

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 5, 7:30 PM
COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Steve Effros; Councilmember Chase Hinderstein; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Darrell Poe.

Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Report of the Town Clerk.

a. Approval of the Minutes.

- **Councilmember Poe moved to approve the October Minutes as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.

See attached report.

- **Councilmember Poe moved to approve the Treasurer's Report as presented, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to authorize payments of the six items identified the Treasurer, namely:**

- 1. Attorney fees for BZA for August: \$1,875**
- 2. Attorney fees for BZA for Sept: \$7,175**
- 3. Attorney fees for BZA for Oct: \$ 125**
- 4. ICR, appeals transcript for BZA: \$ 619.61**
- 5. Haunted Trail Committee, Haunted Trail Advance \$7,000**
- 6. White, Withers, \$3,250 for FY18 Audit,**

seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.

a. Confirm Payment for Utility Property Tax Assessment Received from Commonwealth of Virginia.

The Treasurer contacted the Director of the Utility Property Tax Assessments and was told that the letter was sent in error and that no allocation will be sent to the Town. A letter confirming these details has been requested.

3. Citizen's Remarks.

1 | November 5, 2019, Town Council Regular Meeting Minutes, Prepared by Amanda Christman, Town Clerk

None.

4. Communications.

The Live Laugh Relax Therapeutic Center requested permission to use the Town parking lot for yoga with goats. After a brief discussion the Council directed the Clerk to relay the message that the Town is not interested in pursuing it.

5. Unfinished Business:

a. Parks Committee.

See attached proposal.

The Town gazebo located in the park needs repair and re-painting. A proposal for a cost of \$1,750.00 was submitted by Florencio Contreras.

- **Councilmember Hinderstein moved to approve gazebo repair costs not to exceed \$2,000, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

6. Reports of Special Committees.

None.

7. Reports of Standing Committees:

a. Planning Commission.

Kathy Kalinowski reported that the Planning Commission reviewed and recommended for approval an application for a Use Permit for 7151 Main Street to relocate a 10' by 10' by 11' tall shed from its present, unapproved location to the location indicated on the submitted plat on or before 5:00 PM on December 2, 2019, as an alternative to dismantling the shed as communicated to the applicant by the Zoning Administrator in a letter dated October 4, 2019.

- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve the relocation of the shed to the approved location with the December 2nd deadline, seconded by Councilmember Milne. The motion was approved by poll, 6-0.**

b. Architectural Review Board.

No report.

c. Other Committees:

i. Haunted Trail Committee – Report on 2019 Haunted Trail Event.

See attached report.

Committee Co-Chair Sydney Sawyer reported on the success of the event and thanked the Town for its community support.

ii. Film Festival – Update.

Councilmember Poe reported that the event is scheduled to take place Friday November 8th through Sunday, November 10th. There is no admission fee for Friday, and Saturday through Sunday the cost is \$10 each day. Councilmember Poe noted that future film festivals will be held at a different time of the year so as not to conflict with Haunted Trail volunteerism.

iii. Holiday Homes Tour – Update.

Councilmember Milne confirmed that the event is not happening this year due to lack of sufficient home-owner interest. She noted that the Town may need to alternate years. She also reported that the Town Tree Lighting is scheduled for Friday, December 6th at 7:00 PM in Ayre Square. The Clerk was asked to send out an announcement email to residents about the event, after first confirming the details for the annual horse parade to be included in the news.

8. New Business.

a. Request for Updated Town Directory.

The Council noted that the CBA traditionally maintains the directory and will be producing an updated version in the near future.

b. 2020 Litter Grant Award – Plans.

See attached letter.

Councilmember Milne announced that the Town was awarded a grant of \$814 for litter prevention and recycling. She will contact Chuck Rusnak to seek his assistance in developing a plan for how to spend the funds, which must be expended by June 2020.

c. COX Communications Franchise Agreement – Status, Process.

Vice Mayor Effros reported on the status of reaching an agreement with COX. The Council directed the Clerk to contact the Town Attorney regarding the legal requirements for holding a Public Hearing for the franchise renewal.

- **Mayor Hollaway moved to authorize a Public Hearing for the review and approval of the new agreement at the Council's December 2nd meeting, seconded by Councilmember Hinderstein. The motion was approved by poll, 6-0.**

9. Report of the Zoning Administrator.

The Zoning Administrator reported to the Council on the letter sent to 7151 Main Street dated October 4, 2019.

10. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Hinderstein. The motion was approved by poll, 6-0.**

The meeting was adjourned at 8:33 PM



Amanda Christman <cliftonclerkva@gmail.com>

RE: November 5, 2019 Town Council Meeting - Treasurer's Reports for period ended October 31, 2019 - correction

1 message

Barton, Marilyn <mbarton@mycri.org>

Tue, Nov 5, 2019 at 11:04 AM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, "mcdonald.regan@gmail.com" <mcdonald.regan@gmail.com>, Melissa Milne <Melissa.milne9@gmail.com>, "darrell.poe@gmail.com" <darrell.poe@gmail.com>, Steve Effros <Steve@effros.com>, "chasehinderstein@gmail.com" <chasehinderstein@gmail.com>

Cc: "cliftonclerkva@gmail.com" <cliftonclerkva@gmail.com>, Marilyn Lane Barton <clifton.treasurer@cox.net>

Hello Town Council Members,

Please disregard the reports that I sent to you last night. I am now sending you a corrected copy of the report with additional notes updated in the report email that follows. (I made an error when typing the Cash Balance Report which has now been corrected.

I sincerely apologize for inconvenience this may have caused. I will provide the paper copy of the reports for you tonight, unless you request otherwise.

Thank you for your understanding.

Sincerely,

Marilyn

Marilyn Barton

Finance Manager

CRi – Choice. Respect. Independence.

14160 Newbrook Drive, 1st Floor

Chantilly, Virginia 20151

Direct: (703) 842-2333 | Fax: (703) 842-2341

Email: mbarton@MyCRI.org | Website: www.MyCRI.org

BECOME A MONTHLY DONOR!

From: Marilyn Lane Barton <clifton.treasurer@cox.net>

Sent: Monday, November 04, 2019 8:54 PM

To: William R. Hollaway, Ph.D. <WHollaway77@gmail.com>; mcdonald.regan@gmail.com; Melissa Milne <Melissa.milne9@gmail.com>; darrell.poe@gmail.com; 'Steve Effros' <Steve@effros.com>; chasehinderstein@gmail.com

Cc: cliftonclerkva@gmail.com; Barton, Marilyn <mbarton@MyCRi.org>

Subject: Novenmber 5,, 2019 Town Council Meeting - Treasurer's Reports for period ended October 31, 2019

Importance: High

Hello Town Council Members,

Attached are the **Financial Reports for the period ended October 31, 2019**. Please note that transactions received that affect the FY19 Final Financial Report were accrued to June 2019. The significant transactions are noted below, and on the P&L Summary by Fund Report.

The October Financial Reports include:

- The Summary of **Cash Balances Report as of October 31, 2019** reflects total funds of \$1,264,913.04. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 10/31/2019. **Highlights of October transactions** are noted on this summary report. The main items for the month include:

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 State Funds - Reflects \$10,000 received for the Fire Programs Passthrough to Fairfax County Fire Department. These funds were disbursed to Fairfax County in October.

2 Haunted Trail Event Revenue: Net proceeds from the Haunted Trail is for October is 15,835.00 for Oct. YTD net proceeds reflects \$ 22,335. See Haunted Trail Report.

3 Interest Income: United Bank posts interest earned on CDs on a quarterly basis.

4 Taxes & Permits Revenue: Highlights for October include State Car Rentals of \$1,557, Motor Vehicle Fees of \$1,484, sales tax of 3,019 for August.

5 Contractual Expenses: Highlights for October include Legal fees of \$9,175 for the BZA appeal, BZA expenses of \$9,172, \$1,500 for playground maint. approved by the Town Council, \$750 for aeration of lawns, and \$831 for trash collection July through Oct.6

6 Capital Improvements Fund Expense: Streetscape Phase II: October reflects payment for J2 Engineers for \$10,326 for Streetscape.

- BZA Cumulative Expenditures for the appeal are reported in the supplemental report to reflect \$25,946.

- Haunted Trail cash proceeds provided to the Town as of October 2019 are \$22,335, net of expenses.

- **Expenditures requiring roll call votes:**
 1. Attorney fees for BZA for August: \$1,875
 2. Attorney fees for BZA for Sept: \$7,175
 3. Attorney fees for BZA for Oct: \$ 125

 - TOTAL for BZA: **\$9,175**

 4. ICR, appeals transcript for BZA: \$ 619.61
 5. Ester Pline, Haunted Trail Advance \$7,000
 6. White, Withers, Masincup & Cannaday \$3,250 for final payment for FY18 Audit

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** -Report for period ended 10/31/2019. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.

- **YTD BZA Report** - This report reflects BZA costs for the period of May – October 31, 2019. Of the total BZA expenditures for the period, \$25,917.28 relates to the Zoning Appeal.

- **Haunted Trail Event Report** – This report reflects the funds received by the Town from the Haunted Trail Event from July 1 – October 31, 2019. Expenditures have not yet been processed from the Haunted Trail Committee submission. A Haunted Trail expense report was received from Ester Pline which will be copied and provided to you at the meeting.

