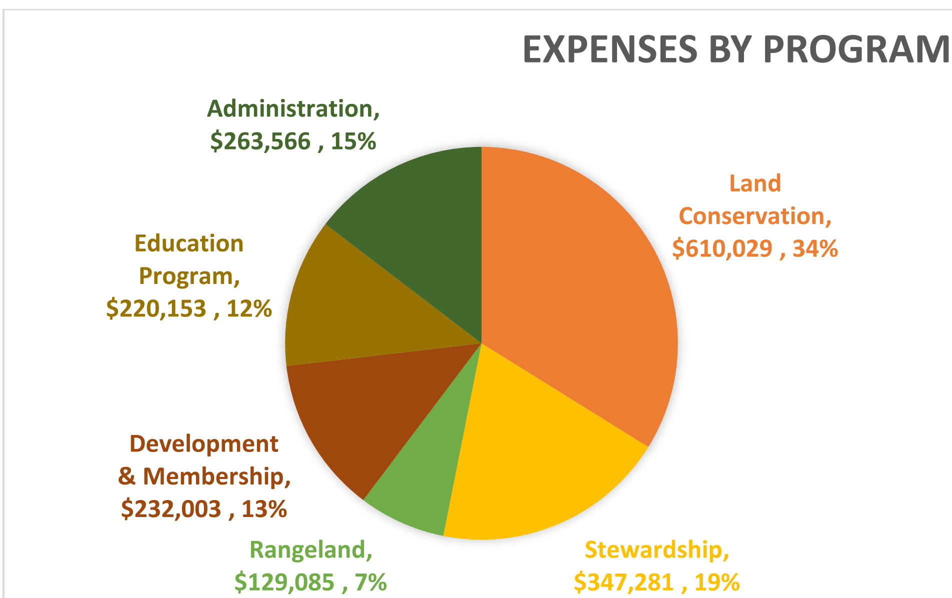
Regarding Personnel and Employee Benefits:

This budget includes a FT Education Program Manager to replace Rosanna with recruitment beginning in July 2018. Our goal is for a start date of mid-August.

We are anticipating a 10% increase in **medical benefit costs** which are included.

There are no anticipated changes in Employee Benefits, though we are expanding the current Cell Phone Reimbursement Program to include the following roles: Stewardship Program Manager, Conservation Project Manager/Biologist, Development and Membership Coordinator and to be hired Education Program Manager. **This adds an additional $6,000 to the Annual Budget.**





