

**FY 2016 Budget Prep Worksheet
Expenditures and Revenues**

Item	Current Budget	YTD Actual (as of 2/28/15)	Last Year Actual	Admin Proposed	Council Approved	Notes
GENERAL FUND - REVENUE						
Ins Tax Coll Pgm (ITCP)	306,000	4,957	307,712	307,000	307,000	receive May & June
Telecom Tax Coll Pgm (TTCP)	40,000		31,558	32,000	32,000	99% in March
Local Opt Sales Tax (LOST)	333,000	229,226	331,066	340,000	340,000	monthly
Sunday Liquor Licenses (LOP)	2,000	6,000	3,750	3,750	3,750	quarterly
Aid to Subdivisions	41,000	34,218	43,905	45,000	45,000	quarterly
Building Permits & Fees	136,000	91,111	135,857	139,000	139,000	impr economy; more homes
Business Licenses - Inside BW	120,000	37,321	94,509	95,000	95,000	conserv est
Business Licenses - Outside BW	60,000	53,472	85,590	85,000	85,000	conserv est
Franchise Fees	185,000	30,737	190,022	190,000	190,000	due June 30
Misc Revenues	100,000	106,652	106,062	75,034	75,034	adjustable factor, \$90K SCE&G
Interest Income	600	295		500	500	
Fund Balance Approp	99,051	99,051	0	0	-	to CIP budget (had been 14,800)
Accommodations Tax to GF	25,000	25,000	25,000	28,750	28,750	by statute
TOTAL - GEN FUND REVENUE	1,447,651	718,050	1,263,928	1,341,034	1,341,034	

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GENERAL FUND EXPENDITURES						
Governing Body						
Mayor Salary	12,000	6,231	9,000	9,000	9,000	
FICA	918	234	305	700	700	
Retirement	1,320	679	954	1,000	1,000	
Health Insurance	9,638	6,798	9,902	10,080	10,080	5% increase factored, in case
Other Expenses	2,500	950	2,296	2,500	2,500	travel & training
Council Salaries	18,000	12,462	17,596	18,000	18,000	
FICA	1,377	953	1,223	1,377	1,377	
Other Expenses	5,017	535	2,444	2,500	2,500	training
Misc	2,650	217	1,041	4,650	4,650	
Merit Increases						\$10,220 allocations for employee merit (sal,FICA,Ret) are in depts
TOTAL Governing Body	53,420	29,058	44,764	49,807	49,807	
Administration						
Salaries	402,398	212,914	348,629	184,055	184,055	GP, CK, MC, HK, MK, SH (25%) JB
FICA		16,476	25,102	14,081	14,081	
Retirement		24,036	37,862	20,246	20,246	
Health Insurance		23,114	35,502	8,665	8,665	5% increase, in case
Travel & Training		1,019	2,613	2,500	2,500	clerk & finance schools
Tuition Reimbursement				2,500	2,500	
Workers Comp	8,500	3,259	0	10,500	10,500	for all employees
Ordinance Codification	5,000	760	2,038	4,000	4,000	AmLegal updates (was \$5K)
Gen Insurance	10,000	9,339	9,999	10,510	10,510	GL, E&O, Auto
Office Supplies	14,000	11,785	14,627	6,500	6,500	
Office Furniture		0	0	7,300	7,300	3 desks & 4 file cabinets
Telephone Services	10,000	5,989	11,326	13,500	13,500	
Internet Services	4,000	3,065	3,005	4,700	4,700	TWC,AT&T, (guest & visitor ctr)
IT Support Services				4,200	4,200	diff for Legal & Prof'l (phone-Kevin)

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Copier		in supplies	in supplies	4,200	4,200	
Postage		in supplies	in supplies	2,000	2,000	
Advertising - Plng & Zoning	6,000	3,190	5,346	6,000	6,000	
Dues/Subscriptions	5,000	1,518	2,417	3,500	3,500	had been 5000
Offsite Storage - files				1,600	1,600	Storage Express
Accounting Services - Contract	47,800	55,708	68,952	20,000	20,000	
Audit Services - Contract	25,521			7,500	7,500	Love Bailey
Bank charges	3,500	3,698	5,782	5,000	5,000	credit card, DD paymt fee- was 3500
Defibrillator				1,900	1,900	equip & wall mount
Acctg software maint				7,500	7,500	annual services
Community Promotions	20500	18,740	9,280	21,000	21,000	ad hoc events; ads
Utilities						
Electric			see PW util	5,500	5,500	
Water				450	450	
Sewer				450	450	
TOTAL - Administration	562,219	?	?	379,857	379,857	
Legal & Professional						
Legal	54,000	33,223	61,181	48,000	48,000	town attorney
Planning & Develop Svcs	36,000	27,000	36,963	39,000	39,000	planning consultant
IT - Contract	36,000	22,900	36,000	18,000	18,000	Kevin
Other Prof Services	21,000	13,955	19,991		53,380	VC3, Econ Dev, Engineering, etc
VC3				28,380		
Econ Development				16,500		
Engineering				8,500		
Website Design				15,000	15,000	if not done in FY15
Process Server				500	500	A-tax delinquents
TOTAL - Legal & Professional	147,000	97,078	154,134	173,880	173,880	
Public Works						
Salaries				64,993	64993	CM , LR, RB - 75%
FICA				4,972	4972	

