

ARIN INTERMEDIATE UNIT 28



GENERAL OPERATING BUDGET

2019-2020



General Operating Budget 2019-2020

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ARIN¹⁰₂₈ General Operating Budget 2019-2020

ARIN, as a regional education service agency, works in partnership with local districts, nonpublic schools, technical centers, universities, agencies, and the Pennsylvania Department of Education to support education for learners of all ages and abilities. We provide innovative, responsive, and cost-effective programs to preschoolers and school-age pupils, teachers, administrators, as well as education and career counseling to adults.

The ARIN Administration, Board of Directors, and the Superintendents' Advisory Council guide the IU with the visionary leadership needed to face the growing challenges of educational advancement. Members of these groups and the districts they represent are listed to the right.

This document, **General Operating Budget 2019-2020**, provides vital statistics on financial matters that support IU activities that are designed to be cost-effective for local school districts.

James J. Wagner
Executive Director

ARIN Administration

James J. Wagner, *Executive Director*
Clifford A. Geary, *Director of Finance*
Katherine M. Monko, *Director of Early Childhood, School and Community Services*
Amanda M. Mosco, *Director of Human Resources*
Kimberly A. Rode, *Director of Special Education*

Board of Directors

Mr. John E. Sutula, <i>President</i> , Penns Manor Area	Ms. Tamara Leeper Indiana Area
Dr. Frank C. Prazenica, Jr. <i>Vice President</i> , Freeport Area	Ms. Candi L. Stewart Leechburg Area
Ms. Rebecca Ross Apollo-Ridge	Mr. Charles R. Glasser Marion Center Area
Mr. Stanley J. Berdell Armstrong	Ms. Pamela E. Gardner Purchase Line
Ms. Molly A. Stiles Blairsville-Saltsburg	Mr. Ronald N. Moyer United
Mr. Fred Hayes Homer-Center	

Superintendents' Advisory Council

Matthew E. Curci, Ed.D. Apollo-Ridge	Tiffany L. Nix Leechburg Area
Chris M. DeVivo Armstrong	Clint D. Weimer Marion Center Area
Jeffrey T. Soles Blairsville-Saltsburg	Daren K. Johnston Penns Manor Area
Ian M. Magness Freeport Area	Shawn L. Ford Purchase Line
Charles J. Koren, Ed.D. Homer-Center	Barbara L. Parkins, Ed.D. United
Michael J. Vuckovich Indiana Area	



ARIN¹⁰₂₈ General Operating Budget 2019-2020

General Operating Budget Overview

ARIN Intermediate Unit 28 will offer a multitude of programs and services during the 2019-2020 school year to students, parents, teachers, school administrators, school directors, and others in Armstrong and Indiana Counties. Total services for 2019-2020 will be made available through a compilation of approximately 57 budgets totaling over \$25.8 million. Funding is from various local, state, and federal sources. Many of the funds are earmarked for use in programs such as Special Education, Nonpublic School Services, Transportation, Individuals with Disabilities Education Act (IDEA), Pregnant & Parenting Teens Program, and Early Intervention. In most cases, the budgets are built from allocations or competitive grants received from the Pennsylvania Department of Education (PDE) and elsewhere, and require ARIN Board adoption and PDE approval.

Unique among all of the ARIN budgets is the General Operating Budget (GOB). It is the one budget that annually must go before all of the 11 school boards for adoption. It is the budget that supports the administration of all ARIN programs, and provides for delivery of the services to local school districts. The GOB consists of five separate budgets: the Administrative Budget and four service area budgets.

General Operating Budget Overview (continued)

The General Operating Budget provides the framework for the administration of all programs and services at ARIN. Additionally, it provides the resources to deliver services to school district personnel in several areas including Curriculum and Instruction, Educational Planning, Continuing Professional Education, Instructional Materials Services, and Nonpublic Schools.

The GOB is proposed with a full understanding of pressures being placed upon school districts to do more and to do it better, often without the benefit of additional revenue. ARIN is a resource to which districts can turn for programs and technical assistance that will enable them to control costs while maintaining and/or striving for educational excellence. ARIN's cooperative-based programs give districts access to quality alternatives that might otherwise be too costly for a single district.

