

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>GENERAL FUND - REVENUE</b>									
10-3210-075	Transp Network Coll (TNC)			13	100	96	100	224	300	paid quarterly
10-3210-070	Ins Tax Coll Pgm (ITCP)	357,101	307,000	386,814	360,000	431,701	385,000	19,342	425,000	receive May & June, avg inc \$40K/yr
10-3210-071	Telecom Tax Coll Pgm (TTCP)	24,681	32,000	25,028	25,000	20,019	25,000	16,428	20,000	99% in March
10-3210-072	Local Opt Sales Tax (LOST)	341,325	340,000	376,108	365,000	405,519	400,000	320,826	336,552	monthly
10-3210-073	Sunday Liquor Licenses (LOP)	6,000	3,750	6,000	7,500	13,032	7,500	6,300	7,500	
10-3210-074	Aid to Subdivisions	43,904	45,000	43,904	45,000	46,085	40,000	45,954	45,000	quarterly
10-3210-076	Merchants Inventory							7		
10-3110-060	Building Permits & Fees	164,278	139,000	229,589	238,000	173,389	185,000	168,426	202,111	based on FY18 actuals
10-3110-062	Business Licenses - Inside BW	80,235	95,000	96,905	80,000	101,985	94,871	94,459	113,351	based on FY18 actuals
10-3110-063	Business Licenses - Outside BW	91,802	85,000	112,871	95,000	85,961	80,188	77,076	92,491	based on FY18 actuals
10-3710-099	Amphitheater Rentals								8,000	based on 4 civic & 2 corp events per year
10-3710-098	Amphitheater Staffing Fees								-	extra attendants
10-3710-097	Promoter Revenue Sharing								-	
10-3810-099	Park Rentals				2,400	1,015		7,958	8,000	to help offset Park & Recs expense
10-3110-064	Franchise Fees	225,954	190,000	218,025	225,000	263,339	225,000	85,612	250,000	due June 30
10-3910-069	Misc Revenues (Other Fees/Taxes)	109,460	75,034	133,691	20,000	15,723	10,000	10,097		adj factor
10-3910-095	Interest Income	436	500	1,221	0		1,854	1,153	1,384	based on FY18 actuals
10-3999-098	Fund Balance Approp	99051	-				50,000		-	for CMCOG TIS
10-8980-098	State Accommodations Tax to GF	25,000	28,750		29,250	-	28,847		27,905	by statute
10-8980-099	Manor Op'g Fund to GF				94,767	0	-		-	for Manor portion of salaries & benefits
	GF CIP to GF								27,520	vehicle purchase & security system adds
10-3910-099	Accrual - unspent USDA grant funds				9,662	0	-		-	for town website design
	<b>TOTAL - GEN FUND REVENUE</b>	<b>1,569,227</b>	<b>1,341,034</b>	<b>1,630,169</b>	<b>1,596,679</b>	<b>1,557,864</b>	<b>1,533,360</b>	<b>853,862</b>	<b>1,565,114</b>	

Final Draft (6-25-18) Town Council Second Reading

FY2018 YTD figures are as of 4/30/18; annualized amounts based on 10 months in FY18

