

# HERITAGE GRANT PROGRAM

## *Budget Worksheet Glossary of Terms*

Please use the glossary of terms provided below to assist you in completing the Budget Worksheets.

**Advertising/Promotion** – Includes all costs related to design, production and placement of advertising and promotional materials with a purpose of advancing the overall organization. Do not include materials produced specifically for the promotion of an individual program or project. Those related costs should be included in the project budget.

**Capital Outlay** – An expenditure which results in the acquisition of or addition to fixed assets, and meets these criteria: has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belongs to one of the following categories: Land, Buildings, Structures & Improvements, Equipment, Vehicles; constitutes a tangible, permanent addition to the value of an asset; cost generally exceeds at least \$1,500; does not constitute repair or maintenance; and, is not readily susceptible to loss.

**Certificate from a CPA** – A letter stating a general review of the organization's records and/or financial accounts to confirm their accuracy has been completed. An examination of an organization's records/accounts is not as in-depth as an audit. However, the certificate should be issued by an independent and impartial Certified Professional Accountant, and not an individual with any decision-making powers with the organization.

**Concessions** – Income from sale of food, drink, apparel or other sundry item by your organization.

**Contracted Labor/Services** – Contracts, professional service, consultants, lawyers, accountants, contractual labor, temporary clerical services, and other professional services contracts. These items should be related to a specific project/program, which should be included in the project budget.

**Fiscal Year** – A twelve-month period designated as the operating year for accounting and budgeting purposes in the organization.

**Generally Accepted Accounting Principles (GAAP)** – The standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as accounting standards or standard accounting practice. These include the standards, conventions, and rules that accountants follow in recording and summarizing and in the preparation of financial statements.

**Heritage Projects** – Educational programs and construction projects that includes rehabilitation and restoration work in accordance with the Heritage Preservation Ordinance, the Heritage District Guidelines, and Secretary of the Interior’s Standards for Treatment of Historic Properties, but excludes maintenance projects.

**Independent Audit** – A complete examination of the organization’s records and/or financial accounts to confirm their accuracy. This should be completed by an independent and impartial Certified Professional Accountant. The audit should not be undertaken by an individual with any decision-making powers with the organization.

**In-Kind Contributions** – Income received by donation of service or supply. The value of the service or supply should be based on a current market value for the service or supply.

**Insurance** – Includes premiums on all kinds of property and casualty insurance and service fees. Also includes liability insurance fees.

**Maintenance** – Any work for which the purpose and effect of is to correct or protect with least degree of intervention any deterioration or decay of or damage to a structure or property, or any part thereof, and to repair/replace the same, as nearly as may be practicable, to avoid any further deterioration, decay or damage, using the same materials or those materials available which are as close as possible to the original and all of which must comply with applicable codes and ordinances. Maintenance activities include, but are not limited to:

- Protection of historic materials/features through appropriate cleaning and correct application of protective coatings, caulking, paint touch-up’s, stain/rust removal, etc.
- Periodic cleaning of roof gutters and scuppers
- Repair of fences, security, and fire-alarm systems
- Minor repair of historic materials like wood, brick/stone, and metal using appropriate preservation methods and technology. Some of these repairs could be patching, piecing-in, repointing, grouting, caulking, securing joints, etc.
- Periodic repainting (following a previously approved color palette) to address standard wear and tear such as porch floors, steps, handrails, skirt boards, door thresholds, window sills, door/window trims, fascia boards, etc.

Maintenance does not include a change in design, material, or outward appearance, but does include in-kind replacement or repair. It shall not include any restoration and rehabilitation projects.

**Memberships** – Income generated from individuals, corporations or foundations by organization member fees. Typically, the fee is paid on an annual basis.

**Office Supplies** – Includes consumable supplies necessary for use in the office such as paper, pads, pens, pencils, paper clips, staples, etc. Also includes film and film processing and postage.

**Operating Budget** – Plans for expenditure of non-instructional academic or administrative capital projects and the proposed means for financing them. This includes purchase of office supplies, equipments, computers and technology required for day to day operations.

**Personnel** – Includes full-time and part-time staff salaries, overtime benefits, group health insurance costs, group life insurance costs, FICA, Medicare, Worker’s Compensation costs, Hospital GAP benefits, Short Term and Long Term Disability, Social Security, and Vehicle Allowances. This does not include the value of in-kind volunteer hours.

**Program Fees** – Income received from general admission to your property; program/project related tuitions, application and vendors fees. For example: Your organization coordinates a festival and charges food and craft vendors application and vendor fees for their participation at the festival. Or, your organization hosts an educational program and charges a fee for participation in the program.

**Rehabilitation** – The act or process of returning a structure or property to a state of utility through repair, remodeling, or alteration that makes possible an efficient contemporary use while preserving those portions or features of the structure or property which are significant to its historical, cultural, architectural, or archaeological values.

**Rental Expenses** – Includes copiers, faxes, printers, computers, or other equipment rented or leased for the regular operation of the organization.

**Restoration** – The act or process of accurately recovering the form, character, and details of a structure or property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work/features. A restoration project may include any building code-required work or limited and sensitive upgrade of plumbing, electrical, and mechanical systems that are required to make a historic property functional.

**Sponsorships** – Income received by donation of cash for support of a particular program/project or event. Does not include membership fees paid to join your organization or donation of services or supplies.

**Subscriptions** – Income generated from sales of publications, newsletters, etc.– if separate from your organization’s membership fees.

**Three Way Match** – A three way match refers to the comparison of the quantities, price per unit, terms, etc. appearing on the vendor’s invoice to the information on the purchase order, and to the quantities actually received.

**Travel/Professional Development/Training** – all costs associated with attending professional meetings, seminars, and conferences where the primary goal is to share general information and provide a forum for communication; or to obtain instruction of techniques, and methods in a specific area of expertise intended to immediately increase the skill and knowledge of the employee in the performance of his or her job. Also, includes local mileage reimbursements.

**Utilities** – Includes electricity, gas, water, drainage, waste management, telephone, cell phone services, and internet access.

**Volunteer Hours** – Includes total number of hours donated by volunteers in the service of a project sponsored by your organization. The budget workbook automatically calculates the current value of a volunteer hour at \$18.75 based on current national estimates. If possible, please break down the total volunteer hours that will be donated to your organization by individual project/program.

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