

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>GENERAL FUND - REVENUE</b>								
10-3210-075	Transp Network Coll (TNC)	100	96	100	340	300	375	375	paid quarterly
10-3210-070	Ins Tax Coll Pgm (ITCP)	360,000	431,701	385,000	489,128	425,000	21,187	460,415	receive May & June, avg inc \$400K/yr
10-3210-071	Telecom Tax Coll Pgm (TTCP)	25,000	20,019	25,000	16,664	20,000	15,033	18,340	99% in March
10-3210-072	Local Opt Sales Tax (LOST)	365,000	405,519	400,000	401,110	336,552	342,000	403,315	monthly
10-3210-073	Sunday Liquor Licenses (LOP)	7,500	13,032	7,500	6,300	7,500	3,000	9,666	
10-3210-074	Aid to Subdivisions	45,000	46,085	40,000	45,954	45,000	45,949	46,020	quarterly
10-3210-076	Merchants Inventory				7		13	13	
10-3110-060	Building Permits & Fees	238,000	173,389	185,000	200,432	202,111	150,566	180,679	annualized based on FY19 actuals
10-3110-061	Re-inspection fees				7,470		4,905		
10-3110-062	Business Licenses - Inside BW	80,000	101,985	94,871	116,847	113,351	102,744	123,293	annualized based on FY19 actuals
10-3110-063	Business Licenses - Outside BW	95,000	85,961	80,188	95,005	92,491	86,790	104,148	annualized based on FY19 actuals
10-3810-099	Park & Amphitheater Rentals	2,400	1,015		8,458	8,000	4,960	5,500	to help offset Park & Recs expense
10-3110-064	Franchise Fees	225,000	263,339	225,000	283,576	250,000	98,145	273,457	due June 30
10-3910-069	Misc Revenues (Other Fees/Taxes)	20,000	15,723	10,000	14,381		13,786	15,060	commemorative trees, license plates, etc
10-3910-095	Interest Income	0		1,854	1,691	1,384	2,113	2,536	annualized based on FY19 actuals
10-8980-098	State Accommodations Tax to GF	29,250		28,847		27,905	25,000	28,058	by statute
10-8980-099	Manor Op'g Fund to GF	94,767	0						for Manor portion of salaries & benefits
10-8980-100	GF CIP to GF					27,520	22,563		vehicle purchase & security system adds
	<b>TOTAL - GEN FUND REVENUE</b>	<b>1,596,679</b>	<b>1,557,864</b>	<b>1,533,360</b>	<b>1,687,363</b>	<b>1,565,114</b>	<b>939,129</b>	<b>1,670,875</b>	

**DRAFT 5 - 06/24/2019 (FINAL)**

FY2019 YTD figures are as of 5/03/19 annualized amounts based on 10 months in FY19