**TOWN OF BLYTHEWOOD - APPROVED FY 18-19 BUDGET**

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	Item	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>GENERAL FUND EXPENDITURES</b>									
	<b>Governing Body</b>									
10-4110-180	Mayor Salary	8,991	9,000	9,000	9,000	9,000	9,000		9,000	
10-4110-180	Council Salaries	18,000	18,000	15,508	18,000	19,038	21,500	24,115	24,000	
10-4110-181	FICA - Mayor	302	700	395	689	689	689		689	
10-4110-181	FICA - Council	1,271	1,377	1,154	1,377	1,134	1,645	1,465	1,836	
10-4110-182	Retirement	906	1,000	995	1,035	1,404	2,034	1,764	3,058	14.56% for FY18 (JMR & MG & BF)
10-4110-183	Health Insurance	9,408	10,080	9,756	10,860	10,938	11,569	8,823	11,397	
10-4110-310	Other Expenses	1,801	2,500	2,262	2,000	1,967	4,000	1,671	4,000	travel, training, meetings (TC, PC, BAR, BZA)
10-4110-290	Misc	-	4,650	904	1,000	848	462	216	500	
10-4110-491	Municipal Memberships				2,175	2,725	2,175	2,675	3,500	CMCOG, Midlands Mayors Forum, MASC dues
10-4110-499	Election expenses (Nov 2017)						1,342	2,143	-	
	<b>TOTAL Governing Body</b>	<b>40,679</b>	<b>47,307</b>	<b>39,974</b>	<b>46,136</b>	<b>47,743</b>	<b>54,416</b>	<b>42,872</b>	<b>57,980</b>	
	<b>Administration</b>									
10-4120-180	Salaries - incl 1.7% COLA for FY18	204,929	184,055	205,032	283,323	222,664	233,032	178,500	217,504	KBC, MC, JE, CK, HK (100%)
	Salaries - 3% merit increase						6,802		6,525	
10-4210-181	FICA (based on 3% COLA)	24,472	14,081	15,610	21,674	16,821	17,827	12,743	17,055	
	FICA on 3% merit increase						520		499	7.65% of \$6,525 merit pot above
10-4120-182	Retirement (based on 3% COLA)	35,381	20,246	22,817	32,582	25,286	31,600	22,784	32,460	
	Retirement on 3% merit inc						922		950	14.56% of \$6,525 merit pot above
10-4120-183	Health Insurance	29,356	8,665	3,277	17,442		9,274		13,829	SH & JS insurance included in Manor budget
10-4120-310	Travel & Training	1,380	2,500	2,726	3,000	2,954	4,000	4,739	6,000	
10-4120-189	Tuition Reimbursement/Other	1,249	2,500	-	2,500	0	2,500	1,776	2,000	
10-4120-190	HR Administration								5,500	payroll/HR consultation
10-4120-186	Workers Comp	14,633	10,500	14,950	14,500	11,242	12,864	7,979	9,000	based on 2018 premiums & audit adjustment
10-4120-451	Gen Insurance	13,933	10,510	4,510	11,000	10,402	11,000	10,029	11,000	GL, E&O, Auto (incr due to property sched adds)
10-4120-260	Office Supplies		6,500	6,719	6,900	9,221	7,000	5,086	7,500	annualized based on 33-month purchase history
10-4120-510	Office Furniture		7,300	2,614	2,000	27	625	472	1,000	KBC office cabinets, MC office chair
10-4120-321	Telephone Services	8,718	13,500	11,961	12,500	10,648	12,500	10,206	11,000	AT&T fiber bundle, LR cell phone
10-4120-440	Internet Services	5,572	4,700	7,166	7,700	8,824	5,000	3,556	2,520	TWC (dedicated VOA) & AT&T (conf rm & guests)
10-4120-430	IT Support Services		4,200	68	4,200	2,800	4,200	3,500	4,200	phone system rental



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	<b>Legal &amp; Professional</b>									
10-4150-180	Legal - Staff Salaries	48,789	48,000	40,000	40,000	40,360	35,622	28,772	35,622	JSM
10-4150-181	FICA/Medicare			3,030	3,060	3,031	2,725	1,989	2,725	
10-4150-182	Retirement			4,424	4,600	4,582	4,937	3,675	5,187	14.56% for FY19
10-4150-183	Health Insurance			141	144	151	4,766	1,628	4,693	
10-4150-191	Accounting Services - Contract	37,825	20,000	65,842	11,427	6,601	1,000	1,225	25,000	
10-4150-194	Audit Services - Contract	37,882	7,500	8,250	8,250	8,250	8,250		8,250	Love Bailey
10-4150-199	Legal - Outside Counsel			6,718	5,000	6,066	10,000	4,880	8,000	employment/zoning matters
10-4150-196	Planning & Develop Svcs	36,000	39,000	50,340	45,000	45,900	40,000	29,700	40,000	M Criss
	IT - Contract	34,300	18,000	16,800	12,750				-	this line left in for history
	Other Prof Services	24,171	53,380	6,400					-	this line left in for history
10-4150-440	VC3			37,904	40,000	52,121	55,000	37,860	46,350	VC3 & Pitbull
10-4150-193	Econ Development			9,270	8,800	11,153	10,000	7,031	10,800	E Parler
10-4150-195	Engineering			-	8,500	8,871	10,000	1,683	5,000	Sustainable Design, Ken Parnell
10-4120-550	Website Design		15,000	-	15,000	12,156	-		-	\$9662 in USDA grant funding available to offset
10-4150-197	Process Server		500	-	500	0	500		500	A-tax delinquents
10-4150-280	Ordinance Codification	1,255	4,000	6,754	5,000	931	3,000	2,097	3,000	estimates coming from Municode
10-4150-310	Travel/Training					0	1,000		1,000	
10-4150-441	CMCOG Contracted Services					0	50,000	30,000	20,000	TIS for Blythewood/Langford Road realignment
	<b>TOTAL - Legal &amp; Professional</b>	<b>218,967</b>	<b>201,380</b>		<b>203,031</b>	<b>200,172</b>	<b>236,800</b>	<b>150,539</b>	<b>216,127</b>	

