



SPECIAL BUDGET MEETING AGENDA

April 27, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. NEW BUSINESS

1. Discussion of the proposed FY27 budget.

F. ADJOURN

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

Council Members: Michelle Covert, Bernice Kube, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Pamela Harlowe - Interim Town Manager, Teri Burns - Town Clerk, Kelly Singletary - Town Treasurer, Vacant, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m.

Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.



Town of Mineral
P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

August 7, 2023

Stacey C. Fletcher
Commissioner of the Revenue
1 Woolfolk Ave, Suite 203
Louisa, VA 23093

Dear Ms Fletcher,

Here are the rates & dates you need for the 2023 Real Estate and Personal Property book.

- 1) Real Estate Rates – 0.20
- 2) Personal Property Rates – 0.48
- 3) Percentage for PPTR – 26.2%
- 4) Tax Due Date – 2/15/2024
- 5) Penalty Date – 2/16/2024
- 6) Interest Date – 3/15/2024
- 7) Vehicle License Fee amount and date of ownership that the fee is applied to -
\$20.00 & 1/1/2023

If you have any other questions, please let us know

Regards,

A. Reese Peck
Town Manager
540-894-5100
townmanager@townofmineral.net



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

August 12, 2024

Stacey C. Fletcher
Commissioner of the Revenue
1 Woolfolk Avenue, Suite 203
Louisa, VA 23093

Dear Ms. Fletcher:

Here are the rates and dates you need for the 2024 Real Estate and Personal Property book.

- 1) Real Estate Rates – 0.20
- 2) Personal Property Rates – 0.48
- 3) Percentage for PPTR – 26.2%
- 4) Tax Due Date – 2/15/2025
- 5) Penalty Date – 2/16/2025
- 6) Interest Date – 3/15/2025
- 7) Vehicle License Fee amount and date of ownership that the fee is applied to -- \$20.00 and 1/1/2024

If you have any questions, please let us know.

Respectfully,

A handwritten signature in black ink, appearing to read "Nicole Washington", written in a cursive style.

Nicole Washington
Town Manager
540-894-5183
nwashington@townofmineral.net



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

July 23, 2025

Stacey C. Fletcher
Commissioner of the Revenue
1 Woolfolk Avenue, Suite 203
Louisa, VA 23093

Dear Ms. Fletcher:

Here are the rates and dates you need for the 2025 Real Estate and Personal Property tax books.

- 1) Real Estate Rates - \$0.20
- 2) Personal Property Rates - \$0.48
- 3) Percentage for PPTR – 26.2%
- 4) Tax Due Date – 02.15.2026
- 5) Penalty Date – 02.16.2026
- 6) Interest Date – 03.15.2026
- 7) Vehicle License fee amount and date of ownership that the fee is applied to - \$20.00 / 01.01.2025

If you have any questions, please let us know.

Respectfully,

A handwritten signature in blue ink, appearing to read "Nicole Washington", is written over the typed name.

Nicole Washington
Town Manager
540-894-5183
nwashington@townofmineral.net

FY27 Budget Notes

GENERAL FUND REVENUE

- 100-011010-2026 Account added for 2026 Real Estate Tax Revenue
 - Will amend once tax rolls are received from County
- 100-011030-2026 Account added for 2026 Personal Property Tax Revenue
 - Will amend once tax rolls are received from County
- 100-150361-0001 DMV Revenue reduced from \$500,000.00 to \$350,000.00
- Total General Fund Revenue \$867,400.00

GENERAL FUND EXPENSES

- All General Fund wages/salaries reflect 2% COLA
- FICA/VRS reflect 2%
- All General Fund VRS Expense accounts moved to
 - 401K employer paid
 - 457 employer match
- 100-012110-3120 Professional Services (attorney)
- 100-012110-5810 Membership Dues FY26
 - \$1,195.00 General Code -eCode 360 annual maintenance
 - \$500.00 VML – annual membership
 - \$180.00 Louisa Chamber of Commerce - annual membership
- 100-012110-5840 Miscellaneous Expenses
 - \$1,216.50 11/2025 Special Election Expense
 - \$101.59 Florist One (Kube)
- 100-012410-3120/3121 Professional Services (Auditor / CPA)
 - Quote from auditor for FY23 audit = \$19,500
 - Budget request for two years
 - No quote from CPA / budget request based on previous invoices and requesting two years
- 100-012410-3152 Web Based Services / Computer Licenses Support
 - Adobe, Canva, Google, Microsoft, Zoom \$10,655.00
 - CivicPlus \$10,000.00
 - QS1 (old financial software) \$ 7,576.00
 - Southern Software (new financial software) \$ 7,218.00
 - Includes tax conversion
 - Kamstrup (water meter reading) \$ 1,500.00
 - Avexon (IT support, updates, firewall) \$ 4,000.00
 - Total \$40,949.00
- 100-047100-3322 Dumpster
 - We are currently under contract with Updike until 7/31/2029. We pay \$2,800.00 per month for trash service to 280 homes. We pay an additional \$10.67 per month per extra trash can needed (currently 27). Additionally, we pay \$630.00 a month for four front-load dumpsters. This cost is completely paid for by the

