

Budget		FY 2005-2006 Virginia Key Beach Park Trust																2006 Full	2007 Full	2008 Full	
		General Admin																Year	Year	Year	
Type	Major	Minor	Minor Description	Year Budget	Oct. Budget	Nov. Budget	Dec. Budget	Jan. Budget	Feb. Budget	Mar. Budget	Apr. Budget	May. Budget	Jun. Budget	Jul. Budget	Aug. Budget	Sep. Budget	Encumb.	Year Budget	Difference	Year Plan	Year Plan
Revenue	601	094	INTEREST ON INVESTMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		749	GAIN/LOSS INVESTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		807	PRIOR YEAR-ENC.ROLLOVER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		903	CONTRIBUTION FROM SPA - COM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		905	OPERATING GRANTS & CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		905	CAPITAL GRANTS & CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			OTHER REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue Total				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expense	100	010	SALARIES - UNCLASSIFIED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		012	SALARIES - PERM. PART-TIME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		013	SALARIES - TEMPORARY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			SALARIES & WAGES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		200	083 CAR ALLOWANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		100	SOCIAL SECURITY CONTRIBUTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		110	RETIREMENT CONTRIBUTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		130	GROUP INSURANCE CONTRIB.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		150	WORKERS COMPENSATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		160	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		180	TUITION REIMBURSEMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		185	FRINGE BENEFITS - OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		214	PENSION CONTRIBUTION-OTHER - ED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		410	TRAVEL AND PER DIEM - TRAINING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			OTHER EMPLOYEE BENEFITS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		300	230 PROFESSIONAL SERVICES - ARCHIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			270 PROFESSIONAL SERVICES - OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			280 PROFESSIONAL SERVICES - ACCTG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			PROFESSIONAL & TECHNICAL SERV.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		400	340 OTHER CONTRACTUAL SERVICES - O	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			610 RENT OF EQUIPMENT - OUTSIDE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			620 RENT BUILDINGS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			635 RENT OTHERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			670 REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			801 SOLID WASTE SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			835 LANDSCAPING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			PROPERTY SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		500	287 ADVERTISING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			420 TRAVEL AND PER DIEM - OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			470 ENTERTAINMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			495 PARKING EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			510 COMMUNICATIONS SERV. TELEPH. O	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			530 TRANSPORTATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			532 ROAD TOLLS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			534 DELIVERY SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			640 INSURANCE - PROPERTY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			643 SPECIAL EVENTS INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			661 PUBLIC OFFICIALS LIABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			680 PRINTING/BINDING - OUTSIDE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			690 PROMOTIONAL ACTIVITIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			727 PROMOTIONAL MATERIALS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			755 REPRODUCTION SERVICE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			773 INTERNAL SERV CHGES PRINT SHOP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			OTHER SERVICES PURCHASED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		600	533 POSTAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			540 UTILITY SERVICES - ELECTRICITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			560 UTILITY SERVICES - WATER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			700 OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			705 HOUSEKEEPING / SANITATION SUPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			718 PARTS AND MAINTENANCE SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			722 MISCELLANEOUS SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			760 BOOKS PUBLICATIONS MEMBERSHIPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		700	830 IMPROVEMENTS OTHER THAN BUILDING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			840 EQUIPMENT - NEW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			841 OFFICE FURNITURE - NEW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			860 CONSTRUCTION IN PROGRESS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Budget FY 2005-2006 Virginia Key Beach Park Trust																						
General Admin																						
Type	Major	Minor	Minor Description	2006 Full Year Budget	Oct. Budget	Nov. Budget	Dec. Budget	Jan. Budget	Feb. Budget	Mar. Budget	Apr. Budget	May. Budget	Jun. Budget	Jul. Budget	Aug. Budget	Sep. Budget	Encumb.	2006 Full Year Budget	Difference	2007 Full Year Plan	2008 Full Year Plan	
		885	CAPITAL LEASE-TELEPHONE EQUIP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		700 Total	PROPERTY & EQUIPMENT (CIP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		800 978	BUDGET ADJUSTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		996	BUDGET RESERVE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		800 Total	OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Expense Total				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues Over Expenditures				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total # of Full Time Staff				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Virginia Key Beach Park Trust

Fiscal Year 2006 - 2008 Planning Template

General Admin

Plan Details	Projected Budgetary Impact				
	Exp. Account	Minor	FY 2006	FY 2007	FY 2008
Total			\$ -	\$ -	\$ -

