



**NATURAL LANDS TRUST  
SPENDING AUTHORIZATION FOR  
CALENDAR YEAR 2013**

**EXPENDITURES**

	<u>2012 Authorization</u>	<u>2012 Expenditure</u>	<u>2013 Authorization</u>
<b>04-2 MATERIALS AND SUPPLIES</b>	<b>\$2,000</b>	<b>\$686</b>	<b>\$2,000</b>

**General Printing, Office Supplies and Mail Services - \$2,000**

Includes routine office supplies, photocopying, reference materials and publications, maps and reproduction of maps, creating signage, and similar expenses. Production and printing of the Annual Report is not included under this category. If needed, this item will fund additional functions for outreach and volunteers for management and acquisition.

<b>04-3 SERVICES</b>	<b>\$46,700</b>	<b>\$20,676</b>	<b>\$36,700</b>
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**Travel - \$700**

Includes funds for refreshments for Board meetings and parking vouchers and staff reimbursement for occasional use of personal vehicles.

**Information Processing - \$1,000**

Includes computer repairs and purchase of software.

**DAG Expenses - \$20,000**

Includes charges assessed to the Trust for professional services provided by staff of the Attorney General's office.

**Other Professional Services - \$15,000<sup>1</sup>**

Includes cost of title searches and filing fees for land donations and legal advertisement of meeting dates, membership fees and bank service charges. Also includes routine professional service contracts for surveys and preparation of deeds. Minimal back taxes are included as part of this line; however, substantial tax payments will be included in each offering brought to the Board. Professional Services also includes any costs associated with creation and maintenance of the Trust's website and for Trust professional accounting services.

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<sup>1</sup> Does not include account maintenance fees and asset management costs associated with recently established accounts with Vanguard Financial Services.

	<u>2012 Authorization</u>	<u>2012 Expenditure</u>	<u>2013 Authorization</u>
<b>04-4 MAINTENANCE AND FIXED CHARGES</b>	<b>\$58,000</b>	<b>\$16,072</b>	<b>\$70,000</b>

**General Maintenance of Buildings, Grounds, Equipment and Vehicle - \$23,000**

Includes funds for maintenance of rental units (including furnace or roof replacement, road regrading, power restoration, and other emergency measures), gates and access, safety/stabilization needs, tree trimming and removal, encroachment surveys, etc., as needed. Major planned maintenance and capital improvement projects are not included within this authorization and would be submitted individually, together with a recommended funding source, to the Board of Trustees for consideration.

**Conservation/Preserve Management Projects - \$47,000**

The following preserve management projects related to the Trust's mission of preservation of biodiversity are included in the budgeted amount planned for this calendar year. The costs for each project are gross estimates and quotes have not yet been sought.

- Preserve inventories and/or management plan development: \$15,000
- Salary for hourly Trust GIS specialist/land management assistant: \$16,000
- Invasive plant control and preserve management (various preserves): \$16,000

<b>04-5 ANNUAL REPORT</b>	<b>\$500</b>	<b>\$197</b>	<b>\$250</b>
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**2010 Annual Report - \$1,000**

The requested authorization includes the cost of graphic layout and development of the annual report for posting on the Trust's website.

<b>04-7 CAPITAL</b>	<b>\$5,000</b>	<b>\$5,973</b>	<b>\$5,000</b>
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**Miscellaneous Equipment Purchase and Replacement - \$2,500**

This budget allows for and miscellaneous small equipment purchases used for land management and office function.

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<b>TOTAL SPENDING AUTHORIZATION</b>	<b>\$112,200</b>	<b>\$43,604<sup>2</sup></b>	<b>\$113,950</b>
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<sup>2</sup> Includes abatements to revenue generated by Trust rental units (\$152).