

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

	<b>Item</b>	<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY16 Actual</b>	<b>YTD Actual (as of 3/31/17)</b>	<b>FY17 Budget</b>	<b>FY 18 Proposed</b>	<b>Notes</b>
	<b>GENERAL FUND - REVENUE</b>							
10-3210-075	Transp Network Coll (TNC)			13	56	100	100	new legislation; pd quarterly
10-3210-070	Ins Tax Coll Pgm (ITCP)	357,101	307,000	386,814	4,848	360,000	385,000	receive May & June
10-3210-071	Telecom Tax Coll Pgm (TTCP)	24,681	32,000	25,028	17972	25,000	25,000	99% in March
10-3210-072	Local Opt Sales Tax (LOST)	341,325	340,000	376,108	300,993	365,000	400,000	monthly
10-3210-073	Sunday Liquor Licenses (LOP)	6,000	3,750	6,000	12,882	7,500	7,500	
10-3210-074	Aid to Subdivisions	43,904	45,000	43,904	35,109	45,000	40,000	quarterly
10-3110-060	Building Permits & Fees	164,278	139,000	229,589	120,488	238,000	185,000	annualized based on FY17 actuals
10-3110-062	Business Licenses - Inside BW	80,235	95,000	96,905	58,272	80,000	94,871	annualized based on FY17 actuals
10-3110-063	Business Licenses - Outside BW	91,802	85,000	112,871	60,141	95,000	80,188	annualized based on FY17 actuals
10-3810-099	Park Rentals					2,400		to help offset Park & Recs expense
10-3110-064	Franchise Fees	225,954	190,000	218,025	79,081	225,000	225,000	due June 30
10-3910-069	Misc Revenues (Other Fees/Taxes)	109,460	75,034	133,691	2,749	20,000	10,000	adj factor, \$90K SCE&G ended 1/20/16
10-3910-095	Interest Income	436	500	1,221	0	0	1,854	annualized based on FY17 actuals
10-3999-098	Fund Balance Approp	99051	-		0		50,000	for CMCOG TIS
10-8980-098	State Accommodations Tax to GF	25,000	28,750		0	29,250	28,847	by statute
10-8980-099	Manor Op'g Fund to GF					94,767	-	for Manor portion of salaries & benefits
10-3910-099	Accrual - unspent USDA grant funds					9,662	-	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>1,533,360</b>	

**FINAL - 7/18/17**

includes 7/7/17 changes in Hosp, Manor, and Manor CIP funds due to HDMI projection system expenditure in FY18 (red highlights)

