

Parks and Recreation

	No of Staff	Tn Admin Recommendations	2005 Dept Requests	2004 Expended 12/30/03	2004 Appropriation	2003 Actual	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Management	1.0	\$78,385	\$78,385	\$37,841	\$78,686	\$78,385	\$75,868	\$70,729	\$69,197	\$122,661	\$119,666
Salaries Supervisory	2.0	\$99,158	\$99,158	\$47,869	\$99,539	\$99,158	\$91,461	\$84,686	\$79,016	\$74,753	\$71,673
Salaries Operational Staff	3.0	\$100,600	\$100,600	\$49,584	\$100,576	\$98,758	\$94,957	\$91,807	\$83,566	\$78,155	\$72,789
Salaries Technical & Professional	5.0	\$128,323	\$128,323	\$54,864	\$127,344	\$123,963	\$141,131	\$134,761	\$127,611	\$113,814	\$104,226
Salaries Temporary Tech & Professional	0.0	\$0	\$0	\$0	\$14,664	\$14,511	\$27,376	\$24,655	\$31,779	\$26,828	\$22,991
Management Additional Comp		\$4,450	\$4,450	\$3,300	\$4,450	\$4,450	\$4,300	\$4,000	\$4,000	\$4,000	\$4,000
Supervisory Staff Additional Comp		\$2,650	\$2,650	\$2,650	\$2,650	\$2,450	\$2,450	\$2,450	\$3,200	\$2,500	\$1,379
Operational Staff Additional Comp		\$550	\$550	\$550	\$500	\$500	\$250	\$250	\$250	\$250	\$0
Tech/Prof Additional Comp		\$4,800	\$4,800	\$4,150	\$4,600	\$3,890	\$3,820	\$3,960	\$3,840	\$4,320	\$727
O/T Operational & Supervisory Staff		\$2,095	\$2,095	\$1,294	\$2,068	\$1,907	\$1,904	\$854	\$2,351	\$2,385	\$2,315
PERSONAL SERVICES	11.0	\$421,011	\$421,011	\$202,103	\$435,077	\$427,972	\$443,517	\$418,152	\$404,810	\$429,666	\$399,767
Repairs & Maint. Facilities		\$1,500	\$1,500	\$792	\$1,755	\$2,534	\$1,982	\$2,189	\$1,932	\$3,212	\$2,252
Repairs & Maint. Equipment		\$1,500	\$1,500	\$444	\$1,400	\$2,070	\$1,896	\$626	\$1,171	\$1,299	\$881
Utilities Electric		\$3,460	\$3,460	\$1,254	\$3,810	\$2,183	\$2,880	\$3,205	\$2,988	\$2,878	\$2,780
Communication Telephone		\$5,370	\$5,370	\$2,190	\$4,900	\$5,680	\$5,319	\$6,614	\$8,284	\$4,470	\$5,312
Dues & Subscriptions		\$1,275	\$1,275	\$688	\$1,125	\$1,722	\$1,664	\$1,668	\$1,619	\$1,584	\$1,896
Instructional		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,209	\$1,545	\$1,620
Copy/Mail Center Fees		\$6,350	\$6,350	\$1,076	\$6,320	\$6,058	\$5,750	\$5,792	\$3,686	\$0	\$0
In/Out of State Travel/Meetings		\$2,785	\$2,785	\$825	\$2,389	\$1,376	\$2,270	\$1,806	\$1,460	\$2,572	\$2,881
PURCHASE OF SERVICES		\$22,240	\$22,240	\$7,269	\$21,699	\$21,624	\$21,761	\$21,900	\$22,349	\$17,559	\$17,622
Clothing Allowance Supervisory		\$200	\$200	\$115	\$200	\$131	\$196	\$168	\$200	\$200	\$198
Clothing Allowance Tech & Prof.		\$200	\$200	\$0	\$200	\$270	\$200	\$200	\$200	\$200	\$216
OTHER SERVICES MISC.		\$400	\$400	\$115	\$400	\$401	\$396	\$368	\$400	\$400	\$414
Communication Photocopying		\$3,636	\$3,636	\$670	\$4,524	\$4,548	\$2,646	\$2,282	\$4,744	\$4,551	\$3,769
Offset Printer		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,310	\$5,705
Contract Services Outreach Worker		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,258	\$7,458
School Custodial Charges		\$1,250	\$1,250	\$0	\$1,250	\$1,000	\$5,013	\$5,606	\$5,720	\$5,100	\$5,185
Special Needs Tuition's		\$5,340	\$5,340	\$5,648	\$4,950	\$5,590	\$6,705	\$5,562	\$3,966	\$4,078	\$4,609
TECHNICAL/PROFESSIONAL SVS		\$10,226	\$10,226	\$6,317	\$10,724	\$11,138	\$14,363	\$13,451	\$14,430	\$30,296	\$26,725
Office Supplies: Stationary		\$5,830	\$5,830	\$1,742	\$7,534	\$7,006	\$8,041	\$8,692	\$7,219	\$7,993	\$8,917
SUPPLIES		\$5,830	\$5,830	\$1,742	\$7,534	\$7,006	\$8,041	\$8,692	\$7,219	\$7,993	\$8,917
Dug Pond Treatment & Testing		\$22,694	\$22,694	\$0	\$22,200	\$21,947	\$20,879	\$36,932	\$1,500	\$17,235	\$31,987
Recreation Program Supplies		\$4,360	\$4,360	\$655	\$3,970	\$5,555	\$7,701	\$5,804	\$5,547	\$4,736	\$7,277
OTHER SUPPLIES		\$27,054	\$27,054	\$655	\$26,170	\$27,502	\$28,580	\$42,736	\$7,047	\$21,971	\$39,264
BUDGET TOTAL		\$486,761	\$486,761	\$218,201	\$501,604	\$495,644	\$516,658	\$505,298	\$456,255	\$507,885	\$492,709

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	FY'03 Earnings	FY'04 Scheduled Earnings	Pay Type	Level-Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2005	Total Appropriation	Additional Compensation			Total Add'l Comp	Clothing Allowance
												Longevity	Education	Other		
<u>Management</u>																
848	RICHARD CUGINI	\$82,835.09	<u>\$83,135.52</u>	BASE	M3-Perf		37.5408	40.0	1,501.63	<u>\$78,385.19</u>			<u>\$4,450.00</u>		<u>\$4,450.00</u>	
			\$83,135.52								\$78,385.19	\$0.00	\$4,450.00	\$0.00	\$4,450.00	
<u>Supervisory</u>																
3028	DANIEL KEEFE	\$54,195.77	\$52,821.36	BASE	M2-Max		24.5808	40.0	983.23	\$51,324.71		\$200.00	\$1,100.00		\$1,300.00	
1996	LINDA SIMKINS	\$49,083.47	\$49,366.84	BASE	M1-Max		22.9088	40.0	916.35	<u>\$47,833.57</u>		<u>\$250.00</u>	<u>\$1,100.00</u>		<u>\$1,350.00</u>	\$200.00
			\$102,188.20								\$99,158.28	\$450.00	\$2,200.00	\$0.00	\$2,650.00	
<u>Operational</u>																
2265	MARYLOU COFFEY	\$35,879.92	\$35,984.40	BASE	4-Max		18.1600	37.5	681.00	\$35,548.20		\$250.00			\$300.00	
3263	ELIZABETH CUGINI	\$26,056.09	\$28,085.40	HRLY	3-Max		17.7070	30.0	531.21	\$27,729.16		<u>\$250.00</u>			<u>\$250.00</u>	
3473	LINDA PINAULT	\$39,526.21	<u>\$37,466.07</u>	BASE	5-Max		19.0667	37.5	715.00	<u>\$37,323.07</u>						
			\$101,535.87								\$100,600.43	\$500.00	\$0.00	\$0.00	\$550.00	
<u>Technical/Professional</u>																
2255	DREW BILILIES	\$20,112.38	\$19,678.23	HRLY	MB-Max		15.0510	22.6	340.23	\$17,760.18		\$250.00	\$1,600.00		\$1,850.00	
41100	JANE HARVEY	\$18,202.20	\$20,734.68	HRLY	P1-5		15.8280	25.0	395.70	\$20,655.54					\$0.00	
41289	JOEL MAHONEY	\$35,707.30	\$35,022.95	BASE	M8-5		15.6072	40.0	647.38	\$33,793.48			\$1,100.00		\$1,100.00	
41688	NATHAN MCFALL	\$33,195.11	\$33,769.38	BASE	M6-Max		15.5865	40.0	623.46	\$32,544.69			\$1,100.00		\$1,100.00	\$200.00
3203	CATHERINE RANERI	<u>\$21,063.88</u>	<u>\$23,910.17</u>	HRLY	MB-Max		15.0510	30.0	451.53	<u>\$23,569.87</u>		\$250.00			\$250.00	
			\$133,115.42								\$128,323.76	<u>\$500.00</u>	<u>\$3,800.00</u>	<u>\$0.00</u>	<u>\$4,300.00</u>	
		<u>\$415,857.42</u>	<u>\$419,975.01</u>								<u>\$278,143.90</u>	<u>\$1,200.00</u>	<u>\$12,050.00</u>	<u>\$0.00</u>	<u>\$13,250.00</u>	<u>\$400.00</u>

