

# Community Center Budget FY 21

015401 Community Center S&W

015402 Community Center Expense

015408 Community Center Capital Outlay

11/26/2019 14:28  
ccarey

TOWN OF HARWICH - LIVE DATA  
DEPARTMENT BUDGET REQUESTS

P 1  
bgdeptrq

BUDGET PROJECTION 2021 2021 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
015401	511800	PART-TIME YEAR-ROUND S&W	23,814.75	15,027.48	25,290.09	6.20
	0100-5-540-0000-000-000-0-1-511800-	25.50 Per hour x19 hours x 52.2 weeks	1.00	25,290.09	25,290.09	
	OA3-4	Coverage for morning hours. The Community Center is open from 6 am to 9 pm with coverage at the front desk. with one full time person and two part time people and we cover 7 days a week.				
015401	511900	SALARIES & WAGES	158,837.89	118,668.93	164,328.94	3.46
	0100-5-540-0000-000-000-0-1-511900-	COMMUNITY CENTER DIRECTOR	1.00	103,503.00	103,503.00	
		M5/ step 10				
		SEIU Contract rate				
		Executive Assistant -Samantha	1.00	60,825.94	60,825.94	
		Estabrook				
		B4/7 28.56 per hour x 40 hours \$1142.				
		40 x 52.2				
		+2% for unsettled HEA contract (1192.66	1.00	.00	.00	
015401	513000	OVERTIME	1,000.00	500.00	1,000.00	.00
	0100-5-540-0000-000-000-0-1-513000-	OPENING ON SELECT HOLIDAYS and events	1.00	1,000.00	1,000.00	
015401	514000	LONGEVITY	1,014.74	819.59	2,070.00	103.99
	0100-5-540-0000-000-000-0-1-514000-	Carolyn is at 2% longevity	1.00	2,070.00	2,070.00	
015401	515007	SICK LEAVE BONUS PER CONTRACT	700.00	650.00	700.00	.00
	0100-5-540-0000-000-000-0-1-515007-	SICK BONUS per contract	1.00	350.00	350.00	
		sick bonus per contract	1.00	350.00	350.00	
015401	516000	ENHANCEMENT OF SERVICES	.00	.00	.00	.00
	0100-5-540-0000-000-000-0-1-516000-					
		BUDGET CEILING:			185,367.38	
		TOTALS:	185,367.38	135,666.00	193,389.03	4.33

\*\* END OF REPORT - Generated by Carolyn Carey \*\*

BUDGET PROJECTION 20211 2021 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
015402	521100	ELECTRIC UTILITY	59,667.00	31,205.00	57,056.00	-4.38
	0100-5-540-0000-000-000-0-2-521100-	Electric/ As indicated in the memo from the TA a 5% increase from actuals should be reflected. Fy19 Actual 54,338.28 +5% 2716.91=57,056.00	1.00	57,056.00	57,056.00	
015402	521200	GAS UTILITY	43,607.00	48,532.00	30,058.00	-31.07
	0100-5-540-0000-000-000-0-2-521200-	fy 19 actual \$28,625.97 +5% increase = 30,058.00 as indicated from TA memo National Grid Sprague Central Maint.	1.00	30,058.00	30,058.00	
015402	522241	Printing & Reproduction	1,650.00	.00	1,975.00	19.70
	0100-5-540-0000-000-000-0-2-522241-	\$395.00 X5 Print and Fold Activity Brochure (5 times per year) Brochures for building programs	1.00	1,975.00	1,975.00	
015402	523000	WATER UTILITY	1,880.00	1,320.00	1,800.00	-4.26
	0100-5-540-0000-000-000-0-2-523000-	As directed by the Town Administrator's this line item is based on Fy19 actual	1.00	1,800.00	1,800.00	
015402	524007	COPIERS MAINTENANCE & SERVICE	4,300.00	.00	2,482.00	-42.28
	0100-5-540-0000-000-000-0-2-524007-	Service Contract	1.00	2,482.00	2,482.00	
			1.00	.00	.00	
015402	524010	Computer Networking & Consult	2,600.00	.00	2,600.00	.00
	0100-5-540-0000-000-000-0-2-524010-	Software network costs for maint of web based system	1.00	2,600.00	2,600.00	
015402	524300	OTHER MAINT/REPAIR SERVICE	9,180.00	.00	8,050.00	-12.31
	0100-5-540-0000-000-000-0-2-524300-	Harris Warren \$3500	1.00	4,500.00	4,500.00	
		True Value	1.00	1,500.00	1,500.00	
		Camera repairs	1.00	680.00	680.00	
		Robert B Our (grease trap Cleaning)	1.00	670.00	670.00	
		equipment repair	1.00	700.00	700.00	
			1.00	.00	.00	
			1.00	.00	.00	



