

Caryl Community Center (CCC)

"Mock" Operating Budget - Year 0 Initial Investment

5/27/2021

New Community Center		
Initial Investment in Community Center (estimate)	Year 0	Comments
Furniture (excluding Parks & Rec and COA offices)	\$25,000.00	tax levy
Equipment (i.e. scanning equipment, excluding Parks & Rec, CoA offices)	\$20,000.00	tax levy
Kitchen/Café supplies (Coffee machine, mugs & water machine)	\$2,000.00	tax levy
Computers, TVs, and other technology tools	\$5,000.00	tax levy
Others (Security camera, etc.)	\$3,000.00	tax levy
Total Initial Investments	\$55,000.00	

*For all items listed as "tax levy" in Comments, private contributions or donations should also be considered.
As such, the amount shown in this sheet only reflects the lower end of the budget.*

Caryl Community Center (CCC)

"Mock" Operating Budget Year 1 Onward

5/27/2021

Income from the Community Center	Existing CCC	New CCC			Comments
	FY2019	Year 1	Year 2	Year 3	
Membership	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$25/annual for non-resident
Community Center dedicated space/room rental ^(a)	\$89,639.00	\$8,000.00	\$8,400.00	\$8,820.00	CMAC to develop fee schedule
Total Income	\$89,639.00	\$10,000.00	\$10,400.00	\$10,820.00	
Costs	FY2019	Year 1	Year 2	Year 3	Comments
Regular Salaries/ wages					
1. Community Center coordinator ^(b)	\$0.00	\$62,400.00	\$63,648.00	\$64,920.00	\$30/hr. x 40 hrs. x 52 wks. Year 1
2. Custodian #1 ^(c) allocation	\$28,600.00	\$52,000.00	\$53,040.00	\$54,100.00	\$25/hr. x 40 hrs. x 52 wks. Year 1
3. Custodian #2 (FT)	\$0.00	\$52,000.00	\$53,040.00	\$54,100.00	\$25/hr. x 40 hrs. x 52 wks. Year 1
4. Supervisory salary allocation ^(d)	\$9,566.00	\$10,000.00	\$10,200.00	\$10,400.00	Allocation of time spent by supervisor
5. Overtime & substitutes for vacation & sick leave ^(e)	\$3,806.00	\$5,200.00	\$5,200.00	\$5,200.00	\$25/hr. x 4 hrs. x 52 wks.
Subtotal - salaries & wages related	\$41,972.00	\$181,600.00	\$185,128.00	\$188,720.00	Tax levy
Expenses					
Café (tea, coffee supplies)	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	Consult with COA, Pay by CC
Maintenance (both interior & exterior) ^(f)	\$18,796.00	\$10,000.00	\$10,000.00	\$10,000.00	Tax levy
Utilities (electricity, water, gas, others) ^(g)	\$74,275.00	\$50,000.00	\$51,000.00	\$52,020.00	Tax levy
IT support (Installation, ongoing support and training)	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	Tax levy
Front office costs (office supplies)	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	Tax levy
Landscape/ground maintenance for CCC ^(h)	\$0.00	\$0.00	\$0.00	\$0.00	Tax levy
Credit card fee expenses	\$0.00				Discuss with P&R and COA
Subtotal - Expenses	\$93,071.00	\$75,000.00	\$76,000.00	\$77,020.00	
Total Costs (wages/salaries + expenses)	\$135,043.00	\$256,600.00	\$261,128.00	\$265,740.00	
Totals	FY2019	Year 1	Year 2	Year 3	Comments
Net Profit (Costs)	(\$45,404.00)	(\$246,600.00)	(\$250,728.00)	(\$254,920.00)	

Annotations:

^(a) FY2019 rental income mostly came from licensee fees for dedicated space. Assume annual rental income increases at 5% for the first 3 years after the CCC is open.

^(b) A new position created for CCC. 1 FTE, and assume annual wage will increase at the rate of 2% per annum.

^(c) FY2019, there was 0.5 FTE custodian for CCC. Year 1 onward, two FTEs will be requested for the new/renovated CCC, and assume annual wages/salaries increase at the rate of 2%.

^(d) For FY2019, allocation of supervisory salary at CCC was estimated at 10% and is estimated to remain at 10% for Year 1 forward (2% increment per annum).

^(e) FY2019, 10% of overtime by the building superintendent and the custodian was allocated to CCC; Year 1 onward, overtime is estimated to remain the same for 3 years.

^(f) FY2019 shows actual amount spent. The amount for Years 1-3 is for preventive maintenance, budgeted for use if needed.

^(g) Assume utilities costs for CCC increase at the rate of 2% per annum.

^(h) Cost for landscaping will be assessed upon completion of the work.