Town. The only additional revenue we receive in this area is when a resident requests a second trash can (\$10.67) or if any out-of-town customers receive trash service (\$25.83).

- With the current proposed expenses listed, the general fund is out of balance by \$79,784.00. Recommendations:
 - Professional Services – attorney (100-012110-3120) reduce to \$47,716.00,
 - Professional Services – auditor (100-012410-3120) reduce to \$19,500.00
 - Professional Services – cpa (100-012410-3120) reduce to \$8,000.00
 - If needed, additional funds can be allocated to cover these expenses

CEMETERY FUND REVENUE

- Fund revenue for the cemetery falls into line with previous years. The increase of \$3,000.00 is due to interest earned.

CEMETERY FUND EXPENSES

- Fund expenses for the cemetery fall into line with previous years. The miscellaneous expenses line item can be used for some minor improvements, cleanup around the cemetery that will keep this property in top shape.

WATER AND SEWER FUND REVENUE

- Fund revenue for water and sewer accurately reflect our projected year-end revenue in each category.
 - Recommendation:
 - Possibly amend the revenue for new water and sewer connections based on pending zoning applications for new construction. If this is done, expenses will need to be amended accordingly.

WATER AND SEWER FUND EXPENSES

- Fund expenses for water and sewer are reflected according to year-end projections. There is a \$35,000.00 increase in Contracted Services to allow for more repairs to the system.

CAPITAL IMPROVEMENTS FUND (CIP)

- No changes were made to the CIP Fund until more direction given as to expected grant money or other sources of revenue.

Code of Virginia
Title 15.2. Counties, Cities and Towns
Subtitle II. Powers of Local Government
Chapter 25. Budgets, Audits and Reports

§ 15.2-2501. Establishment of funds for accounting and budgeting; separate depository and investment accounts not required

Every locality and school division shall establish such funds as may be required by law and as may otherwise be deemed necessary to provide appropriate accounting and budgetary control over the activities and affairs of the locality or school division. This section shall not be construed to require separate depository or investment accounts for the assets of each fund.

1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



Town of Mineral

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GL Revenue Account Descriptions

- 100-011020-0001 Current Year's Public Service Corp Tax
 - Tax assessed on all property of public service corporations. Rate is same as approved real estate tax.
 - Electric Companies
 - Gas Distribution Companies
 - Motor Vehicle Carriers
 - Telecommunications Companies
 - Water Companies
- 100-015100-0001 Interest Earned
 - Presumably from LGIP accounts, which are not currently in FMS
- 100-120101-0001 Local Sales Tax Revenue
 - Tax collected by Commonwealth of Virginia and divided up to each county; each county then divides up to localities within county based on number of school-aged children in the locality. This is reassessed after census time and adjusted accordingly. This is assessed on certain sales (moped, atv, etc.).
- 100-120201-0001 Consumer Utility Tax Revenue
 - Tax collected by COVA on electric and natural gas utility paid by the consumer and collected by the utility service provider. These taxes are based on the amount of electricity and natural gas consumed. The utility service provider is required by law to remit all consumer utility taxes collected to the taxing jurisdiction in which the services were delivered.
- 100-120601-0001 Bank Stock Tax Revenue
 - Every bank or trust company shall pay an annual franchise tax measured by its net capital
- 100-220111-0001 Communication Tax Revenue
 - Like Consumer Utility Tax Revenue except for all communications
- 100-120701-0001 Rolling Stock Tax
 - State tax assessed on the "rolling" stock of a railroad, a freight car company and a certificated motor vehicle carrier, which does business in the Commonwealth, including rolling stock of a railroad or a freight car company (includes all locomotives, of whatever motive power, autocars, cars of every kind and description, and all other equipment determined by the Tax Commissioner to constitute rolling stock). Tax is paid into the state treasury each year and is distributed to localities proportionally based on the total vehicle miles operated by each carrier within each locality and paid to localities annually
- 100-220112-0001 Car Rental Distribution Revenue
 - A tax on the rental of motor vehicles in Virginia that are rented for less than 12 months, regardless of what type of dealer you rent it from. For most passenger vehicles, the motor vehicle rental tax equals 10% of the amount that you pay for the rental. The tax is broken down into three parts:



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- 4% Rental Tax on the rental of any vehicle with a gross vehicle weight or gross combined weight rating of 26,000 pounds or less;
- 4% Local Tax on the rental of any vehicle, regardless of weight, except motorcycles or mobile homes;
- 2% Rental Fee on the rental of any vehicle, regardless of weight, except motorcycles or mobile homes.

