

**BETHLEHEM AUTHORITY
2021 OPERATING BUDGET
REVENUE**

	ACTUAL 19 FULL YEAR	BUDGET 20 FULL YEAR	ACTUAL 20 AS OF 12/01	PROJ 20 FULL YEAR	BUDGET 21 FULL YEAR
REVENUES & TRANSFERS:					
City of Bethlehem - Operating Funds	\$300,000	\$325,000	\$325,000	\$325,000	\$350,000
Carbon Credit Revenue	277,109	180,000	0	150,000	190,000
Interest Income	12,632	10,000	8,802	9,250	9,000
Miscellaneous Income	500	800	8,400	8,400	500
Silviculture (Timbering) Income	33,825	51,000	5,262	5,262	29,000
Rental Income - Agricultural Leases:					
Altemose/Pocono Organics (Long Pond)	8,742	8,740	14,484	14,484	8,742
Longenbach (Lehigh Township) (December)	770	0	770	770	770
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	2,060	2,060	2,060
Hatchery Road Property	0	12,000	4,800	6,000	7,200
Rental Income - Tower Rentals:					
Crown Castle (William Street)	20,635	20,900	19,461	21,254	21,892
Sprint/Nextel (William Street)	27,376	27,375	25,094	27,375	31,480
T-Mobile (Hecktown Road)	26,037	26,575	24,825	27,105	27,919
Zayo (ROWs, 2 Sites)	4,583	4,560	4,317	4,697	4,862
Total Revenues	\$725,539	\$680,280	\$452,045	\$612,927	\$694,695

**BETHLEHEM AUTHORITY
2021 OPERATING BUDGET
EXPENSES**

See EXPENSE DETAIL for explanation of line items

	ACTUAL 19 FULL YEAR	BUDGET 20 FULL YEAR	ACTUAL 20 AS OF 12/01	PROJ 20 FULL YEAR	BUDGET 21 FULL YEAR
PROFESSIONAL SERVICES:					
Audit Services	\$3,620	3,700	\$0	\$3,700	\$3,800
Consulting Engineer	13,947	25,000	17,104	22,000	27,100
Controller	6,980	7,000	5,565	7,000	7,000
Payroll Services	822	1,200	965	1,200	1,200
Financial Advisor	24,868	23,000	9,675	11,000	20,000
Forestry	13,440	12,000	6,491	6,000	7,500
Investment Fees	7,448	7,200	7,199	7,400	6,900
Legal Fees/Solicitor/Bond Counsel	19,940	20,000	15,685	22,000	25,000
Other Consulting/Right-of-Way Purchase/Expense	7,177	6,000	4,289	8,000	8,000
Trustee	4,000	4,000	5,250	5,250	5,250
Total Professional Services	\$102,242	\$109,100	\$72,223	\$93,550	\$111,750
ADMINISTRATIVE EXPENSES:					
Advertising - Legal	\$295	\$300	\$234	\$234	\$300
Conferences and Meetings	635	700	249	250	500
Contingencies	0	3,000	0	0	3,000
Contributions/Donations	100	300	200	200	3,000
Dues and Subscriptions	995	995	995	995	995
Insurance/Pension	39,174	11,707	11,968	12,100	41,938
Office Equipment	0	2,000	2,134	2,134	500
Office Supplies/Expense	2,106	1,500	873	1,000	1,200
Web Services	0	500	3,791	4,000	1,000
Postage	167	170	139	139	150
Rent/COB Stormwater Fee	1,834	1,950	1,874	1,986	4,000
Salaries:					
Board Chairperson	1,650	1,800	0	1,800	1,800
Board Members	660	720	0	720	720
Administrative Assistant	27,960	28,840	25,451	28,000	32,000
Executive Director	89,666	92,345	84,649	92,345	94,192
Special Police Officer/Officer In Charge	28,015	37,681	28,039	30,350	71,000
Taxes - Payroll	17,449	18,788	14,140	15,290	18,500
Telephone	673	900	897	1,121	900
Travel, Meals, Etc.	1,641	1,700	1,212	1,600	1,700
Contribution to BRIF or Water Cap Fund	0	0	0	100,000	100,000
Transfer to Capital Reserve Fund	0	207,684	0	121,748	146,450
Total Administrative Expenses	\$213,020	\$413,580	\$176,845	\$416,012	\$523,845
PROPERTY & SECURITY EXPENSES:					
Miscellaneous Property Maintenance	33,060	4,000	600	845	2,000
Office Building Utilities	1,564	1,800	1,583	1,800	2,000
Silviculture Expenses	9,802	16,000	17,723	21,723	5,000
Subtotal Property Expenses	44,426	21,800	19,906	24,368	9,000
Certifications and Training	\$175	\$0	\$54	\$54	\$200
Equipment	4,291	36,000	34,576	30,910	2,500
Equipment Maintenance/Repairs	2,653	3,000	2,270	7,029	3,500
Firearms and Ammunition	0	0	0	0	1,500
Fuel Expense	4,383	5,000	2,903	2,816	5,000
Miscellaneous Supplies	127	350	561	450	500
Security Support	58,599	63,850	29,731	31,900	24,000
Uniforms	476	1,600	756	1,300	1,900
Wireless Services	3,767	4,500	4,015	4,100	5,000
Property Services (Real Estate, Surveys, etc.)	182,240	21,500	882	438	6,000
Subtotal Security Expenses	256,711	135,800	75,748	78,997	50,100
Total Security and Property Expenses	\$301,137	\$157,600	\$95,654	\$103,365	\$59,100
TOTAL OPERATING EXPENSES	\$616,399	\$680,280	\$344,722	\$612,927	\$694,695
TOTAL OPERATING REVENUES	\$725,539	\$680,280	\$452,045	\$612,927	\$694,695
NET REVENUES/(EXPENSES)	\$109,140	\$0	\$107,323	\$0	\$0

