

Barton, Marilyn

From: Marilyn Lane Barton <clifton.treasurer@cox.net>
Sent: Monday, July 10, 2017 8:07 AM
Subject: July 11 , 2017 Town Council Meeting - Treasurer's Preliminary Report for period ended 6/30/17, FY18 Town Budget with 6/6/17 Adjustment
Attachments: FINAL APPROVED FY2018 Budget ADJUSTED at June 6, 2017 TC meeting.xlsx; 2017 06 30 Financial Reports.xlsx
Importance: High

Hello everyone,

Attached are the **Preliminary Financial Reports for the period ended June 30, 2017**. The June 30 Financials are considered Preliminary until the completion of the independent audit and the issuance of the Audited Financial Statements for FY17. The Financial Reports include:

- The Summary of **Cash Balances Report as of June 30, 2017**, reflects total funds of **\$1,154,092.30**. The Rates of Investment Returns negotiated Sept 2016 with Cardinal and John Marshall Banks are noted.
- I have been communicating with the new Managers at United Bank (previously Cardinal Bank) in an effort to maintain the rates and account standings that we had with Cardinal. **United Bank has agreed to continue to provide free express deposit scanning, and banking services with no maintenance fees.** I've also talked with both United Bank and John Marshall Bank, requesting their presentation of the best investment rates they can offer the town. The **Summary of Bank Investment Rates Chart** is attached for your information and consideration. Given that there is such a disparate rate variance, I will be reaching out again to United Bank for their reconsideration and counter offer. The **3 CDs invested with United Bank are maturing this month, on 7/24/17** and the \$302,360 will need to be reinvested. I will send you an update of the chart prior to the meeting, if United Bank is able to provide a better offer.
- **Profit & Loss Summary by Fund** for period ended 06/30/2017. Highlights of June transactions are noted on this summary report. The main items for the month include: **Taxes & Permits include:** *State Sales Tax of \$2,706.43 was received in June for collections through April 2017, leaving a two-month delay compared to budget. During the month of June, the Town received no additional Motor Vehicle Fees, reflecting Vehicle Registration Revenue YTD as \$7,879.46, which exceeds the total FY17 Budget by \$879.*
- **Community Hall P&L Supplemental Report** for period ended 06/30/17. Community Hall electricity expenses are \$733.49 in June reflecting services billed through 5/11/17. See the C. H. P&L Report for supplemental details.
- **Other Contractual Expenditures** include: The final allotment of the Commonwealth of Virginia Fire Program funds were received in June and the Town accordingly issued a pass through check for \$1,000 to the Fairfax County Fire Dept. Miscellaneous includes payment of \$150 to Girl Scout Troop 2009 for partial reimbursement of building material expenses the troop incurred for the Little Free Library. \$4,750 was issued in June to the Town's attorney for services rendered during FY17, approved by the Mayor. The Beautification Committee expended \$2,977.09 in June, reflecting the purchase of new banners for the town for \$1,875.68, flower planters @ 594.84 and Railroad Siding plantings @ 506.57. The Environmental Event expensed \$150 for the Bees & Honey Program. \$1,082.94 was

expended for audio/visual equipment to begin the collection of the Town's verbal history for Historic Preservation. The Parks Committee expended \$542.36 in June.

- **Profit & Loss Detail Export** Report for period ended 06/30/2017. This report is a detailed export of the income and expenses from the accounting system. Notes and supplementary schedules are provided on the Profit & Loss Summary report and as additional tabs which highlight items of interest.

Other updates:

- Also the **Final Published FY16 Audited Financial Statements** will be provided both in print and electronically for the Town Council Meeting. I also have requested a Letter of Engagement for completion of the FY17 Audit, which will be scheduled Andy Cannaday early this year.
- **BPOL** licenses were prepared and distributed to Town businesses who paid thus far. Contacts continue for follow up.

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

Town of Clifton
Cash Balance Summary Report

June 30, 2017

June 30, 2017

Bank Rates Effective Sept. 2016

	CD Term	Maturity Date	APR %
John Marshall Bank CDs	18 months	3/19/2018	1.19%
C.D. - United Bank 2	1 yr	7/24/2017	0.85%
C.D. - United Bank 3	1 yr	7/24/2017	0.85%
C.D. - United Bank 4	1 yr	7/24/2017	0.85%
United Bank - Events Acct			
Checking- United Bank	Min Bal \$2,500	"Chairman's Club"	0.10%
Investments-LGIP		July 2016 negotiated rate	
Money Market Savings-United Bank			0.45%
Security Deposit - United			
TOTAL			

