

Kyle Cratty

From: Mitchell Bowlin
Sent: Wednesday, September 03, 2014 4:50 PM
To: Jan Arnold; Kyle Cratty; Scott L. Stewart
Subject: Conservatory Budget Meeting
Attachments: Conservatory.pdf

Attached are the financials for the budget meeting tomorrow.

Thanks,

Mitch

Mitchell Bowlin
Finance Manager
Park District of Oak Park
218 Madison Street
Oak Park, IL 60302
(708) 725-2024
www.pdop.org



Please consider the environment before printing this email.

FUND: CORPORATE FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION						--2012-- ACTUAL	--2013-- ACTUAL	----- BUDGETED	2014 7 MO. ACTUAL	----- PROJECTED	--2015-- REQUESTED BUDGET
BEGINNING BALANCE												0
ADMINISTRATION												
REVENUES												
CONSERVATORY												
FEES AND CHARGES												
10-00-35-42-11100	Gift Shop-Sales						7,801	10,891	9,500	3,710	9,253	10,000
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL					
	Gift Shop Sales	1.00	10,000.00				10,000.00					
10-00-35-42-14200	Conservatory Plant Sales						5,076	7,560	7,500	3,728	7,460	7,800
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL					
	Plant Cart Sales	1.00	6,000.00				6,000.00					
	Recycled Tulip Bulb Sale	1.00	300.00				300.00					
	Holiday Open House Sale	1.00	1,500.00				1,500.00					
10-00-35-42-14205	Conservatory-Tours & Programs						586	869	515	872	1,000	575
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL					
	Adult Tours	1.00	150.00				150.00					
	Out-of-District School Tours	1.00	425.00				425.00					
TOTAL FEES AND CHARGES							13,463	19,320	17,515	8,310	17,713	18,375
INTERGOVERNMENTAL REVENUE												
10-00-35-43-14610	Grants						0	0	0	11,640	13,000	0
TOTAL INTERGOVERNMENTAL REVENUE							0	0	0	11,640	13,000	0
RENT												
10-00-35-44-14400	Rent						43,617	42,618	41,250	27,137	44,145	45,000
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL					
	Rent	1.00	45,000.00				45,000.00					
TOTAL RENT							43,617	42,618	41,250	27,137	44,145	45,000
MISCELLANEOUS REVENUE												
10-00-35-45-14505	Miscellaneous Revenue						0	0	0	165	165	0
TOTAL MISCELLANEOUS REVENUE							0	0	0	165	165	0
SPONSORSHIP & DONATIONS												
10-00-35-46-14600	Donations						9,955	15,275	8,280	7,438	10,904	13,800
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL					
	FOPCON Grant	1.00	6,000.00				6,000.00					
	Donation Box	52.00	150.00				7,800.00					
TOTAL SPONSORSHIP & DONATIONS							9,955	15,275	8,280	7,438	10,904	13,800
PROGRAM REVENUE												
10-00-35-49-11105	Conservatory Special Events						736	7,907	7,000	197	5,057	1,700
	DESCRIPTION	FACTOR	FEE	SESS'NS	CLASSES	ENRLMNT	BUDGET TOTAL					
	Fright At Night	1.00	1,200.00	1.00	1.00	1.00	1,200.00					
	Camping at the Conservatory	1.00	500.00	1.00	1.00	1.00	500.00					
10-00-35-49-11130	Conservatory Camps						11,730	11,775	18,000	13,071	13,071	32,452
	DESCRIPTION	FACTOR	FEE	SESS'NS	CLASSES	ENRLMNT	BUDGET TOTAL					
	Eco-Ranger I Camp	1.00	266.00	6.00	1.00	12.00	19,152.00					
	Eco-Art Camp	1.00	266.00	2.00	1.00	10.00	5,320.00					
	Eco-Ranger II Camp	1.00	266.00	3.00	1.00	10.00	7,980.00					
10-00-35-49-11140	Conservatory Classes						8,606	4,360	6,400	3,578	6,038	10,280
	DESCRIPTION	FACTOR	FEE	SESS'NS	CLASSES	ENRLMNT	BUDGET TOTAL					
	Nature & Gardening Classes I	1.00	25.00	1.00	1.00	8.00	3,800.00					
	Nature & Gardening Classes II	1.00	50.00	1.00	10.00	8.00	4,000.00					
	Nature & Gardening Classes III	1.00	80.00	1.00	2.00	8.00	1,280.00					
	Nature & Gardening Classes IV	1.00	150.00	1.00	1.00	8.00	1,200.00					
TOTAL PROGRAM REVENUE							21,072	24,042	31,400	16,846	24,166	44,432
TOTAL CONSERVATORY							88,107	101,255	98,445	71,536	110,093	121,607