11/26/2019 14:30  
ccarey

TOWN OF HARWICH - LIVE DATA  
DEPARTMENT BUDGET REQUESTS

P 2  
bgdeptrq

BUDGET PROJECTION 2021 2021 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
015402	534100	ADVERTISING	300.00	.00	300.00	.00
	0100-5-540-0000-000-000-0-2-534100-	Misc Newspaper Advertising for important programs and monthly calendars in paper \$300	1.00	300.00	300.00	
015402	534400	TELEPHONE	.00	.00	1,400.00	.00
	0100-5-540-0000-000-000-0-2-534400-	phone repairs ans service for Community Center system	1.00	1,400.00	1,400.00	
015402	538000	OTHER PURCHASED SERVICES	8,183.58	17,756.00	8,183.58	.00
	0100-5-540-0000-000-000-0-2-538000-	Canco fire Sprinklers \$600	1.00	600.00	600.00	
		Nauset Disposal 250 X 12	1.00	3,000.00	3,000.00	
		Serve Safe Certification	1.00	150.00	150.00	
		Integrity Grease Trap exhaust	1.00	275.00	275.00	
		ralph J Perry Inspections	1.00	390.00	390.00	
		Ansul Inspection ( Kitchen Hood )	1.00	350.00	350.00	
		Mid Cape Pest Control	1.00	500.00	500.00	
		Grainger	1.00	500.00	500.00	
		CRITTER CONTROL	1.00	1,702.00	1,702.00	
		Automated Service Contract	1.00	716.58	716.58	
015402	542000	OFFICE SUPPLIES	3,248.00	6,354.00	3,248.00	.00
	0100-5-540-0000-000-000-0-2-542000-	COPY PAPER, STATIONARY,+ 500 ADJ DLR ENVELOPES, PRINTER INK, PENS, PENCILS ETC	1.00	3,248.00	3,248.00	
015402	542100	OFFICE EQUIPMENT	2,000.00	.00	5,600.00	180.00
	0100-5-540-0000-000-000-0-2-542100-	replacement of tables and chairs for room use in the building and replacement of Kitchen Equipment (\$5000)	1.00	5,600.00	5,600.00	
015402	546000	GROUNDSKEEPING SUPPLIES	4,500.00	6,000.00	4,200.00	-6.67
	0100-5-540-0000-000-000-0-2-546000-	FERTILIZATION PROGRAM	1.00	4,200.00	4,200.00	
		IRRIGATION REPAIR				
		SIGN REPAIR( for the benches)				
		ISLAND AND PARKING LOT WORK				
		ROSE CARE				
		Plant Care				
		BUDGET CEILING:			141,115.58	
		TOTALS:	141,115.58	111,167.00	126,952.58	-10.04

