

Freehold Soil Conservation District

Proposed Budget - Fiscal Year 2021

July 1, 2020 to June 30, 2021

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. \$ 2,500 Neal W. Munch Conservation Scholarship
- B. \$ 2,500 William T. Schauer Conservation Scholarship

Scholarship B as of FY 1998, scholarships A created by District resolution, 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 Bank
Money Market - District	Freehold Bank
Money Market - Scholarship	Freehold Bank
Certificate of Deposit - Chap 251	Freehold Bank
Certificate of Deposit - District	Freehold Bank
Certificate of Deposit - Scholarship	Freehold Bank

Health Benefits

See next page
Per month

valid thru 12/31/2020

Dental Coverage

See next page
Per Month

valid thru 12/31/2020

Vision Coverage

VSP Plan
Per Month
\$ 494.86
(effective to 6/30/22)

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

Field Personnel Clothing Allowance:

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

Health Plans*(effective to 12/31/20)*14 **Direct 10**

Member	\$	922.16	\$	2,766.48	3
Member & Spouse	\$	1,844.32	\$	1,844.32	1
Parent & Child	\$	1,650.66	\$	1,650.66	1
Family	\$	2,572.82	\$	23,155.38	9

2 **Direct 15**

Member	\$	878.12	\$	878.12	1
Family	\$	2,449.95	\$	2,449.95	1

1 Omnia Parent & Child	\$	1,213.07	\$	1,213.07	1
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1 Aetna 15 RETIREE-Single	\$	314.26	\$	314.26	1
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1 Aetna 10 RETIREE-Member/spouse	\$	659.07	\$	659.07	1
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Grand Total per Month **\$ 34,931.31**

Vision Plan*(VSP)**(effective to 6/30/22)*

Single	\$	12.99	\$	51.96	4
Member & Spouse	\$	18.83	\$	37.66	2
Parent & Child	\$	33.77	\$	67.54	2
Family	\$	33.77	\$	337.70	10

Grand Total per Month **\$ 494.86**

Dental Plan*(SHBP)**(effective to 12/31/20)*12 **Dental Expense Plan**

Single	\$	41.74	\$	125.22	3
Member & Spouse	\$	72.55	\$	72.55	1
Parent & Child	\$	87.90	\$	87.90	1
Family	\$	118.66	\$	949.28	8

1 **Horizon**

Family	\$	50.75	\$	50.75	1
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Single	\$	23.02	\$	23.02	1
Parent & Child	\$	48.52	\$	48.52	1
Family	\$	65.45	\$	65.45	1

1 Dental Expense RETIREE-Member/spouse	\$	80.85	\$	80.85	1
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Grand Total per Month **\$ 1,422.69**

2021/01		Salaries, Wages, Benefits		Page 4-6	
		FY 2020 Budgeted	FY 2021 Proposed	% Change	
21/01/01	A.	Salaries	1,312,000.00	1,338,674.00	2%
21/01/02	B.	F.I.C.A	93,000.00	95,000.00	2%
21/01/03	C.	Health	355,000.00	345,000.00	-3%
21/01/16	D.	Dental	16,000.00	17,500.00	9%
21/01/07	E.	Vision	5,100.00	5,940.00	16%
21/12/04	F.	P.E.R.S	163,000.00	170,000.00	4%
21/01/01	G.	Longevity	15,825.00	17,150.00	8%
21/01/05	H.	SUI / DIS	5,000.00	5,500.00	10%
21/01/12	I.	Uniforms	2,600.00	2,600.00	0%
21/01/01	J.	Overtime	6,000.00	-	-100%
	K.	Tuition	1,500.00	1,500.00	0%
		<u>Sub-Total</u>	1,975,025.00	1,998,864.00	1%
2021/02		Professional Services			
21/02/01		Attorney	5,000.00	5,000.00	0%
21/02/02		Audit	6,325.00	6,350.00	0%
21/02/03		Legal Services	2,900.00	2,900.00	0%
21/02/04		Payroll	2,500.00	2,500.00	0%
21/02/05		Tax Savings Prog	300.00	300.00	0%
21/02/06		Timeclock	1,200.00	1,225.00	2%
		<u>Sub-Total</u>	18,225.00	18,275.00	0%
2021/03		Materials and Supplies			
21/03/01		Office Supplies	13,000.00	13,000.00	0%
21/03/02		Water	600.00	600.00	0%

21/03/03	Postage	14,000.00	14,050.00	0%
21/03/04	Postage Meter	850.00	1,000.00	18%
21/03/05	First Aid	300.00	300.00	0%
21/03/06	Inspection Sup	600.00	400.00	-33%
21/03/07	Other	1,300.00	1,300.00	0%
	<u>Sub-Total</u>	30,650.00	30,650.00	0%

2021/04 Vehicular and Equipment Operations

21/04/01	Gasoline	7,000.00	6,000.00	-14%
21/04/02	Auto Repairs	3,000.00	3,000.00	0%
21/04/03	Registration	945.00	945.00	0%
21/04/04	Vehicle Washes	400.00	400.00	0%
21/04/05	Oil Changes	600.00	700.00	17%
21/04/06	Cellular Phones	5,000.00	6,000.00	20%
21/04/07	Other	1,000.00	1,000.00	0%
21/04/08	Vehicle GPS units	1,300.00	1,300.00	0%
21/04/09	Tablet Network	4,800.00	4,600.00	-4%
	<u>Sub-Total</u>	24,045.00	23,945.00	0%

