

# **Freehold Soil Conservation District**

**Proposed Budget - Fiscal Year 2015**

**July 1, 2014 to June 30, 2015**

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.

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 2	New Jersey Community Bank
Certificate of Deposit - Chap 2	Freehold Savings Bank
Certificate of Deposit - Chap 2	ConnecOne Bank
Certificate of Deposit - Chap 2	ConnecOne Bank
Certificate of Deposit - Distric	Freehold Savings Bank
Certificate of Deposit - Scholar	Freehold Savings Bank

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**Health Benefits**

See next page  
 Per month  
 26,473.99  
 valid thru 12-31-2014

**Dental Coverage**

See next page  
 Per Month  
 1,139.17  
 valid thru 12-31-2014

**Vision Coverage**

VSP Plan  
 Per Month 227.70  
 (effective to 6/30/15)

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Mileage Allowance:

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Medicare	1.45%
Social Security	6.20%
NJ Unemployment	1.605%

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Field Personnel Clothing Allowance:

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

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2015/01

**Salaries, Wages, Benefits**

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FY 2014  
Budgeted

FY 2015  
Proposed

%  
Change

2015/01

A.	Salaries	1,044,594.00	1,075,563.00	3%
B.	F.I.C.A	80,600.00	83,000.00	3%
C.	Health	290,725.00	302,000.00	4%
D.	Dental	15,000.00	16,000.00	7%
E.	Vision	3,000.00	3,000.00	0%
F.	P.E.R.S	118,000.00	118,000.00	0%
G.	Longevity	11,150.00	13,150.00	18%
H.	Unemployment & Disability	4,000.00	4,000.00	0%
I.	Uniforms	2,000.00	2,200.00	10%
J.	Overtime	2,000.00	2,000.00	0%
K.	Tuition	3,000.00	3,000.00	0%
	<u>Sub-Total</u>	1,574,069.00	1,621,913.00	3%

2015/02

**Professional Services**

15/02/01

Attorney

5,000.00

5,000.00

0%

15/02/02

Audit

6,200.00

6,800.00

10%

15/02/03

Legal Services

2,250.00

2,250.00

0%

15/02/04

Payroll

2,500.00

2,800.00

12%

15/02/05

Tax Savings Program

500.00

350.00

-30%

Sub-Total

16,450.00

17,200.00

5%

**2015/03**

**Materials and Supplies**

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15/03/01	Office Supplies	10,500.00	10,500.00	0%
15/03/02	Water	850.00	850.00	0%
15/03/03	Postage	10,000.00	10,000.00	0%
15/03/04	Postage Meter	2,500.00	2,500.00	0%
15/03/05	First Aid	250.00	250.00	0%
15/03/06	Inspection Supplies	600.00	600.00	0%
15/03/07	Other	1,300.00	1,300.00	0%
	<u>Sub-Total</u>	26,000.00	26,000.00	0%

**2015/04**

**Vehicular and Equipment Operations**

15/04/01	Gasoline	11,000.00	11,000.00	0%
15/04/02	Auto Repairs	3,000.00	3,000.00	0%
15/04/03	Registration	840.00	840.00	0%
15/04/04	Vehicle Washes	600.00	500.00	-17%
15/04/05	Oil Changes	500.00	500.00	0%
15/04/06	Cellular Phones	6,000.00	6,000.00	0%
15/04/07	Other	1,000.00	1,000.00	0%
	<u>Sub-Total</u>	22,940.00	22,840.00	0%

**2015/05****Building and Utilities**

15/05/01	Rent	75,000.00	75,000.00	0%
15/05/05	Phone Bill	1,100.00	1,100.00	0%
15/05/06	Copier Maintenance	1,200.00	1,200.00	0%
15/05/07	Computer Maintenance	12,575.00	12,575.00	0%
15/05/08	GPS Maintenance	850.00	850.00	0%
15/05/09	Computer Interface Maintenance	6,000.00	6,000.00	0%
15/05/10	Other	300.00	300.00	0%
15/05/11	ESRI Maintenance	2,600.00	2,500.00	-4%
15/05/13	Anti Virus & Back-up	1,240.00	1,550.00	25%
	<u>Sub-Total</u>	100,865.00	101,075.00	0%

**2015/06****Professional Development and Public Information**

15/06/01	National Convention			
			New Orleans, LA 1/31 to 2/4/15	
	Airfare	300.00		
	Lodging	925.00		
	Meals	225.00		
	Registration	550.00		
	Miscellaneous	150.00		
	Sub-Total	2,150.00	x7	15,050.00
		12,300.00		22%

15/06/02	Regional Convention	Newport, RI 8/24 to 8/27/2014		Page 4-9
	Travel	280.00		
	Lodging	760.00		
	Meals	180.00		
	Registration	230.00		
	Sub-Total	<u>1,450.00</u>	x7	
		7,320.00	10,150.00	39%
15/06/03	State Meeting			
		1,500.00	1,500.00	0%
15/06/04	Annual Report			
		800.00	500.00	-38%
15/06/05	Newsletter			
		1,000.00	1,000.00	0%
15/06/06	Annual Dinners			
		600.00	300.00	-50%
15/06/07	NACD Dues			
		800.00	800.00	0%
15/06/08	NJACD Dues			
		500.00	750.00	50%
15/06/09	R C & D Dues			
		300.00	300.00	0%
15/06/10	Farm Bureau Dues			
		60.00	60.00	0%
15/06/11	Employee Training			
		2,200.00	2,200.00	0%
15/06/12	Education			
		5,500.00	5,500.00	0%
15/06/13	County Fairs			
		1,400.00	1,400.00	0%
15/06/16	Public Outreach			
		900.00	900.00	0%



