

2024-25 BUDGET PACKAGE

MAY 4, 2024 MBA BOARD MEETING



Operating Budget

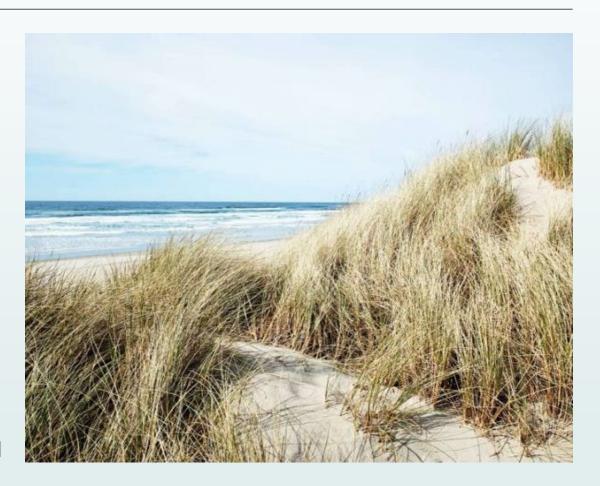
- ✓ Income
- ✓ Administrative Expenses
- ✓ Community Facility Expenses
- ✓ Beach Expenses
- ✓ Security Expenses
- ✓ Utilities
- ✓ Operating Bridge

Reserve Sources & Uses

- ✓ Capital Reserves
- ✓ Beach Reserves

Annual Assessment Summary

- ✓ Proposed 2024-25
- ✓ Projected 2025-26 & Beyond





2024-25 Budget Summary

Financial Summary:

- The attached chart reflects the actual income and expenses and budget for MBA for the full fiscal year of 2023-24.
 Additionally, it includes the proposed 2024-25 Budget.
- Reserve Expenditures reflect projects approved by the Board in 2023-24. The \$100K projected for 2024-25 Fiscal Year are potential projects and will only be incurred if approved by the Board.

	Year-to-Date	2023-2024	2024-2025		
	Actuals	Annual	Proposed		
	Apr - Mar	Budget	•		
Total Income	\$ 862,722.54	\$ 804,500.00	\$ 895,100.00		
Expense					
Total 50000 · Administrative	148,593.84	174,700.00	183,050.00		
Total 51000 · Construction	600.00	1,200.00	1,200.00		
Total 57000 · Community Facilities	138,485.21	189,200.00	104,700.00		
Total 58000 · Beach Patrol	131,375.03	136,700.00	146,500.00		
Total 60000 · Security (Beach/Parking)	69,638.91	78,200.00	83,700.00		
Total 61000 · Utilities	72,493.88	77,500.00	80,850.00		
Total 70000 · Other Expenses	-	3,000.00	-		
Total Expense	561,186.87	660,500.00	600,000.00		
Net Income	301,535.67	144,000.00	295,100.00		
Reserve Expenditures					
80000 · Capital Reserve Expenditures					
80100 · Capital Reserv Expenditures	36,422.50	_	100,000.00		
81100 · Beach Fund Expenditures	6,400.00	_	-		
Total 81000 · Reserve Fund Expenditures	42,822.50	_	100,000.00		
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Net Income	\$ 258,713.17	\$ 144,000.00	\$ 195,100.00		
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- ☐ Excess funds at the end of the fiscal year will be transferred to Reserves upon Board approval.
- □ Details and comments for the proposed 2024-25 Budget categories are provided on the following pages.



2024-25 Income

- ☐ MBA income is generated primarily from the collection of annual assessments to the homeowners and commercial property owners of Middlesex Beach.
- ☐ The assessment is calculated by allocating the overall operating costs and reserve contributions to each homeowner and commercial property owner.
- ☐ General Assessments of just over \$580,000 are used to fund the normal, recurring operating expenses of MBA. Details for Operating Expenses are provided on pages 5-9.