DRAFT BUDGET FY27							
	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
100 General Fund							
100-011000-0004 NOTARY FEES	\$300.00	\$60.00	\$80.00		\$100.00		
100-011000-0005 FOIA REVENUE	\$500.00	\$25.00	\$33.33		\$500.00		
100-011010-2023 2023 & PRIOR YEARS REAL ESTATE TAXES	\$1,000.00	\$0.00	\$0.00		\$1,000.00		
100-011010-2024 2024 REAL ESTATE TAXES	\$0.00	\$365.12	\$486.83		\$500.00		
100-011010-2025 2025 REAL ESTATE TAX REVENUE	\$125,000.00	\$119,521.04	\$125,000.00		\$3,000.00		
100-011010-2026 2026 REAL ESTATE TAX REVENUE	\$0.00	\$0.00	\$0.00		\$130,000.00		
100-011020-0001 CURRENT YEARS PUBLIC SERVICE	\$8,500.00	\$11,893.96	\$11,913.82		\$12,000.00		
100-011030-2023 2023 & PRIOR YEARS PERSONAL PROPERTY TAXE	\$500.00	\$261.87	\$349.16		\$500.00		
100-011030-2024 2024 PERSONAL PROPERTY TAXES	\$0.00	\$405.91	\$541.21		\$500.00		
100-011030-2025 2025 PERSONAL PROPERTY TAX REVENUE	\$25,000.00	\$18,057.07	\$24,076.09		\$3,000.00		
100-011030-2026 2026 PERSONAL PROPERTY TAX REVENUE	\$0.00	\$0.00	\$0.00		\$30,000.00		
100-011060-0001 TAX PENALTY - REAL ESTATE	\$1,000.00	\$1,222.52	\$1,630.03		\$1,500.00		
100-011060-0002 TAX INTEREST - REAL ESTATE	\$1,000.00	\$40.22	\$53.63		\$1,000.00		
100-011060-0003 TAX PENALTY - PERSONAL PROPERTY	\$500.00	\$623.73	\$831.64		\$500.00		
100-011060-0004 TAX INTEREST - PERSONAL PROPERTY	\$100.00	\$311.52	\$415.36		\$500.00		
100-015100-0001 INTEREST EARNED-LGIP	\$20,000.00	\$12,500.05	\$16,666.73		\$17,000.00		
100-016099-0003 TRASH REVENUE	\$1,100.00	\$1,636.44	\$2,181.92		\$2,200.00		
100-019000-0001 RETURN CHECK FEE	\$100.00	\$25.00	\$33.33		\$100.00		
100-120101-0001 LOCAL SALES TAX REVENUE	\$40,000.00	\$40,194.68	\$53,592.91		\$55,000.00		
100-120201-0001 CONSUMER UTILITY TAX REVENUE	\$1,100.00	\$537.71	\$716.95		\$1,000.00		
100-120301-0001 BUSINESS LICENSE REVENUE	\$30,000.00	\$30,114.03	\$32,500.00		\$32,000.00		
100-120501-0001 VEHICLE LICENSE FEES	\$7,000.00	\$6,768.14	\$9,024.19		\$9,000.00		
100-120601-0001 BANK STOCK TAX REVENUE	\$50,000.00	\$0.00	\$80,660.00		\$80,000.00		
100-120701-0001 ROLLING STOCK TAX	\$1,200.00	\$0.00	\$1,200.00		\$1,200.00		
100-121001-0001 TRANSIENT OCCUPANCY TAX REVENUE	\$2,000.00	\$1,035.77	\$1,381.03		\$2,000.00		
100-121101-0001 MEAL TAX REVENUE	\$90,000.00	\$76,222.20	\$101,629.60		\$100,000.00		
100-130306-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,700.00	\$2,266.67		\$2,000.00		
100-150361-0001 DMV SELECT REVENUE	\$500,000.00	\$250,637.96	\$334,183.95		\$350,000.00		
100-189000-0900 MISCELLANEOUS REVENUE	\$1,000.00	\$29,159.46	\$29,159.46		\$1,000.00		
100-189000-0910 RENTAL REVENUE	\$1,300.00	\$1,210.00	\$1,613.33		\$1,500.00		
100-220110-0001 PPTR REIMBURSEMENT	\$0.00	\$4,415.72	\$5,887.63		\$6,000.00		
100-220111-0001 COMMUNICATION TAX REVENUE	\$1,200.00	\$852.21	\$1,136.28		\$1,200.00		

