

		BUDGET FOR FY24 FISCAL YEAR		
		Approved by Board on 6/15/23		
		Fiscal Year: July 1, 2023 - June 30, 2024		
		FY24	FY24	FY24
		MEI	GF	Total - GF
	Personnel Services			
9	Executive Director			
10	Executive Assistant			
11	Director of Communications			
12	Communications Specialist (PTE - Not rehired in FY24)			
13	Administrative Assistant			
14	Administrative Assistant (Wage)			
16	Director of Heritage Assets, HPO			
17	Archeologist/Cultural Resource Specialist			
18	Manager of Preservation Trades (FY23 New hire est Sep 23)			
19	Preservation Trades Technician (FY23 New hire est Nov 23)			
20	Preservation Trades Technician (New hire est Nov 23)			
22	Director of Special Events			
23	Special Events Coordinator (Rehire est Sep 23)			
24	Media Production Specialist (New hire est July 23)			
25	Venue Manager (Job Regrade FY23)			
27	Director of Museums, Education & Interpretation			
28	Public Programs Manager (Rehire est Aug 23)			
29	Collections Specialist (Rehire est Oct 23)			
30	Museum Specialist			
31	Education Program Manager			
32	Archivist (Rehire est Oct 23)			
33	Visitor Engagement Manager (Rehire est Aug 23)			
34	Visitor Experience Specialist (FY22 Rehire in Jul 23)			
35	Visitor Services Associate (PTE)			
36	Visitor Services Associate (PTE)			
37	Visitor Services Associate (PTE)			
38	College Internship (Wage 1x)			
39	High School Internship (Wage 3x)			
41	Director of Operations & Real Estate			
42	Accounting Manager			
43	A/P / A/R Specialist			
44	Accountant			
45	Procurement Manager			
46	Procurement Specialist (PTE - New hire delayed)			
47	HR Manager			
48	Senior Project Manager			
49	Project Manager (FY23 New hire est Sep 23)			
50	Assistant Project Manager (FY23 New hire est Jan 24)			
51	Salaries, Wages and Fringe Benefit Cost	735,148	2,268,695	3,003,843
52	One-Time bonus approved in state budget	-	-	-
53	Total Personnel Services	735,148	2,268,695	3,003,843
54	Full-Time	8	22	30

		BUDGET FOR FY24 FISCAL YEAR		
GOVERNMENT FUND		Approved by Board on 6/15/23		
		Fiscal Year: July 1, 2023 - June 30, 2024		
		FY24	FY24	FY24
		MEI	GF	Total - GF
55	Contractors	-	-	-
56	Part-Time/Seasonal	5	1	6
Management Services				
59	FMF Support Services		25,000	25,000
60	Supplemental Security Services (Contract re-bid in FY22)		210,267	210,267
61	Total Management Services	-	235,267	235,267
Utility Operating Costs				
64	PPEA Operator for Water/Sewer/Stormwater/Gas		1,625,561	1,625,561
65	Total Utility Operating Costs	-	1,625,561	1,625,561
Public Information, P/R and Marketing				
68	Public Notices			-
69	Marketing Consultant (Contract re-bid in FY22)		90,000	90,000
70	Marketing - Subscription Services		12,240	12,240
71	Marketing - Graphics and Design		2,500	2,500
72	Marketing - Advertising	2,850	25,000	27,850
73	Website Upgrade			-
74	Brochure Design and Printing	5,000		5,000
75	Updated Aerial Photography			-
76	Tradeshows			-
77	Web Site Hosting		5,000	5,000
78	Domain Name Registrations		750	750
79	Total Public Information, P/R and Marketing	7,850	135,490	143,340
Architectural, Engineering and Market Research				
82	Civil Engineering		75,000	75,000
83	Property Survey Fees		13,610	13,610
84	Architectural On-Call Service		15,000	15,000
85	Engineering On-Call Service		15,000	15,000
86	Archeologist On-Call Service		25,000	25,000
87	Environmental Management Consultant		15,000	15,000
88	Total Arch & Eng and Market Research	-	158,610	158,610
General and Administrative				
91	Postal & Express Services	244	1,286	1,530
92	Printing Services	3,658	9,917	13,575
93	Telephone and Internet Services	6,400	27,682	34,082
94	Wireless Services	5,592	4,910	10,502
95	Organization Memberships	2,524	4,431	6,955
96	Subscriptions and Licensing Fees	495	9,896	10,391
97	Employee Workshops and Conferences	7,500	14,016	21,516
98	Employee Education and Development	1,540	7,100	8,640
99	Audit Fees		50,000	50,000
100	Attorney Fees		75,000	75,000
101	Payroll Fees		8,349	8,349