- **Confirmation regarding letter from the Commonwealth of Virginia referring to a payment made for Utility Property Tax Assessments** – The Treasurer spoke with the Director of the Utility Property Tax Assessments who confirmed that the form letter was sent to many localities that expressed the same concern. She reported that the reports were related to property tax assessments for which the Town of Clifton does not receive an allocation and that there was no payment made to the Town of Clifton. I requested that a letter be issued to clarify this, but I have not yet received one.

Looking forward to November:

- **FY 2020 Money Market Investments** – At the Sept 3rd Town Council Meeting, United Bank's proposal to improve returns was reviewed. The proposal recommended that the Money Market account be kept at \$50,000 or an amount determined as needed for planned capital expenditures, and the remaining \$200K be invested in no penalty CDs for improved returns. Input **was** requested from the Special Projects Committee for a cash flow projection. Hopefully, I will have information by the next meeting to present.
- **Audit Engagement Letter for FY19** - I will be scheduling the onsite audit dates this month with White, Withers, Masincup & Cannaday, P.C. for the audit and preparation of the Financial Statements for FY19.

After your review of the reports, 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 want a printed copy of the materials at the meeting.

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607

This message is intended only for the use of the addressee and may contain information that is privileged, confidential and exempt from disclosure under applicable law. NOTE WHERE INFORMATION ACCOMPANIES THIS DISCLOSURE FORM: This information may have been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you!

2 attachments



2019 10 31 Financial Reports.xlsx
83K



HT profit expenses - FY19 Report from HT Committee - Ester Pline.xlsx
23K

	10/31/2019	<u>Bank Rates Effective Sept 19, 2019</u>			<u>Negotiated Increases</u>
ASSETS		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	312,018.12	1 yr	8/1/2020	2.17%	Down from 2.25% APR @ 7/31/18
C.D. - United Bank - 2 7 mos CDs	214,212.56	7 mos	4/17/2020	2.10%	Up from 1.56% @ 9/19/19 JMB
C.D. - United Bank 1	103,046.18	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	103,046.18	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	103,046.18	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	103,046.18	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	6,406.06				
Checking-United Bank	57,458.11	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	968.54				
Money Market Savings-United	257,259.16		8/30/2019	1.39%	Down from 1.589% @ 7/31/18
Security Deposit - United Bank	4,405.77				
Total Checking/Savings	1,264,913.04				

NOTE: The United Bank CDs accrue interest quarterly. The Treasurer transferred \$6,306.06 from the Town's Haunted Trail Event account for the checking account on 11/4/19, bringing the account to the holding balance of \$100.

Town of Clifton

Profit & Loss Budget Performance

October 2019

Operating Funds		Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
Income						
1	State Funding	0.00	0.00	10,000.00	0.00	10,000.00
	Committees Fundraising	0.00	0.00	0.00	0.00	9,500.00
	Community Hall Revenues	2,034.36	500.00	2,234.36	2,000.00	6,000.00
2	Haunted Trail Event	15,835.06	45,000.00	22,335.06	45,000.00	45,000.00
	Interest Income	821.57	1,500.00	4,533.89	6,000.00	18,000.00
3	Pink House Rental	1,900.00	2,900.00	10,600.00	11,600.00	34,800.00
4	Tax and Permits Revenue	7,050.93	7,579.16	22,917.72	21,416.72	97,550.00
	Total Income	27,641.92	57,479.16	72,621.03	86,016.72	220,850.00
	Gross Profit	27,641.92	57,479.16	72,621.03	86,016.72	220,850.00
Expense						
	Citizens' Recognition Expense	0.00	83.33	0.00	333.36	1,000.00
	Bank Service Charges	25.19	0.00	40.86	0.00	0.00
	Commodities	0.00	423.34	300.65	1,393.28	3,980.00
5	Contractual	31,570.87	14,775.04	50,853.55	58,274.68	170,525.00
2	Haunted Trail Expenses	0.00	5,000.00	0.00	10,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	2,500.00	7,500.00
	Other Expenses	0.00	625.00	0.00	2,500.00	7,500.00
	Payroll Expenses	5,382.50	5,395.25	21,530.00	23,581.00	66,743.00
	Total Expense	36,978.56	26,926.96	72,725.06	98,582.32	272,248.00
	Net Income	(9,336.64)	30,552.20	(104.03)	(12,565.60)	(51,398.00)
CIF FUNDS:						
CIF Income						
	CIF - Capital Improvements Fund	0.00	60,625.00	66,026.80	242,500.00	727,500.00
CIF Expenses						
6	CIF Expenses	10,326.00	60,625.00	17,489.15	626,500.00	1,111,500.00
	Net Income - CIF Funds	(10,326.00)	0.00	48,537.65	(384,000.00)	(384,000.00)
	Consolidated Net Income	(19,662.64)	30,552.20	48,433.62	(396,565.60)	(435,398.00)

