

GOVERNMENT FUND		BUDGET FOR FY22 FISCAL YEAR			
		Approved by Board of Trustees on 6/17/21			
		Fiscal Year: July 1, 2021 - June 30, 2022			
		FY22	FY22	FY22	FY22
	CM	VEC	GF	Total - GF	
Personnel Services					
43	Salaries, Wages and Fringe Benefit Cost	494,139	158,412	1,827,086	2,479,637
44	Fringe Benefits				-
	Total Personnel Services	494,139	158,412	1,827,086	2,479,637
46	Full-Time	6	2	18	26
47	Contractors	-	-	-	-
48	Part-Time/Seasonal	-	2	1	3
Management Services					
51	FMF Support Services			25,000	25,000
52	Supplemental Security Services (Contract re-bid in FY21)		-	176,659	176,659
	Total Management Services	-	-	201,659	201,659
Utility Operating Costs					
56	PPEA Operator for Water/Sewer/Stormwater/Gas			1,496,608	1,496,608
	Total Utility Operating Costs	-	-	1,496,608	1,496,608
Public Information, P/R and Marketing					
60	Public Notices	1,000	500	1,500	3,000
61	Marketing Consultant (Contract re-bid for FY22)			59,850	59,850
62	Public Relations Consultant (Contract re-bid for FY22)			31,500	31,500
63	Marketing - Graphics and Design			2,500	2,500
64	Marketing - Advertising		2,000	25,000	27,000
65	Website Upgrade (Deferred from FY20)			35,000	35,000
66	FMVEC Brochures (Deferred from FY20)			30,000	30,000
67	Updated Aerial Photography (Deferred from FY20)			15,000	15,000
68	Tradeshows			1,500	1,500
69	Web Site Hosting			10,000	10,000
70	Domain Name Registrations			2,500	2,500
	Total Public Information, P/R and Marketing	1,000	2,500	214,350	217,850
Architectural, Engineering and Market Research					
74	Civil Engineering (Contract re-bid for FY22)			75,000	75,000
75	Property Survey Fees (Marina survey completed in FY21)			45,000	45,000
76	Architectural On-Call Service			10,000	10,000
77	Engineering On-Call Service			10,000	10,000
78	Archeologist On-Call Service			10,000	10,000
79	Environmental Management Consultant			10,000	10,000
	Total Arch & Eng and Market Research	-	-	160,000	160,000
General and Administrative					
83	Postal & Express Services	500	500	1,328	2,328
84	Printing Services	4,000	2,000	5,806	11,806
85	Local Exchange Services	4,479	2,163	34,979	41,621
86	Wireless Services	1,896	1,226	5,562	8,683
87	Organization Memberships	800	400	2,500	3,700
88	Subscriptions and Licensing Fees	600	200	8,360	9,160
89	Employee Workshops and Conferences	3,000	2,000	12,000	17,000
90	Employee Education and Development	1,000	1,000	8,000	10,000
91	Audit Fees			40,000	40,000
92	Attorney Fees (Marina Ground Lease completed in FY21)			105,000	105,000
93	Payroll Fees			6,650	6,650
94	Background/Compensation Checks for HR	400	400	6,000	6,800

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		CM	VEC	GF	Total - GF
95	Bank Service Fees			1,051	1,051
96	Line of Credit Charges			-	-
97	Custodial Services	30,582	17,625	9,158	57,365
98	Grounds Maintenance	5,641	6,035	4,953	16,628
99	Building Maintenance and Repair	8,000	3,500	9,100	20,600
100	Equipment Maintenance and Repair	21,000	11,037	4,526	36,563
101	Fire/Burglary Alarm Monitoring and Maintenance	4,345	1,494	1,500	7,339
102	Meeting Cost/Supplies	1,000	1,000	2,500	4,500
103	IT Management Contract			76,167	76,167
