



Preserving Virginia's scenic, natural, historic, recreational,  
and open-space lands for future generations.

## **Fiscal Year 2017 Proposed General Operating Budget**

The proposed FY2017 does not fully fund VOF's needs; five positions open due to voluntary attrition over the past eighteen months remain unfilled in this budget and TerraTrac, the comprehensive database designed to manage all projects (easements, owned lands, etc.) from inception to perpetual stewarding remains unfunded. VOF's base expenses currently exceed reliable revenues and will continue to do so until existing streams can be improved or new developed. The FY2017 budget funds current programs by expanding user fees on new easement donors and existing easement owners while making modest investments in initiatives to improve or create new revenue streams for the future.

Fiscal Year 2017 is the first of a three year plan to re-focus on expanding existing non-General Fund revenues such as the Fee for open-space preservation (\$1 Deed Recordation fee under 58.1-817 Code of Virginia), creating new where possible and also fully developing private philanthropic opportunities. The Long Term Outlook chart further illustrates the need for additional revenues in the near future.

### **Revenue Detail:**

This budget estimates modest increases in most categories; private contributions, the Recordation fees as Norfolk comes online for the full year after Hermitage easement recorded, BDR fees now fully implemented plus the new processing fees (see Fee Schedule for detail). Notable exception is the Land Preservation Credit fees which are expected to continue to decline due to recent changes to the credit program including reduction to the credits available from \$100M to \$75M. The proposed budget continues the policy of covering legal services including those from the Office of the Attorney General (OAG) and outside counsel procured through the OAG from the Legal Defense Fund rather than revenue received in the upcoming fiscal year.

### **Expense Detail:**

#### **5100 Personal Services**

Includes salary and benefit costs for the current 38 full and part-time positions plus 3% COLA and limited funds for non-continuing support positions.

### **5300 Professional/Other Services**

Includes services from the Office of the Attorney General, outside counsel (House Mt. suit), Audit/Financial services; FY17 additions services related to strategic planning, fundraising, financial oversight: \$32,500

### **5400 IT**

FY17 decrease resulting from new internet and IT managed services contracts.

### **5500 General Services**

FY17 decrease due to savings in print/copy contracts: \$-2,500

### **5520 Telephone**

FY17 decrease due to savings in line costs to reflect staff preference for mobile devices

### **5540 Office Costs**

FY17 decrease \$-12,000 as offices shrink to accommodate increased telecommuting and space sharing

### **5560 Training**

FY17 decrease \$-2,700

### **5570/75 Education and Fundraising**

FY17 decrease from the 50<sup>th</sup> Anniversary special budget but not back to previous base budget to reflect increased focus on private fundraising.

### **Capital Needs:**

11 vehicles only 2 of which are less than 5 years old. Recommend \$55,500 to replace two in upcoming year.