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
100-220112-0001 CAR RENTAL DISTRIBUTION REVENUE	\$6,000.00	\$6,143.43	\$8,191.24		\$8,000.00		
100-240407-0001 LITTER GRANT	\$2,000.00	\$1,658.56	\$1,658.56		\$2,000.00		
100-240412-0001 VIRGINIA FIRE PROGRAM REVENUE	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00		
100-500200-0001 MISCELLANEOUS RESERVE REVENUE	\$0.00	\$0.00	\$0.00		\$0.00		
Revenues - General Fund	\$933,900.00	\$632,599.32	\$864,094.87	\$0.00	\$870,800.00		

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
Expenses - General Fund							
012110- Council/Town Manager's Expenses							
100-012110-1101 WAGES AND SALARIES	\$95,000.00	\$66,464.54	\$66,464.54		\$90,000.00		
100-012110-2100 FICA	\$7,668.00	\$4,822.76	\$4,822.76		\$6,885.00		
100-012110-2210 VRS	\$1,663.00	\$0.00	\$0.00		\$0.00		
100-012110-2220 401K EMPLOYER MATCH	\$0.00	\$660.81	\$881.08		\$900.00		
100-012110-2230 457 EMPLOYER MATCH	\$0.00	\$1,652.14	\$2,202.85		\$2,250.00		
100-012110-2300 HEALTH PLAN	\$13,510.00	\$6,598.12	\$6,598.12		\$16,890.00		
100-012110-2400 GROUP LIFE	\$1,300.00	\$738.94	\$738.94		\$800.00		
100-012110-2500 DISABILITY INSURANCE	\$808.00	\$463.46	\$463.46		\$500.00		
100-012110-3120 PROFESSIONAL SERVICES (ATTORNEY)	\$40,000.00	\$15,159.00	\$20,212.00		\$100,000.00		
100-012110-3160 COUNCIL COMPENSATION	\$7,200.00	\$5,000.00	\$7,100.00		\$8,400.00		
100-012110-3500 COPIER EXPENSE	\$0.00	\$96.74	\$128.99		\$1,000.00		
100-012110-3600 ADVERTISING/NOTICES	\$3,500.00	\$2,655.07	\$3,540.09		\$3,500.00		
100-012110-5300 TOWN INSURANCE (GF)	\$15,000.00	\$11,108.00	\$11,108.00		\$12,000.00		
100-012110-5545 CONFERENCE EXPENSES/TRAINING	\$4,000.00	\$1,722.88	\$2,297.17		\$1,000.00		
100-012110-5810 MEMBERSHIP DUES	\$2,500.00	\$1,875.00	\$2,500.00		\$2,000.00		
100-012110-5840 MISCELLANEOUS EXPENSE	\$250.00	\$1,318.09	\$1,757.45		\$250.00		
100-012110-6001 COUNCIL & PC PRINTING & SUPPLIES	\$1,500.00	\$672.33	\$896.44		\$0.00		
012110 - Council/Town Manager's Expenses	\$193,899.00	\$121,007.88	\$131,711.90	\$0.00	\$246,375.00		