Summary of Bank Investment Certificate of Deposit Rates

Rates updated per quotes received July 2017

C.D. Term	United Bank				John Marshall Bank		
	Min Dep	APY %	New \$		Min Dep	APY %	New \$
9 months - <i>no penalty</i>	\$ 5,000.00	0.15%			12 mo -1 x <i>no penalty</i>		1.05%
12 months	\$ 500.00	0.30%			\$ 500.00		1.16%
13 months - <i>Special</i>	\$ 500.00	0.55%					
18 months	\$ 500.00	0.55%			\$ 500.00		1.31%
18 months - bump up					<i>Not eligible to public funds</i>		
2 years	\$ 500.00	0.60%			\$ 500.00		1.55%
30 months	\$ 500.00	0.75%					
3 years	\$ 500.00	0.80%			\$ 500.00		1.60%
4 years	\$ 500.00	1.25%			\$ 500.00		1.93%
5 years	\$ 500.00	1.35%			\$ 500.00		2.04%
Money Market Funds	\$ 25,000.00	0.15%	0.50%				
Money Market Funds	\$ 50,000.00	0.20%					

Town CDs with United Bank

-maturing July 24, 2017 for

reinvestment \$ 302,360.01

John Marshall CDs mature 3/19/18

TOTAL for Reinvestment: \$ 302,360.01

NOTE: Per email response from John Marshall, they are offering the "New \$" rates on the renewal of the maturing CDs also, "to earn the town's business".

NOTE: United Bank has not provided a counter offer on rates.

Town of Clifton
Profit & Loss Budget Performance
June 2017

<u>Operating Funds:</u>		<u>Jun 17</u>	<u>Budget</u>	<u>Jul '16 - Jun 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income						
	State Funding	1,000.00	0.00	10,000.00	9,000.00	9,000.00
	Clifton Public Parking Rental	0.00	0.00	450.00	450.00	450.00
	Committees Fundraising	150.00	50.00	25,328.71	31,000.00	31,000.00
1	Community Hall Revenues	1,635.00	500.00	7,920.00	6,000.00	6,000.00
	General Donations	0.00		0.00	0.00	0.00
	Haunted Trail Event	0.00	0.00	46,795.94	30,000.00	30,000.00
	Interest Income	844.83	1,166.67	11,549.32	14,000.00	14,000.00
	Other Income	(157.42)	0.00	7.54	50.00	50.00
	Pink House Rental	3,400.00	3,400.00	40,800.00	40,800.00	40,800.00
2	Tax and Permits Revenue	3,549.19	4,258.33	94,435.43	105,900.00	105,900.00
	Total Income	10,421.60	9,375.00	237,286.94	237,200.00	237,200.00
	Gross Profit	10,421.60	9,375.00	237,286.94	237,200.00	237,200.00
Expense						
	Citizens' Recognition Expense	0.00	0.00	0.00	750.00	750.00
3	Bank Service Charges	(15.45)		0.00		
	Commodities	709.61	466.66	2,083.56	6,200.00	6,200.00
4	Contractual	13,869.74	8,110.45	63,508.74	176,525.00	176,525.00
	Haunted Trail Expenses	0.00	0.00	9,926.12	15,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	7,500.00	7,500.00
	Payroll Expenses	3,512.27	5,469.27	48,219.85	65,631.20	65,631.20
	Total Expense	18,076.17	14,671.38	123,738.27	271,606.20	271,606.20
	Net Income	(7,654.57)	(5,296.38)	113,548.67	(34,406.20)	(34,406.20)
<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	0.00	0.00	0.00	(409,000.00)	(409,000.00)
	Consolidated Net Income	(7,654.57)	(5,296.38)	113,548.67	(443,406.20)	(443,406.20)

NOTES:

- 1 *Community Hall Revenues reflect receipts turned in June 6th for rentals. (See the C.H. Report included.) Rentals turned in that are received in June and turned in July, will be accrued to FY17.*
- 2 *Taxes & Permits include BPOL tax revenues the same as reported on the May Report. The year to date received in the amount of \$43,942.68 reflects 96% of the Budgeted BPOL revenue. Collection is improved by 21% over this time last year. \$1,011.74 was collected for FY16 BPOLs, leaving \$42,936.94 collected for 2017 BPOLs; 93% of the budget. This reflects 43 BPOLs issued (89% of businesses). There are 5 businesses (10%) that have not yet filed. If the estimated outstanding BPOL revenue is received, it will exceed the budget by \$5,816 - totaling \$51,815.68. State Sales Tax of \$2,706.43 was received in June for collections through April 2017, leaving a two month delay compared to budget. During the month of June, the Town received no additional Motor Vehicle Fees, reflecting Vehicle Registration Revenue YTD as \$7,879.46, which exceeds the total FY17 Budget by \$879.*
- 3 *United Bank charged a maintenance bank fee on the town's account. This was adjusted in June.*

