

Town of Hurt, Virginia: Fiscal Year 2018-19 Operating Budget

Last Revised and Approved By Council June 14, 2018

Effective Date Range: July 1, 2018 – June 30, 2019

Fund 10: General

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
Estimated Balances on Hand as of July 1			
10-000-1101000	Cash Drawer	100.00	100.00
10-000-1102000	Checking Account	30,000.00	30,000.00
10-000-1103000	LGIP Savings/Reserve	250,000.00	232,243.00
Total Balances on Hand		280,100.00	262,343.00
Estimated Local Revenue			
10-000-3110100	Real Estate Taxes	97,931.37	97,922.10
10-000-3110102	Prior Year Taxes Due	0.00	3,000.00
10-000-3110301	Personal Property Taxes	35,537.00	21,000.00
10-000-3110601	Late Real Estate Tax Penalties	100.00	100.00
10-000-3110602	Late Personal Property Tax Penalties	350.00	350.00
10-000-3120101	Local Sales & Use Taxes	24,800.00	25,308.79
10-000-3120102	Communications Taxes	22,344.97	22,561.68
10-000-3120201	Utility Taxes	27,364.00	22,500.00
10-000-3120203	Consumption Utility Taxes	3,891.00	3,500.00
10-000-3120301	Business License Taxes	9,000.00	10,000.00
10-000-3120303	Meals Taxes	37,300.00	32,500.00
10-000-3120401	Auto Decal Taxes	28,680.00	31,750.00
10-000-3120501	Cigarette Taxes	35,000.00	0.00
10-000-3131000	Checking Interest – General Account	100.00	100.00
10-000-3131250	LGIP Reserve Interest – General Account	4,127.00	2,000.00
10-000-3161000	Electronic Payment Convenience Fees	500.00	450.00
10-000-3161150	Returned Check Fees	100.00	100.00
10-000-3185000	Cell Phone Tower Lease	15,180.00	15,180.00
10-000-3199000	Miscellaneous Income	300.00	250.00

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
10-000-3207000	Semcentennial Sponsorships	0.00	6,000.00
10-131-3140101	Court Fines	4,500.00	4,000.00
10-131-3140102	Parking Fines	25.00	25.00
10-131-3151000	Civil Penalties	300.00	300.00
10-131-3160302	Fingerprinting	50.00	50.00
10-131-3199000	Police Ad	2,000.00	1,750.00
Local Revenue Subtotal		349,480.34	300,697.57
Estimated Intergovernmental Revenue			
10-000-3220107	Railroad Rolling Stock Tax	8,500.00	9,000.00
10-000-3240302	Litter Control/Recycling Grant	1,200.00	1,200.00
10-000-3260500	PPTRA	34,675.36	34,675.36
10-131-3240105	599 Law Enforcement Assistance	29,716.00	29,716.00
10-131-3240106	Byrne Grant	852.00	852.00
10-181-3330111	Fire Programs Fund	10,000.00	10,000.00
Intergovernmental Rev. Subtotal		84,943.36	85,443.36
Incoming Transfers From Other Accounts			
10-200-2011000	Transfers from LGIP General Reserve	6,000.00	22,220.00
Incoming Transfers Subtotal		6,000.00	22,220.00
Total Estimated Revenues & Transfers		440,423.70	408,360.93
Grand Total of Balances, Revenues & Transfers		720,523.70	670,703.93

Account Number

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Estimated Expenditures

Administrative Offices

Human Resources

10-101-6110001	Payroll (Clerk-Treasurer/Office Manager)	34,342.53	33,835.00
10-101-6150005	Elected Officer Compensation	2,400.00	2,400.00
10-101-6211000	FICA	2,810.80	2,771.98
10-101-6221250	VRS Retirement	7,442.03	7,335.43
10-101-6241500	VRS Life Insurance	178.58	162.41
10-101-6262000	Group Medical Insurance	10,464.00	7,104.00
	Subtotal	57,637.94	53,608.81

