



Memorandum

Date: 6 December 2013
To: Township Board
From: Libby Heiny-Cogswell
Subject: 2014 Projected Year End Fund Balances

Information

There were comments received during our November meeting about Township fund balances. Please see the attached excerpt narrative from the 2014 Oshtemo Township budget regarding fund balance projections. Additionally, the General Fund balance is projected \$3,941,765 year end.

Note: the Township annual budget and audit are posted online. Additional information is available from the State of Michigan web site. Board packets are also posted online, including receipts and disbursements reports typically the Friday before each regular meeting.

Discussion during our 2011 audit review (mid-2012) included Board consensus to establish a long range capital improvement plan. The information for individual capital areas, such as sewer extensions, parks, and non-motorized, is now largely assembled. Much of this information was shared with the Board during the budget workshop process. The Board is positioned to further discuss prioritization and to develop strategies for capital items implementation.

Besides Township efforts to construct capital items, there is a dual effort to develop long term maintenance strategies. Recent examples include the formation of the Oshtemo Friends of the Parks, whose mission is to fundraise and support the parks, and the recent sewer "SAW" grant application.

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**Oshtemo Charter Township
2014 Budget
Major Fund Balances Narrative**

General Fund (101)

The General Fund balance serves many purposes. It is the Township's rainy day fund for basic operations, including assessing, planning & zoning, legal, tax collection, cemetery operations, elections management, and customer service. It is also the source of funding for specific capital projects as approved by the Board.

Parks Fund (107)

Fund Balance Estimated at end of 2013:	\$349,000
Fund Balance Projection at end of 2014:	\$ 84,000

The Parks Fund revenue is from General Fund dollars, grants, facility rentals, and donations. Monies are used for park development and park maintenance to improve the Township park system. The Board recognizes a quality park system improves the quality of life in Oshtemo Township, maintaining the positive image that Oshtemo is a wonderful place to live and work.

Uses of the fund include non-motorized trail project grant match and trail maintenance. \$12,000 of the fund currently is from donations restricted for constructing a playground at the Grange Hall.

The Township has an Oshtemo Parks Fund capital fund created in 2008 at the Kalamazoo Community Foundation. Intention is to grow the fund through donations for the long term maintenance and management of the parks.

Police Fund (207)

The Police Fund expenditures pay for contracted police protection services in the Township. Revenue for this service is from two special assessment districts, and from the general fund. The Township changed the boundaries of the two districts in 2013, to equalize commercial and multi housing areas. The Board will consider a change in the amount of the assessment district rates for 2014, to pay for additional contracted deputies and detective services. Other revenue in the Police Fund is from ordinance and traffic violation enforcement fines. Other expenditures include salary for the ordinance enforcement officer, rental inspection officer, and parking enforcement officers.

Fire Operations Fund (206)

Fund Balance Estimated at end of 2013:	\$800,000
Fund Balance Projection at end of 2014:	\$773,000

The fire protection assessment pays for Fire Department operations and equipment (see below). The division of our capital and operational budgets are an internal decision. Therefore, this also is a savings to buffer against future planned large capital expenditures such as vehicles, building repairs as well as unforeseen disasters and/or periodic and transient operational deficiencies.

Fire Equipment Fund (211)

Fund Balance Estimated at end of 2013:	\$ 930,000
Fund Balance Projection at end of 2014:	\$1,040,000

The Fire Capital Fund is intended for use for capital equipment for the Fire Department. The Fire Chief has a twenty year capital improvement schedule in place for rotating equipment replacement. Much of the fund balance was used in 2012 for a major vehicle replacement purchase. The present goal is to continue necessary replacements and rebuild the fund to use for future equipment purchases. Increase is projected at \$110,000.

Sewer (490) and Water (491) Funds

The Sewer and Water Funds are used to pay for Township responsibilities related to the public utility systems. The Water Fund balance is projected to increase by \$50,600 in 2014. The Sewer Fund balance is projected to decrease \$119,500.

DDA Fund (900)

Fund Balance Estimated at end of 2013:	\$509,452
Fund Balance Projection at end of 2014:	\$423,309

The Oshtemo Downtown Development Authority has a prioritized list of consultant and construction projects intended to improve the economic vitality of the DDA. The DDA acquired property in 2013 at the northwest corner of South 9th Street and Stadium Drive. The DDA will continue economic development efforts in 2014 and beyond. The fund balance, grants, and other sources will be used in coming years to redevelop the corner property, make streetscape improvements, and other DDA economic development purposes.



Budget
Fiscal Year
2014

**Revenue Budget Summary
Fiscal 2014 Budget**

General Fund

Carryover	214,582
Real Property Tax (.9765)	698,601
Streetlight Tax (.3 mil)	138,353
State Sales Tax (statutory)	0
State Sales Tax (constitutional)	1,575,442
Property Tax Admin Fee	9,800
Cable Fees	150,000
METRO Act Revenue	13,000
TAP Non-Motorized Grant	143,000
Planning/Cemetery Fees	53,400
Indirect Costs	24,000
Interest Earned	5,000

Parks

Carryover	270,612
Rental Fees	16,500
MNRTF Grant	300,000
Misc Donations	8,790
Interest	100
Transfer from General Fund	73,473

Police Fund

Real Property Tax	1,216,558
Violations	50,500
Transfer from General Fund	38,294
Liquor License Fees	14,000
Interest	555