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		FY24	FY24	FY24
		MEI	GF	Total - GF
102	Background/Compensation/Recruting Fees (HR)		10,613	10,613
103	Bank Service Fees		1,369	1,369
104	Line of Credit Charges			-
105	Custodial Services	144,936	11,865	156,801
106	Grounds Maintenance	13,193	6,001	19,194
107	Building Maintenance and Repair	27,663	17,650	45,313
108	Equipment Maintenance and Repair	40,247	4,494	44,741
109	Fire/Burglary Alarm Monitoring and Maintenance	5,515	728	6,243
110	Meeting Cost/Supplies	523	16,552	17,075
111	IT Management Contract		78,628	78,628
112	Travel, Subsistence and Lodging		15,492	15,492
113	Office Supplies	10,945	24,580	35,525
114	Archival/Artifact Conservation/Preservation Materials	15,000	1,500	16,500
115	Research Materials	1,000	1,000	2,000
116	DEB Cooperative Service Cost		2,500	2,500
117	PILOT Fee to Hampton	3,393	26,737	30,130
118	Refuse Service Charges	1,422	1,422	2,844
119	Utility Expense	77,490	85,728	163,217
120	Equipment Rentals	1,701	8,070	9,771
121	Building Rentals		2,500	2,500
122	Property Insurance	6,005	6,589	12,594
123	Workers Comp Insurance		6,075	6,075
124	D&O Insurance / Bonding		3,750	3,750
125	Auto Insurance		1,559	1,559
126	Total G&A	376,986	547,987	924,973
Furniture, Fixtures and Equipment				
129	Desktop Computer Systems	3,000	12,000	15,000
130	Mobile Computers		1,500	1,500
131	Computer Software	2,520	18,660	21,180
132	Office Furniture, Fixtures, and Equipment	8,000	5,804	13,804
133	Fiber Network Switch Replacements		48,500	48,500
134	Network Wireless System Replacement		40,900	40,900
135	Network Firewall Replacement		8,200	8,200
136	Preservation Equipment		-	-
137	Preservation Truck		-	-
138	Preservation Shop Equipment and Tools		-	-
139	Casemate - Interior Storm Windows	7,200		7,200
140	Education/Public Program Materials	3,000		3,000
141	Casemate - Exhibit Display Cases			-
142	Signage - Interpretive and Regulatory	5,000	1,500	6,500
143	VEC - Teleconferencing Equipment (Large Theater)	1,200		1,200
144	Total FF&E	29,920	137,064	166,984
146	TOTAL COSTS	1,149,903	5,108,675	6,258,578

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GOVERNMENT FUND		Approved by Board on 6/15/23		
		Fiscal Year: July 1, 2023 - June 30, 2024		
		FY24	FY24	FY24
		MEI	GF	Total - GF
Property and Improvements				
149	VDOT - Signs, Street Lights and Pavement Markings		330,400	330,400
150	VDOT - Street/Sidewalk Repairs			-
151	Engineering		50,000	50,000
152	Street Sweeping		30,000	30,000
153	African Landing Memorial			-
154	Total Property and Improvements	-	410,400	410,400
Trust Fund Payments				
156	Homeless Provider Trust Fund Payments (5 of 5)		-	-
157	Total Trust Fund Payments		-	-
159	Total Property and Improvements	-	410,400	410,400
Category Totals				
162	Personnel Services	735,148	2,268,695	3,003,843
163	Management Services	-	235,267	235,267
164	Utility Operating Costs	-	1,625,561	1,625,561
165	Public Information, PR & Marketing	7,850	135,490	143,340
166	Architectural & Engineering	-	158,610	158,610
167	General & Administrative	376,986	547,987	924,973
168	Furniture & Equipment	29,920	137,064	166,984
169	Property & Improvements	-	410,400	410,400
170	TOTAL COSTS	1,149,903	5,519,075	6,668,978
REVENUES				
173	Casemate Fees for Tours and Admissions	5,000		5,000
174	Funding (to)/from Enterprise Fund		(1,584,546)	(1,584,546)
175	Total Revenues	5,000	(1,584,546)	(1,579,546)
Appropriations and Grants				
178	Fort Monroe Foundation			-
179	VDOT Urban Maintenance Grant		410,400	410,400
180	NPS CMA Agreement Items		442,562	442,562
181	State Appropriation, General Fund		6,295,598	6,295,598
182	Supplemental Appropriation for Preservation Department		301,753	301,753
183	Additional Appropriations for Salary Increase in Budget		208,247	208,247
184	Additional Appropriations for Change in Insurance Program		161,910	161,910
185	One-Time Appropriation for Bonus in Budget		-	-
186	Funding from Retained Earnings		428,054	428,054
187	Total Appropriations and Grants	-	8,248,524	8,248,524
189	TOTAL REVENUE & APPROPRIATIONS	5,000	6,663,978	6,668,978
191	Change in Net Position	(1,144,903)	1,144,903	-

