

Marilyn Lane Barton

From: Marilyn Lane Barton <clifton.treasurer@cox.net>
Sent: Monday, January 2, 2017 8:37 PM
To: William R. Hollaway, Ph.D.; Deborah Dillard (cliftontownhall@gmail.com); Jennifer Heilmann; WAYNE; 'mcdonald.regan@gmail.com'; Darrell Poe (cliftonhallrental@gmail.com)
Cc: cliftonclerkva@gmail.com; Amanda Christman; 'mbarton@comres.org'
Subject: RE: Treasurer's Report for the period ended December, 2016
Attachments: 2016 12 31 Financial Reports.pdf
Importance: High

Hello everyone,

Attached are the **Financial Reports for the period ended December 31, 2016**. The Financial Reports include:

- The Summary of **Cash Balances as of December 31, 2016** reflects total funds of **\$1,108,843.75**. A transfer will be made in January from the Cardinal Bank Events Deposit Account to the Money Market Account in the amount of \$43,795.94 to transfer collections from the 2016 Haunted Trail Event.
- **Profit & Loss Summary by Fund** for period ended 12/31/2016. Highlights of December transactions are noted on this summary report. The main items for the month of December include the receipt of **\$9,000 Fire Program Funds from the Commonwealth of Va. and the pass-through payment to the Fairfax County Fire Dept.**, a very successful **2016 Homes Tour Event netting \$3,571.90** as of December 31st, and the receipt of the **Haunted Trail Event proceeds**.
- **Haunted Trail Report as of 12/31/16** reflects incoming funds YTD of \$46,795.94, less the cash advance and expenditures of \$9,526.12, for a **net gain of \$37,269.82**.
- **Community Hall P&L Supplemental Report** for period ended 12/31/2016. Note that as usual the NoVec Electric bills received to date reflect services to only 11/10/16. Please note that the \$15,000 CH Improvements budget approved as an operation expense, may need to be reclassified to a CIF Expense to reflect capitalization policy, depending on how the funds are used.
- **Profit & Loss Detail Export** Report for period ended 12/31/16. Notes and supplementary schedules are provided on the Profit & Loss Summary report and as additional tabs which highlight items of interest for December.
- The **Town of Clifton has received \$686.90 from Fairfax County for Vehicle Registration Fees** collected in December, 2016. The Treasurer downloaded the Vehicle Registration Detailed Data file from the County's secure site and provided it to the Town Clerk for inclusion into the Town's VR Master database. The data on delinquent notices for \$731.81 has been downloaded and provided to the Town Clerk for the VR Master database and will need to be provided to NCC as an upload for the collection process to be initiated. The Clerk identified 3 outstanding files that were Fairfax Co. properties that will be removed from the record for NCC collections. The Clerk also identified 72 Vehicle Registration fees that were paid to the Town in error. (One actually was correctly paid to the Town, which I reported.) The net **71 Vehicle Registrations paid to the Town in error will be invoiced to the Town by Fairfax County and will be reimbursed to the County in January**. Fairfax County is now working to refine their database to decrease boundary-based errors in the future.
- The Town's **FY15 Approved Audit** was distributed last month. The final payment for the audit completion was issued in December in the amount of \$3,250 which was accrued as an expense to the FY16 accounting period.

Other updates:

- In January the BPOL applications will be distributed to Town businesses. The due date for filing and payment will be March 1st.
- In February the process for developing the budget for FY18 will be initiated.

After your review, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know.

Thank you.

IMPORTANT: Please let me know if you DO NOT wish to receive a paper copy of these documents provided to you at the meeting. Thanks so much!

Sincerely,

Marilyn

Marilyn Barton
Treasurer

Town of Clifton
P.O. Box 309
Clifton, VA 20124-0309

Cell: 703-678-8607

01/02/17

Town of Clifton
Cash Balance Report
As of December 31, 2016

	<u>Dec 31, 16</u>	<u>New Bank Rates Updated Sept. 2016</u>		
ASSETS				
Current Assets		<u>CD Term</u>	<u>Maturity Date</u>	<u>APR %</u>
Checking/Savings				
John Marshall Bank CDs	602,017.24	18 months	3/19/2018	1.19%
C.D. - Cardinal Bank 2	100,288.73	1 yr	7/24/2017	0.85%
C.D. - Cardinal Bank 3	100,361.05	1 yr	7/24/2017	0.85%
C.D. - Cardinal Bank 4	100,361.05	1 yr	7/24/2017	0.85%
Cardinal - Events Acct	43,895.94			
Checking-Cardinal	15,645.94	Min Bal \$2,500	"Chairman's Club"	0.10%
Investments-LGIP	921.72			
Money Market Savings-Cardinal	140,932.56		July 2016	
Security Deposit - Cardinal	4,419.52		negotiated rate	0.45%
Total Checking/Savings	<u>1,108,843.75</u>			

NOTE: \$43,795.94 will be transferred from the Town's Events Account to the Money Market Savings on Jan. 3rd, leaving a holding balance on \$100.

