

		BUDGET FOR FY23 FISCAL YEAR		
<b>GOVERNMENT FUND</b>		Approved by Board on 6/16/22		
		Fiscal Year: July 1, 2022 - June 30, 2023		
		FY23	FY23	FY23
		MEI	GF	Total - GF
	<b>Personnel Services</b>			
9	Executive Director			
10	Executive Assistant			
11	Director of Communications			
12	Communications Specialist			
13	Administrative Assistant			
15	Director of Heritage Assets, HPO			
16	Archeologist/Cultural Resource Specialist			
17	Lead Preservation Carpenter (New Hire FY23)			
18	Preservation Technician (New Hire FY23)			
20	Director of Special Events			
21	Special Events Coordinator			
22	Special Events Assistant			
24	Director of Museums, Education & Interpretation			
25	Public Programs Manager			
26	Collections Specialist			
27	Museum Specialist			
28	Education Program Manager			
29	Archivist			
30	Visitor Experience Manager			
31	Visitor Experience Specialist			
32	Visitor Experience Associate (PTE)			
33	Visitor Experience Associate (PTE)			
34	Visitor Experience Associate (PTE)			
35	College Internship (1x)			
36	High School Internship (3x)			
38	Deputy Executive Director/Director of Operations & Real Estate			
39	Accounting Manager			
40	A/P / A/R Specialist			
41	Accountant			
42	Procurement Manager			
43	HR Manager			
44	Senior Project Manager			
45	Project Manager			
46	Assistant Project Manager			
47	<b>Salaries, Wages and Fringe Benefit Cost</b>	<b>627,313</b>	<b>2,097,371</b>	<b>2,724,684</b>
48	One-Time Bonus approved in FY23 state budget	7,536	21,530	29,066
49	<b>Total Personnel Services</b>	<b>634,849</b>	<b>2,118,901</b>	<b>2,753,750</b>
50	Full-Time	7	20	27
51	Contractors	-	-	-
52	Part-Time/Seasonal	3	1	4

		BUDGET FOR FY23 FISCAL YEAR		
<b>GOVERNMENT FUND</b>		Approved by Board on 6/16/22		
		Fiscal Year: July 1, 2022 - June 30, 2023		
		FY23	FY23	FY23
		MEI	GF	Total - GF
<b>Management Services</b>				
55	FMF Support Services		25,000	25,000
56	Supplemental Security Services (Contract re-bid in FY21)		200,250	200,250
57	<b>Total Management Services</b>	-	<b>225,250</b>	<b>225,250</b>
<b>Utility Operating Costs</b>				
60	PPEA Operator for Water/Sewer/Stormwater/Gas		1,541,547	1,541,547
61	<b>Total Utility Operating Costs</b>	-	<b>1,541,547</b>	<b>1,541,547</b>
<b>Public Information, P/R and Marketing</b>				
64	Public Notices	1,600	3,150	4,750
65	Marketing Consultant (Contract re-bid in FY22)		90,000	90,000
66	Public Relations Consultant (Contract not re-issued in FY22)		-	-
67	Marketing - Graphics and Design		2,500	2,500
68	Marketing - Advertising	5,000	28,000	33,000
69	Website Upgrade			-
70	Brochure Design and Printing	13,000		13,000
71	Updated Aerial Photography		15,000	15,000
72	Tradeshows		1,500	1,500
73	Web Site Hosting		4,095	4,095
74	Domain Name Registrations		2,500	2,500
75	<b>Total Public Information, P/R and Marketing</b>	<b>19,600</b>	<b>146,745</b>	<b>166,345</b>
<b>Architectural, Engineering and Market Research</b>				
78	Civil Engineering (Contract re-bid in FY22)		75,000	75,000
79	Property Survey Fees (Ingalls Road survey in FY23)		37,500	37,500
80	Architectural On-Call Service		15,000	15,000
81	Engineering On-Call Service		10,000	10,000
82	Archeologist On-Call Service		25,000	25,000
83	Environmental Management Consultant		10,000	10,000
