



FINANCE COMMITTEE

COMMITTEE ~ AGENDA ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, May 17, 2017

2:00 PM

Town Hall Conference Room

1. Call to Order

2. Minutes Acceptance

- A. Committee - Finance - Committee - Feb 22, 2017 2:00 PM
- B. Committee - Finance - Committee - Mar 8, 2017 2:00 PM

3. Agenda Items

- A. April 2017 Financial Statement
- B. Discussion: FY2017 Budget Amendment
- C. Old Business
- D. New Business

4. Adjournment



FINANCE COMMITTEE

COMMITTEE ~ MINUTES ~

Denise Andrews, Interim Clerk
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, February 22, 2017

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 2:00 PM.

called the meeting to order.

1. Call to Order

Councilman Steve Aitken: Present, Vice Mayor Joe Pasanello: Present, Town Manager Kimberly Murray: Present, Treasurer Roberto Gonzalez: Present, Interim Clerk Denise Andrews: Present, Police Chief Kevin Lands: Present, Councilman Connor Leake: Present.

2. Minutes Acceptance

3. Agenda Items

A. 457 Deferred Compensation Plan ICMA-RC Implementation Discussion

Ms. Murray gives an overview of the 457 Deferred Compensation Plan.

Vice Mayor Pasanello ask for clarification on the payout for sick and vacation leave under the 457 Deferred Compensation Plan.

Ms. Murray clarifies that would not be included in the Town's plan if Council chooses to proceed with it.

B. FY 17 Activities through January 31, 2017

Ms. Murray gives updates the Committee on the detailed report for FY17 activities through January 31, 2017.

Ms. Murray informs the Committee that currently the Town has two tenant vacancies and for FY2018 she plans to be more conservative plugging in a percentage for vacancies.

C. FY18 Proposed Revenues - Discussion

Ms. Murray informs the Committee of possible new businesses that may come to the Town which would bring in additional revenue.

Discussion.

D. FY18 Real Estate Adjustment - Discussion

Ms. Murray suggests to the Committee if Council so chooses, this year would be the time to increase real estate tax rates, as they have been equalized for several years if additional revenues are needed.

Discussion.

E. VML/VACO Loan Update

Ms. Murray updates the Committee on the VML/VACO Loan.

There were three scenarios given by VML/VACO to borrow money. Senario #2 maybe the best option for the Town.

F. FY18 Budget Discussion

Ms. Murray and Mr. Gonzalez inform the Committee they are continuing to work on the FY18 budget. However, they have seen an increase in meals tax with a loss in cigarette tax revenue, but the two should offset each other. Property tax assessments from Prince William County haven't come in yet. We should not see a huge increase in our tax assessments.

G. New Business

Chief Land shares with the Committee a possible lease program for a new fleet of police

Minutes Acceptance: Minutes of Feb 22, 2017 2:00 PM (Minutes Acceptance)

department vehicles.

Chief Land explains by using the \$40,000 in the current budget for the loan of 5 new vehicles, he has already discussed with VACO a loan amount of \$130,000 with an interest rate between 1.4 - 1.7 costing the Town roughly \$27,000 per year for the next 5 years. Maintenance and up keep would be minimal, and the current fleet could be sold for roughly \$15,000. This would leave the department with 6 SUV's and 1 spare.

Chair Aitken ask the Chief to write up a summary of what he proposes and to include bullet points so that it may be shared with all of Council.

H. Old Business

No old business at this time.

4. Adjournment

Meeting Adjourned 3:48 pm

Minutes Acceptance: Minutes of Feb 22, 2017 2:00 PM (Minutes Acceptance)



FINANCE COMMITTEE

COMMITTEE ~ MINUTES ~

Denise Andrews, Interim Clerk
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, March 8, 2017

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 2:00 PM.

Councilman Steve Aitken called the meeting to order.

1. Call to Order

Councilman Steve Aitken: Present, Vice Mayor Joe Pasanello: Absent, Town Manager Kimberly Murray: Present, Treasurer Roberto Gonzalez: Present, Interim Clerk Denise Andrews: Present, Mayor David Leake: Present, Councilman Connor Leake: Present, Chief of Police Kevin Lands: Present.