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

- 1 **State Funds** - Reflects \$10,000 received for the Fire Programs Passthrough to Fairfax County Fire Department. These funds were disbursed to Fairfax County in October.
- 2 **Haunted Trail Event Revenue:** Net proceeds from the Haunted Trail is for October is 15,835.0 for Oct. YTD net proceeds reflects \$ 22,335. See Haunted Trail Report.
- 3 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis.
- 4 **Taxes & Permits Revenue:** Highlights for October include State Car Rentals of \$1,557, Motor Vehicle Fees of \$1,484, sales tax of 3,019 for August.
- 5 **Contractual Expenses:** Highlights for October include Legal fees of \$9,175 for the BZA appeal, BZA expenses of \$9,172, \$1,500 for playground maint. approved by the Town Council, \$750 for aeration of lawns, and \$831 for trash collection July through Oct.
- 6 **Capital Improvements Fund Expense: Streetscape Phase II:** October reflects payment for J2 Engineers for \$10,326 for Streetscape.

Town of Clifton

Custom Transaction Detail Report

May through October 2019

Type	Date	Num	Name
May - Oct 19			
Sales Receipt	05/25/2019	00-4623	Karen Harrington
Sales Receipt	05/25/2019	00-4623	Karen Harrington
Check	05/25/2019	7672	United Bankcard Center -(VISA)
Check	05/25/2019	7672	United Bankcard Center -(VISA)
Check	05/25/2019	7672	United Bankcard Center -(VISA)
Deposit	05/31/2019	10223	Karen Harrington
Check	06/30/2019	7682	United Bankcard Center -(VISA)
Check	06/30/2019	7682	United Bankcard Center -(VISA)
Check	07/20/2019	7696	Connection Publishing, Inc.
Sales Receipt	08/18/2019	00-4649	Karen Harrington
Sales Receipt	08/18/2019	00-4649	Karen Harrington
Deposit	08/18/2019	10253	Karen Harrington
Check	08/31/2019	7708	Maureen K. Gilmore, Attorney-at-Law
Check	08/31/2019	7709	Greehan, Taves & Pandak, PLLC
Check	08/31/2019	7710	Greehan, Taves & Pandak, PLLC
Check	09/28/2019	7720	Connection Publishing, Inc.
Check	09/28/2019	7721	Connection Publishing, Inc.
Check	09/28/2019	7724	Greehan, Taves & Pandak, PLLC
Check	10/01/2019	7726	Greehan, Taves & Pandak, PLLC
Check	10/31/2019	7731	Maureen K. Gilmore, Attorney-at-Law
Check	10/31/2019	7732	Maureen K. Gilmore, Attorney-at-Law
Check	10/31/2019	7733	Maureen K. Gilmore, Attorney-at-Law
Check	10/31/2019	7734	ICR, INABNET Court Reporting
Check	10/31/2019	7735	ICR, INABNET Court Reporting

May - Oct 19

Town of Clifton

Custom Transaction Detail Report

May through October 2019

	Memo	Account	Class	Clr	Split	Amount
May - Oct 19						
		Undeposited Funds	BZA	√	BZA Fee	100.00
	Board of Zoning Appeals - application fee	BZA Fee	BZA		Undeposited Funds	(100.00)
	Zoning Clerk - Library copies	BZA	BZA		Checking-United Bank	6.00
	Zoning Clerk - parking	BZA	BZA		Checking-United Bank	2.50
	Zoning Clerk - BZA mailing via UPS	BZA	BZA		Checking-United Bank	4.00
	Deposit	Undeposited Funds	BZA	√	Checking-United Bank	(100.00)
	Zoning Clerk - parking	BZA	BZA		Checking-United Bank	2.50
	Zoning Clerk - BZA mailing	BZA	BZA		Checking-United Bank	13.70
	Advertising Invoice # 535617- Town Public Mee	Legal Advertising	BZA		Checking-United Bank	240.00
		Undeposited Funds	BZA	√	BZA Fee	250.00
	BZA Fee - variance application - Karen Harringt	BZA Fee	BZA		Undeposited Funds	(250.00)
	Deposit	Undeposited Funds	BZA	√	Checking-United Bank	(250.00)
	Legal Services: July 1-31, 2019 3.4 hours @ 2:	Legal Fees	BZA		Checking-United Bank	850.00
	Town of Clifton BZA - Invoice 127116 - Re: App	BZA	BZA		Checking-United Bank	2,709.75
	Town of Clifton BZA - Invoice 127150 - Re: App	BZA	BZA		Checking-United Bank	3,260.66
	Advertising Invoice # 536236 - 8/28/19 Town Pu	Legal Advertising	BZA	√	Checking-United Bank	0.00
	Advertising Invoice # 536237 - 9/04/19 Town Pu	Legal Advertising	BZA		Checking-United Bank	240.00
	Town of Clifton BZA - Invoice 127198 - Re: App	BZA	BZA		Checking-United Bank	619.90
	Town of Clifton BZA - Invoice 127215- Re: App	BZA	BZA		Checking-United Bank	8,152.36
	Legal Services: Aug 6 - 29, 2019 7.5 hours @ :	Legal Fees	BZA		Checking-United Bank	1,875.00
	Legal Services: Sept 10 - 30, 2019 28.7 hours	Legal Fees	BZA		Checking-United Bank	7,175.00
	Legal Services: Oct 3 - 31, 2019 .5 hours @ 2:	Legal Fees	BZA		Checking-United Bank	125.00
	Invoice 19-1523 - Town of Clifton BZA Appeals	BZA	BZA		Checking-United Bank	619.61
	Invoice 19-1697 - Town of Clifton BZA Appeals	BZA	BZA		Checking-United Bank	400.00
May - Oct 19						25,945.98

