



## New Jersey Schools Insurance Group

450 Veterans Drive  
Burlington, New Jersey 08016  
(609) 386-6060 • FAX (609) 386-8877  
[www.njsig.org](http://www.njsig.org)

Board of Trustees Meeting of May 20, 2015

Discussion Item

2015/2016 Budget

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The 2015/2016 Budget is required to be submitted to the Department of Banking and Insurance (DOBI) each year. The draft attached is for discussion. The 2015/2016 Budget will be on the June agenda for approval. I have enclosed both a summary and detail of the draft.

*William Mayo*

William Mayo, CPCU, ARM  
Executive Director`

# ***NJSIG Budget***



***2015/2016***



**New Jersey Schools Insurance Group  
2015-2016 Budget  
For the Periods Ending**

Account	Dept	Description	2012/2013 Actuals	2013/2014 Actuals	2014/2015 Budget	2014/2015 PROJECTED	2014/2015 Budget/Projected Variance	2015/2016 Budget
<u>Income:</u>								
4101		Audit Premium Written	1,176	1,235	0	0	0	0
4102		Student Accident	3,921,621	(770)	0	0	0	0
4103		Workman's Compensation	59,967,987	65,084,250	66,744,662	64,477,953	(2,266,709)	67,058,688
4104		Property	15,753,728	17,722,319	18,170,480	18,876,623	706,143	20,365,915
4105		Automobile Liability	6,515,709	6,781,997	6,872,319	7,068,203	195,884	6,971,289
4106		Automobile Phys. Damage	848,629	986,397	1,005,850	1,028,138	22,288	1,060,274
4107		General Liability	8,948,404	9,285,130	9,731,402	9,943,153	211,751	10,142,364
4108		Boiler	1,008,347	1,142,056	1,009,383	1,054,551	45,168	1,074,202
4109		Errors & Omissions	9,632,219	11,295,544	12,474,393	12,715,481	241,088	15,739,323
4110		Umbrella	4,030,325	4,472,064	4,614,377	4,708,329	93,952	4,813,891
4111		Crime	553,597	577,588	573,390	600,352	26,962	601,004
4113		Pollution Liability Income	52,509	52,687	0	52,417	52,417	0
4114		E.D.P.	779,792	847,160	852,590	868,026	15,436	869,209
4115		Cigna/Fireman's Fund Income	0	0	0	0	0	0
4117		Retro Accounts Income	31,256	90,403	0	21,427	21,427	0
4118		Willis Change in Unrmd Premium	437,692	118,873	0	0	0	0
4121		Builder's Risk	0	0	0	0	0	0
4122		Supplemental Indemnity	895,595	1,085,053	1,140,624	1,183,178	42,554	1,185,843
4123		Bond Premium	265,420	290,626	291,364	292,477	1,113	293,194
4131		Willis ChngUnrmdRetMgtFeePrem	0	0	0	0	0	0
		Premium Income	<u>113,644,007</u>	<u>119,832,610</u>	<u>123,480,834</u>	<u>122,890,307</u>	<u>(590,527)</u>	<u>130,175,198</u>



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For the Periods Ending**

Account	Dept	Description	2012/2013 Actuals	2013/2014 Actuals	2014/2015 Budget	2014/2015 PROJECTED	2014/2015 Budget/Projected Variance	2015/2016 Budget
		<b>Total Revenue</b>	<b>113,644,007</b>	<b>119,832,610</b>	<b>123,480,834</b>	<b>122,890,307</b>	<b>(590,527)</b>	<b>130,175,198</b>
		<b>Expenses:</b>						
5102		Salaries-Temporary Employees	98,192	162,985	120,000	174,920	54,920	119,000
5103		Salaries	4,629,263	5,194,780	5,770,300	5,420,823	(349,477)	6,002,794
5104		Salaries - Overtime	0	8,930	500	15,162	14,662	3,000
5108		Payroll Tax Expenses	393,575	449,225	484,525	432,189	(52,336)	526,788
5109		Pension Expense	446,482	475,891	570,000	551,767	(18,233)	606,960
5110		Employee Benefits Expense	1,326,344	380,317	0	(1,268)	(1,268)	0
5111		Recruiting Costs	525	8,272	8,500	7,033	(1,467)	10,000
5112		Reiree Med Bene Exp	148,793	77,943	78,000	77,943	(57)	78,000
5113		Employee Medical Benefits	0	474,342	905,000	874,380	(30,620)	1,149,720
5114		Employee Dental Benefits	0	26,395	52,000	46,189	(5,811)	54,954
5115		Employee Vision Benefits	0	10,660	24,000	21,258	(2,742)	24,000
5116		EE HRA Benefits	0	156,490	340,000	204,229	(135,771)	342,000
5117		Employee FSA Benefits	0	15,594	36,000	31,133	(4,867)	33,000
5118		Employee ST Disab & Other Ins	0	20,825	75,000	54,486	(20,514)	75,000
		<b>Personnel Expenses</b>	<b>7,043,173</b>	<b>7,462,648</b>	<b>8,463,825</b>	<b>7,910,242</b>	<b>(553,583)</b>	<b>9,025,216</b>
5202		Newsletter Expenses	2,550	2,350	5,000	4,337	(663)	0
5203		Marketing Expenses	6,431	10,725	49,500	33,333	(16,167)	12,000
		<b>Member Services Dept Expenses</b>	<b>8,981</b>	<b>13,075</b>	<b>54,500</b>	<b>37,670</b>	<b>(16,830)</b>	<b>12,000</b>
5227		Loss Prevention	42,444	157,380	161,200	160,300	(900)	160,300
5228		Office Equipment Maintenance	0	75	0	0	0	0
5229		Computer Software Maintenance	0	0	0	0	0	0
		<b>Loss Control Dept Expenses</b>	<b>42,444</b>	<b>157,454</b>	<b>161,200</b>	<b>160,300</b>	<b>(900)</b>	<b>160,300</b>
5252		Claims Audit Expense	10,423	0	50,000	11,295	(38,705)	7,600
5253		Claims Admin. Expenses	0	0	1,000	0	(1,000)	0
		<b>Claims Dept Expenses</b>	<b>10,423</b>	<b>0</b>	<b>51,000</b>	<b>11,295</b>	<b>(39,705)</b>	<b>7,600</b>
							0	
5301		Accounting Fees	260	960	1,300	1,210	(90)	1,187



