

# REVISED PROPOSAL

## Jackson Homestead/ Newton History Museum Archives, Accessibility & Fire Protection



Attachments documenting organizational finances:

### Newton Historical Society

- ♦ fy13 operating budget (2 pp)
- ♦ fy13 financial statement (1 p)

### Jackson Homestead

- ♦ fy13 City budget (1 p)
- ♦ fy14 City budget, with comparisons for preceding years (2 pp)

### Public Buildings Dept.

- ♦ fy14 City budget, with comparisons for preceding years (2 pp)

### NOTES:

Historic Newton is a partnership between the Newton Historical Society, a private nonprofit organization, and the Jackson Homestead, a City of Newton department. Both organizations have their headquarters and primary staff offices at the Jackson Homestead (527 Washington Street, Newton Corner).

As a City-owned building, the Jackson Homestead is maintained by, and public funds for capital improvements to the building must be appropriated to, the City of Newton Public Buildings Dept.

## Newton Historical Society Approved Budget FY 2013

### NHS Operating

#### *Income*

Membership-Individual	\$ 32,080
Membership-Corporate (net)	13,500
Annual Appeal	46,000
Fund-Raising Events (Prev Pty)	16,500
Fund-Raising Evt (Spooky House net)	7,500
Operating Grants (Unrestricted)	9,000
Restricted Operating Funds	-
Public Programs (HT&Booklet)	39,750
Group Programs	6,800
Collection Fees	400
Shop Sales	2,000
Historic Markers	7,300
Preservation Awards	1,500
Other Income	1,000
Distribution of endowment income	27,378

*Total Income NHS* 210,708

#### *Expense*

Personnel, Benefits & Payroll Tax	136,000
Consultants/Temps/ audit	9,500
Development	5,000
Fund-Raising Events	7,000
Exhibitions	500
Public Programs (HT&Booklet)	15,660
Group Programs	1,500
Collections Care	1,000
Shop	500
Historic Markers	3,650
P.R./ Marketing	8,500
Buildings and Grounds	1,000
Preservation Awards	1,000
Administration	12,000

*Total Expense NHS* 202,810

**Change in Net Assets NHS** 7,898

*NHS operating budget continues on next page with  
Durant-Kenrick Homestead.*

**Durant-Kenrick Operations***Income*

DK Ops support	
Admission	3,000
Shop	1,000
Rental and other programs	2,500
Fund-raising*	
Investment Income	64,000
Transfer from investments	25,000
<i>Total Income DK</i>	<u>95,500</u>

*Expense*

Personnel, Benefits & Payroll Tax	74,567
Auditors	8,250
Supplies & Shop	2,500
Utilities	4,500
Security	1,000
Cleaning	1,500
Building Maintenance	-
Grounds Maintenance	4,000
Sinking fund	2,500
Insurance	3,900
<i>Total Expense DK</i>	<u>102,717</u>
<b>Change in Net Assets DK</b>	<b>(7,217)</b>

**Change in Net Assets Operations** 681

\* DK fund -raising is included in general fund-raising for NHS above.

**Newton Historical Society  
Statement of Activities FY13**

		<b>Approved Budget FY2013</b>
<b>Operating</b>		
	<i>NHS/JH</i>	
	Income	\$ 210,708
	Expenses	202,810
	<u>Change in Net Assets</u>	<u>7,898</u>
	 <i>DK</i>	
	Income	95,500
	Expenses	102,717
	<u>Change in Net Assets</u>	<u>(7,217)</u>
	 Total Operating	 681
<b>Non Operating</b>		
	<i>Campaign</i>	
	Contributions Ph I: (2)	525,000
	Expenses	
	DK Construction (2)	895,000
	Cost of Campaign (3)	-
	<u>Sub total</u>	<u>895,000</u>
	<u>Change in Net Assets</u>	<u>(370,000)</u>
	 <i>Investment return</i>	
	Investment Income	77,072
	Net Real/Unreal G/L on investment	-
	Transfer of inv income & assets	(116,378)
	<u>Change in Net Assets</u>	<u>(39,306)</u>
	 <i>Inkind</i>	
	Inkind revenue	
	Inknd expenses	
	<u>Change in Net Assets</u>	<u>-</u>
	 Total Non Operating	 (409,306)
	<b>Total Change in Net Assets (1)</b>	<b>(408,625)</b>