2. Agenda Items

A. Discussion : Draft FY 2018 Budget

Ms. Murray updates the Committee on the FY18 budget status.

We are a little behind on the FY18 budget however, trimming will be necessary to minimize borrowing from the Reserve Funds. Taking a conservative approach when possible will hopefully make up for some of the lost revenue.

Chair Aitken suggests figuring out a "base line" budget that shows the capital in its proper location. Aitken is in agreement that there will be some shortages in FY18.

Ms. Murray states the Town's current tax rate on real estate is very low compared to other municipalities. For the FY18 budget you will see a decrease in bank stock revenue and a decrease in cigarette tax.

Mayor Leake asks for clarification behind the huge discrepancy in the Planning & Permits 2016 dollar amount of \$25,964.70 compared to the 2017 dollar amount of \$1,950.00?

Mr. Gonzalez explains that in 2016 the Town had more commercial and residential projects that required plan reviews, Special Use Permits (SUP's), and rezoning applications versus what is currently shown in 2017.

Ms. Murray explains to the Committee that in FY18 the Town rental lease budget revenue will be estimated lower than the current FY2017 Budget.

Councilman Leake asks if the Town rental properties are listed on Costar and Loop Net.

Mayor Leake replies that the properties are not listed on Loop Net.

Ms. Murray informs the Committee she will need to speak to the Town Engineer on the Caboose Enhancement Grant since there is ambiguity on possible available funds.

Ms. Murray moves on to Town Administration by stating to the Committee that the Town will no longer have part-time employees. All administrative staff will be salaried and the Town will move towards a full-time planner that has the ability to do some project work with the exception for the reviews that require a P.E. There will be some coordination with an outside agency to fulfill those needs and requirements.

There will be a need to increase the FY18 consulting budget due to work needed on the Town of Haymarket Comprehensive Plan.

Minutes Acceptance: Minutes of Mar 8, 2017 2:00 PM (Minutes Acceptance)

Ms. Murray and Mr. Gonzalzes inform the Committee of the 9.2 % healthcare coverage cost increase for FY18 and will need clarification from Council on how to proceed with covering the increase.

Councilman Leake asks if there is someone from the insurance company that could give Council a presentation on their policy options.

Ms. Murray states the 9.2% increase is roughly \$15,300 for both Public Safety and Town Administration. She suggests it be sent to Council for feedback.

B. Discussion: Police Vehicle Vehicle Fee Analysis

Chair Aitken officially adds Chief Land's Police Vehicle Fee Analysis to the agenda.

Chief Land gives an overview of the vehicle fleet replacement through studies done by other jurisdictions.

Mayor Leake suggests the information be sent to Council for further discussion. Chair Aitken agrees.

3. Adjournment

Meeting adjourned at 3:42 pm

Town of Haymarket
Statement of Net Position
As of April 30, 2017

	Apr 30, 17
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	
10100 · The Fauquier Bank Operating	
10110 · TFB General Checking 6501	87,728.32
10120 · TFB Sweep General Checking 1701	308,213.08
Total 10100 · The Fauquier Bank Operating	395,941.40
10130 · TFB Employee Benefit 7601	1,834.87
20100 · Sona Bank	
20110 · Sona Bank Sweep Account 427	597,115.54
20120 · Sona Bank Credit Card Dep 237	407.16
Total 20100 · Sona Bank	597,522.70
10300 · Change Fund-Town Hall	100.90
10500 · Clearing Account	-0.20
Total 10000 · Cash & Cash Equivalents	995,399.67
11000 · CD's & Money Market Funds	
111000 · The Fauquier Bank	
11600 · Book Account CD - TFB	3,733.52
11300 · TFB Escrow//Secy Dep MM 0301	361,382.25
Total 111000 · The Fauquier Bank	365,115.77
Total 11000 · CD's & Money Market Funds	365,115.77
11010 · Virginia Investment Pool	304,556.93
Total Checking/Savings	1,665,072.37
Accounts Receivable	
12000 · Accounts Receivable	113,413.83
12010 · A/R Permits	49.59
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	3,135.38
Total Accounts Receivable	119,803.70
Other Current Assets	
11499 · Undeposited Funds	9,233.78
12012 · Local Accounts Receivable-Other	-3,271.49
12099 · Allowance for Doubtful Accounts	-97,931.22
Total Other Current Assets	-91,968.93
Total Current Assets	1,692,907.14
Fixed Assets	
12500 · General Property	
12501 · Construction in Progress	216,653.61
12505 · Land	1,181,511.46
12510 · Buildings & Improvements	714,133.82
12515 · Accumulated Deprec - Buildings	-92,820.00
12520 · Infrastructure	2,557,881.49
12525 · Accumulated Deprec - Infrastruc	-499,696.03
12530 · Historic Town Museum	302,808.00
12535 · Accum Deprec - Museum	-111,574.90
12540 · Equipment	153,291.15
12545 · Accumulated Deprec - Equip	-87,462.16
12550 · Police Dept. Vehicles	192,892.57
12555 · Accum Deprec - Vehicles	-143,552.36
Total 12500 · General Property	4,384,066.65
12600 · Rental Property	
12610 · Land - Rentals	600,000.00
12620 · Buildings - Rental	650,000.00
12630 · Building Improvements - Rentals	798,958.00
12699 · Accumulated Deprec - Rentals	-588,763.23