104	Travel, Subsistence and Lodging	1,000	500	3,500	5,000
105	Office Supplies	5,000	1,500	10,852	17,352
106	Archival/Artifact Conservation/Preservation Materials	7,000	-		7,000
107	Research Materials			1,000	1,000
108	BCOM Cooperative Service Cost			2,500	2,500
109	PILOT Fee to Hampton		2,400	31,200	33,600
110	Refuse Service Charges	3,136	1,000	2,513	6,649
111	Utility Expense	22,540	45,303	59,218	127,061
112	Equipment Rentals	1,750		6,973	8,723
113	Building Rentals			2,500	2,500
114	Property Insurance	1,800	795	2,966	5,562
115	Workers Comp Insurance			3,300	3,300
116	D&O Insurance / Bonding			1,250	1,250
117	Auto Insurance			500	500
	Total G&A	129,468	102,079	473,411	704,958
	Furniture, Fixtures and Equipment				
121	Desktop Computer Systems			12,000	12,000
122	Mobile Computers	1,500		1,500	3,000
125	Computer Software	1,200	250	4,350	5,800
128	Office Furniture, Fixtures, and Equipment			2,225	2,225
129	Casemate - Water Diverter Shields	4,000			4,000
130	Casemate - Wi-Fi for Education Programs	2,000			2,000
132	Casemate - Collections Management Software				-
135	Casemate/VEC - FF&E	2,000	2,500		4,500
138	Interpretive Panels Design/Print (FM-wide)	3,000			3,000
139	Casemate - Exhibit Display Cases	12,000			12,000
140	Casemate - Exhibit Signage	3,000			3,000
141	Casemate - Reproduction Clothing/Equipment	1,500			1,500
142	Casemate - Artifact Collection Storage Cabinets	8,000			8,000
143	Casemate - Air Purifiers (archives/collection offices)	3,000			3,000
144	Casemate - Book Scanner (archives)	1,500			1,500
145	VEC - Point of Service Software		2,000		2,000
146	VEC - Teleconferencing Equipment (Large Theater)		6,000		6,000
147	Total FF&E	42,700	10,750	20,075	73,525
149	TOTAL COSTS	667,307	273,741	4,393,189	5,334,237
	Property and Improvements				
152	VDOT - Signs, Street Lights and Pavement Markings				-
153	VDOT - Street/Sidewalk Repairs			304,339	304,339
154	Engineering			45,000	45,000
155	Street Sweeping			30,000	30,000
156	African Landing Memorial			75,000	75,000

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		FY22	FY22	FY22	FY22
		CM	VEC	GF	Total - GF
159	Total Property and Improvements	-	-	454,339	454,339
	Trust Fund Payments				
161	Homeless Provider Trust Fund Payments (5 of 5)			-	-
162	Total Trust Fund Payments		-	-	-
164	Total Property and Improvements	-	-	454,339	454,339
	TOTAL COSTS				
167	Personnel Services	494,139	158,412	1,827,086	2,479,637
168	Management Services	-	-	201,659	201,659
169	Utility Operating Costs	-	-	1,496,608	1,496,608
170	Public Information, PR & Marketing	1,000	2,500	214,350	217,850
171	Architectural & Engineering	-	-	160,000	160,000
172	General & Administrative	129,468	102,079	473,411	704,958
173	Furniture & Equipment	42,700	10,750	20,075	73,525
174	Property & Improvements	-	-	454,339	454,339
175	TOTAL COSTS	667,307	273,741	4,847,528	5,788,576
	REVENUES				
178	Casemate Fees for Tours and Admissions				-
179	Funding (to)/from Enterprise Fund			(1,312,405)	(1,312,405)
180	Total Revenues	-	-	(1,312,405)	(1,312,405)
	Appropriations and Grants				
183	Fort Monroe Foundation				-
