

**BETHLEHEM AUTHORITY
DRAFT 2025 OPERATING BUDGET
REVENUE**

	ACTUAL 23 FULL YEAR	BUDGET 24 FULL YEAR	ACTUAL 24 AS OF 11/30/24	PROJ. 24 FULL YEAR	BUDGET 25 FULL YEAR
Revenues and Transfers					
City of Bethlehem - Operating Funds	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000
Carbon Credit Revenue	230,876	175,000	0	0	500,000
Interest Income	41,255	40,000	45,391	49,000	43,000
Miscellaneous Income	8,000	3,000	9,854	9,854	18,000
Silviculture (Timbering) Income	68,451	40,000	21,177	21,177	30,000
Rental Income - Agricultural Leases:					
Pocono Organics (Long Pond)	8,742	8,740	8,742	8,742	8,742
Hurlock (Lehigh Township)	1,750	1,750	750	1,750	1,750
Rental Income - Hunting Clubs:					
Bear Swamp Hunting Club (Moretz)(October)	2,400	2,400	2,400	2,400	2,400
Buck Rub Hunting Club (August)	2,000	2,000	2,000	2,000	2,000
Daniel Boone Hunting and Fishing (October)	1,240	1,240	1,240	1,240	1,240
McMichaels Hunting Club (May)	3,130	3,130	3,130	3,130	3,130
Penn Forest Hunting Club (December)	2,500	2,500	0	2,500	2,500
Rocky Ridge Hunting Club (January)	2,060	2,060	0	2,060	2,060
Kettle Creek Hunting Club	7,200	7,200	6,000	7,200	7,200
Rental Income - Cell Towers					
AT & T Mobility Corp.	2,000	2,000	2,000	2,000	2,000
Crown Castle (William Street)	23,225	23,922	21,903	23,922	24,639
T-Mobile (Hecktown Road)	29,619	30,508	27,937	30,508	31,423
Zayo (ROWs, 2 Sites)	5,158	5,313	4,410	5,300	5,445
Total Revenues	\$804,606	\$715,763	\$521,934	\$537,783	\$1,050,529

**BETHLEHEM AUTHORITY
DRAFT 2025 OPERATING BUDGET
EXPENSES**

See EXPENSE DETAIL for explanation of line items

	ACTUAL 23 FULL YEAR	BUDGET 24 FULL YEAR	ACTUAL 24 AS OF 11/30/24	PROJ. 24 FULL YEAR	BUDGET 25 FULL YEAR
PROFESSIONAL SERVICES:					
Audit Services	\$3,840	\$4,000	\$4,000	\$4,000	\$4,200
Consulting Engineer	19,897	23,000	22,641	25,112	22,500
Controller	7,000	7,600	5,150	6,565	7,000
Payroll Services	720	1,000	820	900	1,000
Financial Advisor	16,715	15,000	3,325	3,325	10,000
Forestry	15,791	22,000	20,719	21,610	23,000
Investment Fees	700	1,000	694	1,000	1,000
Legal Fees/Solicitor/Bond Counsel	7,285	12,000	7,047	7,400	10,000
Other Consulting	5,588	3,500	1,288	1,288	2,500
Trustee	4,750	4,925	5,125	5,125	5,125
Total Professional Services	\$82,286	\$94,025	\$70,809	\$76,325	\$86,325

ADMINISTRATIVE EXPENSES:					
Advertising - Legal	\$146	\$300	\$371	\$380	\$350
Conferences and Meetings	195	500	560	560	800
Contingencies	590	2,500	0	0	2,000
Contributions/Donations	52	300	181	181	300
Dues and Subscriptions	1,200	1,200	1,200	1,200	1,200
Insurance - Operating	6,290	7,450	6,604	6,604	7,050
Insurance - Personnel	44,970	48,000	45,109	47,730	49,160
Office Equipment	0	500	925	1,625	1,000
Office Supplies/Expense	1,982	2,000	1,144	1,200	2,000
Web Services	233	360	566	566	360
Postage	126	150	86	86	150
Rent/Stormwater Fees	9,124	10,000	1,880	2,000	10,000
Salaries:					
Board Chairperson	1,800	1,800	0	1,950	1,800
Board Members	705	720	0	735	720
Director of Administration	32,942	32,960	30,740	33,500	37,500
Executive Director	100,898	103,925	95,265	103,925	108,082
Special Police Officer/Officer in Charge	75,324	77,584	71,119	83,497	80,687
Taxes - Payroll	18,137	20,085	17,185	19,100	21,000
Telephone	669	900	891	900	900
Travel, Meals, Etc.	1,800	1,700	1,695	2,000	1,700
Total Administrative Expenses	\$297,183	\$312,934	\$275,521	\$307,739	\$326,759