Attachment: April 2017 draft Fin stmts (3172) : April 2017 Financial Statement

Town of Haymarket
Statement of Net Position
As of April 30, 2017

	Apr 30, 17
Total 12600 · Rental Property	1,460,194.77
Total Fixed Assets	5,844,261.42
Other Assets	
19000 · Net Pension Asset	81,563.00
19100 · Deferred Outflow - Pension Cont	36,959.45
Total Other Assets	118,522.45
TOTAL ASSETS	7,655,691.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	8,668.78
Total Accounts Payable	8,668.78
Credit Cards	
20040 · Town Credit Card	5.00
Total Credit Cards	5.00
Other Current Liabilities	
20030 · VA Dept of Housing & Comm. Dev.	175.20
20095 · Deferred Revenue - Events	17,500.00
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	18.72
21000 · Payroll Liabilities	
21024 · VLDP Hybrid	-96.00
21022 · Disability - Trustmark	207.83
21020 · Opt Life - Minnesota Life	1,499.84
21030 · Health Insurance Payable	-6,362.70
21040 · VRS	12,125.50
21050 · Flex Benefits Liability - AFLAC	-440.64
21060 · Direct Deposit Liabilities	-0.38
21070 · AFLAC Premiums	-369.93
Total 21000 · Payroll Liabilities	6,563.52
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	318,635.33
Total Other Current Liabilities	373,122.77
Total Current Liabilities	381,796.55
Long Term Liabilities	
20080 · Accrued Interest Payable	13,878.48
23000 · Accrued Leave	26,391.15
25000 · General Obligation Bonds	
25000 · General Obligation Bonds - Other	1,378,900.00
Total 25000 · General Obligation Bonds	1,378,900.00
29100 · Deferred Inflow - Pension Msmnt	31,292.00
Total Long Term Liabilities	1,450,461.63
Total Liabilities	1,832,258.18
Equity	
34000 · Net Pension Activity Offset	87,230.45
30000 · Unrestricted Net Assets	1,313,631.23
31000 · Restricted Net Assets	
31010 · Alexandra's Keep-Historic	6,000.00
Total 31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,844,261.42
33000 · Amt Long Term Obligations	-1,419,169.63
Net Income	-8,520.64

Attachment: April 2017 draft Fin stmts (3172 : April 2017 Financial Statement)

Town of Haymarket
Statement of Net Position
As of April 30, 2017

	<u>Apr 30, 17</u>
Total Equity	5,823,432.83
TOTAL LIABILITIES & EQUITY	<u><u>7,655,691.01</u></u>

Attachment: April 2017 draft Fin stmts (3172 : April 2017 Financial Statement)