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	<b>Public Works</b>									
10-4410-180	Salaries - includes 3% COLA	79,847	64993	96070	106,539	109,361	108,620	82,885	106,225	CM, JM, LR
	Salaries - 3% merit pot						3259		3,187	
10-4410-181	FICA - on salaries with 3% COLA		4972	7087	8,150	8,159	8310	6,054	8,264	
	FICA on 3% merit pot						249		244	
10-4410-182	Retirement		7150	10440	12,252	12,416	14730	10,567	15,729	14.56% for FY19
	Retirement on 3% merit pot						442		464	
10-4410-183	Health Insurance		15750	18666	19,932	20,093	21264	13,471	21,227	
10-4410-212	Clothing Allowance		600	0	900	900	900	750	900	public works employees (CM, KP & LR)
10-4410-290	Supplies		6300	9139	12,000	1,662	3000		2,500	cones, lights, weed killer, hardware
10-4410-440	Contracted Services		39600	26387	47,400	21,620	45000	27,185	27,500	Tobias; Schultz Farms; RABCO; irrig; I-77 4 corners
10-4410-447	Landscape Materials				1,000	0	3000	1,494	500	pinestraw, mulch, fill sand
10-4410-550	Vehicles & Equipment				1,240	0	0		23,400	new vehicle
10-4410-352	Equipment Repair/Maint					649	1200		-	
10-4410-351	Maint & Repair - Town Hall	54,385	29900	22853	5,000	4,975	5000	1,703	3,000	annualized based on FY18 actuals
10-4410-354	Maint & Repair - Streets		500	21367	2,000	196	1000	2,750	3,000	pothole/sidewalk repairs
10-4410-356	Beautification Projects								7,500	Christmas Committee's proposal, Phase 1 only
10-4410-490	Signage	2,155	60	1777	2,500	5,519	2500	1,642	2,500	damage allowance; no new signs planned
	Utilities								-	all electricity costs, prior years
10-4410-331	Electricity (streetlights)		28,000	25,925	28,000	25,919	28,000	22,008	28,000	streets; charging stations
10-4410-334	Water (fire hydrant)		450	-	450	0	-		-	no longer billed for this
10-4410-251	Gas & Oil		1,500	1,095	1,500	1,606	2,000	1,103	2,200	all vehicles (1 gas, 1 hybrid, 1 new)
10-4410-425	Offsite Storage - PW		4,800	3,200	0	0			-	no longer needed - included for history only
10-4410-337	Waste Container Service		4,500	4,494	2,700	2,483	2,700	2,275	2,800	dumpster behind Town Hall
10-4410-253	Vehicle Maintenance		1,800	836	1,200	1,048	1,200	1,983	1,500	oil changes, repairs
10-4410-252	Vehicle tires		1,700	43	500	395	200	204	855	2 for SUV, 4 for Chevy pickup
10-4410-499	RR ROW Lease		300	306	300	311	313		325	annually to Norfolk-Southern
10-4410-499	Miscellaneous		500	10	2,500	2,202	2,800	818	-	
	<b>TOTAL - Public Works</b>	<b>136,387</b>	<b>213,375</b>	<b>249,695</b>	<b>256,063</b>	<b>219,515</b>	<b>255,687</b>	<b>176,892</b>	<b>261,820</b>	



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	<b>Parks &amp; Recreation</b>									
10-4510-180	Salaries		11700	3921	0	1,117		2,245	5,000	guesstimate
10-4510-181	FICA		900	300	0	85		169	383	7.65% of wages
10-4510-182	Retirement		1290	451	0	17		34	728	14.56% of wages
10-4510-183	Health Insurance				0	0			-	
10-4510-210	Cleaning Supplies					204	8000	1,115	1,580	restroom supplies
10-4510-240	Building/Park Supplies		8130	8456	9,513	11	4000	264	17,000	supplies unrelated to cleaning & landscaping
10-4510-290	Supplies						7740	14,765	-	
10-4510-351	Maint & Repair - Park		9440	16837	5,000	4,994	7000	10,116	10,000	irrig repairs, tree maintenance
10-4510-290	Signage		500	1369	500		500		-	repair, replace, additions
	Utilities								-	
10-4510-331	Electricity (path, RR, FM)		42600	45864	43,000	45,231	43000	38,923	46,725	walking trail lighting & park streets
10-4510-334	Water (restrooms)		450	479	600	552	600	420	650	
10-4510-335	Sewer (restrooms)		1150	1054	1,150	1,246	1150	895	1,563	
10-4510-290	Miscellaneous		500	0	0	15,737	7000		-	
10-4510-430	Playground Equip/Maintenance					34.01	1000	583	1,000	
10-4510-352	Equipment Repairs/Maint					201	500	1,006	4,500	
	Maintenance Services								-	
10-4510-440	Service/Maint Contracts					466	2700	1,980	4,855	weekend RR cleaning services
10-4510-441	Lake Mgmt - Contract		4200	4200	4,200	3,850	4200	3,500	4,200	Aquatic Mgmt Services
10-4510-442	Landscape - Contract		15200	12565	27,000	15,630	26000	13,975	29,820	mowing contract, fertilizer/weed control
10-4510-443	Irrigation - Contract		750	0	2,750	5,211	3500	2,126	3,500	BMB irrigation
10-4510-444	Video security sys - Contract				1,200	3,945	1500	675	900	
10-4510-447	Landscape Materials				3,400	0			7,000	plants, fill sand, mulch, pinestraw
	Playground Equip Lease		41248	45426	0				-	
10-4510-451	Park Insurance		250	0	0	0			-	in Admin GL insurance
10-4510-550	Vehicles & equip (pk impr)		10300	8058	26,600	17,715	10000	8,968	9,250	boardwalk sec cameras
10-9100-750	Base Pymt to BFC Trustee		99435	99425	99,838	99,838	98707	101,395	98,838	% base payment
10-9100-200	Base Pymt wire xfer fees					50	100	100	100	
	<b>TOTAL - Parks &amp; Recreation</b>	<b>-</b>	<b>248,043</b>	<b>248,405</b>	<b>224,751</b>	<b>216,134</b>	<b>227,197</b>	<b>203,254</b>	<b>247,592</b>	

