

		BUDGET FOR FY25 FISCAL YEAR		
		Approved by Board on June 20, 2024		
		Fiscal Year: July 1, 2024 - June 30, 2025		
		FY25	FY25	FY25
		MEI	GF	Total - GF
<b>Personnel Services</b>				
55	<b>Total Personnel Services</b>	<b>777,404</b>	<b>2,504,985</b>	<b>3,282,389</b>
56	Full-Time	7	23	30
57	Part-Time	4	-	4
58	Wage		1	1
<b>Management Services</b>				
61	FMF Support Services		25,000	25,000
62	Supplemental Security Services		218,667	218,667
63	<b>Total Management Services</b>	<b>-</b>	<b>243,667</b>	<b>243,667</b>
<b>Utility Operating Costs</b>				
66	PPEA Operator for Water/Sewer/Stormwater/Gas		1,644,846	1,644,846
67	<b>Total Utility Operating Costs</b>	<b>-</b>	<b>1,644,846</b>	<b>1,644,846</b>
<b>Public Information, P/R and Marketing</b>				
70	Marketing Consultant		100,000	100,000
71	Marketing - Subscription Services		32,000	32,000
72	Marketing - Graphics and Design		4,000	4,000
73	Marketing - Advertising	4,000	95,000	99,000
74	Website Upgrade	6,600		6,600
75	Brochure Design and Printing	15,000	10,000	25,000
76	Tradeshows		5,000	5,000
77	Web Site Hosting & Maintenance	-	5,000	5,000
78	Domain Name Registrations		750	750
79	Marketing Materials	2,000		2,000
80	<b>Total Public Information, P/R and Marketing</b>	<b>27,600</b>	<b>251,750</b>	<b>279,350</b>
<b>Architectural, Engineering and Market Research</b>				
83	Civil Engineering		115,000	115,000
84	Property Survey Fees		15,000	15,000
85	Architectural On-Call Service		25,000	25,000
86	Engineering On-Call Service		20,250	20,250
87	Archeologist On-Call Service		25,000	25,000
88	Environmental Management Consultant		20,000	20,000
89	<b>Total Arch &amp; Eng and Market Research</b>	<b>-</b>	<b>220,250</b>	<b>220,250</b>
<b>General and Administrative</b>				
92	Postal & Express Services	1,500	1,000	2,500
93	Printing Services	8,500	8,600	17,100
94	Telephone and Internet Services	6,400	33,149	39,549
95	Wireless Services	5,592	5,340	10,932
96	Organization Memberships	3,000	3,055	6,055
97	Subscriptions and Licensing Fees	3,000	20,144	23,144

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		MEI	GF	Total - GF
98	Employee Workshops and Conferences	5,000	26,300	31,300
99	Employee Education and Development	2,000	12,807	14,807
100	Audit Fees		50,000	50,000
101	Attorney Fees		75,000	75,000
102	Payroll Fees		8,700	8,700
103	Background/Compensation/Recruiting Fees (HR)	200	90,300	90,500
104	Bank Service Fees		1,200	1,200
105	Custodial Services	165,000	12,600	177,600
106	Grounds Maintenance	16,000	3,440	19,440
107	Building Maintenance and Repair	33,000	37,300	70,300
108	Equipment Maintenance and Repair	44,400	4,500	48,900
109	Fire/Burglary Alarm Monitoring and Maintenance	6,000	1,100	7,100
110	Meeting Cost/Supplies	1,500	12,800	14,300
111	IT Management Contract		87,600	87,600
112	Travel, Subsistence and Lodging	1,500	20,900	22,400
113	Office Supplies	5,000	16,533	21,533
114	Archival/Artifact Conservation/Preservation Materials	3,000	1,500	4,500
115	Research Materials	2,000	1,000	3,000
116	DEB Cooperative Service Cost		2,500	2,500
117	PILOT Fee to Hampton	4,747	23,576	28,323
118	Refuse Service Charges	2,200	1,440	3,640
119	Utility Expense	85,208	94,614	179,822
120	Equipment Rentals	1,800	5,500	7,300
121	Building Rentals		1,000	1,000
122	Property Insurance	7,100	7,850	14,950
123	Workers Comp Insurance		7,050	7,050
124	D&O Insurance / Bonding		3,750	3,750
125	Auto Insurance		1,300	1,300
126	AAM Accreditation	5,000		5,000
127	Honorariums	1,800		1,800
128	Event Expenses	3,500		3,500
129	<b>Total G&amp;A</b>	<b>423,947</b>	<b>683,447</b>	<b>1,107,394</b>
<b>Furniture, Fixtures and Equipment</b>				
132	Desktop Computer Systems	3,300	19,800	23,100
133	Mobile Computers		1,500	1,500
134	Computer Software	3,500	8,000	11,500
135	Office Furniture, Fixtures, and Equipment	3,000	1,500	4,500
136	Fiber Network Switch Replacements			-
137	Network Wireless System Replacement			-
138	Network Firewall Replacement			-
139	Preservation Truck		1,500	1,500
140	Preservation Shop Equipment and Tools		10,000	10,000