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
012410 Clerk/Treasurer Expenses							
100-012410-1101 WAGES AND SALARIES	\$113,946.00	\$69,245.00	\$92,326.67		\$112,200.00		
100-012410-1200 WAGES AND SALARIES PT	\$0.00	\$0.00	\$0.00		\$0.00		
100-012410-2100 FICA	\$8,717.00	\$5,088.85	\$6,785.13		\$8,500.00		
100-012410-2210 VRS	\$1,915.00	\$0.00	\$0.00		\$0.00		
100-012410-2220 401K EMPLOYER MATCH	\$0.00	\$495.38	\$660.51		\$700.00		
100-012410-2230 457 EMPLOYER MATCH	\$0.00	\$723.58	\$964.77		\$1,000.00		
100-012410-2300 HEALTH PLAN	\$21,620.00	\$4,690.25	\$6,253.67		\$16,890.00		
100-012410-2400 GROUP LIFE	\$1,527.00	\$820.85	\$1,094.47		\$1,000.00		
100-012410-2500 DISABILITY INSURANCE	\$969.00	\$514.78	\$686.37		\$600.00		
100-012410-3120 PROFESSIONAL SERVICES - AUDIT	\$15,000.00	\$0.00	\$0.00		\$39,000.00		
100-012410-3121 PROFESSIONAL SERVICES - CPA	\$8,000.00	\$0.00	\$0.00		\$16,000.00		
100-012410-3122 POLICE AND LEGAL MATTERS	\$1,000.00	\$0.00	\$0.00		\$1,000.00		
100-012410-3152 WEB BASED SERVICES AND SOFTWARE	\$35,000.00	\$23,864.71	\$31,819.61		\$40,000.00		
100-012410-3310 OFFICE EQUIPMENT & COMPUTER HARDWARE	\$0.00	\$0.00	\$0.00		\$0.00		
100-012410-3320 COMPUTER LICENSES/SUPPORT	\$0.00	\$0.00	\$0.00		\$0.00		
100-012410-3500 COPIER EXPENSE & LEASE	\$5,000.00	\$5,439.47	\$7,252.63		\$7,000.00		
100-012410-3600 LATE FEES/PENALTIES	\$100.00	\$0.53	\$0.71		\$25.00		
100-012410-3601 BANK FEES	\$400.00	\$997.28	\$1,329.71		\$1,300.00		
100-012410-5210 POSTAGE	\$1,000.00	\$870.10	\$1,160.13		\$1,000.00		
100-012410-5230 TELECOMMUNICATIONS	\$7,000.00	\$7,104.04	\$9,472.05		\$9,000.00		
100-012410-5240 INTERNET EXPENSE	\$24,000.00	\$24,835.80	\$33,114.40		\$33,000.00		
100-012410-5540 EDUCATION/TRAINING	\$1,000.00	\$56.45	\$75.27		\$100.00		
100-012410-5800 REFUNDS/TAX CURRENT PAYMENTS	\$0.00	\$0.00	\$0.00		\$0.00		
100-012410-5810 MEMBERSHIP DUES	\$200.00	\$25.00	\$33.33		\$100.00		
100-012410-5841 SPECIAL EVENTS	\$12,000.00	\$3,294.08	\$4,392.11		\$1,000.00		
100-012410-6001 OFFICE SUPPLIES	\$10,000.00	\$5,251.55	\$7,002.07		\$7,000.00		
100-012410-6002 OUTSIDE PRINTING - TAX BILLS	\$2,000.00	\$2,274.91	\$2,274.91		\$2,500.00		
100-012410-9003 UNIFORMS	\$1,000.00	\$0.00	\$0.00		\$0.00		
012410 Clerk/Treasurer Expenses	\$271,394.00	\$155,592.61	\$206,698.51	\$0.00	\$298,915.00		

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
031100 DMV Expenses							
100-031100-1101 WAGES AND SALARIES	\$147,414.00	\$108,621.13	\$144,828.17		\$143,000.00		
100-031100-1200 WAGES AND SALARIES PT	\$30,529.00	\$23,022.27	\$30,696.36		\$32,000.00		
100-031100-2100 FICA EXPENSE	\$13,613.00	\$10,070.71	\$13,427.61		\$13,400.00		
100-031100-2210 VRS EXPENSE	\$3,324.00	\$0.00	\$0.00		\$0.00		
100-031100-2220 401K EMPLOYER MATCH	\$0.00	\$630.67	\$840.89		\$1,000.00		
100-031100-2230 457 EMPLOYER MATCH	\$0.00	\$286.36	\$381.81		\$500.00		
100-031100-2300 HEALTH PLAN	\$48,993.00	\$0.00	\$0.00		\$16,890.00		
100-031100-2400 GROUP LIFE	\$2,731.00	\$1,494.92	\$1,993.23		\$2,000.00		
100-031100-2500 DISABILITY INSURANCE	\$1,732.00	\$689.34	\$919.12		\$1,000.00		
100-031100-3500 COPIER EXPENSE	\$2,500.00	\$1,847.09	\$2,462.79		\$2,500.00		
100-031100-5540 EDUCATION/TRAINING	\$0.00	\$130.00	\$173.33		\$100.00		
100-031100-6001 OFFICE SUPPLIES	\$300.00	\$644.48	\$859.31		\$500.00		
100-031100-6009 EQUIPMENT/SUPPLIES	\$100.00	\$0.00	\$0.00		\$0.00		
031100 DMV Expenses	\$251,236.00	\$147,436.97	\$196,582.63	\$0.00	\$212,890.00		

