

HISTORIC DISTRICT OPERATING		2017-18	2017-18	2018-19	2019-20	2019-20	GENERAL DESCRIPTION OF ACCOUNT ACTIVITY
GL NUMBER	DESCRIPTION	APPROVED BUDGET	Currently 31-Oct-17	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	
Dept. 000							
1	280-000-402.000	143,927		146,551	149,204	152,188	Estimated revenue with approximately 2% increase for each additional years
2	280-000-411.000						
3	280-000-423.000		24				This amount supplied from the Township.
4	280-000-539.000						2018: Applied MI Recreation Passport Grant \$75,000 for CLF Improvements. (Waiting for decision in December from MNRTF) Possible Community Foundation SE Funds 2019: Apply for Certified Local Govt. funding thru Michigan Preservation Funds apply towards CLF Landscape development. 2020: Apply PlaceMaking initiative funding.
5	280-000-664.000	3,000	2,445	3,400	3,600	3,800	Interest earnings
6	280-000-667.000	1,500	0	1,800	2,200	2,400	The more site visibility anticipates a growth in rentals, especially wedding ceremony's which average \$500 per use. Staffing arrangement would need to be met to cover periods yet these costs would be captured in fees charged. To start 4 to 6 rentals within May thru Oct seems reasonable and keeps available times for local programs and events.
7	280-000-695.000	600	0	300	300	300	Captures the income from the Marker expense for resident portion.
8	280-000-695.005	600	180	500	500	500	Fee programs; Fee charged workshop or class
Subtotal REVENUES/APPROPRIATIONS DEPT. 000		149,627	2,649	152,551	155,804	159,188	TOTAL REVENUES
9	280-000-695.006		credit				Maintenance Service for Costs for mowing, snow plowing for an "up to amount of \$5,000" per PRC 3/16/15 meeting. For 2016-2019 Commissions will request same amounts and services. A year end summary can track value.
NET OF REVENUES/APPROPRIATIONS Dept. 000		149,627	2,649	152,551	155,804	159,188	
DEPT 931 - Transfers IN		37,278	0	25,436	26,228	23,707	2018: Capital Improvements and Maintenance for CLF HD. Funds for a substantial development for Improvements to Restroom, ADA Pathways, and Brooder pavilions. 2019: Capital Improvements and Maintenance for CLF HD for restoration projects, major facility upgrades, and landscape masterplan implementation. 2020: Capital Improvements and Maintenance for CLF HD continue implementation for landscape masterplan to site and facilities.
Dept 265-Building & Grounds							
10	280-265-811.000	500	0	350	400	450	Cleaning for main house before/after event use. This service is contracted.
11	280-265-920.000	2,800	983	3,000	3,100	3,200	For buildings 384 W. Predmore and 388 W. Predmore, with both DTE for electrical and Consumers Energy for gas. The back-up generator runs on gas.
	280-265-930.050		internal	0	0	0	CLF Maintenance support provided by same PRC contractor for lawn mowing, spring / fall clean-up, leaf removal. PRC will provide snow plowing of historic district and clearing pathways as a Level One area of service for entrance to the Main House and the Caretaker House.
12	280-265-930.050	22,000	15,937	22,000	22,500	23,000	CLF general annual facility maintenance for general handyman services, HVAC services on both Caretaker and Main House (2), hazardous tree/ dead wood removal, tree health and orchards care, Electrical Services for floods, interior and exterior lighting and upgrades (Caretaker), Automatic Generator service agreements, security alarm monitoring fees and annual inspection, minor foundation pointing, roofing/flashing/chimney maintenance, plumbing/well/water softener maintenance, minor wood rot repair on trim and sills, storm damage, annual wasp spraying and pest control 3x year with anticipated 1 emergency call, Sanitation removal services shared at 50% with PRC except for additional requested pump-out, then cost associated with responsible party (i.e.; rental income). This account includes a rotating painting schedule of \$4,000 per structure. This account includes the assistance of OT approved Fireman to be paid an hourly rate as needed. This account also will capture these projects for separate years - 2018: Exterior maintenance and painting of Carriage Barn and Spring House. 2019: Funds for exterior maintenance and painting for Flumerfelt Barn and Corn Crib. 2020: Funds for necessary building maintenance. Caretaker house roof shingle assessment.
