

ATTACHMENT A

COASTAL HERITAGE SOCIETY
Tricentennial Park Administrative Budget
Calendar Year 2019

	<u>2019</u>
Ordinary Income/Expense	
Income	
Project Revenue	
Local Gov/City Assistance	176,528
From TCP Operations	263,012
Total Project Revenue	<u>439,540</u>
Total Income	<u>439,540</u>
Gross Profit	439,540
Expense	
Business License & Registration	50
Professional Services	
Accounting Fees	11,700
Other Professional Services	2,300
Total Professional Services	<u>14,000</u>
Facilities, Landscaping & Equip	
Maintenance/Service Contracts	600
Depr and Amort - Allowable	1,600
Total Facilities, Landscaping & Equip	<u>2,200</u>
Operating Expenses	
Comp Software/Virus Protect/Sup	12,700
Membership Dues/Fees	1,100
Bank and Merchant Fees	870
Books, Subscriptions, Reference	80
Insurance	7,000
Marketing & Advertising	23,000
Postage, Mailing Service	3,050
Printing,Copying Supp/Contracts	9,100
Stakeholder Relations	350
Supplies	5,700
Telephone, Cell, DSL	12,500
Tools & Equipment	2,150
Total Operating Expenses	<u>77,600</u>
Wages/Benefits	
Accounting	41,000
Administration	26,000
Development & Fundraising	5,250
Management	129,500
Marketing	83,300
Overhead/Vacation/Holidays	16,000
Benefits	
Workers Compensation Ins	2,000
Employee Benefits	18,000
Taxes	24,000

Total Benefits	44,000
Total Wages/Benefits	345,050
Travel and Meetings	
Hotel, Food, Registration Fees	600
Travel, Mileage, Fuel, Tickets	250
Total Travel and Meetings	850
Total Expense	439,750
Net Ordinary Income	-210
Other Income/Expense	
Other Income	
Interest Income	10.00
Miscellaneous Income	200.00
Net Other Income/Expense	210.00
Net Difference	0.00

COASTAL HERITAGE SOCIETY
Tricentennial Park Maintenance and Janitorial Budget
Calendar Year 2019

	<u>2019</u>
Ordinary Income/Expense	
Income	
Project Revenue	
Local Gov/City Assistance	540,000.00
From TCP Operations	85,315.00
Total Project Revenue	625,315.00
Total Income	625,315.00
Gross Profit	625,315.00
Expense	
Work Projects	6,000.00
Professional Services	
Other Professional Services	1,050.00
Total Professional Services	1,050.00
Facilities, Landscaping & Equip	
Maintenance/Service Contracts	60,000.00
Landscaping Maint/Tools/Supp	5,100.00
Facility Maintenance	10,900.00
Electrical Maintenance	900.00
HVAC Maintenance	6,400.00
Plumbing Maintenance	2,800.00
Exhibit Maintenance	100.00
Equipment Maintenance	1,150.00

Maintenance Supplies & Tools	5,400.00
Utilities	
Electric	166,000.00
Water/Sewer	17,800.00
Total Utilities	183,800.00
Depr and Amort - Allowable	<u>13,500.00</u>
Total Facilities, Landscaping & Equip	290,050.00
Janitorial/ Housekeeping	
Cleaning Supplies & Tools	12,611.00
Paper Supplies for Restrooms	<u>9,018.00</u>
Total Janitorial/ Housekeeping	21,629.00
Operating Expenses	
Insurance	48,000.00
Postage, Mailing Service	100.00
Supplies	2,866.00
Telephone, Cell, DSL	2,304.00
Tools & Equipment	<u>1,705.00</u>
Total Operating Expenses	54,975.00
Wages/Benefits	
Janitorial	101,424.00
Overhead/Vacation/Holidays	9,887.00
Overtime	600.00
CHS Services - Maintenance	110,000.00
Benefits	
Workers Compensation Ins	10,000.00
Employee Benefits	8,200.00
Taxes	<u>10,000.00</u>
Total Benefits	<u>28,200.00</u>
Total Wages/Benefits	250,111.00
Travel and Meetings	
Hotel, Food, Registration Fees	100.00
Travel, Mileage, Fuel, Tickets	<u>1,150.00</u>
Total Travel and Meetings	1,250.00
Vehicles - Trailers	
License & Registrations	0.00
Repairs & Maintenance	<u>250.00</u>
Total Vehicles - Trailers	<u>250.00</u>
Total Expense	<u>625,315.00</u>
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
Miscellaneous Income	<u>0.00</u>
Total Other Income	<u>0.00</u>
Net Other Income/Expense	<u>0.00</u>
Net Difference	<u><u>0.00</u></u>