Town of Archer Lodge

AGENDA

Budget Planning Retreat Meeting

Saturday, February 23, 2019 @ 8:30 a.m.

Parkside Cafe, Pine Level, NC

Time/Page		
8:30 a.m.	**1.**	**WELCOME ~ MAYOR MATT MULHOLLEM**
8:35 a.m.	**2.**	**WELCOME/INVOCATION ~ MAYOR JEFF HOLT, TOWN OF PINE LEVEL**
8:40 a.m.	**3.**	**BREAKFAST**
9:00 a.m.	**4.**	**PAST YEAR IN REVIEW ~ C.L. GOBBLE**
9:10 a.m.	**5.**	**FINANCIALS ~ KIM BATTEN**
2 - 4	5.a.	January 31, 2019 Financials & Year-to-Date Comparison (FY 2018 compared to FY 2019) JANUARY 2019 - ALL FUNDS YTD COMP 01.31.19
5	5.b.	Budget Amendment Review (BA 2019 03) BA 2019 03
	5.c.	Current Financial Status Presentation
9:45 a.m.	**6.**	**PLANNING/ZONING REPORT ~ BOB CLARK**
10:30 a.m.	**7.**	**BREAK**
10:45 a.m.	**8.**	**PARK LAND DEVELOPMENT ~ C.L. GOBBLE & MIKE GORDON**
12:30 p.m.	**9.**	**TOWN ATTORNEY REMARKS ~ CHIP HEWETT**
1:00 p.m.	**10.**	**LUNCH**
1:45 p.m.	**11.**	**OTHER TOPICS OF DISCUSSION ~ MAYOR MATT MULHOLLEM**
2:30 p.m. - 3:00 p.m.	**12.**	**ADJOURNMENT ~ MAYOR MATT MULHOLLEM**

TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH ENDING JANUARY 31, 2019

GENERAL FUND 10

REVENUES	ADMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	654,600.00	94,214.72	565,703.01	86.42%
SALES TAXES	164,010.00	16,339.81	78,937.68	48.13%
FRANCHISE TAXES	155,000.00	0.00	42,481.56	27.41%
ALCOHOL BEV TAXES/JO CO ABC DIST	45,000.00	10,845.60	17,352.97	38.56%
PERMITS AND FEES	3,100.00	200.00	1,800.00	58.06%
FEE IN LIEU OF RECREATION	20,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	52,000.00	0.00	13,513.52	25.99%
MISCELLANEOUS REVENUES	50.00	5.00	20.02	40.04%
INVESTMENT EARNINGS	12,000.00	2,412.57	13,525.96	112.72%
PARK LAND GRANTS-NCDNCR	100,000.00	0.00	100,000.00	100.00%
TRANSFER IN FROM CAP RES FUND	25,000.00	0.00	0.00	0.00%
TRANSFER IN FROM PARK RES FUND	202,049.00	0.00	202,049.00	100.00%
FUND BALANCE APPROPRIATION	46,250.00	0.00	0.00	0.00%
TOTALS	1,479,059.00	124,017.70	1,035,383.72	70.00%

EXPENDITURES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	37,320.00	255.13	20,218.76	54.18%
ADMINISTRATION	253,830.00	19,829.92	126,682.06	49.91%
JO CO TAX COLLECTION FEES	18,000.00	2,452.00	14,505.69	80.59%
LEGAL	15,000.00	990.00	5,775.00	38.50%
PROPERTY TAXES	100.00	89.36	89.36	89.36%
PUBLIC BUILDINGS	74,040.00	4,373.36	33,706.26	45.52%
PEG MEDIA PARTNERS	52,000.00	0.00	13,513.52	25.99%
PUBLIC SAFETY	290,500.00	37,728.91	222,743.50	76.68%
TRANSPORTATION-PUBLIC WORKS	66,500.00	873.17	13,363.56	20.10%
PLANNING & ZONING	98,905.00	7,034.03	51,123.97	51.69%
CULTURAL & RECREATION	291,250.00	12,500.00	253,750.00	87.12%
DEBT SERVICES	45,614.00	0.00	5,122.40	11.23%
TRANSFER TO CAP RESERVE	25,000.00	0.00	25,000.00	100.00%
TRANSFER TO PARK RESERVE	211,000.00	12,516.44	174,537.62	82.72%
TRANSFER TO TOWN HALL EXPANSION	0.00	0.00	2,587.80	#DIV/0!
TOTALS	1,479,059.00	98,642.32	962,719.50	65.09%
Y-T-D GENERAL FUND INCREASE (DECREASE)		**25,375.38**	**72,664.22**	