13	280-265-930.060	300	0	300	300	300	1856 Square Grand Schomacker piano tuning and maintenance for scheduled tunings semi-annually.
14	280-265-956.040	5,000		5,000	5,000	5,000	Reimbursement to General Fund for HDC shared office space in the Paint Creek Cider Mill, which includes utilities, shared kitchen space, copy room, (HDC copies are additional expense) and cleaning charges.
15	280-265-956.060	0		0	0	0	Reimbursement PRC for maintenance help. (Also see list of volunteer fire dept. employees)
NET OF REVENUES/APPROPRIATIONS - 265		30,600	16,920	30,650	31,300	31,950	TOTAL MAINTENANCE COSTS

Dept 803 - General Govt. Historic

16	280-803-702.000	Per Diems & Fees	7,500	2,940	7,500	7,500	7,500	Commissioner attendance \$70/meeting and \$80/chairperson for 12 meetings per year, with estimated 2 additional special meetings. 2018 \$5 increase (?). Per Diem amounts are approved by BoT.
17	280-803-702.010	Historic Preservation Planner	46,220	26,676	46,220	46,220	46,220	Full-time Historic Preservation Planner's salary at an hourly rate \$22.22
18	280-803-702.011	Casual Assistant Support	3,000		3,000	3,500	3,500	Additional PT staff to help with programs, event and rental staffing, CLF building hours and/or tours that are needed in addition to relied on OTHS volunteers support. Approved Job Description by the BoT September 17, 2015 for \$15 per hour which would estimate maximum hours 2017 -200 hrs, 2018 -225 hrs, 2019 -250 (assuming budgeted amounts are approved)
19	280-803-702.020	Recording Secretary			0	0	0	Recording secretary support for meeting minutes, draft and archival for the year, completed by staff.
20	280-803-702.050	Internship Fellowship Match	2,500	invoice	2,500	2,500	2,500	Contracted internship with EMU Historic Preservation Program; Fellowship Match 1:1 for 200 hours in HDC office over the course of one semester (usually fall but can be spring, summer, or winter depending on area of need).
21	280-803-726.000	Office Supplies	1,000	94	1,000	1,000	1,000	Office supplies, name tags, name plates, envelopes, paper, pens, tape
22	280-803-726.010	Postage	250		250	250	250	Packet mailings, homeowners newsletters, and thank you notices, event notice
23	280-803-740.000	Operating Supplies	1,500	75	1,000	1,000	1,000	House hold supplies, cleaning supplies, vacuum, Fire extinguishers, First Aid Kits, program supply needs at CLF, \$30 mo./ \$360 yr. cell phone communications on site at farm for emergency. (Currently no cell phones). Additional Fans for program use. Addition of WIFI at farm @\$720 annually.
24	280-803-803.000	Audit - Professional Services	500	505	500	500	500	HDC portion for costs related to annual audit
25	280-803-804.000	Legal Professional Services	1,000	75	1,000	1,000	1,000	HDC legal fees are not included in blanket Township contract and will be charged by individual needs.
26	280-803-805.000	Architect Professional Services/ CLF	5,000		2,000	3,000	3,000	2018: Architectural and Engineering services for ADA Pathway, brooder replicas, permanent restroom upgrade and capital improvement projects. 2019: Architectural and Engineering services for restroom facility in either lower Caretaker house or hen house. 2020: Architectural drawings for lost structure replicas (northern huts).
27	280-803-805.001	CLF Consulting Professional			0	0	0	Any additional expenses for necessary consultant.
28	280-803-805.002	CLF Grant Match	0		0	0	0	This account was for a planning grant match in 2016 - 2017, currently inactive. MI Rec Passport Grant has been applied for with matching funds included in CLF Restoration.
29	280-803-805.010	Master Plan, Zoning, Mapping			0	0	0	Local planning for historic resources is completed by staff.
30	280-803-805.020	Goodison Study			0	0	0	Local planning for design guidelines in keeping with historic character in Goodison is completed by staff.
31	280-803-805.030	Census & Photos Historic Property			0	0	0	Collections of current photo documentation of Township historic resources / staff.