PROPERTY & SECURITY EXPENSES:					
Miscellaneous Property Maintenance	\$2,500	\$1,750	\$21	\$21	\$2,000
Office Building Utilities	1,462	2,500	1,495	1,650	2,500
Silviculture Expenses	10,091	9,000	4,000	7,000	15,000
Subtotal Property Expenses	\$14,053	\$13,250	\$5,516	\$8,671	\$19,500
Certifications and Training	\$0	\$200	\$0	\$0	\$200
Equipment	1,275	3,500	2,304	2,304	3,500
Equipment Maintenance/Repairs	969	3,000	2,374	2,374	4,000
Firearms and Ammunition	0	350	0	0	300
Fuel Expense	4,746	8,000	4,134	6,928	7,500
Miscellaneous Supplies	1,261	500	531	531	750
Security Support	15,474	22,000	14,904	16,325	23,000
Uniforms	496	1,200	0	600	1,500
Wireless Services	4,997	5,200	4,638	5,050	5,200
Property Services (Real Estate, Surveys, etc.)	669	2,500	1,692	1,692	2,500
Subtotal Security Expenses	\$29,887	\$46,450	\$30,577	\$35,804	\$48,450
Total Security and Property Expenses	\$43,940	\$59,700	\$36,093	\$44,475	\$67,950

TOTAL OPERATING EXPENSES	\$423,409	\$466,659	\$382,423	\$428,539	\$481,034
TOTAL OPERATING REVENUES	\$804,606	\$715,763	\$521,934	\$537,783	\$1,050,529
NET REVENUES(EXPENSES)	\$381,197	\$249,104	\$139,511	\$109,244	\$569,495
TRANSFERS TO BRIF/CAPITAL FUNDS	\$250,000	\$249,104		\$109,244	\$569,495

BETHLEHEM AUTHORITY

DRAFT 2025 OPERATING BUDGET

EXPENSE DETAIL

PROFESSIONAL SERVICES

Audit Services:	Audited Financial Statement (\$4,200)
Consulting Engineer:	Annual Report (\$12,000); Financial Certification (\$500); Insurance Certification (\$2,000); CapEx Review (\$1,500); Meeting Attendance (\$4,000); Misc. consulting, if required (\$2,500)
Controller:	Annual Controller Fee (\$5,000); Annual Financial Reports and meetings as required (\$2,000)
Payroll Services:	ADP Payroll (\$1,000)
Financial Advisor:	Advisory and Consulting services as required (\$10,000)
Forestry:	General forestry and consulting fees (\$23,000)
Investment Fees:	Management Fees for Saxon CD Program and BONY Mellon CD Issuance Fees (\$1,000)
Legal Fees:	Solicitor fees for meetings, legal advice, easement work other miscellaneous legal fees (\$10,000)
Other Consulting:	Other Professional or Consulting services as needed or required (\$2,500)
Trustee:	Annual Administration Fees (\$5,125)

ADMINISTRATIVE EXPENSES

Advertising:	Legal advertisements for meetings, special meetings, bids, positions, etc. (\$350)
Conferences and Meetings:	Annual PMAA Conference and other organizational meetings as related to Authority business (\$800)
Contingencies/Reserve:	Miscellaneous and unanticipated expenses (\$2,000)
Contributions/Donations:	Volunteer Fire Companies (\$200); Other donations as appropriate or required (\$100)
Dues/Subscriptions:	Annual PMAA dues (\$1,200)
Insurance - Operating:	Auto (\$2,357); UAV (\$350); Crime (\$473); WC (\$3,870)
Insurance - Personnel:	Life (1,400); Pension Plan MMO (\$12,760); Med/Rx/Dental/Vision/HSA (\$35,000)
Office Equipment:	Misc. equipment/furniture as necessary or required (\$1,000)
Office Supplies/Expense:	Paper, ink and toner for computers and printers; misc. office supplies/services (\$2,000)
Web Services:	Web consulting services as needed (\$360)
Postage:	Usual/Customary/Priority mailings as needed (\$150)
Rent/Stormwater Fees:	Office (\$1,350); State Game Lands ROW (\$85); RR pipe lease (\$628); Storm water fee (\$7,937)
Salaries:	Chairman and Board of Directors; A 4% salary increase is included for staff
Taxes - Payroll:	Employer paid FICA & Medicare (\$19,100); PMAA Unemployment Fund Tax (\$1,900)
Telephone:	Office telephone charges (\$900)
Travel/Meals:	Mileage reimbursement for BA related travel, meals, PMAA Conference etc. (\$1,700)
Contribution to BRIF:	Revenue devoted to BRIF and water system infrastructure improvements
Transfer to Capital Reserve Fund:	Revenue transferred to BA Capital Reserves for BA projects, legal fees etc.