\*\* END OF REPORT - Generated by Carolyn Carey \*\*

# Budget Justifications – page 1

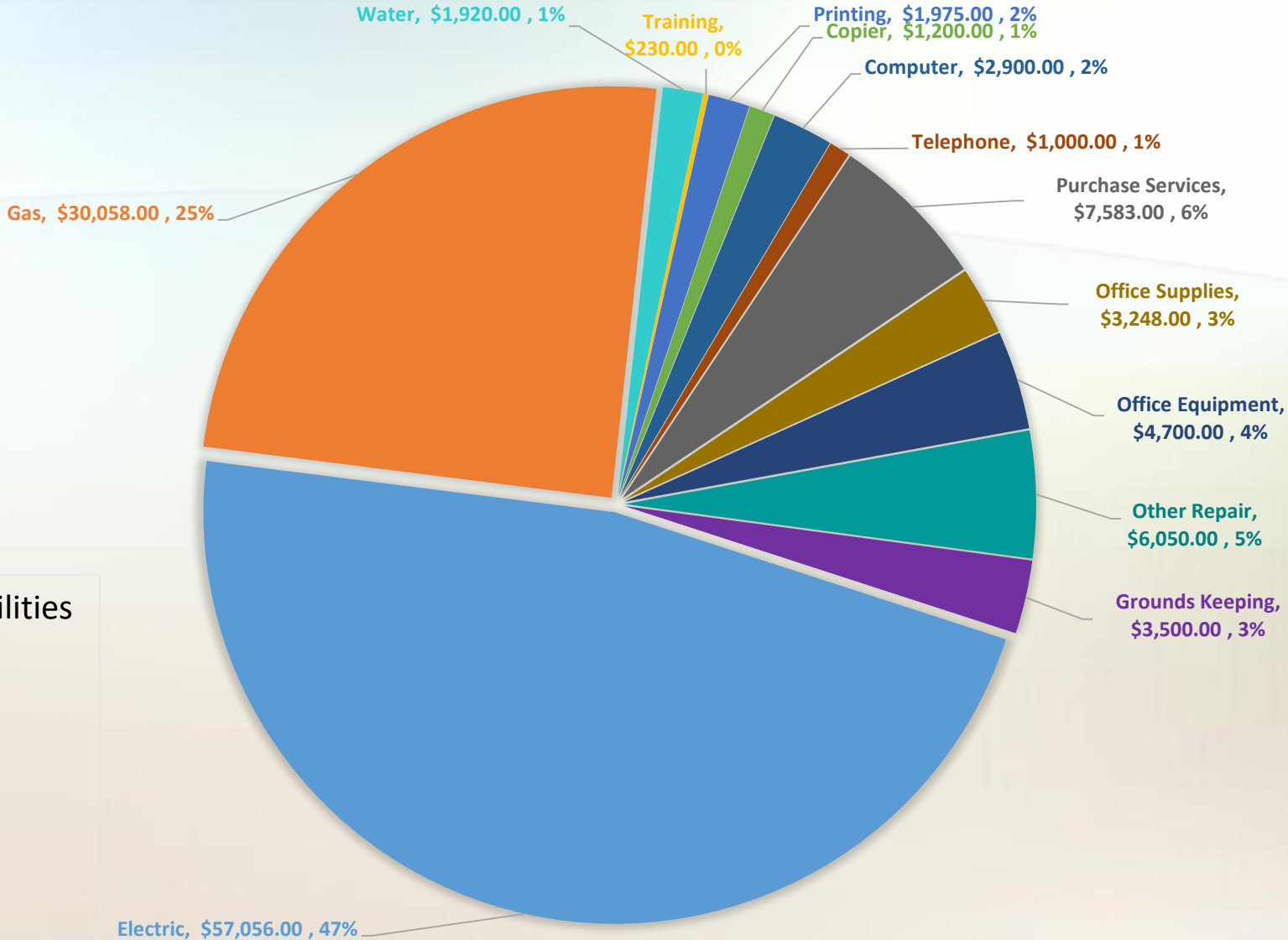
ORG	OBJ	DESCRIPTION	JUSTIFICATION	TOTAL
015402	519030	Training/Prof Devel	<ul style="list-style-type: none"> <li>• Required ann. CPR &amp; First Aid Training for staff - \$80 (\$20 x 4)</li> <li>• Staff in-service training re: Serve Safe- \$150 (\$150 x 1)</li> </ul>	\$ 230
015402	522241	Printing	<ul style="list-style-type: none"> <li>• Misc. printing for Community Center</li> <li>• Print &amp; fold brochures -</li> </ul>	\$ 1,975
015402	524007	Copier Maint & Service	<ul style="list-style-type: none"> <li>• Copier Service Contract –</li> <li>• Toner</li> </ul>	\$ 1,200
015402	524010	Computer Software	Yearly Fee	\$ 2,900
015402	534400	Telephone/Teledata	Building Repair      Phones - \$200 Tech/Service - \$200 2 x year = \$800 Equip = \$200	\$ 1,000
015412	538000	Purchased Services	<ul style="list-style-type: none"> <li>• Nauset Disposal \$3,540.00 (\$295x12)</li> <li>• Ralph j Perry Inspections \$1,650.00 (\$275 x 6)</li> <li>• Annual Inspection (kitchen Hood) \$493.00</li> <li>• Canco / Grease Trap = \$400</li> <li>• Cell Phone - 50 x 12 = \$600</li> <li>• Serve Safe - \$230</li> <li>• Mid Cape Pest Control - \$500</li> <li>• Automated - \$170</li> </ul>	\$ 7,583

