



February 5, 2008

Mr. Roger Stancil
Town Manager
Town of Chapel Hill

Re: Revised budget request

Board of Directors

Marceia Blake
President
Gordon Merklein
Vice President
Michael Hansen
Secretary
Jim Tucker
Treasurer

Mary Bratsch
John Cooper
Laurin Easthom
Sabrina Farrar
Valerie Foushee
Gary Giles
Dwayne Pinkney
Katherine Reynolds
Mary Jean Seyda
Jacquelyn Gist

Robert Dowling
Executive Director

Funding Provided by:

Town of Chapel Hill
Orange County
Town of Carrboro
Town of Hillsborough

PO Box 307
104 Jones Ferry Road
Suite C
Carrboro, NC 27510
919.967.1545
Fax 919.968.4030
www.ochlt.org

Dear Roger:

The board of Orange Community Housing and Land Trust met for their annual retreat this past Saturday and determined that the budget they had approved in January was inadequate to meet the organizations needs. Spurred by comments from the Council last week, the board had an in-depth discussion about how the Land Trust will manage the increased volume of housing that is expected of us. After much discussion, the board believes that we have been too timid in our budget requests, and that we tend to underestimate the resources needed to be successful.

The attached budget reflects the board's wishes to increase staffing and provide greater salary increases to current staff. Council member Easthom was present for the budget discussion and can provide you with additional background. She also recommended that we bring this revised budget back to the Council as soon as possible.

Rather than wait for the next budget hearing, I thought it was best to provide you with this revised budget request, which includes an additional \$22,000 above our previous request. I am happy to come before the Council whenever you think it would be appropriate.

Roger, I believe this revised budget is more realistic if the Land Trust is going to be a sustainable organization moving forward. I'm happy to discuss this with you at your convenience. Please let me know if you have any questions.

Sincerely,

Robert Dowling
Robert Dowling
Executive Director

cc: Laurin Easthom

Orange Community Housing and Land Trust

Draft Operating Budget				
2008-2009				
Feb 4 2008		Approved	Original	Revised
		Budget	Draft	Draft
		2007-08	2008-09	2008-09
Core Income				
	Chapel Hill	153,000	178,000	200,000
	Orange County	149,000	174,000	200,000
	Carrboro	26,000	30,000	34,000
	Hillsborough	2,500	2,500	4,000
	Total Core Funding	330,500	384,500	438,000
Other income				
	HOME funds	30,000	30,000	55,000
	EDI Grant (2002)	6,000	0	0
	Fee Income	40,000	50,000	50,000
	Donations	30,000	30,000	30,000
	Land lease income	19,800	20,460	20,460
	EDI Grant	15,000	5,000	5,000
	Interest Income	12,000	17,000	15,000
	Net rental income	3,000	5,000	5,000
	Homebuyer Class Donations	1,500	0	0
	Miscellaneous Income	500	500	500
	Fund Balance		3,984	2,848
	Total Other Income	157,800	161,944	183,808
	TOTAL INCOME	488,300	546,444	621,808
EXPENSES				
Personnel Expenses				
	Executive Director	60,000	63,000	75,000
	Operations Manager (6 mos.)	0	0	28,000
	Construction Manager	48,000	51,000	53,000
	Sales & Marketing Mgr	41,000	44,000	48,000
	Property Manager	48,000	46,000	50,000
	Land Trust Project Mgr	46,500	48,500	52,000
	Marketing Associate	23,237	36,000	42,000
	Communications admin	35,000	37,000	42,000
	Office clerical	10,000	20,800	20,800
	Health insurance	30,600	39,690	42,690
	Payroll Taxes	27,277	30,301	31,310
	Retirement plan	9,352	10,389	12,324
	Dental insurance	2,448	3,024	3,024
	Discretionary staff bonuses	4,000	4,000	4,000
	Subtotal Personnel	385,414	433,704	504,148
Operating Expenses				

	Office Rent	18,000	18,000	18,000
	Accounting/Audit	13,500	13,500	13,500
	Insurance	7,000	8,000	8,500
	Realtor Expenses	7,000	7,000	7,000
	Training	5,000	6,000	8,000
	Telephone/Internet	5,080	5,080	5,500
	Printing	4,000	4,500	4,500
	Travel	4,000	4,000	4,000
	Marketing/Advertising	3,500	4,000	5,000
	Memberships/Publications	3,000	3,500	3,500
	Office utilities	3,180	3,360	3,360
	Board Expenses	3,000	3,000	3,000
	Postage	3,000	3,000	3,000
	Project expenses	3,500	3,000	3,000
	Legal	3,000	3,000	3,000
	Consulting Services	3,000	3,000	3,000
	Equipment/Furniture	3,000	3,000	4,000
	Property management expenses	0	3,000	3,000
	Office Supplies	2,500	2,500	2,500
	Management consultant	2,400	2,400	2,400
	Payroll Service	2,300	2,400	2,400
	Development expenses	2,000	2,000	2,000
	Meetings/Miscellaneous	1,500	1,500	1,500
	Storage	1,200	1,500	1,500
	Banking services	1,000	1,500	1,500
	Membership events	1,000	1,000	1,000
	Subtotal Operating Expenses	105,660	112,740	117,660
	TOTAL ALL EXPENDITURES	491,074	546,444	621,808
	NET INCOME (LOSS)	(2,774)	(0)	(0)