



## KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, April 04, 2023 at 6:00 PM

*Richwood City Hall, 1800 Brazosport Blvd. N.*

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, April 4, 2023 beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. PUBLIC COMMENTS
- IV. UPCOMING EVENTS
  - A. Easter Egg Hunt - April 8, 2023
  - B. Don't Mess with Texas Trash Off - April 15, 2023
  - C. Earth Day, tree planting - April 22, 2023
  - D. Larry Johnson Park Upgrades, Phase 3 - May 13, 2023
- V. YARD OF THE MONTH
  - [A.](#) April, 2023 - Chairman
- VI. DISCUSSION AND ACTION ITEMS
  - [A.](#) Discuss and consider roles and responsibilities and appoint board officers for 2023, if needed.
  - B. Discuss and consider dedicating a park bench at Ellis Park in memory of Garry Ellis.
- VII. FINANCIAL REPORT
  - [A.](#) Keep Richwood Beautiful Budget Report
  - [B.](#) Parks and Recreation Budget Report
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- X. SET NEXT MEETING DATE
- XI. FUTURE AGENDA ITEMS
- XII. ADJOURNMENT

**The Commission may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).**

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on \_\_\_\_\_ at \_\_\_\_\_ post this notice of meeting on the Bulletin Board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

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Kirsten Garcia, City Secretary  
City of Richwood



## Keep Richwood Beautiful Yard of the Month Standard Operating Procedure

### YARD OF THE MONTH CONTEST GUIDELINES

Keep Richwood Beautiful has established a Yard of the Month Program to promote goodwill and reward exemplary lawn care in the community. The purpose of the program is to recognize neighbors who demonstrate above-average efforts in maintaining their property, thereby contributing to the overall appearance of the community at large. This is a great award and the program is administered entirely by board members.

For the months April through September, the Keep Richwood Beautiful Committee will choose a lawn that best typifies the qualities of: uniqueness, beauty, appeal, and consistency with the guidelines. The Committee will select one residential yard during the board meeting of each month (April through September as well as October and December. See details below). The winner of the Yard of the Month will win a \$25 gift card and will be provided with a decorative yard sign for display indicating their winning yard, as well as a posting and photo on our Facebook page.

Contest Guidelines

All **residential** properties within the city limits are automatically eligible.

Award winners are selected based on the recommended judging criteria listed below.

Key criteria include manicured yard, beautification, originality and creativity.

The upkeep of the yard can reflect the efforts of the residents themselves or that of a professional landscaper or groundskeeper.

An award duration term lasts a single calendar month, and runs from the first day to the last day of that same month.

Recipients receiving awards in the middle of the month shall surrender their award at the end of that same month.

While an individual’s home is being recognized as a “Yard of the Month,” they are expected to maintain their yard in the same manner that allowed them to win the title.

RECOMMENDED JUDGING CRITERIA

Keep Richwood Beautiful Committee, Yard of the Month candidates are judged solely on the total exterior appearance of their property and front yard as viewed from the street. General upkeep of the yard and property is paramount.

Factors include the overall appearance, tidiness and neatness of the front of the property as evidenced by pruned, trimmed and shaped foliage, edged and defined lawns, borders & flower beds, and a visually appealing facade.

LAWN: Grass should be healthy with no bare spots or excessive weeds. Grass shall be mowed and edged, and trimmed around foundations and fences. Debris (garbage, pet feces, etc.) shall be picked up

and removed. A unified, simple and balanced landscape design with a neat and natural appearance is preferred.

LANDSCAPE & FLOWER BEDS: Beds shall be weeded and edged, flowers must be deadheaded and dead plants removed, trees and shrubs pruned, natural areas cleaned. Beautification efforts should include new flowers, new trees, and new shrubs, etc., with plantings in scale with the surroundings and limited to a few types of plants rather than enough to confuse the eye.

WALKWAYS & DRIVEWAYS: Walkways and driveways shall be clean (including trash containers or yard products removed from view). The area in front of the curb must be free from debris and dirt. The appearance after dusk including accent lighting, safety lighting, visible interior lighting, etc.

AESTHETICS: The overall look of landscaping (formal versus informal, use of color and textures, garden art) is important. The front entryway should be inviting, with original and creative touches to show personality (hanging baskets, pots, yard art, bird feeders, etc.)

