

**Jefferson County Local Development Corporation**

800 Starbuck Avenue, Suite 800

Watertown, New York 13601

Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

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**TO:** JCLDC Finance Committee  
John Jennings, Chair  
Paul Warneck  
Robert E. Aliasso, Jr.

**FROM:** Donald C. Alexander, CEO

**DATE:** July 1, 2020

**SUBJECT:** JCLDC ZOOM Finance Committee Meeting Notice

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A JCLDC Finance Committee zoom meeting has been scheduled for **Monday, July 6, 2020 at 2:00 p.m.**

The purpose of the meeting is to review the preliminary budget for 2020-2021.

**Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.**

Thank you.

pss

c: David Zembiec  
Lyle Eaton  
David Converse  
W. Edward Walldroff  
William Johnson  
Lisa L'Huillier  
Kent Burto  
Greg Gardner  
Christine Powers  
Media

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[www.jcldc.com](http://www.jcldc.com)

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**JCLDC ZOOM FINANCE COMMITTEE MEETING**

**Monday, July 6, 2020**

**2:00 p.m.**

**AGENDA**

- I. Call to Order**
- II. Preliminary Budget for 2020-2021**
- III. Adjournment**

**Jefferson County Local Development Corp.**

10/01/20- 9/30/21 Budget -

Approved : Finance Comm -

Board Approval

**DRAFT**

	FYE 9-30-20 Budget Unrestric	Proposed FYE 9-30-21 Budget Unrestric
<b>Revenue</b>		
Admin Fee	600,377	662,665
RLF Interest	45,000	30,000
Grant Marketing Program	275,400	275,400
County AG Grant	138,720	138,720
N Grid Euromarket Grant	-	-
Interest Income	4,200	3,500
Misc Income	500	20,000
HAB Grant NYS	14,102	15,000
AG Conference	5,000	8,650
<b>Total</b>	<b>1,083,299</b>	<b>\$ 1,153,935</b>

<b>Expenses</b>		
Salaries	538,205	580,168
Total Salaries	538,205	580,168
<b>Benefits</b>		
FICA & Medicare	39,827	42,932
DBL	4,825	5,725
Health/Group Ins	121,876	133,657
Dental	6,200	6,395
Workers Comp	3,000	2,500
401k	43,341	47,015
Unemployment Ins	750	750
Total Benefits	219,819	238,975

Office Expense	10,000	19,000	
Payroll Processing	1,800	1,900	
Office Rent	17,600	17,753	
Loan Rent	55,943	55,943	
Office Cleaning	12,000	9,000	
Telephone	6,000	7,000	
Equipment Rental	3,400	3,500	
Equipment Maintenance	5,500	5,000	
System Maintenance	3,600	2,500	
Electric Service	3,600	3,000	
Gas Service	3,200	3,000	
Travel	6,000	7,500	
Training & Seminars	3,000	3,000	
Dues & Publications	5,000	7,500	
Board Functions	0	-	
D&O Insurance	0	0	
Commercial Ins.	800	3,500	
Legal - Unres	1,000	1,000	
Legal Restructure	0	0	
Auditing	6,000	7,200	
CEDS Update	0	7,500	
PAAA Exp	0	0	
Fees	300	300	
Business Support(PTAC)	0	0	Mkt Budget
HAB Grant Expense NYS	14,102	15,000	
Depreciation Distillery	14,143	3,536	
Depreciation F&F	8,518	5,134	
Miscellaneous	0	500	
Ag Program Expenses	187,016	197,302	
Marketing/Mfg Program	382,846	392,798	
Reallocated Expenses	(426,393)	(444,574)	
<b>Total</b>	<b>1,082,999</b>	<b>\$ 1,153,935</b>	

Revenue	1,083,299	1,153,935
Expenses	1,082,999	1,153,935
<b>Net</b>	<b>300</b>	<b>\$ (0)</b>

**Jefferson County LDC Marketing Program**

10/01/20- 9/30/21 Budget

Prepared by Lyle Eaton

**DRAFT**

**Revenue**

Acct #	Description	FYE 9-30-2020		FYE 9-30-2021
		Budget	Actual	Budget
405000	JC Grant	275,400		275,400
415002	Grant N Grid -Euromarket			
415003	Statebook Grant		1,800	
420000	Interest Income			
425001	Fund Balance Transfer			
416501	Grant NYS-Workplace Training	14,102	4,202	15,000
	<b>Total Revenue</b>	<b>289,502</b>		<b>290,400</b>