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	Item	FY15 Actual	FY16 Budget	FY16 Actual	YTD Actual (as of 3/31/17)	FY17 Approved	FY18 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	
10-4110-180	Council Salaries	18,000	18,000	15,508		18,000	21,500	includes 7 months (Dec-June) for TU's seat
10-4110-181	FICA - Mayor	302	700	395		689	689	
10-4110-181	FICA - Council	1,271	1,377	1,154	1,348	1,377	1,645	
10-4110-182	Retirement	906	1,000	995	943	1,035	2,034	13.56 for FY18 (JMR & MG)
10-4110-183	Health Insurance	9,408	10,080	9,756	8,183	10,860	11,569	JMR
10-4110-310	Other Expenses	1,801	2,500	2,262		2,000	4,000	travel, training, meetings
10-4110-290	Misc	-	4,650	904		1,000	462	
10-4110-491	COG Membership					2,175	2,175	
10-4110-499	Election expenses (Nov 2017)						1,342	LG & TU seats (based on 11/3/15 election costs)
	<b>TOTAL Governing Body</b>	<b>40,679</b>	<b>47,307</b>	<b>39,974</b>	<b>10,474</b>	<b>46,136</b>	<b>54,416</b>	
	<b>Administration</b>							
10-4120-180	Salaries - includes 3% COLA	204,929	184,055	205,032	163,158	283,323	233,032	MC, JE, CK, MK, GP (100%)
	Salaries - 3% merit increase						6,802	
10-4210-181	FICA (based on 3% COLA)	24,472	14,081	15,610	12,338	21,674	17,827	
	FICA on 3% merit increase						520	7.65% of \$6,802 merit pot above
10-4120-182	Retirement (based on 3% COLA)	35,381	20,246	22,817	18,496	32,582	31,600	
	Retirement on 3% merit inc						922	13.56% of \$6,802 merit pot above
10-4120-183	Health Insurance	29,356	8,665	3,277	21,444	17,442	9,274	SH & JS insurance included in Manor budget
10-4120-310	Travel & Training	1,380	2,500	2,726	1,855	3,000	4,000	
10-4120-189	Tuition Reimbursement/Other	1,249	2,500	-	-	2,500	2,500	recommend using this for EAP
10-4120-186	Workers Comp	14,633	10,500	14,950	5,425	14,500	12,864	based on 2017 premiums & audit adjustment
10-4150-280	Ordinance Codification	1,255	4,000	6,754	931	5,000	3,000	
10-4120-451	Gen Insurance	13,933	10,510	4,510	9,902	11,000	11,000	GL, E&O, Auto (incr due to property sched adds)
10-4120-260	Office Supplies		6,500	6,719	5,746	6,900	7,000	
10-4120-510	Office Furniture		7,300	2,614	-	2,000	625	locking 2-drawer cabinet for JE, HR bulletin board, lobby sign
10-4120-321	Telephone Services	8,718	13,500	11,961	7,995	12,500	12,500	
10-4120-440	Internet Services	5,572	4,700	7,166	3,854	7,700	5,000	TWC (dedicated VOA) & AT&T (conf rm & guests)
10-4120-430	IT Support Services		4,200	68	3,150	4,200	4,200	phone system rental
10-4120-340	Copier		4,200	4,824	4,361	5,200	7,740	new copier/printer management proposal
10-4120-325	Postage	18,922	2,000	1,088	887	1,500	1,500	
10-4120-370	Advertising - Plng & Zoning	5,034	6,000	5,790	1,448	4,500	2,500	
10-4120-491	Dues/Subscriptions	1,668	3,500	1,113	933	1,800	1,500	

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10-4120-425	Offsite Storage - files		1,600	1,419	1,197	1,600	1,600	Storage Express
10-4150-191	Accounting Services - Contract	37,825	20,000	65,842	-	11,427	1,000	FY end services (July & August)
10-4150-194	Audit Services - Contract	37,882	7,500	8,250	8,250	8,250	8,250	Love Bailey
10-4120-200	Bank charges	5,981	5,000	7,462	15	7,000	8,020	payment card processing, check stock, ACH/NSF fees
10-4120-310	Safety training (AED/CPR)	5,274	1,900		-	5,000	2,500	\$100 per attendee (25 employees)
10-4120-445	Acctg software maint		7,500	-	9,470	7,500	13,000	annual services
10-4120-375	Community Promotions	28,482	21,000	3,229	10,630	17,700	15,000	
	Utilities	82,753						this line left in for history
10-4120-331	Electric		5,500	4,568	4,172	5,000	5,500	
10-4120-334	Water		450	531	481	550	600	
10-4120-335	Sewer		450	422	345	450	500	
10-4120-446	Website Maintenance			-	-	2300	2,300	annual maintenance fee (Revize)
	Miscellaneous			1,601				
	<b>TOTAL - Administration</b>	<b>564,699</b>	<b>379,857</b>	<b>410,343</b>	<b>296,483</b>	<b>504,098</b>	<b>434,176</b>	
	<b>Legal &amp; Professional</b>							
10-4150-180	Legal - Staff Salaries	48,789	48,000	40,000	30,769	40,000	35,622	JSM
10-4150-181	FICA/Medicare			3,030	2,331	3,060	2,725	
10-4150-182	Retirement			4,424	3,488	4,600	4,937	13.56% for FY18
10-4150-183	Health Insurance			141		144	4,766	
10-4150-199	Legal - Outside Counsel			6,718	2,250	5,000	10,000	
10-4150-196	Planning & Develop Svcs	36,000	39,000	50,340	32,700	45,000	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	37,992			this line left in for history
10-4150-440	VC3			37,904		40,000	55,000	VC3 & Pitbull
10-4150-193	Econ Development			9,270	7,216	8,800	10,000	E Parler
10-4150-195	Engineering			-	7,319	8,500	10,000	Sustainable Design, Ken Parnell
10-4120-550	Website Design		15,000	-	15,000	15,000	-	\$9662 in USDA grant funding available to offset
10-4150-197	Process Server		500	-	-	500	500	A-tax delinquents
10-4150-310	Travel/Training						1,000	
10-4150-441	CMCOG Contracted Services						50,000	TIS for Blythewood/Langford Road realignment
	<b>TOTAL - Legal &amp; Professional</b>	<b>143,260</b>	<b>173,880</b>			<b>183,354</b>	<b>224,550</b>	