As in prior years, the 2019-2020 GOB proposes some expenditures that will be paid for through the use of the fund balance. Use of a portion of our fund balance in the budgeting process allows us to provide program offerings to districts throughout our ongoing grant acquisition activity. In past years we have required either none or much less than was budgeted, of our fund balance allocation in order to balance revenues and expenditures at the end of the year.



ARIN¹⁰₂₈ General Operating Budget 2019-2020

Administrative Budget

The Administrative Budget provides funds for the operation of all ARIN programs, including the basic services and other programs authorized by the ARIN Board of Directors. All business/payroll/personnel functions as well as debt service on the building, liability and property insurance, leases, maintenance contracts, utilities, office supplies, and other expenses associated with central administration are included here. An item is budgeted when it is considered to be an expense that would be incurred no matter how many or how few programs are administered by ARIN.

Salaries, fixed charges, postage, travel expenses, and other costs for central administration staff are also found here, as are expenses incurred by the Board for audit and legal fees.

Program Service Budgets

In creating intermediate units, the legislature identified basic service areas from which IUs could tailor a program to meet local district needs. ARIN's program service budgets are: Continuing Professional Education, Curriculum Development and Instructional Improvement, Instructional Materials Services, and Nonpublic School Services.

Each service area has its own budget. As in the Administrative Budget, salaries, fixed charges, travel expenses, and other costs related to the delivery of a particular service are found in each of the respective program budgets. Leases, maintenance agreements, and so forth, which are directly related to the delivery of a specific service, are found in that service area budget.



ARIN¹⁰₂₈ General Operating Budget 2019-2020

Summation

The proposed 2019-2020 Budget is \$3,502,740.00, which is a 2.2% increase from the budget approved by the districts last spring.

The General Operating Budget supports the following five major categories:

- ♦ Administrative Program (ADM)
- ♦ Curriculum Development and Instructional Improvement Program (CUR)
- ♦ Instructional Materials Services Program (IMS)
- ♦ Continuing Professional Education Services Program (CPE)
- ♦ Nonpublic School Program - Act 89 (NPS)

The General Operating Budget is the only budget of the IU's major budgets that is approved by local school districts. Following the tentative approval by the Superintendents' Advisory Council and the ARIN Board, the budget is reviewed by all 99 school board members in Armstrong and Indiana Counties. The district boards vote by mail ballot and the results will be announced at the 49th ARIN Annual Convention on Tuesday, April 16, 2019, at United School District.

The Intermediate Unit's total comprehensive budget for current 2018-2019 operations is approximately \$25.8 million, which includes the following programs:

- ♦ Special Education Program Budget
- ♦ Individual Program Budgets
- ♦ General Operating Budget
- ♦ Transportation Budget
- ♦ Unemployment Compensation Program Budget
- ♦ Vision Insurance Program Budget
- ♦ Cooperative Service Budget
- ♦ Debt Service Fund
- ♦ Capital Projects Fund Budget
- ♦ Excellence Foundation

Timeline

The following is the budget approval process:

1. Review and tentative approval by the Superintendents' Advisory Council on January 9, 2019.
2. Review and tentative approval by the ARIN Board of Directors on January 29, 2019.
3. Review and approval by the Member Districts during the months of February/March 2019.
4. Final approval by the ARIN Board of Directors on April 16, 2019.
5. Submission to Pennsylvania Department of Education by April 30, 2019.



**ARIN INTERMEDIATE UNIT 28
GENERAL OPERATING BUDGET
2018-19/ 2019-20**

EXPENDITURES:	APPROVED 2018-19 BUDGET	PROPOSED 2019-20 BUDGET	DOLLAR DIFFERENCE
1. Administrative Program	\$2,261,843	\$2,111,618	(\$150,225)
2. Curriculum Program	274,378	478,100	203,722
3. Instructional Materials Service Program	169,009	221,830	52,821
4. Continuing Prof. Education Services Prog.	12,075	12,125	50
5. Nonpublic Program	682,914	678,531	(4,383)
Subtotal	<u>\$3,400,219</u>	<u>\$3,502,204</u>	<u>\$101,985</u>
6. Reserve for Encumbrances	28,606	536	(28,070)
Total Disbursements	<u>\$3,428,825</u>	<u>\$3,502,740</u>	<u>\$73,915</u>

