

		BUDGET FOR FY20-21 FISCAL YEAR			
		Approved by Fin Cmte on 6/15/20, Board on 6/18/20			
		Fiscal Year: July 1, 2020 - June 30, 2021			
		FY21	FY21	FY21	FY21
		CM	VEC	GF	Total - GF
Personnel Services					
44	Salaries, Wages and Contract Cost	438,344	130,359	1,604,808	2,173,511
45	Fringe Benefits				-
	Total Personnel Services	438,344	130,359	1,604,808	2,173,511
47	Full-Time	6	2	16	24
48	Contractors	-	-	-	-
49	Part-Time/Seasonal	-	2	-	2
Management Services					
53	FMF Support Services			25,000	25,000
54	Supplemental Security Services Contract	62,000	65,000	239,536	366,536
	Total Management Services	62,000	65,000	264,536	391,536
Utility Operating Costs					
58	PPEA Operator for Water/Sewer/Stormwater/Gas			1,466,733	1,466,733
	Total Utility Operating Costs	-	-	1,466,733	1,466,733
Public Information, P/R and Marketing					
62	Public Notices	5,000	250	1,500	6,750
63	Marketing Consultant			50,400	50,400
64	Public Relations Consultant			30,000	30,000
65	Marketing - Graphics and Design	10,000	2,000	2,500	14,500
66	Marketing - Advertising	4,000	1,000	25,000	30,000
67	Website Upgrade (\$48k defer)				-
68	FMVEC Brochures (\$25k defer)				-
69	Updated Aerial Photography (\$25k defer)				-
70	Tradeshows			1,500	1,500
71	Web Site Hosting			10,000	10,000
72	Domain Name Registrations			2,500	2,500
	Total Public Information, P/R and Marketing	19,000	3,250	123,400	145,650
Architectural, Engineering and Market Research					
76	Civil Engineering			60,000	60,000
77	Property Survey Fees			60,000	60,000
78	Architectural On-Call Service			10,000	10,000
79	Engineering On-Call Service			10,000	10,000
80	Archeologist On-Call Service			10,000	10,000
81	Environmental Management Consultant			10,000	10,000
	Total Arch & Eng and Market Research	-	-	160,000	160,000
General and Administrative					
85	Postal & Express Services	500	500	2,000	3,000
86	Printing Services	5,000	3,850	5,000	13,850
87	Local Exchange Services	5,100	3,000	29,000	37,100
88	Wireless Services	1,400	500	5,200	7,100
89	Organization Memberships	3,000		5,000	8,000
90	Subscriptions and Licensing Fees	500		12,000	12,500
91	Employee Workshops and Conferences	7,500	3,000	7,500	18,000
92	Employee Education and Development	5,000	2,000	5,000	12,000
93	Audit Fees			35,000	35,000
94	Outside Attorney Fees			210,000	210,000
95	Payroll Fees			5,700	5,700
96	Reference Checks for HR			1,000	1,000

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		FY21	FY21	FY21	FY21
		CM	VEC	GF	Total - GF
97	Bank Service Fees			1,000	1,000
98	Line of Credit Charges			1,000	1,000
99	Custodial Services	25,000	26,200	7,300	58,500
100	Grounds Maintenance	5,000	5,000	3,000	13,000
101	Building Maintenance and Repair	8,000	2,000	8,000	18,000
102	Equipment Maintenance and Repair	21,000	7,000	5,000	33,000
103	Meeting Cost/Supplies	5,000	1,000	2,500	8,500
104	IT Management Contract			77,065	77,065
105	Travel, Subsistence and Lodging	1,000	500	7,500	9,000
106	Office Supplies	7,500	5,000	10,000	22,500
107	Research Materials	3,000		1,000	4,000
108	BCOM Cooperative Service Cost			2,500	2,500
109	PILOT Fee to Hampton			29,800	29,800
110	Refuse Service Charges	960	1,000	2,500	4,460
111	Utility Expense	24,600	48,000	58,300	130,900
