

Town of Mineral Springs

PROPOSED BUDGET 2018-2019

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Budget Officer

May 10, 2018

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**TOWN OF MINERAL SPRINGS
2018-2019 BUDGET**

MESSAGE FROM THE BUDGET OFFICER

I hereby present this recommended budget for the 2018-2019 fiscal year to the Mineral Springs town council.

The FY2018-19 budget reflects anticipated revenues and expenditures of \$349,990.00 including capital expenditures, which represents a \$6,680.00 increase over last year's final amended budget. General government expenditures total \$308,772.00, an increase of \$9,650.00, while the capital budget has decreased by \$2,970.00 to \$41,218.00.

In the "Planning" department, we are proposing \$15,000 for the first steps required to create a new Unified Development Ordinance. Zoning and subdivision regulation are two of the town's core services, and the planning director has recommended soliciting proposals for this multi-year project. We are eliminating the appropriation for code enforcement since the town's nuisance ordinance has yet to be reinstated and there is no need to budget funds for enforcement at this time. The net result is an increase of \$3,412.00 in "Planning". This year, we are proposing an increase in the salaries of town council members from \$100.00/month to \$150.00/month. No change is proposed for the salary of the mayor. These amounts have not been increased since 2006. There is a proposed 3% increase for employees, both salaried and hourly. Finally, the "Elections" appropriation is reduced from \$2,800.00 to zero because there is no municipal election during the fiscal year. Most other proposed expenditures are very close to their previous year's level.

The revenue side of the budget reflects a tax base of approximately \$267.3 million, an increase of approximately \$7.5 million over the FY2017-18 tax base as of April 30, 2018. Most of this increase is due to new construction. Vehicle property taxes are expected to increase very slightly. General sales and use taxes and the alcoholic beverage tax are estimated to increase slightly. The electric sales tax estimate has been increased to \$207,000 because it has been outperforming estimates over the past few years, but it has leveled off due to the state's method of computing the distribution. It remains by far our largest revenue source. Telecommunication and Video Programming sales taxes and the Natural Gas excise tax are expected to be nearly flat. The estimate of the town's overall state-shared sales-tax revenue stream has been increased from \$263,900.00 to \$267,900.00.

As always, Council is cautioned to view the electric sales tax as being somewhat unstable. It is highly dependent on the operation of a single large industry in town, which is in turn very sensitive to overall economic conditions.

I am pleased to recommend no change in the property tax rate. The proposed *ad valorem* tax rate for the 2018-19 fiscal year is 2.5 cents per \$100.



Frederick Becker III, Budget Officer

5/3/2018

Date

TOWN OF MINERAL SPRINGS 2018-2019 BUDGET

BUDGET INTRODUCTION

FUND ACCOUNTING

The accounts of the Town of Mineral Springs are organized and operated on the basis of *funds*. A fund is a grouping of related accounts that have been segregated for specific activities or objectives.

Funds used by local governments can be grouped into two types: *governmental funds* and *proprietary funds*. Governmental funds are simply used to account for most governmental-type activities and are primarily financed by tax revenues. Proprietary funds are used for activities that operate more like businesses, such as water or sewer operations, where expenses are primarily financed by revenues derived from user charges rather than tax dollars. Mineral Springs currently uses only governmental funds, primarily a single *General Fund* and, when needed, *Capital Project Funds*.

General Fund

The General Fund encompasses most of the town's day-to-day operations. Property taxes are one component of General Fund revenue. Other important General Fund revenue sources are various sales taxes and excise taxes that are distributed to the town by the North Carolina Department of Revenue. Finally, specific user charges such as permit fees are accounted for as General Fund revenues.

All general operating expenditures are budgeted and accounted for in the General Fund. In addition, capital expenditures (purchases of real and personal property assets that have multi-year service lives) are likewise budgeted and accounted for in the General Fund. Mineral Springs considers expenditures for fixed assets with a value greater than five hundred

dollars (\$500.00) to be capital expenditures.

Capital Project Funds

Capital Project Funds are used to budget and account for larger capital expenditures that may take place over more than one fiscal year. A large or multi-year capital project is authorized by a *Capital Project Ordinance* adopted by the town council, and the project is financed through a related Capital Project Fund. The Capital Project Fund may receive transfers from the General Fund, or it may receive funds from other revenue sources such as grants or bond proceeds.

In recent years, the Town of Mineral Springs has established Capital Project Funds to construct the town hall, to purchase real property for conservation and recreation utilizing a North Carolina Clean Water Management Trust Fund grant, to purchase and undertake initial repairs on the historic Mineral Springs School agriculture building, to construct a parking area and trailhead for the Mineral Springs Greenway, and to construct a small park adjacent to the town hall.

