

From: [Dr. Pound Farmstead](#)
To: [Michelle Fischer](#)
Cc: [Betty Meyer](#)
Subject: Final budget request for HOT amendment
Date: Thursday, February 11, 2021 11:39:14 AM
Attachments: [FPHF.Budget.2021 HOT.xlsx](#)

Good Morning Michelle!

After our discussions, the FPHF board of directors has considered all of the documentation, our understanding of the parameters of HOT funding and the current needs of our organization. FPHF is unanimous in their agreement that due to the health restrictions of the last 11 months together with the uncertainty of event hosting for 2021, we need to concentrate our efforts in historic preservation and advertising to drive tourism. We are hopeful that we will be ideally positioned to host events toward the end of 2021 year, but this is not our current priority.

I have attached the working budget you and I created and made notes in column "J" [now "G"] for those items which we wish to put forth for consideration in the 2020 HOT funding amendment. In total, we are requesting \$13,371.25 for preservation costs, \$9,200.00 in advertising funding and \$19,000 in related staffing. This total of \$41,571.25 is in addition to the \$4,700 we have already received under the terms of the original agreement.

Please let me know if you have any questions or concerns. If you would be so kind as to keep me updated with the progress of this, I would appreciate it. My understanding is that you can bring this to council next week; file the appropriate paperwork for the March council meeting (based on what was agreed upon in council session) and have final approval then. Do I have this correct? Do you have any idea of when it would be funded after approval? It would help our process to know the timeline.

I can't thank you enough for all of your help!

Jenny Pack

Executive Director

The Dr. Pound Farmstead

419-B Founders Park Road

P.O. Box 1150 (*mailing only*)

Dripping Springs, TEXAS 78620

512-858-2030

drpoundfarmstead.org

Dr. Pound Historical Farmstead

570 Founders Park Road

PO Box 1150

Dripping Springs, TX 78620

(512) 858-2030

drpoundfarmstead.org

DR POUND FARMSTEAD BUDGET WITH ELIGIBLE HOT EXPENSES AND REQUESTED FUNDS

| | A | B | C | D | E | F | G |
|----|--|---|---|---|-----------------------|--------------------|---|
| 1 | REVENUES | | | | | Notes | |
| 2 | | | | | | | |
| 3 | Donations | | | | | | |
| 4 | | | | | General Donations | \$10,000.00 | |
| 5 | | | | | Museum Entry Fees | \$2,500.00 | |
| 6 | | | | | Sustaining Membership | \$20,000.00 | |
| 7 | Total Donations | | | | | \$32,500.00 | |
| 8 | | | | | | | |
| 9 | Tourism & Advertising | | | | | | |
| 10 | | | | | Pioneer Day Event | | |
| 11 | | | | | Ticket Sales | \$1,250.00 | |
| 12 | | | | | Grant Funding | \$8,750 | |
| 13 | | | | | Sponsorship | \$8,000.00 | |
| 14 | | | | | Food Sales | \$500.00 | |
| 15 | | | | | Advertising | | |
| 16 | | | | | Grant Funding | \$23,250.00 | |
| 17 | Total Tourism & Advertising | | | | | \$41,750.00 | |
| 18 | | | | | | | |
| 19 | Arts | | | | | | |
| 20 | | | | | Gospel Brunch | | |
| 21 | | | | | Ticket Sales | \$2,500.00 | |
| 22 | | | | | Grant Funding | \$5,175.00 | |
| 23 | Total Arts | | | | | \$7,675.00 | |
| 24 | | | | | | | |
| 25 | Education | | | | | | |
| 26 | | | | | Summer Camp | | |
| 27 | | | | | Sales | \$600.00 | |
| 28 | | | | | Grant Funding | \$1,500.00 | |
| 29 | Total Education | | | | | \$2,100.00 | |
| 30 | | | | | | | |
| 31 | Preservation | | | | | | |