Virginia Key Beach Park Trust
 Fiscal Year 2006 - 2008 Budget Plan
 Revenues & Expenditures

General Admin

Revenues:

	FY 2005 Budget Total	FY 2006 Budget Total	FY 2007 Plan Total	FY 2008 Plan Total
Contribution From The City Of Miami.....	292,529	-	-	-
Carryover Fund Balance.....	284,798	-	-	-
Income on Investments.....	5,000	-	-	-
Grants, Contributions, & Other Revenues.....	-	-	-	-
Total Revenues	\$ 582,327	\$ -	\$ -	\$ -

Expenditures:

Salaries & Wages.....	301,433	-	-	-
Other Employee Benefits.....	98,857	-	-	-
Professional and Technical Services Purchased.....	48,500	-	-	-
Property Services Purchased.....	65,436	-	-	-
Other Services Purchased.....	54,400	-	-	-
Supplies.....	12,500	-	-	-
Property & Equipment Capital Outlay.....	1,200	-	-	-
Total Expenditure	\$ 582,327	\$ -	\$ -	\$ -

Revenues Less Expenditures	\$ -	\$ -	\$ -	\$ -
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Total Full Time Staff	4	-	-	-
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Virginia Key Beach Park Trust
Fiscal Year 2005 Budget
Development

Object Code	Object Description	Purpose	Budget Amount	Budget Details
	Revenues	Grants/Contributions & other Revenues	-	Annual contributions \$50k, and other fundraising dollars of \$50k.
10	Salaries - Unclassified	Full-time staff	-	See Salaries worksheet for individual staff details. Salary Budget assumes a 5.0% merit increase and 3.0 COLA for each fulltime staff member.
12	Salaries -Perm. Part-Time	Intern(s)	-	
13	Salaries Temporary	Temp help as needed	-	
83	Car Allowance	VKBPT staff vehicle reimbursements & ED car allowance	-	Mileage for VKBPT staff is paid in the amount of 37.5 cents per mile for travel connected to Trust business..
100	Social Security @7.65%	VKBPT staff Social Security deductions	-	Social Security paid @7.65% on budgeted salaries cost
110	Retirement Contribution	Retirement fund for qualifying FT employees	-	Flat 3% of gross salary for qualifying employees. Budget assumes all staff will elect the minimum 3% employee contribution.
130	Group Insurance Contribution	Health Benefits for VKBPT staff	-	Major medical, Dental, Vision, long-term disability insurance for permanent staff; estimates reflect VKBPT staff size, needs and requirements. Assumptions are monthly cost of \$600 per fulltime employee, and all employees will participate.
150	Workers Compensation	Workers' Compensation for VKBPT staff	-	Workers' Compensation Benefits for VKBPT staff; estimates reflect VKBPT staff size, needs and requirements.
160	Unemployment Compensation	VKBPT staff unemployment compensation insurance	-	Unemployment Compensation premiums estimate reflect staff size and requirements
180	Tuition reimbursement	Employee reimbursement for job related studies	-	
185	Fringe Benefits - Other	Contingency fund	-	
214	Executive Retirement Plan Contribution	Executive Director personal retirement fund	-	
270	Professional Services - Consultants	Continuation and additional phases of the restoration of VKBP	-	
280	Professional Services - Accounting	Audit Fees related to the annual audit of the Trust.	-	
287	Advertising	Print, Radio, etc.	-	
340	Other Contractual Services	General Maintenance services	-	
410	Travel and Per Diem - Training	VKBPT Staff or Trustee training sessions/conferences	-	
420	Travel and Per Diem - Other (Conferences)	VKBPT Staff or Trustee sessions/conferences	-	
470	Entertainment	General entertainment	-	
495	Parking Expense	Parking Expense related to local travel	-	
510	Communication Services	Cellular Telephone Services	-	
530	Transportation	Group Transportation expenses	-	
532	Road Tolls	Miami-Dade County Toll Road Facilities	-	
533	Postage	General Postage	-	
534	Delivery Services	Special shipping and delivery and overnight shipping services	-	