32	280-803-818.000	Schuetze Oak	1,000	0	1,000	1,000	1,000	Maintenance of historical Grand Champion Schuetze Oak tree in historic district at Letts and Parks.
33	280-803-818.040	Community Awareness Programs	4,000	1,627	4,000	4,000	4,000	HDC programs for preservation education, community outreach, and CLF visibility to our residents and neighboring communities. Program expenditures not equal to revenues. Currently Represents 2% of budget.
34	280-803-860.000	Mileage	1,000	414	750	800	800	Mileage expense reimbursed for required travel by Commissioners and staff. Use of IRS standard rate. HDC staff uses their own personal vehicle for the majority work related travel.
35	280-803-862.000	Conferences/Seminars	1,200	133	1,000	1,000	1,000	Commissioner and staff conference and training classes/ workshop attendance
36	280-803-863.000	Training	500	0	400	400	400	Staff training, Conference attendance, and Planners gatherings
37	280-803-900.000	Printing/Publishing	1,500	555	1,000	1,000	1,000	Township newsletter \$150 per page, shared copier charges billed quarterly, notices, advertising and promotional material
38	280-803-930.000	Equip. Maintenance	500		300	300	300	Eq. Maintenance for Computer systems, install, repair, back up memory, digital camera, projector case, recorders
39	280-803-956.000	Misc. Expenses	0		0	0	0	Items not classified in another line item.
40	280-803-956.010	Dues/Subscriptions	598	364	500	500	500	MHPN, Historical Society of Michigan, NTHP Forum Membership, SPOOM, related organizations and periodicals
41	280-803-956.020	Bank Charges	0		0	0	0	Bank Charges
42	280-803-956.030	Awards & Recognition	400	0	400	400	400	Periodic expenditures for recognition purposes, dedication ceremonies and celebrations. Anticipate dedication, State marker and future Historic Marker tour.
43	280-803-964.000	Adjustment in the Roll	400	0	300	300	300	Reimbursement related to the Michigan Tax Tribunal (MTT) for rulings and adjustments to property taxes.
		GENERAL SUBTOTALS:	79,568	33,458	74,620	76,170	76,170	

Dept 852-Employee Benefits

44	280-852-715.000	FICA	4,071	2,168	4,071	4,071	4,071	FICA .0765 x (salary, plus casual and per diems).
		NET OF REVENUES/APPROPRIATIONS - FICA	4,071		4,071	4,071	4,071	
45	280-852-720.000	Hospitalization Insurance	18,000	12,689	19,080	20,225	21,438	Health Ins/Dental: Estimated health/hospital \$12,585 and dental \$1,240; employer contribution towards deductible for HSA \$3,700; plus estimated 6% insurance increase per year. <i>Note drop in \$ about 5k.</i>
		NET OF REVENUES/APPROPRIATIONS - Hospitalization Ins	18,000		19,080	20,225	21,438	
46	280-852-720.010	LIFE INSURANCE	130	108	130	130	130	Group life insurance Coverage for all FT employees.
		NET OF REVENUES/APPROPRIATIONS - Life Insurance	130		130	130	130	

47	280-852-720.020	STD/LTD Insurance	390	266	390	390	390	Short and long term disability: premium for term disability insurance coverage
	NET OF REVENUES/APPROPRIATIONS - STD/LTD Insurance		390		390	390	390	
48	280-852-720.030	Workers Compensation	300	174	300	300	300	Coverage through Michigan Municipal League Workers Compensation fund
	NET OF REVENUES/APPROPRIATIONS - Workers' Compens		300		300	300	300	
49	280-852-722.000	Pension	5,546	2,988	5,546	5,546	5,546	Pension: Employer contribution of 12% of salary for retirement planning
	NET OF REVENUES/APPROPRIATIONS - Pension		5,546		5,546	5,546	5,546	
	SUBTOTALS EMPLOYEE BENEFITS:		28,437	18,393	29,517	30,662	31,875	SUBTOTAL FOR EMPLOYEE BENEFITS, COMMISSIONER FICA, CASUAL FICA
	SUBTOTALS:		138,605	68,771	134,787	138,132	139,995	EXPENDITURES FOR OPERATIONAL COSTS, BLDGS/GROUNDS AND GENERAL GOVT.