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
032100 PASS THRU - STATE FUNDS							
100-032100-5641 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00		
032100 PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00		
043100 Public Works/Town Garage Expenses							
100-043100-1102 CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00		\$0.00		
100-043100-1200 WAGES AND SALARIES PT	\$53,014.00	\$40,119.05	\$53,492.07		\$54,075.00		
100-043100-2100 FICA	\$4,056.00	\$3,069.46	\$4,092.61		\$4,137.00		
100-043100-2210 VRS	\$400.00	\$0.00	\$0.00		\$0.00		
100-043100-2220 401K EMPLOYER MATCH	\$0.00	\$234.78	\$313.04		\$400.00		
100-043100-2230 457 EMPLOYER MATCH	\$0.00	\$54.12	\$72.16		\$100.00		
100-043100-2300 HEALTH PLAN	\$13,510.00	\$0.00	\$0.00		\$0.00		
100-043100-2400 GROUP PLAN	\$600.00	\$413.14	\$550.85		\$550.00		
100-043100-2500 DISABILITY INSURANCE	\$300.00	\$259.08	\$345.44		\$350.00		
100-043100-3311 VEHICLE MAINTENANCE	\$1,000.00	\$1,549.58	\$2,066.11		\$2,000.00		
100-043100-5110 ELECTRICITY	\$15,000.00	\$8,486.26	\$11,315.01		\$11,000.00		
100-043100-6007 REPAIRS/MAINTENANCE	\$5,000.00	\$2,532.94	\$3,377.25		\$3,000.00		
100-043100-6009 EQUIPMENT/SUPPLIES	\$2,000.00	\$248.19	\$330.92		\$500.00		
100-043100-6011 SAFETY EQUIPMENT	\$500.00	\$0.00	\$0.00		\$0.00		
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINTENANCE	\$500.00	\$0.00	\$0.00		\$0.00		
100-043100-7130 REFUSE COLLECTION/LANDFILL	\$10,500.00	\$8,139.14	\$10,852.19		\$11,000.00		
043100 Public Works/Town Garage Expenses	\$106,380.00	\$65,105.74	\$86,807.65	\$0.00	\$87,112.00		

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
045100 Town Hall Expenses							
100-045100-0002 DEBT SERVICE - USDA BUILDING LOAN	\$15,891.00	\$13,194.00	\$17,592.00		\$17,592.00		
100-045100-1102 CONTRACTED SERVICES (CLEANING)	\$3,600.00	\$1,920.00	\$2,560.00		\$3,000.00		
100-045100-5110 ELECTRICITY	\$8,000.00	\$5,480.91	\$7,307.88		\$7,500.00		
100-045100-5120 UTILITIES - HEAT	\$4,000.00	\$5,157.78	\$6,877.04		\$7,000.00		
100-045100-5240 INTERNET	\$0.00	\$0.00	\$0.00		\$0.00		
100-045100-6005 JANITORIAL SUPPLIES	\$3,000.00	\$699.97	\$933.29		\$1,000.00		
100-045100-6007 REPAIR/MAINTENANCE	\$1,000.00	\$3,355.20	\$4,473.60		\$1,500.00		
100-045100-9001 ASSET MANAGEMENT	\$10,000.00	\$0.00	\$0.00		\$0.00		
045100 Town Hall Expenses	\$45,491.00	\$29,807.86	\$39,743.81	\$0.00	\$37,592.00		
047100 Refuse Collection Expenses							
100-047100-3310 STREET SWEEPING	\$1,000.00	\$589.00	\$785.33		\$1,000.00		
100-047100-3322 DUMPSTER (COMMERCIAL)/TRASH PICKUP	\$40,000.00	\$37,070.56	\$49,427.41		\$45,000.00		
100-047100-5714 VA LITTER CONTROL GRANT	\$2,000.00	\$0.00	\$0.00		\$2,000.00		
047100 Refuse Collection Expenses	\$43,000.00	\$37,659.56	\$50,212.75	\$0.00	\$48,000.00		
050100 Town Parks & Fields Expenses							
100-050100-1102 CONTRACTED SERVICES	\$1,000.00	\$0.00	\$0.00		\$500.00		
100-050100-3310 MAINTENANCE - LANDSCAPE	\$2,500.00	\$148.20	\$197.60		\$500.00		
100-050100-8102 FURNITURE/EQUIPMENT/SIGNS	\$1,000.00	\$26.50	\$35.33		\$500.00		
050100 Town Parks & Fields Expenses	\$4,500.00	\$174.70	\$232.93	\$0.00	\$1,500.00		
051100 Beautification Expenses							
100-051100-5110 ELECTRICITY - STREET LIGHTS	\$0.00	\$0.00	\$0.00		\$0.00		
100-051100-5840 MISCELLANEOUS EXPENSE	\$3,000.00	\$0.00	\$0.00		\$1,000.00		
051100 Beautification Expenses	\$3,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		
Total Expense - General Fund	\$933,900.00	\$571,785.32	\$726,990.18	\$0.00	\$948,384.00		868600
							(\$77,584.00)