OPERATIONAL OBJECTIVES

STAFF	No. Positions
Management	1
Supervisory	2
Operation Staff	8

Brief Narrative of the Department's Operational Objectives for FY04:

The operational objectives for the department is to maintain the department's operational staff, while level funding the budget. The budget is arrived at through the zero based budget format with the following objectives to be achieved:

- 1) Guarantee an effective overall department and community program that is well communicated to the public and is cost effective in these times of a tight economy. Programs need to have a built-in modest "capital" component so that the physical capital needs are properly met.
- 2) Guarantee an instant "audio" communication between office, field supervisory staff and administration throughout the year for program efficiency.
- 3) Guarantee a more effective Beach Operation for our residents and summer day camp participants.
- 4) Guarantee excellent water quality to "Dug Pond" for the community's use.
- 5) Provide quality facilities for public use through the use of the "field permit fee system." Benefactors to include youth sport groups, adult sports leagues, school programs, program participants, businesses and the public.

LINE ITEM EXPLANATION

Repairs & Maintenance of Facilities - This fund is used to pay for minor "trade" repairs to Memorial Beach and Camp Mary Bunker. This account also provides a year-round security and alarm system to Memorial Beach.

Repairs & Maintenance of Equipment - This fund is used to maintain and repair the Recreation Department office and summer camp building equipment.

Utilities • Electricity - This account provides the funds for electricity costs throughout the Recreation and Parks Department System. Some sites have their costs covered through non-profit organizations exclusive use during specific months.

Communication/Telephone - Telephone account covers the phone system at the Cole Center, Beach, Camp Arrowhead and one line at the Natick Community Organic Farm. The Department's cell phone system is also included in this account.

Dues & Subscriptions - This account covers state and national membership dues for the Department and Recreation and Parks Department Administrative Staff.

Copy Center/Mail Fees - Recreation & Parks Department assessment for copies at the Copy center also included in this. Money for additional copies over the "quarterly" assessments number is found here as well.

In/Out of State Travel/Meetings - This fund is used to cover travel reimbursement for Recreation & Parks Department Staff using their own vehicles on Town Business and Department Staff attending state and regional in-service training seminars, meetings and conferences.

Clothing Allowances - As by contract, this is the amount of money required to be paid to the Farm Manager and Assistant Farm Manager for clothing allowance due to nature of the job.

Communication/Photocopying - This fund pays for the operation of the Department's copy machine at the Cole Center. The Farm is now paying directly for the copier located at the Farm.

School Custodian Charges - This account pays for the "set-up custodian" and "rehearsal week hours" for the two Natick Drama Workshop Productions.

Special Needs Tuition - This fund helps to cover the cost of the agreement between Town of Natick and the Amputee Veteran's Association for 12 camper weeks to be paid by the Town as a rental fee for using their camp grounds and the remainder is to cover the anticipated "short fall" of Camp Arrowhead's costs.

Office Stationary - This fund covers all other office operational costs for the Cole Center. This includes postage, the printing and mailing of the Department's two main brochures, fax and receipt machine supplies, computer software, related supplies, paper and other associated office supplies. The Department does charge a \$2/program administration fee/registrant to help offset this account.

Dug Pond Treatment - This account funds the yearly treatment of Dug Pond with an alum treatment along with a weed treatment to be provided by a qualified contractor. This work is usually contracted for a three-year period.

Program Supplies - This fund calls for funds to provide training for year-round and summer staff, specialized first aid supplies, ads and subscriptions, uniforms for the beach staff, custodial supplies, aquatic equipment and supplies, camping supplies, arts and crafts supplies, awards for special events and audio-visual equipment. (The Department historically asks the Board of Selectmen for \$5,000 from BAA to help offset this line item and plans to do this again in the FY'05 budget year.) The \$3,970 reflects the future request and anticipated approval.

Recreation and Parks Department

OVERVIEW OF DEPARTMENT BUDGET

FY04 Budget	\$501,004	FY05 Proposed Budget	\$486,671
Offset Receipts By Positions	\$69,330	Offset Receipts By Positions	\$69,579
Projected Program Administrative Fee - Actual FY03	\$12,703	Projected Program Administrative Fee back to Town	\$0

Revolving Fund (Fee Analysis/Breakdown)

All money collected for Department services is processed through the Revolving Fund. A breakdown of special charges that are part of individual program user fees that help keep the Department's net budget balanced is as follows:

- \$4 - \$5/Program Administrative Fee (charged on any program that runs two or more sessions.) We would apply \$2 of this to Department's Spring/Summer and Fall/Winter Brochure production and mailing cost to all residents. The other \$2 - \$3 of this fee would be used for the set-up costs of Memorial Beach, Camp Arrowhead and other summer programs, so as not to make any of the individual summer programs too expensive.

Effect on Department's Operating Budget:

- Office Stationary and Supplies reduced from \$18,830 to \$5,830
- Salaries Temporary Technical and Professional - no funding requested by Department but the \$2 - \$3 portion of the Program Administrative Fee stays with Department to fund this need rather than being sent to the Town's General Fund.
- Offset receipts for (5) year-round positions that are charged against specific programs or are collected from NCOF Board. They are:

- Farm Administrative Assistant	\$20,655
- Farm Assistant Director	\$10,740
- Playground Director	\$23,480
- Program Coordinator	\$11,152
- Special Needs Director	\$3,552

Note: This money will be turned over to the Towns General Fund at the end of the fiscal year.

- Capital Account for those programs that the Recreation and Parks Commission and Administration agree need funds set aside for "modest capital needs or service. The Camp Arrowhead "Capital Assessment" for non-residents is an example of this.
 - The Department intends to only ask for capital improvements and equipment when the amount is \$10,000 or more or no fee can be assessed for this project.

Note that all other charges are based on the cost of the services being covered by the charge. Otherwise, that service or program can't be provided as originally designed.

BAA Fund

- BAA Request for "Program Supplies" Section

Note that in the spring the Recreation and Parks Department intends once again, to ask the Board of Selectmen for \$5,000 from the BAA for Recreation and Athletic Supplies which will be used to offset \$9,360 under the "Program Supply" section of the budget. The amount being requested is \$4,360 in anticipation of the Selectmen's approval.

SALARIES AND WAGES 5100

SALARIES MANAGEMENT (1 FT):

Superintendent - \$1,501.63 x 52.2 wks.	\$78,385.09	\$78,385.00
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SALARIES SUPERVISORY (2 FT):

Assistant Recreation Director:		
M2R6 - \$983.23 x 52.2 wks.	51,324.61	
Farm Director:		
M1R6 - \$916.35 x 52.2 wks.	<u>47,833.47</u>	99,158.00

SALARIES OPERATIONAL STAFF (2 FT, 1 PT):

Administrative Assistant		
B5R4 - \$715.00 x 52.2 wks.	37,323.00	
Bookkeeper/Receptionist		
B4R4 - \$681.00 x 52.2 wks.	35,548.20	
Part-time Office Receptionist (30 hrs./wk.) x \$17.707		
B3R4 - \$531.21 x 52.2 wks.	<u>27,729.16</u>	100,600.00

TECHNICAL/PROFESSIONAL STAFF SALARIES (2 FT, 3 PT)

Program Coordinator (33% Revenue Offset)		
M8R3 - \$647.384 x 52.2 wks.	33,793.44	
Assistant Farm Director (33% Revenue Offset)		
M6R6 - \$623.462 x 52.2 wks.	32,544.72	
Farm Work Assistant (100% Revenue Offset)		
P-1 - \$15.828 x 52 wks. x 25 hrs.	20,655.40	
Pre-School Instructor (100% Revenue Offset)		
MBR6 - \$15.051/hr. x 30 hrs. x 52 wks.	23,479.56	
Special Needs Coordinator (\$3,552.00 Revenue Offset)		
MAR6 - \$15.051/hr. x 1,180 hrs.	<u>17,760.18</u>	128,233.30