Capital Project Fund expenditures are not included in the General Fund budget, but NC G.S. §159-13.2(f) states that “[e]ach year the budget officer shall include in the budget information in such detail as he or the governing board may require concerning each grant project or capital project (i) expected to be authorized by project ordinance during the budget year and (ii) authorized by previously adopted project ordinances which will have appropriations available for expenditure during the budget year.” The Town of Mineral Springs currently has no open Capital Project Ordinances.

BUDGET PREPARATION

The town of Mineral Springs operates on a *fiscal year* that runs from July 1 through June 30. The annual budget process begins with the budget officer working with departmental staff to estimate operating expenditures for the next fiscal year. These estimates usually begin in March. The following schedule has been established for the Mineral Springs fiscal year 2018-2019 budget preparation and enactment process:

April 12, 2018: Suggested departmental appropriations are presented to the town council at its regular meeting. No revenue estimates are presented at this time. Council is asked to review the budget officer's draft appropriations worksheet and advise him of any changes.

May 10, 2018: Prior to the town council's regular May meeting, the budget officer completes his estimates of anticipated revenues for the upcoming fiscal year and incorporates these estimates plus Council's recommended departmental expenditures into the *Recommended (or Proposed) Budget*. The recommended budget contains information on prior-year budgets, a detailed departmental revenue and expenditure breakdown, an analysis of those figures, a *draft FY2018-19 budget ordinance*, and a *budget message* that provides a brief overview of the proposed budget. The draft budget ordinance also includes a recommended property tax rate. The budget officer must file a copy of the recommended budget with the town clerk on the day it is submitted to Council.

Council may make additional changes to the recommended budget, and then by motion will call for a public hearing on the budget. The town clerk will then advertise the time and place of that hearing, as well as stating in that advertisement that the budget is available for public inspection at the clerk's office. In Mineral Springs, the public hearing is generally conducted at the regular June town council meeting, and

the budget ordinance (subject to any additional changes) is then adopted by vote of the town council.

June 14, 2018: Council conducts the budget hearing and adopts a budget ordinance. North Carolina general statute also requires that copies of the adopted budget ordinance be filed in the offices of the town clerk, the budget officer, and the finance officer.

THE ROLE OF THE ANNUAL BUDGET ORDINANCE

Under the North Carolina Local Government Budget and Fiscal Control Act, no expenditure may be made by the finance officer or any departmental personnel if that expenditure is not authorized in the adopted budget ordinance. It should be noted that the governing document is the *ordinance*, and not the more detailed departmental expenditure breakdown. For example, if the "Office" appropriation in the budget ordinance is \$144,704, and the detailed breakdown lists expenditures of \$2,400 for "equipment" and \$5,600 for "utilities", it would be perfectly legal for the finance officer to make "equipment" expenditures of \$3,000 and "utility" expenditures of \$5,800 during the fiscal year, *provided the total of all expenditures in the "Office" category does not exceed \$144,704*.

Some local governments allow the finance officer to make transfers between departmental appropriations in the budget ordinance as necessary. The Mineral Springs town council does not grant the finance officer this authority. If the finance officer finds that upcoming expenditures would exceed an appropriation in the budget ordinance, he *must* prepare a *budget amendment* and present it to Council for approval. This process serves as another layer of internal control, ensuring that the ultimate responsibility for compliance with the adopted budget ordinance rests solely with the town council.

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE TO ESTABLISH A BUDGET
FOR FISCAL YEAR 2018-2019
O-2017-07**

BE IT ORDAINED by the Council of the Town of Mineral Springs, North Carolina, the following:

Section I. Appropriations. The following amounts are hereby approved in the General Fund for the operation of the Town government and its activities for the fiscal year beginning 7/1/2018 and ending 6/30/2019, in accordance with a Chart of Accounts to be established for the Town:

ADMINISTRATIVE & GENERAL GOVERNMENT:	\$308,772.00
Advertising	\$1,800.00
Attorney	\$9,600.00
Audit	\$4,850.00
Charities and Agencies	\$10,300.00
Community Projects	\$26,000.00
Contingency	\$3,000.00
Employee Overhead	\$28,500.00
Fire Protection	\$12,000.00
Office and Administrative	\$144,704.00
Planning and Zoning	\$56,368.00
Street Lighting	\$2,000.00
Tax Collection	\$2,450.00
Training	\$3,000.00
Travel	\$4,200.00
CAPITAL:	\$41,218.00
Capital outlay	\$41,218.00
TOTAL APPROPRIATIONS:	\$349,990.00

Section II. Estimated Revenues. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning 7/1/2018 and ending 6/30/2019:

Property taxes	\$67,005.00
Interest	\$1,800.00
Other income	\$3,000.00
Sales taxes	\$267,900.00
Vehicle taxes	\$7,285.00
Zoning fees	\$3,000.00
TOTAL ESTIMATED REVENUES:	\$349,990.00

Section III. Property Tax Levy. A tax in the amount of \$0.025 per \$100.00 of assessed valuation is hereby levied on property within the Town of Mineral Springs which was listed for property taxes in Union County, North Carolina as of January 1, 2018.