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	<b>Amphitheater</b>									
10-4710-180	Salaries - park attendants						4,608		-	Labor expense is in Parks & Rec dept budget
10-4710-180	Salaries - AV tech						4,800		-	
10-4710-181	FICA						720		-	
	Utilities								-	
10-4710-331	Electric						1,200	1,091	2,750	4 Fairfield Electric metered accounts
10-4710-337	Waste Container Service						2,400		-	
10-4710-451	Insurance						238		-	
10-4710-447	Landscape Supplies						500	641	1,000	plants, mulch, ant killer, lawn supplies
10-4710-290	Supplies						750	1,827	3,500	
10-4710-290	Event Equipment						300		-	cones, flashlights, radios, et.
10-4710-290	Power & mike cords						250		-	
10-4710-351	Maintenance							1,134	2,000	not \$ cost; opportunity cost of Pub Works
10-4710-440	Facility/Event Management							348	350	annual ASCAP license
	Administrative Support								-	
10-9200-984	Transfer Out to PCA CIP						15,914		-	
	<b>TOTAL - Amphitheater</b>	<b>-</b>						<b>5,041</b>	<b>9,600</b>	



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	<b>Outside Agency Requests</b>									
10-4810-499	Transitions		2,500	5,000	5,000	5,000	5,000	5,000	5,000	assumption
10-4810-499	Christian Assistance Bridge		2,500	-	5,000	5,000	5,000	5,000	5,000	assumption
10-4810-499	YMCA		1,000	1,000	1,000	1,000	1,000	1,000	1,000	annual sponsorship
10-4810-499	GBCC		9,500	9,500	12,500	12,500	15,000	15,000	17,500	econ dev grant
10-4810-499	Meals on Wheels/Senior Res.		-	-	5,000	5,000	5,000	5,000	5,000	assumption
10-4810-499	Big Red Barn			-			1,000	1,000	1,000	EB recommendation
	<b>TOTAL - Outside Agency Reqts</b>		<b>15,500</b>	<b>15,500</b>	<b>28,500</b>	<b>28,500</b>	<b>32,000</b>	<b>32,000</b>	<b>34,500</b>	
10-9200-981	Transfer to Manor		10,000		10,000	0	29,768	-	29,797	\$12K town mtg usage & 25% SH comp for GF activities
10-9200-980	Transfer - Other				0	0	-		-	
10-9200-983	Transfer to Municipal Court	1,310	1,500	1,310	1,500	1,309	1,500	1,310	1,400	magistrate court judge & clerk
10-9200-982	Transfer to Capital Impr Fund		75,500	63,988	75,500	75,500	35,500	-	4,500	for capital acquisitions, projects
10-9200-991	Contingency		30,000		69,258	0	21,014	-	94,359	use must be approved by Council
	<b>TOTAL - GF EXPENDITURES</b>		<b>1,334,534</b>		<b>1,589,679</b>	<b>76,809</b>	<b>1,533,360</b>	<b>1,052,251</b>	<b>1,565,114</b>	