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>GENERAL FUND EXPENDITURES</b>								
	<b>Governing Body</b>								
10-4110-180	Mayor Salary	9,000	9,000	9,000	9,000	9,000	7,470	10,050	
10-4110-180	Council Salaries	18,000	19,038	21,500	24,115	24,000	19,184	26,800	
10-4110-181	FICA - Mayor	689	689	689	689	689	552	769	
10-4110-181	FICA - Council	1,377	1,134	1,645	1,465	1,836	1,154	2,052	
10-4110-182	Retirement	1,035	1,404	2,034	1,764	3,058	2,302	3,650	15.56% for FY20 (JMR & MG & BF)
10-4110-183	Health Insurance	10,860	10,938	11,569	8,823	11,397	9,695	12,636	
10-4110-310	Other Expenses	2,000	1,967	4,000	1,671	4,000	1,244	4,000	travel, training, meetings (TC, PC, BAR, BZA)
10-4110-290	Misc	1,000	848	462	216	500	-	1,000	
10-4110-491	Municipal Memberships	2,175	2,725	2,175	3,175	3,500	3,053	3,500	CMCOG, Midlands Mayors Forum, MASC dues
10-4110-499	Election expenses (Nov 2019)			1,342	2,143	-		3,000	
	<b>TOTAL Governing Body</b>	<b>46,136</b>	<b>47,743</b>	<b>54,416</b>	<b>53,061</b>	<b>57,980</b>	<b>44,654</b>	<b>67,457</b>	
	<b>Administration</b>								
10-4120-180	Salaries - incl 2.5% COLA for FY20	283,323	222,664	233,032	223,421	217,504	167,215	254,503	KBC, MC, JE, SY, HK (100%)
	Salaries - 3% merit increase			6,802		6,525		7,640	
10-4210-181	FICA (based on 2.5% COLA)	21,674	16,821	17,827	17,091	17,055	12,425	19,471	
	FICA on 3% merit increase			520		499		584	7.65% of \$7,640 merit pot above
10-4120-182	Retirement (based on 2.5% COLA)	32,582	25,286	31,600	32,530	32,460	22,520	33,150	
	Retirement on 3% merit inc			922		950		5,560	15.56% of \$7,640 merit pot above
10-4120-183	Health Insurance	17,442		9,274	9,860	13,829	12,984	20,518	SH & JS insurance included in Manor budget
10-4120-310	Travel & Training	3,000	2,954	4,000	4,778	6,000	2,408	6,000	
10-4120-189	Tuition Reimbursement/Other	2,500	0	2,500	1,776	2,500	-		set aside for EAP, but used for misc HR expense
10-4120-190	HR Administration				318	500	3,613	4,055	Performance, background checks, MASK
10-4120-186	Workers Comp	14,500	11,242	12,864	9,532	9,000	5,547	7,360	based on 2019 premiums & audit adjustment
10-4120-451	Gen Insurance	11,000	10,402	11,000	10,180	11,000	10,461	11,000	GL, E&O, Auto (incr due to property sched adds)
10-4120-260	Office Supplies	6,900	9,221	7,000	6,519	7,500	5,037	7,500	
10-4120-510	Office Furniture	2,000	27	625	472	1,000	1,284	5,000	Fireproof cabinet (1900) Safe 300
10-4120-321	Telephone Services	12,500	10,648	12,500	12,610	11,000	10,077	11,040	AT&T fiber bundle, LR cell phone
10-4120-440	Internet Services	7,700	8,824	5,000	4,284	2,520	2,170	2,520	TWC (dedicated VOA)
10-4120-430	IT Support Services	4,200	2,800	4,200	4,750	4,200	3,500	-	phone system rental
10-4120-340	Copier	5,200	5,857	7,740	5,246	6,000	4,423	5,000	Presidio & Carolina Office Systems
10-4120-325	Postage	1,500	1,384	1,500	1,203	1,300	817	1,080	
10-4120-370	Advertising - Plng & Zoning	4,500	2,453	2,500	2,589	3,500	2,158	3,500	
10-4120-491	Dues/Subscriptions	1,800	1,117	1,500	2,019	2,500	420	2,500	
10-4120-425	Offsite Storage - files	1,600	1,737	1,600	1,674	1,704	1,595	2,000	Storage Express
10-4120-200	Bank charges	7,000	848	8,020	7,793	8,000	7,389	9,295	payment card processing, ACH/NSF fees
10-4120-311	Safety training (AED/CPR)	5,000		2,500	-	2,500	-	2,500	**Need to renew 03/2020
10-4120-445	Acctg software maint	7,500	11,867	13,000	9,175	10,100	5,050	480	annual services-QB/Guru

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	<b>Item</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 YTD</b>	<b>FY20 Budget</b>	<b>Notes</b>
10-4120-375	Community Promotions	17,700	11,697	15,000	4,781	7,500	6,490	12,500	
	Utilities					-			
10-4120-331	Electric	5,000	4,905	5,500	4,021	5,000	2,703	3,230	
10-4120-334	Water	550	669	600	512	600	521	635	
10-4120-335	Sewer	450	498	500	468	650	548	657	actual
10-4120-446	Website Maintenance	2300	2300	2,300	2,700	2,700	2,700	2,700	annual maintenance fee (Revize)
	Miscellaneous					-			
	<b>TOTAL - Administration</b>	<b>479,421</b>	<b>366,222</b>	<b>421,926</b>	<b>380,301</b>	<b>396,096</b>	<b>294,055</b>	<b>441,978</b>	