ADOPTED this 14th day of June 2018. Witness my hand and official seal:

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, Clerk

REVENUES				\$ 349,990
<i>TOTAL INCOME</i>				<i>\$ 349,990</i>
Property Taxes			\$ 67,005	
Current Year	\$ 66,005			
Prior Years	\$ 1,000			
Interest			\$ 1,800	
Other Income			\$ 3,000	
Gross Receipts	\$ -			
Festival	\$ 1,800			
Miscellaneous	\$ 1,200			
Sales Tax			\$ 267,900	
Alcoholic Beverage	\$ 13,100			
Electricity	\$ 207,000			
General Sales & Use	\$ 22,100			
Natural Gas Excise	\$ 1,100			
Telecommunications	\$ 4,100			
Video Programming	\$ 20,500			
Vehicle Taxes			\$ 7,285	
Zoning Fees			\$ 3,000	

EXPENDITURES				\$ 349,990
<i>ADMINISTRATIVE & GENERAL GOVERNMENT</i>				<i>\$ 308,772</i>
Advertising			\$ 1,800	
Attorney			\$ 9,600	
Audit			\$ 4,850	
Charities & Agencies			\$ 10,300	
Community			\$ 26,000	
Beautification, Maintenance	\$ 5,800			
Newsletter	\$ 2,500			
Special events	\$ 10,700			
Festival	\$ 5,700			
AMG	\$ 4,000			
Misc	\$ 1,000			
Park & Greenway Maint	\$ 7,000			
Contingency			\$ 3,000	
Elections			\$ -	
Employee Overhead (FICA, work comp, bonds)			\$ 28,500	
Fire Protection			\$ 12,000	

Office			\$	144,704
Salary: Clerk		\$	36,288	
Salary: Deputy Clerk/Assistant		\$	10,500	
Salary: Finance Officer		\$	33,516	
Regular	\$	33,516		
Park Maint	\$	-		
Salary: Mayor		\$	4,800	
Salary: Council		\$	10,800	
Dues		\$	6,800	
Insurance		\$	4,000	
Records Management		\$	4,800	
Equipment & durable items		\$	2,400	
Supplies		\$	4,000	
Postage (General)		\$	1,000	
Telephone, Internet		\$	7,200	
Reserve/Misc		\$	1,000	
Town Hall Maintenance		\$	12,000	
Supplies	\$	2,000		
Services	\$	10,000		
Utilities		\$	5,600	
Planning			\$	56,368
Zoning Ord. & Planning		\$	15,000	
Zoning Administration		\$	33,368	
Salary	\$	31,368		
Contract	\$	2,000		
Land Use Planning		\$	5,000	
Code Enforcement (Contract)		\$	-	
Reserve/Misc		\$	3,000	
Street Lighting			\$	2,000
Tax Collection			\$	2,450
Salary		\$	600	
Contract (Union County)		\$	1,600	
Postage		\$	100	
Billing		\$	150	
Training			\$	3,000
Boards		\$	1,000	
Officials		\$	1,000	
Staff (Clerk, TC, FO)		\$	1,000	
Travel Expenses			\$	4,200
<i>CAPITAL</i>				\$
Capital Outlay			\$	41,218

Town of Mineral Springs
2018-2019 BUDGET ANALYSIS

I. Appropriations

Administrative & General Government

Advertising **\$1,800.00**
Included are required notifications of public hearings and special meetings involving the town council, planning board, and board of adjustment, and advertising in the 2019 Queen's Cup Race Program. This appropriation is unchanged from last year.

Attorney **\$9,600.00**
This appropriation includes \$3,600.00 for retainer and general expense, and remains the same as last year's appropriation.

Audit **\$4,850.00**
This amount was proposed for year 3 in FY2016-17's 3-year proposal by Kendra Gangal, CPA, and is a \$130.00 increase over last year's actual payment.

Charities & Agencies **\$10,300.00**
Based on the change made in last year's budget, council has approved this separate appropriation in the budget ordinance in order to bring more control and greater transparency to the town's contribution to various local non-profits. The amount is calculated as 3% of the previous year's total budget: $0.03 \times \$343,310 = \$10,299.30$, rounded to \$10,300.00.

Community **\$26,000.00**
This appropriation is to be used for projects and services intended to benefit the quality of life in Mineral Springs, including maintenance and beautification. Downtown pole banners and Christmas lights are included in this appropriation. The Community appropriation has been increased by \$1,100.00 over last year's appropriation, reflecting an additional \$1,000.00 for park and greenway maintenance to cover the mowing and trimming services of Taylor & Sons at the greenway parking and accessible picnic areas and an additional \$100 for Newsletter expenses. The Festival appropriation remains \$5,700 and the service partnership with Artists Music Guild for music licensing, festival entertainment, and other event programming remains \$4,000.00.