Unrelated to appeal >>>>> 28.70

Related to the zoning appeal >>>> 25,917.28

Town of Clifton
Custom Transaction Detail Report
May through October 2019

	<u>Balance</u>
May - Oct 19	
	100.00
	0.00
	6.00
	8.50
	12.50
	(87.50)
	(85.00)
	(71.30)
	168.70
	418.70
	168.70
	(81.30)
	768.70
	3,478.45
	6,739.11
	6,739.11
	6,979.11
	7,599.01
	15,751.37
	17,626.37
	24,801.37
	24,926.37
	25,545.98
	25,945.98
May - Oct 19	<u><u>25,945.98</u></u>

Town of Clifton
Haunted Trail Event Report
July through October 2019

Type	Date	Num	Name
Haunted Trail Event			
Sales Receipt	07/08/2019	00-4639	Environmental Consultants/Contractors
Sales Receipt	09/07/2019	00-4653	No. Va. Electric Coop.
Sales Receipt	09/07/2019	00-4656	William & Pheobe Peterson
Sales Receipt	09/07/2019	00-4665	APEX Electric Service, Inc.
Sales Receipt	09/07/2019	00-4666	McNamara Enterprises, Inc.
Sales Receipt	09/07/2019	00-4667	The Wine Attic
Sales Receipt	09/07/2019	00-4668	Professional Tutoring, LLC
Sales Receipt	09/07/2019	00-4669	Clifton Cafe'
Sales Receipt	09/22/2019	00-4662	Shokrael, Carrie
Sales Receipt	09/22/2019	00-4663	NOVA Orthopedic & Spine Care
Sales Receipt	09/22/2019	00-4664	Trummers' on Main
Sales Receipt	10/07/2019	00-4676	Wegman's Food Markets, Inc.
Sales Receipt	10/28/2019	00-4682	Square Inc.
Sales Receipt	10/31/2019	00-4681	Haunted Trail Event
Total Haunted Trail Event			
TOTAL			

Town of Clifton

Haunted Trail Event Report

July through October 2019

	Memo	Class	Amount	Balance
Haunt				
	Halloween Haunted Trail - sponsorship "ghost"	Haunted Trail	750.00	750.00
	Halloween Haunted Trail - sponsorship	Haunted Trail	750.00	1,500.00
	Halloween Haunted Trail - sponsorship	Haunted Trail	1,500.00	3,000.00
	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	3,250.00
	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	3,750.00
	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	4,250.00
	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	4,750.00
	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	5,250.00
	Halloween Haunted Trail - Witch sponsorship	Haunted Trail	250.00	5,500.00
	Halloween Haunted Trail - sponsorship		500.00	6,000.00
	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	6,500.00
	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	6,750.00
	Halloween Haunted Trail - Ticket sales	Haunted Trail	6,306.06	13,056.06
	Halloween Haunted Trail - cash deposit from ev	Haunted Trail	9,279.00	22,335.06
	Total		22,335.06	22,335.06
TOTAL			22,335.06	22,335.06