Town of Clifton
Profit Loss Budget Performance
December 2016

<u>Operating Funds:</u>		<u>Dec 16</u>	<u>Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income						
1	State Funding	9,000.00	0.00	9,000.00	9,000.00	9,000.00
	Clifton Public Parking Rental	0.00		0.00		450.00
2	Committees Fundraising	5,380.00	4,050.00	25,078.71	15,700.00	31,000.00
3	Community Hall Revenues	435.00	500.00	2,930.00	3,000.00	6,000.00
	General Donations	0.00	0.00	0.00	0.00	0.00
4	Haunted Trail Event	21,421.50	0.00	46,795.94	30,000.00	30,000.00
	Interest Income	878.63	1,166.67	6,275.28	6,999.98	14,000.00
	Other Income	0.00	0.00	0.00	50.00	50.00
	Pink House Rental	3,400.00	3,400.00	20,400.00	20,400.00	40,800.00
5	Tax and Permits Revenue	4,346.62	4,258.33	29,210.41	34,350.02	105,900.00
Gross P Total Income		<u>44,861.75</u>	<u>13,375.00</u>	<u>139,690.34</u>	<u>119,500.00</u>	<u>237,200.00</u>
		44,861.75	13,375.00	139,690.34	119,500.00	237,200.00
Expense						
	Citizens' Recognition Expense	0.00	0.00	0.00	750.00	750.00
6	Commodities	130.20	466.66	635.61	3,400.04	6,200.00
7	Contractual	15,168.69	10,443.78	36,787.17	125,962.31	176,525.00
4	Haunted Trail Expenses	743.58	0.00	9,526.12	15,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	3,750.00	7,500.00
8	Payroll Expenses	4,066.66	5,469.27	26,566.76	32,815.58	65,631.20
Total Expense		<u>20,109.13</u>	<u>17,004.71</u>	<u>73,515.66</u>	<u>181,677.93</u>	<u>271,606.20</u>
Net Income		<u>24,752.62</u>	<u>(3,629.71)</u>	<u>66,174.68</u>	<u>(62,177.93)</u>	<u>(34,406.20)</u>
<u>CIF FUNDS:</u>						
CIF Income						
	CIF - Capital Improvements Fund	0.00	0.00	0.00	727,500.00	727,500.00
CIF Expenses						
	CIF Expenses	0.00	0.00	0.00	1,136,500.00	1,136,500.00
Net Income - CIF Funds		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(409,000.00)</u>	<u>(409,000.00)</u>
Consolidated Net Income		<u>24,752.62</u>	<u>(3,629.71)</u>	<u>66,174.68</u>	<u>(471,177.93)</u>	<u>(443,406.20)</u>

NOTES:

- 1 Received \$9,000 from the Commonwealth of Virginia for Fire Programs. This was passed through to Fairfax County Fire Dept.
- 2 The Homes Tour Report is attached. Revenue were \$5,380, expenses were \$1,808.10, for a net of \$3,571.90 as of December 31st.
- 3 Community Hall Revenues reflect receipts turned in at the beginning of December for November rentals. (See the C.H. Report included.)