Contingency **\$3,000.00**
This appropriation is intended to cover small unforeseen expenses in miscellaneous categories which might arise during the fiscal year. Access to Contingency funds is generally accomplished through the budget amendment process. The contingency appropriation will not necessarily be expended.

Employee Overhead **\$28,500.00**
Includes Scheduled bonds for Tax Collector at \$100.00, Clerk/Zoning Administrator at \$100.00, Finance Officer at \$450.00, workers compensation at \$2,150.00, and standard payroll obligations consisting of FICA, Medicare, and payroll processing. In addition, employee dental, vision, and life insurance are estimated at \$1,800, and our required contribution to the NC Local Governmental Employees' Retirement System (NCLGERS) is estimated at \$12,596. This is a \$1,000 increase over last year, reflecting the 3% salary increases and small increases in rates for insurance and NCLGERS contributions.

Fire Protection **\$12,000.00**
Our regular annual payment to the Mineral Springs Volunteer Fire and Rescue Department remains \$10,000, and our Fire Suppression Agreement with the Waxhaw Volunteer Fire Department includes an annual payment of \$2,000.00.

Office & Administration **\$144,704.00**
We are proposing increasing the clerk's base salary to \$36,288.00 and the finance officer's base salary to \$33,516.00, representing a 3% cost-of-living and longevity increase. The finance officer's ½-time job is no longer being split over two job categories because our town hall landscaping contractor will be taking over mowing of the greenway parking and accessible picnic areas. As a result, the finance officer's job no longer involves mowing with power equipment; that portion of the job had been rated by our WC carrier at a higher premium and had to be accounted for separately. Council has re-authorized the part-time position of deputy clerk/office assistant for at least 12 hours per week, and Council has authorized increasing the hourly rate for that position to \$17.39/hr. This position has been budgeted at \$10,500 allowing for flexibility in the number of hours worked. For the first time since FY2006-07 Council members' salaries will increase, from \$100.00 to \$150.00 per month for FY2018-19, while the mayor's salary will remain \$400.00 per month. Proposed expenditures for most routine office expenses and town hall overhead remain the same as last year.

Planning **\$56,368.00**
Council has recommended increasing the planning director/zoning administrator's salary by 3% to \$31,368.00. The proposed \$2,000.00 appropriation for contract services associated with providing assistance with administration, either from Centralina Council of Governments or another planning consultant, remains the same as last year's. Also included in that appropriation is an amount of approximately \$1,100.00 to cover an interlocal agreement with Union County for joint funding of the Urban Forester position. The allowance for ordinance revisions has been increased from \$5,000 to \$15,000 to allow for part of the anticipated cost of having a consultant begin development of a new Unified Development Ordinance. The appropriation for code enforcement has been eliminated pending reinstatement of a nuisance ordinance. The \$5,000.00 allowance for land use plan updates and the \$3,000.00 allowance for miscellaneous expenditures, including clerical and mapping services, are the same as last year's.

Street Lighting **\$2,000.00**
This appropriation covers the cost of providing roadway lighting in the downtown area. This amount remains the same as last year's.

Tax Collection**\$2,450.00**

Mineral Springs will continue operating under contract with Union County for property tax collection at a cost of 1.5% of the gross collections, which has worked very well for the town. Total commissions to Union County for FY2018-19 are estimated at \$1,600; our tax levy for FY2018-19 is slightly higher than last year's, and each year there is a bit more prior-year tax to be collected which will incur additional commission. The current deputy clerk position will continue to include delinquent tax collection, although there is very little uncollected property tax left to collect for years 2009 – 2011. We are allocating \$600.00 to this position.

Training**\$3,000.00**

Ongoing training sessions for the governing board, citizen boards, and staff are offered throughout the year by the Institute of Government, the NC League of Municipalities, and other professional organizations.

Travel Expenses**\$4,200.00**

Included are expenses for travel to off-site training sessions, and any necessary meals and overnight accommodations. Also included are reimbursements for expenses incurred by council and staff in the course of ordinary business. This appropriation is the \$600 more than last year's because it is expected that there will be multiple out-of-town clerks' and planners' classes and conventions this fiscal year that will incur larger-than-usual travel and lodging expenditures.

*Capital***Capital Outlay****\$41,218.00**

These funds are designated for capital needs such as major equipment purchases, furniture and fixtures, and improvements to or purchases of real property.

II. Estimated Revenues**Interest Earned****\$1,800.00**

Short-term interest rates are finally creeping up in response to new Federal Reserve policy, but they are still expected to remain fairly low. Fund balance has been gradually increasing, and that increase coupled with the slight interest rate increases should lead to an increase in interest income this fiscal year.

Other**\$3,000.00**

This category covers various small-scale sources of revenue not accounted for in the other major categories. We anticipate an estimated \$1,800 in sponsorships and vendor income from the festival, refunds of North Carolina sales and use taxes paid by the town on purchases, and a few miscellaneous payments and fees such as copy charges. Zoning fees continue to be budgeted as a separate line item.