Town of Clifton
Profit & Loss Budget Performance
October 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
3			Income										
4				State Funding									
5					Fire Program Funds			0.00	0.00	10,000.00	0.00	10,000.00	
6					State Funding - Other			0.00	0.00	0.00	0.00	0.00	
7					Total State Funding			0.00	0.00	10,000.00	0.00	10,000.00	
8					CIF - Capital Improvements Fund								
9					Grants								
10						Federal							
11						ISTEA-Clifton Streetscape		0.00	12,125.00	0.00	48,500.00	145,500.00	
12						Total Federal		0.00	12,125.00	0.00	48,500.00	145,500.00	
13						VDOT- MAP21 Streetscape Phase 2		0.00	48,500.00	66,026.80	194,000.00	582,000.00	
14						Total Grants		0.00	60,625.00	66,026.80	242,500.00	727,500.00	
15						Total CIF - Capital Improvements Fund		0.00	60,625.00	66,026.80	242,500.00	727,500.00	
16						Committees Fundraising							
17						Homes Tour Income		0.00	0.00	0.00	0.00	6,000.00	
18						Clifton Business Coalition							
19						CBC Wreath Contest		0.00	0.00	0.00	0.00	0.00	
20						Total Clifton Business Coalition		0.00	0.00	0.00	0.00	0.00	
21						Council of the Arts							
22						Clifton Film Festival		0.00	0.00	0.00	0.00	3,500.00	
23						Community Arts Programs-CGT inc		0.00	0.00	0.00	0.00	0.00	
24						Total Council of the Arts		0.00	0.00	0.00	0.00	3,500.00	
25						Parks Committee							
26						Park Rental		0.00	0.00	0.00	0.00	0.00	
27						Total Parks Committee		0.00	0.00	0.00	0.00	0.00	
28						Total Committees Fundraising		0.00	0.00	0.00	0.00	9,500.00	
29						Community Hall Revenues							
30						Community Hall Rentals		2,034.36	500.00	2,234.36	2,000.00	6,000.00	
31						Total Community Hall Revenues		2,034.36	500.00	2,234.36	2,000.00	6,000.00	
32						General Donations		0.00	0.00	0.00	0.00	0.00	
33						Haunted Trail Event		15,835.06	45,000.00	22,335.06	45,000.00	45,000.00	
34						Interest Income		821.57	1,500.00	4,533.89	6,000.00	18,000.00	
35						PC - Reimbursements		0.00	0.00	0.00	0.00	0.00	
36						Pink House Rental		1,900.00	2,900.00	10,600.00	11,600.00	34,800.00	
37						Tax and Permits Revenue							
38						VA - Car Rental Distribution		1,556.74	20.83	2,206.14	83.36	250.00	
39						ARB Permits		10.00	41.67	520.00	166.64	500.00	
40						BPOL tax		0.00	0.00	7,168.00	0.00	40,000.00	
41						BZA Fee		0.00	0.00	250.00	0.00	0.00	
42						Cigarette Tax		171.58	175.00	976.70	700.00	2,100.00	
43						Communications Sales Tax -Va		410.63	433.33	1,617.49	1,733.36	5,200.00	
44						Franchise Fees - Cox & Verizon		250.68	291.67	865.99	1,166.64	3,500.00	
45						Motor Vehicle Tags		1,483.98	3,500.00	3,804.40	3,500.00	7,000.00	
46						Railroad Tax		0.00	0.00	1,596.79	1,600.00	1,600.00	
47						Sales Tax		3,019.35	2,958.33	3,019.35	11,833.36	35,500.00	
48						Use Permits		25.00	58.33	525.00	233.36	700.00	
49						Utility Consumption Tax		122.97	100.00	367.86	400.00	1,200.00	
50						Total Tax and Permits Revenue		7,050.93	7,579.16	22,917.72	21,416.72	97,550.00	
51						Total Income		27,641.92	118,104.16	138,647.83	328,516.72	948,350.00	
52						Gross Profit		27,641.92	118,104.16	138,647.83	328,516.72	948,350.00	
53						Expense							