1,565,114	rev
1,470,755	exp (without contingency)
94,359	diff

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	Item	2016 Budget	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>CAPITAL IMPROVEMENT FUND</b>								
	<b>CAPITAL IMPR - Revenues</b>								
39-8980-096	General Fund Transfer	75,500	40,500	75,500	75,500	35,500	-	4,500	
39-3910095	Interest Earned		-		49		205		
	<b>TOTAL - CAPITAL IMP REVENUES</b>		<b>40,500</b>	<b>75,500</b>	<b>75,549</b>	<b>35,500</b>	<b>205</b>	<b>27,520</b>	
	<b>CAPITAL IMPR - EXPENDITURES</b>								
39-9110-355	Sidewalks	30,000	30,000	20,000	20,000	-	-	-	McNulty (penny tax)
39-9110-540	Vehicle Replacement	6,000	6,000	6,000	6,000	6,000	-	18,000	annual x 5 = 30,000
39-9110-581	Roofs (Hoffman House)	4,000	4,000	4,000	4,000	4,000	-	-	annual x 5 = 20,000
39-9110-582	HVAC Hoffman House (2 units)	5,500	500	500	500	500	-	-	500 x 10
39-9110-551	EV Quick Charger			25,000	25,000	25,000	-	-	replacement unit at Exxon; carryover from FY17 budget
	Video Security System			20,000	20,000			9,520	boardwalk cameras
	<b>TOTAL - CAPITAL IMPROVEMENT</b>	<b>45,500</b>	<b>40,500</b>	<b>75,500</b>	<b>75,500</b>	<b>35,500</b>	<b>-</b>	<b>27,520</b>	

<b>Fund Net Assets to Date:</b>	FY16 - FY18	FY19	<b>TOTAL</b>
Sidewalks	50,000	-	50,000
Vehicle Replacement	18,000	-	18,000
Roofs	12,000	4,000	16,000
HVAC	1,500	500	2,000
Video Security System	20,000		20,000
<b>TOTAL</b>	<b>101,500</b>	<b>4,500</b>	<b>106,000</b>

<b>To Be Spent in FY 2019</b>	
Vehicle Replacement	18,000
Boardwalk Security Cameras	9,520
<b>TOTAL</b>	<b>27,520</b>

These funds were not xfered out to GF for \$38K video security system purchase in Nov 2016

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	<b>STATE ACCOMM TAX - REVENUE</b>									
21-3210-078	A-Tax State	80,321	100,000	76,455	110,000	91,212	101,940	83,103	89,616	projected from FY18 actuals (4 quarters)
	<b>TOTAL - SAT REVENUE</b>	<b>80,321</b>	<b>100,000</b>		<b>110,000</b>	<b>91,212</b>	<b>101,940</b>	<b>83,103</b>	<b>89,616</b>	
	<b>STATE ACCOMM TAX - EXPENDITURES</b>									
21-9200-981	GF Allocation	25,000	28,750		29,250	-	28,847	-	28,231	statutory (\$25K plus 5% SAT)
21-5110-370	Advertising & Promotion (A&P)*	7,340	21,375		24,225	250	23,082	21,487	19,385	statutory (30% SAT)*
21-5110-375	Tourism Related	12,000	100,775	47,700	112,347	38,452	50,011	50,614	42,000	statutory 65% SAT, LAT balance & int
	<b>TOTAL - SAT EXPENDITURES</b>	<b>44,340</b>	<b>150,900</b>	<b>47,700</b>	<b>165,822</b>	<b>38,702</b>	<b>101,940</b>	<b>72,101</b>	<b>89,616</b>	

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

<b>AVAILABLE FOR STATE A-TAX COMMITTEE ALLOCATION</b>	
SAT - 65% Tourism Related funds	42,000
 AVAILABLE FUNDING	 42,000
<b>Proposed Allocation of 65% Tourism Related Funds</b>	
Visitor Center FY19 Operations	9,250
Historical Museum FY19 Operations	21,500
<b>Remaining for Allocation</b>	<b>11,250</b>

6-25-18 -Visitor Center from 20,500 to 18,500 at 6 months only = 9,250

<b>SAT ALLOCATIONS</b>	
89,616	FY19 projected revenue
(25,000)	first \$25K goes to GF
64,616	balance to allocate by 5%, 30%, 65%
3,231	5% to GF
19,385	30% to Advertising & Promo
42,000	65% to Tourism Related
64,616	
19,385	SAT 30% A&P funds
-	allocation to be determined
19,385	balance to use/carryover to FY20

**Proposed Allocation of 30% Advertising & Promo Funds**

19,385	Advert & Promo Full Allocation
<b>19,385</b>	Available for allocation to Advert & Promo orgs

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY2015 Actual	FY2016 Budget	FY2016 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>LOCAL ACCOMM TAX - REVENUE</b>									
22-3110-068	A-Tax Local	134,242	125,000		130,000	134,428	125,355	117,320	140,784	based on YTD FY18 actual
22-3910-095	Interest Income	421	500		700		1,784	54	65	based on YTD FY18 actual
	<b>TOTAL - LAT REVENUE</b>	<b>134,663</b>	<b>125,500</b>	<b>0</b>	<b>130,700</b>	<b>134,428</b>	<b>\$ 127,139</b>	<b>\$ 117,374</b>	<b>\$ 140,849</b>	
	<b>LOCAL ACCOMM TAX - EXPENDITURES</b>									
22-5110-375	Promo/Tourism			73,997	-	10,000	53,009	48,050	66,620	
22-9100-750	Transfer to BFC (base payment)	72,858	74,600	74,567	74,878	74,878	74,030	74,030	74,129	% base of payment
22-4120-200	base payment wire xfer fee					100	100	100	100	
	<b>TOTAL - LAT EXPENDITURES</b>		<b>74,600</b>	<b>148,564</b>	<b>74,878</b>	<b>84,978</b>	<b>127,139</b>	<b>122,180</b>	<b>140,849</b>	