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		MEI	GF	Total - GF
141	Casemate - Interior Storm Windows	5,000		5,000
142	Education/Public Program Materials	6,500		6,500
143	Casemate - Exhibit Display Cases	3,000		3,000
144	Signage - Interpretive and Regulatory	7,000		7,000
145	VEC - Teleconferencing Equipment (Large Theater)	2,500		2,500
146	VEC Large Display	1,500		1,500
147	VEC Orientation Display Update	15,000		15,000
148	VEC Interactives replacement/update	12,000		12,000
149	Picnic Tables for Programming	5,000		5,000
150	360 Virtual Tour and Equipment	12,000		12,000
151	VEC/CM Signage-Braille	2,000		2,000
152	VEC ALM Exhibit Update	8,000		8,000
153	Additional CCTV Cameras for Museum	15,000		15,000
154	<b>Total FF&amp;E</b>	<b>104,300</b>	<b>42,300</b>	<b>146,600</b>
156	<b>TOTAL OPERATING COSTS</b>	<b>1,333,251</b>	<b>5,591,245</b>	<b>6,924,496</b>
<b>Property and Improvements</b>				
159	VDOT - Signs, Street Lights and Pavement Markings		330,400	330,400
160	VDOT - Street/Sidewalk Repairs			-
161	Engineering		50,000	50,000
162	Street Sweeping		30,000	30,000
163	African Landing Memorial			-
164	<b>Total Property and Improvements</b>	<b>-</b>	<b>410,400</b>	<b>410,400</b>
<b>Category Totals</b>				
167	<b>Personnel Services</b>	<b>777,404</b>	<b>2,504,985</b>	<b>3,282,389</b>
168	<b>Management Services</b>	<b>-</b>	<b>243,667</b>	<b>243,667</b>
169	<b>Utility Operating Costs</b>	<b>-</b>	<b>1,644,846</b>	<b>1,644,846</b>
170	<b>Public Information, PR &amp; Marketing</b>	<b>27,600</b>	<b>251,750</b>	<b>279,350</b>
171	<b>Architectural &amp; Engineering</b>	<b>-</b>	<b>220,250</b>	<b>220,250</b>
172	<b>General &amp; Administrative</b>	<b>423,947</b>	<b>683,447</b>	<b>1,107,394</b>
173	<b>Furniture &amp; Equipment</b>	<b>104,300</b>	<b>42,300</b>	<b>146,600</b>
174	<b>Property &amp; Improvements</b>	<b>-</b>	<b>410,400</b>	<b>410,400</b>
175	<b>TOTAL COSTS</b>	<b>1,333,251</b>	<b>6,001,645</b>	<b>7,334,896</b>
<b>REVENUES</b>				
178	Casemate Fees for Tours and Admissions	7,000		7,000
179	Funding (to)/from Enterprise Fund		(1,400,069)	(1,400,069)
180	<b>Total Revenues</b>	<b>7,000</b>	<b>(1,400,069)</b>	<b>(1,393,069)</b>

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		FY25	FY25	FY25
		MEI	GF	Total - GF
<b>Appropriations and Grants</b>				
183	Fort Monroe Foundation			-
184	VDOT Urban Maintenance Grant		410,400	410,400
185	NPS CMA Agreement Items		445,026	445,026
186	State Appropriation, General Fund		7,793,263	7,793,263
187	Additional Appropriations for Salary Increase in Budget		69,965	69,965
188	Additional Appropriations for Other State Charges		9,311	9,311
189	Funding from Retained Earnings			-
190	<b>Total Appropriations and Grants</b>	-	<b>8,727,965</b>	<b>8,727,965</b>
192	<b>TOTAL REVENUE &amp; APPROPRIATIONS</b>	<b>7,000</b>	<b>7,327,896</b>	<b>7,334,896</b>
194	Change in Net Position	<b>(1,326,251)</b>	<b>1,326,251</b>	-