Operational

10-101-6271000	General Liability Insurance	781.67	1,200.33
10-101-6271250	Excess Liability Insurance	100.00	156.33
10-101-6272500	Property & Misc. Items Insurance	1,537.00	2,690.00
10-101-6295000	Workers' Compensation Insurance	40.00	47.00
10-101-7331000	Office Capital/Equipment	1,000.00	4,500.00
10-101-7331250	Office Equipment Maintenance	500.00	500.00
10-101-7331500	Office Supplies	1,200.00	1,400.00
10-101-7351000	Advertising & Publication	3,000.00	2,500.00
10-101-7511000	Electric	2,000.00	1,700.00
10-101-7521000	Postage/Shipping	1,300.00	1,200.00
10-101-7531000	Landline Telecommunications	0.00	3,000.00
10-101-7531250	Cellular Communications	675.00	675.00
10-101-7581000	Miscellaneous Expenses	121.85	182.63
10-101-7601100	Memberships and Subscriptions	1,025.00	750.00
10-101-7601250	Other Dues & Subscriptions	0.00	100.00
	Subtotal	13,280.52	20,601.29

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
Professional Services			
10-101-8101000	Accounting Audits	11,000.00	10,500.00
10-101-8111000	Attorney Fees/Legal Retainer	10,800.00	10,800.00
10-101-8112000	Court-Appointed Attorney Fees	200.00	200.00
	Subtotal	22,000.00	21,500.00
Administrative Offices Total		92,918.46	95,710.10
Police Department			
Human Resources			
10-131-6110001	Payroll	113,400.00	91,501.17
	Police Chief	40,000.00	38,681.62
	Patrolman	37,000.00	34,819.55
	Patrolman	36,400.00	18,000.00
10-131-6211000	FICA	8,675.10	6,999.84
10-131-6221250	VRS Retirement	24,573.78	15,935.05
10-131-6241500	VRS Group Life Insurance	544.32	352.81
10-131-6262000	Group Medical Insurance	10,464.00	10,122.00
	Subtotal	157,657.20	124,910.87
Operational			
10-131-6271000	General Liability Insurance	781.67	1,200.34
10-131-6271250	Excess Liability Insurance	100.00	156.34
10-131-6272000	Automobile Insurance	863.25	913.52
10-131-6272150	Physical Damage Auto Insurance	281.25	336.00
10-131-6273500	Crime & Bond Insurance	475.00	470.00
10-131-6295000	Workers' Compensation Insurance	3,215.00	3,088.00
10-131-6301000	Uniforms	500.00	500.00
10-131-7331200	Equipment Maintenance/Repair	400.00	400.00
10-131-7332000	Service Agreements	1,200.00	1,200.00
10-131-7341000	Vehicle Maintenance	2,259.84	4,000.00
10-131-7341250	Fuel	3,750.00	3,500.00

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
10-131-7351000	Code Books, Printing & Publications	300.00	300.00
10-131-7511000	Electric	100.00	300.00
10-131-7521000	Postage/Shipping	100.00	300.00
10-131-7531000	Landline Telecommunications	0.00	1,200.00
10-131-7531250	Cellular Communications	675.00	675.00
10-131-7553000	Training/Educational Expenses	1,200.00	1,000.00
10-131-7553150	Kid ID and Training Program	200.00	200.00
10-131-7581000	Miscellaneous Expenses	100.00	300.00
10-131-7601000	Department Operating Expenses	2,500.00	2,500.00
10-131-7611000	Investigations	300.00	300.00
10-131-7654000	Byrne Grant Expenditures	852.00	852.00
	Subtotal	20,153.01	23,691.20
	Capital		
10-131-9871000	Vehicle Purchase	5,000.00	5,000.00
	Subtotal	5,000.00	5,000.00
	Police Department Total	182,810.21	153,602.07
	Public Works Department		
	Human Resources		
10-141-6130003	Payroll (Custodian)	1,200.00	1,300.00
10-141-6211000	FICA	91.80	99.45
	Subtotal	1,291.80	1,399.45
	Operational		
10-141-6271000	General Liability Insurance	390.83	396.11
10-141-6271250	Excess Liability Insurance	50.00	51.59
10-141-6272000	Automobile Insurance	192.79	204.00
10-141-6272150	Physical Damage Auto Insurance	46.88	75.04
10-141-6274000	Equipment & Machinery Insurance	239.00	370.00
10-141-6295000	Workers' Compensation Insurance	478.48	489.57