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	<b>Public Works</b>							
10-4410-180	Salaries - includes 3% COLA	79,847	64993	96070	80,969	106,539	108620	CM, LR, KP
	Salaries - 3% merit pot						3259	
10-4410-181	FICA - on salaries with 3% COLA		4972	7087	6,056	8,150	8310	
	FICA on 3% merit pot						249	
10-4410-182	Retirement		7150	10440	9,177	12,252	14730	13.56% for FY18
	Retirement on 3% merit pot						442	
10-4410-183	Health Insurance		15750	18666	15,030	19,932	21264	
10-4410-212	Clothing Allowance		600	0	900	900	900	public works employees (CM, KP & LR)
10-4410-290	Supplies		6300	9139	310	12,000	3000	cones, lights, weed killer, hardware
10-4410-440	Contracted Services		39600	26387	16,813	47,400	45000	Tobias; Schultz Farms; RABCO; irrig; I-77 4 corners
10-4410-290	Landscape Materials					1,000	3000	pinestraw, mulch, fill sand
10-4410-550	Vehicles & Equipment					1,240	0	battery-powered saw & drill, equip repair
10-4410-352	Equipment Repair/Maint						1200	
10-4410-351	Maint & Repair - Town Hall	54,385	29900	22853		5,000	5000	
10-4410-354	Maint & Repair - Streets		500	21367		2,000	1000	pothole/sidewalk repairs
10-4410-490	Signage	2,155	60	1777	5,519	2,500	2500	
	Utilities				19,416			all electricity costs, prior years
10-4410-331	Electricity (streetlights)		28,000	25,925	-	28,000	28,000	streets; charging stations
10-4410-334	Water (fire hydrant)		450	-	1,133	450	-	
10-4410-251	Gas & Oil		1,500	1,095	-	1,500	2,000	all vehicles (1 gas, 1 hybrid)
10-4410-425	Offsite Storage - PW		4,800	3,200		0		no longer needed - included for history only
10-4410-337	Waste Container Service		4,500	4,494	1,661	2,700	2,700	dumpster behind Town Hall, \$189/month (2268)
10-4410-253	Vehicle Maintenance		1,800	836	308	1,200	1,200	oil changes, repairs
10-4410-252	Vehicle tires		1,700	43		500	200	
10-4410-499	RR ROW Lease		300	306	2,462	300	313	annually to Norfolk-Southern
10-4410-499	Miscellaneous		500	10		2,500	2,800	
	<b>TOTAL - Public Works</b>	<b>136,387</b>	<b>213,375</b>	<b>249,695</b>		<b>256,063</b>	<b>255,687</b>	

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	Item	FY15 Actual	FY16 Budget	FY16 Actual	YTD Actual (as of 3/31/17)	FY17 Approved	FY18 Proposed	Notes
	<b>Inspections &amp; Code Enforcent</b>							
10-4310-180	Salaries (with 3% COLA)		31,092	28,188	24,893	33,953	33,630	KW
	Salaries - 3% merit pot						1,009	
10-4310-181	FICA		2,450	2,143	1,892	2,597	2,573	
	FICA on 3% merit pot						77	
10-4310-182	Retirement		3,420	3,118	2,822	3,905	4,560	13.56% for FY18
	Retirement on 3% merit pot						137	
10-4310-183	Health Insurance		4,410	3,863	3,366	4,464	4,766	
10-4310-440	Contracted Services	109,362	100,000	137,241	121,577	150,000	170,000	RCI
10-4310-260	Supplies		200	3	204	100	300	
10-4310-310	Travel & Training		2,000	306		500	500	
	<b>TOTAL - Insp &amp; Code Enf</b>	<b>109,362</b>	<b>143,572</b>	<b>174,862</b>		<b>195,519</b>	<b>217,552</b>	