SOURCES OF REVENUE:

1. Interest on Investments	\$21,000	\$66,000	\$45,000
2. Rentals	16,000	18,475	2,475
3. Tuition	35,000	32,000	(3,000)
4. Receipts from Members by Withholding	687,582	687,582	0
5. Receipts from Members for Direct Services	128,533	285,091	156,558
6. Administrative Services to Other Units/Programs	19,500	21,500	2,000
7. Miscellaneous Revenue	469,326	326,825	(142,501)
8. Refunds	0	0	0
9. Nonpublic Schools Subsidy	646,185	642,089	(4,096)
10. State Subsidy - Social Security	51,029	53,613	2,584
11. State Subsidy - Retirement	221,331	238,915	17,584
12. Interfund Transfers	718,915	725,913	6,998
13. Intrafund Transfers	348,736	355,909	7,173
Total Source of Revenue	<u>\$3,363,137</u>	<u>\$3,453,912</u>	<u>\$90,775</u>
Reserve for Encumbrances	28,606	536	(28,070)
Subtotal	<u>\$3,391,743</u>	<u>\$3,454,448</u>	<u>\$62,705</u>
Fund Balance Allocation	37,082	48,292	11,210
Total Available Funds	<u>\$3,428,825</u>	<u>\$3,502,740</u>	<u>\$73,915</u>

**ARIN INTERMEDIATE UNIT 28
GENERAL OPERATING BUDGET**

Local District Contributions by Withholding

	2019-20	
<u>School District</u>	Contribution	by
		<u>Withholding</u>
1. Apollo-Ridge	\$32,690	
2. Armstrong	\$179,293	
3. Freeport Area	\$81,951	
4. Leechburg Area	\$22,998	
5. Blairsville-Saltsburg	\$54,508	
6. Homer-Center	\$27,147	
7. Indiana Area	\$155,582	
8. Marion Center Area	\$50,323	
9. Penns Manor Area	\$22,953	
10. Purchase Line	\$25,255	
11. United	<u>\$34,882</u>	
Total	<u><u>\$687,582</u></u>	

*Figures based on 2018-19 Market Value Aid Ratios

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

REVENUES	ADMINISTRATIVE (ADM)		
Function	Object	Object Description	Proposed Budget 2019-20
6510		Interest Earnings (all accounts)	\$21,000
6910		Rentals (Bldg. & Equip.)	16,000
6940		Tuition	35,000
6947		Receipts from Members by Withholding	687,582
6948		Rcpts. from Members/Direct Contributions	128,533
6969		Services Provided Other Units	18,500
6970		Services Provided Other Programs	1,000
6990		Miscellaneous Revenue	469,326
6991		Refunds	0
7700		Nonpublic Subsidy - Act 89	646,185
7810		State Subsidy - Social Security	51,029
7820		State Subsidy - Retirement	221,331
			238,915

REVENUES

ADMINISTRATIVE (ADM)

Function	Object	Object Description	Approved Budget 2018-19	Proposed Budget 2019-20
9320		Special Revenue Fund Transfers	718,915	725,913
9810		Intrafund Transfers	348,736	355,909
		Subtotal	\$3,363,137	\$3,453,912
		Reserve for Encumbrances	28,606	536
		Fund Balance Allocation	37,082	48,292
		Total Administrative Funds	\$3,428,825	\$3,502,740
		Support to Program Budgets	(1,166,982)	(1,391,047)
		TOTAL ADM REVENUES	\$2,261,843	\$2,111,693

**ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET**

EXPENDITURES	ADMINISTRATIVE (ADM)		
Function	Object	Object Description	Proposed Budget 2019-20
		ADMINISTRATIVE SERVICES	
2300			
2300	100	Salaries	\$138,853
2300	200	Employee Benefits	89,400
2300	300	Professional & Technical Services	53,500
2300	400	Purchased Property Services	300
2300	500	Other Purchased Services	11,075
2300	600	Supplies	11,000
2300	700	Equipment	0
2300	800	Other Objects	8,900
		Subtotal Administrative Services	\$313,028
		BUSINESS ADMINISTRATIVE SERVICES	
2500			
2500	100	Salaries	\$543,001
2500	200	Employee Benefits	353,585
2500	300	Professional & Technical Services	12,625
2500	400	Purchased Property Services	3,109
2500	500	Other Purchased Services	14,150
2500	600	Supplies	8,300
			\$295,757

EXPENDITURES ADMINISTRATIVE (ADM)

2500	700	Equipment	0	0
2500	800	Other Objects	8,700	7,100
		Subtotal Business Adm Services	\$943,470	\$855,773
2519		BUS/ADM PROGRAM MANAGEMENT		
2519	100	Salaries	\$11,855	\$7,389
2519	200	Employee Benefits	9,873	8,820
2519	300	Professional & Technical Services	3,000	22,500
2519	400	Purchased Property Services	100	100
2519	500	Other Purchased Services	400	500
2519	600	Supplies	400	200
2519	700	Equipment	0	0
2519	800	Other Objects	150	150
		Subtotal Bus/Adm Program Mgmt.	\$25,778	\$39,659
2540		PRINT SHOP SERVICES		
2540	100	Salaries	\$10,959	\$11,361
2540	200	Employee Benefits	9,347	9,906
2540	400	Purchased Property Services	31,328	25,028
2540	600	Supplies	5,000	5,000
2540	700	Equipment	0	0
		Subtotal Print Shop Services	\$56,634	\$51,295

EXPENDITURES

ADMINISTRATIVE (ADM)

		OPERATION/MAINTENANCE SERVICES	
2600			
2600	100	\$112,909	\$103,202
2600	200	91,684	84,286
2600	300	300	300
2600	400	31,750	28,750
2600	500	25,500	25,200
2600	600	40,600	42,600
2600	700	0	0
2600	800	300	300
		\$303,043	\$284,638

TECHNOLOGY SERVICES

2800			
2800	100	\$194,809	\$204,686
2800	200	127,625	155,815
2800	300	38,500	4,000
2800	400	22,620	36,285
2800	500	5,475	4,175
2800	600	600	1,100
2800	700	0	0
2800	800	2,200	1,800
		\$391,829	\$407,861

EXPENDITURES ADMINISTRATIVE (ADM)

3300		COMMUNITY SERVICE AGENCIES	
3300	100	Salaries	\$0
3300	200	Employee Benefits	0
3300	600	Supplies	0
3300	800	Other Objects	0
		Subtotal Community Service Agencies	\$0
5100		DEBT SERVICE	
5110	800	Other Objects	\$750
5110	900	Principal Payments	0
		Subtotal Debt Service	\$750
5230	900	Capital Projects Fund Transfer	\$50,000
5240	900	Debt Service Fund Transfer	\$167,311
5900		BUDGETARY RESERVE	\$10,000
		Subtotal	\$2,261,843
		Reserve for Encumbrances	0
		TOTAL ADM EXPENDITURES	\$2,261,843

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

REVENUES	CURRICULUM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT (CUR)		
Function	Object	Object Description	Proposed Budget 2019-20
		Allocation from ADM Budget	\$118,653
6940		Tuition	32,000
6948		Rcpts. from Members/Direct Contributions	220,441
6990		Miscellaneous Local Revenue	3,550
7810		State Subsidy - Social Security	8,691
7820		State Subsidy - Retirement	38,350
9320		Special Revenue Transfer	0
		Fund Balance Allocation	0
		TOTAL CUR REVENUES	\$478,100