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
10-141-7301000	Street Maintenance	15,000.00	10,000.00
10-141-7341000	Vehicle Maintenance	1,000.00	1,675.00
10-141-7341250	Highway Fuel	1,300.00	1,340.00
10-141-7341500	Off-Road Fuel	700.00	1,000.00
10-141-7361000	Buildings & Grounds Maintenance	7,500.00	7,500.00
10-141-7501000	Equipment, Supplies and Tools	1,000.00	500.00
10-141-7581000	Miscellaneous Expenses	100.00	200.00
10-141-7611000	Street Lighting	18,300.00	18,500.00
10-141-7651000	Refuse Collection Contract	47,619.00	47,619.00
10-141-7652500	Litter Control/Recycling Grant Expenditure	1,200.00	1,200.00
	Subtotal	95,116.98	91,120.31
	Public Works Total	96,408.78	92,519.76
	Information Technology		
10-171-6273000	Cyber Insurance	500.00	0.00
10-171-9011000	Accounting Software	2,666.25	2,292.00
10-171-9011250	Hardware/Software Capital Purchases	1,000.00	1,000.00
10-171-9021000	Technical Services and Support	1,700.00	6,500.00
10-171-9021250	AccuFund Software Support	2,000.00	1,896.00
10-171-9021500	Managed Services Agreement	8,520.00	8,400.00
10-171-9021750	VoIP Telephony	1,800.00	0.00
10-171-9031000	Email & Website Maintenance	1,500.00	1,500.00
	Information Technology Total	19,686.25	21,588.00
	Fire Department		
10-181-7541000	Hurt Volunteer Fire Department - Support	15,000.00	15,000.00
10-181-7572000	HVFD Building Fund	5,000.00	5,000.00
10-181-7593000	HVFD Fire Fund Grant	10,000.00	10,000.00
	Fire Department Total	30,000.00	30,000.00

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
Community Development			
10-191-7705000	Beautification/RLM Park	1,200.00	1,200.00
10-191-7705250	English Park	200.00	200.00
10-191-7752000	Business & Government Relations	1,000.00	1,000.00
10-191-7753500	Public Relations/Town Promotion	2,000.00	2,000.00
10-191-7757000	Semicentennial Sponsorship	0.00	6,000.00
10-191-7801000	Infrastructure Development	6,200.00	3,541.00
10-191-7831000	SRRIFA Annual Membership	4,000.00	0.00
10-191-7851000	Economic Development Reserve	4,000.00	0.00
10-191-7901500	Staunton River Medical Center	0.00	1,000.00
Community Development Total		18,600.00	14,941.00
Total General Fund Revenues		440,423.70	408,360.93
Total General Fund Expenditures		440,423.70	408,360.93
Difference		0.00	0.00

Account Number

18/19 Budget

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Estimated Expenditures

Water Expenditures

Human Resources

30-501-6110001	Payroll (Public Works Coordinator)	37,075.27	36,527.36
30-501-6211000	FICA	2,836.26	2,794.34
30-501-6221250	VRS Retirement	8,034.21	7,919.13
30-501-6241500	VRS Life Insurance	177.96	175.33
30-501-6262000	Group Medical Insurance	10,464.00	10,122.00
	Subtotal	58,587.70	57,538.17

Operational

30-501-6271000	General Liability Insurance	390.83	804.22
30-501-6271250	Excess Liability Insurance	50.00	104.74
30-501-6272000	Automobile Insurance	94.96	104.48
30-501-6272150	Physical Damage Auto Insurance	46.87	36.96
30-501-6274000	Equipment & Machinery Insurance	239.00	370.00
30-501-6295000	Workers' Compensation Insurance	908.52	919.91
30-501-6301100	Uniforms	300.00	300.00
30-501-7331500	Office Supplies	1,400.00	1,200.00
30-501-7341000	Vehicle Maintenance/Repair	1,000.00	825.00
30-501-7341250	Highway Fuel	700.00	660.00
30-501-7341500	Off-Road Fuel	100.00	25.00
30-501-7511000	Electric	6,500.00	6,500.00
30-501-7521000	Postage/Shipping	2,000.00	2,000.00
30-501-7531000	Landline Telecommunications	1,000.00	1,350.73
30-501-7531250	Cellular Communications	675.00	675.00
30-501-7581000	Miscellaneous	494.98	208.37
	Subtotal	15,900.16	16,084.41