Town of Haymarket
Statement of Revenue & Expenditures for Month
April 2017

	Apr 17
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	66,338.23
Cigarette Tax	13,697.72
Consumer Utility Tax	13,448.59
Meals Tax - Current	49,087.38
Sales Tax Receipts	11,139.06
Penalties (Non-Property)	118.48
Total 3120 · OTHER LOCAL TAXES	153,829.46
3130 · PERMITS,FEES & LICENESES	
Application Fees	45.00
Inspection Fees	780.00
Motor Vehicle Licenses	105.00
Total 3130 · PERMITS,FEES & LICENESES	930.00
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,754.84
315110 · Suite 200 Genesis Contracting	887.52
315125 · Suite 204 MAC-ISA	400.00
315130 · Suite 206 Xcellent Technology	2,737.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,638.00
315160 · The Very Thing For Her	2,160.00
Total 3151 · RENTAL (USE OF PROPERTY)	13,137.19
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	-2,150.00
Total 3165 · REVENUE - TOWN EVENTS	-2,150.00
3180 · MISCELLANEOUS	
Citations & Accident Reports	200.00
3180 · MISCELLANEOUS - Other	6.00
Total 3180 · MISCELLANEOUS	206.00
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	300.00
Communications Tax	9,659.99
Total 32 · REVENUE FROM COMMONWEALTH	9,959.99
33 · REVENUE FROM FEDERAL GOVERNMENT	
DMV Transp Safety Grant	250.00
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	250.00
Total Income	176,162.64
Gross Profit	176,162.64
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
Salaries & Wages - Regular	3,350.00
Total 11100 · TOWN COUNCIL	3,350.00
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	17,657.84
Salaries/Wages - Part Time	2,700.00
FICA/Medicare	4,276.45
VRS	1,890.02
Health Insurance	3,319.64
Life Insurance	229.04
Disability Insurance	36.70
Unemployment Insurance	53.48
Accounting Services	325.43
Computer, Internet &Website Svc	4,550.03

Attachment: April 2017 draft Fin stmts (3172 : April 2017 Financial Statement)

Town of Haymarket
Statement of Revenue & Expenditures for Month
April 2017

	Apr 17
Postage	18.29
Telecommunications	91.34
Meals & Lodging	109.15
Office Supplies	259.27
12110 · TOWN ADMINISTRATION - Other	24.93
Total 12110 · TOWN ADMINISTRATION	35,541.61
12210 · LEGAL SERVICES	
Legal Services	8,515.27
Total 12210 · LEGAL SERVICES	8,515.27
Total 01 · ADMINISTRATION	47,406.88
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	30,985.84
Salaries & Wages - OT Regular	712.95
Salaries & Wages - OT Premium	498.73
Salaries & Wages - Holiday Pay	0.00
Salaries & Wages - Part Time	770.00
VRS	2,893.08
Health Insurance	6,316.96
Life Insurance	411.44
Disability Insurance	239.20
Legal Services	900.00
Electrical Services	25.45
Computer, Internet & Website	0.00
Postage	70.16
Telecommunications	297.00
Meals and Lodging	229.72
Books Dues & Subscriptions	200.00
Office Supplies	
Printing & Binding	450.95
Total Office Supplies	450.95
Vehicle Fuels	1,412.56
Vehicle Maintenance/Supplies	406.55
Uniforms & Police Supplies	313.97
Grant Expenditures	89.00
Total 31100 · POLICE DEPARTMENT	47,223.56
34100 · BUILDING OFFICIAL	2,345.00
Total 03 · PUBLIC SAFETY	49,568.56
04 · PUBLIC WORKS	
RENTAL PROPERTY - 14740 Wash St	
Repairs/Maintenance Services	55.45
Total RENTAL PROPERTY - 14740 Wash St	55.45
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	9,940.00
Maint Svc Contract-Pest Control	425.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	400.00
Electric/Gas Services	909.91
Electrical Services-Streetlight	311.26
Water & Sewer Services	63.21
43100 · MAINT OF 15000 Wash St./Grounds - Other	13.85
Total 43100 · MAINT OF 15000 Wash St./Grounds	14,138.23
Total 04 · PUBLIC WORKS	14,193.68
07 · PARKS, REC & CULTURAL	
71110 · EVENTS	
Advertising - Events	336.60
Contractual Services	2,232.18

Attachment: April 2017 draft Fin stmts (3172 : April 2017 Financial Statement)

