

Third Quarter Ryan White Formula and Supplemental Planning Council Support Budget Review

The responsibility of reviewing the support budget on a quarterly basis was given to the Finance Committee by the Executive Committee and agreed upon by the HIPC.

PHMC acts as the fiscal agent for the Office of HIV Planning who are support staff to the HIPC. Fiscal segregation of responsibility is ensured through the following steps: the office manager processes the payment authorization, the director reviews and signs the payment authorizations and the checks are processed and currently distributed through the accounting department at PHMC and signed by their CEO, Richard Cohen. Monthly invoices are then submitted by PHMC to the recipient for payment and OHP as support documentation. (Any reimbursement for expenditures by the OHP Director related to the office are reviewed and authorized by the recipient. This type of expenditure cannot be authorized by the OHP Director. Copies of payment authorizations must be maintained for a period of no less than seven years.)

Ryan White expenditures through November 30, 2023 amount to \$396,304. The projected third quarter expense is \$407,077, which is based on dividing the overall formula and supplemental budget by 12 (\$45,230.82) and multiplying that amount by 9. Currently there is approximately \$10,773 of underspending.

The breakdown/explanation of expenditures is as follows:

Personnel is being expended in line with the third quarter expectations in that we are fully staffed.

Operating cost are still impacted by virtual meetings versus in-person structure.

- **Utilities:** The office did not require the usual heating and cooling or electrical output for computers and printers/copiers.
- **Communications:** The phones and internet were fully operational therefore the costs did not change significantly.
- **Office and meeting supplies:** The costs incurred relate to general office supplies. Again, the virtual meeting structure has decreased the need for basic supplies.
- **Leased equipment:** Copier and Pitney Bowes postage machine.
- **Printing:** There is very little printing in a virtual meeting environment.
- **Equipment:** This is mostly software license/subscription costs which are paid on an annual basis. SPSS (statistical package for social sciences) is expensive (\$5,600) and ESRI which is the GIS (geographic information system) program (\$1,400), Survey Monkey (\$1,500), monthly network backup, etc.
- **Travel (staff and member), journal subscriptions, advertising and staff development** were not expended during this period.
- **Other:** This includes the security system, exterminator, network back-up, postage.