DR POUND FARMSTEAD BUDGET WITH ELIGIBLE HOT EXPENSES AND REQUESTED FUNDS

| | A | B | C | D | E | F | G |
|----|---|------------------------------|---|---|---------------------|---------------------------------|---|
| 32 | | Shutter Replacement | | | | | |
| 33 | | Grant Funding | | | \$10,216.00 | | |
| 34 | | Iron Horse Exhibit | | | | | |
| 35 | | Ticket Sales | | | \$500.00 | | |
| 36 | | Grant Funding | | | \$3,375.00 | | |
| 37 | | Total Preservation | | | \$14,091.00 | | |
| 38 | | | | | | | |
| 39 | | Other Income | | | | | |
| 40 | | Other Grant Funding | | | \$20,000.00 | | |
| 41 | | Facility Use Fees | | | \$3,000.00 | | |
| 42 | | Interest Income | | | \$250 | | |
| 43 | | Merchandise Sales | | | \$500 | | |
| 44 | | HOT Grant Funding | | | \$4,700 | amount in current HOT agreement | |
| 45 | | Total Other Income | | | \$28,450.00 | | |
| 46 | | | | | | | |
| 47 | | Total Annual Revenues | | | \$126,566.00 | | |
| 48 | | | | | | | |
| 49 | | EXPENDITURES | | | | | |
| 50 | | | | | | | |
| 51 | | Administrative | | | | | |
| 52 | | Bank & Credit Card Fees | | | \$3,000.00 | | |
| 53 | | Office Supplies | | | \$600.00 | | |
| 54 | | Postage | | | \$400.00 | | |
| 55 | | Printing | | | \$1,500.00 | | |
| 56 | | Sales Tax | | | \$20.00 | | |
| 57 | | Seminars & Training | | | \$500.00 | | |
| 58 | | Volunteer Recognition | | | \$400.00 | | |
| 59 | | Staffing | | | 350 Hours | | |
| 60 | | Total Administrative | | | \$6,420.00 | | |
| 61 | | | | | | | |

DR POUND FARMSTEAD BUDGET WITH ELIGIBLE HOT EXPENSES AND REQUESTED FUNDS

| | A | B | C | D | E | F | G |
|----|-------------------|---|---|------------------------------------|-------------------|--|---|
| 62 | Operations | | | | | | |
| 63 | | | | | \$2,500.00 | total eligible under preservation | Requested for inclusion in amendment |
| 64 | | | | Collections Care + Storage | | | |
| 65 | | | | Buildings Maintenance | | | |
| 66 | | | | Janitorial Services + Supplies | \$1,550.00 | | |
| 67 | | | | Repairs + Maintenance | \$5,000.00 | | |
| 68 | | | | Total Buildings Maintenance | \$6,550.00 | | |
| 69 | | | | Grounds Maintenance | | | |
| 70 | | | | | | historic garden and flower bed; total eligible under preservation | Requested for inclusion in amendment |
| 71 | | | | Garden + Flower beds | \$1,500.00 | | |
| 72 | | | | Mowing | \$4,800.00 | | |
| 73 | | | | Pest Control | \$750.00 | | |
| 74 | | | | | | heritage oak tree; total eligible under preservation---bit of a grey area. What is significance of tree? Is there a plaque for it? Is it part of the tour? | Yes, the tree is part of our tour as the oldest feature on the grounds. Requested for inclusion in ammendment |
| 75 | | | | Tree Care | \$2,000.00 | | |
| 76 | | | | Total Grounds Maintenance | \$9,050.00 | | |
| 77 | | | | Insurance | \$7,225.00 | | |
| 78 | | | | Technology | | | |
| 79 | | | | Database | \$2,000.00 | | |
| 80 | | | | Equipment | \$700.00 | | |
| 81 | | | | Security | \$700.00 | | |
| 82 | | | | Total Technology | \$3,400.00 | | |
| 83 | | | | Utilities | | | |
| 84 | | | | Electric | \$2,500.00 | | |
| | | | | Telephone + Internet | \$1,750.00 | | |
| | | | | Trash | \$1,400.00 | | |
| | | | | Water | \$750.00 | | |

DR POUND FARMSTEAD BUDGET WITH ELIGIBLE HOT EXPENSES AND REQUESTED FUNDS

| | A | B | C | D | E | F | G |
|-----|--|---|---|---|--------------------|---|---|
| 85 | Total Utilities | | | | \$6,400.00 | | |
| 86 | Staffing | | | | 263 Hours | | |
| 87 | Total Operations | | | | \$35,125.00 | | |
| 88 | | | | | | | |
| 89 | Advertising & Tourism | | | | | | |
| 90 | Visitors Guide Publications | | | | \$1,500.00 | DS Visitors Guide | |
| | | | | | | Hill Country Sun, Hill County | |
| 91 | Magazine Publications | | | | \$4,000.00 | View | |
| 92 | Rack Cards & Brouchures | | | | \$2,000.00 | | |
| 93 | Social Media | | | | \$500.00 | | |
| 94 | Website | | | | \$250.00 | | |
| 95 | Newsletter | | | | \$250.00 | | |
| 96 | Founders Day | | | | \$0.00 | | |
| 97 | HC Trail Trail Map | | | | \$700.00 | | |
| 98 | Total Advertising | | | | \$9,200.00 | total eligible for HOT funds under advertising | Total highlighted requested for inclusion in amendment |
| 99 | Subscriptions & Memberships | | | | | | |
| 100 | NARM | | | | \$300.00 | | |
| 101 | AAM/THC | | | | \$100.00 | | |
| 102 | Women's Club | | | | \$100.00 | | |
| 103 | Chamber of Commerce | | | | \$150.00 | | |
| 104 | Total Subscriptions & Memberships | | | | \$650.00 | | |
| 105 | Staffing | | | | 525 Hours | | |
| 106 | 2020 HOT GRANT SIGNAGE | | | | \$2,250.00 | HOT funds already approved for this, signage | |
| 107 | 2020 HOT GRANT Mailing & Mktg Collateral | | | | \$925.00 | HOT funds already approved for this, advertising | |
| 108 | Total Advertising | | | | \$13,025.00 | | |
| 109 | *Tourism Events | | | | | | |
| 110 | Pioneer Day Event | | | | | | |