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>Legal &amp; Professional</b>								
10-4150-180	Legal - Staff Salaries	40,000	40,360	35,622	35,623	35,622	28,772	35,622	JSM
10-4150-181	FICA/Medicare	3,060	3,031	2,725	2,725	2,725	2,099	2,725	
10-4150-182	Retirement	4,600	4,582	4,937	5,187	5,187	3,905	5,543	15.56% for FY20
10-4150-183	Health Insurance	144	151	4,766	4,693	4,693	3,982	5,196	
10-4150-191	Accounting Services	11,427	6,601	1,000	13,423	25,000	24,420	25,000	
10-4150-194	Audit Services - Contract	8,250	8,250	8,250	8,250	8,250	16,500	8,250	Love Bailey
10-4150-199	Legal - Outside Counsel	5,000	6,066	10,000	4,880	10,000	8,456	12,500	employment/zoning matters
10-4150-196	Planning & Develop Svcs	45,000	45,900	40,000	39,600	40,000	10,360	10,000	
10-4150-440	VC3	40,000	52,121	55,000	52,126	46,350	43,817	58,320	VC3 & Pitbull+ AV CR + One Drive migration
10-4150-193	Econ Development	8,800	11,153	10,000	9,916	10,800	8,100	10,800	E Parler
10-4150-195	Engineering/Landscaping	8,500	8,871	10,000	1,683	5,000	940	10,000	Site plan
10-4150-280	Ordinance Codification	5,000	931	3,000	3,072	3,000	2,106	3,000	
10-4150-310	Travel/Training		0	1,000		1,000	-		
10-4150-441	CMCOG Contracted Services		0	50,000	30,000	20,000	-	35,000	TIS for Blythewood/Langford Road realignment & Update Comprehensive plan
	<b>TOTAL - Legal &amp; Professional</b>	<b>203,031</b>	<b>200,172</b>	<b>236,800</b>	<b>211,177</b>	<b>218,127</b>	<b>153,457</b>	<b>221,956</b>	

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>Public Works</b>								
10-4410-180	Salaries - incl 2.5% COLA for FY20	106,539	109,361	108,620	104,573	106,225	93,526	119,766	CM, JM, LR
	Salaries - 3% merit pot			3259		3,187		3,594	
10-4410-181	FICA - on salaries with 2.5% COLA	8,150	8,159	8310	8,000	8,264	6,882	9,162	
	FICA on 3% merit pot			249		244		275	
10-4410-182	Retirement	12,252	12,416	14730	15,226	15,729	12,732	18,635	15.56% for FY20
	Retirement on 3% merit pot			442		464		560	
10-4410-183	Health Insurance	19,932	20,093	21264	24,924	21,227	17,797	23,227	
10-4410-212	Safety Shoe-Clothing	900	900	900	750	900	59	900	public works employees (CM, KP & LR)
10-4410-290	Supplies	12,000	1,662	3000	2,327	2,500	1,617	2,500	cones, lights, weed killer, hardware
10-4410-440	Contracted Services	47,400	21,620	45000	34,912	27,500	21,238	34,000	Schultz Farms; irrig; I-77 4 corners, bug master
10-4410-447	Landscape Materials	1,000	0	3000	1,494	500	486	3,500	pinestraw, mulch, fill sand, new plants HH
10-4410-550	Vehicles & Equipment	1,240	0	0	0	23,400	298	-	new vehicle
10-4410-351	Maint & Repair - Town Hall	5,000	4,975	5000	2,171	3,000	2,135	4,000	Broom, Terminix, Cola Fire & Safety
10-4410-354	Maint & Repair - Streets	2,000	196	1000	2,750	3,000	191	1,000	pothole/sidewalk repairs
10-4410-356	Beautification Projects					7,500	8,013	8,500	Christmas Committee's proposal, Phase 2 only
10-4410-490	Signage	2,500	5,519	2500	1,642	2,500	(1,561)	3,500	damage allowance; new directional signs
	Utilities					-			all electricity costs, prior years
10-4410-331	Electricity (streetlights)	28,000	25,919	28,000	26,690	28,000	21,695	25,000	streets; charging stations
10-4410-251	Gas & Oil	1,500	1,606	2,000	1,623	2,200	1,748	2,500	all vehicles (1 gas, 1 hybrid, 1 new)
10-4410-337	Waste Container Service	2,700	2,483	2,700	2,823	2,800	2,367	2,500	dumpster behind Town Hall
10-4410-253	Vehicle Maintenance	1,200	1,048	1,200	2,039	1,500	1,588	3,000	oil changes, repairs
10-4410-252	Vehicle tires	500	395	200	204	855	566	1,500	2 for SUV, 4 for Chevy pickup
10-4410-499	RR ROW Lease	300	311	313	320	325	325	325	annually to Norfolk-Southern
10-4410-499	Miscellaneous	2,500	2,202	2,800	498	-	-	500	
	<b>TOTAL - Public Works</b>	<b>256,063</b>	<b>219,515</b>	<b>255,687</b>	<b>232,966</b>	<b>261,820</b>	<b>191,702</b>	<b>268,444</b>	