15/06/17	Legal Ads	750.00	750.00	0%
15/06/19	Agricultural Society Dues	50.00	50.00	0%
15/06/20	New Jersey Business & Industry Dues	185.00	185.00	0%
15/06/26	Miscellaneous Dues	200.00	100.00	-50%
15/06/31	Miscellaneous Reimbursement	600.00	400.00	-33%
15/06/33	Trout in the Classroom	3,000.00	3,000.00	0%
15/06/34	Demonstration Project	3,500.00	3,500.00	0%
15/06/35	Training Project	3,500.00	3,500.00	0%
15/06/37	Envirothon / Grants	700.00	700.00	100%
15/06/38	Pollinator In the Classroom	3,000.00	3,000.00	100%
	<u>Sub-Total</u>	50,665.00	55,595.00	10%

**2015/07**

**Insurance**

Property	(Umbrella & General Liability)	3,500.00	3,500.00	
Bonds		1,200.00	950.00	
Public Employee Liability		7,000.00	4,000.00	
Automobile		7,500.00	8,000.00	
Workers' Compensation		9,000.00	7,000.00	
Employee Advisory Services		304.00	304.00	
	<u>Sub-Total</u>	28,504.00	23,754.00	-17%

**Scholarships****2015/08**

15/08/01	Neal W. Munch	2,000.00	2,000.00	0%
15/08/02	Marvin A. Clark	2,000.00	2,000.00	0%
15/08/03	FSCD	2,000.00	2,000.00	0%
	<u>Sub-Total</u>	6,000.00	6,000.00	0%

**2015/11****Vehicle and Equipment Purchase**

15/11/51	Computer Purchases			
	1 Server		3,400.00	
	2 Technical workstations		2,130.00	
	Peripherals		540.00	
	Installation		1,600.00	
	1 Cloud Back-Up		2,700.00	
		13,586.00	10,370.00	-24%
15/11/52	Vehicle Purchase			
	2015 Ford Escape			
		16,300.00	16,500.00	1%
	<u>Sub-Total</u>	29,886.00	26,870.00	-10%

**Total for FY 2014** **1,855,379.00**

**Total for FY 2015** **1,901,247.00**

**Percent Change** **2.5%**

## Freehold Soil Conservation District

## Budget Fiscal Year 2014

		<b>FY 2014</b>	<b>FY 2015</b>	<b>%</b>
I. Salaries, Wages, Benefits.....	\$	1,574,069.00	\$ 1,621,913.00	3%
II. Professional Services.....	\$	16,450.00	\$ 17,200.00	5%
III. Materials and Supplies.....	\$	26,000.00	\$ 26,000.00	0%
IV. Vehicular and Equipment .....	\$	22,940.00	\$ 22,840.00	0%
V. Building and Utilities.....	\$	100,865.00	\$ 101,075.00	0%
VI. Professional Development and Public Outreach.....	\$	50,665.00	\$ 55,595.00	10%
VII. Insurance.....	\$	28,504.00	\$ 23,754.00	-17%
VIII. Scholarships.....	\$	6,000.00	\$ 6,000.00	0%
IX. Vehicle and Equipment Purchase.....	\$	29,886.00	\$ 26,870.00	-10%
Overall Total.....	\$	1,855,379.00	\$ 1,901,247.00	2.5%

<b>Health Plans</b>		<i>(effective to 12/31/14)</i>	
14	<b>Direct 10</b>		
	Single	\$ 849.57	3
	Member & Spouse	\$ 1,699.13	3
	Parent & Child	\$ 1,350.82	1
	Family	\$ 2,200.39	7
2	<b>Direct 15</b>		
	Member & Spouse	\$ 1,617.98	1
	Family	\$ 2,095.28	1
		<hr/>	
		\$ 28,112.91	16
1	<b>Direct 10</b>		
	<i>RETIREE</i>	\$ 456.36	1
	<b>Grand Total per Month</b>	<b>\$ 28,569.27</b>	
<b>Vision Plan</b>		<i>(VSP) (effective to 6/30/15)</i>	
	Single	\$ 7.33	3
	Member & Spouse	\$ 10.63	5
	Parent & Child	\$ 19.07	1
	Family	\$ 19.07	7
	<b>Grand Total per Month</b>	<b>\$ 227.70</b>	
<b>Dental Plan</b>		<i>(SHBP) (effective to 12/31/14)</i>	
12	<b>Dental Expense Plan</b>		
	Single	\$ 39.48	3
	Member & Spouse	\$ 68.62	4
	Parent & Child	\$ 83.15	1
	Family	\$ 112.25	4
1	<b>Horizon</b>		
	Family	\$ 56.81	1
3	<b>Cigna</b>		
	Family	\$ 66.12	3
	<b>Grand Total per Month</b>	<b>\$ 1,180.24</b>	16

### Reconciliation for Fiscal Year 2015

#### District

##### Income

4,000.00	Monmouth County Grant
3,500.00	Interest
22,900.00	Transfer of Chapter 251 Interest
19,600.00	RFA Income
12,000.00	GIS Chapter 251 Reimburse
<u>62,000.00</u>	

\$ 62,000.00

##### Expense

30,000.00	Education Program
6,000.00	Ag Assistance
20,000.00	Public Outreach/Assistance
6,000.00	Scholarships
<u>\$ 62,000.00</u>	

\$ 62,000.00

#### Chapter 251

##### Income

1,980,000.00	Chapter 251 Fee (\$165,000/month)
32,000.00	Interest
19,600.00	RFA Reimbursement
-	Reserve Balance Forward
<u>2,031,600.00</u>	

\$ 2,031,600.00

##### Expense

1,901,247.00	Total Budget
62,000.00	District Budget
<u>\$ 1,839,247.00</u>	

\$ 1,839,247.00

#### Surplus

\$ 192,353.00