

## Freehold Soil Conservation District

## Budget Fiscal Year 2017

		<b>FY 2016</b>	<b>FY 2017</b>	<b>%</b>
I. Salaries, Wages, Benefits.....	\$	1,698,837.00	\$ 1,758,918.00	4%
II. Professional Services.....	\$	16,975.00	\$ 16,975.00	0%
III. Materials and Supplies.....	\$	29,000.00	\$ 35,850.00	24%
IV. Vehicular and Equipment .....	\$	20,940.00	\$ 18,440.00	-12%
V. Building and Utilities.....	\$	102,375.00	\$ 103,150.00	1%
VI. Professional Development and Public Outreach.....	\$	55,080.00	\$ 55,080.00	0%
VII. Insurance.....	\$	24,960.00	\$ 29,260.00	17%
VIII. Scholarships.....	\$	6,000.00	\$ 6,000.00	0%
IX. Vehicle and Equipment Purchase.....	\$	23,192.00	\$ 47,113.00	103%
Overall Total.....	\$	1,977,359.00	\$ 2,070,786.00	4.72%

## **Explanation of Budget Categories**

I. Salaries, Wages, Benefits

Category includes: Compensation for District employees, both full and part-time. A limited amount of overtime is necessary for the County Fairs and Chapter 251 plan review. Health, dental, pension benefits, FICA, longevity bonus, clothing allowance and unemployment / disability benefits.

Budget includes: Annual and / or merit increase deemed appropriate by the Board of Supervisors.

II. Professional Services

Category includes:

- A. Cost of retainer for legal council
- B. Cost of annual audit
- C. Cost of payroll services
- D. Cost of tax savings plan

III. Materials and Supplies

Category includes: Cost for daily supplies required for office operations (postage, water cooler, desks, cabinets, paper, etc.)

IV. Vehicular Operations

Category includes: All costs for the operation of the District's vehicle fleet (gasoline, repairs, maintenance, lettering and registration)

V. Building and Utilities

Category includes: Costs associated with the District's office located at 4000 Kozloski Road Freehold Township (rent and maintenance contracts)

VI. Professional Development and Public Information

Category includes: Purchase of books, manuals, pamphlets and other materials used for training of District personnel. Cost of registration and tuition of continuing education (Soil Erosion and Sediment Control courses given at Rutgers University) as authorized by the Board of Supervisors.

Cost of public information publications (Annual Report and Newsletter)

VII. Insurance

Category includes: Premiums for all insurance needed for the District's operations (comprehensive business, automobile, workers' compensation, treasurer's bond, blanket bond, etc.)

VIII. Scholarships

Category includes:

- A. \$ 2,000 Neal W. Munch Conservation Scholarship
- B. \$ 2,000 Marvin A. Clark Conservation Scholarship
- C. \$ 2,000 William T. Schauer Conservation Scholarship

Scholarship C as of FY 1998, scholarships A and B created by two (2) District resolutions, dated March 22, 1978, and administered by the Freehold Soil Conservation District Board of Supervisors, awarded annually.

IX. Vehicle and Equipment Purchase

Category includes: Allocation for vehicle purchases and other equipment on a year to year basis.

**District Bank Accounts**

Chapter 251 Checking	Provident Bank
Regular Checking	Provident Bank
Payroll Checking	Provident Bank
Scholarship CMA	State Of New Jersey Cash Management Fund
Chapter 251 CMA	State Of New Jersey Cash Management Fund
District CMA	State Of New Jersey Cash Management Fund
Money Market - Chapter 251	New Jersey Community Bank
Money Market - District	New Jersey Community Bank
Money Market - Scholarship	New Jersey Community Bank
Certificate of Deposit - Chap 251	New Jersey Community Bank
Certificate of Deposit - Chap 251	Freehold Savings Bank
Certificate of Deposit - District	Freehold Savings Bank
Certificate of Deposit - Scholarship	Freehold Savings Bank

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**Health Benefits**

See next page  
Per month  
\$ 32,424.59  
valid thru 12/31/2016

**Dental Coverage**

See next page  
Per Month  
\$ 1,122.54  
valid thru 12/31/2016

**Vision Coverage**

VSP Plan  
Per Month  
\$ 396.47  
(effective to 6/30/18)

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Mileage Allowance:	May change due to federal prevailing rate
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FICA	7.65%
Unemployment	0.001
Disability	0.0055

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Field Personnel Clothing Allowance:

Per Year	200.00	Inspector	(x7)
	150.00	Conservationist/Specialist	(x4)
	50.00	Other Staff	(x5)

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**Health Plans***(effective to 12/31/16)*14 **Direct 10**

Member	\$	936.18	\$	3,744.72	4
Member & Spouse	\$	1,872.34	\$	3,744.68	2
Parent & Child	\$	1,675.77	\$	1,675.77	1
Family	\$	2,611.95	\$	18,283.65	7