	Year-to-Date Actuals Apr - Mar	2023-2024 Annual Budget	2024-2025 Proposed Budget
Income			
10515 - Bank Interest Beach Reserves	20,603.83	-	27,000.00
10525 - Bank Interest Reserves (Capital)	22,088.20	-	23,000.00
10505 - Interest Income	940.87	-	1,000.00
40000 · General Assessment	647,377.80	650,000.00	580,500.00
40100 · Capital Reserves	56,819.10	57,000.00	141,900.00
40200 ⋅ Beach Fund	86,385.60	87,000.00	103,200.00
40600 - Building Permit Fees	11,663.69		5,500.00
40250 · Beach Activity Shared Expense	10,500.00	10,500.00	10,500.00
41620 - Fines from Homeowners	100.00		
41630 - Beach/Parking Pass Income	135.00		
41700 - Misc Income	6,108.45	-	2,500.00
Total Income	\$ 862,722.54	\$ 804,500.00	\$ 895,100.00

- □ Capital Reserves totaling nearly \$142,000 and Beach Fund Reserves of just over \$103,000 will be deposited into the Morgan Stanley accounts and invested accordingly. Investment returns of ~ \$50,000 are reinvested in Reserve accounts.
- ☐ Shared expenses for beach patrol services are invoiced and paid by neighboring beaches (Indian & North Indian Beach).



2024-25 Administrative Expenses

- ☐ Administrative Expenses remain relatively flat with the prior year budget.
- ☐ Taxes increase \$3,000 due to the increase in interest earned on investments. While MBA is tax exempt as an HOA, interest on earnings is taxed at 30 percent.
- Payroll taxes increase in relation to increased salaries.
- ☐ Legal fees are budgeted to increase as a greater reliance from outside counsel is expected.

 MBA has benefited in prior years from legal guidance from the Past President.
- □ Printing, copying and postage is projected to decrease as a greater reliance on electronic communication to the community continues. This expense is primarily for the Spring and Fall mailing of materials to the community.

	Year-to-Date Actuals Apr - Mar	2023-2024 Annual Budget	2024-2025 Proposed Budget
Expense			
50000 · Administrative			
50020 · Compilation & Tax Preparation	5,480.00	5,000.00	5,750.00
50075 · Social Event and Hospitality	1,860.79	2,650.00	3,500.00
50100 · Taxes - Federal	6,689.00	12,000.00	15,000.00
50110 · Taxes - State	25.00	1,100.00	-
50120 · Taxes - Franchise	-	150.00	150.00
50130 · Taxes - Payroll	16,405.69	17,500.00	19,500.00
50200 · Insurance Deductible	-	2,000.00	2,000.00
50210 · Insurance Workers Comp	3,753.00	5,500.00	5,500.00
50230 · Insurance D&O	-	5,200.00	5,200.00
50240 · Insurance Property/Liability	10,313.00	18,500.00	19,000.00
50250 · Legal Fees	12,874.16	10,000.00	15,000.00
50260 · Management Contract	58,800.00	58,900.00	58,800.00
50270 · Management Other/Admin	2,074.52	1,500.00	2,000.00
50300 · Bethany Beach VFC EMS Fees	13,980.00	15,000.00	15,000.00
50310 · Admin. & Office Supplies	3,941.23	4,500.00	4,000.00
50312 · Directory	2,529.00	3,000.00	3,000.00
50320 · Recruiting	816.75	1,200.00	1,000.00
50321 · Payroll Processing Fees	1,262.69	2,000.00	1,650.00
50325 · Postage/Print/Copying	4,316.30	7,000.00	4,500.00
50345 · Reserve Study	2,795.00	-	-
50350 · Website	254.28	2,000.00	2,000.00
50355 - Bank Fees	423.43	-	500.00
Total 50000 · Administrative	148,593.84	174,700.00	183,050.00



2024-25 Community Facilities Expenses

- □ The Board approved a Reserve Policy that provides guidance on appropriate uses of Reserve funds (see Exhibit A). As a result, expenses classified and funded from the Operating Budget will be limited to those that are routine. Examples of items included in 2023-24 expenses that would now be considered a use of Reserves include:
 - ✓ Dune fencing of \$12,000
 - ✓ Road fog sealing of \$31,875
- ☐ Guard House operations is limited to minor repairs/improvements now that build is complete.