JANUARY 31, 2019

CAPITAL RESERVE FUND 30				
REVENUES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	5,000.00	873.15	5,237.57	104.75%
TRANSFER FROM GEN FUND 10	25,000.00	0.00	25,000.00	100.00%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	30,000.00	873.15	30,237.57	100.79%

EXPENDITURES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	30,000.00	0.00	0.00	0.00%
TOTALS	30,000.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		**873.15**	**30,237.57**	

PARK RESERVE FUND 31				
REVENUES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,500.00	466.01	2,017.61	80.70%
TRANSFER FROM GEN FUND 10	211,000.00	12,516.44	174,537.62	82.72%
FUND BALANCE APPROPRIATED	202,049.00	0.00	0.00	0.00%
TOTALS	415,549.00	12,982.45	176,555.23	42.49%
EXPENDITURES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	213,500.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	202,049.00	0.00	202,049.00	100.00%
TOTALS	415,549.00	0.00	202,049.00	48.62%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		**12,982.45**	**(25,493.77)**	

TOWN HALL EXPANSION PROJECT FUND 40				
REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
PROCEEDS OF INSTALLMENT LOAN	405,000.00	61,243.76	253,163.34	62.51%
TRANSFER FROM GEN FUND 10	45,000.00	0.00	2,587.80	5.75%
TOTALS	450,000.00	61,243.76	255,751.14	56.83%

EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
CONTRACTED SERVICES	420,000.00	61,393.76	255,530.34	60.84%
SMALL EQUIPMENT & FURNISHINGS	30,000.00	298.00	668.80	2.23%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TOTALS	450,000.00	61,691.76	256,199.14	56.93%
Y-T-D EXPAN PROJECT FUND INCREASE(DECREASE)		**(448.00)**	**(448.00)**	

Kim P. Batten

Kim P. Batten

FINANCE OFFICER

TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FISCAL YEAR COMPARISON FOR
PERIOD ENDING JANUARY 31ST

GENERAL FUND			
REVENUES	**Jan-19**	**Jan-18**	**DIFFERENCE**
AD-VALOREM TAXES	565,703.01	502,459.94	63,243.07
SALES TAXES	78,937.68	68,713.54	10,224.14
FRANCHISE TAXES	42,481.56	40,734.82	1,746.74
ALCOHOL BEV TAXES/JO CO ABC DIST	17,352.97	7,591.93	9,761.04
PERMITS AND FEES	1,800.00	1,395.00	405.00
FEE IN LIEU OF RECREATION	0.00	0.00	0.00
PEG CHANNEL SUPPORT	13,513.52	13,513.52	0.00
MISCELLANEOUS REVENUES	20.02	1,376.05	(1,356.03)
INVESTMENT EARNINGS	13,525.96	5,534.91	7,991.05
PARK LAND GRANTS-NCDNCR	100,000.00	0.00	100,000.00
TRANSFER IN FROM CAPITAL RESERVE	0.00	0.00	0.00
TRANSFER IN FROM PARK RESERVE	202,049.00	0.00	202,049.00
FUND BALANCE APPROPRIATION		0.00	0.00
	1,035,383.72	**641,319.71**	**394,064.01**
EXPENDITURES	**Jan-19**	**Jan-18**	**DIFFERENCE**
GOVERNING BODY	20,218.76	26,149.11	(5,930.35)
ADMINISTRATION	126,682.06	111,578.15	15,103.91
JO CO TAX COLLECTION FEES	14,505.69	12,879.60	1,626.09
LEGAL	5,775.00	6,311.25	(536.25)
PROPERTY TAXES	89.36	95.90	(6.54)
PUBLIC BUILDINGS	33,706.26	29,840.35	3,865.91
PEG MEDIA PARTNERS	13,513.52	13,513.51	0.01
PUBLIC SAFETY	222,743.50	170,832.65	51,910.85
TRANSPORTATION-PUBLIC WORKS	13,363.56	8,479.39	4,884.17
PLANNING & ZONING	51,123.97	49,203.69	1,920.28
CULTURAL & RECREATION	253,750.00	37,500.00	216,250.00
DEBT SERVICES	5,122.40	0.00	5,122.40
TRANSFER TO CAP RESERVE	25,000.00	25,000.00	0.00
TRANSFER TO PARK RESERVE	174,537.62	72,423.94	102,113.68
TRANSFER TO TOWN HALL EXPANS	2,587.80	0.00	2,587.80
	962,719.50	563,807.54	398,911.96
Y-T-D INCREASE (DECREASE)	**72,664.22**	**77,512.17**	**(4,847.95)**