SALARIES TEMPORARY TECHNICAL/PROFESSIONAL ~ No Request ~

*This Section Funded Through Use Of Administrative Fee

MANAGEMENT ADDITIONAL COMPENSATION (Prof. Training)		4,450.00
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SUPERVISORY STAFF ADDITIONAL COMPENSATION

- Farm Director Coordinator - Longevity	250.00	
- Assistant Superintendent Longevity	200.00	
- Educational Stipend - Asst. Director/Farm Coordinator	<u>2,200.00</u>	2,650.00

OPERATIONAL/PROFESSIONAL ADDITIONAL COMPENSATION

- Longevity for Bookkeeper	250.00	
- Longevity for Administrative Assistant	<u>300.00</u>	550.00

TECHNICAL/PROFESSIONAL ADDITIONAL COMPENSATION

- Special Needs Coordinator	250.00	
- Longevity for Playgroup Director	250.00	
- Assist Farm Direct Compensation (when Director out) 25 days x \$20 day	500.00	
- Ed Stipend - Special Needs Coord., Program Coord. & Asst. Farm Dir.	<u>3,800.00</u>	4,800.00

OT/SUPERVISORY/OPERATIONAL STAFF

- Administrative Assistant - \$28.60/hr. x 16	457.60	
- Bookkeeper/Receptionist - \$27.24/hr. x 16	435.84	
- Receptionist - \$26.56/hr. x 16	424.96	
- Program Coordinator - \$24.28 x 32	<u>776.90</u>	2095.30

TOTAL SALARIES AND WAGES

\$420,921.70

PERSONAL SERVICES 5210

CLOTHING ALLOWANCE SUPERVISORY (By Contract)	\$ 200.00	
CLOTHING ALLOWANCE TECH & PROFESSIONAL (By Contract)	<u>200.00</u>	
TOTAL PERSONAL SERVICES		<u>\$ 400.00</u>

PURCHASE OF SERVICES 5200

UTILITIES: ELECTRIC

Memorial Field (S. Natick) Lights	8 mo. x \$25 (non-softball month) (Softball/LL-covers other months)	200.00	
H.S. Tennis Courts	8 mo. x \$25 (non-tennis Assoc.) (Tennis Assoc. to cover other months)	200.00	
J. J. Lane Park	12 mo. x \$20	240.00	
Memorial Beach* Summer	1 mo. x \$225 9 mo. x \$25	450.00*	
Camp Arrowhead Summer	3 mo. x \$250 + (non-summer) 9 x 40	1,110.00	
Camp Mary Bunker Summer	6 mo. x \$20 6 mo. x \$40	360.00	
Lilja Field Irrigation	7 mo. x \$20 + 5 mo. x \$80/mo.	540.00	
Skate Park	6 mo. x \$20 + 6 mo - Skate Park Assoc.	120.00	
Henry Wilson	12 mos. x \$20	<u>240.00</u>	
			3,460.00

* Note 2 month credit applied.

REPAIRS & MAINTENANCE: FACILITIES:

1. Alarm systems (3% increase)	750.00	
a. Service Contracts - \$350		
b. Monitoring Contract - \$400		
2. Electric, plumbing, carpentry and masonry repairs Beach, Camp Mary Bunker	<u>750.00</u>	
		1,500.00

REPAIRS & MAINTENANCE: EQUIPMENT:

Office - FAX/adding machines/printer/receipt machines/staplers keys and locks/storage cabinet	500.00	
Beach - Piers repairs/fill tanks/receipt machines/Repair Guard Chairs	750.00	
Arrowhead	<u>250.00</u>	
		1500.00

TOTAL PURCHASE OF SERVICES

\$6,460.00

TECHNICAL/PROFESSIONAL SERVICES 5300

TELEPHONE

Cole Center Phones - \$335/month x 12	\$4,020.00	
2 Office lines/FAX/Tape		
Farm - Main Line/Fax Line		
Camp Arrowhead - Main Phone		
Beach - Security/Main Phone - (Measured Business Line/Centrex \$12.50 x 12)	150.00	
Cell Phone System 2 @ \$32/month x 12		
2 @ \$18/month x 12	<u>1,200.00</u>	
		\$5,370.00

COPY/MAIL CENTER

Printing of Department's Spring/Summer & Fall/Winter Brochures - 650,000 x .007	4,550.00	
Quarterly Assessment of Copy Center		
2961 copies/season use - \$450 x 4	<u>1,800.00</u>	
		6,350.00

COMMUNICATION PHOTOCOPYING

Copier at Cole - Service contract (12 mo. x \$67) (10,000 copies/month x .0161)	2,736.00	
- Supplies for copier: Black Ink (6 x \$150)	<u>900.00</u>	
		3,636.00

CUSTODIAL CHARGES

Drama Workshop - Fall & Spring Shows		
Set-up and rehearsal week - \$25.00/hr. x 50 hrs.	<u>1,250.00</u>	
		1,250.00

SPECIAL NEEDS TUITION and FINANCIAL AID

16 Natick Residents - \$55 x 48 Camper weeks	2,640.00	
Amputee Veteran's Agreement - x \$220 x 12 Camper weeks	<u>2,700.00</u>	
		5,340.00

TOTAL TECHNICAL/PROFESSIONAL SERVICES

\$21,946.00

SUPPLIES 5400

OFFICE SUPPLIES: STATIONERY

Printing of Department Fliers/Forms 200,000 prints x .007	1,400.00	
Belmont Springs (12 mo. x \$25/mo.)	300.00	
Paper - 30 cases x \$30/case (white)	1,200.00	
Postage (\$250 x 3 summer + \$200 x 9 non-summer mo.)	2,550.00	
FAX/Receipt Machine supplies - 4 (sets) labels/paper/ribbons/(8) cartridges)	800.00	
Envelopes/ General Office Supplies	3,000.00	
Computer Software/supplies		
(8 x \$125 printer toner, CD discs 4 x \$25, artwork software and supplies \$500)	1,600.00	
Mailing Lists for 2 Major Brochures \$240 x 2	480.00	
Mailing of 2 Major Brochures \$2,850 x 2	5,700.00	
Paper for 2 Major Brochures and Flyers - 60 cases each of white/color paper \$30	<u>1,800.00</u>	
		18,830.00

* \$2/Fee/Registrant to be charged for 2 Major Dept. Brochures
For Preparation/Printing/Mailing **(13,000.00)**

TOTAL SUPPLIES

\$5,830.00

OTHER SUPPLIES, MISC. 5500

DUG POND TREATMENT AND TESTING (June, 2000)

(3-year contract covering (2004 - 2006)

Weed treatment at Pond

\$ 20,404.00

2,290.00

\$22,694.00

REC. PROGRAM SUPPLIES

Instructional Summer - Water Front Module Training - 14 x \$25

350.00

Beach Staff - 9 CPR x \$55 + 6 Standard First Aid x \$85

1,005.00

Year Round Instructional Aids (CPR) - 9 x \$55

495.00

6 Standard First Aid x \$85

510.00

First Aid Supplies - Bloodborne Pathogen Barriers/Masks/Protective Gear/Gloves

500.00

Ads/Subscriptions

1,000.00

Audio Visual

500.00

Special Events Supplies - Arts & Crafts/Athletic Supplies/Awards, etc.

1,000.00

Camping Equipment & Supplies

500.00

Uniforms (Beach Staff - Suits, T-shirts & Hats as appropriate) - 20 Staff

1,500.00

Custodial Supplies

750.00

Aquatic Equipment & Safety Equipment Supplies, boom poles, geese/bee deterrents,
anchors & chains, tools and rescue tubes, bags & kick boards)

1,250.00

9,360.00

** BAA Funding for Recreation/Athletic Equipment Supplies

(5,000.00)

4,360.00

TOTAL OTHER SUPPLIES

\$27,054.00

OTHER CHARGES/EXPENDITURES 5700

IN-STATE TRAVEL/MEETINGS:

Mileage 3,000 miles/mo. x \$.32/mi.