BETHLEHEM AUTHORITY 2021 OPERATING BUDGET EXPENSE DETAIL

PROFESSIONAL SERVICES

Audit Services:	Audited Financial Statement (\$3,800).
Consulting Engineer:	Annual Report (\$11,000); Financial Certification (\$1,500); Insurance Certification (\$500); CapEx Review (\$2,100), Meeting Attendance (\$4,000); GIS/UAV Consulting Services (\$6,000); Miscellaneous consulting as required (\$2,000).
Controller:	Annual Controller Fee (\$5,000); Annual Financial Reports and meetings as required (\$2,000).
Payroll Services:	ADP Payroll
Financial Advisor:	Advisory and Consulting services as required.
Forestry:	Consulting Fees for timbering projects and commission, Working Woodlands program and general forestry.
Investment Fees	Management Fees for Saxon CD Investment Program and BONY Mellon
Legal Fees:	Solicitor fees for meetings, legal advice, easement work other miscellaneous legal fees.
Other Consulting:	Other Professional or Consulting services as needed or required.
Trustee:	Annual Administration Fees

ADMINISTRATIVE EXPENSES

Advertising:	Legal advertisements for meetings, special meetings, bids, positions, etc.
Conferences and Meetings:	Annual PMAA Conference and other organizational meetings as related to Authority business.
Contingencies/Reserve:	Miscellaneous and unanticipated expenses.
Contributions/Donations:	Volunteer Fire Companies (\$200); Other donations as appropriate or required.
Dues/Subscriptions:	Annual PMAA dues (\$995); Other subscriptions as appropriate or required.
Insurance/Pension:	Life (\$1,539); Business Auto & Fidelity Bond (\$1,849), UAV (\$350) Workers Compensation (\$4,200); Pension Plan Obligation (\$10,000); Med/Rx/Dental/Vision/HSA (\$24,000)
Office Equipment:	Misc. equipment/furniture as necessary or required.
Office Supplies/Expense:	Paper, ink and toner for computers and printers; misc. office supplies; software upgrades; bank/wire fees.
Web Services:	Web consulting services as needed
Postage:	Usual/Customary/Priority mailings.
Rent:	Office (\$1,350); state game lands ROW (\$85); RR pipe lease (\$515) Storm Water Fee (\$2,000).
Salaries:	Chairman and Board of Directors; A 2.00% salary increase is included for Staff
Taxes - Payroll:	Employer paid FICA & Medicare (\$16,750); PMAA Unemployment Fund Tax (\$1,750).
Telephone:	Office telephone charges
Travel/Meals:	Mileage reimbursement for business-related travel, meals, PMAA Conference etc.
Contribution to BRIF:	
Transfer to Capital Reserve Fund:	

SECURITY AND PROPERTY EXPENSES:

Property:	
Miscellaneous Property Maintenance:	Maintenance as required for Watershed Office and Hatchery Road Property.
Office Building Utilities:	Electrical service to Watershed Office.
Silviculture Expenses	Herbicide Treatment and Seedlings for Lovett Restoration Planting
Security:	
Certifications and Training:	Training for FT and PT Officers
Equipment:	Office Computer (\$1,100), Misc. other equipment as needed (\$1,400)
Equipment Maintenance/Repairs:	Miscellaneous equipment repairs, inspections etc.
Firearms and Ammunition:	As required for duty, training and certification.
Fuel Expense:	Patrol Trucks and ATV.
Miscellaneous Supplies:	Miscellaneous supplies as required for security and Watershed Office.
Security Support:	Part-Time Deputy Patrol Officers compensation.
Uniforms and Supplies:	Patrol uniforms and other personal supplies as necessary.
Wireless Services:	Cell Phones (Blue Ridge & AT&T = \$4,000); Computer (Verizon \$500); Security (Simplisafe & Spypoint \$500)
Property Services	Survey Work (\$3,000), Legal Property Services (\$1,500); Inventory (\$500) and other misc. property services (\$1,000)