2021/05 Building and Utilities

21/05/01	Rent	75,000.00	95,000.00	27%
21/05/05	Fax Line	1,200.00	1,200.00	0%
21/05/06	Copier Maint	750.00	750.00	0%
21/05/07	Computer Maint	14,925.00	14,050.00	-6%
21/05/09	Database Maint	5,000.00	5,000.00	0%
21/05/10	Other	1,000.00	1,000.00	0%
21/05/11	ESRI Maint	2,800.00	2,800.00	0%

21/05/13	Computer Security	3,505.00	4,375.00	25%
21/05/14	Optimum	1,410.00	1,410.00	0%
21/05/15	ARC-GIS Online	4,890.00	4,890.00	0%
21/05/16	Near Maps	5,500.00	5,500.00	0%
	<u>Sub-Total</u>	115,980.00	135,975.00	17%
2021/06 Professional Development and Public Information				
21/06/01	National Convention		New Orleans, LA	
	Airfare	425.00		
	Lodging	750.00		
	Meals	225.00		
	Registration	600.00		
	Miscellaneous	150.00		
	Sub-Total	2,150.00	x6	
		12,900.00	12,900.00	0%
21/06/02	Regional Convention			
	Travel	450.00	CANCELLED	
	Lodging	535.00		
	Meals	140.00		
	Registration	325.00		
	Sub-Total	1,450.00	x6	
		8,700.00	-	-100%
21/06/03	State Meeting	750.00	750.00	0%
21/06/04	Annual Report	300.00	-	-100%
21/05/06	Annual Dinners	200.00	200.00	0%
21/06/07	NACD Dues	800.00	800.00	0%
21/06/08	NJACD Dues	850.00	850.00	0%
21/06/09	R C & D Dues	300.00	300.00	0%
21/06/10	Farm Bureau	60.00	60.00	0%
21/06/11	EE Training	1,100.00	1,100.00	0%
21/06/12	Education	5,500.00	5,500.00	0%
21/06/13	County Fairs	1,400.00	1,400.00	0%

21/06/16	Outreach	900.00	900.00	0%
21/06/17	Legal Ads	700.00	700.00	0%
21/06/19	Ag Society Dues	50.00	50.00	0%
21/06/20	NJB&I Dues	240.00	300.00	25%
21/06/26	Misc Dues	50.00	50.00	0%
21/06/31	Reimbursement	400.00	400.00	0%
21/06/33	Trout Classroom	3,000.00	3,000.00	0%
21/06/34	Demo Project	3,500.00	3,500.00	0%
21/06/35	Training Project	3,500.00	3,500.00	0%
21/06/37	Envirothon	700.00	700.00	0%
21/06/38	Pollinator Class	1,500.00	1,500.00	0%
21/06/39	Soil & Water Society	-	250.00	100%
21/06/40	National Watershed Coalition	-	75.00	100%
	<u>Sub-Total</u>	47,400.00	38,710.00	-18%

2021/07 Insurance

Property	3,600.00	3,800.00	
Bonds	975.00	975.00	
Directors & Officers	4,100.00	4,100.00	
Public Employee Liability	4,500.00	3,000.00	
Automobile	15,000.00	15,000.00	
Workers' Compensation	8,800.00	7,500.00	
Employee Advisory Services	170.00	170.00	
	<u>Sub-Total</u>	37,145.00	34,545.00
			-7%

2021/08	Scholarships			Page 4-10
21/08/01	Neal W. Munch	2,000.00	2,500.00	25%
21/08/02	Marvin A. Clark	2,000.00	-	-100%
21/08/03	FSCD	2,000.00	2,500.00	25%
	<u>Sub-Total</u>	6,000.00	5,000.00	-17%
2021/11	Vehicle and Equipment Purchase			
21/11/64	Computer Purchases	12,755.00	-	-100%
21/11/65	Vehicle Purchase	21,000.00	21,000.00	0%
21/11/66	Database Migration	-	20,000.00	100%
	<u>Sub-Total</u>	33,755.00	41,000.00	21%
Total for FY 2020			2,288,225.00	
Total for FY 2021			2,326,964.00	
Percent Change			1.69%	

Fiscal Year 2021

District

Income

\$	3,733.00	Monmouth County Grant
	45,000.00	Interest
	60,000.00	Trans of Chapter 251 Interest
	46,500.00	RFA Income
	36,625.00	GIS Chapter 251 Reimburse
<u>\$</u>	<u>191,858.00</u>	

\$ 120,858.00 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

\$	2,220,000.00	Chap 251 Fee (\$185,000/mth)
	45,000.00	Interest
	46,500.00	RFA Reimbursement
<u>\$</u>	<u>2,311,500.00</u>	

\$ 55,536.00 Surplus

Expense

\$	2,326,964.00	Total Budget
	71,000.00	District Budget
<u>\$</u>	<u>2,255,964.00</u>	