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
200 Cemetery Fund							
Revenues - Cemetery							
200-020000-0001 CEMETERY PLOT REVENUE	\$20,000.00	\$14,320.00	\$19,093.33		\$20,000.00		
200-020000-0002 HEADSTONE MARKING REVENUE	\$2,000.00	\$1,300.00	\$1,733.33		\$2,000.00		
200-020000-0003 SITE MARKING REVENUE	\$2,000.00	\$1,610.00	\$2,146.67		\$2,000.00		
200-020000-0004 CEMETERY INTEREST REVENUE-LGIP OPERATING	\$9,000.00	\$6,972.32	\$9,296.43		\$9,000.00		
200-020000-0005 CEMETERY INTEREST REVENUE-LGIP PERPETUAL	\$9,700.00	\$7,974.36	\$10,632.48		\$10,000.00		
Total Revenues - Cemetery Fund	\$42,700.00	\$32,176.68	\$42,902.24	\$0.00	\$43,000.00		
Expenses Cemetery Fund							
200-011000-2100 FICA	\$0.00	\$26.39	\$35.19				
200-021000-1200 WAGES AND SALARIES PT	\$15,000.00	\$4,410.31	\$7,638.01		\$15,000.00		
200-021000-2100 FICA	\$1,148.00	\$1,978.60	\$2,225.49		\$4,000.00		
200-021000-3311 VEHICLE MAINTENANCE/GAS	\$1,000.00	\$537.06	\$716.08		\$1,000.00		
200-021000-3312 EQUIPMENT REPAIR	\$5,000.00	\$536.92	\$715.89		\$5,000.00		
200-021000-5840 MISCELLANEOUS EXPENSE	\$6,000.00	\$2,133.32	\$2,844.43		\$10,000.00		
200-021000-6009 EQUIPMENT/SUPPLIES	\$11,552.00	\$0.00	\$0.00		\$6,000.00		
200-021000-6385 PLOT REPURCHASE	\$3,000.00	\$1,800.00	\$2,400.00		\$2,000.00		
02100 Total Cemetery Fund Expenses	\$42,700.00	\$11,422.60	\$16,575.09	\$0.00	\$43,000.00		