Town of Clifton
Profit & Loss Budget Performance
October 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
54								Citizens' Recognition Expense	0.00	83.33	0.00	333.36	1,000.00
55								Bank Service Charges	25.19	0.00	40.86	0.00	0.00
56								CIF Expenses					
57								Engineering /Design - Sidewalks	0.00	0.00	0.00	3,000.00	3,000.00
58								Caboose Renovation	0.00	0.00	0.00	1,000.00	1,000.00
59								CIF - Land Purchase	0.00	0.00	0.00	300,000.00	300,000.00
60								Clifton Creek Park - Trails	0.00	0.00	0.00	20,000.00	20,000.00
61								RR Siding Parking Facility	0.00	0.00	0.00	10,000.00	10,000.00
62								Special Projects Committee					
63								Dev. of Streetscape Phase 2	10,326.00	60,625.00	17,489.15	242,500.00	727,500.00
64								Total Special Projects Committee	10,326.00	60,625.00	17,489.15	242,500.00	727,500.00
65								Storage Facility	0.00	0.00	0.00	50,000.00	50,000.00
66								Total CIF Expenses	10,326.00	60,625.00	17,489.15	626,500.00	1,111,500.00
67								Commodities					
68								Office Equipment	0.00	41.67	0.00	166.64	500.00
69								Computer Supplies	0.00	106.67	52.95	426.64	1,280.00
70								Copies	0.00	16.67	0.00	66.64	200.00
71								License Plates	0.00	100.00	0.00	100.00	100.00
72								Miscellaneous	0.00	0.00	0.00	0.00	0.00
73								Miscellaneous - Commodities	0.00	25.00	0.00	100.00	300.00
74								Office Supplies	0.00	83.33	0.00	333.36	1,000.00
75								Postage and Delivery	0.00	50.00	247.70	200.00	600.00
76								Total Commodities	0.00	423.34	300.65	1,393.28	3,980.00
77								Contractual					
78								Fire Program	10,000.00	0.00	10,000.00	0.00	10,000.00
79								Caboose Expenses					
80								Caboose Equipment	0.00	41.67	0.00	166.64	500.00
81								Caboose Maintenance	0.00	125.00	0.00	500.00	1,500.00
82								Total Caboose Expenses	0.00	166.67	0.00	666.64	2,000.00
83								Community Hall Expenses					
84								C.H.-Cleaning	0.00	166.67	0.00	666.64	2,000.00
85								C.H.-Equipment & Supplies	0.00	62.50	381.29	250.00	750.00
86								C.H.-General Maintenance	0.00	366.67	0.00	1,466.64	4,400.00
87								C.H.-Management Fee	0.00	125.00	0.00	500.00	1,500.00
88								C.H. - Electric	46.73	666.67	927.03	2,666.64	8,000.00
89								C.H. Floors	0.00	0.00	0.00	0.00	0.00
90								CH-Equip Replacement & Hall Ref	0.00	0.00	0.00	0.00	0.00
91								C.H. Interior Improvements	0.00	166.67	0.00	666.64	2,000.00
92								Total Community Hall Expenses	46.73	1,554.18	1,308.32	6,216.56	18,650.00
93								Dues and Subscriptions					
94								Conference Attendance	0.00	41.67	0.00	166.64	500.00
95								Va. Municipal League	0.00	0.00	408.00	600.00	600.00
96								Dues and Subscriptions - Other	0.00	83.33	0.00	333.36	1,000.00
97								Total Dues and Subscriptions	0.00	125.00	408.00	1,100.00	2,100.00
98								Insurance	0.00	0.00	5,817.00	7,000.00	7,000.00
99								Legal Advertising	0.00	166.67	480.00	666.64	2,000.00
100								Mayoral Reimbursement	0.00	41.67	0.00	166.64	500.00
101								Miscellaneous	0.00	208.33	0.00	833.36	2,500.00
102								Professional Fees					
103								Accounting	0.00	3,750.00	0.00	3,750.00	7,500.00
104								Legal Fees	9,175.00	2,500.00	10,025.00	10,000.00	30,000.00
105								Total Professional Fees	9,175.00	6,250.00	10,025.00	13,750.00	37,500.00

Town of Clifton
Profit & Loss Budget Performance
October 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
106					Rent								
107					Ayre Square Rental				0.00	0.00	0.00	0.00	1,500.00
108					Railroad Siding Rental				0.00	0.00	100.00	100.00	1,750.00
109					Total Rent				0.00	0.00	100.00	100.00	3,250.00
110					Town Assoc of Northern Va Event				0.00	50.00	0.00	200.00	600.00
111					Town Facilities								
112					Ayre Square Maintenance				0.00	41.67	0.00	166.64	500.00
113					Pink House Expenses								
114					Pink House Maintenance				0.00	416.67	0.00	1,666.64	5,000.00
115					Pink House Repairs				0.00	0.00	0.00	0.00	0.00
116					Total Pink House Expenses				0.00	416.67	0.00	1,666.64	5,000.00
117					Town Handyman - 1099 vendor				0.00	500.00	0.00	2,000.00	6,000.00
118					Total Town Facilities				0.00	958.34	0.00	3,833.28	11,500.00
119					Town Government								
120					Architectural Review Board				0.00	25.00	0.00	100.00	300.00
121					Beautification Comm.								
122					Banner Replacement				0.00	0.00	0.00	500.00	500.00
123					Christmas Tree Lighting Event				0.00	0.00	0.00	0.00	1,000.00
124					Flower Receptacles				0.00	0.00	332.43	800.00	800.00
125					Railroad Siding Boxes-plantings				0.00	0.00	0.00	1,000.00	1,000.00
126					Total Beautification Comm.				0.00	0.00	332.43	2,300.00	3,300.00
127					BZA				9,171.97	583.33	15,762.28	2,333.36	7,000.00
128					Planning Commission								
129					Consulting-Capital/Town & Zng				0.00	416.67	0.00	1,666.64	5,000.00
130					General Admin Costs				0.00	25.00	0.00	100.00	300.00
131					General Consulting				0.00	666.67	0.00	2,666.64	8,000.00
132					PC Hearings, Ads and copies				0.00	41.67	0.00	166.64	500.00
133					Total Planning Commission				0.00	1,150.01	0.00	4,599.92	13,800.00
134					Town Committees Expense								
135					Communication Committee								
136					Town email system				0.00	0.00	0.00	0.00	0.00
137					Web Server Maint & Domain Subsc				11.95	50.00	35.85	200.00	600.00
138					Web site updating & config				0.00	41.67	0.00	166.64	500.00
139					Communication Committee - Other				0.00	83.33	0.00	333.36	1,000.00
140					Total Communication Committee				11.95	175.00	35.85	700.00	2,100.00
141					Council for the Arts Committee								
142					Clifton Film Festival Exp				0.00	0.00	0.00	0.00	2,000.00
143					Council for the Arts Committee - Other				0.00	200.00	0.00	200.00	200.00
144					Total Council for the Arts Committee				0.00	200.00	0.00	200.00	2,200.00
145					Environmental Comm								
146					Environmental Event Expense				0.00	50.00	0.00	200.00	600.00
147					Environmental Comm - Other				0.00	0.00	0.00	0.00	0.00
148					Total Environmental Comm				0.00	50.00	0.00	200.00	600.00
149					Historic Preservation Comm Exp								
150					Historic Town Documents exp				0.00	20.83	0.00	83.36	250.00
151					Historic Events				0.00	0.00	0.00	500.00	500.00
152					Town Museum				0.00	83.33	0.00	333.36	1,000.00
153					Historic Preservation Comm Exp - Other				0.00	41.67	0.00	166.64	500.00
154					Total Historic Preservation Comm Exp				0.00	145.83	0.00	1,083.36	2,250.00
155					Homes Tour Committee				0.00	0.00	0.00	0.00	4,500.00
156					Sunshine Committe								
157					Easter Egg Hunt Expense				0.00	0.00	0.00	0.00	250.00