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>Inspections &amp; Code Enforcemt</b>								
10-4310-180	Salaries (with 2.8% COLA)	33,953	33,684	33,630	33,741	34,716	28,298	36,365	KW
	Salaries - 3% merit pot			1,009		1,041		1,091	
10-4310-181	FICA	2,597	2,561	2,573	2,581	2,656	2,148	2,782	
	FICA on 3% merit pot			77		80		83	
10-4310-182	Retirement	3,905	3,825	4,560	4,913	5,055	3,835	5,658	15.56% for FY20
	Retirement on 3% merit pot			137		152		170	
10-4310-183	Health Insurance	4,464	4,501	4,766	6,860	4,693	4,413	7,904	
10-4310-212	Clothing Allowance					150	-	125	
10-4310-440	Contracted Services	150,000	173,400	170,000	136,411	160,000	117,808	165,000	RCI
10-4310-260	Supplies	100	230	300		300	-	-	
10-4310-310	Travel & Training	500	0	500	20	500	-	500	
	<b>TOTAL - Insp &amp; Code Enf</b>	<b>195,519</b>	<b>218,201</b>	<b>217,552</b>	<b>184,526</b>	<b>209,343</b>	<b>156,502</b>	<b>219,678</b>	

**FY 2019-2020 Budget Prep Worksheet**  
**Expenditures and Revenues**

	<b>Item</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 YTD</b>	<b>FY20 Budget</b>	<b>Notes</b>
	<b>Parks &amp; Recreation</b>								
10-4510-180	Salaries	0	1,117		2,987	5,000	2,659	5,000	
10-4510-181	FICA	0	85		229	383	-	383	7.65% of wages
10-4510-182	Retirement	0	17		48	728	-		15.56% of wages
10-4510-183	Health Insurance	0	0			-	-		
10-4510-210	Cleaning Supplies		204	8000	1,319	1,580	576	1,000	restroom supplies
10-4510-240	Building/Park Supplies	9,513	11	4000	1,379	17,000	5,109	10,000	supplies unrelated to cleaning & landscaping
10-4510-351	Maint & Repair - Park	5,000	4,994	7000	11,243	10,000	7,803	12,500	irrig repairs, tree maintenance
	Utilities					-			
10-4510-331	Electricity (path, RR, FM)	43,000	45,231	43000	46,799	46,725	38,360	41,070	walking trail lighting & park streets
10-4510-334	Water (restrooms)	600	552	600	561	650	485	585	
10-4510-335	Sewer (restrooms)	1,150	1,246	1150	1,171	1,563	1,370	1,650	
10-4510-290	Miscellaneous	0	15,737	7000	18,600	-		500	
10-4510-430	Playground Equip/Maintenance		34.01	1000	1,071	1,000	-	2,500	
10-4510-352	Equipment Repairs/Maint		201	500	1,386	4,500	1,882	4,500	
	Maintenance Services					-			
10-4510-440	Service/Maint Contracts		466	2700	2,425	4,855	1,005	1,200	weekend RR cleaning services
10-4510-441	Lake Mgmt - Contract	4,200	3,850	4200	4,472	4,200	3,500	4,200	Aquatic Mgmt Services
10-4510-442	Landscape - Contract	27,000	15,630	26000	18,765	29,820	12,028	10,000	fertilizer/weed control & Tobias
10-4510-443	Irrigation - Contract	2,750	5,211	3500	2,126	3,500	1,214	3,500	BMB irrigation
10-4510-444	Video security sys - Contract	1,200	3,945	1500	900	900	450	900	
10-4510-447	Landscape Materials	3,400	0			7,000	4,337	7,000	plants, fill sand, mulch, pinestraw
10-4510-550	Park & Playground Improvements	26,600	17,715	10000	8,968	9,250	3,629	12,000	
10-9100-750	Base Pymt to BFC Trustee	99,838	99,838	98707	101,395	98,838		89,549	GF portion of FY19 base payment
	<b>TOTAL - Parks &amp; Recreation</b>	<b>224,751</b>	<b>216,134</b>	<b>227,197</b>	<b>225,993</b>	<b>247,592</b>	<b>84,407</b>	<b>208,037</b>	

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	<b>Item</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 YTD</b>	<b>FY20 Budget</b>	<b>Notes</b>
	<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	1,363	2,750	1,351	1,500	4 Fairfield Electric metered accounts
10-4710-290	Supplies			750	2,216	3,500	519	1,000	
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	750	1,000	
10-4710-440	Facility/Event Management				348	350	357	375	annual ASCAP license
	<b>TOTAL - Amphitheater</b>				<b>5,061</b>	<b>9,600</b>	<b>2,977</b>	<b>3,875</b>	



