



Mountain Lakes District  
Mountain Lakes Water Dept.

**2019 Proposed  
Budgets**

<b>2018/2019 BUDGET &amp; ASSESSMENT OVERVIEW*</b>
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\*Does not include Water Fund

	<b>2018 BUDGET</b>	<b>2019 PROPOSED BUDGET</b>
GEN OP ASSESSMENT NEEDED	175,005	<b>181,783</b>
RECREATION ASSESSMENT NEEDED	35,800	<b>39,225</b>
LODGE ASSESSMENT NEEDED	9,400	<b>9,925</b>
<b>Regular Budget Total</b>	<b>220,205</b>	<b>230,933</b>
PLUS WARRANTS FROM ASSESSMENT	<u>14,700</u>	<b>6,000</b>
<b>Total Revenue Needed</b>	<b>234,905</b>	<b>236,933</b>
Less Projected District Income	10,420	<b>10,495</b>
<b>Total Assessment Needed</b>	<b>224,485</b>	<b>226,438</b> <b>2019 PROJECTED ASSESSMENT</b>

<b>COMPARISON DATA:</b>
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2018 PROJECTED ASSESSMENT	224,485
2018 ACTUAL ASSESSMENT	226,089
2017 PROJECTED ASSESSMENT	222,930
2017 ACTUAL ASSESSMENT	223,072
2016 PROJECTED ASSESSMENT (CORRECTED)	226,554
2016 ACTUAL ASSESSMENT	226,829
2015 PROJECTED ASSESSMENT	227,717
2015 ACTUAL ASSESSMENT	223,168
2014 PROJECTED ASSESSMENT	247,686
2014 ACTUAL ASSESSMENT	249,443

# SECTION A

## Mountain Lakes District - GENERAL OPERATIONS

### PROPOSED BUDGET FOR 2019

With 2018 Balances as of December 31, 2018

(NOTE: Fiscal Year Runs Jan. 1 to Dec. 31)

	2018 Actual	2018 Budget	2019 Requested Budget	Budget Proposed Increase	Budget Proposed Decrease	Budget Total Net Change
Revenues						
4002-1 - BUILDING PERMITS	320.00	500.00	500.00			
4003-1 - BATH RECREATION FEES	400.00	1,000.00	1,000.00			
4005-1 - INTEREST REVENUE	37.61	50.00	50.00			
4006-3 - LODGE RENTAL INCOME	2,400.00	2,500.00	2,500.00			
4012-2 - BOAT RENTALS REVENUE	755.00	1,100.00	1,100.00			
4015-1 - MISC. REVENUE-GEN OP	107.55	100.00	100.00			
4016-2 - SNACK REVENUE	1,133.97	2,000.00	2,000.00			
4018-1 - BATH WATER SVC FEES	3,170.00	3,170.00	3,245.00	75.00		
4020-1 - TAXES RECD-HAVERHILL	226,089.00	225,785.00	\$226,438.00		(653.00)	
Intergovernmental Revenue (FEMA)	10,400.47	0.00	\$0.00			
<b>Total Revenues</b>	<b>244,813.60</b>	<b>236,205.00</b>	<b>\$236,933.00</b>	<b>\$75.00</b>	<b>-\$653.00</b>	<b>\$728.00</b>

### Expenditures

5002-1 - COMMISSIONER	9,000.00	9,000.00	9,000.00			
5004-1 - TREASURER	750.00	750.00	750.00			
5006-1 - CLERK	125.00	125.00	125.00			
5008-1 - MODERATOR	125.00	125.00	125.00			
5009-1 - ZONING OFFICER	2,250.00	3,800.00	3,800.00			
5010-1 - ADMIN. ASSISTANT	13,305.64	13,331.00	18,825.00	5,494.00		

