

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

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

FROM: David Zembiec, CEO

DATE: August 17, 2021

SUBJECT: JCLDC Finance Committee Meeting Notice

A JCLDC Finance Committee meeting has been scheduled for **Tuesday, August 24, 2021 at 7:30 a.m.**

The purpose of the meeting is to review the preliminary budget for 2021-2022.

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

Thank you.

pss

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

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www.jcldc.com

JCLDC FINANCE COMMITTEE MEETING

Tuesday, August 24, 2021

7:30 a.m.

AGENDA

- I. Call to Order**
- II. Preliminary Budget for 2021-2022**
- III. Adjournment**

Jefferson County Local Development Corp.

10/01/21- 9/30/22 Budget -

Approved : Finance Comm -

Board Approval

	FYE 9-30-21 Budget Unrestric	Proposed FYE 9-30-22 Budget Unrestric	
Revenue			
Admin Fee	600,377	549,215	
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	1,000	
Misc Income	500	-	
HAB Grant NYS	14,102	6,000	
AG Conference	5,000	-	
Total	1,083,299	\$ 1,000,335	
Expenses			
Salaries	538,205	467,858	
Total Salaries	538,205	467,858	
Benefits			
FICA & Medicare	39,827	34,621	
DBL	4,825	5,725	
Health/Group Ins	121,876	117,843	
Dental	6,200	5,866	
Workers Comp	3,000	3,500	
401k	43,341	35,350	
401k Consulting		2,200	
Unemployment Ins	750	750	
Total Benefits	219,819	205,855	
Office Expense	10,000	19,000	
Payroll Processing	1,800	3,500	
Office Rent	17,600	17,753	
Loan Rent	55,943	55,943	
Office Cleaning	9,000	11,000	
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	4,000	
Gas Service	3,200	3,000	
Travel	7,500	7,500	
Training & Seminars	3,000	3,000	
Dues & Publications	7,500	7,000	
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	7,000	
CEDS Update	0	7,500	
Covid Grants (Loans)	0	10,000	
Fees	300	300	
Business Support(PTAC)	0	0	Mkt Budget
HAB Grant Expense NYS	14,102	6,000	
Depreciation Distillery	14,143	-	
Depreciation F&F	8,518	15,000	
Miscellaneous	0	500	
Ag Program Expenses	187,016	206,930	
Marketing/Mfg Program	382,846	312,702	
Reallocated Expenses	(426,393)	(393,506)	
Total	1,083,999	\$ 1,000,335	
Revenue	1,083,299	1,000,335	
Expenses	1,083,999	1,000,335	
Net	(700)	\$ (0)	

Jefferson County LDC Marketing Program				
10/01/21- 9/30/22 Budget				
Prepared by Lyle Eaton				
Revenue				
		FYE 9-30-2021		FYE 9-30-2022
Acct #	Description	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	15,000	4,202	6,000
	Total Revenue	290,400		281,400
Expenses				
		Budget	5/31/2021	FYE 9-30-2022
Acct #	Description	FYE 9/30/21	Actual	Budget
Marketing Expenses				
500000	Advertising	41,600	12,971	46,600
500100	Printed Material	2,000	1,044	2,000
500200	Site Selector Visits.		0	
500300	Trail Coordinator		0	
500400	Seminars, Workshops, Publications	2,000	0	2,000
500050	Canadian Marketing Initiative	15,000	0	15,000
500060	Euromarket Consulting			
500500	Manufactures Comm.			
500700	Business Awards			
500800	Travel/Meals/Promotion	3,000	20	3,000
500900	Member Services	0		
501512	Survey Monkey	200	0	200
501100	Public Relations(NYSEDC, etc.)	3,000		3,000
501200	Web Site Development	15,000	11,183	10,000
501400	Events Sponsorship	10,250	6,550	10,250
501700	Allocated Overhead(Salary W/S)	270,348	180,232	209,652
566000	Freight & Postage	0		
501600	Drum Country Business	5,000	0	
566101	Misc Program Expenses		0	
	Total Marketing	367,398	212,000	301,702
Manufacturing Committee				
		9/30/2021	5/30/2020	FYE 9-30-2022
		Budget	Actual	Budget
710500	Workshops	2,500		
710501	Business Support	5,000	5,000	5,000
710513	Manufacturing Day	1,000		
710514	Workforce Dev & Promotion	2,500	0	
710515	Safety Training	15,000	0	6,000
	Total Manufacturing Comm	26,000		11,000
	Total Income	290,400		281,400
	Total Expenses	393,398		312,702
	Program Balance	(102,998)		(31,302)
-4-				
	Monthly Allocated Overhead(D35)			17,471
	Dr. 501700; Cr 731002			

Jefferson County LDC Ag Program			
10/01/2021- 9/30/22 Budget			
Prepared by Lyle Eaton			
Revenue			
Acct #	Description	FYE 9/30/21 Budget	FYE 9/30/22 Budget
405002	JC Grant	138,720	138,720
425003	AG Conference	5,000	
425004	Fund Raising		
425004	Radio Adv.		
425004	Web Site Adv.		
	Total Revenue	143,720	138,720
Expenses			
Acct #	Description	FYE 9/30/21 Budget	FYE 9/30/22 Budget
502000	Annual Meeting	5,000	5,000
502001	Office Expenses	1,000	1,000
502005	Advertising	4,000	4,000
502006	Printed Material	1,000	1,000
502010	Legal	0	0
502015	Insurance	0	0
502020	Membership/Dues	400	400
502025	Business Attraction	3,500	3,500
502030	Subscriptions	200	200
502035	Travel/Mileage/Meals/Lodging	4,000	4,000
502040	Dairy Parade	0	0
502045	Web Site Development& Promotion	2,000	2,000
502100	Program expenses(Dairy, JLI)	1,000	1,000
502101	Development		0
502102	Local Food Guide	800	800
502309	Indirect Labor Allocation	36,520	39,125
502310	Non Salary Allocated Overhead	4,621	5,128
	Total Office	64,041	67,153
	Assigned Staff Salary & Benefits (Matteson 111401)		
			FYE 9/30/22 Budget
Acct. #	AG Program Salary & Benefits		
502300	Salary		94,760
502301	FICA		5,686
502302	Medicare		1,327
502303	Health		29,476
502304	Workers Comp.		
502305	Retirement		8,528
502306	UI		
502310	Life Ins.		
	Total Salary & Benefits		139,778
	TOTAL REVENUE	143,720	138,720
	TOTAL EXPENSES	64,041	206,930
	Program Gain, (Loss)	79,679	(68,210)