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Retirement				7,150	7150	
Health Insurance				15,750	15750	5% increase, in case
Workers Comp						in admin
Clothing Allowance				600	600	public works employees (CM & LR)
Supplies				6,300	6300	cones, lights, weed killer, hardware
Contracted Services	41,000	36,130	74,630	39,600	39600	landscaping & mowing
Maint & Repair - Town Hall	12,500	2,556	5,066	29,900	29900	HH painting, pine straw
Maint & Repair - Streets				500	500	
Signage	3,000	908	2,943	60	60	
Utilities	80,000	52,459	76,199			all electricity costs, prior years
Electricity (streetlights)				28,000	28,000	streets; charging stations
Water (fire hydrant)				450	450	
Gas & Oil				1,500	1,500	all vehicles (1 gas, 1 hybrid)
Offsite Storage - PW				4,800	4,800	Broom - flags, holiday dex, misc
Waste Container Service				4,500	4,500	dumpster
Vehicle Maintenance				1,800	1,800	
Vehicle tires				1,700	1,700	
RR ROW Lease				300	300	annually to Norfolk-Southern
Miscellaneous	5,000			500	500	
Town Hall repairs	10,000					
Restaurant loan interest	18,500	19,750				
Technology plan	59,000	6,187	9,930			
Landscape, signage, etc.	95,000	23,400	146,395			
Sidewalks	30,000					this is in the CIP; left here for history
TOTAL - Public Works	354,000	?	?	213,375	213,375	
Inspections & Code Enforcemnt						
Salaries				31,092	31,092	KW
FICA				2,450	2,450	
Retirement				3,420	3,420	
Health Insurance				4,410	4,410	5% increase
Workers Comp						in admin

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Contracted Services	90,000	62,834	95,100	100,000	100,000	RCI
Supplies				200	200	
Travel & Training				2,000	2,000	
TOTAL - Insp & Code Enf	90,000	?	?	143,572	143,572	
Parks & Recreation						
Salaries				11,700	11700	PC - 75%
FICA				900	900	
Retirement				1,290	1290	
Health Insurance						
Workers Comp						in admin
Supplies				8,130	8130	plantings, speed bumps
Maint & Repair - Park				9,440	9440	tree surgeon
Signage	14,000	in PW	in PW	500	500	
Utilities						
Electricity (path, RR, FM)				42,600	42600	walking trail lighting & park streets
Water (restrooms)				450	450	
Sewer (restrooms)				1,150	1150	
Miscellaneous				500	500	
Maintenance Services	50,175					
Lake Mgmt - Contract		?	in maint # ?	4,200	4200	Aquatic Mgmt Services
Landscape - Contract		?	in maint # ?	15,200	15200	new mowing contract
Irrigation - Contract				750	750	
Playground Equip Lease	25,100	19,247	4,890	41,248	41248	purchase in july per Marlin
Park Insurance				250	250	SCMIRF - inland marine
Park Improvements				10,300	10300	sidewalk cuts, picnic tables, etc
Base Pymt to BFC Trustee	99,376	99,376	80,000	99,435	99435	bond issue
TOTAL - Parks & Recreation	188,651	?	?	248,043	248,043	
Outside Agency Requests						
Transitions & CAB				5,000	5,000	2,500 each agency
YMCA				1,000	1,000	

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GBCC				9,500	9,500	approved by TC 6/9/15
TOTAL - Outside Agency Reqts		0	0	15,500	15,500	
Transfer to Manor	45,961			10,000	10,000	town mtgs usage - Manor
Transfer - Other	1,400					
Transfer to Municipal Court	5,000	873	1310	1,500	1,500	magistrate court judge & clerk
Transfer to Capital Impr Fund	0	0	0	75,500	75,500	for capital acquisitions, projects
Contingency	0	0	0	30,000	30,000	use must be approved by Council
TOTAL - GF EXPENDITURES	1,447,651			1,341,034	1,341,034	

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CAPITAL IMPROVEMENT FUND						
CAPITAL IMPR - Revenues						
General Fund Transfer				75,500	75,500	was 90,300
CAPITAL IMPR - EXPENDITURES						
Sidewalks				30,000	30000	McNulty?
Vehicle Replacement				6,000	6000	annual x 5 = 30,000
Roofs				4,000	4000	annual x 5 = 20,000
HVAC Hoffman House (2 units)				5,500	5500	500 x 10 + 5,000 very soon
HVAC Manor Units (8 units)				5,000	5000	5,000 x 10 = 50,000
Accounting software				25,000	25000	2d half of paymt in FY2016
TOTAL - CAPITAL IMPROVEMENT				75,500	75500	