**SECTION A  
GEN OP**

	<b>2018 Actual</b>	<b>2018 Budget</b>	<b>2019 Requested Budget</b>	<b>Budget Proposed Increase</b>	<b>Budget Proposed Decrease</b>	<b>Budget Total Net Change</b>
5012-1 - MAINTENANCE MGR	24,335.79	24,237.00	34,407.00	10,170.00		
5013-1 - MAINTENANCE ASSISTANT	2,505.75	5,700.00	3,000.00		-2700.00	
5014-1 - PROF. SERVICES - CPA	0.00	1.00	1.00			
5016-2 - REC. PROGRAM DIRECTOR	5,124.00	5,000.00	5,500.00	500.00		
5018-2 - LIFEGUARDS	6,116.15	13,000.00	13,500.00	500.00		
5019-2 - SNACK BAR INVENTORY	577.12	1,200.00	1,200.00			
5020-2 - SNACK ATTENDANTS	3,941.34	4,000.00	4,000.00			
5022-2 - LODGE ATTENDANT	1,404.00	1,850.00	1,850.00			
5026-1 - FICA EXPENSE-GEN OP	3,325.76	4,800.00	4,600.00		-200.00	
5026-2 - FICA EXPENSE-REC	1,119.44	1,800.00	1,950.00	150.00		
5028-1 - UNEMP INSURANCE	214.33	500.00	500.00			
5030-1 - WORKERS COMP	2,679.00	2,805.00	2,463.00		-342.00	
5035-1 - WGSB DAM LOAN	7,943.17	7,950.00	7,755.00		-195.00	
5036-1 - WGSB FRENCH POND LOAN	14,790.35	14,800.00	0.00		-14800.00	
5037-1 - WGBS WATER LOAN	31,193.63	31,200.00	30,425.00		-775.00	
5038-1 - PASS LOWER DAM LOAN	8,105.02	0.00	16,400.00	16,400.00		
5042-1 - AUDIT EXPENSE	3,500.00	3,500.00	3,500.00			
5043-1 - HEALTH INSURANCE	4,080.00	4,121.00	4,202.00	81.00		
5044-1 - NH RETIREMENT	0.00	0.00	4,545.00	4,545.00		
5046-1 - LIABILITY INSURANCE	1,833.50	1,900.00	1,835.00		-65.00	
5048-1 - OFFICE SOFTWARE	1,847.83	2,000.00	2,000.00			
5049-1 - OFFICE SUPPLIES	2,604.73	1,500.00	1,500.00			
5051-1 - PHONE/INTERNET-GEN OP	3,158.08	3,000.00	3,000.00			
5051-2 - PHONE-REC POOL	214.19	250.00	250.00			
5051-3 - PHONE/INTERNET-LODGE	1,370.12	1,050.00	1,050.00			
5052-1 - ELECTRICITY-GEN OP	3,856.47	3,800.00	3,800.00			
5052-2 - ELECTRICITY-REC	1,005.55	1,400.00	1,400.00			
5052-3 - ELECTRICITY-LODGE	1,065.13	1,200.00	1,200.00			
5054-1 - FUEL/PROPANE-GEN OP	2,019.84	2,000.00	2,000.00			
5054-2 - FUEL/PROPANE-REC	356.67	500.00	500.00			
5054-3 - FUEL OIL-LODGE	4,276.19	3,500.00	4,000.00	500.00		

**SECTION A  
GEN OP**

	2018 Actual	2018 Budget	2019 Requested Budget	Budget Proposed Increase	Budget Proposed Decrease	Budget Total Net Change
5056-1 - PRINTING/AD-GEN OP	586.75	700.00	700.00			
5058-1 - WATER CHARGE-GEN OP	550.00	550.00	575.00	25.00		
5058-2 - WATER CHARGE-REC	550.00	550.00	575.00	25.00		
5058-3 - WATER CHARGE-LODGE	550.00	550.00	575.00	25.00		
5060-1 - CONSULT/TRAINNG-GENOP	1,461.52	1,500.00	2,350.00	850.00		
5060-2 - CONSULT/TRAINING-REC	0.00	750.00	750.00			
5062-1 - FEES/REGISTRRTNS-GENOP	1,616.00	1,800.00	1,800.00			
5064-1 - FACILITY OPER-GEN OP	6,953.48	7,000.00	7,000.00			
5064-2 - FACILITY OPER-REC	1,977.67	2,000.00	3,000.00	1,000.00	\$1000 specified for tennis court	
5064-3 - FACILITY OPER-LODGE	1,655.27	1,500.00	1,500.00			
5065-1 - SNOWPLOW/MOWING-GENOP	3,810.00	3,100.00	3,100.00			
5065-3 - SNOWPLOW/MOWING-LODGE	2,860.00	2,700.00	2,700.00			
5066-1 - BEAUTIFICATN/WILDLIFE	164.44	1,250.00	750.00		-500.00	
5067-1 - FIREWORKS	2,500.00	2,500.00	2,500.00			
5068-1 - SPECIAL EVENTS-GENOP	431.18	500.00	500.00			
5068-2 - SPECIAL EVENTS-REC	944.94	1,000.00	1,250.00	250.00		
5072-3 - EQUIP PUR/MAINT-LODGE	1,167.48	1,600.00	1,600.00			
5074-1 - MILEAGE	542.59	1,000.00	750.00		-250.00	
5082-2 - BEACH/POOL MAINT.	2,869.36	3,500.00	3,500.00			
5096-1 - PLANNING BOARD	1,202.88	300.00	500.00	200.00		
2017 WATER PROJECTS	11,263.85	FundBalance	0.00			
<b>Total Expenditures</b>	<b>202,512.35</b>	<b>210,045.00</b>	<b>230,933.00</b>	<b>\$40,715.00</b>	<b>-\$19,827.00</b>	<b>\$20,888.00</b>

