

THE HOUSTON RECOVERY CENTER

ANNUAL BUDGET

2013-2014

Budget Summary	
Salaries	\$978,682
Taxes	\$122,406
Benefits	\$218,741
Professional fees	\$38,505
Supplies	\$12,000
Communications	\$20,160
Travel & training	\$9,600
Equipment/copier lease	\$8,400
Medical Director	\$25,000
Other operational costs	\$176,688
Security	\$96,360
Indirect	\$129,122
TOTAL	\$1,835,664
Expected efficiencies	\$189,040
Approved budget	\$1,646,624

Budget Narrative July 1, 2013 to June 30, 2014

Personnel:

Cost associated with staffing the Center for Sobriety with 18 full time & 14 part-time employees: \$978,682
(This staffing plan provides for a client to staff ratio, not to exceed 15-1, even when facility is at capacity).

Benefits:

FICA, Unemployment & Workman's Compensation:

FICA (SS-6.2% Medicare-1.45%) - \$74,754.15
Unemployment (2.7% up to \$9,000) - \$8,505
WC Comp (4%) - \$39,147.26
Total: \$122,406

Health, Dental & Vision:

*Health (*See calculation at end of budget)*

(10) Individual - \$829.34 * 75% - \$622/mo
(3) Employee/Spouse - \$1755 (less individual amt.) * 50% - \$1084.50/mo
(5) Employee/Spouse/Child - \$2568 (less individual amt.) * 50% - \$1491/mo \$203,173

Dental & Vision

(10) Individual - \$52.00 - (less individual amt.) * 75 - \$39/mo
(8) Employee/Spouse (and/or) Child - \$105 - (less individual amt.) * 50% - \$65.50/mo \$10,968

Retirement \$4,600

Health, Dental & Vision administrative fees

Administrative fee for benefits-\$170/mo per covered employees (18) \$36,720
Payroll processing fee-
\$4.25 per employee per month - \$148.75 * 12 \$1,785 \$1,785

Supplies:

Consumable supplies including office supplies & medical supplies \$12,000
(see attached)

Communication:

Telephone & internet service - \$1,500/mo \$18,000
Cell phone reimbursement - 4 @ \$50 and 1 @ \$60/mo \$2,160

Travel & training:

Includes cost associated with supervisory-level staff to travel overnight to San Antonio Sobriety Center;
Site visit for one person to established sobering centers around country including Denver, Co., Portland, Oregon, & San Diego, Calif. \$8,600

Equipment:	
Lease of copiers – 2@ \$ /00	\$8,400
Contract:	
Medical Director – On call to provide medical consultation to EMTs to ensure client safety and quality care.	\$25,000
Operational costs:	
Space lease @ \$7,590/mo	
Operation (cleaning, maintenance, utilities) @ \$7,134/mo	\$176,688
(This amount represents ½ of the lease costs shown in the previous budget as a result of bifurcation of the lease).	
Security:**	
Security coverage to be provided by qualified providers during peak hours of client traffic. Hours to be covered are 7 days, 11 p.m. to 7 a.m. at \$33.00 an hour. (33*8*365) Officers are on-site to provide back-up support to the staff and as an added measure to ensure the safety of both the clients & the staff - \$96,360	\$96,360
Indirect costs:	
General liability insurance, professional liability insurance, emergency medical transport, employee random drug testing, new hire background checks, other miscellaneous costs	\$129,122
TOTAL:	\$1,835,664

**Sample calculation for health benefits - Employee w/ spouse:*

Rate for Employee w/ spouse:	\$1755
Subtract rate for employee:	- 830
	925
50% of that is covered	462.50
add 75% employee rate	+ 622
<u>Total paid by employer</u>	<u>\$1084.50</u>

****Security coverage will be in the following shifts: 1 shift Sunday-Saturday.**

Source (1): "Executive Report: Establishing a Sobering Center for the City of Houston," Prepared by Mike Lee, Lieutenant, and T.J. O'Brien, Executive Assistant Chief; Source (2): Hospitality Business Services, L.P.; Source (3): Son of Hope Mission.
Adapted by Leonard Kincaid.