Town of Clifton
Profit Loss Budget Performance
December 2016

<u>Operating Funds:</u>		<u>Dec 16</u>	<u>Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
4	<i>On December 2nd \$21,921.50 was deposited to the Town Event Account as proceeds for the Haunted Trail Event held on Oct 29, 2016. See the detailed Haunted Trail Report provided.</i>					
5	<i>Taxes & Permits include State Sales Tax received to date for collections through October 2016, leaving a two month delay compared to budget. Fairfax County direct deposited \$686.90 into the Town's account for Vehicle Registration Fees collected through December 2016. The Treasurer downloaded the Vehicle Registration Detailed Data file from the County's secure site and forwarded it to the Town Clerk for inclusion into the Town's VR Database. A report was included for outstanding Vehicle Registrations in the amount of \$731.81 to be formatted and submitted to NCC for processing. The Clerk identified 3 outstanding files that were Fairfax Co. properties that will be removed from the record for NCC. The Clerk also identified 72 Vehicle Registration fees that were paid to the Town in error. (One actually was correctly paid to the Town, which I reported.) The net 71 Vehicle Registrations paid to the Town in error will be invoiced to the Town by Fairfax County and will be reimbursed to the County in January. Fairfax County is ow working to refine their database to decrease boundary-based errors in the future.</i>					
6	<i>Commodities in December reflect \$81.92 for copies made on behalf of the Town for meetings April - Dec 2016, and postage of \$48.28.</i>					
7	<i>Contractual Expenses for December include \$9,000 pass through of Fire Funds to the Fairfax Co. Fire Dept., C.H. Expenses of \$38.65, Accounting fees of \$3,769.69 for the FY16 Audit work in progress, Web Service of \$65.70 for the remainder of FY17, Homes Tour Expenses of \$1,654.40 and \$240.25 for Town Services.</i>					
4	<i>See the supplementary Haunted Trail Event Report as of 12/5/16 for an updated report of the event.</i>					
8	<i>Payroll Expenses for taxes for the 3rd Quarter of 2016 will be paid with quarterly tax returns in January.</i>					

Town of Clifton
Homes Tour Event Report
July 1, 2016 through January 2, 2017

Type	Date	Numb	Name	Memo	Class	Amount	Balance
Committees Fundraising							
Homes Tour Income							
Deposit	12/21/2016		Homes Tour	Homes tour income \$ & Cks	Homes Tour	4,254.00	4,254.00
General Journal	12/21/2016			To book Homes Tour income -netted to pay donations	Homes Tour	1,076.00	5,330.00
Sales Receipt	12/31/2016	00-4131	Goldens Hills Papercrafts	Homes Tour Fundraiser	Homes Tour	50.00	5,380.00
Total Homes Tour Income						<u>5,380.00</u>	<u>5,380.00</u>
Total Committees Fundraising						5,380.00	5,380.00
Contractual							
Town Government							
Town Committees Expense							
Homes Tour Committee							
Check	11/27/2016	7254	Design Techniques	Inv # 3619 - Homes Tour - Triangle sign rider	Homes Tour	(153.70)	(153.70)
Check	12/21/2016	7267	Darah Curran	2016 Homes Tour Exp - reimb for shoe covers	Homes Tour	(62.65)	(216.35)
Check	12/21/2016	7268	Melissa Mline	2016 Homes Tour Expense - reimb for Home Goods supplies	Homes Tour	(146.40)	(362.75)
Check	12/21/2016	7269	Jeff Stein	2016 Homes Tour Expense - reimbursement for Villagio Catering	Homes Tour	(209.35)	(572.10)
Check	12/21/2016	7270	Villagio of Clifton, IC of Rellly Const	Inv. 1232016 Homes Tour Expense - 11 pizzas & salad	Homes Tour	(160.00)	(732.10)
General Journal	12/21/2016			To book Homes Tour expense for Donations to charities	Homes Tour	(1,076.00)	(1,808.10)
Total Homes Tour Committee						<u>(1,808.10)</u>	<u>(1,808.10)</u>
Total Town Committees Expense						(1,808.10)	(1,808.10)
Total Town Government						(1,808.10)	(1,808.10)
Total Contractual						(1,808.10)	(1,808.10)
TOTAL						<u>3,571.90</u>	<u>3,571.90</u>