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For the Periods Ending**

Account	Dept	Description	2012/2013	2013/2014	2014/2015	2014/2015	2014/2015	2015/2016
			Actuals	Actuals	Budget	PROJECTED	Budget/Projected Variance	Budget
5303		Actuary Fees	133,450	125,909	135,000	135,000	0	160,000
5305		Mngmt Maintenance Syst Expense	0	0	30,000	54,471	24,471	65,000
5306		Legal & Professional Fees	219,938	299,798	275,000	275,000	0	300,000
5311		Agent Commission Exp	13,432,877	14,483,874	14,966,326	15,138,403	172,077	15,156,926
5310		Third Party Admin.-Willis	675,000	843,750	675,000	675,000	0	675,000
		Outside Service Fees	<u>14,461,525</u>	<u>15,754,291</u>	<u>16,082,626</u>	<u>16,279,084</u>	<u>196,458</u>	<u>16,358,113</u>
5401		Claims Expense	75,974,402	71,217,675	68,110,411	68,110,411	0	68,424,000
5402		Change in Claims Reserves	9,849,000	14,387,000	0	0	0	0
5403		Change in Claims Reserves for ULAG	143,743	50,662	0	0	0	0
		Claims Expenses	<u>85,967,145</u>	<u>85,655,338</u>	<u>68,110,411</u>	<u>68,110,411</u>	<u>0</u>	<u>68,424,000</u>
5502		Reinsurance Exp (Group/Flat)	0	0	0	0	0	0
5505		Reinsurance Exp-District Bill	26,234,337	26,782,842	28,130,596	29,000,131	869,535	33,486,129
5507		Reinsurance Exp-NJSBAIG Paid	0	0	0	0	0	0
		Reinsurance Expenses	<u>26,234,337</u>	<u>26,782,842</u>	<u>28,130,596</u>	<u>29,000,131</u>	<u>869,535</u>	<u>33,486,129</u>
5352		IT - Office Equipment Supplies	19,420	20,416	22,000	13,252	(8,748)	22,000
5353		Office Equipment Maintenance	4,729	29,132	36,100	20,256	(15,844)	44,400
5354		Computer Software Maintenance	210,164	224,459	207,500	191,981	(15,519)	240,760
		Information Technology Dept	<u>234,313</u>	<u>274,006</u>	<u>265,600</u>	<u>225,490</u>	<u>(40,110)</u>	<u>307,160</u>
5702		Depreciation Expense	365,221	322,462	454,000	281,498	(172,502)	489,855
5703		Dues & Subscriptions	38,651	41,241	34,500	21,792	(12,708)	30,500
5704		Misc. Bank Fees	3,500	3,500	3,500	3,143	(357)	3,500
5708		Rent Expense	192,936	175,454	195,000	169,157	(25,843)	323,510
5709		Office Supplies	32,317	23,786	42,126	30,755	(11,371)	41,940
5710		Office Operating Expenses	85,368	93,075	105,500	74,586	(30,914)	86,003
5711		Office Leased Expenses	22,004	23,273	29,500	28,235	(1,265)	29,100
5712		Telephone Expense	15,388	10,832	2,500	(2,736)	(5,236)	4,900
5713		Employee Internet Reimbursmt	449	6,815	0	1,839	1,839	0
5714		Utilities	39,695	45,542	45,000	31,773	(13,227)	33,200
5715		Group's Insurance Expense	175,156	192,170	215,000	138,533	(76,467)	223,000