84	<b>Total Arch &amp; Eng and Market Research</b>	-	<b>172,500</b>	<b>172,500</b>
<b>General and Administrative</b>				
87	Postal & Express Services	392	1,263	1,655
88	Printing Services	5,807	9,667	15,474
89	Telephone and Internet Services	6,546	33,875	40,421
90	Wireless Services	4,066	4,959	9,025
91	Organization Memberships	2,500	4,625	7,125
92	Subscriptions and Licensing Fees	2,227	5,297	7,524
93	Employee Workshops and Conferences	9,750	13,933	23,683
94	Employee Education and Development		11,528	11,528
95	Audit Fees		33,936	33,936
96	Attorney Fees (Ingalls Road ground lease in FY23)		85,000	85,000
97	Payroll Fees		7,240	7,240
98	Background/Compensation Checks for HR	2,000	4,000	6,000
99	Bank Service Fees		863	863

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<b>GOVERNMENT FUND</b>		Approved by Board on 6/16/22		
		Fiscal Year: July 1, 2022 - June 30, 2023		
		FY23	FY23	FY23
		MEI	GF	Total - GF
100	Line of Credit Charges		-	-
101	Custodial Services	132,783	9,728	142,512
102	Grounds Maintenance	18,912	6,953	25,864
103	Building Maintenance and Repair	36,679	15,406	52,085
104	Equipment Maintenance and Repair	35,721	4,526	40,247
105	Fire/Burglary Alarm Monitoring and Maintenance	5,349	1,500	6,849
106	Meeting Cost/Supplies	1,358	5,242	6,600
107	IT Management Contract		76,338	76,338
108	Travel, Subsistence and Lodging	750	13,290	14,040
109	Office Supplies	9,338	12,392	21,730
110	Archival/Artifact Conservation/Preservation Materials	25,000	5,162	30,162
111	Research Materials	2,188	2,000	4,188
112	BCOM Cooperative Service Cost		2,500	2,500
113	PILOT Fee to Hampton	5,056	26,144	31,200
114	Refuse Service Charges		2,721	2,721
115	Utility Expense	79,807	48,917	128,724
116	Equipment Rentals	1,634	6,468	8,102
117	Building Rentals		2,500	2,500
118	Property Insurance	2,710	2,973	5,683
119	Workers Comp Insurance		3,560	3,560
120	D&O Insurance / Bonding		1,250	1,250
121	Auto Insurance		500	500
122	<b>Total G&amp;A</b>	<b>390,574</b>	<b>466,258</b>	<b>856,831</b>
<b>Furniture, Fixtures and Equipment</b>				
125	Desktop Computer Systems		12,000	12,000
126	Mobile Computers		1,500	1,500
127	Computer Software	2,520	18,660	21,180
128	Office Furniture, Fixtures, and Equipment	19,000	4,556	23,556
129	Preservation Equipment		190,995	190,995
130	Preservation Truck		35,500	35,500
131	Preservation Shop Equipment and Tools		73,535	73,535
132	Casemate - Water Diverter Shields			-
133	Casemate - Wi-Fi for Education Programs			-
134	Casemate - Collections Relocation (Defer \$130k)	-		-
135	Casemate/VEC - FF&E			-
136	Interpretive Panels Design/Print (FM-wide)			-
137	Education/Public Program Materials	10,000		10,000
138	Casemate - Exhibit Display Cases	3,000		3,000
139	Signage - Interpretive and Regulatory	5,000	1,500	6,500
140	Casemate - Reproduction Clothing/Equipment			-
141	Casemate - Artifact Collection Storage Cabinets			-
142	Casemate - Air Purifiers (archives/collection offices)			-
143	Casemate - Book Scanner (archives)			-
144	VEC - Point of Service Software			-

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<b>GOVERNMENT FUND</b>		Approved by Board on 6/16/22		
		Fiscal Year: July 1, 2022 - June 30, 2023		
		FY23	FY23	FY23