Fire Operating Fund

Carryover	27,000
Real Property Tax	1,343,130
Interest Earned	2,000

Fire Equipment Fund

Real Property Tax	335,782
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Building Department

Carryover	32,000
Interest Earned	1,000

Sewer

Carryover	119,500
Mortgage/Contracts/SAD/FF	5,000
Benefit Fees/Surcharge	38,000
Interest Earned	1,000

Water

Mortgage/Contracts/SAD/FF	10,000
Benefit Fees/Surcharge	102,000
Curb Box Fees	15,000
Interest Earned	1,500

Retiree Medical Trust

Carryover	16,500
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DDA

Carryover	86,143
Real Property Tax	87,457
Interest Earned	400

Total	7,237,972
All Other Sources	18,800

Grand Total 7,256,772

**Expenditures Summary
Fiscal 2013 Budget**

General Fund

Transfers	117,767
Supervisor	140,568
Clerk	121,499
Treasurer	96,897
Trustees	30,672
Elections	36,200
Information Technology	84,810
Assessing	209,975
Cemeteries, Buildings, Grounds	111,400
Legal & Finance	60,000
Insurance	230,900
General Operations	1,077,778
Legal	176,395
Roads/Street Lights	338,353
Planning	199,135
Total General Fund	3,032,349

Parks

Parks	669,475
Total Parks Fund	669,475

Police

Police Administration	1,236,858
Parking Violations Enforcement	48,274
Ordinance Enforcement	34,775
Total Police Fund	1,319,907

Fire Operating Fund

Fire Administration	523,027
Department Operations	857,032
Total Fire Operating Fund	1,380,059

Fire Equipment & Facilities

Equipment & Facilities	226,482
Total Fire Equip/Facilities Fund	226,482

Building Department

Special Projects	36,000
Total Building Dept Fund	36,000

Sewer

Sewer Projects	163,500
Total Sewer Fund	163,500

Water

Water Projects	77,900
Total Water Fund	77,900

Retiree Medical Trust

Retiree Medical Premium Reimbursement	16,500
Total Retiree Medical Fund	16,500

Downtown Development Authority

Development	174,000
Total DDA Fund	174,000

Total All Funds 7,096,172

**Planned Expenditures Comparison
By Fund
Fiscal 2014 Budget**

	2013	2014	Variance
General	2,521,539	3,032,349	510,810
Parks	289,500	669,475	379,975
Police	897,051	1,319,907	422,856
Building Department	51,979	36,000	-15,979
Fire Operations	1,401,731	1,380,059	-21,672
Fire Equipment & Facilities	336,042	226,482	-109,560
Sewer	81,200	163,500	82,300
Water	75,000	77,900	2,900
Retiree Medical Trust	13,200	16,500	3,300
Downtown Development Authority	683,523	174,000	-509,523
Totals	6,350,765	7,096,172	745,407

Charter Township of Oshtemo
2014 Capital Budget

Dept	Amt	Item/Description
Elections		
	1,000	2 replacement laptops
Total	1,000	
IT		
	6,000	3 replacement computers
	25,000	Server system upgrade
Total	31,000	
Assessing		
	4,000	Printers
Total	4,000	
Cemetery, Buildings & Grounds		
	12,500	Genesee Prairie Cemetery Expansion
	2,500	Township Hall Front Office Arch Study (if decision from KABA to remain at Osh)
	7,000	Landscape Tractor w/Attachments (20%)
Total	22,000	
Roads		
	200,000	Contribution to match or exceed available KCRC PAR funds for Oshtemo local road maint.
Total	200,000	
Non-Motorized Facilities		
	192,382	N Drake Road sidewalk/trailway, Ravine to Grand Prairie (MDOT grant match)
*	30,000	Rear access drive off Atlantic Ave - joint project with DDA
*	200,000	N Drake Road sidewalk, West Main to KL Ave - Consultant (Contract Doc')
*	157,887	S Drake Road sidewalk or trail, from KL Avenue to Stadium - Construction
*	198,313	N Drake Sidewalk, Grand Prairie to W Main
		* other projects subject to additional grant monies and board approval
Total	778,582	
Parks & Recreation		
	180,162	Flesher Field Phase I improvements, parking lot, restroom bldg, paved path (MNRTF grant match)
	35,000	2nd of 4 payments to K College - Drake House adjoining parcel
	10,000	Grills, picnic tables
	7,500	Disc golf course maintenance
	24,500	Landscape tractor w/attachments (70%)
	7,000	25% match for OHS budgeted items (refinish woodwork & flooring; reinstall woodwork (3) doorways; re-glaze ext & paint & refinish interior windows; make or purchase back door; new conduit & switch; wallpaper; refinish shutters; install (2) ceiling light fixtures; install curtains; install hallway light fixture.
Total	264,162	
Police Fund		
	2,300	Parking Enforcement: Mobile electronic ticket writing - software/hardware/printer
	100	Parking Enforcement: Camera
Total	2,400	