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

EXPENDITURES		CURRICULUM DEVELOPMENT & INSTRUCTIONAL IMPROVEMENT (CUR)		
Function	Object	Object Description	Approved Budget 2018-19	Proposed Budget 2019-20
OTHER INSTRUCTIONAL PROGRAMS				
1490				
1490	100	Salaries	\$0	\$0
1490	200	Employee Benefits	0	0
1490	300	Purchased Professional Services	0	0
1490	400	Purchased Property Services	0	0
1490	500	Other Purchased Services	1,100	1,100
1490	600	Supplies	900	900
1490	700	Equipment	0	0
1490	800	Other Objects	500	500
		Subtotal	\$2,500	\$2,500
SUPPORT SERVICES - INSTR. STAFF				
2200				
2200	100	Salaries	\$121,585	\$229,580
2200	200	Employee Benefits	89,414	176,632
2200	300	Purchased Professional Services	12,550	12,550
2200	400	Purchased Property Services	1,000	1,000

EXPENDITURES CURRICULUM DEVELOPMENT & INSTRUCTIONAL IMPROVEMENT (CUR)

2200	500	Other Purchased Services	14,900	14,900
2200	600	Supplies	26,000	27,500
2200	700	Equipment	0	0
2200	800	Other Objects	4,000	4,000
		Subtotal	\$269,449	\$466,162
5410		BUSINESS ADMINISTRATION		
5410	900	Indirect Cost	\$2,429	\$9,438
		Subtotal	\$274,378	\$478,100
		Reserve for Encumbrances	0	0
		TOTAL CUR EXPENDITURES	\$274,378	\$478,100

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

REVENUES	INSTRUCTIONAL MATERIALS SERVICES (IMS)		
Function	Object Description	Approved Budget 2018-19	Proposed Budget 2019-20
	Allocation from ADM Budget	\$37,364	\$65,881
6948	Receipts from Dists. for Prgrms. & Svcs.	42,500	64,650
6990	Miscellaneous Revenue	79,400	73,800
6991	Refund/Prior Years Exenditure	0	0
7810	State Subsidy - Social Security	1,854	3,192
7820	State Subsidy - Retirement	7,891	14,307
9320	Special Revenue Transfers	0	0
	Subtotal	\$169,009	\$221,830
	Reserve for Encumbrances	300	0
	TOTAL IMS REVENUES	\$169,309	\$221,830

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

EXPENDITURES		INSTRUCTIONAL MATERIALS SERVICES (IMS)		
Function	Object	Object Description	Approved Budget 2018-19	Proposed Budget 2019-20
2818		TECHNOLOGY SERVICES		
2818	100	Salaries	\$49,280	\$67,906
2818	200	Employee Benefits	30,079	46,185
2818	300	Professional and Technical Services	3,500	23,500
2818	400	Purchased Property Services	3,000	3,000
2818	500	Other Purchased Services	3,100	3,100
2818	600	Supplies	34,800	41,620
2818	700	Equipment	0	0
2818	800	Other Objects	4,800	4,800
		Subtotal - Technology Services	\$128,559	\$190,111
2821		TECHNOLOGY SUPPORT SUPERVISOR		
2821	100	Salaries	\$0	\$16,468
2821	200	Employee Benefits	0	8,751
2821	300	Professional & Technical Services	34,000	0
2821	400	Purchased Property Services	0	0
2821	500	Other Purchased Services	0	0
2821	600	Supplies	0	0

INSTRUCTIONAL MATERIALS SERVICES (IMS)

EXPENDITURES

2821	700	Equipment	0	0
2821	800	Other Objects	0	0
		Subtotal - Technical Support Serv.	\$34,000	\$25,219
VEHICLE OPERATION				
2650	400	Purchased Property Services	\$1,000	\$1,000
2650	500	Other Purchased Services	1,050	1,100
2650	600	Supplies	4,400	4,400
2650	700	Equipment	0	0
		Subtotal - Vehicle Operation	\$6,450	\$6,500
		Subtotal	\$169,009	\$221,830
		Reserve for Encumbrances	300	0
TOTAL IMS EXPENDITURES			\$169,309	\$221,830

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

CONTINUING PROFESSIONAL EDUCATION SERVICES (CPE)

REVENUES	Function	Object	Object Description	Approved Budget 2018-19	Proposed Budget 2019-20
			SUPPORT SERVICES		
			Allocation from ADM Budget	\$12,075	\$12,125
			TOTAL CPE REVENUES	\$12,075	\$12,125