\* includes funds from warrant articles approved in 2017

plus 2019 WARRANT ARTICLES	6,000.00
equals	236,933.00
less PROJECTED NON-TAX REVENUE	10,495.00
<b>ASSESSMENT REVENUE NEEDED</b>	<b>226,438.00</b>

# SECTION B

## Mountain Lakes District - WATER DEPARTMENT PROPOSED BUDGET for 2019

With 2018 Balances as of December 31, 2018

(Note: Fiscal Year Runs Jan. 1 to Dec. 31)

	2018 Actual	2018 Budget	2019 Requested Budget
Revenues			
2-4003 - WD HOOKUPS	\$ 0.00	\$ 1,200.00	1,200.00
2-4005 - WD INTEREST REVENUE	2,701.95	750.00	750.00
2-4015 - WD Misc Revenue	65.81	0.00	0.00
2-4019 - WATER REVENUE-DISTRICT (307*575)	171,248.65	168,850.00	176,525.00
2-4019B - WATER REVENUE-BATH (15*791)	11,415.00	11,415.00	11,865.00
<b>Total Revenues</b>	<b>185,431.41</b>	<b>182,215.00</b>	<b>190,340.00</b>

Budget Proposed Increase	Budget Proposed Decrease	Budget Total Net Change
7,675.00		
450.00		
<b>\$8,125.00</b>	<b>\$0.00</b>	<b>\$8,125.00</b>

	2018 Actual	2018 Budget	2019 Requested Budget
Expenditures			
2-5010 - WD ADMIN ASSISTANT	13,305.76	13,331.00	18,825.00
2-5014 - WD PROF SERVICES-CPA	0.00	1.00	1.00
2-5038 - WD NH RETIREMENT	0.00	0.00	3,088.00
2-5039 - WD FICA EXPENSE	3,124.57	4,200.00	2,800.00
2-5040 - WD LEGAL EXPENSE	12.50	300.00	300.00
2-5042 - WD AUDIT EXPENSE	3,500.00	3,500.00	3,500.00
2-5046 - WD LIABILITY INSURANC	1,833.50	1,900.00	1,835.00
2-5047 - WD HEALTH INSURANCE	4,080.00	4,121.00	4,202.00
2-5049 - TRANSFER OUT-Cap Res	13,096.00	13,096.00	14,369.00
2-5050 - WD OFFICE EXPENSE	2,839.83	2,000.00	1,500.00
2-5051 - WD TELEPHONE	1,224.10	1,400.00	1,400.00

Budget Proposed Increase	Budget Proposed Decrease	Budget Total Net Change
5,494.00		
3,088.00		
	-1400.00	
	-65.00	
81.00		
1,273.00		
	-500.00	