		MEI	GF	Total - GF
145	VEC - Teleconferencing Equipment (Large Theater)	8,000		8,000
146	Total FF&E	47,520	338,246	385,766
148	<b>TOTAL COSTS</b>	<b>1,092,542</b>	<b>5,009,446</b>	<b>6,101,988</b>
<b>Property and Improvements</b>				
151	VDOT - Signs, Street Lights and Pavement Markings			-
152	VDOT - Street/Sidewalk Repairs		304,339	304,339
153	Engineering		45,000	45,000
154	Street Sweeping		30,000	30,000
155	African Landing Memorial		-	-
156	<b>Total Property and Improvements</b>	<b>-</b>	<b>379,339</b>	<b>379,339</b>
<b>Trust Fund Payments</b>				
158	Homeless Provider Trust Fund Payments (5 of 5)		-	-
159	<b>Total Trust Fund Payments</b>		<b>-</b>	<b>-</b>
161	<b>Total Property and Improvements</b>	<b>-</b>	<b>379,339</b>	<b>379,339</b>
<b>Category Totals</b>				
164	Personnel Services	634,849	2,118,901	2,753,750
165	Management Services	-	225,250	225,250
166	Utility Operating Costs	-	1,541,547	1,541,547
167	Public Information, PR & Marketing	19,600	146,745	166,345
168	Architectural & Engineering	-	172,500	172,500
169	General & Administrative	390,574	466,258	856,831
170	Furniture & Equipment	47,520	338,246	385,766
171	Property & Improvements	-	379,339	379,339
172	<b>TOTAL COSTS</b>	<b>1,092,542</b>	<b>5,388,785</b>	<b>6,481,327</b>
<b>REVENUES</b>				
175	Casemate Fees for Tours and Admissions	3,000		3,000
176	Funding (to)/from Enterprise Fund		(1,326,353)	(1,326,353)
177	<b>Total Revenues</b>	<b>3,000</b>	<b>(1,326,353)</b>	<b>(1,323,353)</b>
<b>Appropriations and Grants</b>				
180	Fort Monroe Foundation			-
181	VDOT Urban Maintenance Grant		379,339	379,339
182	NPS Task Agreement Items		446,694	446,694
183	State Appropriation, General Fund		6,295,598	6,295,598
184	Supplemental Appropriation for Preservation Department		545,349	545,349
185	Additional Appropriations for FY23 Salary Increase		103,252	103,252
186	One-Time Appropriation for FY23 Bonus		34,448	34,448
187	<b>Total Appropriations and Grants</b>	<b>-</b>	<b>7,804,680</b>	<b>7,804,680</b>
189	<b>TOTAL REVENUE &amp; APPROPRIATIONS</b>	<b>3,000</b>	<b>6,478,327</b>	<b>6,481,327</b>
191	Change in Net Position	(1,089,542)	1,089,542	-

		BUDGET FOR FY23 FISCAL YEAR				
		Approved by Board on 6/16/22				
		Fiscal Year: July 1, 2022 - June 30, 2023				
		FY23	FY23	FY23	FY23	FY23
		Residential	Commercial	Spec Events	Utility	Total - EF
<b>Personnel Services</b>						
9	Residential Property Manager					
10	Residential Assistant Property Manager					
11	Residential Customer Service Representative (PTE)					
12	Maintenance Supervisor (New hire for FY22)					
13	Lead Maintenance Tech					
14	Maintenance Tech 1					
15	Maintenance Tech 2					
17	Event Assistant (PTE)					
18	Event Assistant(PTE)					
19	<b>Salaries, Wages and Contract Cost</b>	<b>400,182</b>	<b>-</b>	<b>7,065</b>	<b>-</b>	<b>407,248</b>
20	One-time bonus approved in FY23 state budget	5,383	-	-	-	5,383
	<b>Total Personnel Services</b>	<b>405,565</b>	<b>-</b>	<b>7,065</b>	<b>-</b>	<b>412,630</b>
22	Full-Time	5	-	-	-	5
23	Contractors	-	-	-	-	-
24	Part-Time/Seasonal	1	-	1	-	2
<b>Administrative</b>						
27	Labor - Administration		66,594			66,594
28	Advertising	2,710		7,500		10,210
29	Office Utilities	9,012				9,012
30	Bank Fees & Finance Charges	1,499		2,800		4,299