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			Actuals	Actuals	Budget	PROJECTED	Budget/Projected Variance	Budget
5716		Group's Crime Insurance Exp.	32,024	80,149	47,000	14,092	(32,908)	47,000
5723		Postage	46,119	58,072	61,000	62,891	1,891	62,000
5727		Employee Seminar Expenses	27,656	22,759	74,750	22,814	(51,936)	76,100
5728		Insurance Course Fees	1,095	2,129	4,200	1,243	(2,957)	7,500
5729		Tuition Reimbursement	0	6,165	12,000	0	(12,000)	16,889
5730		Audit Fees	43,313	43,350	44,225	84,225	40,000	45,000
5731		Consulting Fees	307,305	385,792	273,500	210,648	(62,852)	266,000
5732		Miscellaneous Expenses	53,589	48,360	33,750	27,689	(6,061)	65,750
5733		Disaster Recovery Expenses	60,487	50,875	53,600	31,139	(22,461)	118,840
5734		Building Appraisal Fees	0	0	0	0	0	0
5735		DOBI Audit Fees	0	0	0	0	0	0
5737		Employee Cell Phone Expense	26,035	14,752	17,000	11,131	(5,869)	17,560
5738		OPRA Expense						100,000
5807		Ins. Write-off Exp	0	0	0	0	0	0
5809		Safety Grant Distribution Exp	5,175,335	1,700,000	0	0	0	0
		Business Operating Expenses	<u>6,743,643</u>	<u>3,350,553</u>	<u>1,747,651</u>	<u>1,244,447</u>	<u>(503,204)</u>	<u>2,088,147</u>
5201		Travel & Ent.	212,398	187,854	301,325	144,681	(156,644)	234,932
5851		Annual Meeting	37,585	39,175	88,100	59,427	(28,673)	47,600
5852		Trustee Meeting Expense	17,856	13,132	24,000	11,515	(12,485)	24,000
		Conferences & Meeting Expenses	<u>267,839</u>	<u>240,161</u>	<u>413,425</u>	<u>215,622</u>	<u>(197,803)</u>	<u>306,532</u>
		<b>Total Expenses</b>	<u>141,013,823</u>	<u>139,690,368</u>	<u>123,480,834</u>	<u>123,194,692</u>	<u>(286,142)</u>	<u>130,175,198</u>



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For the Periods Ending**

Account	Dept	Description	2012/2013 Actuals	2013/2014 Actuals	2014/2015 Budget	2014/2015 PROJECTED	2014/2015 Budget/Projected Variance	2015/2016 Budget
<b>Other Revenue and Expenses:</b>								
4413		Interest-NJ St Inv Fund	1,711,058	851,500	316,110	197,760	(118,350)	258
4414		Interest-NJ Cash Mgmt Fund	201	183	17	169	152	224
4415		Interest-Commerce Concentr	148,701	178,305	30,949	143,093	112,144	171,548
4420		Interest - Certificate of Dep	819,567	502,708	142,189	789,990	647,801	616,388
4421		Tri-State Capital Intrst Inc	601	1	0	1	1	0
4422			0	0	0	0	0	0
		Investment Income	<u>2,680,128</u>	<u>1,532,696</u>	<u>489,265</u>	<u>1,131,013</u>	<u>641,748</u>	<u>788,418</u>
4605		Seminar Income	<u>3,025</u>	<u>6,800</u>	<u>0</u>	<u>1,240</u>	<u>1,240</u>	<u>3,250</u>
		Other Revenues	<u>3,025</u>	<u>6,800</u>	<u>0</u>	<u>1,240</u>	<u>1,240</u>	<u>3,250</u>
		<b>Total Other Revenue and Expenses</b>	<u><b>2,683,153</b></u>	<u><b>1,539,496</b></u>	<u><b>489,265</b></u>	<u><b>1,132,253</b></u>	<u><b>642,988</b></u>	<u><b>791,668</b></u>
<b>Total Income Without Investment</b>								<b>130,175,198</b>
<b>Total Income W/O Investment Less Expenses</b>								<b>(0)</b>
<b>Reserve For Contingency</b>								<b>791,668</b>



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### 2015/2016 Budget

#### PREMIUM INCOME

Account # 4105 – 4118

Budget: \$ 130,175,198

#### GROSS PREMIUM

##### Estimated at current levels

Workersø Compensation	\$ 67,058,688
Property	\$ 20,365,915
Auto Liability	\$ 6,971,289
Auto Physical Damage	\$ 1,060,274
General Liability	\$ 10,142,365
Boiler	\$ 1,074,202
E&O	\$ 15,739,323
Excess Liability	\$ 4,813,891
Crime	\$ 601,005
Pollution	\$ 0
E.D.P.	\$ 869,209
Retro Income	\$ 0
Builders Risk	\$ 0
Workersø Compensation Supplemental Indemnity	\$ 1,185,843
Bond	\$ 293,194

**TOTAL**

**\$ 130,175,198**





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### 2015/2016 Budget

#### SALARIES TEMPORARY EMPLOYEES

<b>Account # 5102</b>	<b>Budget: \$ 119,000</b>
<b>Claims</b>	\$ 75,000
<b>Information Technology</b>	\$ 10,000
<b>Administrative</b>	\$ 30,000
<b>Accounting</b>	\$ 4,000
<b>TOTAL</b>	<b>\$ 119,000</b>



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### 2015/2016 Budget

#### SALARIES

**Account # 5103**

**Budget: \$ 6,002,794**

#### PERSONNEL SALARY EXPENSE

500 ó Claims	\$ 2,549,819
510 ó Loss Control	\$ 505,068
530 ó Legal	\$ 125,000
540 ó Administrative	\$ 700,000
550 ó Accounting	\$ 428,267
560 ó Underwriting	\$ 1,033,372
570 ó Information Technology	\$ 661,268