Town of Clifton

Profit & Loss Budget Performance

June 2017

<u>Operating Funds:</u>		<u>Jun 17</u>	<u>Budget</u>	<u>Jul '16 - Jun 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
A	<i>Contractual: The final allotment of the Commonwealth of Virginia Fire Program funds were received in June and the Town accordingly issued a pass through check for \$1,000 to the Fairfax County Fire Dept. Community Hall electricity expenses are \$733.49 in June, reflecting services billed through 5/11/17. See the C. H. P&L Report for supplemental details. Miscellaneous includes payment of \$150 to Girl Scout Troop 2009 for partial reimbursement of building material expenses the troop incurred for the Little Free Library. \$4,750 was issued in June to the Town's attorney for services rendered during FY17, approved by the Mayor. The Beautification Committee expended \$2,977.09 in June, reflecting the purchase of new banners for the town for \$1,875.68, flower planters @ 594.84 and Railroad Siding plantings @ 506.57. The Environmental Event expended \$150 for the Bees & Honey Program. \$1,082.94 was expended for audio/visual equipment to begin the collection of the Town's verbal history for Historic Preservation. The Parks Committee expended \$542.36 in June.</i>					

Town of Clifton
Comparative Community Hall Report
 July 2016 through June 2017

	<u>Jul '16 - Jun 17</u>	<u>Jul '15 - Jun 16</u>
Income		
Community Hall Revenues		
Community Hall Rentals	7,920.00	4,645.00
Total Community Hall Revenues	<u>7,920.00</u>	<u>4,645.00</u>
Total Income	<u>7,920.00</u>	<u>4,645.00</u>
Gross Profit	<u>7,920.00</u>	<u>4,645.00</u>
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	1,580.22	1,200.00
C.H.-Equipment & Supplies	639.53	0.00
C.H.-Management Fee	1,875.00	1,212.10
C.H. - Electric	5,907.78	5,594.93
Total Community Hall Expenses	<u>10,002.53</u>	<u>8,007.03</u>
Total Contractual	<u>10,002.53</u>	<u>8,007.03</u>
Total Expense	<u>10,002.53</u>	<u>8,007.03</u>
Net Income	<u>(2,082.53)</u>	<u>(3,362.03)</u>

Town of Clifton
Profit & Loss Budget Performance
June 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 17		Budget		Jul '16 - Jun 17		YTD Budget		Annual Budget
3								Income									
4								State Funding									
5								Fire Program Funds	1,000.00		0.00		10,000.00		9,000.00		9,000.00
6								Total State Funding	1,000.00		0.00		10,000.00		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
14								Total Other	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
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		450.00		450.00
20								Committees Fundraising									
21								Thomas Tour Income	0.00		0.00		5,380.00		4,000.00		4,000.00
22								Clifton Business Coalition									
23								Celebrate Clifton Gala	0.00		0.00		19,213.71		15,000.00		15,000.00
24								Total Clifton Business Coalition	0.00		0.00		19,213.71		15,000.00		15,000.00
25								Clifton Life Committee									
26								Wine Festival	0.00				0.00		0.00		0.00
27								Total Clifton Life Committee	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		1,200.00		1,200.00
32								Community Arts Programs-CGT inc	150.00		50.00		335.00		600.00		600.00
33								Dinner Theatre Event	0.00				0.00		0.00		0.00
34								Total Council of the Arts	150.00		50.00		335.00		11,300.00		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									
39								Park Rental	0.00		0.00		400.00		200.00		200.00
40								Total Parks Committee	0.00		0.00		400.00		200.00		200.00
41								Total Committees Fundraising	150.00		50.00		25,328.71		31,000.00		31,000.00
42								Community Hall Revenues									
43								Community Hall Rentals	1,635.00		500.00		7,920.00		6,000.00		6,000.00
44								Total Community Hall Revenues	1,635.00		500.00		7,920.00		6,000.00		6,000.00
45								General Donations	0.00				0.00		0.00		0.00
46								Haunted Trail Event	0.00		0.00		48,795.94		30,000.00		30,000.00
47								Interest Income	844.83		1,166.67		11,549.32		14,000.00		14,000.00
48								Other Income	(157.42)		0.00		7.54		50.00		50.00
49								Pink House Rental	3,400.00		3,400.00		40,800.00		40,800.00		40,800.00
50								Tax and Permits Revenue									
51								ARB Permits	0.00		25.00		90.00		300.00		300.00
52								BPOL tax	0.00		0.00		43,948.68		46,000.00		46,000.00
53								Cigarette Tax	190.80		183.33		2,216.11		2,200.00		2,200.00
54								Communications Sales Tax -Va	450.90		583.33		5,529.99		7,000.00		7,000.00
55								Franchise Fees - Cox & Verizon	0.00		316.67		3,431.53		3,800.00		3,800.00
56								Motor Vehicle Tags	104.00		0.00		7,983.46		7,000.00		7,000.00