Dept 901-Capital Outlay expenditures included in FY budget								
50	280-901-956.000	CONTINGENCIES	0		0	0	0	Funds allocated for a 10% contingency for a larger capital improvement project.
51	280-901-975.000	CLF Restoration	34,200	23,656	30,000	35,000	35,000	<p>2017: CLF Landscape Implementation; apple orchards plantings, grading, lawn footing leveling at barn. Replacement flag pole on East Lawn 2k, Fencing around orchards, septic. Greenshields at generator and utilities. Picnic areas installed. Installation of barn ceiling fans. Develop interpretive site signage and building markers, Reflection Pond plantings, pump house roof enclosure.</p> <p>2018: Restoration of Wild Game Brooders up to three for pavilion, upgrade permanent restroom, Accessible pathways to rear Caretaker and hen house. Part of a grant application for MI Rec Passport (\$100K:25K match)</p> <p>2019: Continued Landscape development and restoration of Eagles at entranceway. Possible Flush restroom for interior.</p> <p>2020: Linear Pathways, Replica north huts, landscape masterplan phase 3 garden plots.</p>
52	280-901-975.010	Publically Owned Structures/ Land	2,200		2,200	0	0	Support for public preservation projects and historic landscapes. Kline Cemetery HD Ground Penetrating Radar.
53	280-901-975.020	Threatened Twp. Structures			0	0	0	Estimated cost to assist with a threatened township owned structures.
54	280-901-975.030	Historical Marker	3,000		3,000	2,000	1,000	State of MI historical Marker for applied NR PCCM. HDC Historic Marker Program match for Local HD and Historic resources.
55	280-901-975.040	Goodison Lighting Upgrades	0		0			Not included as an HDC expense - remove this account.
56	280-901-975.050	Paint Creek Mill Educational Signage	1,500		1,500	1,500	1,500	Educational storyboard on PCCM history. Also DUR history and additional signage for historic sites for trail connections.
57	280-901-975.060	CLF Interpretive Signage	4,000		3,000	2,000	2,000	Historical signage for visitor experience, transportable roadside signs \$300
58	280-901-980.000	Equipment Purchases	400		500	400	400	Software upgrades, Carbon Monoxide alarms for HDC office.
59	280-901-980.010	CLF Equipment	2,000		2,000	2,000	2,000	Equipment needed to grow CLF visitor base and allow for comfortable amenities and current safety equipment. Movie Screen (interior/exterior canvas), two propane transport heaters/ electric heaters \$800, 2017-18 AED \$2k (additional yr. maint. \$300)
60	280-901-972.000	CLF Acquisitions	1,000		1,000	1,000	1,000	Purchase of Artifacts in a reimbursable expenditure format for display at CLF in collaboration with OTHS and following specific guidelines.
	Dept. 901 SUBTOTALS:		48,300	23,656	43,200	43,900	42,900	
TOTAL MAINT. + GEN GOVT. + OPERATIONS ONLY			138,605	68,771	134,787	138,132	139,995	TOTAL MAINT. + GEN GOVT. + OPERATIONS ONLY (\$17,764 under budget 2018)
TOTAL OPERATING W/ CAPITAL EXPENDITURES			186,905	92,427	177,987	182,032	182,895	TOTAL MAINT, GEN GOVT, OPERATING W/ CAPITAL EXPENDITURES FROM FUND BALANCE
TOTAL REVENUE (from Page One)			149,627		152,551	155,804	159,188	REVENUE
280-931-699.000	Dept. 931-Transfers In		37,278	0	25,436	26,228	23,707	* Note: % of Capital Improvement Projects are budgeted from Fund Balance.
NET OF REVENUES/APPROPRIATIONS - 931-Transfers In								Annual Operating expense is INCLUDED in FUND BALANCE.
<i>Asuming the full distributions addition of 143,927</i>					510,000			Estimated FUND BALANCE: MARCH 31, 2018
					177,987			Less FY 2018/2019 Operating Costs
					332,013			Balance left for Capital Outlay remaining four years = approximately 83K per year