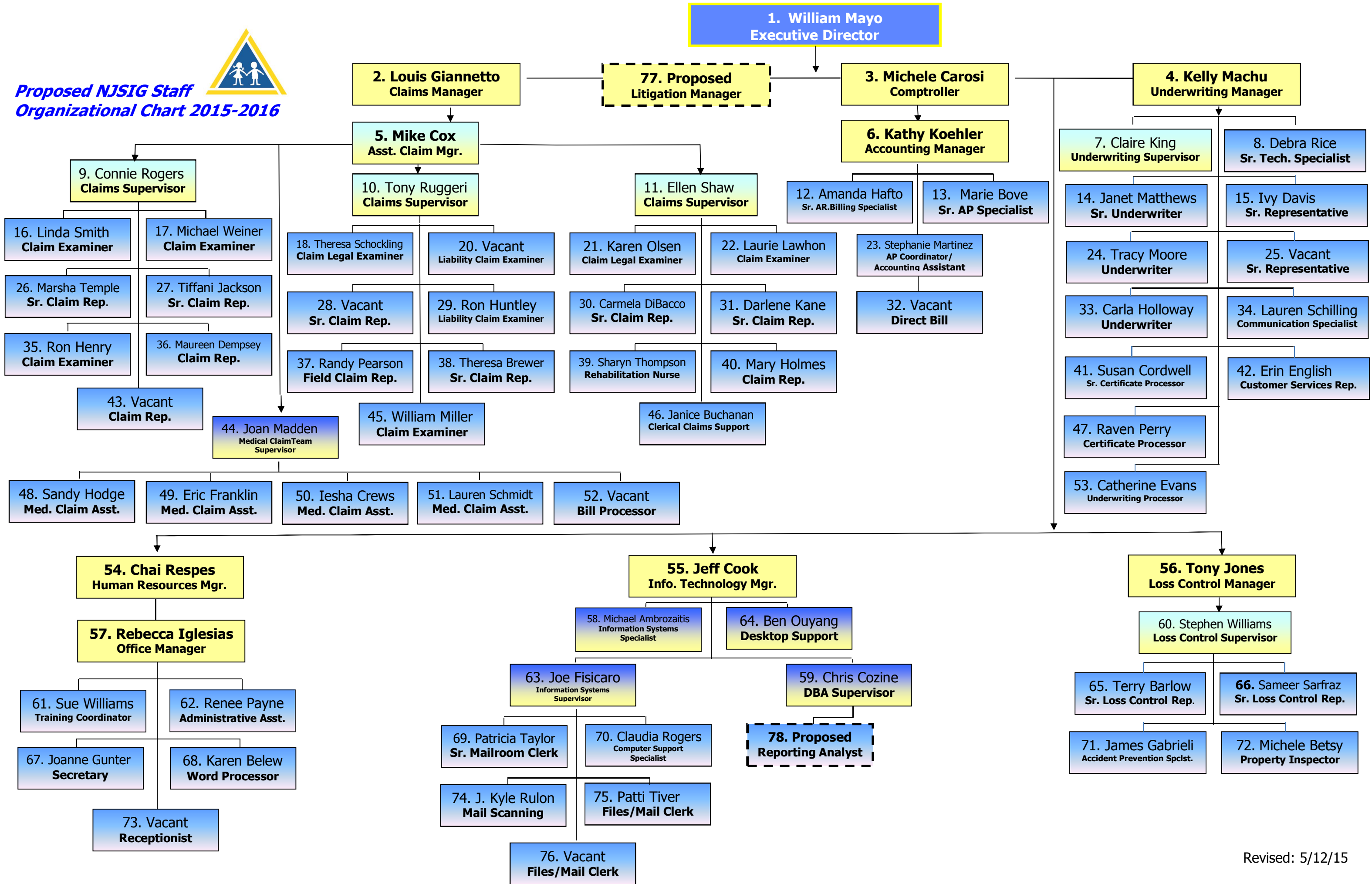
All increases scheduled for 9/1/2015.

Table of organization (attached) includes two additional staff positions compared to the 2014/2015 budget. One position is in Legal and one in Information Technology. Both are marked on the table of organization as proposed

**TOTAL**

**\$ 6,002,794**

**Proposed NJSIG Staff  
Organizational Chart 2015-2016**





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### 2015/2016 Budget

#### OVERTIME

**Account # 5104**

**Budget: \$ 3,000**

Administrative

\$ 3,000

**TOTAL**

**\$ 3,000**



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### 2015/2016 Budget

#### PAYROLL TAXES

**Account # 5108**

**Budget: \$ 526,788**

Social Security  
Unemployment tax

\$ 526,788

**TOTAL**

**\$ 526,788**



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### 2015/2016 Budget

#### EMPLOYEE PENSION EXPENSE

**Account # 5109**

**Budget: \$ 606,960**

Pension Expense - Estimated \$ 606,960  
Defined by the State of New Jersey actuary  
Based on employer appropriation.