### Decorative Awards

Yard of the Month candidates for decorative awards are judged solely on the exterior appearance of their property as viewed from the street. General maintenance and upkeep of the yard and home is included in the judging. Overall appearance, tastefulness, creativity, decorating in the “spirit of the holiday”, and a visually appealing façade are considered.

July: The Yard of the Month award for July will be judged on the house with the Most Patriotic decorations. Theme, creativity and originality in ornamental lighting and decorations will be considered, as will daylight and evening display. Judging will take place during the 1st week of July. A Facebook event will be created for Most Patriotic Yard of the Month. In this case, first place will receive \$100 gift

card, second place will receive \$50 gift card, and third place will receive a \$25 gift card. Residents will submit photos of their yard to the Facebook event and whichever photo receives the most “likes” will win. The highest “likes” wins 1<sup>st</sup>, then second and third place follows in order of number of likes.

October: The Yard of the Month award for October will be judged on the house with the best Fall/Halloween decorations. Spooks, goblins, black cats, and pumpkins are all in order. Lights and animation are a plus. Judging will take place during the 3rd week of October. A Facebook event will be created for Spookiest Yard of the Month. In this case, first place will receive \$100 gift card, second place will receive \$50 gift card, and third place will receive a \$25 gift card. Residents will submit photos of their yard to the Facebook event and whichever photo receives the most “likes” will win. The highest “likes” wins 1<sup>st</sup>, then second and third place follows in order of number of likes.

December: The Yard of the Month award for December will be judged on the house with the best Christmas decorations. Theme, creativity and originality in ornamental lighting and decorations will be considered, as will daylight and evening display. Judging will take place during the 2nd week of December. A Facebook event will be created for Best Decorated Yard of the Month. In this case, first place will receive \$100 gift card, second place will receive \$50 gift card, and third place will receive a \$25 gift card. Residents will submit photos of their yard to the Facebook event and whichever photo receives the most “likes” will win. The highest “likes” wins 1<sup>st</sup>, then second and third place follows in order of number of likes.

**Summary note:** While lack of strict adherence to the criteria above does not necessarily disqualify, these principles offer general guidelines that should be recognized by the Keep Richwood Beautiful Committee Yard of the Month program.

The Keep Richwood Beautiful Committee is dedicated to improving the quality of living and appearance of our community. We encourage residents to take pride in their homes and neighborhood. In turn, we look to celebrate those who do a superior job in maintaining their yards in such a way that they enhance the overall curb appeal of the entire community.

#### Record Keeping

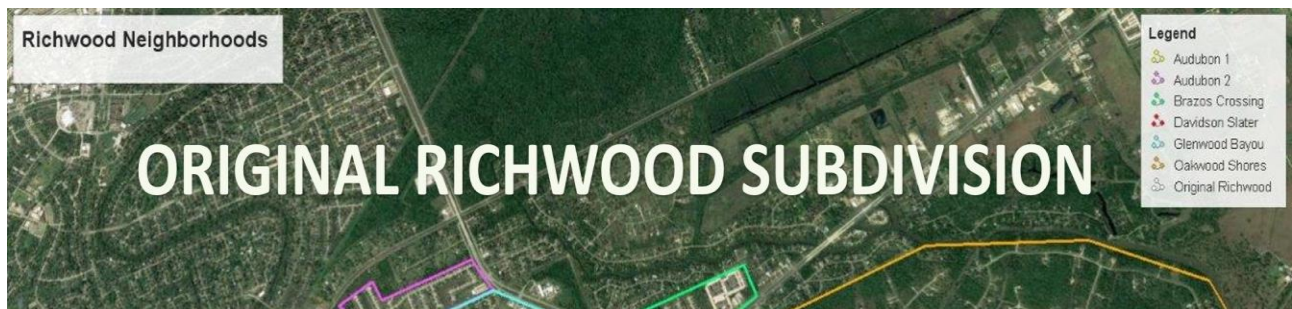
A spreadsheet will be kept by the Executive Director with Yard of the Month winners. Their name, address, phone number, and email address will be added to the document for ease of access.

Judging by Board Members

Each board member will be assigned one section of the city and be assigned a month (or more) to pick Yard of the Month or Decorative Yard of the Month. It is in the interest of the Keep Richwood Beautiful committee to try to find yards in each subdivision of the city.