# Budget Justifications – page 2

ORG	OBJ	DESCRIPTION	JUSTIFICATION	TOTAL
015402	542000	Office Supplies	<ul style="list-style-type: none"> <li>• WB Mason &amp; Amazon Misc. office supplies incl. paper, toner, labels, filing supplies, pens, etc. - \$3000.00 ( \$250 x 12 mo)</li> <li>• Supplies for passports including film</li> </ul>	\$ 3,248
015402	542100	Office Equipment	Kitchen Equipment: \$4,000.00 Tables/Chairs: \$700.00	\$ 4,700
015402	521100	Electric	FY Numbers given from Finance Department	\$ 57,056
015402	521200	Gas	FY Numbers given from Finance Department	\$ 30,058
015402	5230	Water	FY Numbers given from Water Department	\$ 1,920
015402	5243	Other Maint/Repairs	<ul style="list-style-type: none"> <li>• Harris Warren - \$3,500</li> <li>• Baskin Hardware - \$1,000</li> <li>• Robert B Our - \$670 (Camera - \$180)</li> <li>• Equipment - \$700</li> </ul>	\$ 6,050
015402	5420	Grounds Keeping	Mid Cape Pest Control, Hart Farm, S+J Exco, Robert Our	\$ 3500
<b>TOTAL OPERATING EXPENDITURES:</b>				<b>\$ 103,067.00</b>