Town of Clifton
Profit & Loss Budget Performance
June 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 17		Budget		Jul '16 - Jun 17		YTD Budget		Annual Budget
57							Railroad Tax		0.00		0.00		1,627.79		1,800.00		1,800.00
58							Sales Tax		2,706.43		3,000.00		27,315.06		36,000.00		36,000.00
59							Use Permits		0.00		58.33		1,050.00		700.00		700.00
60							Utility Consumption Tax		97.06		91.67		1,242.81		1,100.00		1,100.00
61							Total Tax and Permits Revenue		3,549.19		4,258.33		94,435.43		105,900.00		105,900.00
62							Total Income		10,421.60		9,375.00		237,286.94		964,700.00		964,700.00
63							Gross Profit		10,421.60		9,375.00		237,286.94		964,700.00		964,700.00
64							Expense										
65							Citizens' Recognition Expense		0.00		0.00		0.00		750.00		750.00
66							Bank Service Charges		(15.45)				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
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		439.26		125.00		879.16		1,500.00		1,500.00
86							Copies		0.00		8.33		81.92		100.00		100.00
87							License Plates		0.00		0.00		50.00		100.00		100.00
88							Miscellaneous		0.00		208.33		25.92		2,500.00		2,500.00
89							Miscellaneous - Commodities		201.49		20.83		316.05		250.00		250.00
90							Office Supplies		68.86		62.50		247.80		750.00		750.00
91							Postage and Delivery		0.00		41.67		462.91		500.00		500.00
92							Total Commodities		709.61		466.66		2,083.56		6,200.00		6,200.00
93							Contractual										
94							Fire Program		1,000.00		0.00		10,000.00		9,000.00		9,000.00
95							Caboose Expenses										
96							Caboose Equipment		0.00		0.00		4.01		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		4.01		2,000.00		2,000.00
99							Community Hall Expenses										
100							C.H.-Cleaning		150.00		166.67		1,580.22		2,000.00		2,000.00
101							C.H.-Equipment & Supplies		0.00		41.67		639.53		500.00		500.00
102							C.H.-General Maintenance		0.00		166.67		0.00		2,000.00		2,000.00
103							C.H.-Management Fee		408.75		197.92		1,875.00		2,375.00		2,375.00
104							C.H. - Electric		733.49		666.67		5,907.78		8,000.00		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		1,292.24		1,239.60		10,002.53		29,875.00		29,875.00
107							Dues and Subscriptions										
108							Conference Attendance		0.00		0.00		260.52		500.00		500.00
109							Vs. 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

Town of Clifton
Profit & Loss Budget Performance
June 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 17		Budget		Jul '16 - Jun 17		YTD Budget		Annual Budget
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		874.20		2,000.00		2,000.00
114								Mayoral Reimbursement	0.00		41.67		0.00		500.00		500.00
115								Miscellaneous	150.00		208.33		150.00		2,500.00		2,500.00
116								Professional Fees									
117								Accounting	0.00		0.00		3,769.69		7,500.00		7,500.00
118								Legal Fees	4,750.00		1,666.67		4,750.00		20,000.00		20,000.00
119								Total Professional Fees	4,750.00		1,666.67		8,519.69		27,500.00		27,500.00
120								Rent									
121								Ayre Square Rental	0.00		0.00		612.22		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		2,230.60		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		15,000.00		15,000.00
129								Pink House Repairs	0.00		0.00		2,712.53		5,000.00		5,000.00
130								Total Pink House Expenses	0.00		1,250.00		3,316.41		20,000.00		20,000.00
131								Town Handyman - 1099 vendor	0.00		333.33		0.00		4,000.00		4,000.00
132								Total Town Facilities	0.00		1,583.33		3,316.41		24,500.00		24,500.00
133								Town Government									
134								Architectural Review Board	0.00		25.00		0.00		300.00		300.00
135								Beautification Comm.									
136								Banner Replacement	1,875.68		0.00		1,894.38		4,000.00		4,000.00
137								Christmas Tree Lighting Event	0.00		0.00		0.00		1,000.00		1,000.00
138								Flower Receptacles	594.84		0.00		765.77		800.00		800.00
139								Railroad Siding Boxes-plantings	506.57		0.00		506.57		1,000.00		1,000.00
140								Total Beautification Comm.	2,977.09		0.00		3,166.72		6,800.00		6,800.00
141								Planning Commission									
142								Consulting-Capital/Town & Zng	0.00		250.00		0.00		3,000.00		3,000.00
143								General Admin Costs	0.00		83.33		0.00		1,000.00		1,000.00
144								General Consulting	0.00		416.67		0.00		5,000.00		5,000.00
145								PC Hearings, Ads and copies	0.00		83.33		0.00		1,000.00		1,000.00
146								Total Planning Commission	0.00		833.33		0.00		10,000.00		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		0.00		1,000.00		1,000.00
151								Welcome Ctr- Walking Tour Pampl	0.00		0.00		0.00		500.00		500.00
152								Winter Holidays	0.00		0.00		0.00		250.00		250.00
153								Total Clifton Business Coalition Exp	0.00		0.00		0.00		3,250.00		3,250.00
154								Communication Committee									
155								Web Server Maint & Domain Subsc	0.00		16.67		112.73		200.00		200.00
156								Web site updating & config	0.00		41.67		400.00		500.00		500.00
157								Total Communication Committee	0.00		58.34		512.73		700.00		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		1,000.00		1,000.00
162								Dinner Theatre Event Expenses	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		9,700.00		9,700.00