Town of Clifton

Haunted Trail Event Report

July 1, 2016 through January 2, 2017

Type	Date	Num	Name	Memo	Class	Amount	Balance
Haunted Trail Event							
Deposit	09/22/2016	160922P2	Square Inc.	Haunted Trail 2016 deposit	Haunted Trail	183.28	183.28
Deposit	09/23/2016	160923P2	Square Inc.	Haunted Trail 2016	Haunted Trail	53.10	236.38
Sales Receipt	09/26/2016	00-4102	William & Pheobe Peterson	Halloween Haunted Trail - Sponsor Lev 5	Haunted Trail	2,000.00	2,236.38
Sales Receipt	09/26/2016	00-4103	Environmental Consultants/Contractors	Halloween Haunted Trail - Sponsor Lev 2	Haunted Trail	500.00	2,736.38
Deposit	09/26/2016	106924P2	Square Inc.	Haunted Trail 2016	Haunted Trail	28.52	2,764.90
Deposit	09/28/2016	106928P2	Square Inc.	Haunted Trail 2016	Haunted Trail	62.81	2,827.71
Deposit	10/31/2016		Haunted Trail Event	Direct deposits Oct 2016-Square Inc	Haunted Trail	9,762.74	12,590.45
Deposit	10/31/2016		Haunted Trail Event	H.T. income-Square inc	Haunted Trail	12,783.99	25,374.44
Sales Receipt	12/01/2016	00-4123	Clifton Cafe'	Halloween Haunted Trail - sponsor	Haunted Trail	250.00	25,624.44
Sales Receipt	12/01/2016	00-4124	Peterson's Ice Cream Depot	Halloween Haunted Trail - Sponsor	Haunted Trail	250.00	25,874.44
Deposit	12/04/2016		Haunted Trail Event	Haunted Trail 2016	Haunted Trail	20,921.50	46,795.94
Total Haunted Trail Event						46,795.94	46,795.94
Haunted Trail Expenses							
Check	09/20/2016	7216	Steve Bittner	ADVANCE - 2016 Haunted Trail Event Expenses	Haunted Trail	(5,000.00)	(5,000.00)
Check	11/27/2016	7252	Design Techniques	CBA Inv #3330- Change date on Clifton Triangle sig	Haunted Trail	(20.00)	(5,020.00)
Check	11/27/2016	7253	Design Techniques	Inv # 3528- H.T. banner and signs	Haunted Trail	(514.76)	(5,534.76)
Check	11/27/2016	7256	Design Techniques	Inv # 3464 - H.T. Banner 3 x 6	Haunted Trail	(206.70)	(5,741.46)
Check	11/27/2016	7257	Thomas Vanblarcom	Reimbursement for Haunted Trail Expenses	Haunted Trail	(357.33)	(6,098.79)
Check	11/27/2016	7258	Maryland Screen Printers, Inc.	Inv # 297438, Acct #21271, PO No Haunted Trail - T Haunted Trail	Haunted Trail	(2,683.75)	(8,782.54)
Check	12/05/2016	7260	K2 Contracting Group, LLC	2016 Haunted Trail Expense - Inv 6944 - Dumpster	Haunted Trail	(450.00)	(9,232.54)
Check	12/28/2016	7272	Algon	Invoice # 682 (T Fox) - Town of Clifton Haunted Trail	Haunted Trail	(293.58)	(9,526.12)
Total Haunted Trail Expenses						(9,526.12)	(9,526.12)
TOTAL						37,269.82	37,269.82

Town of Clifton
Community Hall Profit & Loss Budget Performance
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
Community Hall Revenues					
Community Hall Rentals	435.00	500.00	2,930.00	3,000.00	6,000.00
Total Community Hall Revenues	<u>435.00</u>	<u>500.00</u>	<u>2,930.00</u>	<u>3,000.00</u>	<u>6,000.00</u>
Total Income	<u>435.00</u>	<u>500.00</u>	<u>2,930.00</u>	<u>3,000.00</u>	<u>6,000.00</u>
Gross Profit	435.00	500.00	2,930.00	3,000.00	6,000.00
Expense					
Contractual					
Community Hall Expenses					
C.H.-Cleaning	150.00	166.67	675.00	999.98	2,000.00
C.H.-Equipment & Supplies	0.00	41.67	639.53	249.98	500.00
C.H.-General Maintenance	0.00	166.67	0.00	999.98	2,000.00
C.H.-Management Fee	108.75	197.92	650.00	1,187.48	2,375.00
C.H. - Electric	179.90	666.67	1,783.78	3,999.98	8,000.00
C.H. Interior Improvements	0.00	0.00	0.00	15,000.00	15,000.00
Total Community Hall Expenses	<u>438.65</u>	<u>1,239.60</u>	<u>3,748.31</u>	<u>22,437.40</u>	<u>29,875.00</u>
Total Contractual	<u>438.65</u>	<u>1,239.60</u>	<u>3,748.31</u>	<u>22,437.40</u>	<u>29,875.00</u>
Total Expense	<u>438.65</u>	<u>1,239.60</u>	<u>3,748.31</u>	<u>22,437.40</u>	<u>29,875.00</u>
Net Income	<u>(3.65)</u>	<u>(739.60)</u>	<u>(818.31)</u>	<u>(19,437.40)</u>	<u>(23,875.00)</u>