Virginia Key Beach Park Trust
Fiscal Year 2005 Budget
Development

Object Code	Object Description	Purpose	Budget Amount	Budget Details
540	Utility Services Electricity	Electricity	-	
560	Utility Services Water	Water	-	
610	Equipment Rental-Outside	Tents, Lighting, etc	-	
620	Building Rental	Hotels, convention halls, restaurants, etc.	-	
635	Rent - Other	Storage space, other items	-	
640	Property Insurance	Property Insurance for VKBPT office	-	
643	Special Insurance	VKBPT Sponsored Special Events	-	
661	Directors Liability/General Liability/Workers' Comp	Workers' Compensation for VKBPT staff	-	
680	Printing	Printed Materials	-	
690	Promotional Activities	Community Events	-	
700	Office Supplies	General office supplies for VKBPT staff	-	
722	Miscellaneous Expenses	Small Office Machines & Devices	-	
727	Promotional Materials	Special Events printed materials, etc. Shirts, Caps	-	
755	Reproduction Services	Outsourced copying	-	
760	Books, Publications and Memberships	Museum, Preservation, Historical, African American Associations; subscriptions; Letterhead; Bus. Cards;	-	
773	Print Shop	Images, Signs, Posters	-	
801	Solid Waste Services	Park Clean-up	-	
830	Improvements Other than Buildings	Park site improvements	-	
835	Landscaping	General Grounds Keeping	-	
840	Equipment - New	Computers, Printers, Digital Camera, Fax, Scanner, Color Laser Printer, etc.	-	
841	Office Furniture	Desks, tables, bookcases, etc.	-	
860	Construction in Progress		-	
885	Capital Lease-Telephone Equipment	Phone Equipment	-	
996	Budget Adjustments		-	
Total			-	