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

EXPENDITURES		CONTINUING PROFESSIONAL EDUCATION SERVICES (CPE)		
Function	Object	Object Description	Approved Budget 2018-19	Proposed Budget 2019-20
2800		SUPPORT SERVICES		
2800	300	Other Objects	\$11,875	\$12,025
2800	500	Other Purchased Services	200	100
TOTAL CPE EXPENDITURES			\$12,075	\$12,125

ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET

REVENUES	NONPUBLIC SCHOOLS - ACT 89 (NPS)		
Function	Object	Object Description	Proposed Budget 2019-20
6510		Interest Earnings	\$1,000
7700		Act 89 Nonpublic Subsidy	646,185
7810		State Subsidy - Social Security	6,654
7820		State Subsidy - Retirement	29,075
9320		Special Revenue Transfers	0
		Subtotal	\$682,914
		Reserve for Encumbrances	28,306
		TOTAL NPS REVENUES	\$711,220

**ARIN INTERMEDIATE UNIT 28 BUDGET
GENERAL OPERATING BUDGET**

EXPENDITURES		NONPUBLIC SCHOOLS - ACT 89 (NPS)		
<u>Function</u>	<u>Object</u>	<u>Object Description</u>	<u>Approved Budget 2018-19</u>	<u>Proposed Budget 2019-20</u>
1500		NONPUBLIC INSTRUCTIONAL SERVICES		
1500	100	Salaries	\$136,480	\$137,502
1500	200	Employee Benefits	98,544	102,194
1500	300	Professional & Technical Services	297,520	315,567
1500	400	Purchased Property Services	7,500	7,500
1500	500	Other Purchased Services	7,100	5,100
1500	600	Supplies	30,791	13,790
1500	700	Equipment	1,600	0
1500	800	Other Objects	400	300
		Subtotal - Nonpublic Inst. Services	\$579,935	\$581,953
2140		PSYCHOLOGICAL SERVICES		
2140	100	Salaries	\$41,864	\$35,905
2140	200	Employee Benefits	20,144	19,698
2140	300	Professional & Technical Services	50	50
2140	500	Other Purchased Services	650	900
		Subtotal - Psychological Serv.	\$62,708	\$56,553

EXPENDITURES

NONPUBLIC SCHOOLS - ACT 89 (NPS)

<u>2300</u>			
	BUSINESS ADMINISTRATIVE SERVICES		
<u>2300</u>	<u>300</u>	<u>Professional & Technical Services</u>	<u>\$39,771</u>
			<u>\$39,525</u>
<u>2350</u>			
	ADMINISTRATIVE SUPPORT SERVICES		
<u>2350</u>	<u>300</u>	<u>Professional & Technical Services</u>	<u>\$500</u>
		<u>Subtotal</u>	<u>\$682,914</u>
		<u>Reserve for Encumbrances</u>	<u>28,306</u>
			<u>461</u>
		TOTAL NPS EXPENDITURES	\$711,220
			\$678,992

**ARIN INTERMEDIATE UNIT 28
2018-19 COMPREHENSIVE BUDGET**

The 2018-19 Comprehensive budget has ten major components:

1.	Special Education Program Budget	18.87%	\$4,877,877
2.	Individual Program Budgets	51.04%	13,191,081
3.	General Operating Budget	13.27%	3,428,825
4.	Transportation Budget	14.06%	3,633,803
5.	Unemployment Comp. Program Budget	0.05%	14,030
6.	Self Insurance Benefit Program Budget	0.54%	139,490
7.	Capital Projects Fund Budget	0.77%	200,050
8.	Cooperative Service Budget	0.01%	3,470
9.	Debt Service Fund	1.38%	357,986
10.	Excellence Foundation	0.01%	2,000
		<u>100.00%</u>	<u>\$25,848,612</u>

Funds to operate ARIN's comprehensive budget are comprised of:

1.	Federal Support	29.29%	\$7,571,541
2.	State Support:	33.61%	8,687,604
3.	District Support	21.60%	5,583,298
4.	Other Support	15.50%	4,006,169
		<u>100.00%</u>	<u>\$25,848,612</u>