	Year-to-Date Actuals Apr - Mar	2023-2024 Annual Budget	2024-2025 Proposed Budget
Expense			
51000 · Construction			
51600 · Construction Height Survey	600.00	1,200.00	1,200.00
Total 51000 · Construction	600.00	1,200.00	1,200.00
57000 · Community Facilities			
57010 · Maintenance & Repair	2,179.11	20,000.00	15,000.00
57020 · Beach Maintenance	13,651.35	12,000.00	5,000.00
57030 · Drainage	31,367.03	50,000.00	15,000.00
57040 · Guard House Operations	10,400.00	10,000.00	2,500.00
57050 · Road Maintenance	31,875.00	32,000.00	2,000.00
57060 · Walkway Maintenance	3,021.07	3,000.00	5,000.00
57070 · Signage - Traffic & Beach	635.00	4,000.00	2,000.00
57080 · Vehicle Operations & Maint	3,390.08	1,000.00	2,000.00
57090 · Community Clean Up	7,000.00	15,000.00	15,000.00
57100 · Snow Removal	600.00	2,200.00	2,200.00
57110 · Landscape Contract (Mowing)	15,189.38	20,000.00	25,000.00
57120 - Plantings, Tree Care (Coastal)	19,177.19	20,000.00	10,000.00
57130 - Irrigation & Watering	-	-	1,000.00
57140 - Misc plants, tools	-	-	3,000.00
Total 57000 · Community Facilities	138,485.21	189,200.00	104,700.00

- ☐ Landscape expense remain relatively flat with the current year budget. Key points include:
 - ✓ Landscape (mowing) contract has been finalized. Budget includes increase for inflation as well as increased scope for swale maintenance.
 - ✓ Additional budget categories for greater transparency.
 - ✓ Any Greenscape projects will be determined based on community interest.
- ☐ All other expenses remain consistent year-over-year.



2024-25 Beach Patrol Expenses

- Beach Patrol expenses increase primarily due to inflationary increases in wages. Key points include:
 - ✓ Beach Patrol payrolls have reached an avg of \$20 per hour at all neighboring beaches. Current MBA Budget assumes an avg of ~\$19 per hour.

	Year-to-Date Actuals Apr - Mar	2023-2024 Annual Budget	2024-2025 Proposed Budget
Expense	-	_	
58000 · Beach Patrol			
58100 · Beach Patrol Payroll	112,527.56	117,700.00	121,000.00
58150 - Start-End Retention/Bonuses	5,250.00		6,000.00
58200 · Certifications	1,300.00	4,000.00	4,000.00
58300 · Uniforms	5,870.60	7,000.00	7,000.00
58400 · Equipment	3,887.07	4,500.00	5,000.00
58500 · Beach Programs/Competitions	2,539.80	3,500.00	3,500.00
Total 58000 · Beach Patrol	131,375.03	136,700.00	146,500.00

- ✓ Given the level of complexity to guard MBA and other benefits provided (i.e. Guard Shack facilities, Start-End retention bonuses), Beach Patrol Captain is in agreement with proposed rates.
- ☐ All other expenses remain relatively flat on a year-over-year basis.



2024-25 Security Expenses

- ☐ Security activities increase primarily due to inflationary increases in wages. Key points include:
 - ✓ Security payroll is predicated on revised scheduling model for morning, afternoon and night shifts.
 - ✓ Night shift includes a 10% pay premium.
 - ✓ Discretionary bonus program continues to retain employees.

	Year-to-Date Actuals Apr - Mar	2023-2024 Annual Budget	2024-2025 Proposed Budget
Expense			
60000 · Security (Beach/Parking)			
60100 · Security Payroll	55,097.81	54,000.00	68,500.00
60150 · Discretionary Bonus (Security)	3,830.00		5,200.00
60175 - Training/Employee Welfare	180.00		500.00
60200 · Passes	4,491.91	4,000.00	4,500.00
60300 · Uniforms	1,700.00	1,700.00	2,000.00
60400 · Supplies	1,144.46	500.00	1,000.00
60500 · Equipment	2,926.96	1,700.00	1,700.00
60600 · Telephone - Cell	267.77	300.00	300.00
60700 · Night Security	-	16,000.00	-
Total 60000 · Security (Beach/Parking)	69,638.91	78,200.00	83,700.00

- ✓ Separate night security line item no longer necessary with cost included in overall Security payroll.
- ☐ All other expenses remain relatively flat on a year-over-year basis.



2024-25 Utilities Expenses

- Utilities remain relatively consistent on a year-over-year basis. Key points:
 - ✓ Trash Collection a new contract with Republic Services for the next three years.
 - ✓ Sewer fees are due to the new Guard Shack sewer connection.