FUND: CORPORATE FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION						--2012-- ACTUAL	--2013-- ACTUAL	BUDGETED	2014 7 MO. ACTUAL	PROJECTED	--2015-- REQUESTED BUDGET	
TOTAL REVENUES: ADMINISTRATION							88,107	101,255	98,445	71,536	110,093	121,607	
EXPENSES													
CONSERVATORY													
WAGES													
10-00-35-51-00111	Wages - Full Time						166,505	193,772	176,895	93,223	168,156	179,201	
	EMPLOYEE NAME	HR RATE	HRS/DAY	DAYS/WK	# WEEKS	#OF EMP	BUDGET TOTAL						
	3 staff	1.00	179,201.00	1.00	1.00	1.00	179,201.00						
10-00-35-51-00122	Wages - Part Time						72,473	63,490	73,428	32,855	71,891	103,510	
	EMPLOYEE NAME	HR RATE	HRS/DAY	DAYS/WK	# WEEKS	#OF EMP	BUDGET TOTAL						
	Receptionist #1	12.92	6.50	3.00	52.00	1.00	13,100.88						
	Facility Attendant	9.50	3.50	3.00	52.00	1.00	5,187.00						
	Animal Caretaker	9.71	2.00	6.00	52.00	1.00	6,059.04						
	Assistant Grower	17.22	7.00	4.00	52.00	1.00	25,072.32						
	Seasonal Technicians	9.50	8.00	3.00	22.00	3.00	15,048.00						
	Receptionist #2	9.50	6.50	3.00	52.00	1.00	9,633.00						
	PT Year Round IMRF Field Crew	10.00	7.00	4.00	52.00	1.00	14,560.00						
	Seasonal Field Crew	9.00	5.00	5.00	22.00	3.00	14,850.00						
10-00-35-51-11130	Conservatory Camps						4,635	4,891	7,980	3,572	3,572	4,284	
	EMPLOYEE NAME	HR RATE	HRS/DAY	DAYS/WK	# WEEKS	#OF EMP	BUDGET TOTAL						
	Camp Lead Instructor	12.00	8.50	4.00	6.00	1.00	2,448.00						
	Camp Assist. Instructor	9.00	8.50	4.00	6.00	1.00	1,836.00						
10-00-35-51-11140	Conservatory Classes						210	224	0	245	500	0	
TOTAL WAGES							243,823	262,377	258,303	129,895	244,119	286,995	
CONTRACTUAL SERVICES													
10-00-35-52-00260	Property Repair						7,049	4,305	4,775	1,699	3,971	4,500	
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL						
	Greenhouse Repair	1.00	2,000.00				2,000.00						
	Conservatory Center Repair	1.00	2,000.00				2,000.00						
	Miscellaneous Repairs	1.00	500.00				500.00						
10-00-35-52-00265	Fleet Service						609	1,019	1,525	47	1,067	1,500	
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL						
	Van Servicing & Fuel	1.00	1,500.00				1,500.00						
10-00-35-52-00275	Custodial Services						3,913	3,600	4,414	2,100	3,600	4,120	
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL						
	Custodial Services	12.00	310.00				3,720.00						
	Slate Floor Maintenance	1.00	400.00				400.00						
10-00-35-52-00299	Contractual Services-Other						5,546	6,822	3,960	2,645	4,606	3,960	
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL						
	Pest Control Service	12.00	215.00				2,580.00						
	Alarm System Service	4.00	135.00				540.00						
	Backup Generator Maintenance	2.00	310.00				620.00						
	Sprinkler Inspection	1.00	220.00				220.00						
10-00-35-52-00415	Equipment - Rental						0	417	350	0	0	450	
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL						
	Equipment Rental	1.00	100.00				100.00						
	Boom Lift Rental	1.00	350.00				350.00						
10-00-35-52-00650	Bank Service Charge						868	1,046	1,800	1,117	1,766	1,800	
	DESCRIPTION	QUANTITY	UNITS \$				BUDGET TOTAL						
	Bank Service Charge	1.00	1,800.00				1,800.00						
10-00-35-52-11105	Conservatory Special Events						225	5,374	300	0	300	0	
10-00-35-52-11140	Conservatory Classes						1,727	910	3,212	500	2,427	2,950	
	DESCRIPTION	FACTOR	FEE	SESS'NS	CLASSES	ENRLMNT	BUDGET TOTAL						
	Small Gardening Instructor	1.00	150.00	1.00	1.00	1.00	150.00						
	Easy Veg. Gardening Instructor	1.00	300.00	1.00	1.00	1.00	300.00						
	GMO Foods Instructor	1.00	150.00	1.00	1.00	1.00	150.00						
	Community Gardening Instructor	1.00	150.00	1.00	1.00	1.00	150.00						
	Sustainable Urban Ag. Instruct	1.00	150.00	1.00	1.00	1.00	150.00						
	Growing Mushrooms	1.00	400.00	1.00	1.00	1.00	400.00						
	Cheese Making	1.00	450.00	1.00	1.00	1.00	450.00						
	History & Travel Lectures	1.00	1,200.00	1.00	1.00	1.00	1,200.00						
TOTAL CONTRACTUAL SERVICES							19,937	23,493	20,336	8,108	17,737	19,280	