184	VDOT Urban Maintenance Grant			379,339	379,339
185	NPS Task Agreement Items			456,968	456,968
186	State Appropriation, General Fund			6,174,674	6,174,674
187	Central Fund Adjustments for FY22 Salary Increase			90,000	90,000
189	Total Appropriations and Grants	-	-	7,100,981	7,100,981
191	TOTAL REVENUE & APPROPRIATIONS	-	-	5,788,576	5,788,576
193	Change in Net Position	(667,307)	(273,741)	941,048	-

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		FY22	FY22	FY22	FY22	FY22
		Residential	Commerical	Spec Events	Utility	Total - EF
Personnel Services						
20	Salaries, Wages and Contract Cost	404,400	-	12,632	-	417,032
21	Fringe Benefits	-	-	-	-	-
	Total Personnel Services	404,400	-	12,632	-	417,032
23	Full-Time	5	-	-	-	5
24	Contractors	-	-	-	-	-
25	Part-Time/Seasonal	1	-	2	-	3
Administrative						
28	Labor - Administration		65,203			65,203
29	Advertising	2,000		9,000		11,000
30	Office Utilities	9,013				9,013
31	Bank Fees & Finance Charges	1,538		2,400		3,938
33	Legal Fees (includes Bad Debt Expense)	7,500				7,500
36	Office Supplies	1,366	1,500	750		3,616
37	FF&E - Computers\Software (+OneSite Fees)	17,741		3,500		21,241
38	FF&E - Copier\Fax	1,826		200		2,026
40	Pagers\Cell Phones	2,436	4,320	1,000		7,756
41	Postage\Courier	1,138	240			1,378
42	Telephone - Management Office	2,940	4,200			7,140
43	Telephone - Life Safety	1,200	12,000			13,200
44	Meals\Lodging\Travel	1,000	840			1,840
45	Conference\Training Fees	5,500		2,000		7,500
46	Event Expenses			15,000		15,000
47	Uniforms	500	3,000	500		4,000
48	Total Administrative	55,699	91,303	34,350	-	181,352
Management Fees						
51	Management Fee		150,000			150,000
52	Total Management Fees	-	150,000	-	-	150,000
Insurance						
56	Property Insurance	23,514	58,500	1,000		83,014
57	Total Insurance	23,514	58,500	1,000	-	83,014
Cleaning						
60	Cleaning - Office Building	2,351	1,800			4,151
61	Cleaning - Contracted Services	15,198	146,898	6,000		168,096
63	Total Cleaning	17,549	148,698	6,000	-	172,247
Service Contracts						
66	HVAC Contract	79,203	133,803	10,000		223,006
67	Extermination Contract	17,482	10,020			27,502
68	Emergency Generator Contract		3,600			3,600
70	Fire\Life Safety	7,500	25,200			32,700
71	Landscaping Contract	131,848	331,080			462,928
72	Landscaping - Plants\Flowers\Mulch	7,500	32,500	5,000		45,000
73	Trash Removal\Recycling Contract					-
74	Alarm Services Contract		20,040			20,040
75	Elevator R&M Contract		2,640			2,640
76	Water Treatment Contract		13,800			13,800
77	Total Service Contracts	243,533	572,683	15,000	-	831,216
Repairs & Maintenance						
80	Labor - Maintenance		254,902			254,902

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		Residential	Commerical	Spec Events	Utility	Total - EF
81	Labor - Property Management		114,495			114,495
82	Building Interior	5,000	16,800			21,800
83	Lead - Based Dust Remediation (Re-bid for FY22)	52,765				52,765
84	Door & Glass Repair\Replacement		7,200			7,200
85	Electrical R & M	1,000	7,800			8,800
86	Light Bulbs		1,500			1,500
87	Generator Repairs					-
88	Equipment R & M		1,800			1,800
89	Maintenance Equipment Rental	1,500				1,500
90	Landscaping R & M		44,700			44,700