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	<b>Parks &amp; Recreation</b>							
10-4510-180	Salaries		11700	3921		0		
10-4510-181	FICA		900	300		0		
10-4510-182	Retirement		1290	451		0		
10-4510-183	Health Insurance					0		
10-4510-210	Cleaning Supplies						8000	restroom supplies & new TP dispensers
10-4510-240	Building Supplies		8130	8456	8,666	9,513	4000	
10-4510-290	Supplies						7740	add-on video security equip (TH, Manor)
10-4510-351	Maint & Repair - Park		9440	16837	2,739	5,000	7000	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	33,686	43,000	43000	walking trail lighting & park streets
10-4510-334	Water (restrooms)		450	479	380	600	600	
10-4510-335	Sewer (restrooms)		1150	1054	862	1,150	1150	
10-4510-290	Miscellaneous		500	0		0	7000	quote - fencing the athletic field along McLean Rd
10-4510-430	Playground Equip/Maintenance						1000	
10-4510-352	Equipment Repairs/Maint						500	
	Maintenance Services							
10-4510-440	Service/Maint Contracts						2700	need quote for weekend RR cleaning services
10-4510-441	Lake Mgmt - Contract		4200	4200	3,150	4,200	4200	Aquatic Mgmt Services
10-4510-442	Landscape - Contract		15200	12565	9,765	27,000	26000	mowing contract, fertilizer/weed control
10-4510-443	Irrigation - Contract		750	0	5,211	2,750	3500	BMB irrigation
10-4510-444	Video security sys - Contract				3,720	1,200	1500	
10-4510-290	Landscape Materials					3,400		plants, fill sand, mulch, pinestraw
	Playground Equip Lease		41248	45426		0		
10-4510-451	Park Insurance		250	0		0		in Admin GL insurance
10-4510-550	Vehicles & equip (pk impr)		10300	8058	15,179	26,600	10000	gator to replace Sparky; street vacuum
10-9100-750	Base Pymt to BFC Trustee		99435	99425	99,838	99,838	98707	GF portion of FY18 base payment
10-9100-200	Base Pymt wire xfer fees						100	
	<b>TOTAL - Parks &amp; Recreation</b>	<b>-</b>	<b>248,043</b>	<b>248,405</b>		<b>224,751</b>	<b>227,197</b>	

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	Item	FY15 Actual	FY16 Budget	FY16 Actual	YTD Actual (as of 3/31/17)	FY17 Approved	FY18 Proposed	Notes
	<b>Outside Agency Requests</b>							
10-4810-499	Transitions		2,500	5,000	5,000	5,000	5,000	assumption
10-4810-499	Christian Assistance Bridge		2,500	-	5,000	5,000	5,000	assumption
10-4810-499	YMCA		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	econ dev grant
10-4810-499	Meals on Wheels/Senior Res.		-	-	5,000	5,000	5,000	assumption
10-4810-499	Big Red Barn			-			1,000	EB recommendation
	<b>TOTAL - Outside Agency Reqts</b>		<b>15,500</b>	<b>15,500</b>		<b>28,500</b>	<b>32,000</b>	
10-9200-981	<b>Transfer to Manor</b>		<b>10,000</b>			<b>10,000</b>	<b>29,768</b>	town mtg usage & 25% SH wages for GF activities
10-9200-980	<b>Transfer - Other</b>					<b>0</b>	<b>-</b>	
10-9200-983	<b>Transfer to Municipal Court</b>	1,310	<b>1,500</b>	<b>1,310</b>	<b>655</b>	<b>1,500</b>	<b>1,500</b>	magistrate court judge & clerk
10-9200-982	<b>Transfer to Capital Impr Fund</b>		<b>75,500</b>	<b>63,988</b>		<b>75,500</b>	<b>35,500</b>	for capital acquisitions, projects
10-9200-991	<b>Contingency</b>		<b>30,000</b>			<b>69,258</b>	<b>21,014</b>	use must be approved by Council
	<b>TOTAL - GF EXPENDITURES</b>		<b>1,338,534</b>			<b>1,594,679</b>	<b>1,533,360</b>	

