

**Finance & Administration
FY2021 Crosswalk & Budget Variances**

The Finance and Administration Division provides support for and communicates methods to achieve VTrans' vision and mission. The Division works to maximize financial and human resources, and to improve the Agency's business practices to meet the needs of its internal and external customers. The Division consists of the following sections: Audit, Contract Administration, Budget and Financial Operations, Performance, Civil Rights and Labor Compliance, and the VTrans Training Center (VTTC) which includes VTrans Safety Officer.

	Transportation Fund	Federal	FY 2021 Total Amount	FY 2020 Total Amount	Difference Between FY20 & FY21	COMMENTS
Finance & Administration (8100000100): FY2021 Governor's Recommended Budget	15,244,639	871,200	16,115,839	15,497,069	618,770	90%+ of entire budget is fixed costs - salaries and benefits, rent, statewide allocated costs for DHR, ADS, VISION, insurance, etc. Enterprise IT infrastructure costs, the Secretary's Office, and the VTTC are also budgeted in Finance and Administration.
PERSONAL SERVICES						
Salaries and Wages	8,281,714	0	8,281,714	8,016,925	264,789	VANTAGE budget development system wage calculations and vacancy savings.
Fringe Benefits	4,131,063	74,000	4,205,063	4,167,866	37,197	Contractually required benefits (health & retirement, etc) and workers comp. Increase driven by workers comp (up 42%) and retirement (up 7.5%).
Contractual & 3rd Party Services	198,000	171,500	369,500	317,000	52,500	Predominantly Legal and Educational contracts.
Per Diem and Other Personal Services	2,500	10,000	12,500	15,000	(2,500)	
Personal Services Subtotal	12,613,277	255,500	12,868,777	12,516,791	351,986	
OPERATING						
Equipment	141,868	3,000	144,868	286,200	(141,332)	Reflects reduced investments in IT network hardware as this infrastructure migrates to ADS.
IT/Telecom Services & Equipment	1,086,276	139,700	1,225,976	1,002,189	223,787	Reflects increases in ADS allocations and a planned upgrade of GIS software.
Travel	9,500	57,400	66,900	65,100	1,800	Increase not significant. VTrans continues to control travel costs agency-wide.
Supplies	81,800	20,000	101,800	98,450	3,350	Small increase in various supply line items.
Other Purchased Services	402,964	136,100	539,064	435,714	103,350	Increase driven predominantly by insurance costs (up \$93K - more than doubled).
Other Operating Expenses	33,566	0	33,566	30,588	2,978	Increase driven by single audit costs estimates provided by Auditor's Office.
Rental Other	17,500	9,000	26,500	28,500	(2,000)	Small decrease from prior year.
Rental Property	633,488	0	633,488	615,037	18,451	Leased office space cost increases annually by approx. 3%.
Property & Maintenance	47,000	1,500	48,500	50,000	(1,500)	Small decrease from prior year.
Repair & Maintenance Services	177,400	194,000	371,400	313,500	57,900	Increase driven by planned server upgrades as recommended by ADS.
Operating Subtotal	2,631,362	560,700	3,192,062	2,925,278	266,784	
GRANTS	0	55,000	55,000	55,000		Annual grant for Summer Transportation Institute (Civil Rights)
Grants Subtotal	0	55,000	55,000	55,000	0	
Total FY2021 Governor's Recommended Budget	15,244,639	871,200	16,115,839	15,497,069	618,770	
Difference Between FY2020 & FY2021	618,770	0	618,770	0		
FY2020 As Passed Budget	14,625,869	871,200	15,497,069	15,497,069		