# Virginia Outdoors Foundation

## Budget vs. Actuals: General Operations - FY16 and FY17

	Total				FY17	
	Actual	Estimate to 6.30	FY16 Approved	variance	Proposed	variance
<b>Income</b>						
4000 Program Specific Revenue	14,000	14,000			0	
4100 Unrestricted Contributions & Grants	51,945	56,845	60,000	<b>-5.55%</b>	65,000	8%
4110 General Fund Appropriations	1,752,750	1,752,750	1,752,750		1,752,750	0%
4120 Investment Earnings	1,500	2,100	1,000	<b>52.38%</b>	3,500	71%
4200 Recordation Fees	450,444	530,000	525,000	<b>0.94%</b>	545,000	4%
4220 Cost Recoveries	39,300	89,300	7,500	<b>91.60%</b>	50,000	85%
4230 LPC Transfer Fees		485,000	625,000	<b>-28.87%</b>	400,000	-56%
BDR/New Processing fees	0	15,000			225,000	100%
OAG/Other Legal Svcs from Defense Fund	80,000	121,800	85,000	<b>30.21%</b>	122,500	31%
Priority Spending Applied	85,000	103,480	0		0	
<b>Total Income</b>	<b>2,474,939</b>	<b>3,170,275</b>	<b>3,056,250</b>	<b>3.60%</b>	<b>3,163,750</b>	<b>3%</b>
<b>Expenses</b>						
5100 Personal Services	1,944,200	2,435,319	2,540,000	<b>-4.30%</b>	2,485,000	-2%
5300 Professional/Other Services	93,900	141,000	103,000	<b>26.95%</b>	175,000	41%
5400 IT Goods and Services	203,775	240,100	150,000	<b>37.53%</b>	145,000	-3%
5500 General Services	41,559	38,300	38,000	<b>0.78%</b>	35,500	-7%
5520 Telephone	47,866	55,400	52,000	<b>6.14%</b>	50,000	-4%
5530 Insurance	6,234	6,234	7,000	<b>-12.29%</b>	6,100	-15%
5540 Office Costs	106,410	125,800	128,000	<b>-1.75%</b>	116,000	-10%
5550 Travel Expenses	14,000	29,500	38,500	<b>-30.51%</b>	32,000	-20%
5560 Training and Development	5,755	7,800	15,000	<b>-92.31%</b>	12,300	-22%
5570 Education/Outreach	14,000	49,000	50,000	<b>-2.04%</b>	10,000	-400%
5575 Fundraising/Development	2,600	8,580	10,000	<b>-16.55%</b>	17,350	42%
5600 Supplies & Materials	17,200	23,000	40,000	<b>-73.91%</b>	24,000	-67%
VRS balance owed		118,000			55,500	
<b>Vehicles</b>						
<b>Total Expenses</b>	<b>2,497,499</b>	<b>3,278,033</b>	<b>3,171,500</b>		<b>3,163,750</b>	<b>0%</b>
<b>Net Operating Income</b>	<b>-22,560</b>	<b>-107,758</b>	<b>-115,250</b>		<b>0</b>	