2018 Property Tax Receipts **\$66,005.00**

The estimated tax base, based on data from the Union County Assessor’s office is \$261,357,926.00, up \$7,340,894.00 (2.89%) from last year due primarily to new construction. In addition, we estimate that our Public Service Property tax base will be \$5,900,480.00 based on last year’s figure.

Gross estimated tax levy must be reduced based on the collection rate for FY2016-17 as of June 30, 2017, which was 98.79% by the Union County tax administrator.

The revenue estimate was arrived at as follows:

County Estimate	\$261,357,926
Public Service Property (est.)	\$5900,480
Total tax base	\$267,258,406

Tax rate: \$0.025/\$100 assessed valuation
Total levy: \$66,814.60
Estimated collection rate: 98.79% → \$66,006.14

Property Taxes, prior years **\$1,000.00**

We will receive some 2012 through 2017 delinquent tax payments from Union County, and our delinquent tax collector will continue to collect payments for tax years 2009 through 2011. Our “legacy” unpaid property tax balance has been decreasing, and therefore we don’t expect to be collecting very much for that period from 2009 - 2011. As required by state law, any remaining unpaid taxes for 2008 (approximately \$68) will “drop off” and no longer be subject to collection.

Sales Taxes **\$267,900.00**

Based on current fiscal year performance and accounting for anticipated economic conditions, the estimated breakdown is as follows:

Alcoholic Beverage tax	\$13,100.00
Electricity sales tax	\$207,000.00
General sales and use tax	\$22,100.00
Natural Gas excise tax	\$1,100.00
Telecommunications sales tax	\$4,100.00
Video Programming sales tax	\$20,500.00
Total	\$267,900.00

The amount of Alcoholic Beverage tax distributed to municipalities is *not* based on actual sales within the municipalities but instead is based solely on population. For 2016-17, municipalities where beer and wine sales were allowed received approximately \$4.3834 per capita. The estimate of \$13,100.00 is arrived at by multiplying the official 2016 state population for Mineral Springs of 2,971 by \$4.3834. While the per capita amount may be slightly higher in FY2018-19, we are using the existing figure because NC Department of Revenue figures for FY2017-18 are not yet available. As for the Electricity sales tax, the town’s largest revenue source, the amount has leveled off or even decreased slightly over

the past few years. When North Carolina changed this tax from a franchise tax to a sales tax beginning in FY2014-15, the general assembly established FY2013-14 as the “baseline year” for this distribution. Sales tax on additional electricity consumption above this “baseline” amount is calculated by the same formula that general Sales and Use tax distributions are calculated: a formula that allocates the distribution based on the town’s percentage of the total property tax levy in the county. Because Mineral Springs has such a low tax base and tax rate, our levy is a very small percentage of the countywide levy and as a result incremental increases in Electricity sales tax distributions are very small. This year we are budgeting only a \$2,000 increase in the anticipated Electricity sales tax distribution. Telecommunications and Video Programming sales tax distributions have been treated this way for many years and, as such, have remained very flat over time.