2 **Direct 15**

Member	\$	891.46	\$	891.46	1
Family	\$	2,487.17	\$	2,487.17	1

1 <b>Direct 15</b>	RETIREE-Single	\$	516.23	\$	516.23	1
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1 <b>Direct 10</b>	RETIREE-Member/spouse	\$	1,080.91	\$	1,080.91	1
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**Grand Total per Month** **\$ 32,424.59**

**Vision Plan***(VSP)**(effective to 6/30/18)*

Single	\$	11.69	\$	58.45	5
Member & Spouse	\$	16.96	\$	33.92	2
Parent & Child	\$	30.41	\$	30.41	1
Family	\$	30.41	\$	273.69	9

**Grand Total per Month** **\$ 396.47**

**Dental Plan***(SHBP)**(effective to 12/31/16)*11 **Dental Expense Plan**

Single	\$	38.20	\$	191.00	5
Member & Spouse	\$	66.39	\$	66.39	1
Parent & Child	\$	80.45	\$	80.45	1
Family	\$	108.60	\$	543.00	5

1 **Horizon**

Family	\$	55.70	\$	55.70	1
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3 **Cigna**

Family	\$	62.00	\$	186.00	3
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1 <b>Dental Expense</b>	RETIREE-Member/spouse	\$	73.00	\$	73.00	1
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**Grand Total per Month** **\$ 1,122.54**



**2017/01****Salaries, Wages, Benefits****Page 4-6**FY 2016  
BudgetedFY 2017  
Proposed%  
Change

2017/01

A.	Salaries	1,118,087.00	1,140,108.00	2%
B.	F.I.C.A	85,000.00	80,000.00	-6%
C.	Health	315,000.00	343,000.00	9%
D.	Dental	15,000.00	15,000.00	0%
E.	Vision	3,500.00	4,760.00	36%
F.	P.E.R.S	130,700.00	144,000.00	10%
G.	Longevity	13,950.00	14,450.00	4%
H.	Unemployment & Disability	4,400.00	4,400.00	0%
I.	Uniforms	2,200.00	2,200.00	0%
J.	Overtime	8,000.00	8,000.00	0%
K.	Tuition	3,000.00	3,000.00	0%
	<u>Sub-Total</u>	1,698,837.00	1,758,918.00	4%

**2017/02****Professional Services**

17/02/01

Attorney	5,000.00	5,000.00	0%
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17/02/02

Audit	6,125.00	6,125.00	0%
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17/02/03

Legal Services	2,700.00	2,700.00	0%
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17/02/04

Payroll	2,800.00	2,800.00	0%
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17/02/05

Tax Savings Program	350.00	350.00	0%
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<u>Sub-Total</u>	16,975.00	16,975.00	0%
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**2017/03****Materials and Supplies****Page 4-7**

17/03/01	Office Supplies	10,500.00	13,000.00	24%
17/03/02	Water	850.00	700.00	-18%
17/03/03	Postage	13,000.00	17,000.00	31%
17/03/04	Postage Meter	2,500.00	3,000.00	20%
17/03/05	First Aid	250.00	250.00	0%
17/03/06	Inspection Supplies	600.00	600.00	0%
17/03/07	Other	1,300.00	1,300.00	0%
	<u>Sub-Total</u>	29,000.00	35,850.00	24%

**2017/04****Vehicular and Equipment Operations**

17/04/01	Gasoline	9,500.00	7,000.00	-26%
17/04/02	Auto Repairs	3,000.00	3,000.00	0%
17/04/03	Registration	840.00	840.00	0%
17/04/04	Vehicle Washes	200.00	200.00	0%
17/04/05	Oil Changes	400.00	400.00	0%
17/04/06	Cellular Phones	6,000.00	6,000.00	0%
17/04/07	Other	1,000.00	1,000.00	0%
	<u>Sub-Total</u>	20,940.00	18,440.00	-12%

**2017/05****Building and Utilities****Page 4-8**

17/05/01	Rent	75,000.00	75,000.00	0%
17/05/05	Phone Bill	1,000.00	1,000.00	0%
17/05/06	Copier Maintenance	1,200.00	1,500.00	25%
17/05/07	Computer Maintenance	12,975.00	15,000.00	16%
17/05/08	GPS Maintenance	850.00	850.00	0%
17/05/09	Computer Interface Maintenance	6,000.00	6,000.00	0%
17/05/10	Other	1,100.00	1,100.00	0%
17/05/11	ESRI Maintenance	2,700.00	2,700.00	0%
17/05/13	Anti Virus & Back-up	1,550.00	2,315.00	49%
17/05/14	Modem Maintenance	-	1,440.00	100%
	<u>Sub-Total</u>	100,825.00	103,150.00	2%