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
Administrative & Professional			
30-503-7311000	Water Analysis/Lab Testing	3,000.00	3,000.00
30-503-7332000	Generator Maintenance Contract	1,400.00	1,400.00
30-503-7381000	VDH Technical Assistance Fees	2,000.00	2,000.00
30-503-7522000	Miss Utility	150.00	150.00
30-503-7553000	Employee Training & Licensure	300.00	300.00
30-503-7601200	VA Rural Water Association Dues	300.00	300.00
30-503-7703000	IT – Utility Billing Software	374.25	374.25
	Subtotal	7,524.25	7,524.25
Capital			
30-505-9891000	Water System Improvements	25,000.00	10,000.00
30-505-9892000	Capital Purchases	5,500.00	3,000.00
	Subtotal	30,500.00	13,000.00
System Maintenance & Repair			
30-507-7331200	Equipment Repair/Maintenance	1,000.00	700.00
30-507-7331400	Water Line Repairs/Maintenance	20,000.00	20,000.00
30-507-7601600	System Operating Supplies/Tools	1,500.00	1,500.00
30-507-8501100	Tank Maintenance Contract	10,000.00	10,000.00
	Subtotal	32,500.00	32,200.00
Product			
30-509-8755000	Water Purchase	116,646.00	110,392.00
	Subtotal	116,646.00	110,392.00
Total Water Expenditures		261,658.11	236,738.83

<u>Account Number</u>		<u>18/19 Budget</u>	<u>17/18 Budget</u>
Wastewater Expenditures			
Operational			
30-511-7331400	System Repairs/Maintenance	3,000.00	3,000.00
30-511-7401500	Purchase Wastewater Capacity	2,800.00	2,600.00
30-511-7511000	Electric	600.00	500.00
30-511-7531000	Landline Telecommunications	1,100.00	665.28
	Subtotal	7,500.00	6,765.28
Capital			
30-511-9891000	System Improvements	3,000.00	3,000.00
	Wastewater Expenditures Subtotal	10,500.00	9,765.28
	Total W/W Enterprise Revenues	272,158.11	246,504.11
	Total W/W Enterprise Expenditures	272,158.11	246,504.11
	Difference	0.00	0.00

Fund 11: Police Department Forfeiture (PDDR)

<u>Account Number</u>	<u>18/19 Budget</u>	<u>17/18 Budget</u>
Estimated Balances on Hand as of July 1		
11-131-1102000 Checking Account	1,550.00	2,000.00
11-131-1103000 LGIP Savings (Reserve)	21,250.00	21,850.00
Total Balances on Hand	22,800.00	23,850.00
Estimated Revenues		
11-131-3131000 Checking Interest – PDDR	10.00	10.00
11-131-3131250 LGIP Reserve Interest – PDDR	200.00	200.00
Total PDDR Revenues	210.00	210.00
Grand Total (Balances + Revenues)	23,010.00	24,060.00
Estimated Expenditures		
None	0.00	0.00
Total PDDR Revenues	210.00	210.00
Total PDDR Expenditures	0.00	0.00
Difference	210.00	210.00

Proposed Operating Budget Summary: July 1, 2018 – June 30, 2019

<i>General Fund</i>	<u>18/19Totals</u>	<u>17/18 Totals</u>
Total Balances on Hand	280,100.00	262,343.00
Total Estimated Revenues	440,423.70	408,360.93
Total Estimated Expenditures	440,423.70	408,360.93
Revenues minus Expenditures	0.00	0.00
(Balances + Revenues) less Expenditures	280,100.00	262,343.00
<i>Enterprise Fund</i>		
Total Balances on Hand	230,100.00	183,420.00
Total Estimated Revenues	272,158.11	246,504.11
Total Estimated Expenditures	272,158.11	246,504.11
Revenues minus Expenditures	0.00	0.00
(Balances + Revenues) less Expenditures	230,100.00	183,420.00
<i>PDDR Fund</i>		
Total Balances on Hand	22,800.00	23,850.00
Total Estimated Revenues	210.00	210.00
Total Estimated Expenditures	0.00	0.00
Revenues minus Expenditures	210.00	210.00
(Balances + Revenues) less Expenditures	22,800.00	23,850.00
Total Expenditures All Accounts	712,581.81	654,865.04

Based on tax, utility, and fee schedule as follows:

Real Estate	14.13¢/\$100
Personal Property	\$2.50/\$100
Auto Decal	\$30 each
Meals Tax	5.50%
Cigarette Tax	17¢/pack (beginning October 1, 2018)
Water	\$70 + \$5.50/K over 6K gallons, quarterly (commencing with February, 2019 billing cycle)
Wastewater	\$80 + \$5.50/K @ 85% of water usage (concurrent with water billing schedule)