<b>AVAILABLE FOR A-TAX COMMITTEE ALLOCATION</b>	
LAT Promo/Tourism	66,620
AVAILABLE FUNDING	66,620
<b>Proposed Allocation of FY19 LAT Funds</b>	
Big Grab 2019	10,000
Tournament of Bands 2019	10,000
SC Diamond Invitational 2019	20,000
Doko Rodeo 2019	20,000
<b>Remaining for Allocation</b>	<b>6,620</b>

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY2015 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>HOSPITALITY TAX - REVENUE</b>									
23-3110-068	H-Tax Revenue	342,495	340,000		355,000	377,367	357,927	317,379	387,110	annualized based on YTD FY18 actual
23-3910-095	Interest Income	532	800		1,300	-	2,262	466	559	annualized based on YTD FY18 actual
23-3999-098	Approp from Fund Balance	44,300	6,000		26,200	-	71,846	-	-	for PCA sidewalks & Manor HDMI system
	<b>TOTAL - H-TAX REVENUE</b>	<b>387,327</b>	<b>346,800</b>	<b>-</b>	<b>382,500</b>	<b>377,367</b>	<b>432,035</b>	<b>317,845</b>	<b>387,669</b>	
	<b>HOSP TAX - EXPENDITURES</b>									
23-5110-498	Visitor Center Allocation	18,670	20,000	13936	18,500	18,500	-	-	-	now being paid out of SAT 65% funds
23-5110-374	Farmers Market	12,000	12,000	0	5,000	7,942	10,720	10,720	10,000	est expenses, 1 year
23-5110-373	Town Events			7,500		-	34,000	31,200	16,500	see "Town Event funding" on detail sheet
23-5110-375	Tourism Related	53,614	6,791	18607	79,390	48,501	59,837	33,025	94,820	diff between rev & all other expends
23-5110-499	Miscellaneous		6,000		-	-				
23-9110-750	Transfer to BFC (base payment)	180,800	181,114	181096	181,847	181,847	179,788	179,788	180,027	% of base payment
23-9110-200	wire transfer fee					100	100	100	100	
23-9200-980	Transfer to Manor Operating Fd		115,895		71,563	-	78,044		67,522	allowed use of H-Tax
23-9200-981	Transfer to Manor CIP fund			147,504	26,200	26,200	18,700	-	18,700	allowed use of H-Tax
23-9200-982	Transfer to PCA CIP fund					-	50,846			
	<b>TOTAL - H-TAX EXPENDITURES</b>	<b>265,084</b>	<b>341,800</b>	<b>368,643</b>	<b>382,500</b>	<b>283,090</b>	<b>432,035</b>	<b>254,833</b>	<b>387,669</b>	

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

<b>AVAILABLE FOR H-TAX COMMITTEE ALLOCATION</b>	
H-Tax Tourism Related	94,820
<b>AVAILABLE FUNDING</b>	<b>94,820</b>
<b>Proposed Allocation of FY19 Hospitality Funds</b>	
Big Red Barn Summer Jam - July 2018	12,820
Christmas Parade - Dec 2018	5,000
Jingle Ball Jog - Dec 2018	5,000
Holiday Market - Dec 2018	4,000
Black History Month - Feb 2019	5,000
Equestrian Event - Spring 2019	5,000
Spring Market - Spring 2019	4,000
Theater Blythewood - Spring 2019	4,000
Dixie Youth Tourn - May 2019	1,500
Doko Fest - Summer 2019	15,000
Bravo BW Concert Series	15,000
Doko Film Festival - April 2019	18,500
<b>Remaining for Allocation</b>	<b>0</b>

<b>Town Event Funding - FY19</b>	
1,500	Christmas Tree Lighting 2018
15,000	Rockin' Red White & Blue 2019
<u>16,500</u>	