Town of Clifton
Profit & Loss Budget Performance
June 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 17		Budget		Jul '16 - Jun 17		YTD Budget		Annual Budget
165								Environmental Comm									
166								Native Plant Enhancement	0.00				0.00		400.00		400.00
167								Earth Day Exp- Bluebird Houses	0.00				112.69				
168								Environmental Event Expense	150.00		0.00		150.00		500.00		500.00
169								Environmental Comm - Other	0.00		0.00		0.00		0.00		0.00
170								Total Environmental Comm	150.00		0.00		262.69		900.00		900.00
171								Historic Preservation Comm Exp									
172								Historic Town Documents exp	0.00		0.00		0.00		250.00		250.00
173								Civil War Walking Tour Pamphlet	0.00		0.00		0.00		500.00		500.00
174								Historic Events	1,082.94		0.00		1,082.94		1,000.00		1,000.00
175								Town Museum	0.00		0.00		0.00		1,000.00		1,000.00
176								Total Historic Preservation Comm Exp	1,082.94		0.00		1,082.94		2,750.00		2,750.00
177								Homes Tour Committee	0.00		0.00		2,508.10		2,000.00		2,000.00
178								Sunshine Committee									
179								Easter Egg Hunt Expense	0.00		0.00		0.00		250.00		250.00
180								Welcome Baskets & Sympathy	0.00		41.67		0.00		500.00		500.00
181								Total Sunshine Committee	0.00		41.67		0.00		750.00		750.00
182								Town Parks Committee Exp									
183								Gazabo Garden Refurbishment	0.00		0.00		0.00		500.00		500.00
184								Landscape/Ground Maint expense	500.00		354.17		2,031.48		4,250.00		4,250.00
185								Fall Zone Mulching	0.00		0.00		0.00		2,500.00		2,500.00
186								Grounds Maintenance	0.00				0.00		0.00		0.00
187								Parks Mgt Fee	0.00		0.00		100.00		50.00		50.00
188								Playground Equip. Maintenance	42.36		0.00		750.07		1,000.00		1,000.00
189								Signage Upgrade	0.00				571.43				
190								Tree Trimming & Replacement	0.00		416.67		1,130.00		5,000.00		5,000.00
191								Total Town Parks Committee Exp	542.36		770.84		4,582.98		13,300.00		13,300.00
192								Traffic, Parking & Safety Comm	0.00		0.00		0.00		500.00		500.00
193								Total Town Committees Expense	1,775.30		954.18		8,949.44		33,850.00		33,850.00
194								Total Town Government	4,752.39		1,812.51		12,116.16		50,950.00		50,950.00
195								Town Services									
196								Receptacle Trash Maintenance	0.00		100.00		0.00		1,200.00		1,200.00
197								Elections	0.00				0.00		0.00		0.00
198								Grass Mowing	1,350.00		916.67		4,350.00		5,500.00		5,500.00
199								Town Park Lawn Maintenance	0.00		0.00		1,300.00		5,000.00		5,000.00
200								Trash Collection	495.43		275.00		2,655.08		3,300.00		3,300.00
201								Utilities									
202								Gas and Electric	79.68		100.00		784.54		1,200.00		1,200.00
203								Total Utilities	79.68		100.00		784.54		1,200.00		1,200.00
204								Total Town Services	1,925.11		1,391.67		9,089.62		16,200.00		16,200.00
205								Total Contractual	13,869.74		8,110.45		63,508.74		176,525.00		176,525.00
206								Haunted Trail Expenses	0.00		0.00		9,926.12		15,000.00		15,000.00
207								OTHER - TC approval req'd +\$500	0.00		625.00		0.00		7,500.00		7,500.00
208								Payroll Expenses									
209								Gross Wages									
210								Assistant Project Manager	(250.00)				5,000.00				
211								Community Hall Manager	0.00		0.00		0.00		0.00		0.00
212								Town Clerk (Administrative)	1,000.00		1,000.00		13,000.00		12,000.00		12,000.00
213								Town Manager	0.00		1,666.67		0.00		20,000.00		20,000.00
214								Town Treasurer	1,515.00		1,515.00		19,180.00		18,180.00		18,180.00
215								Zoning Clerk	400.00		400.00		4,800.00		4,800.00		4,800.00
216								Employee Incentives	0.00		500.00		0.00		6,000.00		6,000.00
217								Total Gross Wages	2,685.00		5,081.67		41,980.00		60,980.00		60,980.00
218								Miscellaneous	0.00				2,310.00				