91	Locks and Keys	2,916	6,000			8,916
92	Painting - Interior	73,957	1,200			75,157
93	Flooring - Interior	26,099				26,099
94	Painting - Exterior	50,000	2,400			52,400
95	Irrigation R & M		2,000			2,000
96	Contracts - Other	1,368	1,500			2,868
97	Plumbing	12,920	1,500			14,420
98	Fire\Security Equipment R & M	14,016	20,040			34,056
99	Signage	500				500
100	Small Tools	703	2,400	100		3,203
101	FF&E Exp-Appliances	45,151				45,151
102	FF&E Exp - trash\recycle bins, generators	9,379				9,379
103	Supplies - R & M (other)	9,397	4,800	600		14,797
104	Supplies - Electrical	5,720	-			5,720
105	Supplies - HVAC	20,233	960			21,193
106	Supplies - Painting	415	1,200			1,615
107	Supplies - Plumbing	3,515	1,200			4,715
108	Vehicles - Fuel	2,231		1,000		3,231
109	Vehicles - R & M	1,501				1,501
110	Building Repairs	89,284	4,800			94,084
111	HVAC Repairs not in contract		161,977			161,977
112	Snow Removal		1,000			1,000
113	Roof R & M Contract + Supplies	41,576	14,400			55,976
114	Gutter Cleaning/Repair	22,000				22,000
115	Tree Maintenance	32,500	37,500			70,000
116	Fascia/Soffit Repairs	-				-
117	Parking Lot Repairs & Striping					-
118	Total Repairs & Maintenance	525,647	714,074	1,700	-	1,241,422
Taxes and Licenses						
121	Real Estate Taxes - PILOT	361,231	576,000	13,129		950,360
122	Total Taxes and Licenses	361,231	576,000	13,129	-	950,360
Utility Costs						
125	Electricity	335,851	636,000	8,400	1,509,740	2,489,991
126	Trash Removal\Recycling Contract	51,553	15,600			67,153
127	Water & Sewer	141,318	69,000	336	952,247	1,162,901
128	Fuel & Oil		3,000			3,000
129	Natural Gas	167,030	144,000	396	251,744	563,171
130	Total Utilities	695,753	867,600	9,132	2,713,731	4,286,217
TOTAL COSTS		2,327,325	3,178,858	92,943	2,713,731	8,312,858
BALANCE SHEET BUDGET (uses Cash)						
135	Principal & Interest on B96 Loan		-			-

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		FY22	FY22	FY22	FY22	FY22
		Residential	Commerical	Spec Events	Utility	Total - EF
	Total Balance Sheet Budget	-	-	-	-	-
	Category Totals					
139	Personnel	404,400	-	12,632	-	417,032
140	Administrative	55,699	91,303	34,350	-	181,352
141	Management Fees	-	150,000	-	-	150,000
142	Insurance	23,514	58,500	1,000	-	83,014
143	Cleaning	17,549	148,698	6,000	-	172,247
144	Service Contracts	243,533	572,683	15,000	-	831,216
145	Repairs and Maintenance	525,647	714,074	1,700	-	1,241,422
146	Taxes and Licenses	361,231	576,000	13,129	-	950,360
147	Utilities	695,753	867,600	9,132	2,713,731	4,286,217
148	Balance Sheet Items (require cash)	-	-	-	-	-
149	TOTAL COSTS	2,327,325	3,178,858	92,943	2,713,731	8,312,858
	Revenues					
152	Residential Leases - Homes/Garages	2,798,559				2,798,559
154	Commercial - Office/Warehouse		1,542,862			1,542,862
155	Event Rentals			60,000		60,000
156	CAM Recoveries		62,508			62,508
157	Utility Reimbursement	492,260	179,855			672,115
158	Revenue - Utility Fund				1,858,409	1,858,409
159	Other Income			6,000		6,000
160	TOTAL REVENUES	3,290,819	1,785,225	66,000	1,858,409	7,000,453
162	Funding (to)/from Government Fund	963,494	(1,393,633)	(26,943)	(855,322)	(1,312,405)