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To: UPC Board of Directors

From: Rick Dunkerly

RE: 2010 Budget Executive Summary

Within this package are the 2010 UPC budget and the associated detail, formatted as you have seen it over the past few years. This year I am adding this summary of major points of interest and difference from the previous year's budget, in hopes of making the process more streamlined for you.

- Staff Salary-Increase of \$79,884 over the 2009 budget. This increase includes 2% for salaries and the addition of the Webmaster discussed in July's board meeting. The addition of this person was pending staff covering the cost somewhere within the budget. The expense including salary at the loaded labor rate and associated equipment, was covered by reducing \$10,000 from Locate Rodeo funding, \$5,000 from Locate Excellence funding and \$48,450 from the Public Education budget.
- CSR Salary-Increase of \$31,974 over the 2009 budget. This includes a 2% increase for salaries and no change in headcount over 2009.
- Group Benefits-Increase of \$166,335 over the 2009 budget. Includes the additional one in headcount and 15% for anticipated premium increases.
- Systems Maintenance-Reduced by \$21,885 from the 2009 budget. This cost is based on actual anticipated costs for the maintenance of our systems for 2010. The detail is located in the IT budget section of the package.
- Manager's Expense-Reduced by \$20,000 from the 2009 budget. The use of "Go to Meeting" and the streamlining of our travel needs over-all allow for this decrease.
- Telecommunications-Reduced by \$77,000 from the 2009 budget. By the end of this year we will have completed the switch from our old carrier to our new one. This reduction is based on the actual costs we will incur with our new carrier in 2010. As this is a new relationship and cost can vary with call volume we have placed one month expected expense in reserve.
- Capital Expense-Reduced by \$38,171 from the 2009 budget. 2010 is a simply a down year for this line item and this number you have seen in past three year plans at strategic sessions. We are not cutting any rotations of equipment or needed upgrades.
- **Total Expense-Reduced by \$21,587 from the 2009 budget.**

The budget document in the package contains the entire budget by line item for your review, including 2009 budget, 2009 projected and the 2010 budget. The above are simply the highlights designed to answer the most anticipated questions. I remain at your call for any question, comment or concern.