

EDC Budget

Year	FY 2013 Budget	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015 Draft	
Income						
Town Budget	\$ 6,500.00	\$ 6,500.00	\$ 18,700.00		\$ 6,000.00	
Bake Sale	\$ 334.00	\$ 334.00	\$ 189.90		\$ 189.90	
COC Contribution to Kiosk	\$ 360.00					
Signage Grant						Note 2
Total	\$ 7,194.00	\$ 6,834.00	\$ 18,889.90	\$ -	\$ 6,189.90	
Expenditures						
Promotion / Publicity						
Media Advertising					\$ 3,229.00	Note 1
Horseshoe Crab Festival	\$ 1,000.00	\$ 1,308.00	\$ 1,000.00	\$ 500.00		
Bargains on Broadkill	\$ 1,000.00	\$ 520.40	\$ 1,000.00			
Generic Ad	\$ 1,365.00					
Sussex County Profile Ad	\$ 1,000.00	\$ 1,365.00	\$ 1,229.00	\$ 1,229.00		
New Brochure	\$ 500.00					
Banners	\$ 800.00					
Christmas Event	\$ 75.00	\$ 800.00	\$ 800.00		\$ 800.00	
Mural Project					\$ 1,000.00	
Other						
Subtotal	\$ 5,740.00	\$ 3,993.40	\$ 4,029.00	\$ 1,729.00	\$ 5,029.00	
Continuing Education	\$ 700.00	\$ 35.00				
Support for Civic Organizations						
Shakespeare in the Park		\$ 100.00	\$ 500.00		\$ 971.00	
July 4th Celebration			\$ 350.00	\$ 350.00		
Downtown Merchants Brochure	\$ 60.00	\$ 40.00	\$ 30.00			
Subtotal	\$ 60.00	\$ 140.00	\$ 880.00	\$ 350.00	\$ 971.00	
Signage Project	\$ 100.00		\$ 13,700.00			Note 2
Map	\$ 100.00					
Subtotal	\$ 200.00	\$ -	\$ 13,700.00	\$ -	\$ -	
Fund Raising	\$ 150.00					
Administrative	\$ 84.00		\$ 100.00			
Postage		\$ 49.70				
Subtotal	\$ 84.00	\$ 49.70	\$ 100.00			
Contingency	\$ 161.67		\$ 180.90			
Total Expenditures	\$ 7,095.67	\$ 4,218.10	\$ 18,889.90	\$ 2,079.00	\$ 6,000.00	

* Denotes Funds Separate from Town Budget

Note 1. Rather than specify which events to advertise, the committee requests the authority to assign

the funds on a case by case basis throughout the year.

Note 2. Any funds that are not spent from the siphage project and which USDA will allow us to be carried forward should be included in the income and expenditure lines



Economic Development Committee Spending Procedure

1. The Economic Development Committee (EDC) will not commit town funds to be expended unless approved by the Town Council. The EDC will only commit town funds in a manner approved by the Town Council. Annually, the EDC will submit to the Town Council for approval a budget consisting of specific funding recommendations for Economic Development.
2. If funds are budgeted for Economic Development in the Town Budget approved by Town Council the following provisions apply:
 - If the proposed expenditure is identified in the Town budget the EDC may request that the expenditure be made by completing the attached form (Expenditure Request Form) and submitting it to the Town Clerk or other person designated by the Town Council.
 - If the proposed expenditure is not identified in the Town budget but is to be made using budgeted funds, the EDC may request that the expenditure be made by completing the attached form (Expenditure Request Form) and submitting it to the Town Council for approval. Upon approval by the Town Council, the Town Clerk or other person designated by the Town Council may authorize the expenditure.
3. If an expenditure is desired by the EDC for funds that are not included in the approved Town Budget, the EDC may request that the expenditure be approved by completing the attached form (Expenditure Request Form) and submitting it to the Town Council for approval. Upon approval by the Town Council, the Town Clerk or other person designated by the Town Council may authorize the expenditure.
4. If funds are budgeted for Economic Development in the Town Budget approved by Town Council but specific expenditures are not identified for the budget funds, the EDC may submit a detailed budget for the use of those funds to the Town Council for Approval. Approval of an EDC budget so submitted will be considered as part of the approved Town Budget for the purposes of this spending procedure.
5. The EDC will designate one individual to submit expenditure requests.
6. Completed Expenditure Request Forms shall be maintained by the Town Accounting Department.

Economic Development Committee Expenditure Request Form

Date:

Amount: \$

Expenditure Request: (Description of requested Expenditure)

Is the Expenditure requested included in the Town Budget Yes / No

Town Budget Line

EDC Budget Line

Reason For Request:

Submitted by:

Approved by Council:
(If Required)

Date:

Approved by Town Clerk
(Or designated Individual)

Date:

**Economic Development Committee
Expenditure Request Form**

Date: November 20, 2014

Amount: \$ 365.13

Expenditure Request: (Description of requested Expenditure)

This request for expenditure is to pay for the Town of Milton advertisement in the December 5, 2015 publication of the Cape Gazette. The aim of this advertisement is to promote Milton and the holiday activities to take place on December 13th so that people will want to come for the events and shop local in Milton.

Is the Expenditure requested included in the Town Budget Yes / No YES

Town Budget Line: 4-01-350-5610

EDC Budget Line: Media Advertising

Reason For Request: To pay for the Town of Milton advertisement in the December 5th Cape Gazette newspaper. (Attached)

Submitted by: Steve Crawford, EDC Secretary

Approved by Council:
(If Required)

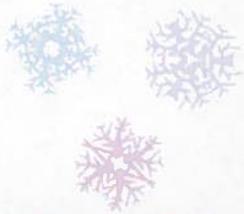
Date:

Approved by Town Clerk
(Or designated Individual)

Date:



MILTON



For the Holidays

Holly Festival
December 13th
9:00am to 3:00pm
**2nd Annual Merry Milton
Hospitality Night**
5:00-8:00pm

Shop for unique and personal gifts for everyone on your list. If you haven't visited us recently, you're in for a treat...new shops and restaurants are exciting and welcoming.
Register for Door Prizes Nov. 28-Dec.13!
You need not be present to win. Drawing at the Milton Theater 4:30-5:30pm, December 13th.

Century Club House Tours
December 13th
2:30-7:00pm
Milton Theater
Music • Caroling • Refreshments
4:30-5:30pm Special Program at 8:00pm



www.milton.delaware.gov

Corner Photos: Elaine Carbone Santa Photo: Gary Merz