Charter Township of Oshtemo
2014 Capital Budget

Dept	Amt	Item/Description
Fire Admin/Operations		
	6,000	3 replacement computers
Total	6,000	
Fire Fund Equipment		
	3,500	Landscape tractor w/attachments (10%)
	12,775	Replace aging fire hose nozzles
	7,000	Replace 5 LG diameter inlet valves on trucks
	6,654	Replace three 5-gas air monitors
	66,000	Replace all six thermal imaging cameras
	60,000	Replace self contained breathing apparatus air compressor
	25,000	FD's share of Township's central computer server system
	4,553	Equipment - contingency
Total	185,482	
Building Dept Fund		
	15,000	Record conversion to digital storage/retrieval system
Total	15,000	
Sewer Fund		
	74,000	North Drake Road Sewer Leads & Stubs (in advance of roadway improvements by others)
Total	74,000	
DDA Fund		
	3,000	Repairs/Maintenance
	20,000	Circulation study
	10,000	Banners
	30,000	Citgo site - demolition/stabilization
Total	63,000	
Grand Total	1,646,626	

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Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
dept 001-Revenue				
01-001-40100	Carryover	110,000		214,582
01-001-40300	Current Real Property Tax	698,869	710,881	698,601
01-001-40400	Street Lights Tax	136,119	138,466	138,353
01-001-40500	2010-1 Sidewalk		11,760	
01-001-40700	Delq P.P. Tax			
01-001-40900	Act 198 Tax Collection	1,000	1,486	1,000
01-001-43000	Payments in Lieu of Taxes	2,000	2,050	2,000
01-001-44500	Other Tax Related Revenue		2,313	
01-001-44600	Penalties/Interest Taxes			
01-001-44700	Property Tax Admin Fee	97,500	99,902	9,800
01-001-45200	Animal Licenses	100	162	100
01-001-45300	Trailer Park Fees	4,000		4,000
01-001-45400	Hawkers/Peddlers	50	140	70
01-001-47500	Miscellaneous		8	12,000
01-001-47600	Reimburse Revenue			
01-001-47700	SRS-Right of Way	13,000	13,711	13,000
01-001-48000	Federal Grant			
01-001-57400	SRS-Sales Tax Statutory			
01-001-57500	SRS-Sales Tax Constitutional	1,260,000	1,042,016	1,575,442
01-001-57600	Other State Grants			143,000
01-001-57700	ARRA Grant			
01-001-60500	Cable Fees	120,000	193,898	150,000
01-001-60700	Election Reimbursement	1		1
01-001-61400	Planning Escrow		19,000	
01-001-61500	Planning Fees	53,400	39,100	38,500
01-001-61600	Zoning Maps/Books		20	
01-001-63400	Grave Openings	10,000	10,375	12,400
01-001-64300	Sales of Lots	2,500	3,000	2,500
01-001-64500	Monument Installations		48	
01-001-64600	Transfer of Deed			
01-001-66500	Interest Earned	5,000	3,761	5,000
01-001-66800	Property Rentals		(500)	
01-001-67300	Sales-Fixed Assets			
01-001-67600	Contribution-Other Funds			
01-001-69900	KABA Facility Fee	8,000	8,000	12,000
Totals for dept 001-Revenue		2,521,539	2,299,597	3,032,349
TOTAL ESTIMATED REVENUES		2,521,539	2,299,597	3,032,349

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 110-Transfer to Other Funds				
01-110-96510	Transfer to Other fund			
01-110-96520	Transfer to Revolving			
01-110-96540	Transfer to Police Fund	256,045	256,045	38,294
01-110-96550	Transfer to Other Funds			6,000
01-110-96560	Transfer to Parks Fund	100,000	100,000	73,473
totals for dept 110-Transfer to Other Funds		356,045	356,045	117,767

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 171-Supervisor				
01-171-70200	Salary	63,379	46,315	64,653
01-171-70300	Salary-Staff	41,299	16,238	56,527
01-171-71500	Payroll Taxes - FICA	8,374	4,493	9,694
01-171-72200	Pension Plan	8,374	2,502	9,694
Totals for dept 171-Supervisor		121,426	69,548	140,568

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 173-Clerk				
01-173-70200	Salary	63,379	45,226	64,593
01-173-70300	Salary-Staff	40,300	28,076	40,140
01-173-71500	Payroll Taxes - FICA	8,294	5,362	8,383
01-173-72200	Pension Plan	8,294	2,930	8,383
Totals for dept 173-Clerk		120,267	81,594	121,499

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013		2014 REQUESTED BUDGET
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	
APPROPRIATIONS				
dept 174-Treasurer				
01-174-70200	Salary	63,379	46,315	64,653
01-174-70300	Salary-Staff	9,579	5,331	15,430
01-174-71500	Payroll Taxes - FICA	5,837	3,951	6,407
01-174-72200	Pension Plan	5,837	2,066	6,407
01-174-73000	Postage	4,000	2,400	4,000
Totals for dept 174-Treasurer		88,632	60,063	96,897

Calculations as of 09/30/2013

GL NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
Dept 175-Trustees				
101-175-70200	Salary	24,600	12,000	28,400
101-175-71500	Payroll Taxes - FICA	400	174	2,272
101-175-72200	Pension Plan			
Totals for dept 175-Trustees		25,000	12,174	30,672

ser: DeBE
B: Oshtemo

Fund: 101 General Fund

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 191-Elections				
01-191-71500	Payroll Taxes - FICA		4	
01-191-72200	Pension Plan			
01-191-72800	Supplies	2,000	839	5,000
01-191-73000	Postage	2,000	(180)	2,500
01-191-80800	Precinct Workers	8,500	56	25,000
01-191-82600	Legal Fees			
01-191-90300	Legal Notices	250		1,500
01-191-97000	Capital Outlay-Equipment	2,000	1,043	2,200
Totals for dept 191-Elections		14,750	1,762	36,200