Town of Haymarket
Statement of Revenue & Expenditures for Month
April 2017

	Apr 17
71110 · EVENTS - Other	54.19
Total 71110 · EVENTS	2,622.97
Total 07 · PARKS, REC & CULTURAL	2,622.97
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	555.00
Consultants	4,368.00
Total 81100 · PLANNING COMMISSION	4,923.00
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	315.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	315.00
Total 08 · COMMUNITY DEVELOPMENT	5,238.00
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	810.00
Total EMPLOYEE BENEFITS	810.00
Total 94105 · PERSONNEL	810.00
94201 · Transfer to Capital Imp. Proj.	3,168.81
Total Expense	123,008.90
Net Ordinary Income	53,153.74
Net Income	53,153.74

Attachment: April 2017 draft Fin stmts (3172 : April 2017 Financial Statement)

05/11/17

Town of Haymarket
DRAFT Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2016 through April 2017

Ordinary Income/Expense	Jul '16 - Apr 17	Budget	% of Budget
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	285,702.84	292,000.00	97.8%
Public Service Corp RE Tax	17,177.29	10,000.00	171.8%
Total 3110 · GENERAL PROPERTY TAXES	304,470.71	302,000.00	100.8%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	50,000.00	0.0%
Business License Tax	136,755.60	175,000.00	78.1%
Cigarette Tax	133,625.80	220,000.00	60.7%
Consumer Utility Tax	100,080.23	130,000.00	77.0%
Meals Tax - Current	490,035.61	550,000.00	89.1%
Sales Tax Receipts	100,795.35	150,000.00	67.2%
Total 3120 · OTHER LOCAL TAXES	962,130.36	1,275,000.00	75.5%
3130 · PERMITS,FEES & LICENESES			
Application Fees	3,626.00	1,200.00	302.2%
Inspection Fees	7,069.60	15,000.00	47.1%
Motor Vehicle Licenses	1,155.00	1,900.00	60.8%
Occupancy Permits	200.00	600.00	33.3%
Other Planning & Permits	8,559.80	30,000.00	28.5%
Total 3130 · PERMITS,FEES & LICENESES	20,610.40	48,700.00	42.3%
3140 · FINES & FORFEITURES			
Fines	45,714.70	50,000.00	91.4%
Total 3140 · FINES & FORFEITURES	45,714.70	50,000.00	91.4%
3150 · REVENUE - USE OF MONEY			
Interest on Bank Deposit	1,179.15	10,000.00	11.8%
Total 3150 · REVENUE - USE OF MONEY	6,518.32	10,000.00	65.2%
3151 · RENTAL (USE OF PROPERTY)			
315110 · Suite 200 Genesis Contracting	4,775.71	5,200.00	91.8%
315120 · Suite 202 Metis Group	3,176.25	4,000.00	79.4%
315130 · Suite 206 Xcellent Technology	31,997.24	88,000.00	36.4%
315150 · 15020 Washington Realty	35,598.30	45,000.00	79.1%
315155 · 15026 Copper Cricket	17,440.34	20,000.00	87.2%
315160 · The Very Thing For Her	21,600.00	27,000.00	80.0%
Total 3151 · RENTAL (USE OF PROPERTY)	125,842.16	189,200.00	66.5%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	61,611.82	40,000.00	154.0%
Total 3165 · REVENUE - TOWN EVENTS	61,611.82	40,000.00	154.0%
3180 · MISCELLANEOUS			
Citations & Accident Reports	1,065.00	1,900.00	56.1%
Total 3180 · MISCELLANEOUS	13,377.10	1,900.00	704.1%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	21,960.00	28,000.00	78.4%
Car Rental Reimbursement	5,750.63	5,500.00	104.6%
Communications Tax	89,235.91	120,000.00	74.4%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.7%
Railroad Rolling Stock	1,352.04	1,500.00	90.1%
Total 32 · REVENUE FROM COMMONWEALTH	153,834.36	183,500.00	83.8%
33 · REVENUE FROM FEDERAL GOVERNMENT			
PEDESTRIAN IMPROVEMENT GRANT	58,868.00	350,000.00	16.8%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	15,000.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	67,506.49	365,000.00	18.5%
35 · TRANSFER FROM GENERAL FUND	0.00	273,360.00	0.0%
Total Income	1,764,721.42	2,738,660.00	64.4%

Attachment: April 2017 draft Fin stmts (3172 : April 2017 Financial Statement)

05/11/17

Town of Haymarket
DRAFT Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2016 through April 2017