Town of Clifton
Profit & Loss Budget Performance
December 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Dec 16		Budget		Jul - Dec 16		YTD Budget		Annual Budget
3				Income													
4				State Funding													
5				Fire Program Funds					9,000.00		0.00		9,000.00		9,000.00		9,000.00
6				Total State Funding					9,000.00		0.00		9,000.00		9,000.00		9,000.00
7				CIF - Capital Improvements Fund													
8				Grants													
9				Federal													
10				ISTEA-Clifton Streetscape					0.00		0.00		0.00		145,500.00		145,500.00
11				Total Federal					0.00		0.00		0.00		145,500.00		145,500.00
12				Other													
13				CBA Grant					0.00		0.00		0.00		0.00		0.00
14				Total Other					0.00		0.00		0.00		0.00		0.00
15				VDOT- MAP21 Streetscape Phase 2					0.00		0.00		0.00		582,000.00		582,000.00
16				VDOT EN - Main St Improvements					0.00		0.00		0.00		0.00		0.00
17				Total Grants					0.00		0.00		0.00		727,500.00		727,500.00
18				Total CIF - Capital Improvements Fund					0.00		0.00		0.00		727,500.00		727,500.00
19				Clifton Public Parking Rental					0.00				0.00				450.00
20				Committees Fundraising													
21				Homes Tour Income					5,380.00		4,000.00		5,380.00		4,000.00		4,000.00
22				Clifton Business Coalition													
23				Celebrate Clifton Gala					0.00				19,213.71				15,000.00
24				Total Clifton Business Coalition					0.00				19,213.71				15,000.00
25				Clifton Life Committee													
26				Wine Festival					0.00		0.00		0.00		0.00		0.00
27				Total Clifton Life Committee					0.00		0.00		0.00		0.00		0.00
28				Council of the Arts													
29				International Film Festival					0.00		0.00		0.00		8,000.00		8,000.00
30				Annual Summer Play Event					0.00		0.00		0.00		1,500.00		1,500.00
31				Calendar Sales					0.00		0.00		0.00		1,200.00		1,200.00
32				Community Arts Programs-CGT inc					0.00		50.00		185.00		300.00		600.00
33				Dinner Theatre Event					0.00		0.00		0.00		0.00		0.00
34				Total Council of the Arts					0.00		50.00		185.00		11,000.00		11,300.00
35				Environmental Committee													
36				Environmental Event					0.00		0.00		0.00		500.00		500.00
37				Total Environmental Committee					0.00		0.00		0.00		500.00		500.00
38				Parks Committee													

Town of Clifton
Profit & Loss Budget Performance
December 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Dec 16		Budget		Jul - Dec 16		YTD Budget		Annual Budget
39								Park Rental	0.00		0.00		300.00		200.00		200.00
40								Total Parks Committee	0.00		0.00		300.00		200.00		200.00
41								Total Committees Fundraising	5,380.00		4,050.00		25,078.71		15,700.00		31,000.00
42								Community Hall Revenues									
43								Community Hall Rentals	435.00		500.00		2,930.00		3,000.00		6,000.00
44								Total Community Hall Revenues	435.00		500.00		2,930.00		3,000.00		6,000.00
45								General Donations	0.00		0.00		0.00		0.00		0.00
46								Haunted Trail Event	21,421.50		0.00		46,795.94		30,000.00		30,000.00
47								Interest Income	878.63		1,166.67		6,275.28		6,999.98		14,000.00
48								Other Income	0.00		0.00		0.00		50.00		50.00
49								Pink House Rental	3,400.00		3,400.00		20,400.00		20,400.00		40,800.00
50								Tax and Permits Revenue									
51								ARB Permits	0.00		25.00		30.00		150.00		300.00
52								BPOL tax	0.00		0.00		1,011.74		0.00		46,000.00
53								Cigarette Tax	158.80		183.33		1,167.33		1,100.02		2,200.00
54								Communications Sales Tax -Va	472.97		583.33		2,775.30		3,500.02		7,000.00
55								Franchise Fees - Cox & Verizon	0.00		316.67		1,574.69		1,899.98		3,800.00
56								Motor Vehicle Tags	686.90		0.00		9,331.70		7,000.00		7,000.00
57								Railroad Tax	0.00		0.00		1,627.79		1,800.00		1,800.00
58								Sales Tax	2,917.88		3,000.00		10,724.92		18,000.00		36,000.00
59								Use Permits	0.00		58.33		475.00		350.02		700.00
60								Utility Consumption Tax	110.07		91.67		491.94		549.98		1,100.00
61								Total Tax and Permits Revenue	4,346.62		4,258.33		29,210.41		34,350.02		105,900.00
62								Total Income	44,861.75		13,375.00		139,690.34		847,000.00		964,700.00
63								Gross Profit	44,861.75		13,375.00		139,690.34		847,000.00		964,700.00
64								Expense									
65								Citizens' Recognition Expense	0.00		0.00		0.00		750.00		750.00
66								Bank Service Charges	0.00				0.00				
67								CIF Expenses									
68								Hist Property Acquisition & Imp	0.00		0.00		0.00		50,000.00		50,000.00
69								Engineering /Design - Sidewalks	0.00		0.00		0.00		3,000.00		3,000.00
70								Caboose Renovation	0.00		0.00		0.00		15,000.00		15,000.00
71								CIF-Town Parks Committee									
72								CIF-Playground Impr.	0.00		0.00		0.00		6,000.00		6,000.00
73								Total CIF-Town Parks Committee	0.00		0.00		0.00		6,000.00		6,000.00
74								CIF - Land Purchase	0.00		0.00		0.00		200,000.00		200,000.00
75								Clifton Creek Park - Trails	0.00		0.00		0.00		20,000.00		20,000.00
76								RR Siding Parking Facility	0.00		0.00		0.00		65,000.00		65,000.00