FUND: CORPORATE FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION					--2012-- ACTUAL	--2013-- ACTUAL	----- BUDGETED	2014 7 MO. ACTUAL	----- PROJECTED	--2015-- REQUESTED BUDGET	
ADMINISTRATION												
CONSERVATORY												
MATERIALS & SUPPLIES												
10-00-35-53-00301	Uniforms					1,312	1,456	1,421	730	1,396	1,450	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Uniforms for Union Employees	2.00	600.00			1,200.00						
	PPOB Shirts for Staff	25.00	10.00			250.00						
10-00-35-53-00310	Supplies-Park Horticulture					9,861	13,511	8,740	5,448	10,415	15,000	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Plant Maintenance Supplies	1.00	9,000.00			9,000.00						
	Special Display Plants	1.00	3,000.00			3,000.00						
	Equipment for Field Crew	1.00	3,000.00			3,000.00						
10-00-35-53-00311	Supplies- Cleaning&Household					981	686	740	550	717	700	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Paper Goods & Cleaning Supplie	1.00	700.00			700.00						
10-00-35-53-00313	Supplies Building Material					1,260	1,550	1,015	1,450	2,059	1,000	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Greenhouse Display Materials	1.00	1,000.00			1,000.00						
10-00-35-53-00320	Miscellaneous Supplies					4,209	8,236	6,270	2,175	5,673	6,000	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Potting Soil	1.00	4,000.00			4,000.00						
	Education Program Supplies	1.00	2,000.00			2,000.00						
10-00-35-53-00330	Maintenance- Animal					812	833	848	654	966	850	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Animal Feed, Toys, & Supplies	1.00	850.00			850.00						
10-00-35-53-00340	Supplies-Horticultural Control					249	841	740	346	842	2,200	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Treatment Supplies	1.00	1,500.00			1,500.00						
	IPM Supplies	1.00	700.00			700.00						
10-00-35-53-00399	Supplies- Other					1,059	2,810	1,380	386	1,269	1,000	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Miscellaneous Supplies	1.00	1,000.00			1,000.00						
10-00-35-53-00420	Furnishings					317	351	1,000	1,715	1,715	1,200	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Conservatory Restroom Improvem	2.00	450.00			900.00						
	Rental Furnishings	1.00	300.00			300.00						
10-00-35-53-11100	Gift Shop-Materials					7,626	7,663	7,000	2,431	4,755	4,000	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Gift Shop Inventory	1.00	4,000.00			4,000.00						
10-00-35-53-11105	Conservatory Special Events					4,190	4,315	4,000	68	4,068	1,500	
	DESCRIPTION	QUANTITY	UNITS \$			BUDGET TOTAL						
	Holiday Open House Supplies	1.00	500.00			500.00						
	Fright at Night Supplies	1.00	750.00			750.00						
	Camping at the Conservatory Su	1.00	250.00			250.00						
10-00-35-53-11130	Conservatory Camps					328	1,047	1,407	842	943	1,850	
	DESCRIPTION	FACTOR	FEE	SESS'NS	CLASSES	ENRLMNT	BUDGET TOTAL					
	Eco Camp Craft Supplies	1.00	750.00	1.00	1.00	1.00	750.00					
	Eco Camp Bus Travel	1.00	600.00	1.00	1.00	1.00	600.00					
	Eco Camp Snacks	1.00	500.00	1.00	1.00	1.00	500.00					
10-00-35-53-11140	Conservatory Classes						479	446	735	668	2,450	
	DESCRIPTION	FACTOR	FEE	SESS'NS	CLASSES	ENRLMNT	BUDGET TOTAL					
	Container Gardening Supplies	1.00	600.00	1.00	1.00	1.00	600.00					
	New Program Supplies	1.00	150.00	1.00	1.00	1.00	150.00					
	Flower Arranging Supplies	1.00	250.00	1.00	1.00	1.00	250.00					
	Cheese Making Supplies	1.00	200.00	1.00	1.00	1.00	200.00					
	Mushroom Growing Supplies	1.00	250.00	1.00	1.00	1.00	250.00					
	Flower Arranging Supplies	1.00	300.00	1.00	1.00	1.00	300.00					
	Terrarium Construction Supplie	1.00	300.00	1.00	1.00	1.00	300.00					
	Orchid Supplies	1.00	400.00	1.00	1.00	1.00	400.00					
10-00-35-53-14200	Supplies-Plant Sale						282	958	710	0	475	0
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TOTAL MATERIALS & SUPPLIES						32,965	44,703	36,006	17,463	35,961	39,200	