Asst. Director - 1,200 miles

Program Coordinator - 1,200 miles

Administrative Assistant/Superintendent - 600 miles

\$ 960.00

\$ 960.00

MEETING AND CONFERENCES:

MRPA State Conference (3) x \$125

375.00

NOFA Conf. (3) x \$150

450.00

NE - Regional Conference (3) x \$300

900.00

Various MRPA State Meetings

100.00

1,825.00

DUES AND SUBSCRIPTIONS:

MRPA - (3 x 75)

225.00

NRPA (Agency)

450.00

Swim League Registration

450.00

Twin Valley Softball League

100.00

Positive Coaching Alliance

50.00

1,275.00

TOTAL OTHER CHARGES/EXPENDITURES

4,060.00

TOTAL SERVICES, SUPPLIES AND MISC. OTHER

\$65,750.00

TOTAL SALARIES AND WAGES

\$420,921.70

TOTAL FY05 BUDGET

\$486,671.70

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
GRAND TOTALS				835,296	69,579	2,546	823,937	73,846	14,474	13,736	(4,547)
										DBI Chk >>	(4,547)
SPECIAL EVENTS				14,230	600	0	14,842	2,250	186	0	2,262
CHERYL CALDER MEMORIAL GOLF TOURN.				1,776	0	0	2,000	0	0	0	224
Players Greens Fees	40	Players	35.00	1,400							
Trophy Awards	12	Awards	8.00	96							
Food & Drinks	40	Players	7.00	280							
Golfer Entrance Fees	40	Players	50.00				2,000				
FATHER/DAUGHTER VALENTINES DAY DANCE				1,292	0	0	1,302	0	186	0	10
4 Staff @ 5 Hours Each	30	Hours	9.07	272							
Professional Disc Jockey	5	Hours	80.00	400							
1 Custodian (clean up prior)	3	Hours	30.00	90							
Food & Drinks	1		200.00	200							
Decorations	1		100.00	100							
Film	10	Rolls	11.00	110							
Develop Film	10	Rolls	12.00	120							
Participants (Ages 4 to 6)	48	Couples	14.00				672		96		
Participants (Ages 7 to 11)	45	Couples	14.00				630		90		
PUBLIC SKATING- CONTRACTED WITH WEST SUBURBAN ARENA											
BIRTHDAY PARTIES (3 Seasons)				7,462	0	0	9,240	0	0	0	1,778
Supervisor - 4.5 hrs x 2 Parties/Day x 33 Days	297	Hours	13.79	4,096							
Assistant - 4 hrs x 2 Parties/Day x 33 Days	264	Hours	12.75	3,366							
33 days x 2 Parties/day x \$125.00/Par	66	Parties	140.00				9,240				
FLEA MARKET/YARD SALE (2 Seasons)				264	600	0	1,100	0	0	0	236
Supervisor (2 Seasons) (Prog. Coord - O/R)	20	Hours	25.00		500						
DPW Labor (2 Seasons)	8	Hours	33.00	264							
Space Rental Fee (25 Spaces/ Season)	40	Spaces	25.00				1,000				
Table Rental Fee (5 Tables/ Season)	10	Tables	10.00		100		100				

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
"SPOOKTACULAR" HALLOWEEN PARTY				2,200	0	0	200	2,000	0	0	0
Entertainment	1	Total	600.00	600							
Assorted Arts & Crafts/Decorating Materials	1	Total	750.00	750							
Pumpkins & Costumes	1	Total	550.00	550							
Gifts/Bags/Prizes	1	Total	300.00	300							
Misc. Donations & Raffles	1	Total	200.00				200				
Contribution (Cognex/RCN)	1	Total	2,000.00					2,000			
EGG HUNT				1,237	0	0	1,000	250	0	0	13
1 Custodian	4	Hours	25.00	100							
1 Bunny	3	Hours	12.21	37							
Chocolate Eggs	1	Basket	800.00	800							
Bunny Suit	1	Total	50.00	50							
Entertainment (Magician, etc.)	1	Total	250.00	250							
Admissions (Avg. Attendance)	500	Students	2.00				1,000				
Contribution (Natick Family Network)	1	Total	250.00					250			
Preschool & Youth Program	0			82,375	24,750	0	104,222	6,500	2,194	2,194	3,597
PLAYGROUP - Age 2 - Pre-K (3 Seasons)				13,721	22,650	0	36,720	0	720	720	349
Director (O/R) (43 Wks @ 35 hours/Wk)	1,505	Hour	15.05		22,650						
Assistant (39 Wks @ 25 hours/Wk)	975	Hour	11.15	10,871							
Supplies	3	Sessions	800.00	2,400							
Juice	3	Sessions	100.00	300							
First Aid	3	Sessions	50.00	150							
Participants	360	Students	102.00				36,720		720	720	
MIGHTY MIGHT SPORTS - Ages 4&5 (2 Seasons)				4,010	0	0	6,650	0	380	380	2,640
Staff (6 Staff x 3 Classes x 5 Wks x 2 Seasons)	180	Classes	17.00	3,060							
Field Charge	190	Students	5.00	950							
Participants	190	Students	35.00				6,650		380	380	
KINDER DANCE I & II- Ages 3 & 4 (3 Seasons)				5,400	0	0	5,472	0	192	192	72
Instructor (4 Classes x 9 Wks x 3 Seasons)	108	Classes	50.00	5,400							
Participants (32 ea Season x 3 Seasons)	96	Students	57.00				5,472		192	192	
PRE-BALLET & JAZZ - Ages 4 - 5 (3 Seasons)				1,350	0	0	1,368	0	48	48	18
Instructor (1 Class x 9 Wks x 3 Seasons)	27	Classes	50.00	1,350							
Participants (32 ea Season x 3 Seasons)	24	Students	57.00				1,368		48	48	

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
BABES IN ARTLAND - Ages 2 & 3 (3 Seasons)				540	0	0	540	0	36	36	0
Contracted (minimum 6 Kids x 3 Sessions)	18	Kids	30.00	540							
Participants	18	Students	30.00				540		36	36	
GYMNASTICS FOR ALL - Ages 3 - 8 (2 Seasons)				2,880	0	0	2,880	0	64	64	0
Contracted (Min. 8 Kids x 2 Classes x 2 Seasons)	36	Weeks	80.00	2,880							
Participants	32	Students	90.00				2,880		64	64	
KIDPOWER - Ages 5 - 7 (2 Seasons)				900	0	0	912	0	32	32	12
Instructor (9 weeks x 2 Seasons)	18	Classes	50.00	900							
Participants	16	Students	57.00				912		32	32	
BASKETBALL - Grade 2 & 3				798	0	0	800	0	40	40	2
2 Instructors (1.5 Classes x 6 Weeks each)	18	Classes	32.31	582							
1 Assistant (2 Classes x 6 Weeks each)	12	Classes	18.00	216							
Participants	20	Students	40.00				800		40	40	
STRIKES, SPARES & PINS (Bowling) - Age 6-10				1,261	0	0	1,260	0	30	30	(1)
Supervisor (2.5 hours x 8 Weeks)	20	Hours	12.21	244							
2 Assistants (2 hours x 8 Weeks)	32	Hours	11.15	357							
Bowling (8 weeks x 15 Bowlers)	120	Weeks	5.50	660							
Participants	15	Students	84.00				1,260		30	30	
ARTWORKS - Ages 6 - 10 (3 Seasons)				2,355	0	0	2,376	0	72	72	21
Supervisor (6.5 Hrs x 8 Sessions x 3 Seasons)	156	Hours	12.21	1,905							
Supplies	3	Season	150.00	450							
Participants	36	Students	66.00				2,376		72	72	
SPORTS FOR ALL - Ages 6 - 10 (3 Seasons)				7,630	2,100	0	9,900	0	330	330	170
4 Supervisors (3.5 hours x 7 Wks x 3 Seasons)	294	Hours	13.79	4,054							
4 Assistants (3.5 hours x 7 Wks x 3 Seasons)	294	Hours	8.76	2,575							
Special Needs Coordinator (O/R)	1	Total	2,100.00		2,100						
Supplies	1	Total	400.00	400							
Custodial (Johnson)	24	Hours	25.00	600							
Participants	165	Students	60.00				9,900		330	330	
BEGINNING THEATRE - Grades K&1 (2 Seasons)				384	0	0	384	0	32	32	0
Instructor (6 Classes x 2 Seasons)	12	Classes	32.00	384							
Participants	16	Students	24.00				384		32	32	
INTRO TO PLAY PRODUCTION - Grades 3 & 4				2,160	0	0	2,160	0	108	108	0
Instructor (9 Kids x 2 Classes x 3 Seasons)	54	Classes	40.00	2,160							
Participants	54	Students	40.00				2,160		108	108	
PARENTS NIGHT OUT				8,918	0	0	9,000	0	0	0	82
Supervisor (5 Hours/night x 18 Nights)	90	Hours	13.79	1,241							
6 Staff (6 Hours/night x 18 Nights each)	648	Hours	9.07	5,877							
Supplies (\$100.00 avg./night x 18 nights)	18	Night	100.00	1,800							
Participants (45 on avg./night x 18 Nights)	810	Students	10.00				8,100				