SECURITY AND PROPERTY EXPENSES:

Property:	
Misc. Property Maintenance:	Contracted maintenance if required for watershed office and Hatchery Rd. property (\$2,000)
Office Building Utilities:	Electrical service to watershed office (\$2,500)
Silviculture Expenses:	Invasive Plant Control Treatments at two locations (\$15,000)
Security:	
Certifications and Training:	Training as required for FT and PT Officers (\$200)
Equipment:	Miscellaneous equipment as needed (\$3,500)
Equipment Maintenance/Repairs:	Miscellaneous equipment repairs, inspections, etc. (\$4,000)
Firearms and Ammunition:	As required for duty, training and certification (\$300)
Fuel Expense:	Patrol trucks and UTV/ATV (\$7,500)
Miscellaneous Supplies:	Miscellaneous supplies as required for security and Watershed Office (\$750)
Security Support:	Part-Time Deputy Officers' compensation (\$23,000)
Uniforms and Supplies:	Patrol uniforms and other personal supplies as necessary (\$1,500)
Wireless Services:	Cell Phones (Blue Ridge & AT&T = \$4,300); Computer (Verizon \$530); Security (SimpliSafe & Spypoint \$370)
Property Services:	Survey Work and Legal Property Services as may be required (\$2,500)

**BETHLEHEM AUTHORITY
DRAFT 2025 CAPITAL BUDGET
EXPENSES AND SOURCE OF FUNDING**

CAPITAL EXPENSES	ACTUAL 23 FULL YEAR	BUDGET 24 FULL YEAR	ACTUAL 24 AS OF 11/30/24	PROJ. 24 FULL YEAR	BUDGET 25 FULL YEAR
Transfer to Operating/Reserve Fund	\$150,000	\$0	\$0	\$0	\$0
Wind Project Development					
Legal Fees (1)	40,092	15,000	0	0	10,000
Consulting Forester Fees	0	0	0	0	0
Other Consulting Fees	0	0	0	0	0
Property Improvements					
GIS Mapping Upgrades (2)	0	15,000	12,055	14,390	2,000
Watershed /Office Improvements (3)	0	0	11,700	11,700	25,000
Property Purchases (4)	26,013	30,000	0	0	30,000
Security Expenses (New Patrol Vehicle 2024, UTV 2025)	0	55,000	56,514	56,514	25,000
Emergency Alternative Source Water Study	0	0	0	0	0
Security Feasibility Study	0	0	0	0	0
Palmerton Fishing & Hunting Boundary Dispute					
Legal Fees	0	10,000	399	399	0
Total Capital Expenses	\$216,105	\$125,000	\$80,668	\$83,003	\$92,000

SOURCE OF FUNDING					
Wind Energy Project					
Reserves	40,092	15,000	0	0	10,000
Property Improvements/Purchases					
Reserves	150,000	45,000	23,755	26,090	82,000
Security Expenses					
Reserves	26,013	55,000	56,514	56,514	0
Emergency Alternative Source Water Study					
Reserves	0	0	0	0	0
Palmerton Fishing & Hunting Boundry Dispute					
Reserves	0	10,000	399	399	0
Total Source of Funding	\$216,105	\$125,000	\$80,668	\$83,003	\$92,000

- (1) Potential legal fees if wind energy project decision is rendered.
(2) Misc. consulting fees carryover from 2024 project.
(3) Wild Creek office garage addition.
(4) Property purchase if a property within watershed becomes available.

CASH FLOW BUDGET

Operating Fund Balance on Jan. 1, 2024		\$ 34,912	2024	2025
<u>Revenues & Transfers</u>			Projected	Budget
City of Bethlehem - Operating Funds			\$ 365,000	\$ 365,000
Carbon Credit Revenue			-	500,000
Miscellaneous Income, including Interest			58,854	61,000
Silviculture (Timbering) Income			21,177	30,000
Rental/Lease Income			92,752	94,529
Total Revenues			537,783	1,050,529
Transfer from Capital Reserve Fund			-	-
Total Revenues & Transfers			\$ 537,783	\$ 1,050,529
<u>Expenses & Transfers</u>				
Professional Services			76,325	86,325
Salaries and Benefits			290,437	298,949
Misc. Administrative Expenses			17,302	27,810
Contribution to City Water Capital Fund/BRIF				
Security and Property Expenses			44,475	67,950
Total Expenses			428,539	481,034
Transfer to Capital Reserve Fund			\$109,244	\$569,495
Total Expenses & Transfers			\$ 537,783	1,050,529
Projected Balance on Dec. 31, 2024:			\$ 34,912	
Projected Balance on Dec. 31, 2024:				\$ 34,912
Capital Fund Balance on Jan. 1, 2024		\$ 1,208,456	2024	2025
<u>Revenues & Transfers</u>			Projected	Budget
Transfer from Operating Fund			\$ 109,244	\$ 569,495
Property Sale			-	
Total Revenues & Transfers			\$ 109,244	569,495
<u>Expenses & Transfers</u>				
Wind Project Development			\$ -	\$ 10,000
Penn Forest Fishing & Hunting Boundry Dispute			-	-
Property & Security Improvements and Purchases			82,604	82,000
Alternate Source Water Study			-	-
Palmerton F&H Assoc. Boundary Issue Legal Fees			399	-
Total Expenses			83,003	92,000
Transfer to Operating Fund			-	-
Total Expenses & Transfers			\$ 83,003	\$ 92,000
Projected Balance on Dec. 31, 2024:			\$ 1,234,697	
Projected Balance on Dec. 31, 2025:				\$ 1,712,192
Total Cash Balance Both Funds:			\$ 1,269,609	\$ 1,747,104