1,533,360 rev  
1,512,346 exp (without contingency)  
21,014 diff

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Item	2016 Budget	YTD Actual (3/31/17)	FY17 Budget	FY18 Proposed	Notes
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>CAPITAL IMPR - Revenues</b>					
39-8980-096 <b>General Fund Transfer</b>	<b>75,500</b>		<b>75,500</b>	35,500	
<b>TOTAL - CAPITAL IMP REVENUES</b>				<b>35,500</b>	
<b>CAPITAL IMPR - EXPENDITURES</b>					
39-9110-355 Sidewalks	30,000		20,000	0	McNulty (penny tax)
39-9110-540 Vehicle Replacement	6,000		6,000	6,000	annual x 5 = 30,000
39-9110-581 Roofs (Hoffman House)	4,000		4,000	4,000	annual x 5 = 20,000
39-9110-582 HVAC Hoffman House (2 units)	5,500		500	500	500 x 10
39-9110-551 EV Quick Charger			25,000	25,000	replacement unit at Exxon; carryover from FY17 budget
<b>TOTAL - CAPITAL IMPROVEMENT</b>	<b>45,500</b>		<b>55,500</b>	<b>35,500</b>	

<b>Fund Net Assets to Date:</b>	FY16 & FY17	FY18	<b>TOTAL</b>
Sidewalks	50,000	0	50,000
Vehicle Replacement	12,000	6,000	18,000
Roofs	8,000	4,000	12,000
HVAC	1,000	500	1,500
<b>TOTAL</b>	<b>71,000</b>	<b>10,500</b>	<b>81,500</b>

<b>To Be Spent in FY 2018</b>	
EV Quick Charger	25,000
<b>TOTAL</b>	<b>25,000</b>

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	<b>STATE ACCOMM TAX - REVENUE</b>							
21-3210-078	A-Tax State	80,321	100,000		76,455	110,000	101,940	annualized based on YTD FY17 actual
	<b>TOTAL - SAT REVENUE</b>	<b>80,321</b>	<b>100,000</b>			<b>110,000</b>	<b>101,940</b>	
	<b>STATE ACCOMM TAX - EXPENDITURES</b>							
21-9200-981	GF Allocation	25,000	28,750	-		29,250	28,847	statutory (\$25K plus 5% SAT)
21-5110-370	Advertising & Promotion (A&P)*	7,340	21,375	-		24,225	23,082	statutory (30% SAT)*
21-5110-375	Tourism Related	12,000	100,775	47,700	28,536	112,347	50,011	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>101,940</b>	

\* Must be allocated immediately to an organization to carry out ad/promo activities

<b>AVAILABLE FOR A-TAX COMMITTEE ALLOCATION</b>	
SAT - 65% Tourism Related funds	50,011
 AVAILABLE FUNDING	 50,011
 <b>Proposed Allocation of 65% Tourism Related Funds</b>	
Visitor Center FY18 Operations	(18,500)
Historical Museum FY18 Operations	(20,500)
<b>Remaining for Allocation</b>	<b>11,011</b>

<b>SAT ALLOCATIONS</b>	
101,940	anticipated FY18 SAT revenue
(25,000)	first \$25K goes to GF
76,940	balance to allocate by 5%, 30%, 65%
 3,847	 5% to GF
23,082	30% to Advertising & Promo
50,011	65% to Tourism Related
76,940	
 23,082	 SAT 30% A&P funds
-	allocation to be determined
23,082	balance to use/carryover to FY19

**Proposed Allocation of 30% Advertising & Promo Funds**  
 23,082 Advert & Promo Full Allocation  
 - to be allocated to CMVCB & SCPRT  
**23,082** Available for allocation to Advert & Promo orgs

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	<b>LOCAL ACCOMM TAX - REVENUE</b>							
22-3110-068	A-Tax Local	134,242	125,000		94,016	130,000	125,355	annualized based on YTD FY17 actual
22-3910-095	Interest Income	421	500		-	700	1,784	annualized based on YTD FY17 actual
	<b>TOTAL - LAT REVENUE</b>	<b>134,663</b>	<b>125,500</b>	<b>0</b>		<b>130,700</b>	<b>\$ 127,139</b>	
	<b>LOCAL ACCOMM TAX - EXPENDITURES</b>							
22-5110-375	Promo/Tourism			73,997		-	53,009	
22-9100-750	Transfer to BFC (base payment)	72,858	74,600	74,567	74,878	74,878	74,030	21% of base payment from LAT
22-4120-200	base payment wire xfer fee						100	
	<b>TOTAL - LAT EXPENDITURES</b>		<b>74,600</b>	<b>148,564</b>		<b>74,878</b>	<b>127,139</b>	