DR POUND FARMSTEAD BUDGET WITH ELIGIBLE HOT EXPENSES AND REQUESTED FUNDS

| | A | B | C | D | E | F | G |
|-----|---|---|---|--|--------------------|---|--------------------------------------|
| 111 | | | | Children's Art Area | \$2,000.00 | portion = to % tourists attending eligible under arts | Not requesting funding at this time |
| 112 | | | | Rentals | \$2,000.00 | portion = to % tourists attending eligible under arts | |
| 113 | | | | Food | \$2,500.00 | | |
| 114 | | | | Staffing | 175 Hours | | |
| 115 | | | | Total Tourism Events | \$6,500.00 | | |
| 116 | | | | Total Advertising & Tourism | \$19,525.00 | | |
| 117 | | | | | | | |
| 118 | | | | Preservation & Programs | | | |
| 119 | | | | Arts | | | |
| 120 | | | | *Gospel Brunch | | | |
| 121 | | | | Rentals | \$2,000.00 | portion = to % tourists attending eligible under arts | |
| 122 | | | | Supplies | \$800.00 | portion = to % tourists attending eligible under arts | Not requesting funding at this time |
| 123 | | | | Food | \$1,500.00 | | |
| 124 | | | | Staffing | 87 Hours | | |
| 125 | | | | Total Arts | \$4,300.00 | | |
| 126 | | | | Education | | | |
| 127 | | | | *Summer Outreach Program | | | |
| 128 | | | | Supplies | \$600.00 | | |
| 129 | | | | Snacks | \$100.00 | | |
| 130 | | | | Other | | | |
| 131 | | | | Staffing | 175 Hours | | |
| 132 | | | | Total Education | \$700.00 | | |
| 133 | | | | Preservation | | | |
| 134 | | | | Shutter Replacements | | | |
| 135 | | | | Supplies | \$6,671.25 | total eligible under preservation | Requested for inclusion in amendment |

DR POUND FARMSTEAD BUDGET WITH ELIGIBLE HOT EXPENSES AND REQUESTED FUNDS

| | A | B | C | D | E | F | G |
|-----|---|---|---|---|---------------------|---|---|
| 136 | | | Labor | | \$700.00 | total eligible under preservation | |
| 137 | | | Staffing | | 88 Hours | | |
| 138 | | | 2020 HOT GRANT Exterior Painting | | \$2,400.00 | HOT funds already approved for this, preservation | |
| 139 | | | *Iron Horse Exhibit | | | | |
| 140 | | | Supplies | | \$500.00 | | |
| 141 | | | Other | | \$500.00 | | |
| 142 | | | Staffing | | 87 Hours | | |
| 143 | | | Total Preservation | | \$10,771.25 | | |
| 144 | | | Total Preservation & Programs | | \$15,771.25 | | |
| 145 | | | | | | | |
| 146 | | | Payroll Expenses | | | | |
| 147 | | | *Gross Pay | | \$47,500.00 | | |
| 148 | | | Administrative | | 20% | | |
| | | | | | | | 30% requested for inclusion in amendment (10% reduction in pioneer day event exclusion) |
| 149 | | | Advertising & Tourism | | 40% | eligible under admin advertising | |
| 150 | | | Arts | | 5% | eligible under admin arts | |
| 151 | | | Education | | 10% | | |
| 152 | | | Operations | | 15% | | |
| | | | | | | | Requested for inclusion in amendment |
| 153 | | | Preservation | | 10% | eligible under admin preservation | |
| 154 | | | Payroll Tax | | \$3,800.00 | | |
| | | | | | | | \$28,215 total eligible for HOT funds admin |
| 155 | | | Total Payroll Expenses | | \$51,300.00 | | |
| 156 | | | | | | | |
| 157 | | | Total Annual Expenses | | \$128,141.25 | | |
| 158 | | | | | | | |
| 159 | | | Total Requested Additional HOT Funds | | \$41,571.25 | | |
| 160 | | | | | | | |

DR POUND FARMSTEAD BUDGET WITH ELIGIBLE HOT EXPENSES AND REQUESTED FUNDS

| | A | B | C | D | E | F | G |
|-----|---|---|---|---|---|---|---|
| 161 | *Programs and Payroll salary are fluid and contingent on current public | | | | | | |
| 162 | health safety guidenlines and operating restrictions. | | | | | | |