31	Legal Fees (includes Bad Debt Expense)	5,000				5,000
32	Office Supplies	1,333	1,500	550		3,383
33	Computers\Software Usage Fees	14,040		8,200		22,240
34	Copier\Fax Equipment Rentals	1,829		250		2,079
35	Pagers\Cell Phones	3,250	4,320	1,900		9,470
36	Postage\Courier	891	120	250		1,261
37	Telephone - Management Office	818	4,200			5,018
38	Telephone - Life Safety	2,528	12,420			14,948
39	Meals\Lodging\Travel	1,200	840			2,040
40	Conference\Training Fees	3,500		500		4,000
41	Event Expenses			15,000		15,000
42	Uniforms	500	1,500	300		2,300
43	<b>Total Administrative</b>	<b>48,110</b>	<b>91,494</b>	<b>37,250</b>	<b>-</b>	<b>176,854</b>
<b>Management Fees</b>						
46	Management Fee		150,000			150,000
47	<b>Total Management Fees</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>Insurance</b>						
50	Property Insurance	24,621	58,500	1,000		84,121
51	<b>Total Insurance</b>	<b>24,621</b>	<b>58,500</b>	<b>1,000</b>	<b>-</b>	<b>84,121</b>
<b>Cleaning</b>						
54	Cleaning - Office Building	2,629	1,200			3,829
55	Cleaning - Contracted Services	15,912	97,560	8,750		122,222
56	<b>Total Cleaning</b>	<b>18,541</b>	<b>98,760</b>	<b>8,750</b>	<b>-</b>	<b>126,051</b>
<b>Service Contracts</b>						
59	HVAC Contract	88,081	123,540	5,000		216,621
60	Extermination Contract	17,482	7,620			25,102
61	Emergency Generator Contract		3,600			3,600
62	Fire\Life Safety	7,500	54,000			61,500
63	Landscaping Contract	131,848	331,080			462,928

		BUDGET FOR FY23 FISCAL YEAR				
		Approved by Board on 6/16/22				
		Fiscal Year: July 1, 2022 - June 30, 2023				
		FY23	FY23	FY23	FY23	FY23
		Residential	Commercial	Spec Events	Utility	Total - EF
64	Landscaping - Plants\Flowers\Mulch	7,500	22,500	6,100		36,100
65	Trash Removal\Recycling Contract					-
66	Alarm Services Contract		20,040			20,040
67	Elevator R&M Contract		2,640			2,640
68	Water Treatment Contract		13,800			13,800
69	<b>Total Service Contracts</b>	<b>252,410</b>	<b>578,820</b>	<b>11,100</b>	<b>-</b>	<b>842,330</b>
<b>Repairs &amp; Maintenance</b>						
72	Labor - Maintenance		259,092			259,092
73	Labor - Property Management		116,489			116,489
74	Building Interior	5,000	16,650			21,650
75	Lead - Based Dust Remediation (Re-bid in FY22)	52,765				52,765
76	Door & Glass Repair\Replacement		7,200			7,200
77	Electrical R & M	1,000	7,800			8,800
78	Light Bulbs		1,500			1,500
79	Generator Repairs					-
80	Equipment R & M		1,800			1,800
81	Maintenance Equipment Rental	1,500				1,500
82	Landscaping R & M		76,200			76,200
83	Locks and Keys	6,560	1,000			7,560
84	Painting - Interior	81,353	1,200	3,000		85,553
85	Flooring - Interior	44,119				44,119
86	Painting - Exterior	58,338	3,600			61,938
87	Irrigation R & M		2,000			2,000
88	Contracts - Other	1,500				1,500
89	Plumbing	20,268	2,040			22,308
90	Fire\Security Equipment R & M	15,168	18,000			33,168
91	Signage	500				500
92	Small Tools	1,310	1,200	100		2,610
93	FF&E Exp-Appliances	42,859		2,600		45,459
94	FF&E Exp - trash\recycle bins, generators	10,871				10,871
95	Supplies - R & M (other)	4,644	3,900	600		9,144
96	Supplies - Electrical	7,041				7,041
97	Supplies - HVAC	19,604	960			20,564
98	Supplies - Painting	500	1,200			1,700
99	Supplies - Plumbing	7,404	1,200			8,604