Sierra Foothill Conservancy

2018-2019 DRAFT Annual Budget

July 2018-June 2019

Projected Net Income
$ 515,865

	2018-2019 Draft Annual Budget	**2017-2018 Approved Budget**	**% Increase (Decrease)**	**FYI Actual through March 2018**	**Annual Program Budgets** Land Conservation Program	Stewardship Program	Rangeland Program	Development & Membership Program	Education & Outreach Program	Admin/ Operations
Combined Income										
40000 CONTRIBUTED REVENUE										
40200 Temporarily Restricted										
40210 Temp Restricted Grant Income	$ 837,117	$ 967,907	-14%	$ 388,844	$ 615,637	$ 33,230	$ -	$ 1,000	$ 182,250	$ 5,000
40220 Temp Restricted Contributions	$ 146,070	$ 217,520	-33%	$ 31,000	$ 135,000	$ 7,950	$ -	$ -	$ 3,120	$ -
Total 40200 Temporarily Restricted	**$ 983,187**	**$ 1,185,427**		**$ 419,844**	**$ 750,637**	**$ 41,180**	**$ -**	**$ 1,000**	**$ 185,370**	**$ 5,000**
40300 Unrestricted										
40310 Unrestricted Contributions	$ 804,500	$ 200,900	300%	$ 151,357	$ 642,500	$ -	$ -	$ 162,000	$ -	$ -
40320 Membership Dues	$ 32,000	$ 30,000	7%	$ 22,360	$ -	$ -	$ -	$ 32,000	$ -	$ -
40330 Special Events & Programs	$ 102,845	$ 75,300	37%	$ 11,495	$ -	$ -	$ -	$ 94,220	$ 8,625	$ -
40340 Unrestricted Grants	$ -	$ -		$ 13,525	$ -	$ -	$ -	$ -	$ -	$ -
Total 40300 Unrestricted	**$ 939,345**	**$ 306,200**		**$ 198,737**	**$ 642,500**	**$ -**	**$ -**	**$ 288,220**	**$ 8,625**	**$ -**
Total 40000 CONTRIBUTED REVENUE	$ 1,922,532	$ 1,491,627								
Net Assets Released from PR Funding	**$ 301,778**	**$ 275,609**	9%	**$ 325,254**	**$ -**	**$ 271,778**	**$ -**	**$ -**	**$ -**	**$ 30,000**
Other Unearned Income	**$ -**	**$ -**			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
43000 EARNED REVENUE										
43100 Grazing Income	$ 114,068	$ 105,574	8%	$ 29,914	$ -	$ 23,043	$ 91,025	$ -	$ -	$ -
43200 Fee for Services	$ 185,880	$ 156,700	19%	$ 190,486	$ 107,280	$ 1,700	$ 76,900	$ -	$ -	$ -
43300 Rent Income	$ 12,600	$ 12,600	0%	$ 7,700	$ -	$ -	$ -	$ -	$ -	$ 12,600
Total 43000 EARNED REVENUE	**$ 312,548**	**$ 304,989**		**$ 228,100**	**$ 107,280**	**$ 24,743**	**$ 167,925**	**$ -**	**$ -**	**$ 12,600**
Total Income	**$ 2,536,858**	**$ 2,072,225**	22%	**$ 1,171,936**	**$ 1,500,417**	**$ 337,701**	**$ 167,925**	**$ 289,220**	**$ 193,995**	**$ 47,600**