**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>Outside Agency Requests</b>								
10-4810-499	Transitions	5,000	5,000	5,000	5,000	5,000	5,000	5,000	annual sponsorship
10-4810-499	Christian Assistance Bridge	5,000	5,000	5,000	5,000	5,000	5,000	5,000	annual sponsorship
10-4810-499	YMCA	1,000	1,000	1,000	1,000	1,000	1,000	1,000	annual sponsorship
10-4810-499	GBCC	12,500	12,500	15,000	15,000	17,500	17,500	3,500	annual sponsorship
10-4810-499	Meals on Wheels/Senior Res.	5,000	5,000	5,000	5,000	5,000	5,000	5,000	annual sponsorship
10-4810-499	Big Red Barn			1,000	1,000	1,000	-	1,000	annual sponsorship
10-4810-499	Camp Discovery						750	1,000	annual sponsorship
10-4810-499	Stone House Ministries						1,000	1,000	annual sponsorship
	<b>TOTAL - Outside Agency Reqts</b>	<b>28,500</b>	<b>28,500</b>	<b>32,000</b>	<b>32,000</b>	<b>34,500</b>	<b>35,250</b>	<b>22,500</b>	
10-9200-981	<b>Transfer to Manor</b>	<b>10,000</b>	<b>0</b>	<b>29,768</b>	<b>-</b>	<b>29,797</b>	<b>22,350</b>	<b>26,800</b>	\$12K town mtg usage & 25% SH comp for GF activities
10-9200-980	<b>Transfer - Other</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>79,376</b>	<b>-</b>	<b>-</b>		
10-9200-983	<b>Transfer to Municipal Court</b>	<b>1,500</b>	<b>1,309</b>	<b>1,500</b>	<b>1,310</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	magistrate court judge & clerk
10-9200-982	<b>Transfer to Capital Impr Fund</b>	<b>75,500</b>	<b>75,500</b>	<b>35,500</b>	<b>-</b>	<b>4,500</b>	<b>4,500</b>	<b>13,000</b>	for capital acquisitions, projects
10-9200-991	<b>Contingency</b>	<b>69,258</b>	<b>0</b>	<b>21,014</b>	<b>-</b>	<b>94,359</b>	<b>-</b>	<b>175,750</b>	use must be approved by Council
	<b>TOTAL - GF EXPENDITURES</b>	<b>1,589,679</b>	<b>76,809</b>	<b>1,533,360</b>	<b>1,405,772</b>	<b>1,565,114</b>	<b>991,254</b>	<b>1,670,875</b>	

1,670,875	rev
1,495,125	exp (without contingency)
175,750	diff

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>CAPITAL IMPROVEMENT FUND</b>								
	<b>CAPITAL IMPR - Revenues</b>								
39-8980-096	General Fund Transfer	75,500	75,500	35,500	-	4,500	4,500	13,000	see 10-9200-982
30-3910-033	DMPF Funding						40,000		
39-3910-095	Interest Earned		49		317		513		
	<b>TOTAL - CAPITAL IMP REVENUES</b>	<b>75,500</b>	<b>75,549</b>	<b>35,500</b>	<b>317</b>	<b>4,500</b>	<b>45,013</b>	<b>13,000</b>	
	<b>CAPITAL IMPR - EXPENDITURES</b>								
30-4150-031	Legal & Professional Services	0	0	0	0	-	39,922	2,500	
39-9110-355	Sidewalks	20,000	20,000	-	-	-	-	-	
39-9110-540	Vehicle Replacement	6,000	6,000	6,000	-	18,000	-	6,000	annual x 5 = 30,000
39-9110-581	Roofs (Hoffman House)	4,000	4,000	4,000	-	-	-	4,000	annual x 5 = 20,000
39-9110-582	HVAC Hoffman House (2 units)	500	500	500	-	-	-	500	500 x 10
	<b>TOTAL - CAPITAL IMPROVEMENT</b>	<b>75,500</b>	<b>75,500</b>	<b>35,500</b>	<b>-</b>	<b>27,520</b>	<b>39,922</b>	<b>13,000</b>	