Town of Clifton
Profit & Loss Budget Performance
June 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 17		Budget		Jul '16 - Jun 17		YTD Budget		Annual Budget
219								Payroll Taxes									
220								FICA	395.58				2,602.84				
221								Medicare	92.51				608.65				
222								Payroll Taxes - Other	359.18		387.60		718.36		4,651.20		4,651.20
223								Total Payroll Taxes	847.27		387.60		3,929.85		4,651.20		4,651.20
224								Total Payroll Expenses	3,512.27		5,469.27		48,219.85		65,631.20		65,631.20
225								Total Expense	18,076.17		14,671.38		123,738.27		1,408,106.20		1,408,106.20
226								Net Income	(7,654.57)		(5,296.38)		113,548.67		(443,406.20)		(443,406.20)

	A	B	C
1	TOWN OF CLIFTON	Final Approved FY18 Budget	
2	FY 18 Approved Budget - Approved by the T.C. 6/06/17		
3	<i>Adjusted at Town Council Meeting on June 6, 2017 to add carry over equity to balance</i>	FY18 06	
4	REVENUES:		
5	Taxes & Permits Revenues:		
6	ARB Permits	200.00	
7	BPOL	46,000.00	
8	Va Communications Sales Tax	5,500.00	
9	Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	3,800.00	
10	Motor Vehicle Tags	7,000.00	
11	No. Va. Cigarette Tax	2,200.00	
12	Railroad Tax	1,700.00	
13	Sales Tax	34,000.00	
14	Meals Tax	0.00	
15	Use Permits	700.00	
16	Utility Consumption Tax	1,100.00	
17			
18	TOTAL TAXES & PERMITS:		102,200.00
19	Town Facilities Rentals:		
20	Community Hall	6,000.00	
21	Pink House	40,800.00	
22	Clifton Public Parking Offsets	450.00	
23	TOTAL FACILITIES RENTALS:		47,250.00
24	Other Revenues:		
25			
26	Clifton Arts Council		
27			
28	Clifton Film Festival	2,000.00	
29	Clifton's Got Talent- "Fall Winter Show"	1,500.00	
30			
31	Total Clifton Arts Council		3,500.00
32	Environmental Committee		
33	Environmental Event	500.00	
34	Total Environmental Committee		500.00
35	Haunted Trail Event	30,000.00	30,000.00
36	Historic Preservation Committee		
37	Historic Events in Town	0.00	
38			
39	Total Historic Preservation Committee		0.00
40	HOMES TOUR COMMITTEE		
41	Homes Tour	4,000.00	
42	TOTAL HOMES TOUR COMMITTEE		4,000.00
43			
44	Interest Income	14,000.00	14,000.00
45			
46	Town Parks Committee		
47	Property Rental-Park/Square/Gazebo	200.00	
48	Total Town Parks Committee		200.00