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY2015 Actual	FY2016 Budget	FY2016 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>DOKO MANOR - REVENUE</b>									
51-7110-100	Facility Rentals	78,705	83,205	117,297	140,000	201,890	205,000	181,361	217,633	based on FY18 YTD actuals
51-7110-102	Facility Fees	1,082	1,750	580	120	0	-	-	-	
51-2150-021	Security Deposits				0	0	-	-	-	
51-7110-101	Equipment Rentals	8,895	9,000	14,195	16,000	0	-	474	500	dance floor, stage, microphones
51-8980-098	Transfers from GF		10,000	-	10,000	0	29,768		29,727	for town usage & 25% SH comp
51-8980-099	Transfer from H-Tax		115,895	-	71,563	0	78,044		67,522	to balance Manor expenditures
51-8980-100	Transfer from Manor CIP Fund					0	7,500		27,500	for porch fans & HDMI projection upgrade
	<b>TOTAL - DOKO MANOR REVENUE</b>	<b>88,682</b>	<b>219,850</b>	<b>132,072</b>	<b>237,683</b>	<b>201,890</b>	<b>320,312</b>	<b>181,835</b>	<b>342,882</b>	
	<b>DOKO MANOR ADMIN - EXPENDITURES</b>									
51-7120-180	Salaries (with 3% COLA)	70,614	59,500	33,178	68,003	78,886	83,121	69,460	86,181	100% SH & JS
	Salaries - 3% merit pot						2,494		2,585	
51-7120-181	FICA (on COLA adjusted salaries)	5,167	4,550	2,357	5,202	5,670	6,359	4,843	6,758	7.65%
	FICA on 3% merit pot						191		198	
51-7120-182	Retirement (on COLA adj salaries)	4,830	6,545	3,713	7,820	8,976	11,271	8,874	12,862	14.56% for FY18
	Retirement on 3% merit pot						338		376	
51-7120-183	Health Insurance	4,083	4,365	4,353	13,742	12,453	14,040	8,879	9,386	SH & JS
51-7120-189	Tuition Reimbursement						-		-	
51-7120-230	Educational Materials						-		-	
51-7120-260	Office Supplies					2,067	3,000	848	1,500	Manor office supplies
51-7120-270	Computer Equip/Supplies						500	1,103	500	
51-7120-290	Misc Supplies/Materials						500	103	500	
51-7120-311	Expense Account	0	500	149	500		250		250	exp. acct., client lunches
51-7120-310	Prof Develop & Training				2,000	163	2,000	127	2,000	conferences & training
51-7130-321	Phone service						900		-	separate from Town Hall
51-7120-340	Printing/Production (in-house)						500		900	
51-7120-352	Equipment Repairs/Maint						250		250	
51-7120-370	Advertising		18,000	9,165	18,000	17,092	22,000	14,175	23,000	
51-7120-491	Dues & Subscriptions						-		-	
51-7120-550	Other Equipment			1,491		1,472	750		750	emergency equip replacements
	<b>TOTAL - DOKO MANOR ADMIN</b>			<b>54,406</b>		<b>126,779</b>	<b>148,464</b>	<b>108,412</b>	<b>147,996</b>	



**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY2015 Actual	FY2016 Budget	FY2016 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>DOKO MANOR OPERATIONS - EXPENDITURES</b>									
51-7130-180	Wages - Manor Event Staff	24,700	27,000	24,081	28,000	41,415	41,000	43,650	43,739	attendants (20% of Facility Rentals)
51-7130-180	Wages - Set-up staff		15,720	11,535	14,000		20,500		21,870	10% of Facility Rentals
51-7130-180	Wages - Cleaning service staff		7,800	3,459	5,600		8,200		1,750	4% of Facility Rentals
51-7130-181	FICA on PT staff wages		3,700	3,048	3,641	3,151	5,332	3,165	5,153	7.65% of \$67359 total PT wages
51-7130-182	Retirement					203		385	400	
51-7130-210	Cleaning Supplies	12	3,800	5,859	4,100	863	3,000	2,798	3,500	
51-7130-212	Uniforms					171	250	106	250	
51-7130-240	Building Supplies			1,632		621	2,000	447	2,000	
51-7130-351	Maint & Repair	17,618	2,400		10,100		15,000	4,880	11,000	routine repairs, French drain, toilet flush mech
51-7130-440	Contracted Services	206	7,300	7,991	11,000	6,292	10,000	6,036	8,500	Carpets, linens, HVAC, fire alarm monitoring, pest control, Pitbull, annual inspections
51-7130-442	Grounds & Landscaping		3,000	359	1,500	2,063	2,500	1,979	5,000	flowers, plants, gravel, cedar screen
51-7130-331	Electric	15,361	17,000	12,562	15,000	15,386	15,000	17,359	22,500	
51-7130-334	Water		500	629	650	812	750	528	750	
51-7130-335	Sewer		1,400	1,440	1,500	1,559	1,500	1,121	2,500	rate increase in March 2018
51-7130-337	Waste Container Service				2,400	2,547	2,500	2,494	3,000	
51-7130-352	Equipment Repairs/Maintenance			3,143		8,195	2,000	4,613	7,500	restroom, kitchen, AV repairs
51-7130-550	Manor equipment				12,500	10,767	32,500	7,818	46,600	porch fans, HDMI proj sys, Rm A screen, sidewalk scrubber, window shades
51-7130-399	Equipment Rentals						500	56	500	
51-7130-510	Manor furniture		8,900		5,000	5,735	2,000	280	1,000	outside event chairs & replacement tables
51-7130-271	Internet				1,100	1,152	1,100	1,093	1,500	for client use (AT&T U-verse)
51-7130-200	Bank Charges			12	1,400	202	3,216	2,291	4,374	cust cc xaction fees (2% of Facility Rent)
51-7130-499	Miscellaneous				3,000	4,593	3,000	981	1,500	bid ads, staff meetings
	<b>TOTAL - DOKO MANOR OPERATIONS</b>			75,750		105,727	171,848	102,080	194,886	
	<b>TOTAL EXPENDITURES (ADM &amp; OPS)</b>	142,591	191,980	130,156	235,758	232,507	320,312	210,492	342,882	total admin & operations expenditures
							275360			Manor revenue
							342882			Manor expenses
							-67522			difference (without HTax xfer)