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>STATE ACCOMM TAX - REVENUE</b>								
21-3210-078	State A-Tax	110,000	91,212	101,940	86,371	83,103	94,421	94,421	projected from FY19 actuals
	<b>TOTAL - SAT REVENUE</b>	<b>110,000</b>	<b>91,212</b>	<b>101,940</b>	<b>86,371</b>	<b>83,103</b>	<b>94,421</b>	<b>94,421</b>	
	<b>STATE ACCOMM TAX - EXPENDITURES</b>								
21-9200-981	GF Allocation	29,250	-	28,847	-	27,905	25,000	28,471	statutory (\$25K plus 5% SAT)
21-5110-370	Advertising & Promotion (A&P)*	24,225	250	23,082	27,778	17,431	960	20,826	statutory (30% SAT)*
21-5110-375	Tourism Related	112,347	38,452	50,011	52,156	37,767	30,750	45,124	statutory 65% SAT
	<b>TOTAL - SAT EXPENDITURES</b>	<b>165,822</b>	<b>38,702</b>	<b>101,940</b>	<b>79,934</b>	<b>83,103</b>	<b>56,710</b>	<b>94,421</b>	

<b>AVAILABLE FOR A-TAX COMMITTEE ALLOCATION</b>	
SAT - 65% Tourism Related funds	45,124
<b>AVAILABLE FUNDING</b>	<b>45,124</b>
<b>Proposed Allocation of 65% Tourism Related Funds</b>	
SC Diamond Invitational	20,000
Doko Rodeo	25,000
<b>TOTAL PROPOSED</b>	<b>45,000</b>
<b>Remaining for Allocation</b>	<b>124</b>

<b>SAT ALLOCATIONS</b>	
94,421	FY20 projected revenue
(25,000)	first \$25K goes to GF
69,421	balance to allocate by 5%, 30%, 65%
3,471	5% to GF
20,826	30% to Advertising & Promotion - Allocation to be determined
45,124	65% to Tourism Related
69,421	

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>LOCAL ACCOMM TAX - REVENUE</b>								
22-3110-068	Local A-Tax	130,000	134,428	125,355	143,639	140,784	114,678	137,617	annualized based on YTD FY19 actual
22-3910-095	Interest Income	700		1,784	184	65	108	130	annualized based on YTD FY19 actual
	<b>TOTAL - LAT REVENUE</b>	<b>130,700</b>	<b>134,428</b>	<b>\$ 127,139</b>	<b>\$ 143,823</b>	<b>\$ 140,849</b>	<b>\$ 114,786</b>	<b>\$ 137,747</b>	
	<b>LOCAL ACCOMM TAX - EXPENDITURES</b>								
22-5110-375	Promo/Tourism	-	10,000	53,009	52,050	66,620	62,572	70,595	
22-9100-750	Transfer to BFC (base payment)	74,878	74,878	74,030	74,030	74,129	-	67,152	21% of base payment from LAT
	<b>TOTAL - LAT EXPENDITURES</b>	<b>74,878</b>	<b>84,978</b>	<b>127,139</b>	<b>126,080</b>	<b>140,849</b>	<b>62,572</b>	<b>137,747</b>	

<b>AVAILABLE FOR LOCAL ACCOMMODATIONS TAX ALLOCATION</b>	
LAT Promo/Tourism	70,595
AVAILABLE FUNDING	70,595
<b>Proposed Allocation of FY20 LAT Funds</b>	
Big Grab	5,000
Blythewood HS Tournament of Bands	10,000
Historical Museum FY20 Operations	24,500
Miss SC Blythewood Pageant	4,000
Westwood HS Tournament of Bands	10,000
Total Proposed	53,500
<b>Remaining for Allocation</b>	<b>17,095</b>

2018-2019 was \$10,000

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>HOSPITALITY TAX - REVENUE</b>								
23-3110-068	H-Tax Revenue	355,000	377,367	357,927	388,892	380,855	322,821	387,385	annualized based on YTD FY19 actual
23-3910-095	Interest Income	1,300	-	2,262	819	559	887	1,064	annualized based on YTD FY19 actual
23-3910-098	Approp from Fund Balance	26,200	-	71,846	-	-	-	80,000	
	<b>TOTAL - H-TAX REVENUE</b>	<b>382,500</b>	<b>377,367</b>	<b>432,035</b>	<b>389,711</b>	<b>381,414</b>	<b>323,708</b>	<b>468,449</b>	
	<b>HOSP TAX - EXPENDITURES</b>								
23-5110-374	Farmers Market	5,000	7,942	10,720	10,720	10,000	7,000	10,000	
23-5110-373	Town Events		-	34,000	35,468	16,500	10,157	16,500	Christmas Tree Lighting & RRWB
23-5110-375	Tourism Related	79,390	48,501	59,837	55,765	88,565	69,800	133,697	diff between rev & all other expends
23-5110-499	Fund Balance Expense	-	-					80,000	
23-9110-750	Transfer to BFC (base payment)	181,847	181,847	179,788	179,788	180,027	-	163,107	51% of base payment
23-9200-980	Transfer to Manor Operating Fd	71,563	-	78,044	-	67,522	50,000	46,445	allowed use of H-Tax
23-9200-981	Transfer to Manor CIP fund	26,200	26,200	18,700	-	18,700	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>382,500</b>	<b>283,090</b>	<b>432,035</b>	<b>281,891</b>	<b>381,414</b>	<b>155,675</b>	<b>468,449</b>	