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013		2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 201-Information Technology				
01-201-72800	Supplies	1,000	2,041	2,000
01-201-80500	Computer Support	20,000	28,639	49,810
01-201-80800	Consultant/Special Projects	5,000	4,149	2,000
01-201-93300	Equipment Maintenance	5,000	2,635	
01-201-97000	Capital Outlay	15,000	4,389	31,000
Totals for dept 201-Information Technology		46,000	41,853	84,810

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
Dept 209-Assessing/Tax Records				
01-209-70200	Salaries/Clerical	96,461	71,343	100,669
01-209-70300	Board of Review Salaries	2,500	1,800	2,500
01-209-71500	Payroll Taxes - FICA	7,717	5,452	8,253
01-209-72200	Pension Plan	7,717	2,852	8,053
01-209-72800	Supplies	2,100	1,615	1,900
01-209-73000	Postage	5,000	4,000	5,200
01-209-75100	Vehicle Gas & Maintenance	500		500
01-209-80700	Contracted Appeals	97,500	25,551	59,800
01-209-80800	Contract Appraiser			
01-209-80900	Contracted/Clerical			
01-209-82000	Engineering Fees	11,000	10,406	12,000
01-209-82600	Legal Fees	2,000		2,000
01-209-87000	Mileage	600		600
01-209-95800	Education/Dues	3,400	704	3,500
01-209-97000	Capital Outlay-Equipment	2,000		5,000
Totals for dept 209-Assessing/Tax Records		238,495	123,723	209,975

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 218-Cemetery, Bldgs & Grounds				
01-218-72800	Supplies			1,200
01-218-75100	Vehicle Gas & Maintenance	12,000	10,216	4,500
01-218-75300	Grounds Maint Equipment	4,000	4,146	3,500
01-218-75700	Tools & Supplies			2,000
01-218-76000	Facility Supplies			2,000
01-218-76600	Expendable Supplies			3,800
01-218-80500	Contracted Snow Removal	1,200		1,000
01-218-80600	Contracted Lawn Maintenance	1,000		1,000
01-218-80700	Weed Ordinance Mowing	1,500		1,500
01-218-80800	Contracted Grave Openings	10,000	11,090	12,400
01-218-82000	Engineering Fees			
01-218-86800	Fuel, Oil & Grease			1,500
01-218-92000	Water	2,000	894	2,000
01-218-92100	Electric	16,000	11,890	16,000
01-218-92300	Heat	7,000	3,191	7,000
01-218-93100	Maintenance Services	22,000	21,423	22,000
01-218-97200	ARRA Project Expenses			
01-218-97400	Capital Outlay	11,200	1,408	30,000
Totals for dept 218-Cemetery, Bldgs & Grounds		87,900	64,258	111,400

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013		2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 223-Finance & Legal				
01-223-82500	Accounting & Audit Fees	45,000	33,697	45,000
01-223-82600	Legal Fees	25,000	24,285	15,000
Totals for dept 223-Finance & Legal		70,000	57,982	60,000

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L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 234-Insurance & Bonds				
01-234-71600	Health & Life Insurance	139,892	112,075	144,900
01-234-72500	Retiree Health Care	45,000		32,500
01-234-91100	Worker's Compensation	20,000	17,479	18,500
01-234-91200	General Insurance	36,000	28,773	35,000
Totals for dept 234-Insurance & Bonds		240,892	158,327	230,900

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		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 249-General Twp Operations				
01-249-70200	Salaries			
01-249-70210	Salary/Maint Person	89,099	86,134	88,096
01-249-70400	In Lieu Of Insurance	4,500	1,665	3,000
01-249-71500	Payroll Taxes - FICA	7,128	6,475	7,300
01-249-72200	Pension Plan	7,128	2,808	6,800
01-249-72800	Supplies	9,000	5,458	12,000
01-249-72900	Petty Cash	500	159	500
01-249-73000	Postage	12,000	7,548	12,000
01-249-75100	Vehicle Gas & Maintenance	1,200	1,846	5,000
01-249-80800	Contracted Services	2,500	1,273	24,500
01-249-82000	Engineering Fees	12,000	10,638	12,000
01-249-85300	Telephone	11,000	4,603	7,000
01-249-87000	Mileage	1,000	180	1,000
01-249-90300	Legal Notices	10,000	12,530	12,000
01-249-93300	Equipment Maintenance	8,000	5,026	8,000
01-249-95600	Household Hazard Waste	12,000	7,218	12,000
01-249-95700	Newsletter	22,000	22,919	28,000
01-249-95800	Education/Dues	10,000	13,638	16,000
01-249-95900	Trash Collection	20,000	16,371	23,000
01-249-96100	BOR/MTT Refunds	15,000	4,707	2,000
01-249-96200	Miscellaneous			
01-249-96300	Contingency Items	1,096		19,000
01-249-97500	Capital Outlay / Buildings			
01-249-97600	Capital Outlay	126,712	84,930	778,582
01-249-97700	Capital Outlay / Equipment	5,000		
01-249-97800	Miscellaneous		554	
otals for dept 249-General Twp Operations		386,863	296,680	1,077,778

