

# **Freehold Soil Conservation District**

**Proposed Budget - Fiscal Year 2020**

**July 1, 2019 to June 30, 2020**

## Freehold Soil Conservation District

## Budget Fiscal Year 2020

		Budgeted <b>FY 2019</b>	Proposed <b>FY 2020</b>	%
I. Salaries, Wages, Benefits.....	\$	1,918,722.00	\$ 1,975,025.00	3%
II. Professional Services.....	\$	16,800.00	\$ 18,225.00	8%
III. Materials and Supplies.....	\$	32,600.00	\$ 30,650.00	-6%
IV. Vehicular and Equipment .....	\$	21,245.00	\$ 24,045.00	13%
V. Building and Utilities.....	\$	112,086.00	\$ 115,980.00	3%
VI. Professional Development and Public Outreach.....	\$	47,650.00	\$ 47,400.00	-1%
VII. Insurance.....	\$	29,091.00	\$ 33,045.00	14%
VIII. Scholarships.....	\$	6,000.00	\$ 6,000.00	0%
IX. Vehicle and Equipment Purchase.....	\$	37,303.00	\$ 33,755.00	-10%
Overall Total.....	\$	2,221,497.00	\$ 2,284,125.00	2.82%

## **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	Freehold Savings Bank
Money Market - District	Freehold Savings Bank
Money Market - Scholarship	Freehold Savings 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

valid thru 12/31/2019

**Dental Coverage**

See next page  
Per Month

valid thru 12/31/2019

**Vision Coverage**

VSP Plan  
Per Month  
\$ 454.44  
(effective to 6/30/20)

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Mileage Allowance: May change due to federal prevailing rate

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FICA	7.65% (6.20% and 1.45%)
Unemployment	0.7
Disability	0.1

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Field Personnel Clothing Allowance:

Per Year	200.00	Field Staff	(x9)=1800
	150.00	Senior Field	(x5)=750
	50.00	Clerical	(x3)=150

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<b>Health Plans</b>		<i>(effective to 12/31/19)</i>		
<b>14 Direct 10</b>	Member	\$ 963.29	\$ 2,889.87	3
	Member & Spouse	\$ 1,926.58	\$ 1,926.58	1
	Parent & Child	\$ 1,724.28	\$ 1,724.28	1
	Family	\$ 2,687.57	\$ 24,188.13	9
<b>3 Direct 15</b>	Member	\$ 917.28	\$ 1,834.56	2
	Family	\$ 2,559.22	\$ 2,559.22	1
<b>1 Aetna 15</b>	<i>RETIREE-Single</i>	\$ 315.21	\$ 315.21	1
<b>1 Aetna 10</b>	<i>RETIREE-Member/spouse</i>	\$ 666.02	\$ 666.02	1
<b>Grand Total per Month</b>			<b>\$ 36,103.87</b>	
<b>Vision Plan</b>		<i>(VSP) (effective to 6/30/20)</i>		
	Single	\$ 11.93	\$ 47.72	4
	Member & Spouse	\$ 17.30	\$ 34.60	2
	Parent & Child	\$ 31.01	\$ 31.01	1
	Family	\$ 31.01	\$ 341.11	11
<b>Grand Total per Month</b>			<b>\$ 454.44</b>	
<b>Dental Plan</b>		<i>(SHBP) (effective to 12/31/19)</i>		
<b>12 Dental Expense Plan</b>	Single	\$ 40.33	\$ 120.99	3
	Member & Spouse	\$ 70.09	\$ 70.09	1
	Parent & Child	\$ 84.93	\$ 84.93	1
	Family	\$ 114.65	\$ 802.55	7
<b>1 Horizon</b>	Family	\$ 51.51	\$ 51.51	1
<b>4 Cigna</b>	Single	\$ 23.02	\$ 23.02	1
	Parent & Child	\$ 48.52	\$ 48.52	1
	Family	\$ 65.45	\$ 130.90	2
<b>1 Dental Expense</b>	<i>RETIREE-Member/spouse</i>	\$ 79.48	\$ 79.48	1
<b>Grand Total per Month</b>			<b>\$ 1,332.51</b>	