468,449

(334,752)

133,697

known expenses/liabilities

available for Tourism Related events

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

**\*\*\*TABLE FOR ILLUSTRATIVE PURPOSES ONLY. TBD UPON REQUEST SUBMITTAL & REVIEW BY COUNCIL\*\*\***

AVAILABLE FOR HOSPITALITY TAX ALLOCATION	
<b>POTENTIAL FUNDING</b>	<b>133,697</b>
<b>Proposed Allocation of FY20 Hospitality Funds</b>	
Big Red Barn Summer Jam	12,821
Christmas Parade	7,500
Jingle Bell Jog	5,000
Holiday Market	4,000
Black History Month	5,000
Equestrian Event	5,000
Spring Market	4,000
Dixie Youth Tournament	1,500
Bikes & Beers	5,650
Bravo BW Concert Series	15,000
Doko Film Festival	15,000
Bengal Boys Golf Booster Club	2,500
DYBSL Allstar Tournament	5,000
Oktoberfest	14,100
Park/Playground-Canopy & Benches	10,000
Park/Hoffman House-Landscape Equipment	1,000
Park/Hoffman House-Landscaping Project	10,000
Park/Hoffman House - Speed bumps	2,000
Park Shed Exterior Security Camera	3,500
<b>Total Proposed</b>	<b>128,571</b>
Remaining for Allocation	5,126

**Request  
to be  
determined  
upon  
funding  
request**

**\*\*\*TABLE FOR ILLUSTRATIVE PURPOSES ONLY. TBD UPON REQUEST SUBMITTAL & REVIEW BY COUNCIL\*\*\***

**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>DOKO MANOR - REVENUE</b>								
51-7110-100	Facility Rentals	140,000	201,890	205,000	217,527	217,633	154,972	200,000	
51-8980-098	Transfers from GF	10,000	0	29,768	-	29,727	22,350	26,799	for town usage & 25% SH comp
51-8980-099	Transfer from H-Tax	71,563	0	78,044	-	67,522	50,000	28,999	to balance Manor expenditures
51-8980-100	Transfer from Manor CIP Fund		0	7,500	-	27,500	24,000	18,700	carpet, roofs and HVAC
	<b>TOTAL - DOKO MANOR REVENUE</b>	<b>237,683</b>	<b>201,890</b>	<b>320,312</b>	<b>217,527</b>	<b>342,882</b>	<b>251,322</b>	<b>274,498</b>	
	<b>DOKO MANOR ADMIN - EXPENDITURES</b>								
51-7120-180	Salaries (with 2.5% COLA)	68,003	78,886	83,121	85,933	86,181	72,025	93,084	SH & JS
	Salaries - 3% merit pot			2,494		2,585		2,792	
51-7120-181	FICA (on COLA adjusted salaries)	5,202	5,670	6,359	6,574	6,758	5,370	7,120	7.65%
	FICA on 3% merit pot			191		198		214	
51-7120-182	Retirement (on COLA adj salaries)	7,820	8,976	11,271	12,512	12,862	9,911	14,484	15.56% for FY18
	Retirement on 3% merit pot			338		376		434	
51-7120-183	Health Insurance	13,742	12,453	14,040	9,655	9,386	9,813	10,392	SH & JS
51-7120-260	Office Supplies		2,067	3,000	874	1,500	855	2,500	Manor office supplies
51-7120-310	Prof Develop & Training	2,000	163	2,000	127	2,000	-	1,000	conferences & training
51-7130-321	Phone service			900	-	-	1,127	1,600	separate from Town Hall
51-7120-370	Advertising	18,000	17,092	22,000	19,329	23,000	22,204	23,000	
	<b>TOTAL - DOKO MANOR ADMIN</b>		<b>126,779</b>	<b>148,464</b>	<b>136,500</b>	<b>147,996</b>	<b>121,384</b>	<b>156,620</b>	