Town of Clifton
Profit & Loss Budget Performance
December 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Dec 16		Budget		Jul - Dec 16		YTD Budget		Annual Budget
77								Special Projects Committee									
78								VDOT EN- Main St Improvements	0.00		0.00		0.00		727,500.00		727,500.00
79								Total Special Projects Committee	0.00		0.00		0.00		727,500.00		727,500.00
80								Storage Facility	0.00		0.00		0.00		50,000.00		50,000.00
81								Total CIF Expenses	0.00		0.00		0.00		1,136,500.00		1,136,500.00
82								Commodities									
83								Office Equipment	0.00		0.00		0.00		500.00		500.00
84								Calendars/Posters Expense	0.00		0.00		0.00		0.00		0.00
85								Computer Supplies	0.00		125.00		0.00		750.00		1,500.00
86								Copies	81.92		8.33		81.92		50.02		100.00
87								License Plates	0.00		0.00		0.00		100.00		100.00
88								Miscellaneous	0.00		208.33		25.92		1,250.02		2,500.00
89								Miscellaneous - Commodities	0.00		20.83		114.56		125.02		250.00
90								Office Supplies	0.00		62.50		158.61		375.00		750.00
91								Postage and Delivery	48.28		41.67		254.60		249.98		500.00
92								Total Commodities	130.20		466.66		635.61		3,400.04		6,200.00
93								Contractual									
94								Fire Program	9,000.00		0.00		9,000.00		9,000.00		9,000.00
95								Caboose Expenses									
96								Caboose Equipment	0.00		0.00		0.00		500.00		500.00
97								Caboose Maintenance	0.00		0.00		0.00		1,500.00		1,500.00
98								Total Caboose Expenses	0.00		0.00		0.00		2,000.00		2,000.00
99								Community Hall Expenses									
100								C.H.-Cleaning	150.00		166.67		675.00		999.98		2,000.00
101								C.H.-Equipment & Supplies	0.00		41.67		639.53		249.98		500.00
102								C.H.-General Maintenance	0.00		166.67		0.00		999.98		2,000.00
103								C.H.-Management Fee	108.75		197.92		650.00		1,187.48		2,375.00
104								C.H. - Electric	179.90		666.67		1,783.78		3,999.98		8,000.00
105								C.H. Interior Improvements	0.00		0.00		0.00		15,000.00		15,000.00
106								Total Community Hall Expenses	438.65		1,239.60		3,748.31		22,437.40		29,875.00
107								Dues and Subscriptions									
108								Conference Attendance	0.00		0.00		260.52		500.00		500.00
109								Va. Municipal League	0.00		0.00		388.00		600.00		600.00
110								Dues and Subscriptions - Other	0.00		0.00		0.00		100.00		100.00
111								Total Dues and Subscriptions	0.00		0.00		648.52		1,200.00		1,200.00
112								Insurance	0.00		0.00		6,557.00		6,600.00		6,600.00
113								Legal Advertising	0.00		166.67		54.00		999.98		2,000.00
114								Mayoral Reimbursement	0.00		41.67		0.00		249.98		500.00
115								Miscellaneous	0.00		208.33		0.00		1,250.02		2,500.00
116								Professional Fees									