Budget		FY 2004-2005 Virginia Key Beach Park Trust															2005 Full Year Budget	
		General Admin Revised 1																
Type	Major	Minor	Minor Description	Full Year Budget	Oct. Budget	Nov. Budget	Dec. Budget	Jan. Budget	Feb. Budget	Mar. Budget	Apr. Budget	May. Budget	Jun. Budget	Jul. Budget	Aug. Budget	Sep. Budget	Encumb.	2005 Full Year Budget
Revenue	601	094	INTEREST ON INVESTMENT	2,500	208	208	208	208	208	208	208	208	208	208	208	208	-	2,500
		749	GAIN/LOSS INVESTMENTS	2,500	208	208	208	208	208	208	208	208	208	208	208	208	-	2,500
	807	713	PRIOR YEAR-ENC.ROLLOVER	284,798	23,733	23,733	23,733	23,733	23,733	23,733	23,733	23,733	23,733	23,733	23,733	23,733	-	284,798
	903	192	CONTRIBUTION FROM SPA - COM	292,529	32,315	13,815	29,482	22,565	29,065	33,860	20,360	18,609	44,266	16,370	14,370	17,455	-	292,529
	905	988	OPERATING GRANTS & CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	905		CAPITAL GRANTS & CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			OTHER REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue Total				582,327	56,464	37,964	53,632	46,714	53,214	58,009	44,509	42,758	68,416	40,520	38,520	41,605	-	582,327
Expense	100	010	SALARIES - UNCLASSIFIED	270,433	20,562	20,562	30,843	20,562	20,562	20,824	20,824	20,824	31,585	21,056	21,056	21,172	-	270,433
		012	SALARIES - PERM. PART-TIME	28,000	2,154	2,154	3,231	2,154	2,154	2,154	2,154	2,154	3,231	2,154	2,154	2,154	-	28,000
		013	SALARIES - TEMPORARY	3,000	250	250	250	250	250	250	250	250	250	250	250	250	-	3,000
	100 Total		SALARIES & WAGES	301,433	22,966	22,966	34,324	22,966	22,966	23,228	23,228	23,228	35,066	23,460	23,460	23,576	-	301,433
	200	083	CAR ALLOWANCE	6,900	575	575	575	575	575	575	575	575	575	575	575	575	-	6,900
		100	SOCIAL SECURITY CONTRIBUTION	21,291	1,620	1,620	2,430	1,620	1,620	1,639	1,639	1,639	2,485	1,657	1,657	1,665	-	21,291
		110	RETIREMENT CONTRIBUTION	4,993	377	377	565	377	377	385	385	385	588	392	392	395	-	4,993
		130	GROUP INSURANCE CONTRIB.	23,520	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	-	23,520
		150	WORKERS COMPENSATION	1,970	150	150	225	150	150	152	152	152	230	153	153	154	-	1,970
		160	UNEMPLOYMENT COMPENSATION	4,056	308	308	463	308	308	312	312	312	474	316	316	318	-	4,056
		180	TUITION REIMBURSEMENT	6,000	500	500	500	500	500	500	500	500	500	500	500	500	-	6,000
		185	FRINGE BENEFITS - OTHER	2,000	167	167	167	167	167	167	167	167	167	167	167	167	-	2,000
		214	PENSION CONTRIBUTION-OTHER - ED	15,127	1,164	1,164	1,745	1,164	1,164	1,164	1,164	1,164	1,745	1,164	1,164	1,164	-	15,127
		410	TRAVEL AND PER DIEM - TRAINING	13,000	2,500	-	-	8,000	-	1,250	-	-	-	1,250	-	-	-	13,000
	200 Total		OTHER EMPLOYEE BENEFITS	98,857	9,320	6,820	8,630	14,820	6,820	8,103	6,853	6,853	8,723	8,133	6,883	6,897	-	98,857
	300	230	PROFESSIONAL SERVICES - ARCHIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		270	PROFESSIONAL SERVICES - OTHER	30,000	10,000	-	-	-	10,000	-	-	-	10,000	-	-	-	-	30,000
		280	PROFESSIONAL SERVICES - ACCTG	18,500	-	-	-	-	-	18,500	-	-	-	-	-	-	-	18,500
	300 Total		PROFESSIONAL & TECHNICAL SERV.	48,500	10,000	-	-	-	10,000	18,500	-	-	10,000	-	-	-	-	48,500
	400	340	OTHER CONTRACTUAL SERVICES - O	7,500	625	625	625	625	625	625	625	625	625	625	625	625	-	7,500
		610	RENT OF EQUIPMENT - OUTSIDE	5,000	917	167	167	917	167	167	917	166	166	916	166	167	-	5,000
		620	RENT BUILDINGS	48,936	4,078	4,078	4,078	4,078	4,078	4,078	4,078	4,078	4,078	4,078	4,078	4,078	-	48,936
		635	RENT OTHERS	4,000	83	83	83	83	83	83	3,083	83	83	83	83	87	-	4,000
		670	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		801	SOLID WASTE SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		835	LANDSCAPING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	400 Total		PROPERTY SERVICES	65,436	5,703	4,953	4,953	5,703	4,953	4,953	8,703	4,952	4,952	5,702	4,952	4,957	-	65,436
	500	287	ADVERTISING	7,500	250	250	250	250	250	250	250	4,750	250	250	250	250	-	7,500
		420	TRAVEL AND PER DIEM - OTHER	22,700	5,000	-	2,500	-	5,000	-	2,500	-	5,000	-	-	2,700	-	22,700
		470	ENTERTAINMENT	2,000	167	167	167	167	167	167	167	167	167	167	167	167	-	2,000
		495	PARKING EXPENSE	300	25	25	25	25	25	25	25	25	25	25	25	25	-	300
		510	COMMUNICATIONS SERV. TELEPH. O	4,600	550	300	300	300	550	300	300	300	550	300	300	550	-	4,600
		530	TRANSPORTATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		532	ROAD TOLLS	3,600	300	300	300	300	300	300	300	300	300	300	300	300	-	3,600
		534	DELIVERY SERVICES	2,000	167	167	167	167	167	167	167	167	167	167	167	167	-	2,000
		640	INSURANCE - PROPERTY	1,200	100	100	100	100	100	100	100	100	100	100	100	100	-	1,200
		643	SPECIAL EVENTS INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		661	PUBLIC OFFICIALS LIABILITY	5,500	458	458	458	458	458	458	458	458	458	458	458	458	-	5,500
		680	PRINTING/BINDING - OUTSIDE	2,000	167	167	167	167	167	167	167	167	167	167	167	167	-	2,000
		690	PROMOTIONAL ACTIVITIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		727	PROMOTIONAL MATERIALS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		755	REPRODUCTION SERVICE	3,000	250	250	250	250	250	250	250	250	250	250	250	250	-	3,000
		773	INTERNAL SERV CHGES PRINT SHOP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	500 Total		OTHER SERVICES PURCHASED	54,400	7,433	2,183	4,683	2,183	7,433	2,183	4,683	6,683	7,433	2,183	2,183	5,133	-	54,400
	600	533	POSTAGE	1,500	125	125	125	125	125	125	125	125	125	125	125	125	-	1,500
		540	UTILITY SERVICES - ELECTRICITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Budget FY 2004-2005 Virginia Key Beach Park Trust				General Admin Revised 1													2005 Full Year Budget	
Type	Major	Minor	Minor Description	Full Year Budget	Oct. Budget	Nov. Budget	Dec. Budget	Jan. Budget	Feb. Budget	Mar. Budget	Apr. Budget	May. Budget	Jun. Budget	Jul. Budget	Aug. Budget	Sep. Budget	Encumb.	2005 Full Year Budget
		560	UTILITY SERVICES - WATER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		700	OFFICE SUPPLIES	5,000	417	417	417	417	417	417	417	417	417	417	417	417	-	5,000
		705	HOUSEKEEPING / SANITATION SUPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		718	PARTS AND MAINTENANCE SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		722	MISCELLANEOUS SUPPLIES	3,000	250	250	250	250	250	250	250	250	250	250	250	250	-	3,000
		760	BOOKS PUBLICATIONS MEMBERSHIPS	3,000	250	250	250	250	250	250	250	250	250	250	250	250	-	3,000
		600 Total	SUPPLIES	12,500	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	-	12,500
	700	830	IMPROVEMENTS OTHER THAN BUILDING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		840	EQUIPMENT - NEW	1,200	-	-	-	-	-	-	-	-	1,200	-	-	-	-	1,200
		841	OFFICE FURNITURE - NEW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		860	CONSTRUCTION IN PROGRESS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		885	CAPITAL LEASE-TELEPHONE EQUIP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		700 Total	PROPERTY & EQUIPMENT (CIP)	1,200	-	-	-	-	-	-	-	-	1,200	-	-	-	-	1,200
	800	978	BUDGET ADJUSTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		996	BUDGET RESERVE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		800 Total	OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expense Total				582,327	56,464	37,964	53,632	46,714	53,214	58,009	44,509	42,758	68,416	40,520	38,520	41,605	-	582,327
Revenues Over Expenditures				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total # of Full Time Staff				4	4	4	4	4	4	4	4	4	4	4	4	4	4	