- (1) Excludes in kind contributions and expenses
- (2) Changes in the construction schedule impact the
- (3) Campaign activities incomplete. Budgeted expenses carried over from prior year.

rec'd by CPC 31 May 2013

### Jackson Homestead--City Budget

<i>Income</i>	<b>Budget FY2013</b>
City Support	235,757
<i>Total Income</i>	<u>235,757</u>
<i>Expense</i>	
City Personnel	192,001
Benefits	24,127
Electricity	5,753
Natural Gas	3,500
Water & Sew.	776
Office Eq. Re.	371
Cleaning Ser.	4,654
Telephone	775
Postage	1,500
Printing	1,200
Office supplies	1,000
Vehicle use reim.	100
<i>Total Expense</i>	<u>235,757</u>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>603 - NEWTON HISTORY MUSEUM</b>						
<b>0160301 - MUSEUM SERVICES</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	129,608	129,363	134,336	98,167	138,224	3,888
511101 PART TIME < 20 HRS/WK	11,397	23,031	35,702	30,873	36,252	550
511102 PART TIME > 20 HRS/WK	47,375	30,922	21,462	5,621	28,785	7,323
514001 LONGEVITY	675	0	0	0	0	0
515005 BONUSES	500	3,000	0	0	0	0
515006 VACATION BUY BACK	4,571	0	0	0	0	0
515102 CLEANING ALLOWANCE	500	500	500	0	500	0
<b>TOTAL PERSONAL SERVICES</b>	<b>194,626</b>	<b>186,815</b>	<b>192,000</b>	<b>134,661</b>	<b>203,761</b>	<b>11,761</b>
<b>EXPENSES</b>						
5210 ELECTRICITY	5,625	5,642	5,753	5,091	5,753	0
5211 NATURAL GAS	4,340	2,779	3,266	2,645	3,220	-46
5230 WATER & SEWER SERVIC	1,832	597	776	503	776	0
52401 OFFICE EQUIPMENT R-M	375	172	371	0	371	0
5290 CLEANING/CUSTODIAL SV	4,000	4,754	4,888	4,888	4,654	-234
5319 TRAINING EXPENSES	0	0	235	235	0	-235
53401 TELEPHONE	520	607	775	397	775	0
5341 POSTAGE	800	1,065	1,265	0	1,500	235
5342 PRINTING	742	934	1,200	468	1,200	0
5420 OFFICE SUPPLIES	1,048	1,267	1,000	576	1,000	0
5430 BUILDING MAINT SUPPLIE	0	101	0	0	0	0
5431 ELECTRICAL SUPPLIES	0	1,281	0	0	0	0
5450 CLEANING/CUSTODIAL SU	16	23	0	0	0	0
5710 VEHICLE USE REIMBURSE	186	215	100	88	200	100
<b>TOTAL EXPENSES</b>	<b>19,484</b>	<b>19,437</b>	<b>19,629</b>	<b>14,890</b>	<b>19,449</b>	<b>-180</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	761	747	614	521	822	208
57HLTH HEALTH INSURANCE	31,320	23,725	20,672	15,395	20,934	262
57LIFE BASIC LIFE INSURANCE	104	94	57	38	57	0
57MEDA MEDICARE PAYROLL TAX	2,682	2,630	2,784	1,879	2,947	163
57OPEB OPEB CONTRIBUTION	0	0	0	110	478	478
<b>TOTAL FRINGE BENEFITS</b>	<b>34,867</b>	<b>27,196</b>	<b>24,127</b>	<b>17,943</b>	<b>25,238</b>	<b>1,111</b>
<b>TOTAL MUSEUM SERVICES</b>	<b>248,977</b>	<b>233,448</b>	<b>235,756</b>	<b>167,494</b>	<b>248,448</b>	<b>12,692</b>
<b>TOTAL NEWTON HISTORY MUSEUM</b>	<b>248,977</b>	<b>233,448</b>	<b>235,756</b>	<b>167,494</b>	<b>248,448</b>	<b>12,692</b>