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	2016 Budget	FY16 Actual	FY17 Approved	FY17 Actual	FY18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>MANOR CAPITAL IMPROVEMENT FUND</b>								
	<b>MANOR CIP - Revenues</b>								
52-8980-096	H-Tax fund balance appropriation		5,000	26,200	26,200	18,700	-	18,700	
52-3910-095	interest earned		1			-	39		earned \$1.50 on \$5,000 init dep
	<b>TOTAL MANOR CIP REVENUES</b>	<b>5,000</b>	<b>5,001</b>	<b>26,200</b>	<b>26,200</b>	<b>18,700</b>	<b>39</b>	<b>18,700</b>	
	<b>MANOR CIP - EXPENDITURES</b>								
52-9110-511	Carpet replacement		-	10,000	10,000	10,000	-	10,000	10,000 x 3 years (6,000 SF flooring area)
52-9110-581	Roofs	-	-	3,700	3,700	3,700	-	3,700	shingle 20 year; membrane 20 year, metal 50 year
52-9110-582	HVAC ( 8 units)	5,000	5,000	5,000	5,000	5,000	-	5,000	annual x 5 = 20,000
52-9110-575	Porch fans		-	7,500	7,500	-	-		being expended in FY18
52-9110-576	HDMI projection system upgrade	-	-	-	-	-	-		being expended in FY18
	<b>TOTAL - CAPITAL IMPROVEMENT</b>	<b>5,000</b>	<b>5,000</b>	<b>26,200</b>	<b>26,200</b>	<b>18,700</b>	<b>-</b>	<b>18,700</b>	

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

<b>Fund Net Assets to Date:</b>	<b>FY16-FY18</b>	<b>FY19</b>	<b>TOTAL</b>
Carpet Replacement	20,000	10,000	30,000
Roofs (shingle & membrane)	2,400	1,200	3,600
Roof (metal)	5,000	2,500	7,500
HVAC	15,000	5,000	20,000
Fans	7,500	-	7,500
HDMI projection system upgrade	-	-	-
<b>TOTAL</b>	<b>49,900</b>	<b>18,700</b>	<b>68,600</b>

being transferred to Manor operations budget for FY18 expenditure  
included in FY18 Manor operations budget as equip expenditure

<b>Roofing Estimates:</b>	
Shingle	21,000
Membrane	3,000
Metal	126,000
<b>TOTAL</b>	<b>150,000</b>

**Roofing Replacement**

Shingles & Membrane      1200 x 20 = 24,000  
Metal                              2500 x 50 = 126,000

3,700 x 20 years = 74,000 - 24,000 = 50,000

2,500 x 30 years = 75,000 + 50,000 = 125,000

**FY 2018-2019 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY 18 Budget	FY18 YTD Actual	FY19 Proposed	Notes
	<b>PCA CAPITAL BUDGET - REVENUE</b>				
38-8980-095	Transfer from Hosp Fund Balance	50,846	-		
38-8980-096	Transfer from PCA Operating Rev	15,914	-		
	<b>TOTAL - PCA CAPITAL REVENUE</b>	<b>66,760</b>	<b>-</b>		
	<b>PCA CAPITAL EXPENDITURES</b>				
38-9110-584	Concrete walks	50,000	60,235		
38-9110-585	Fencing	-			
38-9110-586	Security cameras	5,930	5,930		per National Alert quote
38-9110-589	Fire extinguishers	120			
38-9110-587	Stage improvements	6,500	6,220		sealant
38-9110-588	Storage trailer	3,600			
38-9110-588	Storage cabinets	610			for storing/securing portable gear
	<b>TOTAL - PCA CAPITAL EXPENDITURES</b>	<b>66,760</b>	<b>72,384</b>		

\*Included for historical purposes