Virginia Key Beach Park Trust
Fiscal Year 2005 Budget
General Administration

Object Code	Object Description	Purpose	Budget Amount	Budget Details
	Other Revenues	Funding from COM	(582,327)	Contribution from COM and investment income
10	Salaries - Unclassified	Full-time staff	270,433	See Salaries worksheet for individual staff details. Salary Budget assumes a 5.0% merit increase and 3.0 COLA for each fulltime staff member.
12	Salaries -Perm. Part-Time	Intern(s)	28,000	See Salaries worksheet. Budget assumes an additional high school intern as well as an additional part-time staff.
13	Salaries Temporary	Temp help as needed	3,000	Temp Help as needed to cover for vacations, Secretary, and for Special Events.
83	Car Allowance	VKBPT staff vehicle reimbursements & ED car allowance	6,900	Mileage for VKBPT staff is paid in the amount of 37.5 cents per mile for travel connected to Trust business. Also includes \$5,400 for ED car allowance. Staff Members include, Forchion, Robinson, & Binns
100	Social Security @7.65%	VKBPT staff Social Security deductions	21,291	Social Security paid @7.65% on budgeted salaries cost
110	Retirement Contribution	Retirement fund for qualifying FT employees	4,993	Flat 3% of gross salary for qualifying employees. Budget assumes all staff will elect the minimum 3% employee contribution.
130	Group Insurance Contribution	Health Benefits for VKBPT staff	23,520	Major medical, Dental, Vision, long-term disability insurance for permanent staff; estimates reflect VKBPT staff size, needs and requirements. Assumptions are monthly cost of \$600 per fulltime employee, and all employees will participate.
150	Workers Compensation	Workers' Compensation for VKBPT staff	1,970	Workers' Compensation Benefits for VKBPT staff; estimates reflect VKBPT staff size, needs and requirements.
160	Unemployment Compensation	VKBPT staff unemployment compensation insurance	4,056	Unemployment Compensation premiums estimate reflect staff size and requirements
180	Tuition reimbursement	Employee reimbursement for job related studies	6,000	Budget assumes 75% of fulltime staff will participate in the plan. Maximum reimbursement of \$1,000 per participating employee.
185	Fringe Benefits - Other	Contingency fund	2,000	Other miscellaneous staff related expenses such as medical testing, background checks etc.
214	Executive Retirement Plan Contribution	Executive Director personal retirement fund	15,127	Annual retirement payment to ED in monthly installments for personal retirement plan. Budget based on an 8% contribution for 401(a) & 8% for 457 plan.
270	Professional Services - Consultants	Consultants for various Historical engagements	30,000	Consultant related to oral history catalogue and historic preservation.
280	Professional Services - Accounting	Audit Fees related to the annual audit of the Trust.	18,500	Annual Audit. Cost based on FY 04 cost of \$12.5k with an increase of \$6k because of potential single audit requirements.
287	Advertising	Print, Radio, etc.	7,500	General announcements in local media \$3k, an additional \$4.5k for advertising of Park Maintenance position.
340	Other Contractual Services	General Maintenance services	7,500	Includes Payroll Services of \$1.5k, Office Security of \$.5k, Board meeting catering \$3.0k and Misc. Services of \$2.5k.
410	Travel and Per Diem - Training	VKBPT Staff or Trustee training sessions/conferences	13,000	Executive Director training TBD \$8k, and \$5k for Guy Forchion and Support Staff
420	Travel and Per Diem - Other (Conferences)	VKBPT Staff or Trustee sessions/conferences	22,700	Anticipated ED travel expenditures of \$5k, Also, \$17.7k for Guy Forchion and Trustees for selected trips to Historical Preservation conferences.
470	Entertainment	General entertainment	2,000	Executive Director general entertainment budget
495	Parking Expense	Parking Expense related to local travel	300	Local parking expenditure whilst on Trust business
510	Communication Services	Cellular Telephone Services	4,600	Cellular telephone usage by the ED plus an additional \$1k related to Park site expenditures
530	Transportation	Group Transportation expenses	-	
532	Road Tolls	Miami-Dade County Toll Road Facilities	3,600	Toll booth account for Rickenbacker Causeway. Higher usage due to permanent staff at the beach.
533	Postage	General Postage	1,500	General office use, shipment of Displays and other materials to conferences, event announcements, invitations.