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
Dept 250-Legal				
01-250-70200	Salaries	217,381	158,716	220,064
01-250-71500	Payroll Taxes - FICA	12,768	10,932	12,976
01-250-72200	Pension Plan	17,391	6,349	17,605
01-250-72800	Supplies	1,200	302	1,200
01-250-80800	Contracted Legal Counsel/Temp Par	1,000	618	1,000
01-250-83000	Departmental Billings	(93,500)	(525)	(95,000)
01-250-87000	Mileage	250	73	250
01-250-95500	Law Library/Archives	10,500	9,005	10,500
01-250-95800	Education/Dues	800	663	800
01-250-97000	Capital Outlay	8,000	1,338	7,000
Totals for dept 250-Legal		175,790	187,471	176,395

User: DebE

Fund: 101 General Fund

OB: Oshtemo

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013		2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 506-Roads & Street Lighting				
01-506-92600	Street Lighting	140,000	73,063	138,353
01-506-93100	Inspections/Permits			
01-506-95200	Road Project Costs	200,000	129,749	200,000
Totals for dept 506-Roads & Street Lighting		340,000	202,812	338,353

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 805-Planning Dept				
01-805-70200	Salary	110,041	80,303	106,089
01-805-70300	SALARY-PC/ZBA	10,000	6,475	12,000
01-805-71500	Payroll Taxes - FICA	9,500	5,934	9,207
01-805-72200	Pension Plan	8,563	3,128	8,247
01-805-72800	Supplies	1,150	270	3,867
01-805-73000	Postage			
01-805-80100	GIS Expense	10,000	4,098	8,000
01-805-80800	Consultants	25,000		13,500
01-805-81000	Escrow Refund			
01-805-82000	Engineering Fees	1,000	16,844	1,000
01-805-82600	Legal Fees	20,000	139	20,000
01-805-87000	Mileage	300		300
01-805-90300	Legal Notices	10,000	10,281	13,000
01-805-95800	Education/Dues	3,925	2,911	3,925
Totals for dept 805-Planning Dept		209,479	130,383	199,135
TOTAL APPROPRIATIONS		2,521,539	1,844,675	3,032,349
NET OF REVENUES/APPROPRIATIONS - FUND 101			454,922	

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
dept 001-Revenue				
36-001-40100	Carryover	13,200		16,500
36-001-66500	Interest Earned		7,563	
36-001-67600	Contribution-Other Funds			
Totals for dept 001-Revenue		13,200	7,563	16,500
TOTAL ESTIMATED REVENUES		13,200	7,563	16,500

Calculations as of 09/30/2013

ACCOUNT NUMBER	DESCRIPTION	2013 AMENDED BUDGET	2013 ACTIVITY THRU 09/30/13	2014 REQUESTED BUDGET
APPROPRIATIONS				
Dept 234-Insurance & Bonds				
36-234-72500	Insurance Premiums	13,200	7,472	16,500
36-234-80800	Administrative Costs			
Totals for dept 234-Insurance & Bonds		13,200	7,472	16,500
TOTAL APPROPRIATIONS		13,200	7,472	16,500
NET OF REVENUES/APPROPRIATIONS - FUND 736			91	

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
STIMATED REVENUES				
dept 751-Parks Revenue				
07-751-40100	Carryover	177,000		270,612 ✓
07-751-46000	Donations - Restricted		1,790	8,790 ✓
07-751-46100	Donations - Unrestricted			
07-751-46200	Grant Revenues		2,025	300,000 ✓
07-751-47200	Rental Fee - Grange	2,500	2,460	2,500 ✓
07-751-47300	Rental - Oshtemo Community Center	9,000	9,913	10,000 ✓
07-751-47400	Park Reservation Fee	1,000	4,180	4,000 ✓
07-751-66500	Interest Earned		246	100 ✓
07-751-67500	Transfer from General Fund	100,000	100,000	73,473 ✓
Totals for dept 751-Parks Revenue		289,500	120,614	669,475
TOTAL ESTIMATED REVENUES		289,500	120,614	669,475

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013		
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	2014 REQUESTED BUDGET
APPROPRIATIONS				
dept 756-Parks Facilities				
07-756-70210	Salaries			
07-756-71500	Payroll Taxes - FICA	26,112	6,094	24,232
07-756-72200	Pension Plan	2,090	466	1,939
07-756-72800	Supplies	2,090	142	1,402
07-756-75100	Vehicle Gas & Maintenance	5,000	4,321	6,000
07-756-75300	Grounds Maint Equipment	3,500	2,511	2,000
07-756-75700	Tools & Supplies			1,500
07-756-76000	Facility Supplies			300
07-756-76600	Expendable Supplies			1,200
07-756-80500	Contracted Snow Removal			2,500
07-756-80600	Contracted Lawn Maintenance	10,000	8,585	10,000
07-756-80800	Consultant	700		700
07-756-82500	Accounting & Audit Fees	32,000	1,590	40,500
07-756-82600	Legal Fees	1,000	535	1,000
07-756-86800	Fuel, Oil & Grease	3,000	481	1,000
07-756-92000	Water			3,000
07-756-92100	Electric/Heat	2,000	223	2,000
07-756-93100	Maintenance Services	12,000	6,427	12,000
07-756-96300	Contingency Items	15,000	12,098	15,000
07-756-97100	Capital Outlay/Land	5,265		2,000
07-756-97400	Capital Outlay/Improve	35,000	35,000	35,000
07-756-97500	Capital Outlay/Buildings	10,000	10,199	17,500
07-756-97700	Capital Outlay/Equipment	50,000		
07-756-97900	Restricted Donation Expenditure	5,000	1,003	24,500
07-756-98000	Capital Outlay/Oshtemo Comm Cente	750		
07-756-98100	Capital Outlay/Drake House	10,993	5,300	12,000
07-756-98200	Grant Match/Parks	19,000	26,612	452,202
07-756-98300	Grant Match/ROW Projects	21,000		
07-756-98400	ROW Projects/Maint	18,000		
Totals for dept 756-Parks Facilities		289,500	121,587	669,475
TOTAL APPROPRIATIONS		289,500	121,587	669,475
NET OF REVENUES/APPROPRIATIONS - FUND 107			(973)	