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3	<i>Adjusted at Town Council Meeting on June 6, 2017 to add carry over equity to balance</i>		FY18 06
49	Clifton Business Committee		
50			
51	Celebrate Clifton Gala	10,000.00	
52	Total Clifton Business Committee		10,000.00
53	Fire Program State Grant- FCFD	10,000.00	10,000.00
54	Other income (Donations)	50.00	50.00
55	<i>Carry Over of prior year equity to balance the Operating Budget</i>	26,314.00	26,314.00
56	TOTAL OTHER REVENUE:		98,564.00
57	TOTAL REVENUES:		248,014.00
58			
59			
60	EXPENSES:		
61	Payroll Expenses:		
62	Town Manager Salary	10,000.00	
63	Town Clerk Salary	14,000.00	
64	Zoning Clerk Salary	6,000.00	
65	Assistant Project Manager- <i>Streetscape Special Project MATCH</i>	4,000.00	
66	Town Treasurer Salary	20,000.00	
67	Payroll Taxes	4,284.00	
68	Employee Incentives	2,000.00	
69	TOTAL PAYROLL EXPENSES:		60,284.00
70	CONTRACTUAL EXPENSES:		
71	Insurance	6,600.00	6,600.00
72	Town Government:		
73	ARB	300.00	300.00
74	Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
75	Consulting & Related expenses for Town Plan, Capital Plan, Zoning Ordinances	3,000.00	
76	Advertising for Public Hearings for Use Permits	1,200.00	
77	General Consulting	3,000.00	
78	General Admin/Education	600.00	
79			
80	Total Planning Commission		7,800.00
81	TOTAL GOVERNMENT:		14,700.00
82	Professional Fees:		
83	Accounting - Year Audit Review	7,500.00	
84	Legal Fees	20,000.00	
85	TOTAL PROFESSIONAL FEES:		27,500.00

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2	FY 18 Approved Budget - Approved by the T.C. 6/06/17		
3	<i>Adjusted at Town Council Meeting on June 6, 2017 to add carry over equity to balance</i>	FY18 06	
86	Town Facilities:		
87	Town Handyman - 1099 vendor for maintenance services	4,000.00	4,000.00
88	Ayre Square Rent	1,400.00	1,400.00
89	Ayre Square Maintenance	500.00	500.00
90	Caboose Expenses:		
91	Equipment	500.00	
92	Maintenance	1,500.00	
93	Total Caboose Expenses:		2,000.00
94	Railroad Siding Rent	1,700.00	1,700.00
95	Subtotal - Facilities:		9,600.00
96	Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
97	Cleaning	2,000.00	
98	Electric	8,000.00	
99	Supplies	750.00	
100	General Maintenance - including floors	2,000.00	
101	Mgt Fee (25% of Community Hall Rentals)	1,500.00	
102	Interior Improvements - Over \$500 requires TC approval	5,000.00	
103			
104	TOTAL MEETING HALL EXPENSES		19,250.00
105	Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
106	Maintenance & Repairs	15,000.00	
107			
108	Total Pink House Expenses:		15,000.00
109	TOTAL TOWN FACILITIES:		43,850.00
110	Town Services:		
111	Town Elections	1,000.00	
112	Town Park Lawn Maintenance	5,000.00	
113	Grass Mowing	6,050.00	
114	Trash Collections	3,700.00	
115	Fire Program State Grant Expense - passthrough to FCFD	10,000.00	
116	TOTAL TOWN SERVICES:		25,750.00
117	Utilities:		
118	Utilities - Electric (RR Siding, Gazebo & Ayre Sq. & street lights)	1,000.00	
119	TOTAL UTILITIES:		1,000.00
120	Dues & Subscriptions:		
121	Conference Attendance	500.00	
122	Other Dues & Subscriptions	100.00	
123	Va Municipal League	600.00	
124	TOTAL DUES & SUBSCRIPTIONS:		1,200.00

	A	B	C
1	TOWN OF CLIFTON	Final Approved FY18 Budget	
2	FY 18 Approved Budget - Approved by the T.C. 6/06/17		
3	Adjusted at Town Council Meeting on June 6, 2017 to add carry over equity to balance	FY18 06	
125	Other Contractual Expenses:		
126	Beautification Committee		
127	Flowers/Barrels & Flag Pole planter-Ayre Square - moved to Environmental Comm 5/2/17	1,000.00	
128	Christmas Tree Lighting	3,000.00	
129	Banner Replacement		
130	Railroad Siding Boxes - North & South Sides - moved to Environmental Comm 5/2/17		4,000.00
131	Total Beautification Committee	750.00	750.00
132	Citizen Recognition Fund		
133	Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
134	Town Email System	800.00	
135	Web Server Annual Maintenance with Domain Subscriptions	600.00	
136	Web Site Updating & Configuration	2,500.00	
137	Total Communication Committee		3,900.00
138	Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
139			
140	Clifton's Got Talent - Fall/Winter Show	1,500.00	
141	Clifton Film Festival	3,000.00	
142	New: Audio/Video Equip	2,150.00	
143	Total Clifton Arts Council		6,650.00
144			
145	Committee on the Environment		
146	Town Clean Up	100.00	
147	Camp Fire Event	150.00	
148	Environmental Events - Movie Night	250.00	
149	Flowers/Barrels & Flag Pole planter-Ayre Square - moved from Beautification 5/2/17	800.00	
150	Railroad Siding Boxes - North & South Sides - moved from Beautification 5/2/17	1,000.00	
151	Total Environmental Committee		2,300.00
152	Haunted Trail Event	15,000.00	15,000.00
153	Historic Preservation Committee		
154	Historic Events in Town	1,000.00	
155	Civil War - Walking Tour Brochure	500.00	
156	Town Museum	1,000.00	
157	Historic Town Documents	250.00	
158			
159	Total Historic Preservation Committee		2,750.00
160	Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
161	Homes Tour	2,500.00	
162	Total Homes Tour Committee		2,500.00
163	Legal Advertising	2,000.00	2,000.00
164	Council Member Event Reimbursements	500.00	500.00
165	Town Association of Northern Virginia Event	600.00	600.00
166	Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	2,500.00	2,500.00