<b>AVAILABLE FOR A-TAX COMMITTEE ALLOCATION</b>	
LAT Promo/Tourism	53,009
<b>AVAILABLE FUNDING</b>	<b>53,009</b>
<b>Proposed Allocation of FY18 LAT Funds</b>	
Total Solar Eclipse	4,000
Big Grab 2017	8,750
Tournament of Bands 2017	10,000
SC Diamond Invitational 2018	20,000
Doko Rodeo 2018 (half request)	8,500
<b>Remaining for Allocation</b>	<b>1,759</b>

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

	Item	FY2015 Actual	FY2016 Budget	FY2016 Actual	YTD Actual (3/31/17)	FY17 Approved	FY18 Proposed	Notes
	<b>HOSPITALITY TAX - REVENUE</b>							
23-3110-068	H-Tax Revenue	342,495	340,000		275,945	355,000	357,927	annualized based on YTD FY17 actual
23-3910-095	Interest Income	532	800			1,300	2,262	annualized based on YTD FY17 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>432,035</b>	
	<b>HOSP TAX - EXPENDITURES</b>							
23-5110-498	Visitor Center Allocation	18,670	20,000	13936	18,500	18,500	-	rec to pay from SAT, not Hospitality
23-5110-374	Farmers Market	12,000	12,000	0	5,942	5,000	10,720	est expenses, 1 year
23-5110-373	Town Events			7,500			34,000	see "Town Event funding" below
23-5110-375	Tourism Related	53,614	6,791	18607	18,061	79,390	59,837	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	51% of base payment
23-9110-200	wire transfer fee						100	
23-9200-980	Transfer to Manor Operating Fd		115,895			71,563	78,044	allowed use of H-Tax
23-9200-981	Transfer to Manor CIP fund			147,504		26,200	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>432,035</b>	

<b>AVAILABLE FOR A-TAX COMMITTEE ALLOCATION</b>	
H-Tax Tourism Related	59,837
<b>AVAILABLE FUNDING</b>	<b>59,837</b>
<b>Proposed Allocation of FY18 Hospitality Funds (\$57,100)</b>	
Doko Fest 2017 (final 20%)	2,600
Miss Blythewood Pageant 2017	4,000
Redhawk Band Tournament 2017	1,000
Holiday Market 2017	4,000
Jingle Bell Jog 2017	5,000
Blythewood Christmas Parade 2017	5,000
Blythewood Butterfly Festival 2018	14,000
Blythewood Doko Rodeo 2018 (half request)	8,500
Doko Fest 2018	13,000
<b>Remaining for Allocation</b>	<b>2,737</b>

<b>Town Event Funding - FY18</b>	
1,500	Christmas Tree Lighting 2017
5,000	Black History Month 2018
15,000	Rockin' Red White & Blue 2018
12,500	PCA Grand Opening Event (Fall 2017)
<b>34,000</b>	