**TOTAL**

**\$ 606,960**



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### 2015/2016 Budget

#### RECRUITMENT

**Account # 5111**

**Budget: \$ 10,000**

Help Wanted ads in local newspapers,  
Careerbuilder.com or Monster.com

Administrative

\$ 10,000

**TOTAL**

**\$ 10,000**



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### 2015/2016 Budget

#### RETIREE MEDICAL BENEFITS

**Account # 5112**

**Budget: \$ 78,000**

This funds the retiree medical benefits account. The NJSIG will pay \$500/month for medical benefits to retired employees that have accumulated 25 years of service at a minimum age of 60.

The budget amount has been determined by an actuary study.

**TOTAL**

**\$ 78,000**





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### 2015/2016 Budget

#### EMPLOYEE MEDICAL BENEFITS

Account # 5113

Budget: \$ 1,149,720

This is based on 75 employees and an  
Assumed 10% premium increase.  
(2014 average increase of 9.29%)

\$ 1,149,720

**TOTAL**

**\$ 1,149,720**



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### 2015/2016 Budget

#### EMPLOYEE DENTAL BENEFITS

**Account # 5114**

**Budget: \$ 54,954**

This is based on 75 employees and an  
Assumed 10% premium increase. .  
(2014 average increase 9.29%)

**\$ 54,954**

**TOTAL**

**\$ 54,954**



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### 2015/2016 Budget

#### EMPLOYEE VISION BENEFITS

Account # 5115

**Budget: \$ 24,000**

Based on 75 employees.

\$ 24,000

**TOTAL**

**\$ 24,000**



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### 2015/2016 Budget

#### EE HRA BENEFITS

Account # 5116

**Budget: \$ 342,000**

Based on 75 employees.

\$ 342,000

**TOTAL**

**\$ 342,000**



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### **2015/2016 Budget**

#### **EMPLOYEE FSA BENEFITS**

**Account # 5117**

**Budget: \$ 33,000**

**TOTAL**

**\$ 33,000**



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### **2015/2016 Budget**

#### **EE SHORT TERM DISABILITY BENEFITS**

**Account # 5118**

**Budget: \$ 75,000**

Based on 75 employees

**TOTAL**

**\$ 75,000**



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### 2015/2016 Budget

#### MARKETING/ADVERTISING EXPENSE

Account # 5203

Budget: \$ 12,000

Miscellaneous brochure folders training materials and advertising expenses	\$12,000
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**TOTAL**

**\$ 12,000**



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### 2015/2016 Budget

#### LOSS PREVENTION MISCELLANEOUS EXPENSE

<b>Account # 5227</b>	<b>Budget: \$ 160,300</b>
Training Academy Expenses	
Food for 20 classes @ \$150 each	\$ 3,000
250 folders for classes	\$ 500
NJ Safety Council ó DDC	
500 Books @ \$13.50 per student	\$ 6,750
500 Certification @ \$10 per student	\$ 5,000
First Aid/CPR/AED Training	\$ 2,000
Safety Materials	
Video	\$ 1,000
SafetyNet Printing	\$ 2,400
Family Safety Magazine	\$ 600
Top Health Newsletter	\$ 600
Safety Awards	
45 @ \$100 each	\$ 4,500
Safety Calendars	
600 @ \$3.25	\$ 1,950
Safety Committee Recognition	\$ 1,000
Awards/Poster/Frames	
WeTip (discretionary)	\$ 1,000
Dupont/Coastal/Video Stream	\$ 3,000
Safety Pamphlets	\$ 500
Safe School Online Training	\$ 125,000
CPI Training Books	\$ 1,500
<b>TOTAL</b>	<b>\$ 160,300</b>





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### 2015/2016 Budget

#### CLAIMS AUDIT

**Account # 5252**

**Budget: \$ 7,600**

Claim Audit  
Independent auditor reviews claim operation

\$ 7,600

**TOTAL**

**\$ 7,600**



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### 2015/2016 Budget

#### ACCOUNTING FEES

**Account # 5301**

**Budget: \$ 1,187**

Accounting Fees	\$ 1,187
Contractor used to support monthly closing	

**TOTAL**

**\$ 1,187**



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### 2015/2016 Budget

#### ACTUARIAL FEES

**Account # 5303**

**Budget: \$ 160,000**

Two reserve studies, one rating study, and miscellaneous services performed by independent actuary.

**\$ 160,000**

**TOTAL**

**\$ 160,000**



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### 2015/2016 Budget

#### MANAGEMENT MAINTENANCE SYSTEM EXPENSE

**Account # 5305**

**Budget: \$ 65,000**

School Dude reimbursements are made to members that have maintenance direct (MD) and scored a minimum of two from School Dude. \$ 65,000