	A	B	C
1	TOWN OF CLIFTON	Final Approved FY18 Budget	
2	FY 18 Approved Budget - Approved by the T.C. 6/06/17		
3	<i>Adjusted at Town Council Meeting on June 6, 2017 to add carry over equity to balance</i>	FY18 06	
167	Park Committee Expense		
168	Town Parks Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
	Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8 acre Park & Triangle		
169	Maintenance	4,250.00	
170	Tree Trimming and Replacement Planting - playground, Ayre Sq & Chapel St	5,000.00	
171	Playground Equipment Maintenance	1,000.00	
172	Fall Zone Mulching	2,500.00	
173	Mgt Fee (25% of Property Rentals)	50.00	
174	Total Town Parks Committee		12,800.00
175	Traffic, Parking and Safety Committee	500.00	500.00
176			
177	Welcoming & Sunshine Committee		
178	Welcome Baskets & Expressions of Sympathy	500.00	
179	Spring Egg Hunt	250.00	
180	Total Welcoming & Sunshine Committee		750.00
181	Other (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	7,500.00	7,500.00
182	Clifton Business Committee		
183	Clifton Walking Tour pamphlet	500.00	
184	Celebrate Clifton Gala	1,000.00	
185	Commercial District Directional Signage	1,500.00	
186	Total Clifton Business Committee		3,000.00
187	TOTAL OTHER CONTRACTUAL:		68,000.00
188	Commodities:		
189	Computer Supplies - Hardware & Software	1,280.00	
190	Copies	200.00	
191	Office Supplies & Commodities	750.00	
192	Office Equipment	500.00	
193	Postage & Delivery	500.00	
194	Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	2,500.00	
195	TOTAL COMMODITIES:		5,730.00
196	TOTAL EXPENSES:		248,014.00
197	NET INCOME (LOSS):		0.00

	A	B	C
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2	FY 18 Approved Budget - Approved by the T.C. 6/06/17		
3	<i>Adjusted at Town Council Meeting on June 6, 2017 to add carry over equity to balance</i>		FY18 06
198			
199	Town of Clifton		
200	CAPITAL IMPROVEMENTS/GRANT INCOME		
201	REVENUE/COST STATEMENT		
202			
203	REVENUES:		
204			
205	FEDERAL GRANTS		
206			
207	Federal Trans. Project -ISTEA- Clifton Streetscape (100% MATCH GRANT)	145,500.00	
208	VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)	582,000.00	
209	TOTAL VDOT TA - MAIN ST IMPROVEMENTS		727,500.00
210			
211	TOTAL REVENUES:		727,500.00
212			
213	COSTS:		
214			
215	VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)	727,500.00	
216			
217	Total Main Street - Special Projects Committee		727,500.00
218	TOTAL SPECIAL PROJECTS COMMITTEE:		727,500.00
219			
220	Preliminary engineering and design for new sidewalk	3,000.00	
221	Purchase of Green Space	200,000.00	
222	Historic Property Acquisition & Improvements	50,000.00	
223	Clifton Creek Park - Trails	20,000.00	
224	Park Improvement - Drainage Improvement - (increased \$4,000 5/2/17)	10,000.00	
225	Public Parking Improvements	35,000.00	
226	Caboose renovation	15,000.00	
227	Storage Facility	50,000.00	
228	TOTAL CAPITAL PROJECTS from Town Equity Funds		383,000.00
229	TOTAL COSTS		1,110,500.00
230	NET REVENUES/(COST)		(383,000.00)
231			