FUND: 01 - GENERAL FUND  
 DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	CURATOR OF EDUCATION	H04	1.0	48,478	H04	1.00	49,881
	DIR JACKSON HOMESTEAD	H10	1.0	85,858	H10	1.00	88,343
	<b>Account Totals:</b>		<b>2.0</b>	<b>134,336</b>		<b>2.00</b>	<b>138,224</b>
511101	CURATOR OF EDUCATION	H07	0.5	32,061	H07	0.49	32,505
	MUSEUM CLERK PT/WEKND	QQQ	0.1	3,641	QQQ	0.14	3,746
	<b>Account Totals:</b>		<b>0.6</b>	<b>35,702</b>		<b>0.63</b>	<b>36,252</b>
511102	MUSEUM CLERK	S05	0.5	21,463	S05	0.75	28,785
	<b>Account Totals:</b>		<b>0.5</b>	<b>21,463</b>		<b>0.75</b>	<b>28,785</b>
	<b>Report Totals:</b>		<b>3.1</b>	<b>191,501</b>		<b>3.38</b>	<b>203,261</b>

Selected detail from fy14 budget,  
Public Buildings Dept.

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>0111502 - MUNICIPAL BLDG MAINT.</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	40,126	45,204	47,155	34,458	0	-47,155
511002 FULL TIME WAGES	638,759	702,075	709,725	452,698	735,021	25,295
513001 REGULAR OVERTIME	13,169	18,514	16,875	13,214	18,128	1,253
513004 WORK BY OTHER DEPTS.	2,329	892	2,000	838	2,000	0
514001 LONGEVITY	9,900	13,125	12,675	8,002	9,350	-3,325
514311 SNOW STAND-BY PAY	208	-32	0	0	0	0
515003 SPECIAL LEAVE BUY BAC	0	6,959	6,000	6,000	0	-6,000
515005 BONUSES	500	11,250	0	0	0	0
515006 VACATION BUY BACK	3,062	2,062	0	0	0	0
515101 CLOTHING ALLOWANCE	7,500	8,500	7,500	7,500	7,000	-500
<b>TOTAL PERSONAL SERVICES</b>	<b>715,554</b>	<b>808,549</b>	<b>801,930</b>	<b>522,710</b>	<b>771,499</b>	<b>-30,432</b>
<b>EXPENSES</b>						
5210 ELECTRICITY	7,505	6,625	7,500	2,630	7,000	-500
5211 NATURAL GAS	2,930	2,180	2,000	1,018	2,000	0
5230 WATER & SEWER SERVIC	286	810	657	38	657	0
52404 ELECTRICAL EQUIP R-M	0	10,211	17,500	5,314	17,500	0
52407 PUBLIC BUILDING R-M	237,505	260,901	235,125	232,369	200,000	-35,125
52408 DEPARTMENTAL EQUIP R-	200	0	15,000	0	15,000	0
52413 OTHER REPAIR/MAINT.	0	0	20,625	15,000	20,000	-625
5276 RENTAL-STORAGE CONTA	0	1,031	0	0	0	0
5310 BACKFLOW PREV INSPEC	280	270	1,350	90	1,350	0
5314 REGIST/RECORDING FEES	120	340	1,500	210	1,500	0
5412 HEATING OIL	8,571	8,203	7,900	7,450	8,000	100
5430 BUILDING MAINT SUPPLIE	10,022	7,318	6,570	2,026	25,000	18,430
5431 ELECTRICAL SUPPLIES	2,528	11,512	18,055	6,707	20,000	1,945
5432 SMALL TOOLS	3,038	4,782	6,970	6,955	5,000	-1,970
5450 CLEANING/CUSTODIAL SU	4,777	5,025	10,000	4,050	525	-9,475
5530 CONSTRUCTION SUPPLIE	-425	16,231	28,325	25,772	30,000	1,675
5580 PUBLIC SAFETY SUPPLIES	713	0	55	0	500	445
5581 UNIFORMS/PROTECTIVE	2,484	2,439	2,705	1,221	3,120	415
<b>TOTAL EXPENSES</b>	<b>280,536</b>	<b>337,877</b>	<b>381,837</b>	<b>310,848</b>	<b>357,152</b>	<b>-24,685</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	3,065	4,021	3,684	2,545	3,105	-579
57HLTH HEALTH INSURANCE	159,488	173,313	166,724	119,449	152,994	-13,730
57LIFE BASIC LIFE INSURANCE	533	632	624	340	454	-170
57MEDA MEDICARE PAYROLL TAX	7,049	9,914	9,321	7,116	8,361	-959
57OPEB OPEB CONTRIBUTION	0	0	0	1,379	2,333	2,333
<b>TOTAL FRINGE BENEFITS</b>	<b>170,135</b>	<b>187,880</b>	<b>180,353</b>	<b>130,829</b>	<b>167,248</b>	<b>-13,105</b>
<b>DEBT AND CAPITAL</b>						
5825 BUILDING IMPROVEMENT	0	0	0	0	150,000	150,000
<b>TOTAL DEBT AND CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>
<b>TOTAL MUNICIPAL BLDG MAINT.</b>	<b>1,166,225</b>	<b>1,334,306</b>	<b>1,364,120</b>	<b>964,388</b>	<b>1,445,898</b>	<b>81,778</b>