FUND: CORPORATE FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION			--2012-- ACTUAL	--2013-- ACTUAL	----- BUDGETED	2014 7 MO. ACTUAL	----- PROJECTED	--2015-- REQUESTED BUDGET
ADMINISTRATION									
CONSERVATORY									
BENEFITS									
10-00-35-55-00500	Employee Health Insurance			42,255	49,888	51,905	30,277	51,905	50,221
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	10% inc - ins fund setup	1.00	50,221.00	50,221.00					
TOTAL BENEFITS				42,255	49,888	51,905	30,277	51,905	50,221
MISCELLANEOUS EXPENSE									
10-00-35-56-00600	Employee Recognition			597	243	350	0	0	350
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	Employee Incentives	7.00	50.00	350.00					
10-00-35-56-00605	Conference and Training			524	334	724	280	1,245	570
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	IPRA Travel - Manager	1.00	20.00	20.00					
	IPRA Conference - Manager	1.00	350.00	350.00					
	Miscellaneous Training	1.00	200.00	200.00					
10-00-35-56-00610	Dues & Subscriptions			488	485	1,238	479	1,376	1,638
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	IPRA Membership	2.00	259.00	518.00					
	ILCA Membership - Grower	1.00	350.00	350.00					
	NPGA Membership - Conservatory	1.00	400.00	400.00					
	ISA Membership - Conservatory	1.00	370.00	370.00					
10-00-35-56-00615	Employee Travel Reimbursement			82	0	150	5	117	100
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	Employee Travel Reimbursement	1.00	100.00	100.00					
10-00-35-56-11100	Gift Shop-Sales Tax			1,408	885	855	281	683	1,602
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	Sales Tax	1.00	1,602.00	1,602.00					
TOTAL MISCELLANEOUS EXPENSE				3,099	1,947	3,317	1,045	3,421	4,260
UTILITIES									
10-00-35-58-00800	Conservatory Electricity			8,966	9,636	11,000	3,983	9,505	9,900
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	Service Cost	1.00	9,900.00	9,900.00					
10-00-35-58-00810	Natural Gas			20,608	20,216	22,000	25,135	31,500	35,500
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	Service Cost	1.00	35,500.00	35,500.00					
10-00-35-58-00820	Telecommunications			0	540	0	0	1,200	1,680
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	Comcast Service	12.00	140.00	1,680.00					
10-00-35-58-00830	Conservatory Water			6,086	6,869	5,800	2,035	4,833	6,800
	DESCRIPTION	QUANTITY	UNITS \$	BUDGET TOTAL					
	Water Service	1.00	6,800.00	6,800.00					
TOTAL UTILITIES				35,660	37,261	38,800	31,153	47,038	53,880
TOTAL CONSERVATORY				377,739	419,669	408,667	217,941	400,181	453,836
TOTAL ADMINISTRATION				377,739	419,669	408,667	217,941	400,181	453,836
TOTAL REVENUES				88,107	101,255	98,445	71,536	110,093	121,607
TOTAL EXPENSES				377,739	419,669	408,667	217,941	400,181	453,836
SURPLUS (DEFICIT)				(289,632)	(318,414)	(310,222)	(146,405)	(290,088)	(332,229)