**ADDENDUM A:**

**Revised Procedural Formula to bill Bath (Out of District) Water Service District Charge 03/09/19**

	<b>Procedural Formula to bill Bath (out of District) Water Service District Charge</b>	<b>EXAMPLES* *Also see "worksheet 1"</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Step 1</b>	<b>Determine the allocation amount of District water expenses using steps A-D below.</b>				
	<b>A</b> Take 50% of the apportioned accounts in the current District Budget (see table 1.1 for accounts)	\$56,268.50	\$15,729	\$18,378	\$18,644.00
	<b>B</b> Add in the 100% accounts from the District Budget (see table 1.1 for accounts)	\$79,412	\$55,343	\$53,950	\$54,580.00
	<b>C</b> Take the current Social Security and Medicare percentage of the apportioned payroll (see table 1.1 for accounts) and the water department payroll:	\$3,309.38	\$0	\$0	\$0
	<b>i</b> (Expense lines 2-5010+2-5097+2-5098) * current social security rate	(5200+1500+26000) * .062	\$0	\$0	\$0
	<b>ii</b> (Expense lines 2-5010+2-5097+2-5098) * current Medicare rate	(5200+1500+26000) * .0145	\$0	\$0	\$0
	<b>iii</b> i + ii = iii	\$3,309.38	\$0	\$0	\$0
	<b>D</b> Add A+B+C=District portion of Water Expenses	\$138,989.88	\$71,072	\$72,328	\$73,224.00
<b>Step 2</b>	<b>Find the combined valuation for Mountain Lakes and Bath (out of District)</b>				
	<b>A</b> Find the valuation for Mountain Lakes	47,506,100	46,010,000	46,184,753	46,140,603
	<b>B</b> Find the valuation for Bath (out of District)	2,177,100	2,117,200	2,117,200	2,139,700
	<b>C</b> Total Combined Valuation (A+B)	49,683,200	48,127,200	48,301,953	48,280,303
<b>Step 3</b>	<b>Find the percentages allocated to Haverhill and Bath (out of District). Do this by adding both valuations together and finding the proportion of each.</b>				
	<b>A</b> Haverhill	47,506,100/49,683,200	95.6%	95.6%	95.57%
	<b>B</b> Bath (out of District) rounded to the nearest tenth of a percent	2,177,100/49,683,200	4.40%	4.38%	4.43%
<b>Step 4</b>	<b>Find the dollar amount allocated to Bath. Multiply answers from Step 3B and Step 1D.</b>	102112*4.38% = \$4474.51	\$3,127	\$3,170	\$3,245
<b>Step 5</b>	<b>Determine the debt service fees for the Bath (out of District) residents by dividing the answer from Step 4 by the total number of water customers in the Bath section of Mountain Lakes. Round the number to the nearest whole dollar. Add this number to the yearly base rate on the Water Dept Budget for total to charge the Bath residents (out of District customers).</b>	4474/15 = 298  298 + 600	\$208  \$683	\$211  \$761	\$216  \$791
<b>Step 6</b>	<b>Multiply the number of Bath water customers by the first Step 5 answer. Enter this figure as an expense item for the Water Dept Budget.</b>	15 * 298 = 4470	\$3,127	\$3,170	\$3,245
<b>Step 7</b>	<b>Enter the same figure from Step 6 as a revenue item in the District budget.</b>	\$4,470.00	\$3,127	\$3,170	\$3,245

This calculation is dictated in the NH PUC rulings of 2008 & 2009



### Mountain Lakes Proposed Distribution of District Water Costs of “All Water Customers”

50% Basis Accounts	2019 Gen Op Budget	50% of 2019 Gen Op Budget	NOTES	100% Basis Accounts	100% of 2018 Gen Op Budget
5002-1 – Commissioner	\$ 9,000	\$ 4,500		5035-1 - Dam Loan	\$ 7,755
5004-1 – Treasurer	\$ 750	\$ 375		5036-1 - FPR Bond	Paid off 2018
5006-1 – Clerk	\$ 125	\$ 63		5037-1 - WGBS Water Bond	\$ 30,425
5008-1 – Moderator	\$ 125	\$ 63		5038-1 - Passumpsic Lower Dam Loan	\$ 16,400
5010-1 – Admin Assistant	\$ -	\$ -	allocated directly to water budget	<i>*And any other loans in the future</i>	\$ 54,580
5013-1 – Maintenance Assistant	\$ -	\$ -	allocated directly to water budget	<i>used for the Water System</i>	
5028-1 – UE Insurance	\$ 500	\$ 250			
5030-1 – Worker’s Comp	\$ 2,463	\$ 1,232			
5014-1 – Professional Services	\$ -	\$ -	allocated directly to water budget		
5040-1 – Legal Expense	\$ -	\$ -	allocated directly to water budget		
5042-1 – Audit Expense	\$ -	\$ -	allocated directly to water budget		
5048-1 – Office Supplies	\$ -	\$ -	allocated directly to water budget		
5051-1 – Telephone/Internet-Gen.Op	\$ 3,000	\$ 1,500			
5052-1 – Electricity-Gen.Op	\$ 3,800	\$ 1,900			
5054-1 – Fuel/Propane-Gen.Op	\$ 2,000	\$ 1,000			
5056-1 – Printing/Ad-Gen.Op	\$ 700	\$ 350			
5058-1 – Water Charge-Gen.Op	\$ 575	\$ 288			
5060-1 – Consulting/Train-Gen.	\$ 2,350	\$ 1,175			
5062-1 – Fees/Registration-Gen. Op.	\$ 1,800	\$ 900			
5064-1 – Facility Oper-Gen.Op	\$ 7,000	\$ 3,500			
5065-1 – Snow Plow/Lawn Mow	\$ 3,100	\$ 1,550			
5070-1 – Shop/Supplies-Gen.Op	\$ -	\$ -			
5072-1 – Equip.Purchase-Gen.Op	\$ -	\$ -			
5076-1 – Building Maint-Gen.Op	\$ -	\$ -			
5078-1 – Equip.Maint-Gen.Op	\$ -	\$ -			
		\$ 18,644			\$ 54,580.00

This calculation is dictated in the NH PUC rulings of 2008 and 2009.

