



Memorandum

To: MLDS Governing Board
From: Ross Goldstein, Executive Director
Date: May 22, 2017
Subject: MLDS Center FY 18 Budget

Purpose

The Governing Board is responsible for approving the Center's annual budget (see Ed. Art. § 24-704(g)(4), Annotated Code of Maryland). This agenda item will provide the Governing Board with the FY 18 budget for review and the Center's planned expenditures.

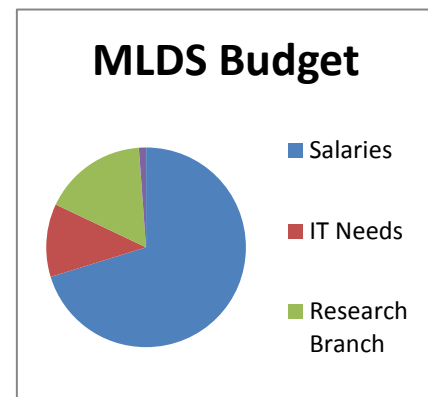
Background

The budget development process starts over a year prior to the start of the fiscal year. The Department of Budget and Management develops budget instructions and a maximum agency request amount. The agencies compile and submit the proposed budget to DBM, which reviews the budget and makes any necessary cuts or adjustments. Once the Governor's budget is finalized, it is submitted to the General Assembly. The amounts in the Governor's budget may be altered by legislative action to reduce or restrict particular appropriations. The legislature may not add to the budget or move money from one program to another. Agencies have the ability to move funds to different objects within its budget. The budget under review is the FY 18 budget approved by the General Assembly during the recently concluded legislative session.

Summary

The vast majority of the Center's funds are used for either staff salaries, the Research Branch MOU with the University of Maryland, School of Social Work, and various information technology needs (database services, auditing services, software licenses, equipment procurement and maintenance). The "other" category is primarily made up of parking and travel for conferences and meetings.

Attached is the full breakdown of the Center's budget allocation (table 1). The second table provides an itemized list of planned expenditures for parking (Obj 07), contractual services (Obj 08), and equipment replacement and additions (Objs 10 and 11).



Action

I request the Governing Board's review and approval of the MLDS Center FY 18 Budget.

MLDS Operating Budget - FY 18

Object	General Funds	Federal Funds*	Total Funds
01 Salaries	1,362,889.00	-	1,362,889.00
03 Communications	937.00	-	937.00
04 Travel	3,250.00	-	3,250.00
07 Motor Vehicle Operation and Maint.	10,060.00	-	10,060.00
08 Contractual Services	687,803.00	786,789.00	1,474,592.00
09 Supplies and Materials	9,200.00	-	9,200.00
10 Equipment Replacement	2,500.00	-	2,500.00
11 Equipment Additional	5,000.00	-	5,000.00
13 Fixed Charges	795.00	-	795.00
	2,082,434.00	786,789.00	2,869,223.00

*2015 SLDS Grant from USDOE (Synthetic Data Project)

Object Breakdown

07 - Motor Vehicle	Planned	Budgeted
Center Point Garage (\$830 per month for 6 spots)	9,960.00	
Grand Garage (\$108 per month for 1 spot)	1,300.00	
Obj 07 Subtotal	11,260.00	10,060.00
08 - Contractual Services		
UMB School of Social Work – Research Branch Services	350,000.00	
UMB School of Social Work - Synthetic Data Project	786,789.00	
IT Consulting Services (Senior Database Admin)	170,000.00	
MISC (JIRA, Goto meeting)	1,000.00	
Amazon Web Services (cloud storage services)	3,000.00	
Secure Sockets Layer (SSL) Certification	2,500.00	
Google - Gmail	1,500.00	
VMWare Licenses	15,000.00	
Oracle ODI license	6,600.00	
Xerox Printers Service Contracts	4,080.00	
IT Security – Audit/Services	10,000.00	
DoIT Enterprise	25,000.00	
Reimbursement to MHEC for Staff Liaison	100,000.00	
Obj 08 Subtotal	1,475,469.00	1,474,592.00
10 & 11 - Equipment (Replacement and Additional)		
Office Computers - refresh half of inventory	5,000.00	
Other IT Equipment	0.00	
Obj 08 Subtotal	5,000.00	7,500.00
	Total	
	1,491,729.00	1,492,152.00
	<i>difference</i>	423.00