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
Water and Sewer Fund							
Revenues - Water & Sewer							
500-016099-0002 SEWER REVENUE	\$110,000.00	\$113,693.08	\$151,590.77		\$150,000.00		
500-016099-0003 WATER REVENUE	\$240,000.00	\$188,817.90	\$251,757.20		\$250,000.00		
500-016099-0004 PROCESSING FEE	\$1,400.00	\$1,750.00	\$2,333.33		\$2,000.00		
500-016099-0005 WATER RECONNECT FEE	\$200.00	\$150.00	\$200.00		\$200.00		
500-016099-0006 CONNECTION FEE - WATER	\$30,000.00	\$33,900.00	\$45,200.00		\$35,000.00		
500-016099-0007 CONNECTION FEE - SEWER	\$48,750.00	\$64,320.00	\$85,760.00		\$70,000.00		
500-016099-0010 PENALTY FEE W/S	\$2,000.00	\$3,996.50	\$5,328.67		\$5,000.00		
500-016099-0012 WATER AND SEWER DEPOSITS	\$3,000.00	\$0.00	\$0.00		\$0.00		
Total Revenues - Water & Sewer Fund	\$435,350.00	\$406,627.48	\$542,169.97	\$0.00	\$512,200.00		
Expenses - Water & Sewer							
500-500100-0002 DEBT SEVICE - USDA WATER LOAN	\$54,108.00	\$40,581.00	\$54,108.00		\$54,108.00		
500-500100-1102 CONTRACTED SERVICES	\$90,000.00	\$96,459.36	\$128,612.48		\$127,692.00		
500-500100-1200 WAGES AND SALARIES PT	\$12,698.00	\$10,448.86	\$13,931.81		\$14,000.00		
500-500100-2100 FICA	\$971.00	\$799.29	\$1,065.72		\$1,000.00		
500-500100-2920 DEPOSIT REFUNDS	\$0.00	\$0.00	\$0.00		\$0.00		
500-500100-2921 WATER AND SEWER DEPOSIT REFUNDS	\$3,000.00	\$0.00	\$0.00		\$0.00		
500-500100-3140 ENGINEERING/PROFESSIONAL SERVICES	\$30,000.00	\$9,033.20	\$12,044.27		\$15,000.00		
500-500100-3500 PRINTING COSTS	\$0.00	\$437.39	\$583.19		\$600.00		
500-500100-5110 ELECTRICITY	\$5,000.00	\$6,051.37	\$8,068.49		\$7,500.00		
500-500100-5210 MAILING COSTS	\$2,000.00	\$2,073.81	\$2,765.08		\$2,500.00		
500-500100-5540 EDUCATION/TRAINING/LICENSES	\$1,000.00	\$0.00	\$0.00		\$0.00		
500-500100-5810 FEES AND DUES - LCWA CONNECTION FEES	\$12,600.00	\$1,483.00	\$1,977.33		\$10,000.00		
500-500100-5899 MISS UTILITY COSTS	\$300.00	\$340.78	\$454.37		\$300.00		
500-500100-6007 REPAIRS/MAINTENANCE	\$1,000.00	\$2,257.54	\$3,010.05		\$3,000.00		
500-500100-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$6,300.51	\$8,400.68		\$5,000.00		
500-500100-6022 WATER TESTING	\$6,000.00	\$2,882.67	\$3,843.56		\$4,000.00		
500-500100-6023 COUNTY WASTEWATER TREATMENT	\$110,000.00	\$95,159.84	\$126,879.79		\$125,000.00		
500-500100-6024 COUNTY WATER PURCHASED	\$97,173.00	\$120,813.24	\$161,084.32		\$140,000.00		
500-500100-6030 PLANT LAB SUPPLIES/CHEMICALS	\$1,000.00	\$299.71	\$399.61		\$500.00		
500-500100-6050 METER PURCHASES	\$4,500.00	\$0.00	\$0.00		\$2,000.00		
Total Expenses - Water & Sewer	\$435,350.00	\$395,421.57	\$527,228.76	\$0.00	\$512,200.00		\$0.00

	FY 26 Budget	FY 26 Actual thru 3.31.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 Approved	
600 Capital Improvement (CIP) Fund							
Revenues - CIP							
600-015000-0010 USDA GRANTS	\$45,000.00	\$18,010.00	\$18,010.00	\$0.00			
600-015000-0020 CIP WATER FUND	\$25,000.00	\$0.00	\$0.00	\$0.00			
Revenues - CIP	\$70,000.00	\$18,010.00	\$18,010.00	\$0.00			
Expenses - CIP							
600-410501-0100 TRANSFER TO/FROM GENERAL FUND FROM CIP	\$0.00	\$0.00	\$0.00	\$0.00			
600-600100-8100 EMERGENCY W/S REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00			
600-600100-8600 GENERAL EXPENSES - WATER	\$25,000.00	\$9,691.53	\$9,691.53	\$0.00			
600-600100-8650 VDH DRINKING WATER	\$45,000.00	\$58,679.63	\$58,679.63	\$0.00			
Total Expenses - CIP	\$70,000.00	\$68,371.16	\$68,371.16	\$0.00			
Grand Total Budget Revenues	\$1,481,950.00	\$1,058,075.77	\$1,467,177.08	\$0.00	\$1,426,000.00		
Grand Total Budget Expenses	\$1,481,950.00	\$1,035,578.05	\$1,339,165.19	\$0.00	\$1,503,584.00		(\$77,584.00)

Government Fund Accounting

Government fund accounting tracks money restricted by laws or regulations using separate, self-balancing sets of accounts, rather than one big pot. It focuses on the “fund balance” (spendable resources). Assets minus liabilities = fund balance. We are running on a modified accrual basis, meaning revenues are recognized when measurable and available and expenditures are recorded when liabilities are incurred. This allows a snapshot picture of current financial resources. Each fund behaves like a separate entity to ensure legal compliance.

Our current funds:

General Fund

Cemetery Fund

Water and Sewer Fund

Capital Improvements Fund (CIP)

Our budget is separated into these four fund areas. Money can be transferred between funds (with the exception of the cemetery fund) through interfund transfers, which moves cash or assets without creating revenue or expenses. These interfund transfers are used to balance funds, cover shortages and must be carefully managed to comply with restrictions. The cemetery fund is a restricted fund, which can only be used for cemetery purposes.

Interfund transfers can be permanent (appropriations) or temporary (to be repaid). They should be documented with a clear purpose and tracked to maintain the integrity of each fund's balance.