Kim P. Batten

FINANCE OFFICER

Budget Amendment **BA 2019 03**

Town of Archer Lodge

Fiscal Year Ending	**06/30/19**	
Budget Amendment		**BA 2019 03**
Date		**04-Mar-19**

General Fund/Capital Reserve Fund/Park Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen Fund: 2018 Propertiy Taxes	10-3118-0000	564,000.00	11,000.00	575,000.00
Gen Fund: Penalties and Interest	10-3180-0000	600.00	600.00	1,200.00
Gen Fund: Permits and Fees	10-3340-0000	3,000.00	1,000.00	4,000.00
Gen Fund: Fee in Lieu of Recreation	10-3345-0000	20,000.00	(10,000.00)	10,000.00
Gen Fund: Animal Control Fees	10-3348-0000	100.00	100.00	200.00
Gen Fund: Investment Earnings	10-3831-0000	12,000.00	11,000.00	23,000.00
Cap Res: Investment Earnings	30-3831-0000	5,000.00	4,000.00	9,000.00
Park Res: Investment Earnings	31-3831-0000	2,500.00	2,000.00	4,500.00
Park Res: Transfer from General Fund 10	31-3900-3910	211,000.00	(10,000.00)	201,000.00
				-
Total Increase (Decrease) in Revenues			**9,700.00**	
Expenditures:				
GovBody: Training & Meetings	10-4110-3110	3,000.00	1,000.00	4,000.00
GovBody: Legal Advertising	10-4110-3700	400.00	2,000.00	2,400.00
Admin: Salaries (Part-Time)	10-4120-1220	1,200.00	12,000.00	13,200.00
Admin: FICA Tax	10-4120-1810	8,560.00	1,000.00	9,560.00
Admin: Training & Meetings	10-4120-3110	3,000.00	2,000.00	5,000.00
Admin: Contracted Services-Administration	10-4120-3550	50,000.00	(15,000.00)	35,000.00
Admin: Vehicle Lease	10-4120-4300	5,100.00	3,500.00	8,600.00
Admin: Capital Outlay	10-4120-5100	4,500.00	(4,500.00)	-
Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	18,000.00	1,000.00	19,000.00
Public Bldg: Supplies-Buildings	10-4190-2000	1,500.00	600.00	2,100.00
Public Bldg: Capital Outlay	10-4190-5100	25,000.00	(25,000.00)	-
Public Works: Contracted Services	10-4510-3500	25,000.00	(15,000.00)	10,000.00
Public Works: Road Signs/Banners	10-4510-3590	10,500.00	2,000.00	12,500.00
Planning/Zoning: Unemployment	10-4910-1850	10.00	20.00	30.00
Debt: Closing Costs & Bank Fees	10-9110-3000	2,049.00	3,080.00	5,129.00
Transfer to Town Hall Expansion Fund 40	10-9900-0040	-	45,000.00	45,000.00
Cap Res: Transfer to General Fund 10	30-9900-0010	30,000.00	4,000.00	34,000.00
Park Res: Recreation Development	31-6120-5500	213,500.00	(8,000.00)	205,500.00
		-		-
Total Increase (Decrease) in Expenditures			**$ 9,700.00**	
			$ -	

Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 4th day of March 2019

ATTEST:

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

Teresa M. Bruton, Budget Officer