**TOTAL**

**\$ 65,000**



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### 2015/2016 Budget

#### LEGAL AND PROFESSIONAL FEES

Account # 5306

Budget: \$ 300,000

Archer & Greiner	\$ 125,000
Employment Law and Bullying Hotline	\$ 175,000

**TOTAL**

**\$ 300,000**



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### 2015/2016 Budget

#### AGENT FEES

Account # 5309

Budget: \$ 15,156,926

Auto Liability & Physical Damage	\$ 1,132,794
General Liability	\$ 1,449,291
Property	\$ 2,793,116
EDP ó Electronic Data Processing	\$ 121,995
Boiler & Machinery (equipment breakdown)	\$ 149,822
Auto Liability/General Liability Excess	\$ 683,809
Workersø Compensation	\$ 4,090,338
Errors & Omissions	\$ 2,221,149
Crime	\$ 84,327
Bond	\$ 40,792
Workersø Compensation Supplemental Indemnity	\$ 112,472
Pollution	\$ 0
Sub Fund Administrator Contingency Fees (as per contracts)	\$ 2,277,021

**TOTAL**

**\$ 15,156,926**



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### 2014/2015 Budget

#### THIRD PARTY ADMIN FEE

**Account # 5310**

**Budget: \$ 675,000**

Broker Fees

\$ 675,000

Provide retail and reinsurance brokerage services - Willis

**TOTAL**

**\$ 675,000**



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### 2015/2016 Budget

#### CLAIMS EXPENSE

Account # 5401

**Budget: \$ 68,424,000**

#### CLAIMS EXPENSE

From Actuary Pricing Study

\$ 68,424,000

**TOTAL**

**\$ 68,424,000**





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### 2015/2016 Budget

#### REINSURANCE EXPENSE

Account # 5505

Budget: \$ 33,486,129

#### NET REINSURANCE

Auto Liability	\$ 1,152,939
General Liability	\$ 1,063,063
Property	\$ 10,612,835
E.D.P	\$ 132,753
Boiler	\$ 852,102
Excess Liability	\$ 3,838,551
Workersø Compensation	\$ 1,492,824
E&O	\$ 13,262,862
Crime	\$ 106,821
Bond	\$ 52,351
Workersø Compensation Supplemental Indemnity	\$ 919,028

**TOTAL**

**\$ 33,486,129**



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### 2015/2016 Budget

#### INFORMATION TECHNOLOGY OFFICE SUPPLIES

**Account # 5352**

**Budget: \$22,000**

CD Copies	\$ 4,000
Cintas Paper Shredding @ 100 per month	\$ 2,000
Kodak Scanner Supplies	\$ 1,500
Miscellaneous Expenses	\$ 10,000
Pitney Bowes Supplies	\$ 3,000
Shredder Supplies	\$1,500

**TOTAL**

**\$ 22,000**



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### 2015/2016 Budget

#### OFFICE EQUIPMENT MAINTENANCE

**Account # 5353**

**Budget: \$ 44,400**

Avalanche (ML350) 1yr 13x5x4 Support	\$ 1,000
Dresx1 (Mt. Laurel) DL 380 G5	\$ 1,000
Dresx2 (Mt. Laurel) DL 380 G5	\$ 1,000
Dresx3 (Mt. Laurel) DL 380 G5	\$ 1,000
DR Backup (Mt. Laurel) DL 380 G5	\$ 1,000
DR San 4300 (DRISCSI 1)	\$ 2,800
DR San 4300 (DRISCSI 2)	\$ 2,800
DR Cisco Router 2901 (DRISCSI 2)	\$ 800
ESX1 (Burlington) DL380 G6	\$ 1,000
ESX2 (Burlington) DL380 G6	\$ 1,000
ESX3 (Burlington) DL380 G6	\$ 1,000
ISCSI1 (Burlington) SAN 4500	\$ 3,000
ISCSI2 (Burlington) SAN 4500	\$ 3,000
ISCSI3 (Burlington) SAN 4500	\$ 3,000
Kodak Scanner Support	\$ 4,000
Misc. Hardware Support	\$ 10,000
Backup (Burlington)	\$ 1,000
ImageRight Full Text DL 380 G4	\$ 1,000
Miscellaneous Administrative Office Equipment Maintenance	\$ 5,000

**TOTAL**

**\$ 44,400**



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### 2015/2016 Budget

#### COMPUTER SOFTWARE MAINTENANCE

**Account # 5354**

**Budget: \$ 240,760**

1099Pro	\$
1,000	
Brook Trout Fax Board Software	\$
1,000	
Cisco Support	\$ 1,600
Comcast Internet/TV	\$ 2,900
Escrow Tech for NavRisk	\$ 1,000
Ethernet 40MB Broadview (Data/Phone)	\$ 52,800
Go To Meeting	\$ 700
ImageRight	\$ 50,400
ImageRight (After 9-5) Support	\$ 2,000
Micro Scribe (Paperless Board Package)	\$ 2,360
Microsoft Web Mail	\$ 4,800
Misc. Software Support/Licensing	\$ 10,000
NavRisk Programming Projects	\$ 10,000
Oracle Database Support (STARS)	\$ 25,000
eFax (Cloud Faxing)	\$14,400
SSL VPN	\$ 9,000
STARS Programming Projects	\$ 10,000
Trend Micro Client/Server Protection	\$ 4,000
Veeam	\$ 2,500
VmWare	\$ 10,000
VmWare View Licensing	\$ 7,500
Watchguard (Burlington/Mt. Laurel)	\$ 10,000
Windows Server 2012	\$ 5,000
Zetafax	\$ 1,800
Constant Contact Software	\$ 1,000
<b>TOTAL</b>	<b>\$ 240,760</b>