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2									Dec 16		Budget		Jul - Dec 16		YTD Budget		Annual Budget
117							Accounting		3,769.69		0.00		3,769.69		7,500.00		7,500.00
118							Legal Fees		0.00		1,666.67		0.00		9,999.98		20,000.00
119							Total Professional Fees		3,769.69		1,666.67		3,769.69		17,499.98		27,500.00
120							Rent										
121							Ayre Square Rental		0.00		0.00		0.00		1,400.00		1,400.00
122							Railroad Siding Rental		0.00		0.00		1,618.38		1,700.00		1,700.00
123							Total Rent		0.00		0.00		1,618.38		3,100.00		3,100.00
124							Town Assoc of Northern Va Event		0.00		0.00		0.00		600.00		600.00
125							Town Facilities										
126							Ayre Square Maintenance		0.00		0.00		0.00		500.00		500.00
127							Pink House Expenses										
128							Pink House Maintenance		0.00		1,250.00		603.88		7,500.00		15,000.00
129							Pink House Repairs		0.00		0.00		897.53		5,000.00		5,000.00
130							Total Pink House Expenses		0.00		1,250.00		1,501.41		12,500.00		20,000.00
131							Town Handyman - 1099 vendor		0.00		333.33		0.00		2,000.02		4,000.00
132							Total Town Facilities		0.00		1,583.33		1,501.41		15,000.02		24,500.00
133							Town Government										
134							Architectural Review Board		0.00		25.00		0.00		150.00		300.00
135							Beautification Comm.										
136							Banner Replacement		0.00		0.00		0.00		4,000.00		4,000.00
137							Christmas Tree Lighting Event		0.00		1,000.00		0.00		1,000.00		1,000.00
138							Flower Receptacles		0.00		0.00		0.00		400.00		800.00
139							Railroad Siding Boxes-plantings		0.00		0.00		0.00		500.00		1,000.00
140							Total Beautification Comm.		0.00		1,000.00		0.00		5,900.00		6,800.00
141							Planning Commission										
142							Consulting-Capital/Town & Zng		0.00		250.00		0.00		1,500.00		3,000.00
143							General Admin Costs		0.00		83.33		0.00		500.02		1,000.00
144							General Consulting		0.00		416.67		0.00		2,499.98		5,000.00
145							PC Hearings, Ads and copies		0.00		83.33		0.00		500.02		1,000.00
146							Total Planning Commission		0.00		833.33		0.00		5,000.02		10,000.00
147							Town Committees Expense										
148							Clifton Business Coalition Exp										
149							Commercial Directional Signs		0.00		0.00		0.00		1,500.00		1,500.00
150							Celebrate Clifton Gala		0.00				0.00				1,000.00
151							Welcome Ctr- Walking Tour Pampl		0.00		0.00		0.00		500.00		500.00
152							Winter Holidays		0.00		250.00		0.00		250.00		250.00
153							Total Clifton Business Coalition Exp		0.00		250.00		0.00		2,250.00		3,250.00
154							Communication Committee										