**BETHLEHEM AUTHORITY
2021 CAPITAL BUDGET
EXPENSES AND SOURCE OF FUNDING**

	ACTUAL 19 FULL YEAR	BUDGET 20 FULL YEAR	ACTUAL 20 AS OF 12/01	PROJ 20 FULL YEAR	BUDGET 21 FULL YEAR
CAPITAL EXPENSES					
Transfer to Operating Fund	\$0	\$0	\$0	\$0	\$0
Wind Project Development					
Legal Fees	11,572	12,000	2,552	3,000	9,000
Consulting Forester Fees	0	0	0	0	0
Other Consulting Fees	0	0	0	0	0
Property Improvements					
Physical Security	0	0	0	0	50,000
Authority Watershed Office Improvements	0	0	0	0	0
Property Purchases	166,362	0	0	0	0
Security Equipment	0	0	0	0	0
Emergency Alternative Source Water Study (*)	0	75,000	28,370	45,000	30,000
PennEast Pipeline Expenses					
Security Equipment and Improvements	0	0	0	0	0
Engineering	0	3,000	0	0	3,000
Financial Advisor	0	0	0	0	0
Forestry	0	500	0	0	500
Legal Fees	0	1,000	0	0	1,000
Total Capital Expenses	\$177,934	\$91,500	\$30,922	\$48,000	\$93,500
SOURCE OF FUNDING					
Reserves					
Wind Project Development					
Operating Funds	\$0	\$0	\$0	\$0	\$0
Reserves	0	0	2,552	3,000	9,000
Wind Developer Reimbursements	0	3,000	0	0	0
Wind Developer License Fee	35,000	35,000	0	35,000	35,000
Property Improvements/Purchases					
Reserves	166,362	0	0	0	50,000
Security Equipment					
PLGIT Pipeline Account	0	4,500	0	0	0
Reserves		0	0	0	0
Emergency Alternative Source Water Study					
Reserves	0	75,000	28,370	45,000	30,000
PennEast Pipeline					
License Fee	0	0	0	0	0
Annual Fee	0	34,125	0	34,125	34,125
Reserves	0	0	0	0	4,500
Total Source of Funding	\$201,362	\$151,625	\$30,922	\$117,125	\$162,625

(*) Interconnection Study and Testing

CASH FLOW BUDGET

Operating Fund Balance on Jan. 1, 2020		\$ 40,479	2020	2021
<u>Revenues & Transfers</u>			Projected	Budget
City of Bethlehem - Operating Funds			\$ 325,000	\$ 350,000
Carbon Credit Revenue			150,000	190,000
Miscellaneous Income, including Interest			17,650	9,500
Silviculture (Timbering) Income			5,262	29,000
Rental/Lease Income			115,015	116,195
Total Revenues			612,927	694,695
Transfer from Capital Reserve Fund			-	-
Total Revenues & Transfers			\$ 612,927	\$ 694,695
<u>Expenses & Transfers</u>				
Professional Services			93,550	111,750
Salaries and Benefits			180,605	260,150
Misc. Administrative Expenses			13,659	17,245
Contribution to City Water Capital Fund/BRIF			100,000	100,000
Security and Property Expenses			103,365	59,100
Total Expenses			491,179	548,245
Transfer to Capital Reserve Fund			121,748	146,450
Total Expenses & Transfers			\$ 612,927	694,695
Projected Balance on Dec. 31, 2020:			\$ 40,479	
Projected Balance on Dec. 31, 2021:				\$ 40,479
Capital Fund Balance on Jan. 1, 2020		\$ 723,624	2020	2021
<u>Revenues & Transfers</u>			Projected	Budget
Transfer from Operating Fund			121,748	146,450
PennEast License Fee/Annual Fee			\$ -	\$ 34,125
Wind Developer License Fee			35,000	35,000
Wind Developer Reimbursements			3,000	-
Total Revenues & Transfers			\$ 159,748	215,575
<u>Expenses & Transfers</u>				
Wind Project Development			\$ 3,000	\$ 9,000
PennEast Pipeline			-	4,500
Property & Security Improvements			-	50,000
Alternate Source Water Study			45,000	30,000
Total Expenses			48,000	93,500
Transfer to Operating Fund			-	-
Total Expenses & Transfers			\$ 48,000	\$ 93,500
Projected Balance on Dec. 31, 2020:			\$ 835,372	
Projected Balance on Dec. 31, 2021:				\$ 957,447
Total Cash Balance Both Funds:			\$ 875,851	\$ 997,926