112	Equipment Rentals			7,500	7,500
113	Building Rentals			2,500	2,500
114	Property Insurance	1,800	800	3,500	6,100
115	Workers Comp Insurance			2,250	2,250
116	D&O Insurance / Bonding			1,000	1,000
117	Auto Insurance				-
	Total G&A	130,860	109,350	555,615	795,825
	Furniture, Fixtures and Equipment				
121	Desktop Computer Systems			8,000	8,000
122	Mobile Computers		1,000	1,000	2,000
123	Computer Hardware/Server Replacement				-
124	Copper/Fiber Network Equipment				-
125	Computer Software	1,200	250	1,500	2,950
126	Accounting Software Upgrade (\$38k defer)				-
127	Utility Billing Software (\$10k defer)				-
128	Office Furniture, Fixtures, and Equipment			2,500	2,500
129	Casemate - Water Diverter Shields	4,000			4,000
130	Casemate - Wi-Fi for Education Programs	2,000			2,000
131	Casemate - Archive Relocation (\$117k defer)				-
132	Casemate - Collections Management Software	1,900			1,900
133	Casemate - Door Replacement Phased Project (\$10k defer)				-
134	Casemate - Electrical System Study and Upgrade (\$10k defer)				-
135	Casemate/VEC - FF&E	5,000	5,000		10,000
136	Casemate - Accessibility Assessment (\$15k defer)				-
137	Casemate - Grant Matching (\$10k defer)				-
	Total FF&E	14,100	6,250	13,000	33,350
141	TOTAL COSTS	664,304	314,209	4,188,092	5,166,605
	Property and Improvements				
145	VDOT - Signs, Street Lights and Pavement Markings				-
146	VDOT - Street/Sidewalk Repairs			309,339	309,339
147	Engineering			45,000	45,000
148	Street Sweeping			25,000	25,000
149	African Landing Memorial				-

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GOVERNMENT FUND		Approved by Fin Cmte on 6/15/20, Board on 6/18/20			
		Fiscal Year: July 1, 2020 - June 30, 2021			
		FY21	FY21	FY21	FY21
		CM	VEC	GF	Total - GF
150	Repairs to CGR (\$75k defer)				
151	Repairs to Post Theatre (\$40k defer)				
152	Total Property and Improvements	-	-	379,339	379,339
Trust Fund Payments					
154	Homeless Provider Trust Fund Payments (5 of 5)			138,200	138,200
155	Total Trust Fund Payments		-	138,200	138,200
157	Total Property and Improvements	-	-	517,539	517,539
TOTAL COSTS					
160	Personnel Services	438,344	130,359	1,604,808	2,173,511
161	Management Services	62,000	65,000	264,536	391,536
162	Utility Operating Costs	-	-	1,466,733	1,466,733
163	Public Information, PR & Marketing	19,000	3,250	123,400	145,650
164	Architectural & Engineering	-	-	160,000	160,000
165	General & Administrative	130,860	109,350	555,615	795,825
166	Furniture & Equipment	14,100	6,250	13,000	33,350
167	Property & Improvements	-	-	517,539	517,539
168	TOTAL COSTS	664,304	314,209	4,705,631	5,684,144
REVENUES					
171	Casemate Fees for Tours and Admissions	4,500			4,500
172	Funding (to)/from Enterprise Fund			(1,329,369)	(1,329,369)
173	Total Revenues	4,500	-	(1,329,369)	(1,324,869)
Appropriations and Grants					
176	Fort Monroe Foundation				-
177	VDOT Urban Maintenance Grant			379,339	379,339
178	NPS Task Agreement Items			455,000	455,000
179	State Appropriation, General Fund			6,174,674	6,174,674
181	Miscellaneous Income				-
182	Total Appropriations and Grants	-	-	7,009,013	7,009,013
184	TOTAL REVENUE & APPROPRIATIONS	4,500	-	5,679,644	5,684,144
186	Change in Net Position	(659,804)	(314,209)	974,013	-