		Approved by Board on June 20, 2024				
<b>ENTERPRISE FUND</b>						
		FY25	FY25	FY25	FY25	FY25
		Residential	Commercial	Venues/Events	Utility	Total - EF
<b>Personnel Services</b>						
<b>Total Personnel Services</b>		<b>460,278</b>	<b>-</b>	<b>17,875</b>	<b>-</b>	<b>478,153</b>
20	Full-Time	5	-	-	-	5
21	Part-Time	1	-	-	-	1
22	Wage	-	-	2	-	2
<b>Administrative</b>						
25	Labor - Administration		70,075			70,075
26	Advertising	100		8,000		8,100
27	Office Utilities	9,013				9,013
28	Bank Fees & Finance Charges	1,500		4,000		5,500
29	Legal Fees (includes Bad Debt Expense)	3,600				3,600
30	Office Supplies	4,400	1,200	500	250	6,350
31	Computers\Software Usage Fees	6,009		10,000		16,009
32	Copier\Fax Equipment Rentals	3,600				3,600
33	Pagers\Cell Phones	3,000	3,600	1,900		8,500
34	Postage\Courier	300	204	100		604
35	Telephone - Management Office	1,036	4,200			5,236
36	Telephone - Life Safety	2,600	12,420			15,020
37	Meals\Lodging\Travel	500	840			1,340
38	Conference\Training Fees	1,500	-			1,500
39	Event Expenses			30,000		30,000
40	Uniforms	500	1,500			2,000
41	<b>Total Administrative</b>	<b>37,657</b>	<b>94,039</b>	<b>54,500</b>	<b>250</b>	<b>186,446</b>
<b>Management Fees</b>						
44	Management Fee		150,000			150,000
45	<b>Total Management Fees</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>Insurance</b>						
48	Property Insurance	67,300	163,920	2,700	2,380	236,300
49	<b>Total Insurance</b>	<b>67,300</b>	<b>163,920</b>	<b>2,700</b>	<b>2,380</b>	<b>236,300</b>
<b>Cleaning</b>						
52	Cleaning - Office Building		2,520			2,520
53	Cleaning - Contracted Services	15,000	164,066	15,000		194,066
54	<b>Total Cleaning</b>	<b>15,000</b>	<b>166,586</b>	<b>15,000</b>	<b>-</b>	<b>196,586</b>
<b>Service Contracts</b>						
57	HVAC Contract	55,000	124,585	2,500		182,085
58	Extermination Contract	35,000	14,175			49,175
59	Emergency Generator Contract		3,800			3,800
60	Fire\Life Safety	35,000	42,000			77,000
61	Landscaping Contract	154,500	388,533			543,033
62	Landscaping - Plants\Flowers\Mulch	7,500	30,000	3,000		40,500
63	Alarm Services Contract		27,240			27,240
64	Elevator R&M Contract		2,640			2,640
65	Water Treatment Contract		11,040			11,040
66	<b>Total Service Contracts</b>	<b>287,000</b>	<b>644,013</b>	<b>5,500</b>	<b>-</b>	<b>936,513</b>
<b>Repairs &amp; Maintenance</b>						

		Approved by Board on June 20, 2024				
<b>ENTERPRISE FUND</b>						
		FY25	FY25	FY25	FY25	FY25
		Residential	Commercial	Venues/Events	Utility	Total - EF
69	Labor - Maintenance		206,731			206,731
70	Labor - Property Management		121,347			121,347
71	Building Interior	70,000	10,200			80,200
72	Lead - Based Dust Remediation	23,745				23,745
73	Door & Glass Repair\Replacement	1,600	2,400			4,000
74	Electrical R & M	2,500	5,400			7,900
75	Light Bulbs		-			-
76	Generator Repairs		17,500			17,500
77	Equipment R & M		1,800			1,800
78	Maintenance Equipment Rental					-
79	Landscaping R & M		31,361			31,361
80	Locks and Keys	8,000	1,500			9,500
81	Painting - Interior	110,000	1,500			111,500
82	Flooring - Interior	93,000				93,000
83	Painting - Exterior					-
84	Irrigation R & M		2,000			2,000
85	Contracts - Other					-
86	Plumbing	19,000	1,500			20,500
87	Fire\Security Equipment R & M	20,000	20,040			40,040
88	Signage		28,900			28,900
89	Small Tools	2,000	600			2,600
90	FF&E Exp-Appliances	52,920		2,600		55,520
91	FF&E Exp - trash\recycle bins, generators	1,000				1,000
92	Supplies - R & M (other)	7,500	2,400			9,900
93	Supplies - Electrical	21,846				21,846
94	Supplies - HVAC	22,000				22,000
95	Supplies - Painting	500	1,200			1,700
96	Supplies - Plumbing	20,000	2,100	500		22,600
97	Vehicles - Fuel	4,000				4,000
98	Vehicles - R & M	1,200				1,200
99	Building Repairs	50,000	17,900			67,900
100	HVAC Repairs not in contract		141,000			141,000
101	Snow Removal		1,000			1,000
102	Roof R & M Contract + Supplies	40,000	21,600			61,600
103	Gutter Cleaning/Repair	20,000				20,000
104	Tree Maintenance	30,109	56,803			86,911
105	Parking Lot Repairs & Striping					-
106	<b>Total Repairs &amp; Maintenance</b>	<b>620,920</b>	<b>696,781</b>	<b>3,100</b>	<b>-</b>	<b>1,320,801</b>
<b>Taxes and Licenses</b>						
109	Real Estate Taxes - PILOT	322,366	588,600	17,717		928,683
110	<b>Total Taxes and Licenses</b>	<b>322,366</b>	<b>588,600</b>	<b>17,717</b>	<b>-</b>	<b>928,683</b>
<b>Utility Costs</b>						
113	Electricity	345,922	587,774	10,000	1,655,931	2,599,627
114	Trash Removal\Recycling Contract	75,136	17,040			92,176
115	Water	72,036	31,080	400	207,246	310,762
116	Sewer	72,036	40,800		881,259	994,095
117	Fuel & Oil	-	8,000			8,000