	Jul '16 - Apr 17	Budget	% of Budget
Gross Profit	1,764,721.42	2,738,660.00	64.4%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	3,440.00	4,000.00	86.0%
FICA/Medicare	1,020.59	2,000.00	51.0%
Meals and Lodging	2,004.14	2,500.00	80.2%
Mileage Allowance	757.70	750.00	101.0%
Salaries & Wages - Regular	23,495.00	32,100.00	73.2%
Unemployment Insurance	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	30,717.43	42,550.00	72.2%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	216,785.28	260,500.00	83.2%
Salaries/Wages - Overtime	6,571.10	10,000.00	65.7%
Salaries/Wages - Part Time	49,714.50	65,000.00	76.5%
FICA/Medicare	27,384.54	28,500.00	96.1%
VRS	21,042.23	14,000.00	150.3%
Health Insurance	35,383.63	57,000.00	62.1%
Life Insurance	2,170.69	3,500.00	62.0%
Disability Insurance	903.75	2,600.00	34.8%
Unemployment Insurance	1,559.57	2,800.00	55.7%
Worker's Compensation	400.00	400.00	100.0%
Gen Property/Liability Ins.	15,491.00	16,000.00	96.8%
Accounting Services	18,755.04	8,000.00	234.4%
Cigarette Tax Administration	453.62	5,500.00	8.2%
Printing & Binding	5,786.56	15,000.00	38.6%
Advertising	4,518.69	12,000.00	37.7%
Computer, Internet & Website Svc	38,509.48	15,000.00	256.7%
Postage	1,766.16	4,000.00	44.2%
Telecommunications	4,306.49	6,000.00	71.8%
Mileage Allowance	1,007.87	2,500.00	40.3%
Meals & Lodging	1,111.16	4,000.00	27.8%
Convention & Education	1,850.00	10,000.00	18.5%
Discretionary Fund	1,701.76	2,000.00	85.1%
Books, Dues & Subscriptions	15,824.00	15,000.00	105.5%
Office Supplies	4,495.29	4,000.00	112.4%
Total 12110 · TOWN ADMINISTRATION	480,547.90	563,300.00	85.3%
12210 · LEGAL SERVICES			
Legal Services	69,789.58	90,000.00	77.5%
Total 12210 · LEGAL SERVICES	69,789.58	90,000.00	77.5%
12240 · INDEPENDENT AUDITOR			
Auditing Services	14,350.00	16,500.00	87.0%
Total 12240 · INDEPENDENT AUDITOR	14,350.00	16,500.00	87.0%
Total 01 · ADMINISTRATION	595,404.91	712,350.00	83.6%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	331,131.11	398,000.00	83.2%
Salaries & Wages - OT Regular	5,096.65	9,000.00	56.6%
Salaries & Wages - OT Premium	6,195.09	4,100.00	151.1%
Salaries & Wages - Holiday Pay	12,504.33	11,000.00	113.7%
Salaries & Wages - Part Time	14,870.90	14,000.00	106.2%
FICA/MEDICARE	21,809.13	34,000.00	64.1%
VRS	30,864.02	41,000.00	75.3%
Health Insurance	62,163.08	74,000.00	84.0%
Life Insurance	4,310.25	5,200.00	82.9%
Disability Insurance	2,485.00	2,300.00	108.0%
Unemployment Insurance	0.00	2,000.00	0.0%
Workers' Compensation Insurance	8,984.00	12,000.00	74.9%
Line of Duty Act Insurance	1,590.00	1,600.00	99.4%
Legal Services	13,035.63	12,000.00	108.6%

Attachment: April 2017 draft Fin stmts (3172 : April 2017 Financial Statement)

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Town of Haymarket
DRAFT Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2016 through April 2017