**Virginia Outdoors Foundation  
Long Term Outlook for Planning- General Operating Budget**

	FY16 (estimated)	% Change	FY17	% Change	FY18	% Change	FY19	% Change	FY20	% Change	FY21	% Change	FY22	% Change	FY23	% Change	FY24
<b>Income</b>																	
40010 Contributions & Grants	70,800	-8%	65,000	15%	75,000	27%	95,000	21%	115,000	17%	135,000	19%	160,000	13%	180,000	11%	200,000
40040 Recoradation Fees	530,000	3%	545,000	4%	565,000	4%	585,000	-4%	560,000	0%	560,000	0%	560,000	0%	560,000	0%	560,000
40051 Interest	2,100	67%	3,500	0%	3,500	14%	4,000	13%	4,500	11%	5,000	10%	5,500	9%	6,000	8%	6,500
40080 General Fund Appropriation	1,752,750	0%	1,752,750	0%	1,752,750	0%	1,752,750	0%	1,752,750	0%	1,752,750	0%	1,752,750	0%	1,752,750	0%	1,752,750
4220 Cost Recoveries	89,000	-44%	50,000	0%	50,000	0%	50,000	0%	50,000	5%	52,500	3%	54,075	3%	55,697	4%	57,647
4230 LPC Transfer fees	485,000	-18%	400,000	-12.5%	350,000	-14%	300,000	-33%	200,000	-25%	150,000	-33%	100,000	-25%	75,000	0%	75,000
Priority Spending Allocated	103,500		0														
BDR Fees	12,000		165,000		255,000		300,000		270,000		255,000		240,000		225,000		225,000
New Processing fee	0		60,000		150,000		127,500		120,000		135,000		127,500		135,000		127,500
New Revenue/s Needed (undetermined)									300,000		500,000		500,000		600,000		700,000
<b>Total Income</b>	<b>3,045,150</b>	<b>0%</b>	<b>3,041,250</b>	<b>5%</b>	<b>3,201,250</b>	<b>0%</b>	<b>3,214,250</b>	<b>5%</b>	<b>3,372,250</b>	<b>5%</b>	<b>3,545,250</b>	<b>-1%</b>	<b>3,499,825</b>	<b>3%</b>	<b>3,589,447</b>	<b>3%</b>	<b>3,704,397</b>
<b>Total Income</b>	<b>3,045,150</b>	<b>0%</b>	<b>3,041,250</b>		<b>3,201,250</b>		<b>3,214,250</b>		<b>3,372,250</b>		<b>3,545,250</b>		<b>3,499,825</b>		<b>3,589,447</b>		<b>3,704,397</b>
<b>Expenses</b>																	
5120 Salaries & Benefits	2,557,800	-3%	2,485,000	2.0%	2,534,700	2.0%	2,585,394	3%	2,662,956	3%	2,742,844	2%	2,797,701	1%	2,825,678	0%	2,835,678
5300 Professional/Other Services	161,000	-67%	52,500	5%	55,000	2%	56,100	2%	57,222	2%	58,366	2%	59,534	2%	60,724	2%	61,939
5400 IT Goods and Services	240,100	-40%	145,000	1%	146,450	2%	149,379	3%	153,860	1%	155,399	1%	156,953	2%	160,092	2%	163,294
5500 Program Expenses	263,034	-5%	249,250	1%	251,743	2%	256,777	3%	264,481	2%	269,770	2%	275,166	2%	280,669	2%	286,282
5600 Materials & Supplies	23,000	4%	24,000	1%	24,240	2%	24,725	2%	25,219	2%	25,724	2%	26,110	2%	26,632	2%	27,164
5575 Fundraising/Development	57,580	-48%	30,000	33%	40,000	2%	40,800	0%	40,800	2%	41,616	2%	42,448	2%	43,297	2%	44,163
Capital Purchases (vehicles)			55,500		75,000		75,000								25,000		25,000
<b>Total Expenses</b>	<b>3,302,514</b>	<b>-8%</b>	<b>3,041,250</b>	<b>3%</b>	<b>3,127,133</b>	<b>2%</b>	<b>3,188,175</b>	<b>1%</b>	<b>3,204,538</b>	<b>3%</b>	<b>3,293,720</b>	<b>2%</b>	<b>3,357,912</b>	<b>2%</b>	<b>3,422,093</b>	<b>1%</b>	<b>3,443,521</b>
<b>Net Operating Income</b>	<b>(257,364)</b>		<b>0</b>		<b>74,118</b>		<b>26,075</b>		<b>167,712</b>		<b>251,530</b>		<b>141,913</b>		<b>167,354</b>		<b>260,875</b>
Non-Revenue or Expense Adjustments:																	
Reserve Fund Applied to Current FY	1,679,000		1,421,636		1,299,136		1,278,254		1,209,328		1,282,040		1,438,570		1,440,484		1,440,484
Legal Services (OAG & Outside)	(141,800)		(122,500)		(95,000)		(95,000)		(95,000)		(95,000)		(140,000)				
Operating deficit	(115,564)		0		74,118		26,075		167,712		251,530		141,913				
<b>Net Easement Defense Fund Balance</b>	<b>1,421,636</b>		<b>1,299,136</b>		<b>1,278,254</b>		<b>1,209,328</b>		<b>1,282,040</b>		<b>1,438,570</b>		<b>1,440,484</b>		<b>1,440,484</b>		<b>0</b>

**RESOLUTION**

**A RESOLUTION OF THE VIRGINIA OUTDOORS FOUNDATION  
BOARD OF TRUSTEES  
TO ADOPT THE FISCAL YEAR (FY) 2017**

WHEREAS, the fiscal year for the Virginia Outdoors Foundation (VOF) is 1 July through 30 June; and

WHEREAS, a fiscal year Budget is developed and adopted to provide planning and program guidance to the VOF Board of Trustees and the VOF Management Team; and

WHEREAS, Budget calculations are developed from the best available information before the commencement of a new fiscal year; and

WHEREAS, line items in the budget are for planning and program allocation purposes and actual expenditures may vary from adopted Budget projections as long as total expenses do not exceed available resources; and

WHEREAS, the Executive Director, in consultation with other members of the VOF Management Team and the Finance, Audit and Compliance Committee, has prepared and submitted a Proposed Budget for Fiscal Year 2017; now, therefore, be it

RESOLVED by the Virginia Outdoors Foundation Board of Trustees this 30th day of June 2016, That the VOF Budget for Fiscal Year 2017 be, and is hereby, adopted as attached.  
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ADOPTED by a vote of

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ATTEST:

Brett Glymph, Executive Director

	Actual	Estimate to 6.30	FY16 Approved	variance	Proposed FY17	variance
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<b>Total Expenses</b>	<b>2,497,499</b>	<b>3,278,033</b>	<b>3,171,500</b>		<b>3,163,750</b>	<b>0%</b>
<b>Net Operating Income</b>	<b>-22,560</b>	<b>-107,758</b>	<b>-115,250</b>		<b>0</b>	