Vehicle taxes

\$7,285.00

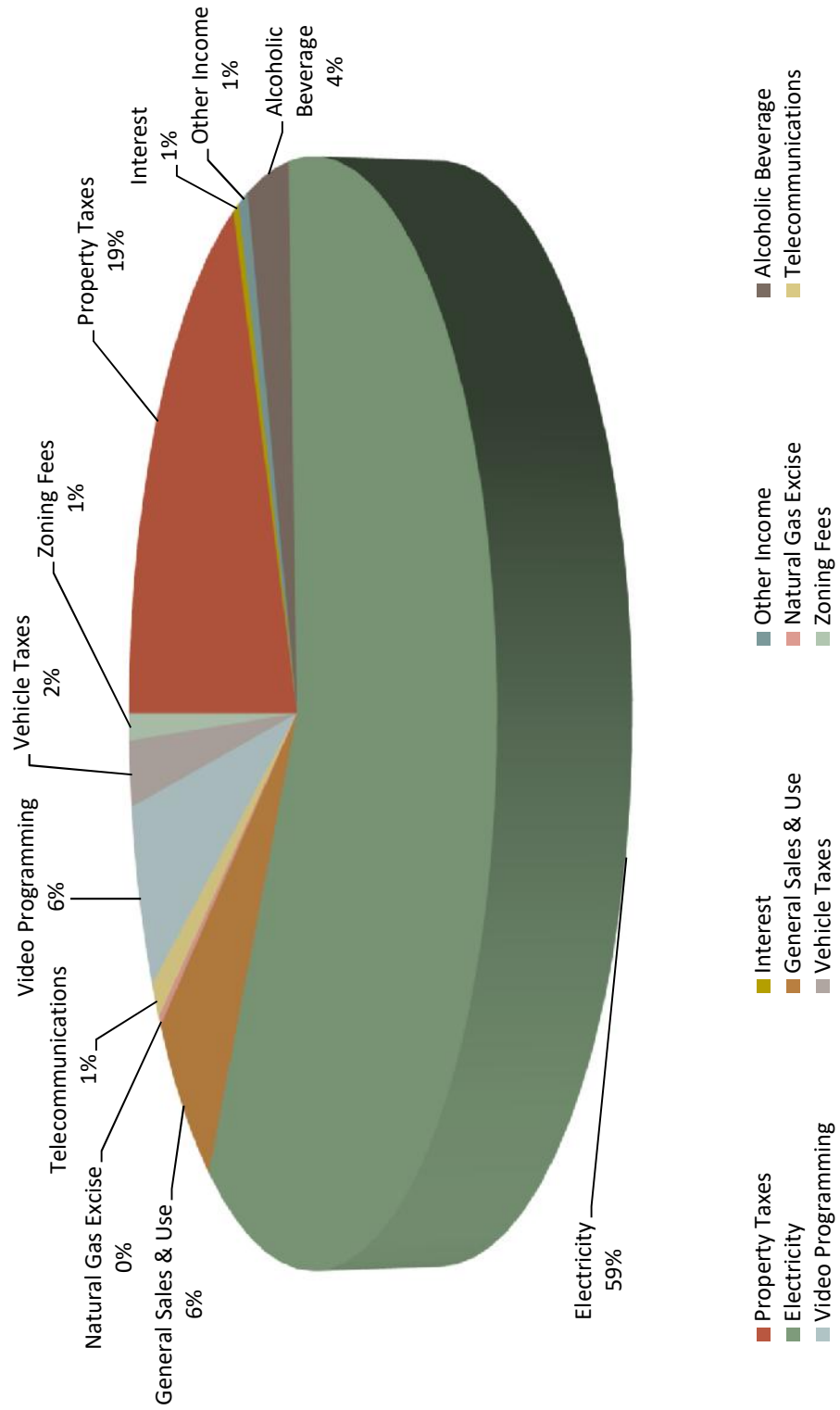
Current-year vehicle taxes will all be collected by Union County via the new state Vehicle Tax System. This amount reflects the property-tax collection rate of 98.79%, based on Union County’s estimate of the Mineral Springs vehicle tax base of \$29,512,166.00. In reality, the new state-collected system yields a theoretical 100% collection rate for accounting purposes, since the way the system works the tax levy doesn’t exist until it is collected. Even so, there are refunds due to vehicles that are expected to be registered which ultimately are not renewed, so some anticipated revenues are still not collected. Using the 98.79% collection rate is just a close estimate reflecting these uncollectible vehicle taxes.

Zoning fees

\$3,000.00

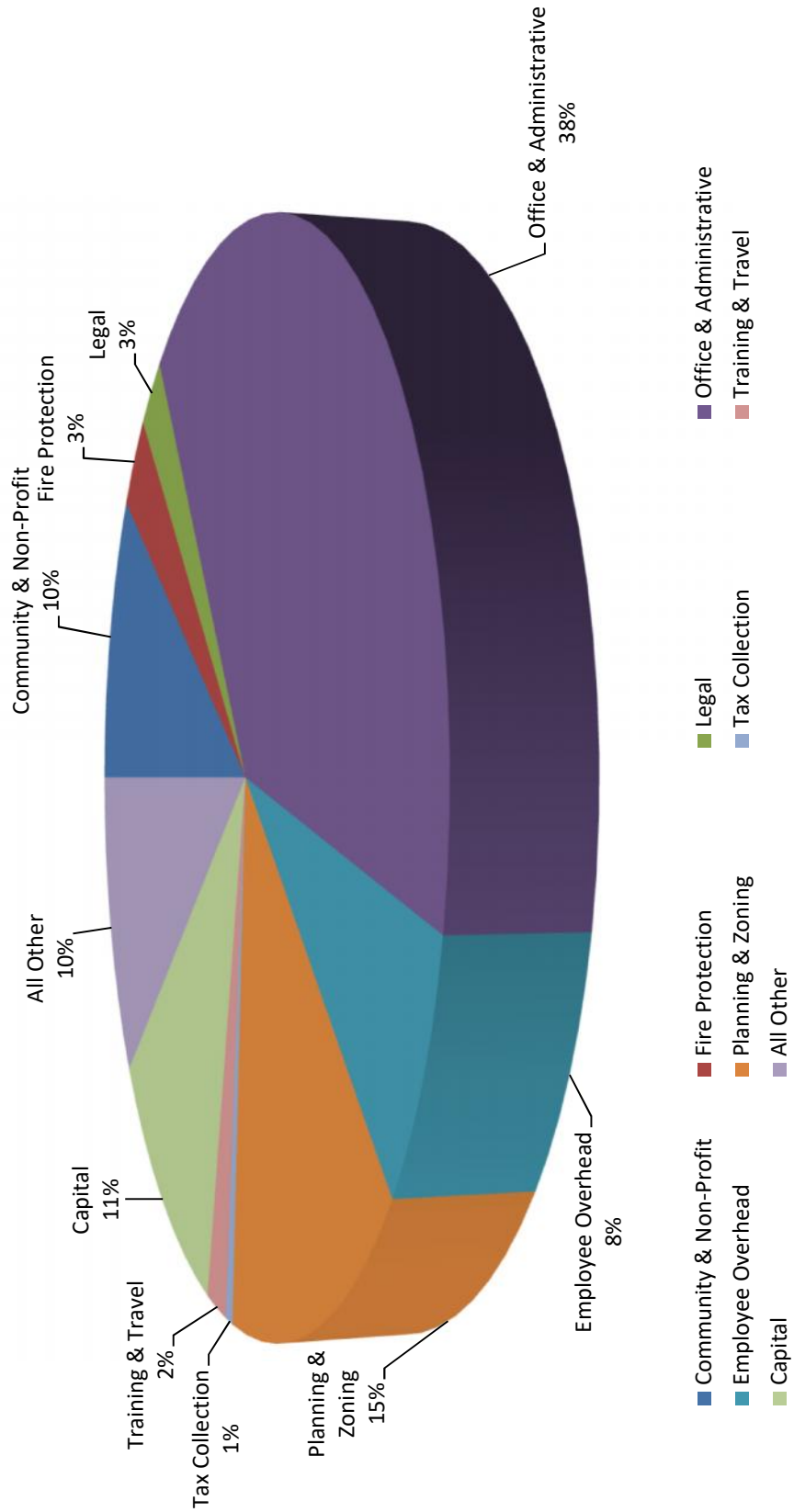
This estimate is based on the current rate of new construction, with the Copper Run subdivision being built-out during FY2017-18 and the Harrington Hall subdivision starting construction, plus additional zoning permits and miscellaneous applications for amendments and conditional use permits. Overall, zoning activity is expected to remain steady for FY2018-19, and this estimate is the same as last year’s total.