See attached table:

Board Member	Section/Subdivision	Month	Pick no later than...
Chairman	Audubon Woods I Audubon Woods II	April/October	First week in April/Third week in October
Vice Chair/Treasurer	Glenwood Bayou	May/December	First week in May/Second week in December
Secretary	Oakwood Shores	June	First week in June
Associate Member	Davidson Slater	July	First week in July
Associate Member	Original Richwood	August	First week in August
Associate Member	Brazos Crossing	September	First week in September



**Keep Richwood Beautiful Commission / Parks Board  
Committee Member Job Description**

- Objectives: The governing body sets policy, recommends specific programs and actively participates in the implementation of the programs. The members work toward accomplishing the mission of the organization.
  
- Mission: To engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship.
  
- Qualifications: Genuine interest in the mission of the organization and its stated focus of litter prevention, beautification and community improvement and the minimization of the impact of solid waste.
  
- Meetings: Meetings are held the 1<sup>st</sup> Tuesday of each month at 6:00 p.m. at Richwood City Hall
  
- Commitment: Term length is 2 years from appointment date. No term limits.
  
- Responsibilities: The following information is provided in order to help potential members of the KRB understand what responsibilities are expected.

CHAIRMAN

In addition to the requirements for General Members, the Chairman must:

- Attend various meetings, including budget hearings, council workshops, and the like.
- Assist the Executive Director in presiding at all recreational event celebrations.
- Review and approve Minutes drafted by the Secretary prior to approval.
- Meet with the Executive Director prior to each monthly meeting to review, edit, correct, and add to the anticipated Agenda.
- Conduct an Orientation Meeting for new members.



- Conduct all meetings under the format of Robert’s Rules of Order. In following that format, the Chairman must make every effort to conduct issue discussions so that a positive remark is followed by a negative remark. Likewise, the Chairman must make certain that no individual member controls an issue or an entire meeting.
- Make every effort to refrain from issuing an opinion until all other members have been heard.

VICE-CHAIRMAN/TREASURER

In addition to the requirements for General Members, the Vice Chairman must:

- Conduct all duties of the Chairman when the Chairman is unable to do so.
- Withhold any opinions until all members have had an opportunity to be heard.
- The Treasurer should be knowledgeable about who has access to the organization’s funds and any outstanding bills or debts owed.
- The Treasurer may be responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
- The Treasurer should have thorough knowledge and understanding of the organization’s financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization’s fiscal health.
- Have the organization’s financials audited whenever required or advisable.

SECRETARY

The Secretary is responsible for:

- organizing and servicing meetings (producing agendas and taking minutes)

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of directors and officers.
- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

KRB DIRECTOR

In addition to the requirements for General Members, the KRB Director must:

perform the necessary coordination and facilitation of the Keep America Beautiful/Keep Texas Beautiful affiliate program, understands the purpose and function of Keep “Richwood” Beautiful, and is knowledgeable of existing policies and procedures of the organization.

- Manage the day-to-day operations of the organization.
- Coordinate community events.
- Maintain records and serve as a resource to the Board.
- Serve as contact person and information clearinghouse on all activities.
- Conduct workshops when speaker's bureau or volunteers are not available.
- Orient and train volunteers about organization and assist Board officers with this responsibility for committees.

- Represent the organization and its committees at meetings, forums and workshops.
- Maintain office and clerical operations.
- Prepare and submit annual and semi-annual reports to state and national organizations.
- Conduct annual cost/benefit analysis (KAB).
- Conduct annual Litter Index.
- Attend regional workshops, basic training, and/or training seminars.
- Attend KTB Annual Conference.

#### Work with Board

- Report directly to and coordinate with the chairman/president.
- With chairman/president, prepare agenda for board meetings.
- With treasurer, help prepare budget and exercise budget control.
- With secretary, prepare and distribute meeting minutes to committees.
- Prepare monthly report for board.
- Develop and implement orientation and training for board members.
- Work with appropriate board members to set annual goals and objectives.
- Know the members interests

#### Work with Committees

- Prepare briefs, summaries, fact sheets and other data required for program planning by committees.
- Help committees develop and implement action plans.
- Work with committees to facilitate program implementation.