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

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				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
Concession (Average/ Night)	18	Nights	50.00				900				
NATICK DRAMA WORKSHOP - Grades 5 - 8		(2 Productions/Year)		30,068	0	0	23,800	6,500	110	110	232
Director	1	Total	3,200.00	3,200							
Musical Director	1	Total	2,200.00	2,200							
Choreographer	1	Total	1,700.00	1,700							
Production Manager	1	Total	1,300.00	1,300							
Scenery Stipend	1	Total	1,200.00	1,200							
Orchestra	1	Total	700.00	700							
Costumer	1	Total	500.00	500							
Poster Designer	1	Total	90.00	90							
Stage Crew	1	Total	210.00	210							
Apprentice	1	Total	55.00	55							
Program Designer	1	Total	50.00	50							
Lighting Director	1	Total	400.00	400							
Sound Technician	1	Total	200.00	200							
Costumes	1	Total	3,443.75	3,444							
Royalties	1	Total	1,235.00	1,235							
Scenery/Props	1	Total	5,066.65	5,067							
Rental Auditorium	1	Total	2,250.00	2,250							
Rental Lights	1	Total	575.87	576							
Tickets	1	Total	168.83	169							
Sound Equipment	1	Total	397.74	398							
Printing Costs	1	Total	1,226.20	1,226							
Photographs	1	Total	52.73	53							
Postage	1	Total	145.15	145							
Transportation	1	Total	440.00	440							
Cost, Striking Stage	1	Total	244.59	245							
Supplies, Miscellaneous	1	Total	943.96	944							
Equipment (Headset/typewriter)	1	Total	334.95	335							
Concession, T-Shirts/Silk screening	1	Total	1,737.45	1,737							
Participants (2 Shows @ \$80.00/ Show)	55	Students	160.00				8,800		110	110	
Refreshments, Ticket Sales, T-shirt Sales	1	Total	15,000.00				15,000				
Pre-Show Fundraising (by Friends of NDW)	1	Total	6,500.00					6,500			

* Custodian Fees - \$1,250 under Dept. Budget

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

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				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
YOUTH WINTER BASKETBALL Grd 4-8				84,792	0	0	78,840	6,300	1,840	1,420	348
Elementary Level - Grades 4 & 5/6				32,939	0	0	29,400	3,600	840	840	61
Grade 4 ----- Boys >>> 8 Teams Girls >>> 8 Teams											
Grade 5/6 ----- Boys >>> 14 Teams Girls >>> 12 Teams											
Referees (2/Game x 21 Games/Wk x 10 Wks)	420	Games	31.37	13,175							
Building Supervisors (40 Hours/Wk x 10 Wks)	440	Hours	9.21	4,052							
Program Supervisors (15 Hours/Wk x 14 Wks)	210	Hours	15.91	3,341							
T-Shirts	42	Teams	75.00	3,150							
Custodial Charges (24 Hrs./Wk. x 11 Wks.)	264	Hours	25.00	6,600							
Energy Fee	264	Hour	5.00	1,320							
First Aid	1	Total	250.00	250							
Insurance Coverage (Special Event Policy)	1	Total	800.00	800							
Misc. supplies (whistles, lanyards, etc.)	1	Total	250.00	250							
Participants	420	Students	70.00				29,400		840	840	
Sponsors	24	Sponsors	150.00					3,600			
Middle School Level - Grades 7/8				18,907	0	0	16,200	2,700	360	360	(7)
Grade 7/8 ----- Boys >>> 11 Teams Girls >>> 7 Teams											
Referees (2/Game x 9 Games/Wk x 10 Wks)	180	Games	32.37	5,827							
Building Supervisors (25 Hours/Wk x 11 Wks)	275	Hours	9.21	2,533							
Program Supervisors (15 Hours/Wk x 14 Wks)	210	Hours	15.91	3,341							
Scorers (2/Game x 9 Games/Wk x 10 Wks)	180	Games	9.15	1,647							
T-Shirts	18	Teams	75.00	1,350							
Custodial Charge (12 Hours/ Wk x 11 Wks)	132	Hours	25.00	3,300							
Energy Fee	132	Hours	5.00	660							
Misc. supplies (whistles, lanyards, etc.)	1	Total	250.00	250							
Participants	180	Students	90.00				16,200		360	360	
Sponsors	18	Sponsors	150.00					2,700			
JR. CHIEFS WRESTLING - Grades 5 - 8				2,390	0	0	2,400	0	60	60	10
Polo Shirts	3	Shirts	15.00	45							
T-Shirts	30	Shirts	9.00	270							
Custodial	24	Hours	25.00	600							
First Aid	1	Total	75.00	75							
Equipment Replacement (Headgear, Singlets etc.)	1	Total	300.00	300							
Trophies/Banquet	1	Total	350.00	350							
League Fees - Grades 5 - 8	30	Students	25.00	750							
Participants	30	Students	80.00				2,400		60	60	

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

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				904,876		900,328					
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TEEN PROGRAM • "TNT" (Today's Natick Teens)				5,739	0	0	5,850	0	0	0	111
Staff (5 @ 4 hours/Night x 18 Nights)	360	Hours	8.76	3,154							
Disc Jockey	18	Nights	60.00	1,080							
Soda (2 Cases/Night x 18 Nights)	36	Cases	5.99	216							
Candy (2 Boxes/Night x 18 Nights)	36	Boxes	6.83	246							
Ice (3 Bags/night x 18 Nights)	54		1.00	54							
CD's (10 CD's x 3 Seasons)	30		13.00	390							
Games/Toys/Decorations (3 Seasons)	1		600.00	600							
Participants (18 nights @ 55/Night Avg)	990	Students	5.00				4,950				
Concession (\$50 Avg./Night)	18	Nights	50.00				900				
SKI TRIPS - Grades 5 - 8 (4 Trips)				7,281	0	0	7,320	0	240	0	39
Staff (2 @ 14 hours/Trip x 4 Trips)	112	Hours	8.76	981							
Bus	4	Trips	675.00	2,700							
Lift Tickets	120	Tickets	30.00	3,600							
Participants	120	Students	61.00				7,320		240		
TEEN SPECIAL EVENTS - Grades 5 - 8		(2 Per Season)		2,719	0	0	2,790	0	180	0	71
Staff (2 @ 8 hours/Day x 6 Days)	96	Hours	10.30	989							
Activity (15 Participants x 6 Days)	90	Student	10.00	900							
Van Transportation	6	Days	130.00	780							
Gas	1	Total	50.00	50							
Participants	90	Students	31.00				2,790		180		
NASHOBA VALLEY SKI - Grades 3 - 10				14,816	0	0	14,880	0	160	160	64
Supervisor (6 Hours/Day x 6 Days)	36	Hours	13.79	496							
Station Wagon	6	Days	90.00	540							
School Buses (3 @ 6 Days Each)	18	Days	210.00	3,780							
Lift/Lessons (Per 6 Week session)	80	Lessons	125.00	10,000							
Participants	80	Students	186.00				14,880		160	160	
ADULTS				27,172	0	546	26,822	0	964	964	196
INDOOR TENNIS - Grades 3 to Adult (5 Sessions)				5,280	0	0	5,280	0	160	160	0
Contracted (4 @ 4 Classes x 6 wks x 5 Sessions)	480	Classes	11.00	5,280							
Participants	80	Students	66.00				5,280		160	160	
DOG OBEDIENCE - Age 12 - Adult (3 Sessions)				2,400	0	0	2,408	0	112	112	8
Contracted (2 classes/ Session x 3 Sessions)	6	Sessions	400.00	2,400							
Participants	56	Students	43.00				2,408		112	112	

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

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				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
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SPRING GOLF LESSONS – Adult (6 Sessions)				3,750	0	0	3,780	0	108	108	30
Contracted (5 Classes x 6 Sessions)	30	Classes	125.00	3,750							
Participants	54	Students	70.00				3,780		108	108	
DANCE EXERCISE - Adult (3 Sessions)		AM & PM Classes		8,550	0	0	8,550	0	180	180	0
Contracted (15 @ 2 Classes x 3 Sessions)	90	Sessions	95.00	8,550							
Participants	90	Students	95.00				8,550		180	180	
MEN'S OVER 30 BASKETBALL - Age 30 & Up				1,205	0	0	1,248	0	96	96	43
Supervisor	30	Nights	31.00	930							
Custodial Charges	10	Hours	25.00	250							
First Aid	1	Total	25.00	25							
Participants	48	Students	26.00				1,248		96	96	
CO-ED OPEN GYM VOLLEYBALL (2 Seasons)				1,926	0	0	1,932	0	92	92	6
Supervisor	36	Nights	34.48	1,241							
Custodial Charges	24	Hours	25.00	600							
Volleyballs	2	Balls	30.00	60							
First Aid	1	Total	25.00	25							
Participants	46	Students	42.00				1,932		92	92	
SLO PITCH WOMEN'S SOFTBALL		H/S Grad or Older		3,010	0	546	2,574	0	156	156	110
"Dudley Thunder" Softballs	4	Dozen	50.00	200							
Bleachers + \$7 Capital	78	Players	7.00	546		546					
Championship Trophies	2	Trophies	75.00	150							
Umpire (1 per Game)	43	Games	32.31	1,389							
All-star T-Shirts	26	Shirts	10.00	260							
All Star Goodies	1	Total	50.00	50							
First Aid	1	Total	25.00	25							
Field Fees	78		5.00	390							
Participants	78	Players	33.00				2,574		156	156	
* Requesting \$1000 for Bleachers from BAA											
T'AI CHI CHUAN (3 Seasons)				1,050	0	0	1,050	0	60	60	0
Contracted (10 @ 3 Sessions)	30	Sessions	35.00	1,050							
Participants	30	Students	35.00				1,050		60	60	