	Year-to-Date	2023-2024	2024-2025
	Actuals	Annual	Proposed
	Apr - Mar	Budget	Budget
Expense			
61000 · Utilities			
61100 · Electricity - Grd. Hs., St. Lt.	4,734.47	5,000.00	5,500.00
61200 · Water	1,116.94	1,000.00	1,500.00
61300 · Trash Collection	59,314.12	60,900.00	65,000.00
61400 · Trash Rebate Program	7,039.60	10,600.00	8,500.00
61500 - Sewer	288.75		350.00
Total 61000 · Utilities	72,493.88	77,500.00	80,850.00
70000 · Other Expenses			
70100 · Operating Contingency		3,000.00	-



Operating Expense Bridge

Operating Expenses for the next year are projected to decrease approximately \$60K from the current year budget. The following summarizes the key changes:

2023-24 Operating Expense Bud	get		\$	660,500	Partially offset by 10,500 from North Indian and Indian Beach for shared expenses
Increases	Taxes Legal Fees	1,900 5,000			Tax impact of investment income Greater reliance on outside counsel
	Salary/Payroll Taxes	15,000		21,900	Inflationary increases, nightshift differntial and comparable to neighboring beaches
Decreases	Maint & Repairs Beach Maint Guard House Road Maint Drainage	(5,000) (7,000) (7,500) (30,000) (35,000)		(Decrease based on actual spend in current year plus new criteria for reserve usage Reduced to minor maintenance. Material Beach Replenishment to be funded from Reserve Reduced to minor maintenance. Cap Improvements to be funded from Reserve Use Capital Reserves for road sealant in the future Reduce to \$15K for routine maintenance.
	Misc/All Other		-	2,100	Various increases
Projected 2024-25 Operating Expense Budget			\$	600,000	Partially offset by \$10,500 for Shared Expenses & Melvo Snowcone contract



Reserve Sources & Uses

This schedule provides insight to the Sources (how much money is being put into our reserve accounts) and the Uses (how much is being taken out and the purpose of the expenditure) of the MBA Reserves.

Capital Reserve:

- ✓ Capital projects vary from year to year based on the needs of the community and are considered by the Board as they are presented for approval.
- ✓ While not funded or approved at this time, it is anticipated that additional capital projects are likely for consideration and have been included for transparency purposes.
- ✓ A net increase of ~ \$65K to Capital Reserves next year.

Beach Reserve:

✓ A net increase of ~\$130K to Beach Reserves next year.

	Year-to-Date Actuals Apr - Mar	2023-2024 Annual Budget	2024-2025 Proposed Budget
RESERVE SOURCES & USES			
Capital Reserve Sources			
40100 · Capital Reserve Assessment	57,000.00	57,000.00	141,900.00
10525 · Interest Income Cap & Legal Reserves	22,088.20	-	23,000.00
Total Capital Reserve Sources	79,088.20	57,000.00	164,900.00
Capital Reserve Expenditures			
80100 - Roads	-	-	40,000.00
80200 - Landscape Projects	-	-	20,000.00
80300 - Fencing	36,422.50	-	40,000.00
80400 - Vehicles	-	-	-
80500 · Drainage Improvements	-	-	-
Total Capital Reserve Expenditures	36,422.50	-	100,000.00
Increase/(Decrease) to Capital Reserves	42,665.70	57,000.00	64,900.00
Beach Reserve Sources			
40200 · Beach Reserve Assessment	87,000.00	87,000.00	103,200.00
10515 · Interest Income Beach Reserves	20,603.83	-	27,000.00
Total Beach Reserve Sources	107,603.83	87,000.00	130,200.00
Beach Reserve Expenditures			
81100 · Dune Grass & Fencing	6,400.00	-	-
81200 · Beach Sand	-	-	-
Total Beach Fund Expenditures	6,400.00	-	-
Increase/(Decrease) to Beach Reserves	101,203.83	87,000.00	130,200.00



Reserve Projections

Reserve Projections

<u>Purpose:</u> Reserves are established and used for the purpose of non-cyclical, non-recurring expenditures which allow MBA to set aside funds to be used in the future. Not only does it provide a financial plan to assist in the prioritization of capital projects, it provides stability to the community helping diminish unnecessary spikes in annual assessments. Below is an analysis using a consistent contribution strategy to grow both reserve accounts to fund extraordinary, non-recurring items (e.g., fencing, road repairs/replacements, landscaping, beach replacement). Reserve study's help validate managements effort to forecast the level of future contributions based on current reserves and projected future uses. Given the current reserve balances coupled with future contributions, MBA can use reserves in a manner that meets the needs of the community without significantly increasing the annual assessment.