# SECTION C

## MOUNTAIN LAKES DISTRICT AND WATER DEPARTMENT PROPOSED WARRANT ARTICLE FUNDING SOURCES FOR 2019

Article No.	Amount	Purpose / Destination Fund	Funding Source				NOTES
			Taxation	User Fees	Gen Op Fund Balance	WD Fund Balance	
1	\$230,933	General Operating Fund	\$230,933.00				
2	\$175,971	Water Department Operating Fund		\$175,971.00			
3	\$14,369	WD Water Emergency CRF		\$14,369.00			
4	\$5,000	MLD Gen Op Legal Expenses CRF	\$5,000.00				
5	\$500	MLD Planning Board Legal Exp CRF	\$500.00				
6	\$500	MLD Planning Docs Update CRF	\$500.00				
7	\$5,000	MLD Future Dam Projects CRF			\$5,000.00		
8	\$2,000	MLD Office Software CRF			\$2,000.00		
9	\$5,000	MLD Rec Facilities CRF			\$5,000.00		Pool Heater
10	\$2,500	MLD Lodge Exterior Projects			\$2,500.00		
11	\$5,000	MLD Rec - Round Tables for Beaches			\$5,000.00		
12	\$10,000	MLD Rec - Utility Court & Fencing Repairs			\$10,000.00		

<b>\$456,773</b>	<b>TOTALS</b>	<b>\$236,933.00</b>	<b>\$190,340.00</b>	<b>\$29,500.00</b>	<b>\$0.00</b>
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Abbreviation Key: CRF=Capital Reserve Fund WA=Warrant Article FB=Fund Balance WD=Water Department GenOp=General Operating Fund

## Mountain Lakes District Fund Report

As of the MONTHS ending DECEMBER 31, 2018

<b>BANK ACCOUNTS *</b>		
<b>Account Type</b>	<b>Account Name</b>	<b>Balance **</b>
Checking	Mountain Lakes District - General Op/General Fund	\$100,924.97
ICS Sweep Acct.	General Op Investment Account	\$10,192.25
Checking	Mountain Lakes Water Department - Water Fund	\$13,005.37
Money Market	Water Department Investment Account	\$55,410.43
Checking	Mountain Lakes Recreation - Recreation Revolving Account	\$1,313.70
TOTAL		\$180,846.72

<b>TRUSTEE ACCOUNTS ***</b>		
<b>Account Type</b>	<b>Account Name</b>	<b>Balance</b>
Capital Reserve Fund	Mountain Lakes Recreational Facilities	\$940.15
Capital Reserve Fund	Mountain Lakes Facility Maint, Improvement, & Equipment	\$3,962.57
Capital Reserve Fund	Mountain Lakes Water Department Capital Improvement	\$21,307.19
Capital Reserve Fund	Mountain Lakes Water Emergency Fund	\$6.72
Capital Reserve Fund	Mountain Lakes General Op Legal Expenses	\$524.28
Capital Reserve Fund	Mountain Lakes Planning Board Legal Expenses	\$244.25
Capital Reserve Fund	Mountain Lakes Forestry Management Fund	\$3,160.85
Capital Reserve Fund	Mountain Lakes Planning Docs Update	\$523.97
Capital Reserve Fund	Mountain Lakes District Vehicle Purchase, Maint. & Equip	\$81.57
Capital Reserve Fund	Mountain Lakes Future Dam Projects	\$15,194.35
Capital Reserve Fund	Mountain Lakes Office Software	\$2,021.22
TOTAL		\$47,967.12

<b>LIABILITY ACCOUNTS</b>		
<b>Account Type</b>	<b>Account Name</b>	<b>Balance</b>
Loan (WGSB)	2007 Dam Improvement Project (maturity 2026)	\$49,995.37
Loan (WGSB)	1998 French Pond Road & Dam Project (maturity 2018)	\$0.00
Loan (WGSB)	2005 Water Project (maturity 2025)	\$175,000.00
Loan (Passumpsic)	2015 Lower Dam Outlet Project (maturity 2035)	\$204,328.18
TOTAL		\$429,323.55

\* The District maintains separate cash accounts for the two main funds: General Fund and Water Dept. Fund. Each of those funds also has a corresponding investment fund to comply with the FDIC deposit limitation.

\*\* Please note these are cash account balances only. For information on the District's fund balances (also known as "fund surplus"), please see the 2017 Financial Statements and Independent Auditor's Report from Vachon Clukay & Co., PC

\*\*\* Held by Charter Bank and Trust and administered by the Trustee of the Trust Fund. Commissioners are authorized agents to expend.