<b>2020/01</b>	<b>Salaries, Wages, Benefits</b>		<b>FY 2019 Budgeted</b>	<b>FY 2020 Proposed</b>	<b>Page 4-6 % Change</b>
20/01/01	A.	Salaries	1,259,522.00	1,312,000.00	4%
20/01/02	B.	F.I.C.A	86,700.00	93,000.00	7%
20/01/03	C.	Health	370,000.00	355,000.00	-4%
20/01/16	D.	Dental	16,250.00	16,000.00	-2%
20/01/07	E.	Vision	5,500.00	5,100.00	-7%
20/12/04	F.	P.E.R.S	147,000.00	163,000.00	11%
20/01/01	G.	Longevity	15,450.00	15,825.00	2%
20/01/05	H.	SUI / DIS	5,200.00	5,000.00	-4%
20/01/12	I.	Uniforms	2,600.00	2,600.00	0%
20/01/01	J.	Overtime	9,000.00	6,000.00	-33%
	K.	Tuition	1,500.00	1,500.00	0%
		<u>Sub-Total</u>	1,918,722.00	1,975,025.00	3%
<b>2020/02</b>	<b>Professional Services</b>				
20/02/01		Attorney	5,000.00	5,000.00	0%
20/02/02		Audit	6,300.00	6,325.00	0%
20/02/03		Legal Services	2,700.00	2,900.00	7%
20/02/04		Payroll	2,500.00	2,500.00	0%
20/02/05		Tax Savings Prog	300.00	300.00	0%
20/02/06		Timeclock	-	1,200.00	100%
		<u>Sub-Total</u>	16,800.00	18,225.00	8%
<b>2020/03</b>	<b>Materials and Supplies</b>				
20/03/01		Office Supplies	13,000.00	13,000.00	0%

20/03/02	Water	700.00	600.00	-14%
20/03/03	Postage	15,000.00	14,000.00	-7%
20/03/04	Postage Meter	1,700.00	850.00	-50%
20/03/05	First Aid	300.00	300.00	0%
20/03/06	Inspection Sup	600.00	600.00	0%
20/03/07	Other	1,300.00	1,300.00	0%
	<u>Sub-Total</u>	32,600.00	30,650.00	-6%
<b>2020/04</b>	<b>Vehicle and Equipment Operations</b>			
20/04/01	Gasoline	7,000.00	7,000.00	0%
20/04/02	Auto Repairs	4,000.00	3,000.00	-25%
20/04/03	Registration	945.00	945.00	0%
20/04/04	Vehicle Washes	500.00	400.00	-20%
20/04/05	Oil Changes	600.00	600.00	0%
20/04/06	Cellular Phones	7,200.00	5,000.00	-31%
20/04/07	Other	1,000.00	1,000.00	0%
20/04/08	Vehicle GPS units	-	1,300.00	100%
20/04/09	Tablet Network	-	4,800.00	100%
	<u>Sub-Total</u>	21,245.00	24,045.00	13%
<b>2020/05</b>	<b>Building and Utilities</b>			
20/05/01	Rent	75,000.00	75,000.00	0%
20/05/05	Fax Line	1,200.00	1,200.00	0%
20/05/06	Copier Maint	1,500.00	750.00	-50%
20/05/07	Computer Maint	14,550.00	14,925.00	3%
20/05/09	Database Maint	6,000.00	5,000.00	-17%

20/05/10	Other	1,100.00	1,000.00	-9%
20/05/11	ESRI Maint	4,885.00	2,800.00	-43%
20/05/13	Computer Security	1,751.00	3,505.00	100%
20/05/14	Optimum	1,210.00	1,410.00	17%
20/05/15	ARC-GIS Online	4,890.00	4,890.00	0%
20/05/16	Near Maps	-	5,500.00	100%
	<u>Sub-Total</u>	112,086.00	115,980.00	3%