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### 2015/2016 Budget

#### DEPRECIATION

**Account # 5702**

**Budget: \$ 489,855**

1401 Capital

Monitors 22" LCD Flat Screen	\$250/each	\$ 5,000
Desktop Workstations/Thin Clients	\$1,250/each	\$ 25,000
All in One Printers (9 Road Personnel)	\$130/each	\$ 650
HP Laptop (Upgrades)	\$1,800/each	\$ 7,200
Laserjet Printers	\$2,000/each	\$ 4,000
LCD Projector	\$1,800/each	\$ 3,600
STARS		\$ 119,250
PeopleSoft (Oracle)		\$ 14,000
NavRisk		\$ 70,614
NavRisk Portal		\$ 21,000
2 Desktop Scanning \$200/each		\$ 400
60 VM Ware View Desktops \$200/each		\$ 12,000
SAN HP 4300 SAN DR Site		\$ 20,000
SSL Certs		\$ 7,000
New Watchguard Firewalls		\$ 6,000
ImageRight Upgrade		\$ 25,000
Gigabit Cabeling at new location		\$ 40,000
Electric Airconditioning Units	\$ 10,000	
Office Furniture		\$ 407,700

**Subtotal of Capital – Carry Forward**

**\$ 798,414**

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### 2015/2016 Budget

#### DEPRECIATION

**Account # 5702**

1401 Capital

<b>Subtotal of Capital – from Previous Pages</b>	<b>\$ 798,414</b>
Total Capital 2015/2016	\$ 798,414
Total 2015/2016 Depreciation Expenses Budgeted	\$ 363,687
+ Carried forward Depreciation Expenses from previous years	<u>\$ 126,168</u>
Budget plus Carry Forward = 2015/2016 Depreciation Budget	\$ 489,855
<b>TOTAL</b>	<b>Depreciation Budget= \$ 489,855</b>

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### 2015/2016 Budget

#### DUES & SUBSCRIPTIONS

**Account # 5703**

**Budget: \$ 30,500**

Claims	\$ 13,000
Loss Control	\$ 2,500
Underwriting	\$ 5,000
Administrative	\$ 10,000

**TOTAL**

**\$ 30,500**





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### 2015/2016 Budget

#### MISCELLANEOUS BANKING FEES

**Account # 5704**

**Budget: \$ 3,500**

Miscellaneous Banking Fees

\$ 3,500

**TOTAL**

**\$3,500**



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### 2015/2016 Budget

#### RENT EXPENSE

**Account # 5708**

**Budget: \$ 323,510**

Rent, Fees and taxes ó Burlington Office \$ 93,510  
7/2015 ó 12/2015

Rent ó Mt. Laurel Office \$ 230,000  
1/2016 ó 6/2016

**TOTAL \$ 323,510**



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### 2015/2016 Budget

#### OFFICE SUPPLIES

**Account # 5709**

**Budget: \$ 41,940**

**Office Supplies**

Administrative \$39,740

Underwriting \$2,200

**TOTAL**

**\$ 41,940**



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### 2015/2016 Budget

#### OFFICE OPERATING EXPENSES

**Account # 5710**

**Budget: \$ 86,003**

#### Building Maintenance Services

ADT	\$ 3,544
Quarterly - \$758	
Landlord Monthly Charge - \$87	
B&C Fire Extinguishers	\$ 807
Annual Inspections	
Burlington City Fire Certificate	
Cintas	\$ 4,000
Carpet Cleaning	
Cleaning	\$ 9,870
Monthly - \$1,645 (7/2015 ó 12/2015)	
Enerplex AC/Heat	\$ 2,000
Landlord Burlington Offices (7/2015 ó 12/2015)	\$ 4,200
Snow Removal	
Ground Maintenance	
Misc Average to \$700 Monthly	
<b>Subtotal – Carry Forward to Page 35</b>	<b>\$ 24,421</b>



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### 2015/2016 Budget

#### OFFICE OPERATING EXPENSES

**Account # 5710**

<b>Subtotal – Carry Forward</b>	<b>\$24,421</b>
Northeast Beverage Monthly Average - \$160	\$ 2,000
Orkin Monthly Visit - \$78 (7/2015 ó 12/2015)	\$ 546
Republic Service Recycle-Trash-\$312/month (7/2015 ó 12/2015)	\$ 2,220
Schooley Electric (7/2015 ó 12/2015)	\$ 2,000
Water Monthly Average - \$200	\$ 2,400
Paychex	\$ 46,800
Verizon Wireless Service for Tablets	\$ 5,616
<b>TOTAL</b>	<b>\$86,003</b>



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### 2015/2016 Budget

#### LEASE PAYMENTS

**Account # 5711**

**Budget: \$ 29,100**

Lease Payments  
(copiers, fax machine and Pitney Bowes)