Combined Expenses	2018-2019 Draft Annual Budget	2017-2018 Approved Budget	% Increase (Decrease)	FYI Actual through March 2018	Annual Program Budgets: Land Conservation Program	Stewardship Program	Rangeland Program	Development & Membership Program	Education & Outreach Program	Admin/ Operations
61000 Payroll Expenses / Salary Wages	$ 718,867	$ 681,203	6%	$ 480,141	$ 211,641	$ 131,188	$ 37,923	$ 77,920	$ 106,055	$ 154,140
61215 Reimbursed Payroll Expenses	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
61250 BENEFITS AND TAXES										
61255 Workers Comp	$ 13,728	$ 18,254	-25%	$ 12,954	$ 3,068	$ 2,620	$ 711	$ 1,875	$ 2,229	$ 3,225
61260 Medical Benefits	$ 53,714	$ 32,447	66%	$ 24,348	$ 14,844	$ 9,589	$ 3,009	$ 6,047	$ 8,220	$ 12,006
67325 Group Life Insurance	$ 600	$ -		$ 396	$ -	$ -	$ -	$ -	$ -	$ 600
61265 Retirement Benefits	$ 21,566	$ 20,436	6%	$ 12,946	$ 6,349	$ 3,936	$ 1,138	$ 2,338	$ 3,182	$ 4,624
61270 Payroll Taxes	$ 79,435	$ 75,273	6%	$ 44,544	$ 23,386	$ 14,496	$ 4,190	$ 8,610	$ 11,719	$ 17,032
Total 61250 BENEFITS AND TAXES	$ 169,043	$ 146,410	15%	$ 95,189	$ 47,648	$ 30,640	$ 9,049	$ 18,869	$ 25,349	$ 37,487
Total 61000 PERSONNEL	**$ 887,910**	**$ 827,613**		**$ 575,330**	**$ 259,289**	**$ 161,828**	**$ 46,972**	**$ 96,789**	**$ 131,404**	**$ 191,627**
63000 CONSULTANTS/CONTRACTORS										
63005 Accounting	$ 16,600	$ 14,500	14%	$ 16,092	$ 2,667	$ 2,667	$ 2,667	$ 2,667	$ 2,667	$ 3,267
63010 Consulting	$ 8,000	$ 8,000	0%	$ 1,560	$ 2,000	$ -	$ -	$ -	$ -	$ 6,000
63015 Contracted Services	$ 387,064	$ 540,525	-28%	$ 306,598	$ 253,831	$ 88,232	$ 38,500	$ 750	$ -	$ 5,751
63020 Legal Fees	$ 35,900	$ 36,000	0%	$ 30,801	$ 35,900	$ -	$ -	$ -	$ -	$ -
63035 Interns	$ 750	$ -		$ -	$ -	$ -	$ -	$ -	$ 750	$ -
Total 63000 CONSULTANTS/CONTRACTORS	**$ 448,314**	**$ 599,025**		**$ 355,051**	**$ 294,398**	**$ 90,899**	**$ 41,167**	**$ 3,417**	**$ 3,417**	**$ 15,018**
64000 EQUIPMENT										
64005 Office Equipment and Repairs	$ 2,000	$ 15,900	-87%	$ 4,289	$ 333	$ 333	$ 333	$ 333	$ 333	$ 333
64010 Maintenance Equipment & Repairs	$ 19,960	$ 7,500	166%	$ 3,964	$ -	$ 17,500	$ 2,460	$ -	$ -	$ -
Total 64000 EQUIPMENT	**$ 21,960**	**$ 23,400**		**$ 8,253**	**$ 333**	**$ 17,833**	**$ 2,793**	**$ 333**	**$ 333**	**$ 333**
65000 MATERIALS AND SUPPLIES										
65005 Office Supplies	$ 6,600	$ 4,300	53%	$ 7,071	$ 1,100	$ 1,100	$ 1,100	$ 1,100	$ 1,100	$ 1,100
65610 Program Materials & Supplies	$ 84,153	$ 29,170	188%	$ 3,027	$ 13,423	$ 17,500	$ -	$ -	$ 53,230	$ -
65015 Building Maintenance	$ 5,000	$ 2,400	108%	$ 23,868	$ -	$ 5,000	$ -	$ -	$ -	$ -
65020 Property Maintenance	$ 7,650	$ 58,956	-87%	$ 19,968	$ -	$ 7,650	$ -	$ -	$ -	$ -
Total 65000 MATERIALS AND SUPPLIES	**$ 103,403**	**$ 94,826**		**$ 53,934**	**$ 14,523**	**$ 31,250**	**$ 1,100**	**$ 1,100**	**$ 54,330**	**$ 1,100**
67000 PROGRAM SUPPORT										
67100 Automobile Expense	**$ 21,000**	**$ 900**	2233%	**$ 13,505**	**$ 3,000**	**$ 3,000**	**$ 6,000**	**$ 3,000**	**$ 3,000**	**$ 3,000**
67150 Travel and Meals	**$ 36,527**	**$ 29,558**	24%	**$ 12,115**	**$ 13,887**	**$ 11,485**	**$ -**	**$ 5,400**	**$ -**	**$ 5,755**
67160 Office Rent	**$ 16,944**	**$ 16,800**	1%	**$ 12,710**	**$ 3,240**	**$ 3,240**	**$ 1,992**	**$ 3,240**	**$ 1,992**	**$ 3,240**
67205 Gas and Electric	**$ 6,000**	**$ 4,644**	29%	**$ 5,520**	**$ 1,362**	**$ 1,362**	**$ 276**	**$ 1,362**	**$ 276**	**$ 1,362**
67210 Sanitation & Garbage	**$ 8,256**	**$ 4,515**	83%	**$ 5,367**	**$ 1,500**	**$ 2,700**	**$ 528**	**$ 1,500**	**$ 528**	**$ 1,500**
67215 Telephone & Telecomm	**$ 17,086**			**$ 7,878**	**$ 3,381**	**$ 5,074**	**$ 408**	**$ 2,378**	**$ 2,378**	**$ 3,467**