### 2020/06 Professional Development and Public Information

20/06/01	National Convention		Las Vegas, NV	2/1-5/2020
	Airfare	425.00		
	Lodging	750.00		
	Meals	225.00		
	Registration	600.00		
	Miscellaneous	<u>150.00</u>		
	Sub-Total	2,150.00	x6	
		12,900.00	12,900.00	0%
20/06/02	Regional Convention		Ledyard, CT	8/25-28/2019
	Travel	450.00		
	Lodging	535.00		
	Meals	140.00		
	Registration	325.00		
	Sub-Total	<u>1,450.00</u>	x6	
		8,700.00	8,700.00	0%
20/06/03	State Meeting	750.00	750.00	0%
20/06/04	Annual Report	500.00	300.00	-40%
20/05/06	Annual Dinners	300.00	200.00	-33%
20/06/07	NACD Dues	800.00	800.00	0%
20/06/08	NJACD Dues	750.00	850.00	13%
20/06/09	R C & D Dues	300.00	300.00	0%
20/06/10	Farm Bureau	60.00	60.00	0%

20/06/11	EE Training	1,100.00	1,100.00	0%
20/06/12	Education	5,500.00	5,500.00	0%
20/06/13	County Fairs	1,400.00	1,400.00	0%
20/06/16	Outreach	900.00	900.00	0%
20/06/17	Legal Ads	700.00	700.00	0%
20/06/19	Ag Society Dues	50.00	50.00	0%
20/06/20	NJB&I Dues	240.00	240.00	0%
20/06/26	Misc Dues	100.00	50.00	-50%
20/06/31	Reimbursement	400.00	400.00	0%
20/06/33	Trout Classroom	1,500.00	3,000.00	100%
20/06/34	Demo Project	3,500.00	3,500.00	0%
20/06/35	Training Project	3,500.00	3,500.00	0%
20/06/37	Envirothon	700.00	700.00	0%
20/06/38	Pollinator Class	3,000.00	1,500.00	-50%
	<u>Sub-Total</u>	47,650.00	47,400.00	-1%

**2020/07 Insurance**

Property	3,500.00	3,600.00	
Directors & Officers			
Bonds	950.00	975.00	
Public Employee Liability	4,000.00	4,500.00	
Automobile	11,971.00	15,000.00	
Workers' Compensation	8,500.00	8,800.00	
Employee Advisory Services	170.00	170.00	
	<u>Sub-Total</u>	29,091.00	33,045.00 14%

<b>2020/08</b>		<b>Scholarships</b>		<b>page 4-10</b>
20/08/01	Neal W. Munch	2,000.00	2,000.00	0%
20/08/02	Marvin A. Clark	2,000.00	2,000.00	0%
20/08/03	FSCD	2,000.00	2,000.00	0%
	<u>Sub-Total</u>	6,000.00	6,000.00	0%
<b>2020/11</b>		<b>Vehicle and Equipment Purchase</b>		
20/11/62	Computer Purchases			
		16,303.00	12,755.00	-22%
	2 desktops		1,720.00	
	1 laptop		1,900.00	
	Installation		1,320.00	
	<b>sub</b>		<b>4,940.00</b>	
	new server		5,465.00	
	Installation		1,600.00	
	<b>sub</b>		<b>7,065.00</b>	
	Peripherals (APC)		750.00	
	<b>sub</b>		<b>750.00</b>	
20/11/63	Vehicle Purchase	21,000.00	21,000.00	0%
	<u>Sub-Total</u>	37,303.00	33,755.00	-10%
<b>Total for FY 2019</b>			<b>2,221,497.00</b>	
<b>Total for FY 2020</b>			<b>2,284,125.00</b>	
<b>Percent Change</b>			<b>2.82%</b>	

# Fiscal Year 2020

## District

### Income

\$	3,733.00	Monmouth County Grant
	45,000.00	Interest
	63,641.50	Trans of Chapter 251 Interest
	32,742.50	RFA Income
	45,375.00	GIS Chapter 251 Reimburse
<u>\$</u>	<u>190,492.00</u>	

\$ 119,492.00 Surplus

### Expense

\$	35,000.00	Education Program
	7,000.00	Ag Assistance
	25,000.00	Public Info / Assist
	4,000.00	Scholarships
<u>\$</u>	<u>71,000.00</u>	

## Chapter 251

### Income

\$	2,520,000.00	Chap 251 Fee (\$210,000/mth)
	63,641.50	Interest
	32,742.50	RFA Reimbursement
<u>\$</u>	<u>2,616,384.00</u>	

\$ 403,259.00 Surplus

### Expense

\$	2,284,125.00	Total Budget
	71,000.00	District Budget
<u>\$</u>	<u>2,213,125.00</u>	