GENERAL MEMBER

An individual is expected to:

- Attend monthly meetings plus extra meetings, as required.
- Assume various assignments for research, investigation, and provide concise reports.
- Participate actively in Committee discussions.
- Show concern about material items in public areas such as benches, light poles, etc.
- Spend the time and effort to be certain of facts, and be able to recognize the difference between emotions and practical usage of taxpayers' monies.
- Defend the KRB position in front of City Council.
- Undertake special assignments as requested by the Chairman.
- Support the consensus of the Committee, regardless of personal opinion.
- Serve as extra "eyes" to help City staff identify potential problems.
- Believe in the importance of the Mission Statement of the KRB and proactively to support it.
- Plan, coordinate, and participate in all Arbor Day, Earth Day, Clean Up and/or any beautification celebrations
- Plan, coordinate, and participate in any Parks and Recreation events such as Trunk or Treat and Christmas in the Park.
- Act as Parks and Recreation Board.

Tiered System of Members and Volunteers

Tier 1- Volunteers who help at events and clean-ups. Can include "walk-ups", student volunteers like NHS or PALS, etc. A volunteer packet is not required and they will not usually attend meetings.

Tier 2- Committee Members who have completed the Municipal Volunteer Packet and passed the background check. These members will come to

meetings as needed but will not be held to the attendance policies of board members. They can speak during public comments but are not allowed to vote. Committee members may be residents, property owners, or business owners inside the City limits of Richwood.

Tier 3- A Board Member who has filled out the Municipal Volunteer Packet and passed the background check. They have been voted in by Board Members and approved by City Council. These members will adhere to the attendance policy which includes meeting and events. Board members can vote, hold an office, and speak in turn during the meetings.

**KEEP RICHWOOD BEAUTIFUL  
BYLAWS**

**ARTICLE 1 - Name**

The name of this organization shall be Keep Richwood Beautiful, with its principal place of business at Richwood City Hall, 1800 Brazosport Blvd. N., Richwood, Texas 77531.

**ARTICLE II - Purpose**

The purpose of the organization shall be charitable and educational to promote the Keep Texas Beautiful program of litter prevention, beautification and community improvement and minimization of the impact of solid waste in Richwood.

**ARTICLE III – Board**

Section 1. The governing body of Keep Richwood Beautiful shall be responsible for the management of its affairs and the direction of its work and control. The Board shall have full power and authority to promote the objectives for which the Keep Richwood Beautiful is organized.

Section 2. Rules: The Board shall enact such rules and regulations as long as they are not inconsistent with these Bylaws.

Section 3. Meetings: The Board shall meet monthly. Special meetings of the Board may be called by the Chairman or a simple majority of the seating board members.

Section 4. Notice of Meetings: Notice of the monthly meetings of Keep Richwood Beautiful shall be sent to the members at least 3 days prior to the meeting and shall be posted at City Hall in accordance to the Texas Open Meetings Act.

Section 5. Term of Office: Appointed Board Members shall serve for a term of one year with no term limits.

Section 6. Attendance Policy: Appointed Board Members cannot miss more than three consecutive meetings without a valid excuse and after a vote by the board the position will presented to City Council to be reassigned. Appointed Board Members

cannot miss more than three consecutive events without a valid excuse and after a vote by the board the position will be presented to City Council to be reassigned.

Section 7. Appointment of Board Members: An interested resident must live or own property, or a business in the city limits of Richwood. Said person who is interested in becoming a board member will fill out the Municipal Volunteer Program Packet in full and must pass a background check. The person applying must then be approved by the board and votes on by City Council.

**ARTICLE IV - Officers**

- Section 1. Term of Office: The officers, Chairman, Vice Chairman/Treasurer, and Secretary shall be elected from the existing board of between 5 to 7 members for a term of one year beginning in January 1 of each year and ending on December 31.
- Section 2. Chairman: The Chairman shall preside at all meetings of the Board. The Chairman shall perform all duties incidental to the office and advise such action as may be deemed likely to increase the objectives of the Board.
- Section 3. Vice Chairman/Treasurer: The Vice Chairman/Treasurer shall act in the absence of the Chairman; and in the absence or disability of the three officers named, a member of the Board shall be chosen to act temporarily.
- Section 4. Secretary: The Secretary shall keep the records, the minutes of the meeting, a roll of the attendance; shall notify officers, and committee chairpersons of meeting time and place, shall send out proper notices of all call meetings, and of other meetings when necessary.
- Section 5. Executive Director: The Executive Director will be appointed by the City Manager and paid as contract labor a \$200.00 a month stipend. A monthly timesheet and check request will be submitted to the City Secretary who will forward said information to Accounts Payable and the Executive Director will be paid forthcoming.