		BUDGET FOR FY24 FISCAL YEAR				
ENTERPRISE FUND		Approve by Board on 6/15/23				
		Fiscal Year: July 1, 2023 - June 30, 2024				
		FY24	FY24	FY24	FY24	FY24
		Residential	Commercial	Venues/Events	Utility	Total - EF
Personnel Services						
9	Residential Property Manager					
10	Residential Assistant Property Manager					
11	Residential Customer Service Representative (PTE)					
12	Maintenance Supervisor (Not Re-hired for FY24)					
13	Lead Maintenance Tech					
14	Maintenance Tech 1					
15	Maintenance Tech 2					
17	Event Assistant (Wage)					
18	Event Assistant(Wage)					
19	Salaries, Wages and Contract Cost	412,013	-	17,079	-	429,092
20	One-time bonus approved in FY23 state budget	-	-	-	-	-
	Total Personnel Services	412,013	-	17,079	-	429,092
22	Full-Time	5	-	-	-	5
23	Contractors	-	-	-	-	-
24	Part-Time/Seasonal	1	-	2	-	3
Administrative						
27	Labor - Administration		68,517			68,517
28	Advertising	1,933		8,000		9,933
29	Office Utilities	9,013				9,013
30	Bank Fees & Finance Charges			3,500		3,500
31	Legal Fees (includes Bad Debt Expense)	3,563				3,563
32	Office Supplies	3,372	1,200	500		5,072
33	Computers\Software Usage Fees	7,340		9,000		16,340
34	Copier\Fax Equipment Rentals	1,824				1,824
35	Pagers\Cell Phones	3,182	3,600	1,900		8,682
36	Postage\Courier		204	250		454
37	Telephone - Management Office	958	4,200			5,158
38	Telephone - Life Safety	2,731	12,420			15,151
39	Meals\Lodging\Travel	500	840			1,340
40	Conference\Training Fees	1,500	1,700			3,200
41	Event Expenses			15,000		15,000
42	Uniforms	500	1,500			2,000
43	Total Administrative	36,415	94,181	38,150	-	168,746
Management Fees						
46	Management Fee		150,000			150,000
47	Total Management Fees	-	150,000	-	-	150,000
Insurance						
50	Property Insurance	56,237	186,243	2,700	2,365	247,545
51	Total Insurance	56,237	186,243	2,700	2,365	247,545
Cleaning						
54	Cleaning - Office Building	2,700	2,520			5,220
55	Cleaning - Contracted Services	12,000	105,288	15,000		132,288
56	Total Cleaning	14,700	107,808	15,000	-	137,508
Service Contracts						
59	HVAC Contract	70,768	122,040	5,000		197,808
60	Extermination Contract	19,392	14,175			33,567
61	Emergency Generator Contract		3,800			3,800
62	Fire\Life Safety	7,500	25,200			32,700
63	Landscaping Contract	118,803	369,768			488,571