\$ 29,100

**TOTAL**

**\$29,100**



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### 2015/2016 Budget

#### TELEPHONE EXPENSE

**Account # 5712**

**Budget: \$ 4,900**

Including long distance & fax lines

\$ 4,900

**TOTAL**

**\$4,900**



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### 2015/2016 Budget

#### OFFICE UTILITIES

**Account # 5714**

**Budget: \$ 33,200**

Gas, Electric, Water, Sewer

\$ 33,200

**TOTAL**

**\$ 33,200**





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### 2015/2016 Budget

#### GROUP'S INSURANCE

Account # 5715

Budget: \$ 223,000

Property/Liability	\$ 223,000
Workers Compensation	
Errors & Omissions	
Data Breach	

**TOTAL**

**\$ 223,000**



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### 2015/2016 Budget

#### CRIME INSURANCE

Account # 5716

Budget: \$ 47,000

Crime Coverage

\$ 47,000

**TOTAL**

**\$47,000**



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### 2015/2016 Budget

#### POSTAGE

**Account # 5723**

**Budget: \$ 62,000**

Postage

Administrative Postage	\$58,500
Information Technology ó Pitney Bowes	\$3,500

**TOTAL**

**\$ 62,000**



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### 2015/2016 Budget

#### EMPLOYEE SEMINAR EXPENSE

Account # 5727

Budget: \$ 76,100

Claims	\$ 15,000
Loss Control	\$ 8,000
Administrative	\$ 18,000
Accounting	\$ 3,500
Underwriting	\$ 3,900
Information Technology	\$ 27,700

**TOTAL**

**\$ 76,100**



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### 2015/2016 Budget

#### INSURANCE EDUCATION

**Account # 5728**

**Budget: \$ 7,500**

Claims	\$ 2,000
Underwriting	\$ 5,500

**TOTAL**

**\$ 7,500**



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### 2015/2016 Budget

#### TUITION REIMBURSEMENT

**Account # 5729**

**Budget: \$ 16,889**

Claims	\$2,000
Loss Control	\$2,000
Accounting	\$12,889

**TOTAL**

**\$ 16,889**



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### 2015/2016 Budget

#### CONSULTING FEES

**Account # 5731**

**Budget: \$ 266,000**

Consultants for Information Technology, Accounting,  
Loss Control and Administration

Loss Control

WeTip and property Inspection \$ 50,000

Accounting

PeopleSoft \$ 40,000

Information Technology

\$ 35,000

Administrative

\$ 126,000

CBIZ

Crisis Management

Retreat

My Community Workplace

Hay Group

Legal

Atlantic Workforce Solutions \$ 15,000

**TOTAL**

**\$ 266,000**



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### 2015/2016 Budget

#### MISCELLANEOUS

**Account # 5732**

**Budget: \$ 65,750**

Claims	\$250
Underwriting Storage Facility Files	\$3,500
Administrative Miscellaneous Employee Incentive Events	\$62,000

**TOTAL**

**\$65,750**





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### 2015/2016 Budget

#### DISASTER RECOVERY

Account # 5733

Budget: \$ 118,840

#### Disaster Recovery

Information Technology ó Site Costs		\$ 118,840
Rent	\$ 67,500	
Analog Phone Line	\$ 1,800	
Ethernet Line	\$ 32,400	
ADT ó Alarm System	\$ 540	
PSE&G	\$ 5,400	
Marlboro Office Cabling	\$ 11,200	

**TOTAL**

**\$ 118,840**



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### 2015/2016 Budget

#### CELL PHONES

Account # 5737

Budget: \$ 17,560

\$1,380/month x 12 months  
Annual Fee

\$ 16,560  
\$ 1,000

**TOTAL**

**\$ 17,560**



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### 2015/2016 Budget

#### OPEN PUBLIC RECORDS ACTS (OPRA) EXPENSES

**Account # 5738**

**Budget: \$ 100,000**

Miscellaneous Administrative Expenses  
related to OPRA requests.

\$ 100,000

**TOTAL**

**\$ 100,000**



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### 2015/2016 Budget

#### TRAVEL AND RELATED EXPENSE

**Account # 5201**

**Budget: \$ 234,932**

Claims	\$ 60,000
Loss Control	\$ 51,623
Administrative	\$ 21,200
Accounting	\$ 8,009
Underwriting	\$ 82,500
Information Technology	\$ 11,600

**TOTAL**

**\$ 234,932**



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### 2015/2016 Budget

#### ANNUAL MEETING

**Account #5851**

**Budget: \$ 47,600**

Hotel & Meeting Rooms Expense and Employee Meals 5,000	\$
Booth Storage and Freight	\$ 3,000
NJSIG Booth Space	\$ 14,000
Union Labor & Booth Furniture	\$ 3,500
Convention Handouts/Materials	\$ 3,000
Trustee Accommodations	\$ 3,600
Badges	\$ 500
Annual Meeting and Luncheon	\$ 15,000

**Total**

**\$ 47,600**



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### 2015/2016 Budget

#### BOARD OF TRUSTEES MEETINGS

Account# 5852

Budget: \$ 24,000

Board meeting expenses,  
assuming 7 meetings per calendar year  
assume 1 retreat

\$ 24,000

**TOTAL**

**\$ 24,000**



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### 2015/2016 Budget

#### INVESTMENT INCOME

Account # 4406 - 4420

**Budget: \$ 791,668**

Estimated Investment Income

\$ 791,668

**TOTAL**

**\$ 791,668**