Calculations as of 09/30/2013

GL NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 001-Revenue				
207-001-40100	Carryover			
207-001-40200	Current Property Tax Levy	586,206	580,840	1,216,558
207-001-43000	Payments in Lieu of Taxes			
207-001-45200	Liquor License Fees	14,000	16,539	14,000
207-001-65000	Ordinance Violations-8th District	15,000	12,684	24,000
207-001-65100	General Ordinance Violations	1,000	7,969	1,500
207-001-65600	Parking Violations	24,000	22,044	25,000
207-001-66500	Interest Earned	800	561	555
207-001-67500	Transfer from General Fund	256,045	256,045	38,294
Totals for dept 001-Revenue		897,051	896,682	1,319,907
TOTAL ESTIMATED REVENUES		897,051	896,682	1,319,907

User: DeBE

Fund: 207 Police

DB: Oshtemo

Calculations as of 09/30/2013

GL NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
Dept 310-POLICE CONTRACT ADMIN				
207-310-70200	Salary/Contract Administrator			13,057
207-310-71500	Payroll Taxes - FICA			1,044
207-310-72200	Pension Plan			1,044
207-310-72800	Supplies			
207-310-80200	Protection Contract - KC	759,592	576,290	1,201,413
207-310-80300	KCSD Satellite Office			
207-310-82500	Accounting & Audit Fees	1,300	735	1,300
207-310-82600	Legal Fees-8th District Court	15,000		18,000
207-310-96100	BOR/MTT Refunds	47,000	2,404	1,000
207-310-96200	Miscellaneous			
207-310-97000	Capital Outlay			
Totals for dept 310-POLICE CONTRACT ADMIN		822,892	579,429	1,236,858

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 320-PARKING VIOLATIONS ENFORCEMENT				
07-320-71500	Payroll Taxes - FICA	530	436	2,188
07-320-72200	Pension Plan	1,997	1,406	2,443
07-320-72800	Supplies	300	10	2,790
07-320-80900	Parking Enforcement Officers	20,670	16,040	27,353
07-320-82600	Legal Fees-Parking Enforcement	500		500
07-320-87000	PEO Mileage	12,000	4,496	13,000
Totals for dept 320-PARKING VIOLATIONS ENFORCEMENT		35,997	22,388	48,274

Calculations as of 09/30/2013

GL NUMBER	DESCRIPTION	2013 AMENDED BUDGET	2013 ACTIVITY THRU 09/30/13	2014 REQUESTED BUDGET
APPROPRIATIONS				
Dept 330-GEN ORDINANCE ENFORCEMENT				
207-330-70200	Salaries/Clerical	26,260	16,752	26,789
207-330-71500	Payroll Taxes - FICA	2,101	1,281	2,143
207-330-72200	Pension Plan	2,101	670	2,143
207-330-72800	Supplies	2,700	3,677	1,200
207-330-82600	Legal Fees	5,000	100	2,500
Totals for dept 330-GEN ORDINANCE ENFORCEMENT		38,162	22,480	34,775
TOTAL APPROPRIATIONS		897,051	624,297	1,727,932
NET OF REVENUES/APPROPRIATIONS - FUND 207			272,385	

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013		2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
dept 001-Revenue				
06-001-40100	Carryover	54,000		27,000
06-001-40200	Current Property Tax Levy	1,344,171	1,662,050	1,343,130
06-001-40900	Act 198 Tax Collection	1,560	1,540	1,929
06-001-46000	Donations			
06-001-47500	Miscellaneous		797	
06-001-48000	Federal Grant			
06-001-61000	Other Services Provided			
06-001-66500	Interest Earned	2,000	1,540	2,000
06-001-67300	Transfer from Other Funds			6,000
Totals for dept 001-Revenue		1,401,731	1,665,927	1,380,059
TOTAL ESTIMATED REVENUES		1,401,731	1,665,927	1,380,059

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 336-Administration				
06-336-70200	Salaries	345,550	241,332	322,149
06-336-70400	In Lieu Of Insurance			
06-336-71500	Payroll Taxes - FICA	27,644	16,994	25,772
06-336-71600	Health & Life Insurance	70,567	58,821	80,784
06-336-72200	Pension Plan	27,644	(2,791)	25,772
06-336-72500	Clothing Allowance	9,550	5,807	9,550
06-336-72600	Retiree Health Care	12,500		15,000
06-336-82500	Accounting & Audit Fees	3,000	2,180	2,500
06-336-82600	Legal Fees	10,000		10,000
06-336-87000	Mileage	500	531	500
06-336-95500	Education Reimbursement	3,000		3,000
06-336-95900	Continuing Education	23,000	22,381	23,000
06-336-96300	Admin Contingency	5,474	28	5,000
Totals for dept 336-Administration		538,429	345,283	523,027

