

Natural Heritage Trust

Adopted Annual Budget and Multi-Year Financial Plan

Fiscal Year 2011-12

Background and Mission of the Natural Heritage Trust

Established by Chapter 653 of the Laws of 1968 as a public benefit corporation of the State of New York, the Natural Heritage Trust receives and manages gifts, grants and contributions to further public programs in support of parks, conservation, recreation, historic preservation and waterfront revitalization. It is governed by a Board of Directors comprised of the Commissioner of Parks, Recreation and Historic Preservation, the Commissioner of Environmental Conservation, the Secretary of State and the Chair of the State Council of Parks. The Trust is tax exempt pursuant to Section 170 (b) of the Internal Revenue Code and has been designated a 501(c)(3) corporation.

Summary of Adopted 2011-12 Operating Budget

The adopted operating budget for the Trust for Fiscal Year (FY) 2011-12 remains unchanged from the FY 2010-11 revised budget at \$721,000. The Trust will contain and cut costs as appropriate to keep operational spending within the budget target.

The operating budget supports administrative and executive operations of the Trust and is supported by interest earned on the investment of funds held in trust. The budget supports the following staff positions: Executive Director, Counsel and Chief Financial Officer (Acting), Program Manager, Accounting Manager, Bookkeeper and Graduate Intern. The Trust will continue the savings achieved in the prior year by not funding the position of Secretary and not funding the position of CFO separate from Counsel.

Budget Process

The Annual Budget and Multi-Year Financial Plan are developed by executive staff of the Trust incorporating the input of the Board of Directors. The Budget is submitted to the Board no later than 90 days prior to the commencement of its next fiscal year for review and revisions as directed by the Board. Upon approval by the Board the proposed Budget and Financial Plan are submitted to the Governor, Legislative Fiscal Committees and Office of State Comptroller. The Budget is also posted for review by the public at least 30 days prior to approval by the Board in no less than five convenient public places throughout the State for at least 45 days, as well as on the Trust's website.

Assessment of Budgetary Risks

The operations of the Trust are supported by investment income earned on monies held in the various program accounts managed by the Trust. Therefore, the funds available for Trust operations are subject to market risk and fluctuations in interest rates. The investment guidelines of the Trust guard against loss of principal, while seeking to obtain a reasonable return on available funds consistent with State Law and Regulations.

FY 2011-12 NHT OPERATING BUDGET

<u>REVENUE</u>	2010-11 ADOPTED	2011-12 ADOPTED	<i>Budget CHANGE</i>
Investment Income	\$ 500,000	\$ 450,000	\$ (50,000)
Reserve	\$ 35,000	\$ 125,000	\$ 90,000
Administrative Income	\$ 180,000	\$ 140,000	\$ (40,000)
Other Income	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>
TOTAL REVENUES	\$ 721,000	\$ 721,000	\$ -
<u>EXPENDITURES</u>			
Salary and payroll related costs	\$ 470,000	\$ 470,000	\$ -
Professional fees and contractual services	\$ 20,000	\$ 20,000	\$ -
Bank investment fees and service charges	\$ 40,000	\$ 40,000	\$ -
Fringe benefit and retirement costs	\$ 175,000	\$ 175,000	\$ -
Office supplies and postage	\$ 10,000	\$ 10,000	\$ -
Payroll service fees	\$ 1,000	\$ 1,000	\$ -
Travel	\$ 3,000	\$ 3,000	\$ -
Miscellaneous	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ -</u>
TOTAL EXPENDITURES	\$ 721,000	\$ 721,000	\$ -
SURPLUS OF REVENUE OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
HUTTLESTON AWARDS PROGRAM	\$ 3,500	\$ 3,500	\$ -

NHT MULTI-YEAR FINANCIAL PLAN

<u>REVENUE</u>	2011-12 ADOPTED	2012-13 PROJECTED	2013-14 PROJECTED	2014-15 PROJECTED
Investment Income	\$ 450,000	\$ 400,000	\$ 500,000	\$ 500,000
Reserve	\$ 125,000	\$ 175,000	\$ 75,000	\$ 75,000
Administrative Income	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Other Income	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
TOTAL REVENUES	\$ 721,000	\$ 721,000	\$ 721,000	\$ 721,000
<u>EXPENDITURES</u>				
Salary and payroll related costs	\$ 470,000	\$ 470,000	\$ 470,000	\$ 470,000
Professional fees and contractual services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Bank investment fees and service charges	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Fringe benefit and retirement costs	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
Office supplies and materials	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Payroll service fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Travel	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Miscellaneous	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>
TOTAL EXPENDITURES	\$ 721,000	\$ 721,000	\$ 721,000	\$ 721,000
SURPLUS OF REVENUE OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
HUTTLESTON AWARDS PROGRAM	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500

2009-10 NHT OPERATING BUDGET - ACTUAL

<u>REVENUE</u>	2009-10 BUDGETED	2009-10 ACTUAL	<i>Actual vs. Budget</i>
Investment Income *	\$ 480,000	\$ 536,104	\$ 56,104
Reserve	\$ 68,000	\$ -	\$ (68,000)
Administrative Income	\$ 167,000	\$ 185,738	\$ 18,738
Other Income	\$ 6,000	\$ 11,696	\$ 5,696
TOTAL REVENUES	\$ 721,000	\$ 733,538	\$ 12,538
 <u>EXPENDITURES</u>			
Salary and payroll related costs	\$ 470,000	\$ 463,550	\$ (6,450)
Professional fees and contractual services	\$ 20,000	\$ 21,080	\$ 1,080
Bank investment fees and service charges	\$ 40,000	\$ 56,951	\$ 16,951
Fringe benefit and retirement costs	\$ 175,000	\$ 157,022	\$ (17,978)
Office supplies and materials	\$ 10,000	\$ 7,793	\$ (2,207)
Payroll service fees	\$ 1,000	\$ -	\$ (1,000)
Travel	\$ 3,000	\$ 4,917	\$ 1,917
Miscellaneous	\$ 2,000	\$ 2,679	\$ 679
TOTAL	\$ 721,000	\$ 713,992	\$ (7,008)
 SURPLUS OF REVENUE OVER EXPENDITURES	\$ -	\$ 19,546	\$ 19,546
 HUTTLESTON AWARDS PROGRAM	\$ 3,500	\$ 4,037	\$ (537)

* Investment income represents interest on investments (money market dividends and bond interest).

Certification

After reasonable inquiry, the Annual Budget and Multi-Year Financial Plan presented herein is, to the best of my knowledge and belief, based on reasonable assumptions and methods of estimation with the applicable regulation being satisfied.



Alexander J. Roth
Executive Director



Paul J. Laudato
Chief Financial Officer (Acting)