FUND: 01 - GENERAL FUND  
DEPARTMENT: 115 - PUBLIC BLDG DEPARTMENT

CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADMINISTRATIVE ASSISTAN	S06	1.0	51,468	S06	1.00	52,957
	BUDGET & PROJ SPEC	H10	1.0	96,635	H10	1.00	99,484
	BUILDING CUSTODIAN	S01	6.0	267,458	S01	6.00	275,192
	BUILDING MAINTANCE SUPR	C11	1.0	81,453	C11	1.00	83,400
	CAPITAL PLANNER	H10	1.0	75,169	H10	1.00	77,344
	DEPUTY COMMISSIONER	H14	1.0	102,835	H13	1.00	102,952
	PRINCIPAL BOOKKEEPER	S06	1.0	51,468	S06	1.00	52,957
	PROGRAM MANAGER	XXX	0.0	0	H10	1.00	77,344
	PROJECT MANAGER	H09	2.0	215,119	H09	3.00	219,175
	PROJECT MANAGER PT	H09	1.0	78,000	H09	0.99	80,258
	PUBLIC BUILDINGS COMM	H14	1.0	99,837	XXX	1.00	105,000
	SR BUILDING CUSTODIAN	S05	1.0	53,327	S05	1.00	54,869
	SUPERVISOR-CUSTODIANS	S07	1.0	55,731	S07	1.00	57,344
	<b>Account Totals:</b>		<b>18.0</b>	<b>1,228,500</b>		<b>19.99</b>	<b>1,338,276</b>
511002	CARPENTER - 2	R09	2.0	100,774	R09	2.00	107,833
	ELECTRICIAN	R09	4.0	220,552	R09	4.00	215,472
	OIL BURNER TECHNICIAN	R09	3.0	148,225	R09	3.00	153,475
	PAINTER	R08	1.0	50,791	R08	1.00	54,559
	PLUMBER	R09	3.0	146,493	R09	3.00	150,666
	STOREKEEPER	R07	1.0	52,035	R07	1.00	53,014
	<b>Account Totals:</b>		<b>14.0</b>	<b>718,870</b>		<b>14.00</b>	<b>735,021</b>
511101	BUILDING CUSTODIAN	S05	0.5	21,036	S05	0.47	21,402
	<b>Account Totals:</b>		<b>0.5</b>	<b>21,036</b>		<b>0.47</b>	<b>21,402</b>
	<b>Report Totals:</b>		<b>32.5</b>	<b>1,968,406</b>		<b>34.46</b>	<b>2,094,698</b>