100	Vehicles - Fuel	2,654		750		3,404
101	Vehicles - R & M	2,024				2,024
102	Building Repairs	92,100	4,800			96,900
103	HVAC Repairs not in contract		161,977			161,977
104	Snow Removal		1,000			1,000
105	Roof R & M Contract + Supplies	41,576	14,400			55,976
106	Gutter Cleaning/Repair	22,000				22,000
107	Tree Maintenance	32,500				32,500
108	Fascia/Soffit Repairs	-				-
109	Parking Lot Repairs & Striping					-
110	<b>Total Repairs &amp; Maintenance</b>	<b>575,159</b>	<b>705,208</b>	<b>7,050</b>	<b>-</b>	<b>1,287,417</b>
<b>Taxes and Licenses</b>						
113	Real Estate Taxes - PILOT	361,231	576,000	13,129		950,360
114	<b>Total Taxes and Licenses</b>	<b>361,231</b>	<b>576,000</b>	<b>13,129</b>	<b>-</b>	<b>950,360</b>
<b>Utility Costs</b>						
117	Electricity	318,992	636,000	8,200	1,578,464	2,541,656

		BUDGET FOR FY23 FISCAL YEAR				
<b>ENTERPRISE FUND</b>		Approved by Board on 6/16/22				
		Fiscal Year: July 1, 2022 - June 30, 2023				
		FY23	FY23	FY23	FY23	FY23
		Residential	Commercial	Spec Events	Utility	Total - EF
118	Trash Removal\Recycling Contract	60,000	13,020			73,020
119	Water & Sewer	131,118	78,492	336	851,866	1,061,812
120	Fuel & Oil		3,000			3,000
121	Natural Gas	158,701	122,400	396	320,414	601,911
122	<b>Total Utilities</b>	<b>668,811</b>	<b>852,912</b>	<b>8,932</b>	<b>2,750,744</b>	<b>4,281,399</b>
	<b>TOTAL COSTS</b>	<b>2,354,448</b>	<b>3,111,694</b>	<b>94,276</b>	<b>2,750,744</b>	<b>8,311,162</b>
	<b>BALANCE SHEET BUDGET (uses Cash)</b>					
127	Principal & Interest on B96 Loan		-			-
	<b>Total Balance Sheet Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Category Totals</b>					
131	<b>Personnel</b>	<b>405,565</b>	<b>-</b>	<b>7,065</b>	<b>-</b>	<b>412,630</b>
132	<b>Administrative</b>	<b>48,110</b>	<b>91,494</b>	<b>37,250</b>	<b>-</b>	<b>176,854</b>
133	<b>Management Fees</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
134	<b>Insurance</b>	<b>24,621</b>	<b>58,500</b>	<b>1,000</b>	<b>-</b>	<b>84,121</b>
135	<b>Cleaning</b>	<b>18,541</b>	<b>98,760</b>	<b>8,750</b>	<b>-</b>	<b>126,051</b>
136	<b>Service Contracts</b>	<b>252,410</b>	<b>578,820</b>	<b>11,100</b>	<b>-</b>	<b>842,330</b>
137	<b>Repairs and Maintenance</b>	<b>575,159</b>	<b>705,208</b>	<b>7,050</b>	<b>-</b>	<b>1,287,417</b>
138	<b>Taxes and Licenses</b>	<b>361,231</b>	<b>576,000</b>	<b>13,129</b>	<b>-</b>	<b>950,360</b>
139	<b>Utilities</b>	<b>668,811</b>	<b>852,912</b>	<b>8,932</b>	<b>2,750,744</b>	<b>4,281,399</b>
140	<b>Balance Sheet Items (require cash)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
141	<b>TOTAL COSTS</b>	<b>2,354,448</b>	<b>3,111,694</b>	<b>94,276</b>	<b>2,750,744</b>	<b>8,311,162</b>
	<b>Revenues</b>					
144	Residential Leases - Homes/Garages	2,846,684				2,846,684
145	Commercial - Office/Warehouse		1,379,765			1,379,765
146	Event Rentals			81,502		81,502
147	CAM Recoveries		50,400			50,400
148	Utility Reimbursement	499,761	179,556			679,317
149	Revenue - Utility Fund				1,941,141	1,941,141
150	Other Income			6,000		6,000
151	<b>TOTAL REVENUES</b>	<b>3,346,445</b>	<b>1,609,721</b>	<b>87,502</b>	<b>1,941,141</b>	<b>6,984,809</b>
153	Funding (to)/from Government Fund	991,997	(1,501,973)	(6,774)	(809,602)	(1,326,353)