Virginia Key Beach Park Trust
Fiscal Year 2005 Budget
General Administration

Object Code	Object Description	Purpose	Budget Amount	Budget Details
534	Delivery Services	Special shipping and delivery and overnight shipping services	2,000	General overnight shipping charges, e.g.. Federal Express
540	Utility Services Electricity	Electricity	-	
560	Utility Services Water	Water	-	
610	Equipment Rental & Maintenance	Copiers; Various office machines;	5,000	Mail machine rental, Pitney Bowes \$3k and charge-back from COM for photo copier machine, \$2k.
620	Office Space Rental (12 months)	VKBPT Office Space; Union Planters Bank Building, 3550 Biscayne Blvd., Suite #510, Miami, FL 33137	48,936	VKBPT 3rd year of 3 year lease. Original leased space of \$2,835 per month plus additional space @ \$1,243 per month. Total of 2,530 sf.
635	Rent - Other	Storage space, other items	4,000	Uhaul Storage facility \$1k plus anticipated building pass-thru expenses of \$3k
640	Property Insurance	Property Insurance for VKBPT office	1,200	Property Insurance for the protection of VKBPT property and assets. Increase due to coverage for Park Site contents
643	Special Insurance	VKBPT Sponsored Special Events	-	
661	Directors Liability/General Liability/Workers' Comp	Workers' Compensation for VKBPT staff	5,500	General liability insurance for Trust and its officers. (Florida Municipal Insurance Trust).
680	Printing	Printed Materials	2,000	Various printed materials used by Gen. Admin Staff
690	Promotional Activities	Community Events	-	
700	Office Supplies	General office supplies for VKBPT staff	5,000	General office supplies booked in Gen. Admin. Cost center. Increase over forecast reflects additional cost for Museum staff and also includes additional costs related to Park Site.
722	Miscellaneous Expenses	Small Office Machines & Devices	3,000	Contingencies for general office and administrative services and supplies needed by the Trust.
727	Promotional Materials	Special Events printed materials, etc. Shirts, Caps	-	
755	Reproduction Services	Outsourced copying	3,000	Contingencies for general office and administrative services and supplies needed by the Trust.
760	Books, Publications and Memberships	Museum, Preservation, Historical, African American Associations; subscriptions;	3,000	NAEIR \$575,GFOA \$135, Florida Trust for Historic Preservation \$100, Camacol \$200. Also includes approximately \$2,000 in books and other periodicals, al well as other unforeseen memberships.
773	Print Shop	Letterhead; Bus. Cards; Images, Signs, Posters	-	
801	Solid Waste Services	Park Clean-up	-	
830	Improvements Other than Buildings		-	
835	Landscaping	General Grounds Keeping	-	
840	Equipment - New	Computers, Printers, Digital Camera, Fax, Scanner, Color Laser Printer, etc.	1,200	Software House International Microsoft annual Enterprise annual agreement. 3rd payment
841	Office Furniture	Desks, tables, bookcases, etc.	-	
860	Construction in Progress		-	
885	Capital Lease-Telephone Equipment	Phone Equipment	-	
996	Budget Adjustments		-	
Total			0	