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155								Web Server Maint & Domain Subsc	65.70		16.67		76.65		99.98		200.00
156								Web site updating & config	0.00		41.67		0.00		249.98		500.00
157								Total Communication Committee	65.70		58.34		76.65		349.96		700.00
158								Council for the Arts Committee									
159								International Film Festival Exp	0.00		0.00		0.00		6,000.00		6,000.00
160								Calendar Expense	0.00		0.00		0.00		1,200.00		1,200.00
161								Community Arts Events-CGT exp	0.00		83.33		0.00		500.02		1,000.00
162								Dinner Theatre Event Expenses	0.00		0.00		0.00		0.00		0.00
163								Annual Summer Play Event	0.00		0.00		0.00		1,500.00		1,500.00
164								Total Council for the Arts Committee	0.00		83.33		0.00		9,200.02		9,700.00
165								Environmental Comm									
166								Native Plant Enhancement	0.00		0.00		0.00		400.00		400.00
167								Environmental Event-Raptor Show	0.00		0.00		0.00		500.00		500.00
168								Environmental Comm - Other	0.00				0.00				0.00
169								Total Environmental Comm	0.00		0.00		0.00		900.00		900.00
170								Historic Preservation Comm Exp									
171								Historic Town Documents exp	0.00		0.00		0.00		250.00		250.00
172								Civil War Walking Tour Pamphlet	0.00		0.00		0.00		500.00		500.00
173								Historic Events	0.00		0.00		0.00		1,000.00		1,000.00
174								Town Museum	0.00		0.00		0.00		1,000.00		1,000.00
175								Total Historic Preservation Comm Exp	0.00		0.00		0.00		2,750.00		2,750.00
176								Homes Tour Committee	1,654.40		2,000.00		1,808.10		2,000.00		2,000.00
177								Sunshine Committe									
178								Easter Egg Hunt Expense	0.00		0.00		0.00		0.00		250.00
179								Welcome Baskets & Sympathy	0.00		41.67		0.00		249.98		500.00
180								Total Sunshine Committe	0.00		41.67		0.00		249.98		750.00
181								Town Parks Committee Exp									
182								Gazebo Garden Refurbishment	0.00		0.00		0.00		500.00		500.00
183								Landscape/Ground Maint expense	0.00		354.17		859.97		2,124.98		4,250.00
184								Fall Zone Mulching	0.00		0.00		0.00		2,500.00		2,500.00
185								Grounds Maintenance	0.00		0.00		0.00		0.00		0.00
186								Parks Mgt Fee	0.00		0.00		75.00		50.00		50.00
187								Playground Equip. Maintenance	0.00		0.00		707.71		1,000.00		1,000.00
188								Signage Upgrade	0.00				571.43				
189								Tree Triming & Replacement	0.00		416.67		1,130.00		2,499.98		5,000.00
190								Total Town Parks Committee Exp	0.00		770.84		3,344.11		8,674.96		13,300.00
191								Traffic, Parking & Safety Comm	0.00		0.00		0.00		500.00		500.00
192								Total Town Committees Expense	1,720.10		3,204.18		5,228.86		26,874.92		33,850.00

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193								Total Town Government	1,720.10	5,062.51	5,228.86	37,924.94	50,950.00				
194								Town Services									
195								Recepticle Trash Maintenance	0.00	100.00	0.00	600.00	1,200.00				
196								Elections	0.00	0.00	0.00	0.00	0.00				
197								Grass Mowing	0.00	0.00	2,400.00	2,749.99	5,500.00				
198								Town Park Lawn Maintenance	0.00	0.00	700.00	2,500.00	5,000.00				
199								Trash Collection	225.43	275.00	1,242.50	1,650.00	3,300.00				
200								Utilities									
201								Gas and Electric	14.82	100.00	318.50	600.00	1,200.00				
202								Total Utilities	14.82	100.00	318.50	600.00	1,200.00				
203								Total Town Services	240.25	475.00	4,661.00	8,099.99	16,200.00				
204								Total Contractual	15,168.69	10,443.78	36,787.17	125,962.31	176,525.00				
205								Haunted Trail Expenses	743.58	0.00	9,526.12	15,000.00	15,000.00				
206								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	3,750.00	7,500.00				
207								Payroll Expenses									
208								Gross Wages									
209								Assistant Project Manager	1,000.00		5,000.00						
210								Community Hall Manager	0.00	0.00	0.00	0.00	0.00				
211								Town Clerk (Administrative)	1,000.00	1,000.00	6,000.00	6,000.00	12,000.00				
212								Town Manager	0.00	1,666.67	0.00	9,999.98	20,000.00				
213								Town Treasurer	1,666.66	1,515.00	9,999.96	9,090.00	18,180.00				
214								Zoning Clerk	400.00	400.00	2,400.00	2,400.00	4,800.00				
215								Employee Incentives	0.00	500.00	0.00	3,000.00	6,000.00				
216								Total Gross Wages	4,066.66	5,081.67	23,399.96	30,489.98	60,980.00				
217								Miscellaneous	0.00		2,310.00						
218								Payroll Taxes									
219								FICA	0.00		694.42						
220								Medicare	0.00		162.38						
221								Payroll Taxes - Other	0.00	387.60	0.00	2,325.60	4,651.20				
222								Total Payroll Taxes	0.00	387.60	856.80	2,325.60	4,651.20				
223								Total Payroll Expenses	4,066.66	5,469.27	26,566.76	32,815.58	65,631.20				
224								Total Expense	20,109.13	17,004.71	73,515.66	1,318,177.93	1,408,106.20				
225								Net Income	24,752.62	(3,629.71)	66,174.68	(471,177.93)	(443,406.20)				