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
Dept 340-Dept Operations				
06-340-70500	Fire Pay - On Call	167,834	117,367	172,479
06-340-70600	Relief Driver Pay	187,259	137,349	192,085
06-340-70700	Education & Training	24,371	12,364	24,619
06-340-70800	Work Detail Pay	9,045	6,255	12,181
06-340-71000	Dispatcher Pay			
06-340-71500	Payroll Taxes - FICA	5,449	4,347	6,170
06-340-71800	Fire Dept Maintenance	4,000	1,706	8,521
06-340-72200	Pension Plan	38,911	27,133	39,878
06-340-72800	Supplies	7,000	4,223	8,000
06-340-72900	Petty Cash	500	370	500
06-340-75500	EMS Supplies	8,000	3,093	6,000
06-340-75700	Tools & Supplies	5,000	3,329	5,000
06-340-76000	Training Supplies	5,000	1,393	5,000
06-340-76100	Public Education	7,000	4,406	6,000
06-340-76600	Expendable Equipment	15,000	9,865	15,000
06-340-80900	Computer Operations	16,130	25,358	15,495
06-340-85100	Radio Maintenance	7,000	3,058	7,000
06-340-85300	Telephone	33,610	13,267	9,360
06-340-86700	Vehicle Operations	65,000	36,856	70,000
06-340-86800	Fuel	34,000	20,894	35,000
06-340-87100	Physical Exams	20,000	7,714	15,000
06-340-91200	General Insurance	74,193	80,837	86,187
06-340-92000	Utilities	45,000	25,842	45,000
06-340-92200	Water	2,000	1,129	2,000
06-340-93100	Building Maintenance	18,000	14,079	18,000
06-340-93300	Equipment Maintenance	16,000	9,880	16,000
06-340-96100	BOR/MTT Refunds-Operations Fund	30,000	4,038	3,000
06-340-96200	Miscellaneous			
06-340-96300	Operations Contingency	18,000	8,930	33,557
06-340-96500	Transfer to Fire Equipment			
06-340-97000	Capital Outlay			
Totals for dept 340-Dept Operations		863,302	585,082	857,032
TOTAL APPROPRIATIONS		1,401,731	930,365	1,380,059
NET OF REVENUES/APPROPRIATIONS - FUND 206			735,562	

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
STIMATED REVENUES				
ept 001-Revenue				
11-001-40100	Carryover			
11-001-40200	Current Property Tax Levy	336,042	11,109	335,782
11-001-43000	Payments in Lieu of Taxes			
11-001-48000	Federal Grant			
11-001-66500	Interest Earned		578	700
11-001-67300	Sales-Fixed Assets			
11-001-67700	Transfer from Operating			
Totals for dept 001-Revenue		336,042	11,687	336,482
TOTAL ESTIMATED REVENUES		336,042	11,687	336,482

ser: DebE
B: Oshtemo

Fund: 211 Fire Equipment

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 344-Expenditures				
11-344-82500	Accounting & Audit Fees	1,000	735	1,000
11-344-96100	BOR/MTT Refunds	7,000	4,624	
11-344-97600	Vehicle	147,656		
11-344-98000	Equipment & Facilities	131,386	25,931	220,929
11-344-98800	Contingency	49,000	37,455	4,553
Totals for dept 344-Expenditures		336,042	68,745	226,482
TOTAL APPROPRIATIONS		336,042	68,745	226,482
NET OF REVENUES/APPROPRIATIONS - FUND 211			(57,058)	110,000

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
dept 000-General				
90-000-40100	Carryover	45,700		119,500
90-000-65000	Mortgage/Contract/SAD/FF	10,000	19,290	5,000
190-000-66400	Interest on Investments	1,000	654	1,000
90-000-66600	Interest on Assessments	4,500		
90-000-67900	Assessment Revenue			
90-000-68000	Benefit Fees			
90-000-68500	Surcharge	20,000	29,055	15,000
90-000-69600	Miscellaneous Revenue		5	23,000
90-000-69900	Transfer In			
Totals for dept 000-General		81,200	49,004	163,500
TOTAL ESTIMATED REVENUES		81,200	49,004	163,500

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 000-General				
90-000-80800	Audit Fees			
90-000-81000	Legal Fees	1,200	1,085	1,500
90-000-82000	Engineering Fees	20,000	9,806	30,000
90-000-96200	Miscellaneous	60,000	20,173	58,000
90-000-96300	Refunds to Developers			
90-000-96400	Construction Costs		1,988	
90-000-97000	Bond Principal			74,000
90-000-97200	LTD Payment - Balkema			
90-000-97500	Bond Interest			
90-000-99100	Principial Payment - National Cit			
90-000-99500	Interest Payment - National City			
Totals for dept 000-General		81,200	33,052	163,500
TOTAL APPROPRIATIONS		81,200	33,052	163,500
NET OF REVENUES/APPROPRIATIONS - FUND 490			15,952	

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 000-General				
91-000-40100	Carryover			
91-000-65000	Mortgage/Contract/SAD/FF			
191-000-66400	Interest on Investments		(15)	10,000
191-000-66600	Interest on Assessments	1,500	840	1,500
91-000-67900	Assessment Revenue	5,000		
91-000-68000	Benefit Fees			
91-000-68100	Curb Box Fees	12,500	60,410	32,000
191-000-68500	Surcharge	10,000	21,300	15,000
191-000-69000	Water Extension	45,000	47,090	70,000
91-000-69600	Miscellaneous Revenue			
91-000-69900	Indirect Cost Reimbursement	1,000		
Totals for dept 000-General		75,000	129,625	128,500
TOTAL ESTIMATED REVENUES		75,000	129,625	128,500