		BUDGET FOR FY20-21 FISCAL YEAR				
ENTERPRISE FUND		Approved by Fin Cmte on 6/15/20, Board on 6/18/20				
		Fiscal Year: July 1, 2020 - June 30, 2021				
		FY21	FY21	FY21	FY21	FY21
		Residential	Commerical	Spec Events	Utility	Total - EF
Personnel Services						
21	Salaries, Wages and Contract Cost	347,181	-	32,599	-	379,780
22	Fringe Benefits	-	-	-	-	-
	Total Personnel Services	347,181	-	32,599	-	379,780
24	Full-Time	5	-	-	-	5
25	Contractors	-	-	-	-	-
26	Part-Time/Seasonal	1	-	3	-	4
Administrative						
29	Labor - Administration	-	62,045	-	-	62,045
30	Advertising	2,500	-	9,000	-	11,500
31	Office Utilities	9,000	-	-	-	9,000
32	Bank Fees & Finance Charges	2,000	-	2,400	-	4,400
33	Training	-	-	-	-	-
34	Legal Fees (includes Bad Debt Expense)	7,500	-	-	-	7,500
35	Leasing Commission (Non-CAM)	-	-	-	-	-
36	Leasing Expense	-	-	-	-	-
37	Office Supplies	2,000	800	750	-	3,550
38	FF&E - Computers\Software (+OneSite Fees)	16,000	-	3,500	-	19,500
39	FF&E - Copier\Fax	1,900	-	200	-	2,100
40	Depreciation\Amortization Expense	-	-	-	-	-
41	Pagers\Cell Phones	3,700	4,320	1,000	-	9,020
42	Postage\Courier	1,200	240	-	-	1,440
43	Telephone - Management Office	2,700	3,720	-	-	6,420
44	Telephone - Life Safety	-	12,000	-	-	12,000
45	Meals\Lodging\Travel	-	840	-	-	840
46	Conference\Training Fees	5,500	-	2,000	-	7,500
47	Event Expenses	-	-	15,000	-	15,000
48	Uniforms	1,000	3,000	500	-	4,500
49	Total Administrative	55,000	86,965	34,350	-	176,315
Management Fees						
52	Management Fee	-	168,000	-	-	168,000
53	Total Management Fees	-	168,000	-	-	168,000
Insurance						
56	Vehicle Insurance	-	-	-	-	-
57	Property Insurance	26,900	58,500	1,000	-	86,400
58	Total Insurance	26,900	58,500	1,000	-	86,400
Cleaning						
61	Cleaning - Office Building	2,600	1,800	-	-	4,400
62	Cleaning - Contracted Services	-	149,120	6,000	-	155,120
63	Cleaning Supplies	-	-	-	-	-
64	Total Cleaning	2,600	150,920	6,000	-	159,520
Service Contracts						
67	HVAC Contract	42,000	111,216	10,000	-	163,216
68	Extermination Contract	20,800	10,020	-	-	30,820
69	Emergency Generator Contract	-	5,880	-	-	5,880
70	Equipment Service Contract/Lease	-	-	-	-	-
71	Fire\Life Safety	7,800	43,920	-	-	51,720
72	Landscaping Contract	129,500	331,860	-	-	461,360
73	Landscaping - Plants\Flowers\Mulch	10,000	32,500	5,000	-	47,500
74	Trash Removal\Recycling Contract	-	11,400	-	-	11,400

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		FY21	FY21	FY21	FY21	FY21
		Residential	Commerical	Spec Events	Utility	Total - EF
75	Alarm Services Contract	-	24,672	-	-	24,672
76	Elevator R&M Contract	-	2,732	-	-	2,732
77	Water Treatment Contract	-	12,720	-	-	12,720
78	Total Service Contracts	210,100	586,920	15,000	-	812,020
Repairs & Maintenance						
81	Labor - Maintenance	-	242,137	-	-	242,137
82	Labor - Property Management	-	108,501	-	-	108,501
83	Building Interior	6,500	17,200	-	-	23,700
84	Lead - Based Dust Remediation	85,000	-	-	-	85,000
85	Door & Glass Repair\Replacement	-	3,600	-	-	3,600
86	Electrical R & M	2,500	7,020	-	-	9,520
87	Light Bulbs	-	2,400	-	-	2,400
88	Generator Repairs	-	4,000	-	-	4,000
89	Equipment R & M	-	960	-	-	960
90	Maintenance Equipment Rental	2,500	-	-	-	2,500
91	Landscaping R & M	-	20,800	-	-	20,800