Fund Net Assets to Date:	
Sidewalks	30,000
Vehicle Replacement	6,000
Roofs	4,000
HVAC	5,500
TOTAL	45,500

To Be Spent in FY 2016	
H.H. HVAC	5,000
Acctg software	25,000
TOTAL	30,000

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ACCOMM TAX - REVENUE						
A-Tax State	58,000	67,753	50,843	100,000	100,000	impr econ; more travelers
A-Tax Local	70,000	80,795	92,020	125,000	125,000	
Interest Income	300			500	500	
TOTAL - A-TAX REVENUE	128,300	148,548	142,863	225,500	225,500	cur yr projects to over 223k
ACCOMM TAX - EXPENDITURES						
GF Allocation	25,000	25,000	25,000	28,750	28,750	statutory requirement
Advertising & Promotion	10,000	0	15,000	21,375	21,375	required by statute
Tourism Related	15,300	12,000	10,000	100,775	100,775	required by statute
Audit Fee	5,000					
Website Overhaul						
Transfer to BFC (base payment)	73,000	72,857	53,000	74,600	74,600	
TOTAL - A-TAX EXPENDITURES	128,300	?	?	225,500	225,500	

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HOSPITALITY TAX - REVENUE						
H-Tax Revenue	272,000	223,350	294,694	340,000	340,000	improving economy
Interest Income	500			800	800	
Approp from Fund Balance	44,300	0		6,000	6,000	can use if want for events
TOTAL - H-TAX REVENUE	316,800	223,350	294,694	346,800	346,800	cur yr projects to over 335,000
HOSP TAX - EXPENDITURES						
Visitor Center Allocation	24,000	8,566	19,000	20,000	20,000	
Events & Farmers Market	12,000	8,000	13,731	12,000	12,000	
Wireless/Website	5,000			5,000	5,000	Manor website
Tourism Related	90,000	44,034	75,836	6,791	6,791	\$109,566 with A-Tax funds
Wall That Heals	5,000			6,000	6,000	approp from Fund balance
Transfer to BFC (base payment)	180,800	180,800	220,000	181,114	181,114	
Transfer to Manor				115,895	115,895	allowed use of H-Tax
TOTAL - H-TAX EXPENDITURES	316,800	?	?	346,800	346,800	

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DOKO MANOR - REVENUE						
Facility Rentals	66,500	42,037	61,463	83,205	83,205	changed rates; increased rev
Facility Fees	1,100	993	1,181	1,750	1,750	
Security Deposits						
Equipment Rentals	5,900	5,595		9,000	9,000	
Transfers from GF	45,961			10,000	10,000	for Manor usage by town govt
Transfer from Hosp Tax				115,895	115,895	more justifiable than GF subsidy
TOTAL - DOKO MANOR REVENUE	119,461			219,850	219,850	
DOKO MANOR - EXPENDITURES						
Salaries - Perm Staff	64,000	46,603		59,500	59,500	SH 75%; HK,MK,CM,LR,RB,PC 25%
FICA	4,896	3,465		4,550	4,550	
Retirement		3,219		6,545	6,545	
Health Insurance	8,669	2,727		4,365	4,365	5% increase, in case
Merit				2,650	2,650	incl sal,FICA, ret.
Expense Account				500	500	exp. acct., client lunches
Salaries - Manor Event Staff				27,000	27,000	attendants
FICA				3,700	3,700	includes cleaning & set-up staff
Set-up staff				15,720	15,720	
Cleaning service staff				7,800	7,800	need after weddings, etc.
Supplies				3,800	3,800	
Maint & Repair				2,400	2,400	
Maint - Contracted Services	21,800	10,240		7,300	7,300	Carpet cleaning, linens,HVAC
Major Repairs	5,000	0		1,000	1,000	? Cecil
Grounds	1,050	0		3,000	3,000	
Insurance				2,900	2,900	
Security Monitoring				320	320	
IT Support - Contracted				1,200	1,200	
Advertising & Marketing				18,000	18,000	changed per Mr. Mangone info
Defibrillators				1,900	1,900	
Website Dev				6,000	6,000	

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Electric	14,000	11,636		17,000	17,000	may need more
Water				500	500	
Sewer				1,400	1,400	not much history yet
Manor furniture & equipment				8,900	8,900	had been in Capital Imp
Tile Manor back porches				3,800	3,800	had been in Capital Imp
Seal Manor sidewalks				2,100	2,100	had been in Capital Imp
Telephone				6,000	6,000	kitchen phone, local only
TOTAL - MANOR EXPENDITURES	119,461	78,628		219,850	219,850	