Section 6. Loss of Officer: In the case of an officer leaving or resigning, an emergency vote will take place to choose and approve a new person for the position.

**ARTICLE V – Committees**

Section 1. All actions taken by standing committees formed by the Board that commit the organization to an action must be approved by the Keep Richwood Beautiful Board. This approval may be granted by specific funding in the budget or by presentation and approval by the Board.

Section 2. Committee Chairs: Each committee shall select a Chair and Vice-Chair. The names shall be submitted to the Board for confirmation

Section 3. Committee Members: Membership on committees is open to property owners, people with children in schools in Richwood and business owners or current residents. A list of committee members shall be provided to the Board.

Section 4. A subcommittee is formed to share specific tasks within the jurisdiction of the full committee. A subcommittee will consist of no more than three board members so that no quorum is formed.

**ARTICLE VI - Amendments**

The Board may amend these by laws either by mail ballot or at any meeting of the board at which a quorum is present, provided that the proposed amendment is inserted in the notices of such meeting.

**ARTICLE VII - Parliamentary Authority**

Any rules of parliamentary procedures not covered by these Bylaws shall be governed by the latest edition of “Robert’s Rules of Order.”

**ARTICLE VIII - Dissolution**

In the event of dissolution, the residual assets of Keep Richwood Beautiful will be turned over to one or more organizations which themselves are exempt as organizations under Section 501 (c) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding section of any prior or



future law, or to the Federal, State, or local government for exclusive purpose related to litter prevention, beautification and the community improvement or the minimization of solid waste. These above-mentioned organizations will be voted on and approved by the board before disseminating the funds.

**City of Richwood**  
**Keep Richwood Beautiful**  
**20 Beautification - 10/01/2022 to 03/31/2023**  
**50.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	2023 Budget	Remaining Budget
<b>Revenue</b>					
<b>Intergovernmental revenue</b>					
614113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00
<b>Total Intergovernmental revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Charges for services</b>					
614124 Beautification Revenues	7,678	1,313	7,772	15,300	7,528
<b>Total Charges for services</b>	<b>7,678</b>	<b>1,313</b>	<b>7,772</b>	<b>15,300</b>	<b>7,528</b>
<b>Interest</b>					
614110 Interest Earnings	0.00	0.00	0.00	0.00	0.00
<b>Total Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Miscellaneous revenue</b>					
614112 Miscellaneous Income	(515)	0.00	191	0.00	(191)
614114 Community Garden Membership Fees	0.00	0.00	0.00	1,500	1,500
614115 Farmers Market Revenue	659	0.00	0.00	0.00	0.00
<b>Total Miscellaneous revenue</b>	<b>144</b>	<b>0.00</b>	<b>191</b>	<b>1,500</b>	<b>1,309</b>
<b>Total Revenue</b>	<b>7,822</b>	<b>1,313</b>	<b>7,963</b>	<b>16,800</b>	<b>8,837</b>
<b>Expenditures</b>					
<b>Parks &amp; Recreation</b>					
<b>Beautification</b>					
<b>Personnel &amp; Benefits</b>					
615102 Contract Labor	3,685	500	3,950	10,700	6,750
615103 Salaries & Wages	0.00	0.00	0.00	0.00	0.00
615105 Retirement	0.00	0.00	0.00	0.00	0.00
615110 Workmen's Compensation Ins	0.00	0.00	0.00	0.00	0.00
615120 Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
615130 Training & Travel	462	0.00	0.00	5,500	5,500
<b>Total Personnel &amp; Benefits</b>	<b>4,147</b>	<b>500</b>	<b>3,950</b>	<b>16,200</b>	<b>12,250</b>
<b>Supplies</b>					
615210 Office Supplies	85	0.00	0.00	225	225
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	0.00	0.00	0.00	250	250
615225 Books and Periodicals	0.00	0.00	0.00	100	100
615240 Expendable Operating Supplies	503	0.00	338	2,000	1,662
<b>Total Supplies</b>	<b>588</b>	<b>0.00</b>	<b>338</b>	<b>2,575</b>	<b>2,237</b>
<b>Maintenance &amp; Repair</b>					
615310 Building & Grounds M&R	1,322	0.00	0.00	2,100	2,100
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
<b>Total Maintenance &amp; Repair</b>	<b>1,322</b>	<b>0.00</b>	<b>0.00</b>	<b>2,100</b>	<b>2,100</b>
<b>Other Services</b>					
615660 Dues & Subscriptions	0.00	0.00	120	400	280
615685 Publishing & Advertising	135	0.00	0.00	1,000	1,000
615695 Special Services - Miscellaneous	0.00	0.00	0.00	1,000	1,000
<b>Total Other Services</b>	<b>135</b>	<b>0.00</b>	<b>120</b>	<b>2,400</b>	<b>2,280</b>
<b>Capital Equipment</b>					
615930 Equipment	0.00	0.00	0.00	1,000	1,000
615950 Community Garden	1,147	367	848	2,400	1,552
<b>Total Capital Equipment</b>	<b>1,147</b>	<b>367</b>	<b>848</b>	<b>3,400</b>	<b>2,552</b>
<b>Total Beautification</b>	<b>7,340</b>	<b>867</b>	<b>5,256</b>	<b>26,675</b>	<b>21,419</b>
<b>Total Parks &amp; Recreation</b>	<b>7,340</b>	<b>867</b>	<b>5,256</b>	<b>26,675</b>	<b>21,419</b>
<b>Total Expenditures</b>	<b>7,340</b>	<b>867</b>	<b>5,256</b>	<b>26,675</b>	<b>21,419</b>
<b>Other Financing Sources and Uses</b>					
<b>Sources</b>					
<b>Transfers In</b>					
974959 Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00
974963 Transfer from General Fund	5,000	0.00	5,000	5,000	0.00
<b>Total Transfers In</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Total Sources</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Uses</b>					
<b>Transfers Out</b>					