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

	<b>Item</b>	<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY2016 Actual</b>	<b>YTD Actual (3/31/17)</b>	<b>FY17 Approved</b>	<b>FY18 Proposed</b>	<b>Notes</b>
	<b>DOKO MANOR - REVENUE</b>							
51-7110-100	Facility Rentals	78,705	83,205	117,297	153,505	140,000	205,000	changed rates; increased rev
51-7110-102	Facility Fees	1,082	1,750	580		120	-	
51-2150-021	Security Deposits					0	-	
51-7110-101	Equipment Rentals	8,895	9,000	14,195		16,000	-	dance floor, stage, microphones
	Grant Revenue			3,570				
51-8980-098	Transfers from GF		10,000	-		10,000	29,768	for town usage & 25% SH comp
51-8980-099	Transfer from H-Tax		115,895	-		71,563	78,044	to balance Manor expenditures
51-8980-100	Transfer from Manor CIP Fund						7,500	for porch fans
	<b>TOTAL - DOKO MANOR REVENUE</b>	<b>88,682</b>	<b>219,850</b>	<b>135,642</b>		<b>237,683</b>	<b>320,312</b>	
	<b>DOKO MANOR ADMIN - EXPENDITURES</b>							
51-7120-180	Salaries (with 3% COLA)	70,614	59,500	33,178	56,682	68,003	83,121	100% SH & JS
	Salaries - 3% merit pot						2,494	
51-7120-181	FICA (on COLA adjusted salaries)	5,167	4,550	2,357	4,067	5,202	6,359	7.65%
	FICA on 3% merit pot						191	
51-7120-182	Retirement (on COLA adj salaries)	4,830	6,545	3,713	6,443	7,820	11,271	13.56% for FY18
	Retirement on 3% merit pot						338	
51-7120-183	Health Insurance	4,083	4,365	4,353	8,784	13,742	14,040	SH & JS
51-7120-189	Tuition Reimbursement						-	
51-7120-230	Educational Materials						-	
51-7120-260	Office Supplies						3,000	Manor office supplies
51-7120-270	Computer Equip/Supplies						500	
51-7120-290	Misc Supplies/Materials						500	
51-7120-311	Expense Account	0	500	149	-	500	250	exp. acct., client lunches
51-7120-310	Prof Develop & Training				-	2,000	2,000	
51-7130-321	Phone service						900	separate from Town Hall
51-7120-340	Printing/Production (in-house)						500	
51-7120-352	Equipment Repairs/Maint						250	
51-7120-370	Advertising		18,000	9,165	8,642	18,000	22,000	
51-7120-491	Dues & Subscriptions						-	
51-7120-550	Other Equipment			1,491			750	emergency equip replacements
	<b>TOTAL - DOKO MANOR ADMIN</b>			<b>54,406</b>			<b>148,464</b>	

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

	<b>Item</b>	<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY2016 Actual</b>	<b>YTD Actual (3/31/17)</b>	<b>FY17 Approved</b>	<b>FY18 Proposed</b>	<b>Notes</b>
	<b>DOKO MANOR OPERATIONS - EXPENDITURES</b>							
51-7130-180	Wages - Manor Event Staff	24,700	27,000	24,081		28,000	41,000	attendants (20% of Facility Rentals)
51-7130-180	Wages - Set-up staff		15,720	11,535	28,503	14,000	20,500	10% of Facility Rentals
51-7130-180	Wages - Cleaning service staff		7,800	3,459		5,600	8,200	4% of Facility Rentals
51-7130-181	FICA on PT staff wages		3,700	3,048	2,163	3,641	5,332	7.65% of \$69,700 total PT wages
51-7130-210	Cleaning Supplies	12	3,800	5,859	3,142	4,100	3,000	
51-7130-212	Uniforms						250	
51-7130-240	Building Supplies			1,632			2,000	
51-7130-351	Maint & Repair	17,618	2,400		5,400	10,100	15,000	routine repairs, French drain, wasp rem
								Carpets, linens, HVAC, fire alarm
51-7130-440	Contracted Services	206	7,300	7,991	4,816	11,000	10,000	monitoring, pest control, Pitbull, annual inspections
51-7130-442	Grounds & Landscaping		3,000	359	1,561	1,500	2,500	flowers, plants, gravel
51-7130-331	Electric	15,361	17,000	12,562	11,888	15,000	15,000	
51-7130-334	Water		500	629	536	650	750	
51-7130-335	Sewer		1,400	1,440	1,080	1,500	1,500	
51-7130-337	Waste Container Service				1,826	2,400	2,500	
51-7130-352	Equipment Repairs/Maintenance			3,143			2,000	restroom, kitchen, AV repairs
								porch fans, lobby blinds, event AV laptop,
51-7130-550	Manor equipment				7,729	12,500	32,500	HDMI projection system
51-7130-399	Equipment Rentals						500	
51-7130-510	Manor furniture		8,900		5,735	5,000	2,000	outside event chairs
51-7130-271	Internet				850	1,100	1,100	for client use (AT&T U-verse)
51-7130-200	Bank Charges			12		1,400	3,216	cust cc xaction fees (2% of Facility Rent)
51-7130-499	Miscellaneous				1,662	3,000	3,000	
	Phone			1,212				
	<b>TOTAL - DOKO MANOR OPERATIONS</b>			76,962			171,848	
	<b>TOTAL EXPENDITURES (ADM &amp; OPS)</b>	142,591	191,980	131,368		235,758	320,312	total admin & operations expenditures