**2017/06****Professional Development and Public Information**

17/06/01	National Convention		Denver, CO	1/28/17 to 2/2/17
	Airfare	425.00		
	Lodging	750.00		
	Meals	225.00		
	Registration	600.00		
	Miscellaneous	150.00		
	Sub-Total	2,150.00	x7	15,050.00
		15,050.00		0%



17/06/02	Regional Convention				<b>Page 4-9</b>
			New Jersey		
	Travel	450.00			
	Lodging	535.00			
	Meals	140.00			
	Registration	325.00			
	Sub-Total	<u>1,450.00</u>	x7	10,150.00	
		10,150.00			0%
17/06/03	State Meeting				
		1,200.00		1,200.00	0%
17/06/04	Annual Report				
		500.00		500.00	0%
17/06/05	Newsletter				
		1,000.00		1,000.00	0%
17/06/06	Annual Dinners				
		300.00		300.00	0%
17/06/07	NACD Dues				
		800.00		800.00	0%
17/06/08	NJACD Dues				
		750.00		750.00	0%
17/06/09	R C & D Dues				
		300.00		300.00	0%
17/06/10	Farm Bureau Dues				
		60.00		60.00	0%
17/06/11	Employee Training				
		2,200.00		2,200.00	0%
17/06/12	Education				
		5,500.00		5,500.00	0%
17/06/13	County Fairs				
		1,400.00		1,400.00	0%
17/06/16	Public Outreach				
		900.00		900.00	0%

17/06/17	Legal Ads	500.00	500.00	<b>page 4-10</b> 0%
17/06/19	Agricultural Society Dues	50.00	50.00	0%
17/06/20	New Jersey Business & Industry Dues	220.00	220.00	0%
17/06/26	Miscellaneous Dues	100.00	100.00	0%
17/06/31	Miscellaneous Reimbursement	400.00	400.00	0%
17/06/33	Trout in the Classroom	3,000.00	3,000.00	0%
17/06/34	Demonstration Project	3,500.00	3,500.00	0%
17/06/35	Training Project	3,500.00	3,500.00	0%
17/06/37	Envirothon / Grants	700.00	700.00	0%
17/06/38	Pollinator In the Classroom	3,000.00	3,000.00	0%
	<u>Sub-Total</u>	55,080.00	55,080.00	0%

## 2017/07

### Insurance

Property	(Umbrella & General Liability)	3,500.00	5,000.00	
Bonds		950.00	950.00	
Public Employee Liability		4,200.00	6,000.00	
Automobile		9,000.00	9,000.00	
Workers' Compensation		7,000.00	8,000.00	
Employee Advisory Services		310.00	310.00	
	<u>Sub-Total</u>	24,960.00	29,260.00	17%

**Scholarships****Page 4-11****2017/08**

17/08/01	Neal W. Munch	2,000.00	2,000.00	0%
17/08/02	Marvin A. Clark	2,000.00	2,000.00	0%
17/08/03	FSCD	2,000.00	2,000.00	0%
	<u>Sub-Total</u>	6,000.00	6,000.00	0%

**2017/11****Vehicle and Equipment Purchase**

17/11/55	Computer Purchases			
		6,692.00	28,113.00	
	Software upgrades		6,733.00	
	Workstations		7,780.00	
	Peripherals		600.00	
	Installation		3,500.00	
	Cable Modem		9,500.00	
17/11/56	Vehicle Purchase			
		16,500.00	19,000.00	
	<u>Sub-Total</u>	23,192.00	47,113.00	103%

**Total for FY 2016****1,977,359.00****Total for FY 2017****2,070,786.00****Percent Change****4.72%**

Fiscal Year 2017

**District**

Income

\$	3,600.00	Monmouth County Grant
	4,485.00	Interest
	32,200.00	Trans of Chapter 251 Interest
	35,647.50	RFA Income
	44,570.00	GIS Chapter 251 Reimburse
		H & H Database Funding
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\$	120,502.50	

Expense

\$	35,000.00	Education Program
	7,000.00	Ag Assistance
	25,000.00	Public Info / Assist
	6,000.00	Scholarships
		H & H Database Funding
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	73,000.00	

\$ 47,502.50 Surplus

**Chapter 251**

Income

\$	2,700,000.00	Chap 251 Fee (\$225,000/mth)
	32,200.00	Interest
	35,647.50	RFA Reimbursement
	-	Reserve Balance Forward
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\$	2,767,847.50	

Expense

\$	2,070,786.00	Total Budget
	73,000.00	District Budget
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	\$ 1,997,786.00	

\$ 770,061.50 Surplus

# **Freehold Soil Conservation District**

**Proposed Budget - Fiscal Year 2017**

**July 1, 2016 to June 30, 2017**