Mineral Springs Proposed Revenues 2018-2019 \$349,990



Mineral Springs Proposed Expenditures 2018-2019

\$349,990



PRIOR YEAR

REVENUES			\$ 343,310
<i>TOTAL INCOME</i>			<i>\$ 343,310</i>
Property Taxes		\$ 65,200	
Current Year	\$ 64,200		
Prior Years	\$ 1,000		
Interest		\$ 1,200	
Other Income		\$ 3,000	
Gross Receipts	\$ -		
Festival	\$ 1,800		
Miscellaneous	\$ 1,200		
Sales Tax		\$ 263,900	
Alcoholic Beverage	\$ 12,700		
Electricity	\$ 205,000		
General Sales & Use	\$ 20,200		
Natural Gas Excise	\$ 1,000		
Telecommunications	\$ 4,000		
Video Programming	\$ 21,000		
Vehicle Taxes		\$ 7,010	
Zoning Fees		\$ 3,000	

EXPENDITURES			\$ 343,310
<i>ADMINISTRATIVE & GENERAL GOVERNMENT</i>			<i>\$ 299,122</i>
Advertising		\$ 1,800	
Attorney		\$ 9,600	
Audit		\$ 4,720	
Charities		\$ 9,850	
Community		\$ 24,900	
Beautification, Maintenance	\$ 5,800		
Newsletter	\$ 2,400		
Special events	\$ 10,700		
Festival	\$ 5,700		
Misc	\$ 5,000		
Park & Greenway Maint	\$ 6,000		
Contingency		\$ 2,900	
Elections		\$ 2,800	
Employee Overhead (FICA, work comp, bonds)		\$ 27,500	
Fire Protection		\$ 12,000	

Office				\$	138,546
Salary: Clerk		\$	35,232		
Salary: Deputy Clerk/Assistant		\$	10,500		
Salary: Finance Officer		\$	32,544		
Regular	\$	29,292			
Park Maint	\$	3,252			
Salary: Mayor		\$	4,800		
Salary: Council		\$	7,200		
Dues		\$	6,600		
Insurance		\$	4,500		
Records Management		\$	4,570		
Equipment & durable items		\$	2,400		
Supplies		\$	4,000		
Postage (General)		\$	1,000		
Telephone, Internet		\$	7,200		
Reserve/Misc		\$	1,000		
Town Hall Maintenance		\$	12,000		
Supplies	\$	2,000			
Services	\$	10,000			
Utilities		\$	5,000		
Planning				\$	52,956
Zoning Ord. & Planning		\$	5,000		
Zoning Administration		\$	32,456		
Salary	\$	30,456			
Contract	\$	2,000			
Land Use Planning		\$	5,000		
Code Enforcement (Contract)		\$	7,500		
Reserve/Misc		\$	3,000		
Street Lighting				\$	2,000
Tax Collection				\$	2,950
Salary		\$	1,200		
Contract (Union County)		\$	1,500		
Postage		\$	100		
Billing		\$	150		
Training				\$	3,000
Boards		\$	1,000		
Officials		\$	1,000		
Staff (Clerk, TC, FO)		\$	1,000		
Travel Expenses				\$	3,600
CAPITAL				\$	44,188
Capital Outlay				\$	44,188