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
PPROPRIATIONS				
dept 000-General				
91-000-80800	Audit Fees			
91-000-82000	Engineering Fees	1,200	1,085	1,500
91-000-82600	Legal Fees	5,000	8,163	10,000
91-000-95100	Water Hook-ups - City of Kalamazo	15,000	11,375	25,000
91-000-96200	Miscellaneous			
91-000-96300	Contingency Items	53,800		26,400
91-000-96400	Construction Costs		71,450	
91-000-96600	CURB BOX FEE		12,528	
Totals for dept 000-General		75,000	104,601	77,900
TOTAL APPROPRIATIONS		75,000	104,601	77,900
NET OF REVENUES/APPROPRIATIONS - FUND 491			25,024	50,600

Calculations as of 09/30/2013

HL NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 001-Revenue				
49-001-40100	Carryover			
49-001-47500	Miscellaneous	3,300		32,000
49-001-61000	Bldg Permits & Other			3,000
49-001-61100	Bldg Services/Other Twps			
49-001-61200	Bldg Plan Review Fee			
49-001-61300	Rental Housing Application Fees			
49-001-61700	Electrical Permits			
49-001-61800	Mechanical Permits			
49-001-61900	Electrical Plan Review Fee			
49-001-62000	Mechanical Plan Review Fee			
49-001-62100	KABA Reimbursement	47,479	12,835	
49-001-66400	Interest on Investments	1,200	488	1,000
Totals for dept 001-Revenue		51,979	13,323	36,000
TOTAL ESTIMATED REVENUES		51,979	13,323	36,000

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
dept 371-Bldg Dept				
49-371-70200	Salaries/Clerical	25,068	4,187	
49-371-70300	Building Board of Appeals			
49-371-70400	In Lieu Of Insurance		45	
49-371-71500	Payroll Taxes - FICA	2,005	317	
49-371-71600	Health & Life Insurance	14,101	3,287	
49-371-72200	Pension Plan	2,005	69	3,000
49-371-72500	Retiree Health Care	5,800		
49-371-72800	Supplies		(53)	
49-371-75100	Vehicle Gas & Maintenance		318	
49-371-80500	Computer Support		259	
49-371-80800	Contracted Inspections		(7,700)	
49-371-81100	Electrical Inspector			
49-371-81200	Mechanical Inspector			
49-371-81300	KABA Contractural Agreement			
49-371-82000	Engineering Fees			
49-371-82200	Electrical Plan Review Fee			
49-371-82300	Mechanical Plan Review Fee			
49-371-82400	Contracted Bldg Plan Review Fee			15,000
49-371-82500	Accounting & Audit Fees	1,000	1,085	1,000
49-371-82600	Legal Fees	2,000		2,000
49-371-85000	Depreciation Expense			
49-371-85300	Telephone		91	
49-371-87000	Mileage			
49-371-92100	Electric		87	
49-371-92300	Heat			
49-371-95600	Indirect Costs			
49-371-95800	Education/Dues			
49-371-96200	Miscellaneous			
49-371-96300	Contingency Items			
49-371-97600	Capital Outlay			15,000
49-371-97700	Capital Outlay / Vehicle			
otals for dept 371-Bldg Dept		51,979	1,992	36,000
TOTAL APPROPRIATIONS		51,979	1,992	36,000
NET OF REVENUES/APPROPRIATIONS - FUND 249			11,331	

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 001-Revenue				
00-001-40100	Carryover	575,000		
00-001-40300	Current Real Property Tax	107,523	107,927	86,143
00-001-47500	Miscellaneous			87,457
00-001-66500	Interest Earned	1,000	710	400
Totals for dept 001-Revenue		683,523	108,637	174,000
TOTAL ESTIMATED REVENUES		683,523	108,637	174,000

Calculations as of 09/30/2013

LINE NUMBER	DESCRIPTION	2013	2013	2014
		AMENDED BUDGET	ACTIVITY THRU 09/30/13	REQUESTED BUDGET
APPROPRIATIONS				
Dept 728-Economic Development				
00-728-70300	Salary-Staff	2,000		2,000
00-728-72800	Supplies	1,000	1,000	1,000
00-728-73000	Postage	500		500
00-728-80800	Consultants	69,523	440	100,000
00-728-82500	Accounting & Audit Fees	1,500	1,085	1,500
00-728-82600	Legal Fees	5,000	525	5,000
00-728-90300	Legal Notices	1,000		1,000
00-728-93300	Repairs and Maintenance	3,000	1,440	3,000
00-728-97500	Capital Outlay/Obligated Projects	350,000	1,062	30,000
00-728-97600	Capital Outlay/Land Acquisition	250,000	5,000	30,000
Totals for dept 728-Economic Development		683,523	10,552	174,000
TOTAL APPROPRIATIONS		683,523	10,552	174,000
NET OF REVENUES/APPROPRIATIONS - FUND 900			98,085	

Calculations as of 09/30/2013

L NUMBER	DESCRIPTION	2013 AMENDED BUDGET	2013 ACTIVITY THRU 09/30/13	2014 REQUESTED BUDGET
	ESTIMATED REVENUES - ALL FUNDS	6,350,765	5,302,659	7,664,797
	APPROPRIATIONS - ALL FUNDS	6,350,765	3,747,338	7,504,197
	NET OF REVENUES/APPROPRIATIONS -		1,555,321	160,600