# FY 22 Budget

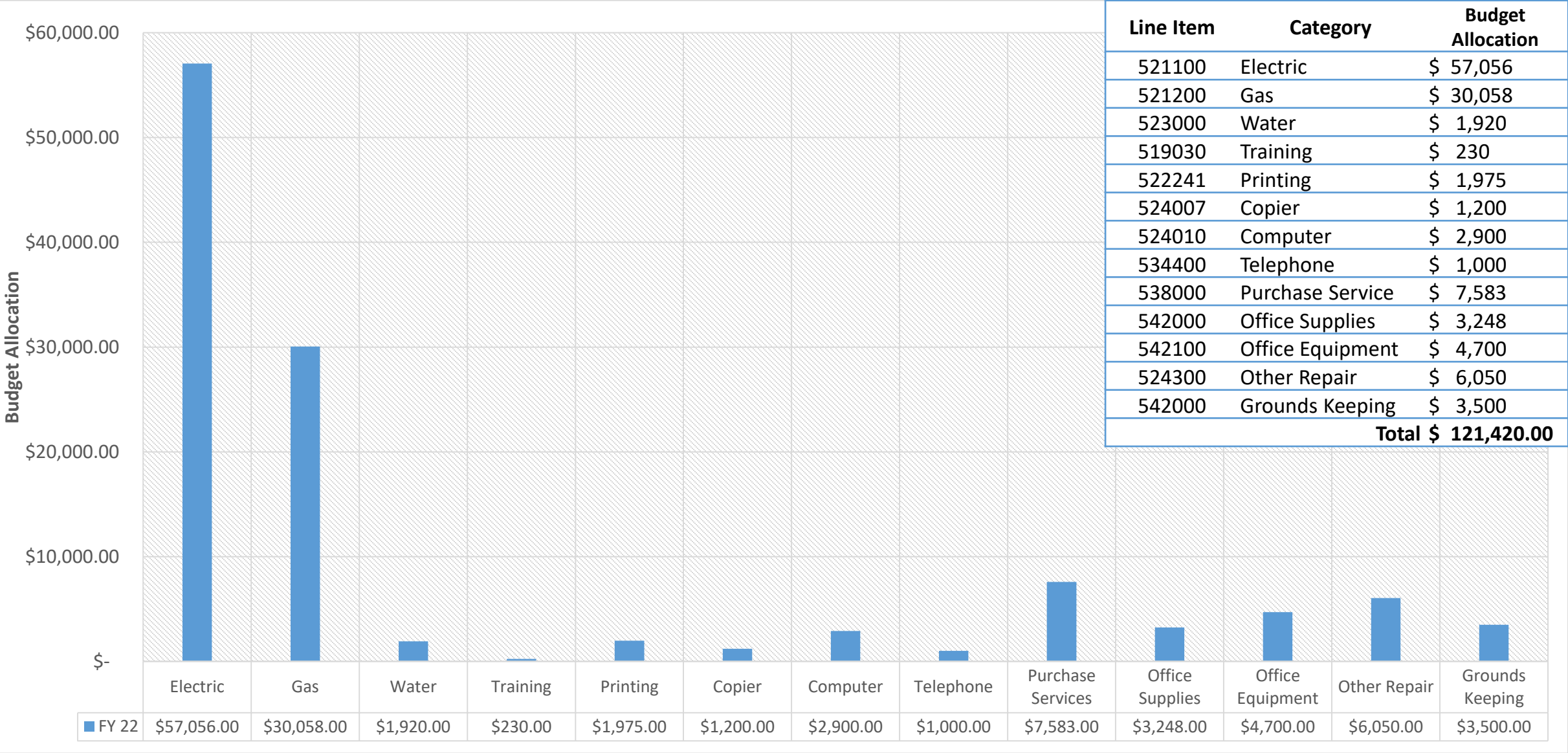
Line Item	Category	Budget Allocation
521100	Electric	\$ 57,056.00
521200	Gas	\$ 30,058.00
523000	Water	\$ 1,920.00
519030	Training	\$ 230.00
522241	Printing	\$ 1,975.00
524007	Copier	\$ 1,200.00
524010	Computer	\$ 2,900.00
534400	Telephone	\$ 1,000.00
538000	Purchase Services	\$ 7,583.00
542000	Office Supplies	\$ 3,248.00
542100	Office Equipment	\$ 4,700.00
524300	Other Repair	\$ 6,050.00
542000	Grounds Keeping	\$ 3,500.00
521100	Electric	\$ 57,056.00
<b>Total</b>		<b>\$121,420.00</b>



**Please Note:** 74% of budget is utilities for the entire building, including:

- Youth/Rec
- COA
- Channel 18
- Cemetery
- Veterans Affairs
- Community Center

# FY 22 Budget



	Electric	Gas	Water	Training	Printing	Copier	Computer	Telephone	Purchase Services	Office Supplies	Office Equipment	Other Repair	Grounds Keeping
■ FY 22	\$57,056.00	\$30,058.00	\$1,920.00	\$230.00	\$1,975.00	\$1,200.00	\$2,900.00	\$1,000.00	\$7,583.00	\$3,248.00	\$4,700.00	\$6,050.00	\$3,500.00



# Appendix A - Questions

- 1. The proposed FY21 budget is – 1.94% less than the FY 20 Budget. The FY21 Budget is totaled at \$321,672.72, in comparison to the FY20 budget which was totaled at \$327,923.16.**
- 2. The decreased budget is a bare-bone budget for the Community Center.**