PRIOR YEAR

2017 FINAL BUDGET AMOUNTS				ACTUAL (5/18 & 6/18 PROJECTED)				VARIANCE		
REVENUES				\$ 343,310					\$ 350,531.00	\$ 7,221
Interest			\$ 1,200					\$ 1,765.00	\$ 565	
Property Taxes			\$ 65,200					\$ 65,800.00	\$ 600	
Sales Tax			\$ 263,900					\$ 269,611.00	\$ 5,711	
Vehicle Taxes			\$ 7,010					\$ 7,085.00	\$ 75	
Zoning Fees			\$ 3,000					\$ 3,815.00	\$ 815	
Other			\$ 3,000					\$ 2,455.00	\$ (545)	
EXPENDITURES				\$ 343,310					\$ 251,795.00	\$ (91,515)
ADMINISTRATIVE & GENERAL GOVERNMENT				\$ 299,122					\$ 251,795.00	\$ (47,327)
Advertising			\$ 1,800					\$ 1,160.00	\$ (640)	
Attorney			\$ 9,600					\$ 4,086.00	\$ (5,514)	
Audit			\$ 4,720					\$ 4,720.00	\$ -	
Charities			\$ 9,850					\$ 9,850.00	\$ -	
Community Projects			\$ 24,900					\$ 20,309.00	\$ (4,591)	
Beaut., Maint.		\$ 5,800				\$ 4,840				
Special Events		\$ 10,700				\$ 8,464				
Newsletter		\$ 2,400				\$ 2,395				
Park & Greenway		\$ 6,000				\$ 4,610				
Contingency			\$ 2,900					\$ -	\$ (2,900)	
Elections			\$ 2,800					\$ 2,753.00	\$ (47)	
Employee overhead			\$ 27,500					\$ 26,965.00	\$ (535)	
Fire Department grant			\$ 12,000					\$ 12,000.00	\$ -	
Office			\$ 138,546					\$ 128,929.00	\$ (9,617)	
Sal.: Clerk		\$ 35,232				\$ 35,232				
Sal: Deputy		\$ 10,500				\$ 8,960				
Sal.: Fin. Off. Regular		\$ 29,292				\$ 29,292				
Sal.: Fin. Off. Parks etc.		\$ 3,252				\$ 3,252				
Sal: Mayor		\$ 4,800				\$ 4,800				
Sal: Council		\$ 7,200				\$ 7,200				
Dues		\$ 6,600				\$ 6,357				
Insurance		\$ 4,500				\$ 3,140				
Records Management		\$ 4,570				\$ 4,570				
Equip. & dur.		\$ 2,400				\$ 1,091				
Supplies		\$ 4,000				\$ 2,604				
Postage		\$ 1,000				\$ 900				
Tel., Internet		\$ 7,200				\$ 6,403				
Reserve		\$ 1,000				\$ 400				
Town Hall Maint		\$ 12,000				\$ 9,136				
Supplies	\$ 2,000					\$ 1,380				
Services	\$ 10,000					\$ 7,756				
Utilities		\$ 5,000				\$ 5,592				
Planning			\$ 52,956					\$ 33,090.00	\$ (19,866)	
Zoning Ord.		\$ 5,000				\$ 577				
Zoning Admin		\$ 32,456				\$ 31,574				
Salary	\$ 30,456					\$ 30,456				
Contract	\$ 2,000					\$ 1,118				
Land Use Plan		\$ 5,000				\$ -				
Code Enforcement		\$ 7,500				\$ -				
Reserve/Misc		\$ 3,000				\$ 939				
Street Lighting			\$ 2,000					\$ 1,710.00	\$ (290)	
Tax Collection			\$ 2,950					\$ 2,446.00	\$ (504)	
Salary		\$ 1,200				\$ 1,200				
Contract (Union County)		\$ 1,500				\$ 1,246				
Postage		\$ 100				\$ -				
Billing		\$ 150				\$ -				
Training			\$ 3,000					\$ 1,077.00	\$ (1,923)	
Officials		\$ 1,000				\$ 592				
Planning Org.		\$ 1,000				\$ -				
Staff		\$ 1,000				\$ 485				
Travel Expenses			\$ 3,600					\$ 2,700.00	\$ (900)	
CAPITAL				\$ 44,188				\$ -	\$ (44,188)	
Capital Outlay			\$ 44,188					\$ -	\$ (44,188)	
TRANSFERS								\$ -	\$ -	
To Downtown Park Cap Proj Fund								\$ -	\$ -	
EXCESS (SHORTAGE) OF INCOME OVER EXPENDITURES - Applied to Fund Balance								\$ 98,736.00		