	Jul '16 - Apr 17	Budget	% of Budget
Advertising	40.00	100.00	40.0%
Computer, Internet & Website	820.00	4,700.00	17.4%
Postage	352.27	300.00	117.4%
Telecommunications	7,782.92	17,000.00	45.8%
General Prop Ins (Vehicles)	4,648.00	5,000.00	93.0%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	1,801.68	500.00	360.3%
Convention & Education	1,185.00	3,500.00	33.9%
Misc - Discretionary Fund	58.62	500.00	11.7%
Books Dues & Subscriptions	7,960.88	6,800.00	117.1%
Office Supplies	2,867.87	3,100.00	92.5%
Vehicle Fuels	11,136.61	16,000.00	69.6%
Vehicle Maintenance/Supplies	12,317.07	15,000.00	82.1%
Uniforms & Police Supplies	17,985.40	12,000.00	149.9%
Community Events	1,459.42	1,000.00	145.9%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Total 31100 · POLICE DEPARTMENT	586,228.57	715,900.00	81.9%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
34100 · BUILDING OFFICIAL	22,860.00	50,000.00	45.7%
Total 03 · PUBLIC SAFETY	609,088.57	775,900.00	78.5%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
Trash Removal Contract	67,157.14	85,000.00	79.0%
Total 43200 · REFUSE COLLECTION	67,157.14	85,000.00	79.0%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	44,022.41	55,000.00	80.0%
Maint Svc Contract-Pest Control	1,330.00	2,000.00	66.5%
Maint Svc Contract-Landscaping	27,965.00	30,000.00	93.2%
Maint Svc Contract Snow Removal	5,562.10	4,000.00	139.1%
Maint Svc Cont- Street Cleaning	2,100.00	10,000.00	21.0%
Electric/Gas Services	11,337.85	15,000.00	75.6%
Electrical Services-Streetlight	4,160.15	5,500.00	75.6%
Water & Sewer Services	797.77	2,000.00	39.9%
Janitorial Supplies	281.57	1,000.00	28.2%
Real Estate Taxes	1,286.99	2,500.00	51.5%
Total 43100 · MAINT OF 15000 Wash St./Grounds	98,989.71	127,000.00	77.9%
Total 04 · PUBLIC WORKS	168,678.95	212,000.00	79.6%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractual Services	34,835.41	65,000.00	53.6%
Total 71110 · EVENTS	37,762.03	65,000.00	58.1%
72200 · MUSEUM			
Advertising	151.50	750.00	20.2%
Telecommunications	1,620.19	2,200.00	73.6%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	143.40	250.00	57.4%
Office Supplies	60.93	250.00	24.4%
Exhibits & Programs	612.49	1,500.00	40.8%
Total 72200 · MUSEUM	3,100.12	5,650.00	54.9%
Total 07 · PARKS, REC & CULTURAL	40,862.15	70,650.00	57.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	4,780.00	5,000.00	95.6%
FICA/Medicare	168.69	500.00	33.7%

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Town of Haymarket
DRAFT Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2016 through April 2017

	Jul '16 - Apr 17	Budget	% of Budget
Consultants	46,826.00	50,000.00	93.7%
Mileage Allowance	241.92	500.00	48.4%
Meals & Lodging	203.94	750.00	27.2%
Convention/Education	1,157.49	2,000.00	57.9%
Total 81100 · PLANNING COMMISSION	53,378.04	58,750.00	90.9%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	2,950.00	4,000.00	73.8%
FICA/Medicare	94.38	850.00	11.1%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	3,044.38	5,850.00	52.0%
Total 08 · COMMUNITY DEVELOPMENT	56,422.42	64,600.00	87.3%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	186,436.36	186,440.00	100.0%
Total 95100 · DEBT SERVICE	186,436.36	186,440.00	100.0%
Total 09 · NON-DEPARTMENTAL	186,436.36	186,440.00	100.0%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	15,000.00	0.0%
94102 · HARROVER MASTER PLAN	1,828.66	150,000.00	1.2%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	63,882.00	350,000.00	18.3%
94106 · TOWN CENTER MASTER PLAN	47,953.42	123,360.00	38.9%
9610 · General Reserve	0.00	30,000.00	0.0%
94201 · Transfer to Capital Imp. Proj.	3,262.81	273,360.00	1.2%
Total Expense	1,773,242.06	2,963,660.00	59.8%
Net Ordinary Income	-8,520.64	-225,000.00	3.8%
Other Income/Expense			
Other Income			
99000 · Use of Carry-over surplus	0.00	225,000.00	0.0%
Total Other Income	0.00	225,000.00	0.0%
Net Other Income	0.00	225,000.00	0.0%
Net Income	-8,520.64	0.00	100.0%

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