	General Fund	2021 Budget	2022 Projected Budget	Percent Change	Reason for Increase/Decrease
511800	Part-Time Year-Round S&W	\$25,290.09	\$25,677.02	1.53%	
511900	Salary & Wages	\$164,328.94	\$166,389.80	1.25%	Step Increase/Contracted
51300	Overtime	\$1000.00	\$1,000.00	0%	Level Funded
51400	Longevity	\$2070.00	\$3,105.09	2%	Contracted
515007	Sick Leave	\$700.00	\$700.00	0%	Level Funded
	<b>SUBTOTAL:</b>	<b>\$193,389.03</b>	<b>\$196,871.91</b>	<b>1.8%</b>	
516000	Enhancement of Services	0	0	0	
521100	Electric Utility	\$58,157.69	\$57,056.00	-1.89%	FY number given from Finance
521200	Gas Utility	\$30,058.00	\$30,058.00	0	FY number given from Finance
523000	Water	\$1,800.00	\$1,920.00	6.67%	FY number given from Water
522241	Printing	\$1,975.00	\$1,975.00	0	Activity Brochure printed 5 times
524007	Copiers	\$2,482.00	\$1,200.00	-51.65%	Service Contract / Toner
524010	Computer Network	\$2,600.00	\$2,900.00	11.54%	Software for Reservation System
534400	Telephone	\$1,400.00	\$1,000.00	-28.57%	
538000	Other Purchase Services	\$8,183.00	\$7,583.00	-7.33%	
54200	Office Supplies	\$3,248.00	\$3,248.00	0	
54210	Office Equipment	\$5,600.00	\$4,700.00	-16.07%	Tables/Chairs, Kitchen Equipment
524300	Other Maint/Repair	\$8,050.00	\$6,050.00	-24.84%	
54600	Grounds Keeping	\$4,200.00	\$3,500.00	-16.67%	In-house Services
	<b>SUBTOTAL:</b>	<b>\$128,283.69</b>	<b>\$121,190.00</b>	<b>-5.35%</b>	
	<b>TOTALS:</b>	<b>\$321,672.72</b>	<b>\$318,061.91</b>	<b>-1.05%</b>	

3. I am not requesting any additional staff or hours, however, we currently have no coverage for sick or vacation time.

### *Hours of Operation*

Day	Hours of Operation	Total Hours
Monday - Friday	6:00AM – 9:00PM	15 x 5 = 75 Hours
Saturday	8:00AM – 5:00PM	9 Hours
Sunday	10:00AM – 3:00PM	5 Hours

**Total:**

**89 Hours**

### Community Center Staff

Staff Members	Hours Per Week
Samantha Estabrook	40 Hours
Kerry Lotti	19 Hours
<hr/>	
<b>Total:</b>	<b>59 Hours</b>

In addition to the Community Center Staff Member hours outline above, there is weight room coverage from 6AM to 9AM every day for a total of 15 hours per week. A Tuesday afternoon weight room shift for 8 hours and a Sunday position is covered from the Weight Room Revolving Accounts for a total of 28 additional hour to help cover the shortfall in the 59 hours we have staffed.

Given the ever increasing demand for Community Center use and additional days and the reality we are already short staffed for our current hours of operation, it is not feasible to reduce the number of staff or staff hours at the Center.



4. We need a fully funded budget to maintain our standard of operation.
5. There are no expenses that could be deferred without jeopardizing the successful functioning of the building.
6. The main sources of revenue for the year to date for FY20 are as follows. Our anticipated revenues for FY21 are consistent with our numbers from the current fiscal year.

ORG	OBJ	Description	FY 19 Budget	FY 19 Actual	FY 20 Budget	FY 21 Est.
015404	432044	Program Fees	\$1,800.00	\$3,815.00	\$2,000.00	\$2,000.00
015404	432049	Passport Fees	\$11,000.00	\$18,264.00	\$12,000.00	\$12,000.00
015404	436004	Building Use	\$20,000.00	\$20,434.71	\$20,000.00	\$20,000.00
015404	484098	Comm. Center Weight Room Use	\$0.00	\$0.00	\$15,000.00	\$15,000.00

*\*Weight Room Revolving Fund: \$62,500.00*

7. We are not looking at changing any of the fees charges at the Community Center.
8. We are not proposing any additional accounts/articles.