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		Fiscal Year: July 1, 2023 - June 30, 2024				
		FY24	FY24	FY24	FY24	FY24
		Residential	Commercial	Venues/Events	Utility	Total - EF
64	Landscaping - Plants\Flowers\Mulch	7,500	22,500	5,430		35,430
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	Total Service Contracts	223,963	593,963	10,430	-	828,356
Repairs & Maintenance						
72	Labor - Maintenance		201,144			201,144
73	Labor - Property Management		116,036			116,036
74	Building Interior	50,373				50,373
75	Lead - Based Dust Remediation	23,745				23,745
76	Door & Glass Repair\Replacement	1,431	3,900			5,331
77	Electrical R & M	780	5,400			6,180
78	Light Bulbs		4,200			4,200
79	Generator Repairs					-
80	Equipment R & M		1,800			1,800
81	Maintenance Equipment Rental					-
82	Landscaping R & M		40,383			40,383
83	Locks and Keys	8,243	1,500			9,743
84	Painting - Interior	98,189	1,500			99,689
85	Flooring - Interior	67,495				67,495
86	Painting - Exterior	33,922				33,922
87	Irrigation R & M		2,000			2,000
88	Contracts - Other					-
89	Plumbing	15,958	1,500			17,458
90	Fire\Security Equipment R & M	18,076	20,040			38,116
91	Signage		28,900			28,900
92	Small Tools	1,510	600			2,110
93	FF&E Exp-Appliances	47,133		2,600		49,733
94	FF&E Exp - trash\recycle bins, generators	5,000				5,000
95	Supplies - R & M (other)	10,413	5,100			15,513
96	Supplies - Electrical	12,727	2,400			15,127
97	Supplies - HVAC	21,632	2,545			24,177
98	Supplies - Painting	500	1,200			1,700
99	Supplies - Plumbing	10,366	1,200	750		12,316
100	Vehicles - Fuel	2,671				2,671
101	Vehicles - R & M	1,000				1,000
102	Building Repairs	91,419	12,000			103,419
103	HVAC Repairs not in contract		161,977			161,977
104	Snow Removal		1,000			1,000
105	Roof R & M Contract + Supplies	42,920	14,400			57,320
106	Gutter Cleaning/Repair	18,000				18,000
107	Tree Maintenance	20,000				20,000
108	Fascia/Soffit Repairs					-
109	Parking Lot Repairs & Striping					-
110	Total Repairs & Maintenance	603,502	630,725	3,350	-	1,237,577
Taxes and Licenses						
113	Real Estate Taxes - PILOT	325,768	552,000	25,000	21,708	924,476
114	Total Taxes and Licenses	325,768	552,000	25,000	21,708	924,476
Utility Costs						
117	Electricity	339,975	768,000	9,000	1,750,668	2,867,643

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		FY24	FY24	FY24	FY24	FY24
		Residential	Commercial	Venues/Events	Utility	Total - EF
118	Trash Removal\Recycling Contract	62,113	17,040			79,153
119	Water & Sewer	144,336	78,492	400	924,829	1,148,057
120	Fuel & Oil	2,671	8,000			10,671
121	Natural Gas	169,125	179,076	400	339,417	688,018
122	Total Utilities	718,221	1,050,608	9,800	3,014,914	4,793,543
TOTAL COSTS		2,390,820	3,365,528	121,509	3,038,987	8,916,843
BALANCE SHEET BUDGET (uses Cash)						
127	Principal & Interest on B96 Loan		-			-
	Total Balance Sheet Budget	-	-	-	-	-
Category Totals						
131	Personnel	412,013	-	17,079	-	429,092
132	Administrative	36,415	94,181	38,150	-	168,746
133	Management Fees	-	150,000	-	-	150,000
134	Insurance	56,237	186,243	2,700	2,365	247,545
135	Cleaning	14,700	107,808	15,000	-	137,508
136	Service Contracts	223,963	593,963	10,430	-	828,356
137	Repairs and Maintenance	603,502	630,725	3,350	-	1,237,577
138	Taxes and Licenses	325,768	552,000	25,000	21,708	924,476
139	Utilities	718,221	1,050,608	9,800	3,014,914	4,793,543
140	Balance Sheet Items (require cash)	-	-	-	-	-
141	TOTAL COSTS	2,390,820	3,365,528	121,509	3,038,987	8,916,843
Revenues						
144	Residential Leases - Homes/Garages	2,932,085				2,932,085
145	Commercial - Office/Warehouse		1,420,244			1,420,244
146	Venue Rentals / Event Income			95,000		95,000
147	CAM Recoveries		70,920			70,920
148	Utility Reimbursement	565,303	177,600			742,903
149	Revenue - Utility Fund				2,060,785	2,060,785
150	Other Income	8,404	1,956			10,360
151	TOTAL REVENUES	3,505,792	1,670,720	95,000	2,060,785	7,332,297
153	Funding (to)/from Government Fund	1,114,972	(1,694,808)	(26,509)	(978,202)	(1,584,546)