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SKYLINE • (SPECIAL NEEDS)				60,450	1,452	0	62,754	900	2,534	2,534	1,752
BOWLING (3 Seasons)				6,139	0	0	6,180	0	120	120	41
Staff (2.75 Hours x 10 Wks x 3 Season)	83	Hours	13.79	1,138							
Staff (2 Hours x 10 Wks x 3 Season)	60	Hours	12.21	733							
Staff (2 Hours x 10 Wks x 3 Season)	60	Hours	11.15	669							
Bowling (20/ Wk x 10 Wks x 3 Seasons)	600	Person	6.00	3,600			6,180		120	120	
Participants (20/Season x 3 Seasons)	60	Sessions	103.00								
SOCCER				1,117	0	0	1,260	0	36	36	143
Staff (3.5 Hours x 10 Wks)	35	Hours	13.79	483							
Staff (2 Hours x 10 Wks)	20	Hours	12.21	244							
Staff (3.5 Hours x 10 Wks)	35	Hours	11.15	390							
Participants	18	Players	70.00				1,260		36	36	
BASKETBALL				1,916	0	0	1,920	0	48	48	4
Staff (3.5 Hours x 10 Wks)	35	Hours	13.79	483							
Staff (2 Hours x 10 Wks)	20	Hours	12.21	244							
Staff (4 Hours x 10 Wks)	40	Hours	11.15	446							
Staff (2 Hours x 10 Wks)	20	Hours	11.15	223							
Custodian (2 Hours/Wk x 10 Weeks)	20	Hours	25.00	500							
Misc Basketball Costs	1	Total	20.00	20							
Participants	24	Players	80.00				1,920		48	48	
TRACK & FIELD				1,623	0	0	1,632	0	48	48	9
Staff (3.5 Hours x 10 Wks)	35	Hours	13.79	483							
Staff (2 Hours x 10 Wks)	20	Hours	12.21	244							
Staff (4 Hours x 10 Wks)	40	Hours	11.15	446							
DPW Labor Charge	5	Weeks	90.00	450							
Participants	24	Players	68.00				1,632		48	48	
CREATIVE ARTISTS (3 Seasons)				3,330	0	0	3,348	0	72	72	18
Staff (6 Hours x 10 Wks x 3 Seasons)	180	Hours	12.21	2,198							
Staff (2 Hours x 10 Wks x 3 Seasons)	60	Hours	12.21	733							
Supplies	1	Total	400.00	400							
Participants	36	Students	93.00				3,348		72	72	

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	# of Units	Unit of Measure	Unit \$ Rate	Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
SWIMMING (3 Seasons)				4,973	0	0	4,740	0	120	120	(233)
Staff (3.75 Hours x 10 Wks x 3 Seasons)	113	Hours	13.79	1,551							
Staff (6.5 Hours x 10 Wks x 3 Seasons)	195	Hours	13.79	2,689							
Staff (2 Hours x 10 Wks x 3 Seasons)	60	Hours	12.21	733							
Participants (10/ Sp. Needs Class x 3 Seasons)	30	Students	79.00				2,370		60	60	
Participants (10 @ Open Class x 3 Seasons)	30	Students	79.00				2,370		60	60	
DRAMA (3 Sess.)				1,505	0	0	1,512	0	42	42	7
Staff (2.5 Hours x 10 Wks x 3 Sessions)	75	Hours	11.15	836							
Staff (2 Hours x 10 Wks x 3 Sessions)	60	Hours	11.15	669							
Participants	21	Sessions	72.00				1,512		42	42	
SATURDAY TRANSPORTATION (3 Seasons)				1,560	0	0	660	900	132	132	0
Staff (2 Hours x 10 Wks x 3 Seasons)	60	Hours	13.79	827							
Staff (2 Hours x 10 Wks x 3 Seasons)	60	Hours	12.21	733							
Participants (22/Wk x 10 Weeks x 3 Seasons)	66	Students	10.00				660		132	132	
PATH Contribution	1	Total	900.00					900			
CLUB WEST (3 Seasons)				5,201	0	0	5,082	0	66	66	(119)
Staff (5 Hours x 6 Wks x 3 Seasons)	90	Hours	13.79	1,241							
Admissions/Meals (11/Wk x 6 Wks x 3 Seasons)	198	Diners	20.00	3,960							
Participants	33		154.00				5,082		66	66	
TICKET TO ADVENTURE (3 Seasons)				7,173	0	0	7,800	0	78	78	627
Staff (6 Hours x 6 Wks x 3 Seasons)	108	Hours	13.79	1,489							
Staff (5 Hours x 6 Wks x 3 Sessions)	90	Hours	11.15	1,004							
Entertainment (13/Wk x 6 Wks x 3 Seasons)	234	Students	20.00	4,680							
Participants	39	Students	200.00				7,800		78	78	
FRIDAY NIGHT LIVE #'s 1 & 2		(3 Seasons - 2 Progr.)		4,336	0	0	4,758	0	78	78	422
Staff (4.5 Hours x 6 Wks x 3 Seasons)	81	Hours	13.79	1,117							
Staff (4 Hours x 6 Wks x 3 Seasons)	72	Hours	12.21	879							
Entertainment (13/Wk x 6 Wks x 3 Seasons)	234	Students	10.00	2,340							
Participants (13/Season x 3 Seasons)	39	Students	122.00				4,758		78	78	
ATHLETES ON THE MOVE (3 Seasons)				2,498	0	0	2,520	0	90	90	22
Staff (2 @ 3 Hours x 10 Wks x 3 Seasons)	180	Hours	12.21	2,198							
Supplies and Equipment	1	Total	300.00	300							
Participants (15/Season x 3 Seasons)	45	Students	56.00				2,520		90	90	

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
V. I. P. AFTERSCHOOL PROGRAM (3 Seasons)				17,848	1,452	0	20,110	0	1,576	1,576	810
Staff (15 Hours x 12 Wks x 3 Seasons)	540	Hours	13.79	7,447							
Staff (15 Hours x 12 Wks x 3 Seasons)	540	Hours	12.21	6,593							
Early Release Staff (3 Hrs x 12 Wks x 3 Seasons)	108	Hours	13.79	1,489							
Early Release Staff (3 Hrs x 12 Wks x 3 Seasons)	108	Hours	12.21	1,319							
Supplies and Misc.	1	Total	1,000.00	1,000							
Participants (4 @ 170 Days Each)	680	Days	27.00				18,360		1,360	1,360	
Early Release Participants (3 @36 Days Each)	108	Days	16.20				1,750		216	216	
Special Needs Coordinator					1,452						
SOFTBALL				1,230	0	0	1,232	0	28	28	2
Staff (2 Hours x 10 Wks)	20	Hours	12.21	244							
Staff (Special Olympics)	30	Hours	12.21	366							
Staff (2 Hours x 10 Wks)	20	Hours	12.21	244							
Staff (Special Olympics)	25	Hours	12.21	305							
Field Use Fees	14	Hours	5.00	70							
Participants	14	Students	88.00				1,232		28	28	
SUMMER PROGRAMMING				7,650	0	0	0	7,580	0	0	(70)
SUMMER CONCERTS - All Ages				7,650	0	0	0	7,580	0	0	(70)
Staff (Sound System)	1	Total	500.00	500							
Monday Evening (Adults) (500 Avg./Act)	9	Bands	500.00	4,500							
Wednesday Evening (Children's) (350 Avg./Act)	7	Perfomers	350.00	2,450							
Custodial (Rain out for 2 Concerts)	8	Hours	25.00	200							
Sponsors (Monday Evening)	9	Sponsors	470.00					4,230			
Sponsors (Wednesday Evening)	7	Sponsors	350.00					2,450			
50/50 Raffle Weekly Donation (Avg./Wk)	9	Weeks	100.00					900			
MINI CLINICS				17,360	0	440	17,508	0	510	510	588