	Capital Improvement Fund (CIF) & Legal Fund											Beach Reserve F	und (BRF)		
Fiscal Year	Units	Assessment	Contribution	Interest	Proposed Uses		Projecte Balance (Fiscal Y/	Rate	Fiscal Year	Units	Assessment	Contribution	Interest	Use	Projected Balance (Fiscal Y/E)
							\$ 493,	90							\$ 578,668
2023-24	258	221	67,000	19,752	(40,000)	(a)	540,	4.0%	2023-24	258	336	87,000	23,147	(6,400) (d)	682,415
2024-25	258	550	141,900	23,000	(100,000)	(b)	605,	4.0%	2024-25	258	400	103,200	27,000	-	812,615
2025-26	258	550	141,900	21,190	(123,200)		645,	3.5%	2025-26	258	450	116,100	28,442	-	957,156
2026-27	258	550	141,900	22,587	(119,920)		689,	99 3.5%	2026-27	258	450	116,100	33,500	-	1,106,757
2027-28	258	550	141,900	20,697	(100,000)		752,	96 3.0%	2027-28	258	450	116,100	33,203	-	1,256,059
2028-29	258	550	141,900	22,575	(35,670)		881,	3.0%	2028-29	258	450	116,100	37,682	-	1,409,841
2029-30	258	550	141,900	26,439	(198,730)		850,	10 3.0%	2029-30	258	450	116,100	42,295	-	1,568,236
2030-31	258	550	141,900	25,527	(451,600)		566,	3.0%	2030-31	258	450	116,100	47,047	-	1,731,384
2031-32	258	550	141,900	17,002	(46,583)	(c)	679,	3.0%	2031-32	258	450	116,100	51,942	-	1,899,425
2032-33	258	550	141,900	20,372	-		841,	28 3.0%	2032-33	258	450	116,100	56,983	-	2,072,508
2033-34	258	550	141,900	25,240	(46,708)		961,	59 3.0%	2033-34	258	450	116,100	62,175	-	2,250,783
2034-35	258	550	141,900	28,853	(509,005)		623,	07 3.0%	2034-35	258	450	116,100	67,523	-	2,434,406
2035-36	258	550	141,900	18,705	(25,400)		758,	12 3.0%	2035-36	258	450	116,100	73,032	-	2,623,539
2036-37	258	550	141,900	22,761	(5,520)		917,	3.0%	2036-37	258	450	116,100	78,706	-	2,818,345
2037-38	258	550	141,900	27,536	(16,239)		1,071,	3.0%	2037-38	258	450	116,100	84,550	-	3,018,995

NOTES: Consistent with Board approved Reserve Policy.

- (a) Fencing project approved by Board in January 2024. Project to be completed by end of March 2024.
- (b) These are anticipated but not yet approved projects. See Capital Reserve Projects for 2024-25.
- (c) Used Reserve Replacement study per Miller Dodson dated April 2024 for projected expenditures.

<u>Capital Reserve Balance</u>: Balance should be driven by projected capital projects. Factoring in future annual contributions and projected expenditures from reserve studys (or other estimations), allows for management to project the level of future reserves. No funds to be used without approval of the Board.

NOTES:

(d) Planting of dune grass in January/February 2024. Project completed in February 2024.

<u>Beach Reserve Balance:</u> Balance should not drop below \$1.5M (estimate of one beach replenishment) and can continue to accumulate recognizing the inability to forecast the timing & financial estimate of each occurrence requiring its use. No funds to be used without approval of the Board.



Annual Assessment Summary

In summary, the proposed annual assessment for 2024-25 is \$3,200 or an increase of 4.1% compared to last years assessment. This assessment adequately funds MBA operations while also building reserves. For illustrative purposes only, holding future operating expenses to inflationary increases and managing reserves prudently (barring catastrophic beach replenishment), annual increases to MBA assessments can be held to a minimum.