	2018-2019 Draft Annual Budget	2017-2018 Approved Budget	% Increase (Decrease)	FYI Actual through March 2018	Annual Program Budgets: Land Conservation Program	Stewardship Program	Rangeland Program	Development & Membership Program	Education & Outreach Program	Admin/ Operations
67305 Liability Insurance	$ 21,581	$ 16,182	33%	$ 11,088	$ 2,156	$ 6,468	$ 6,480	$ 2,160	$ 2,160	$ 2,156
67310 Director and Employee Liability	$ 3,840	$ 3,840	0%	$ 3,604	$ 100	$ 100	$ -	$ -	$ -	$ 3,640
67315 Risk Insurance	$ 1,981	$ 1,344	47%	$ 2,168	$ -	$ 1,981	$ -	$ -	$ -	$ -
Total 67300 Insurance	**$ 33,402**	**$ 26,366**	27%	**$ 20,072**	**$ 3,256**	**$ 9,549**	**$ 7,480**	**$ 3,160**	**$ 3,160**	**$ 6,796**
67400 Communication and Website	**$ 18,507**	**$ 19,311**	-4%	**$ 12,885**	**$ 36**	**$ 1,236**	**$ -**	**$ 10,242**	**$ 6,993**	**$ -**
67420 Conferences and Training	**$ 33,410**	**$ 20,700**	61%	**$ 16,483**	**$ -**	**$ -**	**$ -**	**$ 2,000**	**$ 1,500**	**$ 29,910**
67440 Dues	**$ 12,642**	**$ 12,000**	5%	**$ 23,434**	**$ 2,060**	**$ 2,060**	**$ 2,060**	**$ 2,345**	**$ 2,060**	**$ 2,060**
67460 Education & Community Relations	**$ -**	**$ 5,000**	-100%	**$ 2,734**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
67480 Licenses, Fees and Permits	**$ 12,425**	**$ 3,050**	307%	**$ 4,648**	**$ 4,265**	**$ 2,765**	**$ -**	**$ 1,765**	**$ 1,765**	**$ 1,865**
67485 Credit Card & Bank Fees	**$ 3,000**	**$ 500**	500%	**$ 2,475**	**$ -**	**$ -**	**$ -**	**$ 2,100**	**$ 900**	**$ -**
67500 Member and Outreach Events	**$ 76,440**	**$ 16,850**	354%	**$ 24,539**	**$ 5,500**	**$ -**	**$ -**	**$ 70,940**	**$ -**	**$ -**
67520 Postage and Delivery	**$ 5,199**	**$ 4,064**	28%	**$ 3,667**	**$ -**	**$ -**	**$ 600**	**$ 4,032**	**$ 567**	**$ -**
67540 Printing and Copying	**$ 23,050**	**$ 8,560**	169%	**$ 14,386**	**$ -**	**$ -**	**$ 600**	**$ 16,900**	**$ 5,550**	**$ -**
67560 Property Tax	**$ 3,000**	**$ 6,500**	-54%	**$ (598)**	**$ -**	**$ 3,000**	**$ -**	**$ -**	**$ -**	**$ -**
67600 Other Program Support	**$ -**	**$ 2,500**		**$ 617**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
67605 Misc. General/Admin Expense	**$ -**	**$ -**			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
67615 Grazing Fees	**$ 17,518**	**$ 10,500**	67%		**$ -**	**$ -**	**$ 17,518**	**$ -**	**$ -**	**$ -**
Total 67000 PROGRAM SUPPORT	**$ 344,406**	**$ 192,318**	79%	**$ 174,559**	**$ 41,487**	**$ 45,471**	**$ 37,054**	**$ 130,364**	**$ 30,669**	**$ 55,488**
Total Expenses	**$ 1,805,993**	**$ 1,737,182**	4%	**$ 1,167,126**	**$ 610,029**	**$ 347,281**	**$ 129,085**	**$ 232,003**	**$ 220,153**	**$ 263,566**
Net Operating Income	$ 730,865	$ 335,044	118%		$ 890,387	$ (9,580)	$ 38,840	$ 57,217	$ (26,158)	$ (215,966)
Income Transferred to Long Term Funds	$ (215,000)	$ (75,044)	186%							
	$ 515,865	$ 260,000	98%							

OTHER PROJECTED INCOME (Seen in Balance Sheet)

	2017-2018 Balances	2018-2019 Projected Increases	2018-2019 YE Totals	Additional % Increase
CE STEWARDSHIP FUNDS	$ 570,379	$ 125,000	$ 695,379	18%
CE DEFENSE FUNDS	$ 171,308	$ 90,000	$ 261,308	34%
MITIGATION ENDOWMENT/FUND	$ 8,821,528	$ 3,093,260	$ 11,914,788	26%
ACREAGE	31,569	9,909	41,478	24%