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
TEEN TRACK - Grades 4 – 8	35			988	0	0	1,120	0	70	70	132
Instructor (1 @ 2 Hours x 6 Classes)	12	Hours	13.79	165							
Assistant Instructors (2 @ 2 Hours x 6 Classes)	24	Hours	8.76	210							
Union Personnel	14	Hours	33.00	462							
Tank-Top T-Shirts	30	Shirts	5.00	150							
Participants	35	Students	32.00				1,120		70	70	
JOHN SMITH SOCCER – Ages 5 – 11	40			3,600	0	200	3,400	0	80	80	0
Contracted (40 Kids Min.)	40	Players	80.00	3,200							
Field Use Fees	40	Players	5.00	200							
Purchase Goals (Capital)	40	Players	5.00	200		200					
Participants	40	Players	85.00				3,400		80	80	
SUMMER HOOPS - Grade 5 – 8	54			1,772	0	0	2,268	0	108	108	496
Instructor (7.5 Hours/Day x 10 Days)	75	Hours	13.79	1,034							
Assistant (7 Hours/Day x 10 Days)	70	Hours	8.76	613							
Custodial Charges	4	Hours	25.00	100							
First Aid	1	Total	25.00	25							
Participants	54	Players	42.00				2,268		108	108	
“SKYHAWKS” FOOTBALL – Ages 7 – 11	14			1,190	0	0	1,120	0	28	28	(70)
Contracted (14 Players Min.)	14	Players	80.00	1,120							
Field User Fee	14	Players	5.00	70							
Participants	14	Players	80.00				1,120		28	28	
“SKYHAWKS” TENNIS – Ages 7 – 12	8			640	0	0	640	0	16	16	0
Contracted (8 Players Min.)	8	Players	80.00	640							
Participants	8	Players	80.00				640		16	16	
“SKYHAWKS” BASKETBALL – Ages 7 – 10	40			3,600	0	0	3,600	0	80	80	0
Contracted (20 Players Min. x 2 Classes)	40	Players	90.00	3,600							
Participants	40	Players	90.00				3,600		80	80	
“SKYHAWKS” MINIHAWK – Ages 4 – 7	48			4,320	0	240	4,080	0	96	96	0
Contracted (12/Class x 2 Classes x 2 Sessions)	48	Players	80.00	3,840							
Purchase Goals (\$5/Fee x 48)	48	Players	5.00	240		240					
Field User Fee	48	Players	5.00	240							
Participants	48	Players	85.00				4,080		96	96	
SUMMER GOLF LESSONS – Grades 5 – 8	16			1,250	0	0	1,280	0	32	32	30
Contracted (2 Classes/Day x 5 Days)	10	Players	125.00	1,250							
Participants	16	Players	80.00				1,280		32	32	

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
Week Long Summer Program				417,136	11,382	0	418,339	0	5,860	5,728	(10,179)
SUNSHINE CENTER - Ages 3 - Pre-K				10,441	830	0	11,100	0	200	200	(171)
Supervisor (1@ 22 Hours/Week x 9 Weeks)	198	Hours	15.05	2,980							
Playgroup Instructor	1	Total	830.00		830						
Assistant (1@ 20 Hours/Week x 7 Weeks)	140	Hours	11.15	1,561							
Leaders (4 @ 15 Hours/Week x 6 Weeks)	360	Hours	8.89	3,200							
Skilled Laborers (2 @ 40 Hours/Week x 2 Weeks)	160	Hours	10.00	1,600							
Juice	1	Total	300.00	300							
Supplies	1	Total	800.00	800							
Participants	100	Students	111.00				11,100		200	200	
SARGENT CENTER - Grades 1 - 6				32,294	0	0	32,400	0	648	648	106
Director (1@ 40 Hours/Week x 9 Weeks)	360	Hours	15.91	5,728							
Assist. Director (2@ 40 Hours/Week x 8 Weeks)	640	Hours	13.79	8,826							
Leaders (3 @ 40 Hours/Week x 7 Weeks)	840	Hours	8.76	7,358							
Leaders (2 @ 40 Hours/Week x 7 Weeks)	560	Hours	9.70	5,432							
Supplies (Art, First Aid, Sports Equipment etc.)	1	Total	2,000.00	2,000							
First Aid Training	1	Total	600.00	600							
Daily Cleaning (1 Hour/Day x 30 Days)	30	Hours	25.00	750							
Skilled Labor 2 @ 40 Hours x 2 Weeks)	160	Hours	10.00	1,600							
Participants (54/Week x 6 Weeks)	324	Campers	100.00				32,400		648	648	
WOODTRAIL TRANSPORTATION				2,970	0	0	2,970	0	132	0	0
Contracted (22/Session x 3 Sessions)	66	Sessions	45.00	2,970							
Participants (22/Session x 3 Sessions)	66	Campers	45.00				2,970		132		
WOODTRAIL EXTENDED DAY				6,537	0	0	6,600	0	1,200	1,200	63
Staff (4 @ 2.5 Hrs/Day x 10 Days x 3 Sessions)	300	Hours	13.79	4,137							
Custodial (2 Hours/Day x 10 Days)	60	Hours	25.00	1,500							
Snacks, Juice and Supplies	1	Total	900.00	900							
Participants (20/day x 10 Days x 3 Sessions)	600	Days	11.00				6,600		1,200	1,200	

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
WOODTRAIL CAMP - Grades 1 - 8				256,392	10,552	0	267,030	0	2,322	2,322	86
Director (1 @ 40 Hrs/Week x 13 Weeks) (R-5)	520	Hours	15.91	8,273							
Camp Nurses (2 @ 40 Hrs/Wk x 10 Weeks) (R-12)	800	Hours	17.77	14,216							
Asst Director (5 @ 40 Hrs/Wk x 10 Weeks) (R-4)	2,000	Hours	13.79	27,580							
Vol Coordinator (1 @ 40 Hrs/Wk x 9 Weeks) (R-4)	360	Hours	13.79	4,964							
Specialist (2 @ 40 Hrs/Wk x 8 Weeks) (R-3)	640	Hours	12.73	8,147							
Specialist (3 @ 40 Hrs/Wk x 8 Weeks) (R-3)	960	Hours	12.21	11,722							
Life Guards (4 @ 40 Hrs/Wk x 7 Weeks) (R-3)	1,120	Hours	9.55	10,696							
Leaders (5 @ 40 Hrs/Wk x 7 Weeks) (R-2)	1,400	Hours	9.70	13,580							
Leaders (11 @ 40 Hrs/Wk x 7 Weeks) (R-2)	3,080	Hours	9.07	27,936							
Leaders (10 @ 40 Hrs/Wk x 7 Weeks) (R-2)	2,800	Hours	8.76	24,528							
Leaders (17 @ 40 Hrs/Wk x 7 Weeks) (R-2)	4,760	Hours	8.44	40,174							
Leaders (7 @ 40 Hrs/Wk x 7 Weeks) (R-2)	1,960	Hours	8.12	15,915							
Program Coordinator (O/R)	1	Total	10,552.00		10,552						
Supplies(Art, Repair, 1st Aid,Sports,Party & Misc)	1	Total	16,000.00	16,000							
First Aid Training	1	Total	1,000.00	1,000							
Bus Rental (2 Buses x 3 Days)	6	Days	210.00	1,260							
Training Expenses	1	Total	1,500.00	1,500							
Custodial Charges (Special Nights)	20	Hours	25.00	500							
Daily Cleaning (2 Schools x 1 Hr/Day x 30 Days)	60	Hours	25.00	1,500							
Custodial Charges (4 Custodians @ 16 Hrs ea)	64	Hours	25.00	1,600							
Transportation Offset (Major trips)	1	Total	15,000.00	15,000							
Van (5 Days/Wk x 6 Wks)	30	Days	130.00	3,900							
Skilled Labor 2 @ 40 Hours x 8 Weeks)	640	Hours	10.00	6,400							
Participants (387/Session x 3 Sessions)	1,161	Students	230.00				267,030		2,322	2,322	
(The above income breakdown represents a 90% registration breakeven figure)											