Projected Annual Assessment Summary									
Fiscal	Target	Operating	Capital	Beach	Total	% Increase			
Year	Increase	Fund	Reserve	Reserve		70 IIICI Ease			
2019-20		1,905	235	210	2,350	n/a			
2020-21		1,967	246	237	2,450	4.3%			
2021-22		2,204	284	262	2,750	12.2%			
2022-23		2,518	221	336	3,075	11.8%			
2023-24		2,518	221	336	3,075	0.0%			
2024-25		2,250	550	400	3,200	4.1%			
2025-26	4%	2,340	550	450	3,340	4.4%			
2026-27	4%	2,434	550	450	3,434	2.8%			
2027-28	4%	2,531	550	450	3,531	2.8%			
2028-29	4%	2,632	550	450	3,632	2.9%			
2029-30	4%	2,737	550	450	3,737	2.9%			
2030-31	4%	2,847	550	450	3,847	2.9%			
2031-32	4%	2,961	550	450	3,961	3.0%			
2032-33	4%	3,079	550	450	4,079	3.0%			
2033-34	4%	3,202	550	450	4,202	3.0%			
2034-35	4%	3,331	550	450	4,331	3.0%			
2035-36	4%	3,464	550	450	4,464	3.1%			
2036-37	4%	3,602	550	450	4,602	3.1%			
2037-38	4%	3,746	550	450	4,746	3.1%			

2023-24 Assessment of \$3,550 (Oper \$2929, Cap \$221, Beach \$403) not approved by community; reverted to 2022-23 assessment (Oper \$2518, Cap \$221, Beach \$336 = \$3,075).

<u>2024-25:</u> Increased Cap reserve contribution & Beach Reserve with an objective to build reserves to appropriate levels.

- · Operating budget reduced to reflect normal, recurring & routine expenses of MBA.
- · Applied inflationary increases and known contractual increases for new fiscal year.
- Conduct annual analysis of reserve accounts to evaluate projected needs of the community
 against reserve levels (see prior page). Additionally, entered into contract with 3rd party firm to
 update reserve analysis.

2026-38:

- Strive to reach a target funding of reserves at \$1,000 per year inclusive of Beach and Capital Reserves. Capital projects can be determined and managed more easily than Beach reserves.
- Maintain allocation of contributions to Capital and Beach Reserves however, with updated information on the prioritization of needs, that allocation can change and/or the amount needed to be contributed annually may change.
- Beach Reserves may need to accumulate to a minimum of \$2M to ensure appropriate funding of a full beach replenishment.



Exhibit A: Approved Uses of Reserves

Expenditures to be funded from reserve accounts must have a useful life of greater than one year, be at least \$5,000 per instance and meet the purposes and uses described below. All other expenditures that occur in a recurring manner and are short-term or routine in managing MBA will be funded from the annual operating budget approved by the Board each year.

Capital Reserves Fund Purposes and Uses

Generally, this fund is used to accumulate financial resources designated for the purchase of new assets and/or future major capital repairs and replacements. Examples include:

- 1) to surface, resurface or apply sealing to any roads of the Community,
- to purchase vehicles to be used by the Board, Association staff and its committees to support Community activities,
- 3) to construct buildings, walkways, or other structures on any of the lands of the Community,
- 4) to install signage, fencing or other screening on any of the lands of the Community,
- to install landscaping on any of the non-member property of the Community or on DelDOT property between the MBA pine side and beach side,
- 6) to improve community drainage, including but not limited to replacing driveway culverts or alterations to preexisting mainline drainage ditches regardless if such is located on lands of the Community
- 7) other expenditures that qualify for capitalization in accordance with Generally Accepted Accounting Principles.
- 8) to conduct a periodic reserve study performed by a professional, independent firm

Beach Reserves Fund Purposes and Uses

Generally, this fund is used to accumulate financial resources for beach replenishment efforts. Examples include:

- 1) to participate in any type of beach nourishment projects, including the costs of dune grass, fencing and crossings (including stairways) associated with such a project,
- 2) to purchase, deliver and place sand on the beach or dunes in the event that conditions are such that could allow immediate damage to property or lives,
- to repair beach/dune/walkway damage or cleanup beach debris, as well as the purchase of assets to improve walkways (e.g. mobimats) to improve walkways, or
- to pay any engineering and legal costs associated with the use of this fund.