**FY 2019-2020 Budget Prep Worksheet**  
**Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>DOKO MANOR OPERATIONS - EXPENDITURES</b>								
51-7130-180	Wages - Manor Event Staff	28,000	41,415	41,000	55,394	43,739	36,074	40,000	attendants (20% of Facility Rentals)
51-7130-181	FICA on PT staff wages	3,641	3,151	5,332	4,238	5,153	2,946	3,060	7.65% of \$40000` total PT wages
51-7130-182	Retirement		203		519	400	498	500	
51-7130-210	Cleaning Supplies	4,100	863	3,000	3,530	3,500	2,614	3,500	
51-7130-212	Uniforms		171	250	106	250	226	500	
51-7130-240	Building Supplies		621	2,000	450	2,000	920	2,000	batteries, bulbs, etc
51-7130-351	Maint & Repair	10,100		15,000	4,921	11,000	1,691	5,000	routine repairs, French drain
51-7130-440	Contracted Services	11,000	6,292	10,000	8,398	8,500	7,008	8,500	Carpets, linens, HVAC, fire alarm monitoring, pest control, Pitbull, annual inspections
51-7130-442	Grounds & Landscaping	1,500	2,063	2,500	2,655	5,000	715	2,500	flowers, plants, gravel, cedar screen
51-7130-331	Electric	15,000	15,386	15,000	21,622	22,500	14,825	16,450	annualized based on FY19 actuals
51-7130-334	Water	650	812	750	702	750	848	1,041	annualized based on FY19 actuals
51-7130-335	Sewer	1,500	1,559	1,500	1,463	2,500	1,715	2,060	annualized based on FY19 actuals
51-7130-337	Waste Container Service	2,400	2,547	2,500	3,047	3,000	2,161	2,600	
51-7130-352	Equipment Repairs/Maintenance		8,195	2,000	5,204	7,500	5,496	7,500	restroom, kitchen, AV repairs
51-7130-550	Manor equipment	12,500	10,767	32,500	8,956	46,600	3,246	15,000	porch fans, Rm A screen, sidewalk scrubber, window shades
51-7130-271	Internet	1,100	1,152	1,100	1,330	1,500	1,790	2,167	for client use (AT&T U-verse)
51-7130-200	Bank Charges	1,400	202	3,216	3,817	4,374	1,789	4,000	cust cc xaction fees (2% of Facility Rent)
51-7130-499	Miscellaneous	3,000	4,593	3,000	3,004	1,500	193	1,500	bid ads, staff meetings
	<b>TOTAL - DOKO MANOR OPERATIONS</b>		<b>105,727</b>	<b>171,848</b>	<b>129,693</b>	<b>194,886</b>	<b>84,755</b>	<b>117,878</b>	
	<b>TOTAL EXPENDITURES (ADM &amp; OPS)</b>	<b>235,758</b>	<b>232,507</b>	<b>320,312</b>	<b>266,193</b>	<b>342,882</b>	<b>206,139</b>	<b>274,498</b>	total admin & operations expenditures

274498 Manor revenue  
274498 Manor expensesd  
0 total admin & operations expenditures  
245499 Manor revenue (without Htax xfer)  
274498 Manor expenses  
-28999 difference



**FY 2019-2020 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20 Budget	Notes
	<b>MANOR CAPITAL IMPROVEMENT FUND</b>								
	<b>MANOR CIP - Revenues</b>								
30-8980-096	H-Tax fund balance appropriation	26,200	26,200	18,700	-	18,700	18,700	18,700	
	<b>TOTAL MANOR CIP REVENUES</b>	<b>26,200</b>	<b>26,200</b>	<b>18,700</b>	<b>39</b>	<b>18,700</b>	<b>18,700</b>	<b>18,700</b>	
	<b>MANOR CIP - EXPENDITURES</b>								
30-9110-511	Carpet replacement	10,000	10,000	10,000	-	10,000	-	10,000	10,000 x 3 years (6,000 SF flooring area)
30-9110-581	Roofs	3,700	3,700	3,700	-	3,700	-	3,700	shingle 20 year; membrane 20 year, metal 50 year
30-9110-582	HVAC ( 8 units)	5,000	5,000	5,000	-	5,000	-	5,000	annual x 5 = 20,000
30-9110-575	Porch fans	7,500	7,500	-	-				
	<b>TOTAL - CAPITAL IMPROVEMENT</b>	<b>26,200</b>	<b>26,200</b>	<b>18,700</b>	<b>-</b>	<b>18,700</b>	<b>0</b>	<b>18,700</b>	

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

<b>Roofing Replacement:</b>	
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	