92	Locks and Keys	3,250	4,800	-	-	8,050
93	Painting - Interior	78,000	6,730	-	-	84,730
94	Flooring - Interior	45,000	-	-	-	45,000
95	Painting - Exterior	45,000	-	-	-	45,000
96	Irrigation R & M	-	5,530	-	-	5,530
97	Contracts - Other	-	-	-	-	-
98	Plumbing	15,000	7,200	-	-	22,200
99	Fire\Security Equipment R & M	7,500	20,040	-	-	27,540
100	Signage	500	-	-	-	500
101	Small Tools	750	1,000	100	-	1,850
102	FF&E Exp-Appliances	25,000	-	-	-	25,000
103	FF&E Exp - trash\recycle bins, generators	10,000	-	-	-	10,000
104	Supplies - R & M (other)	7,500	2,400	600	-	10,500
105	Supplies - Electrical	7,500	-	-	-	7,500
106	Supplies - HVAC	20,000	1,320	-	-	21,320
107	Supplies - Painting	500	-	-	-	500
108	Supplies - Plumbing	10,000	2,000	-	-	12,000
109	Vehicles - Fuel	2,500	-	1,000	-	3,500
110	Vehicles - R & M	2,500	-	-	-	2,500
111	Building Repairs	45,800	9,600	-	-	55,400
112	HVAC Repairs not in contract	-	123,705	-	-	123,705
113	Snow Removal	-	1,000	-	-	1,000
114	Roof R & M Contract + Supplies	45,800	14,400	-	-	60,200
115	Gutter Cleaning/Repair	25,000	-	-	-	25,000
116	Tree Maintenance	20,000	14,187	-	-	34,187
117	Fascia/Soffit Repairs	20,000	-	-	-	20,000
118	Parking Lot Repairs & Striping	-	1,000	-	-	1,000
119	Total Repairs & Maintenance	533,600	621,530	1,700	-	1,156,830
Taxes and Licenses						
122	Real Estate Taxes - PILOT	323,457	617,573	13,129	-	954,159
123	Total Taxes and Licenses	323,457	617,573	13,129	-	954,159
Utility Costs						
126	Electricity	340,000	773,640	8,400	1,552,079	2,674,119
127	Trash Removal\Recycling Contract	50,950	11,400	-	-	62,350
128	Water & Sewer	140,850	69,000	336	961,082	1,171,268

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		FY21	FY21	FY21	FY21	FY21
		Residential	Commerical	Spec Events	Utility	Total - EF
129	Fuel & Oil	-	3,000	-	-	3,000
130	Natural Gas	166,800	114,720	396	213,606	495,522
131	Total Utilities	698,600	971,760	9,132	2,726,767	4,406,259
TOTAL COSTS		2,197,438	3,262,168	112,910	2,726,767	8,299,283
BALANCE SHEET BUDGET (uses Cash)						
136	Principal & Interest on B96 Loan	-	90,252	-	-	90,252
	Total Balance Sheet Budget	-	90,252	-	-	90,252
Category Totals						
140	Personnel	347,181	-	32,599	-	379,780
141	Administrative	55,000	86,965	34,350	-	176,315
142	Management Fees	-	168,000	-	-	168,000
143	Insurance	26,900	58,500	1,000	-	86,400
144	Cleaning	2,600	150,920	6,000	-	159,520
145	Service Contracts	210,100	586,920	15,000	-	812,020
146	Repairs and Maintenance	533,600	621,530	1,700	-	1,156,830
147	Taxes and Licenses	323,457	617,573	13,129	-	954,159
148	Utilities	698,600	971,760	9,132	2,726,767	4,406,259
149	Balance Sheet Items (require cash)	-	90,252	-	-	90,252
150	TOTAL COSTS	2,197,438	3,352,420	112,910	2,726,767	8,389,535
Revenues						
154	Residential Leases - Homes/Garages	2,844,529	-	-	-	2,844,529
156	Commercial - Office/Warehouse	-	1,528,355	-	-	1,528,355
157	Event Rentals	-	-	90,000	-	90,000
158	CAM Recoveries	-	54,924	-	-	54,924
159	Utility Reimbursement	437,470	177,180	-	-	614,650
160	Revenue - Utility Fund	-	-	-	1,907,208	1,907,208
161	Other Income	-	-	20,500	-	20,500
162	TOTAL REVENUES	3,281,999	1,760,459	110,500	1,907,208	7,060,166
164	Funding (to)/from Government Fund	1,084,561	(1,591,961)	(2,410)	(819,559)	(1,329,369)