**City of Richwood**  
**Keep Richwood Beautiful**  
**20 Beautification - 10/01/2022 to 03/31/2023**  
**50.00% of the fiscal year has expired**

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	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>2023 Budget</u>	<u>Remaining Budget</u>
615961 Transfer to Water/Sewer	0.00	0.00	0.00	0.00	0.00
<b>Total Transfers Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Financing Sources and Uses</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Total -</b>	<b>5,482</b>	<b>446</b>	<b>7,707</b>	<b>(4,875)</b>	<b>(12,582)</b>

**City of Richwood**  
**General Ledger for General Fund - 10/1/2022 to 9/30/2023**

Section VII, Item B.
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Account		Description	Debit	Credit	Balance
Date	Code				Debit
<b>085851 - Parks &amp; Recreation</b>					<b>\$0.00</b>
10/3/2022	AP	INV: OCT2022 CITIBANK, N.A. - credit card purchases and credits	1,387.21		1,387.21
10/31/2022	AP	INV: OCT2022 REYNOLDS, JACE & AMANDA - REIMBURSEMENT OF KRB TRUNK OR TREAT	370.01		1,757.22
11/3/2022	AP	INV: NOV2022 CITIBANK, N.A. - credit card purchases and credits	550.96		2,308.18
11/29/2022	AP	INV: 29251151 QUILL CORPORATION - office supplies	16.99		2,325.17
12/3/2022	AP	INV: DEC2022 CITIBANK, N.A. - credit card purchases and credits	77.06		2,402.23
12/9/2022	AP	INV: 29505793 QUILL CORPORATION - CUPS FOR CITY CHRISTMAS EVENT	33.98		2,436.21
12/14/2022	AP	INV: DEC2022 LONG, ROBERT - SAnta for christmas	250.00		2,686.21
1/3/2023	AP	INV: FEB2023 CITIBANK, N.A. - credit card purchases and credits	252.59		2,938.80
1/3/2023	AP	INV: FEB2023 CITIBANK, N.A. - credit card purchases and credits	104.95		3,043.75
2/14/2023	AP	INV: 0037123 GIFTS GALORE - EASTER EGGS	1,656.00		4,699.75
			<b>\$4,699.75</b>		<b>\$4,699.75</b>
			<b>Budgeted Amount:</b>		<b>\$9,500.00</b>
			<b>Budget Balance:</b>		<b>\$4,800.25</b>
<b>Report Total:</b>					<b>\$4,699.75</b>