

April 21, 2020

Memorandum For: NBWA Board

From: Judy A. Kelly, Executive Director

Subject: NBWA 2020/2021 Budget Proposal

Key points

This memo covers elements of the proposed 2020/2021 NBWA budget. The Budget Proposal is shown as a two-part spreadsheet and has been presented in this same format each year:

Top Portion. This section shows the proposed **dues for each member**, and the budgeted Association **operating expense by line item**.

Proposed NBWA membership dues remain the same as in the last budget.

Planned expenditures for contractors [web support, communications] are shown under the “other consultants” column.

Ongoing financial support from MMWD is shown under the “in-kind” column.

Bottom Portion. The lower portion of the spreadsheet shows the unallocated funds carried over from the previous year under 3 placeholder project lines [A-C] for future **specific benefit projects**. NOTE: The annual membership dues for our newest members, Napa County and Solano Water, are allocated to this part of the budget to support **specific benefit projects**.

Due to uncertainty around the current COVID-19 situation, **NBWA will hold off billing for 20/21 dues until late 2020.**

Budget Notes.

Expenditures. NBWA work is supported by contracts or in-kind services. The NBWA does not carry typical overhead or indirect costs; no office space, computers, phones, utilities, etc. Financial oversight support and legal assistance are provided in-kind from MMWD. NBWA expenditures go to contracts for staff and consultants and to fund MOU agreements with organizations for projects that the NBWA Board has voted to support.

Revenue. The revenue of the NBWA comes from either membership dues or unexpended attendance money after paying invoices for the biennial conference. In the past, NBWA has received grant funds for member or partner agency work. We are currently not holding or managing any outside grant funding.

Carryover. The Budget shows a total 2020/2021 Cash requirement column that equals the total Cash allocation [dues payment total] column of **\$185,290**. In a typical year, not all budgeted funds are needed. Funds left at the end of each fiscal year are added as carryover into the next year’s

budget to support new Specific Benefit Projects. In the 20/21 Budget carryover totals \$60K. As noted above, an additional \$40K in dues from Napa Co. and Solano Water brings the Specific Benefit Project total to \$100K.

Contracts. Support for the Association is provided under several agreements: 1) for the Executive Director - a part-time contract for up to 47 hours per month which covers staff time only (no travel, insurance, health and other benefits], 2) a new contract for senior staff help, executed with Marin County, for the services of Chris Choo, 3) a contract with Data Instincts for continued media and communication support, 4) a contact for web services and support for San Francisco Estuary Institute and, 5) a new, under-development, contract with Horizon Water to extend our work on One Water, budgeted under Strategic Plan implementation.

Memorandum of Understanding [MOU]. Currently NBWA is supporting one ongoing project, the Napa RCD's work with partners on a North Bay re-oaking strategy to be completed by June 30, 2020. This was funded as a Specific Benefit Project.

Conference Sponsorship funds. With the suspension of the 2020 conference, all of the committed sponsors were contacted and asked if they wished to have their sponsorship money returned. So far, none of the sponsors who had already made payments have so requested. Those funds will be held for when the conference is rescheduled and are outside operating budget.