242268 Manor revenue  
320312 Manor expenses  
-78044 difference (without HTax xfer)

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

Item	2016 Budget	YTD Actual (3/31/17)	FY17 Approved	FY18 Proposed	Notes
<b>MANOR CAPITAL IMPROVEMENT FUND</b>					
<b>MANOR CIP - Revenues</b>					
52-8980-096 H-Tax fund balance appropriation			26,200	18,700	
GF transfer for CIP FY16 net assets	5,000				
52-3910-095 interest earned				0	earned \$1.50 on \$5,000 init dep
<b>TOTAL MANOR CIP REVENUES</b>	<b>5,000</b>		<b>26,200</b>	<b>18,700</b>	
<b>MANOR CIP - EXPENDITURES</b>					
52-9110-511 Carpet replacement			10,000	10,000	10,000 x 3 years (6,000 SF flooring area)
52-9110-581 Roofs	-		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	annual x 5 = 20,000
52-9110-575 Porch fans			7,500	0	being expended in FY18
52-9110-576 HDMI projection system upgrade	-		-	0	
<b>TOTAL - CAPITAL IMPROVEMENT</b>	<b>5,000</b>		<b>26,200</b>	<b>18,700</b>	

<b>Fund Net Assets to Date:</b>	FY16 & FY17	FY18	TOTAL
Carpet Replacement	10,000	10,000	20,000
Roofs (shingle & membrane)	1,200	1,200	2,400
Roof (metal)	2,500	2,500	5,000
HVAC	10,000	5,000	15,000
Fans	7,500	-	7,500
HDMI projection system upgrade	-	-	-
<b>TOTAL</b>	<b>31,200</b>	<b>18,700</b>	<b>49,900</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 Budget Prep Worksheet  
Expenditures and Revenues**

	Item	FY 18 Proposed	Notes
	<b>PCA OPERATING REVENUE</b>		
10-3710-099	Amphitheater Rentals	28,800	see note 1 below
10-3710-098	Staffing Fees (extra attendants)	2,880	
10-3710-097	Promoter Revenue Sharing	-	
	<b>TOTAL - PCA OPERATING REVENUE</b>	<b>31,680</b>	
	<b>PCA OPERATING EXPENDITURES</b>		
	Wages		
10-4710-180	Salaries - park attendants	4,608	2 attendants/8 hours per event (\$12/hr)
10-4710-180	Salaries - AV tech	4,800	1 per monthly event (\$25/hour)
10-4710-181	FICA	720	7.65% on all salaries above
	Utilities		
10-4710-331	Electric	1,200	
10-4710-337	Waste Container Service	2,400	
10-4710-451	Insurance	238	
10-4710-442	Landscape Plantings	500	
10-4710-290	Supplies	750	
10-4710-290	Event Equipment	300	cones, flashlights, radios, et.
10-4710-290	Power & mike cords	250	
10-4710-351	Maintenance		not \$ cost; opportunity cost of Pub Works
10-4710-440	Facility/Event Management		
	Administrative Support		opportunity cost (processing apps, scheduling, invoicing, etc.)
10-9200-984	Transfer Out to PCA CIP	15,914	
	<b>TOTAL - PCA OPERATING REVENUE</b>	<b>31,680</b>	

NOTES:

<sup>1</sup> based on two 8-hour events per month with 2 attendants & AV system; see "Hypothetical 8-Hour Amphitheater Event" worksheet

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

	<b>Item</b>	<b>FY 18 Proposed</b>	<b>Notes</b>
	<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>PCA CAPITAL EXPENDITURES</b>		
38-9110-584	Concrete walks	50,000	
38-9110-585	Fencing	-	
38-9110-586	Security cameras	5,930	per National Alert quote
38-9110-589	Fire extinguishers	120	
38-9110-587	Sealant	6,500	
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>	