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
BEACH				86,776	0	0	80,625	0	0	0	(6,151)
Beach Manager (Assistant Director of NRPD to assume duties)			0.00	0							
Weekend Manager (16 Hrs/Wk x 11 Wks)	176	Hours	15.91	2,800							
Facility Manager (25 Hrs/Wk x 12 Wks)	300	Hours	15.91	4,773							
Concession Manager (25 Hrs/ Wk x 11.4 Wks)	285	Hours	12.21	3,480							
Head Guards (3 @ 40 Hrs/Wk x 10.4 Wks)	1,248	Hours	13.79	17,210							
Life Guards (6 @ 40 Hrs/Wk x 10.4 Wks)	2,496	Hours	11.67	29,128							
Gate Attendants (77 Hours/Wk x 10.4 Wks)	801	Hours	7.80	6,246							
Concessionaires (77 Hours/Wk x 10.4 Wks)	801	Hours	7.80	6,246							
Set-up	150	Hours	12.73	1,910							
Training	120	Hours	12.73	1,528							
Closing	75	Hours	12.73	955							
Concession Supplies	1	Total	12,500.00	12,500							
Adult Tags	1,219	Tags	25.00				30,475				
Child Tags	1,340	Tags	15.00				20,100				
Senior Tags	52	Tags	10.00				520				
Adult Guest Tags	1,063	Tags	5.00				5,315				
Child Guest Tags	1,171	Tags	3.00				3,513				
Senior Guest Tags	67	Tags	1.00				67				
Concession Income	1	Total	20,635.00				20,635				
SWIM TEAM				1,858	0	0	1,860	0	60	60	2
Coach	80	Hours	13.27	1,062							
Assistant Coach	60	Hours	13.27	796							
Participants	30	Players	62.00				1,860		60	60	
SWIM LESSONS				19,869	0	0	15,754	0	1,298	1,298	(4,115)
Instructors (2 @ 40 Hrs/Wk x 8 Wks)	640	Hours	12.73	8,147							
Instructors (3 @ 40 Hrs/Wk x 8 Wks)	960	Hours	12.21	11,722							
Participants	224	Students	21.00				4,704		448	448	
Participants	425	Students	26.00				11,050		850	850	

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
ARROWHEAD				66,572	0	1,560	55,470	6,500	386	386	(3,042)
DAY CAMP				45,619	0	1,560	40,560	0	336	336	(3,499)
Director	9	Weeks	636.40	5,728							
Nurse	9	Weeks	710.80	6,397							
Volunteer Coordinator	9	Weeks	551.60	4,964							
Waterfront Director	7	Weeks	551.60	3,861							
Waterfront Assistant	7	Weeks	488.46	3,419							
Specialist	7	Weeks	488.46	3,419							
Specialist	7	Weeks	445.60	3,119							
Specialist	7	Weeks	445.60	3,119							
Specialist	7	Weeks	424.40	2,971							
Specialist	7	Weeks	424.40	2,971							
Transportation for Special Event Trip	1	Total	1,000.00	1,000							
First Aid, Safety and Health Supplies	1	Total	750.00	750							
Program Supplies and Food	1	Total	1,500.00	1,500							
Photography	1	Total	250.00	250							
Special Events	1	Total	1,000.00	1,000							
T-Shirts (Staff & Volunteers)	1	Total	750.00	750							
Insurance (Volunteers)	1	Total	400.00	400							
Natick Campers	48	Weeks	220.00				10,560		96	96	
Non-Natick Campers	120	Weeks	250.00				30,000		240	240	
Non-Natick Campers (Capital Fee)	120	Weeks	13.00			1,560					

Note: \$5,340 is needed under Special Needs Tuition & Financial Aid

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

	# of Units	Unit of Measure	Unit \$ Rate	Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
				Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances
CABIN CAMPING - SIX DAYS				20,953	0	0	14,910	6,500	50	50	457
EMT	2	Weeks	710.40	1,066							
Director	2	Weeks	636.40	955							
Nurse	2	Weeks	710.80	1,066							
Volunteer Coordinator	2	Weeks	551.60	827							
Waterfront	2	Weeks	551.60	827							
Waterfront Assistant	2	Weeks	488.40	733							
Specialist	2	Weeks	488.40	733							
Specialist (2 @ 1.5 Weeks Each)	3	Weeks	424.40	1,273							
Specialist (2 @ 1.5 Weeks Each)	3	Weeks	424.40	1,273							
Camp Site Rental	1	Total	7,200.00	7,200							
Supplies & Food	1	Total	1,000.00	1,000							
First Aid	1	Total	500.00	500							
Photography	1	Total	400.00	400							
Special Events	1	Total	600.00	600							
Transportation for Campers	1	Total	2,500.00	2,500							
PATH Transportation Grant for Transportation	1	Total	2,500.00					2,500			
Natick Campers	3	Campers	570.00				1,710		6	6	
Non-Natick Campers	22	Campers	600.00				13,200		44	44	
Grant from PATH efforts (Driftwood, etc.)								4,000			
Natick Community Farm				12,421	31,395	0	0	43,816	0	0	0
NATICK COMMUNITY FARM				12,421	31,395	0	0	43,816	0	0	0
Farm Educator Coord. (18 Hrs/Wk x 52 Wks)	936	Hours	13.27	12,421							
NCOF Bd of Directors Reimbursement	1	Total	12,420.72					12,421			
Farm Administrative Assistant (O/R)	1	Total	20,655.00		20,655						
NCOF Bd of Directors Reimbursement	1	Total	20,655.00					20,655			
Farm Assistant Director (O/R)	1	Total	10,740.00		10,740						
NCOF Bd of Directors Reimbursement	1	Total	10,740.00					10,740			
TRIPS				45,140	0	0	45,140	0	0	0	0
FAMILY & ADULTS				45,140	0	0	45,140			0	0
Trip Program Expenses	610	Students	74.00	45,140							
Participants (Trip Programs)	610	Students	74.00				45,140				
Participants (Trip Programs) (O/R Printing)	610	Students	2.00						1,220		

NOTE: Our trip program is administered by a Town of Natick retiree (Lucille Belmore) and all costs including Department Supervision are formulated by the various travel agencies through which she contracts, and the break even participation is also determined by these agencies on a trip by trip basis. Trips are run year round and tend to be seasonal in Nature. The surplus revenue is used to cover the cost of the Supervisor to accompany and oversee these trips.

PROJECTED TOWN of NATICK FY '05 PARK & RECREATION DEPARTMENT REVOLVING BUDGET

				Total Expenses		Total Revenues			2.00	2.00	<<< Fees
				904,876		900,328					
# of Units	Unit of Measure	Unit \$ Rate	Revolving Expenses (A)	Salary Offsets (B)	Capital Accounts (C)	Revolving Revenues (D)	Charity Revenue (E)	Offset Fees Printing (F)	Offset Fees Summer Setup (G)	Account Balances	

HEADER NOTES:

(A) Revolving Expenses - These are expenses that are paid directly from Revolving account

(B) Salary Offsets - Payments from NRPD Revolving Revenue Acct. to the General Fund to offset salaries in NRPD Town Budget.

Program Coordinator	\$ 11,152	Flea Market - \$600 & Week long Summer Programs - \$10,552
Special Needs Director	\$ 3,552	Preschool & Youth Programs - \$2,100 & VIP "Special Needs" - \$1,452
Playgroup Director	\$ 22,650	Preschool & Youth Programs - \$22,650 & Weeklong Summer Programs - \$830
Farm Work Assistant	\$ 20,655	Natick Community Farm (Pass through only)
Assistant Farm Director	\$ 10,740	Natick Community Farm (Pass through only)

(C) Capital Accounts - These are funds charged to specific programs and are collected from the program participants whose funds go to specific capita and/or renovation needs of said programs.

(D) Revolving Revenues - These are the revenues paid by all the participants of programs as well as concession sales and fees charged.

(E) Charity Revenue - All Revenues that are contributed by Donors, Sponsors or other NON-Participant oriented revenue from outside support groups

(F) NRPD Printing Offset Fees - These Fees are used to offset the costs that are the "Office Supplies: Stationery" line item in the NRPD Budget. (See details - Supplies 5400)
The Total budget for "Office Supplies & Stationery" is \$18,830 - with the \$13,000 "Printing Offset Fees" transferred back against the "Office Supplies & Stationery" Line item. in the General Fund. That then makes the actual Line Item request a total of \$5,830.

(G) NRPD Summer Site Set-Up Offset Fees - These fees are used to offset the pre-summer set-up costs for all Summer Camps and Memorial Beach.
The Department has requested no funds under "Salary Temporary Tech & Prof section of their budget and plans on covering these costs through the use of this administrative fee.

NOTE>>> The "Summer Set-Up" & "Printing" Offset Fees are revenues designated as an "Administrative Fee" above and beyond all of the other Program Fees.
These fees are collected under the Revolving Fund and are clearly accounted for separately in Accounting processes of the NRPD Budget and collected under the Revolving Fund.

(H) Total Budget for the "Rec Program Supplies" Line Item is \$9,360. With \$5,000 funding from the BAA Boston Marathon Program.
The actual request is \$4,360. (See details - Other Supplies Misc. 5500)