David

**Expenses**

Acct #	Description	Budget	5/31/2020	FYE 9-30-2021
		FYE 9/30/20	Actual	Budget
<b>Marketing Expenses</b>				
500000	Advertising	41,600	24,463	41,000
500100	Printed Material	3,000		2,000
500200	Site Selector Visits.			
500300	Trail Coordinator			
500400	Seminars, Workshops, Publications	2,000	315	2,000
500050	Canadian Marketing Initiative	15,000	818	15,000
500060	Euromarket Consulting	10,000		0
500500	Manufactures Comm.			
500700	Business Awards			
500800	Travel/Meals/Promotion	3,000	823	3,000
500900	Member Services	0		
501512	Survey Monkey	200		200
501100	Public Relations(NYSEDC, etc. )	3,000		3,000
501200	Web Site Development	5,000	2,230	15,000
501400	Events Sponsorship	10,250	1,250	10,250
501700	Allocated Overhead( Salary W/S)	270,348	196,833	270,348
566000	Freight & Postage	0		
501600	Drum Country Business	5,000	5,000	5,000
566101	Misc Program Expenses	250	0	
	<b>Total Marketing</b>	<b>368,648</b>	<b>231,732</b>	<b>366,798</b>

	Description	9/30/2020	5/30/2020	FYE 9-30-2021
		Budget	Actual	Budget
<b>Manufacturing Committee</b>				
710500	Workshops		5,000	2,500
710501	Business Support	5,000		5,000
710513	Manufacturing Day			1,000
710514	Workforce Dev & Promotion	2,500	60	2,500
710515	Safety Training	14,102	5,300	15,000
	<b>Total Manufacturing Comm</b>	<b>21,602</b>		<b>26,000</b>
	<b>Total Income</b>	<b>289,502</b>		<b>290,400</b>
	<b>Total Expenses</b>	<b>390,250</b>		<b>392,798</b>
	<b>Program Balance</b>	<b>(100,748)</b>		<b>(102,398)</b>

CHAMBER  
PTAC

Jefferson County LDC Ag Program  
 10/01/2020- 9/30/21 Budget  
 Prepared by Lyle Eaton

**DRAFT**

Revenue

Acct #	Description	FYE 9/30/20	6/30/2020	FYE 9/30/21
		Budget	Actual	Budget
405002	JC Grant	138,720		138,720
425003	AG Conference	5,000	8,650	8,650
425004	Fund Raising			
425004	Radio Adv.			
425004	Web Site Adv.			
	<b>Total Revenue</b>	<b>143,720</b>		<b>147,370</b>

Acct #	Description	FYE 9/30/20	Actual	FYE 9/30/21
		Budget	6/30/2020	Budget
502000	Annual Meeting	5,000	1,250	5,000
502001	Office Expenses	1,000	622	1,000
502005	Advertising	4,000	4,770	4,000
502006	Printed Material	1,000	0	1,000
502010	Legal	0	0	0
502015	Insurance	0	0	0
502020	Membership/Dues	400	242	400
502025	Business Attraction	3,500	25	3,500
502030	Subscriptions	200	862	200
502035	Travel/Mileage/Meals/Lodging	4,000	1,150	4,000
502040	Utilities	0	0	0
502045	Web Site Development & Promotion	2,000	605	2,000
502100	Program expenses (Dairy, JLI)	1,000	92	1,000
502101	Development		1,493	
502102	Local Food Guide	800	800	800
502309	Indirect Labor Allocation			36,520 From Salary W/S
502310	Non Salary Allocated Overhead			4,621
	<b>Total Office</b>	<b>22,900</b>		<b>64,041</b>

Assigned Staff Salary & Benefits  
 (Matteson 111401)

Acct. #	AG Program Salary & Benefits	FYE 9/30/20	Actual	FYE 9/30/21
		Budget	YTD 4/30/19	Budget
502300	Salary			88,947
502301	FICA			5,337
502302	Medicare			1,245
502303	Health			29,727
502304	Workers Comp.			
502305	Retirement			8,005
502306	UI			
502310	Life Ins.			
	<b>Total Salary &amp; Benefits</b>	<b>0</b>		<b>133,261</b>

<b>TOTAL REVENUE</b>	<b>143,720</b>	<b>147,370</b>
<b>TOTAL EXPENSES</b>	<b>22,900</b>	<b>197,302</b>
<b>Program Gain, (Loss)</b>	<b>120,820</b>	<b>(49,932)</b>

AG Non-Labor Overhead

Operating

		FYE 9/30/21
		Budget
710100	Office Rent	17,753
710101	Project Loan Rent	55,943
710110	Office Cleaning	9,000
710150	Equipment Rental	3,500
710155	Equipment Maintenance	5,000
710156	System Maintenance	2,500
710160	Electric Service	3,000
710170	Gas Service	3,000
711002	Depreciation F&F	5,134
711101	Board Functions	0
712010	Auto Insurance	3,500
713001	Accounting & Auditing	7,200
		<b>115,530</b>
	<b>AG Program 4%</b>	<b>4,621</b>
	<b>Monthly Accrual</b>	<b>385</b>

Dr 502310 385  
 Cr. 731002 385  
 Monthly Recurring Entry