<b>ENTERPRISE FUND</b>		<b>Approved by Board on June 20, 2024</b>				
		<b>FY25</b>	<b>FY25</b>	<b>FY25</b>	<b>FY25</b>	<b>FY25</b>
		<b>Residential</b>	<b>Commercial</b>	<b>Venues/Events</b>	<b>Utility</b>	<b>Total - EF</b>
118	Natural Gas	167,695	179,076	600	259,355	606,726
119	<b>Total Utilities</b>	<b>732,826</b>	<b>863,770</b>	<b>11,000</b>	<b>3,003,791</b>	<b>4,611,386</b>
<b>TOTAL COSTS</b>		<b>2,543,348</b>	<b>3,367,709</b>	<b>127,392</b>	<b>3,006,421</b>	<b>9,044,870</b>
<b>Category Totals</b>						
124	<b>Personnel</b>	<b>460,278</b>	<b>-</b>	<b>17,875</b>	<b>-</b>	<b>478,153</b>
125	<b>Administrative</b>	<b>37,657</b>	<b>94,039</b>	<b>54,500</b>	<b>250</b>	<b>186,446</b>
126	<b>Management Fees</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
127	<b>Insurance</b>	<b>67,300</b>	<b>163,920</b>	<b>2,700</b>	<b>2,380</b>	<b>236,300</b>
128	<b>Cleaning</b>	<b>15,000</b>	<b>166,586</b>	<b>15,000</b>	<b>-</b>	<b>196,586</b>
129	<b>Service Contracts</b>	<b>287,000</b>	<b>644,013</b>	<b>5,500</b>	<b>-</b>	<b>936,513</b>
130	<b>Repairs and Maintenance</b>	<b>620,920</b>	<b>696,781</b>	<b>3,100</b>	<b>-</b>	<b>1,320,801</b>
131	<b>Taxes and Licenses</b>	<b>322,366</b>	<b>588,600</b>	<b>17,717</b>	<b>-</b>	<b>928,683</b>
132	<b>Utilities</b>	<b>732,826</b>	<b>863,770</b>	<b>11,000</b>	<b>3,003,791</b>	<b>4,611,386</b>
133	<b>TOTAL COSTS</b>	<b>2,543,348</b>	<b>3,367,709</b>	<b>127,392</b>	<b>3,006,421</b>	<b>9,044,870</b>
<b>Revenues</b>						
136	Residential Leases - Homes/Garages	3,013,810				3,013,810
137	Commercial - Office/Warehouse		1,724,289			1,724,289
138	Venue Rentals / Event Income			150,000		150,000
139	CAM Recoveries		42,956			42,956
140	Utility Reimbursement	574,319	262,021			836,340
141	Revenue - Utility Fund				1,847,128	1,847,128
142	Other Income	30,277				30,277
143	<b>TOTAL REVENUES</b>	<b>3,618,406</b>	<b>2,029,266</b>	<b>150,000</b>	<b>1,847,128</b>	<b>7,644,800</b>
145	Funding to/(from) Government Fund	<b>1,075,059</b>	<b>(1,338,443)</b>	<b>22,608</b>	<b>(1,159,293)</b>	<b>(1,400,069)</b>