Town of Clifton
Profit & Loss Budget Performance
October 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
158								Welcome Baskets & Sympathy	0.00	0.00	0.00	0.00	0.00
159								Total Sunshine Committe	0.00	0.00	0.00	0.00	250.00
160								Town Parks Committee Exp					
161								Landscape/Ground Maint expense	0.00	770.83	0.00	3,083.36	9,250.00
162								Fall Zone Mulching	0.00	250.00	0.00	1,000.00	3,000.00
163								Parks Mgt Fee	0.00	0.00	0.00	25.00	25.00
164								Playground Equip. Maintenance	1,500.00	166.67	2,250.00	666.64	2,000.00
165								Tree Trimming & Replacement	0.00	416.67	0.00	1,666.64	5,000.00
166								Total Town Parks Committee Exp	1,500.00	1,604.17	2,250.00	6,441.64	19,275.00
167								Traffic, Parking & Safety Comm	0.00	0.00	0.00	500.00	500.00
168								Total Town Committees Expense	1,511.95	2,175.00	2,285.85	9,125.00	31,675.00
169								Total Town Government	10,683.92	3,933.34	18,380.56	18,458.28	56,075.00
170								Town Services					
171								Elections	0.00	0.00	0.00	0.00	1,000.00
172								Grass Mowing	0.00	504.17	2,100.00	2,016.64	6,050.00
173								Town Park Lawn Maintenance	750.00	416.67	750.00	1,666.64	5,000.00
174								Trash Collection	831.04	308.33	1,179.43	1,233.36	3,700.00
175								Utilities					
176								Gas and Electric	84.18	91.67	236.34	366.64	1,100.00
177								Utilities - Other	0.00		68.90		
178								Total Utilities	84.18	91.67	305.24	366.64	1,100.00
179								Total Town Services	1,665.22	1,320.84	4,334.67	5,283.28	16,850.00
180								Total Contractual	31,570.87	14,775.04	50,853.55	58,274.68	170,525.00
181								Haunted Trail Expenses	0.00	5,000.00	0.00	10,000.00	15,000.00
182								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	2,500.00	7,500.00
183								Other Expenses	0.00	625.00	0.00	2,500.00	7,500.00
184								Payroll Expenses					
185								Gross Wages					
186								Assistant Project Manager	333.34	333.34	1,333.36	1,333.28	4,000.00
187								Town Clerk (Administrative)	1,166.66	1,166.66	4,666.64	4,666.72	14,000.00
188								Town Clerk - Records Review	1,000.00	1,000.00	4,000.00	4,000.00	12,000.00
189								Town Treasurer	2,000.00	2,000.00	8,000.00	8,000.00	24,000.00
190								Zoning Clerk	500.00	500.00	2,000.00	2,000.00	6,000.00
191								Employee Incentives	0.00	0.00	0.00	2,000.00	2,000.00
192								Total Gross Wages	5,000.00	5,000.00	20,000.00	22,000.00	62,000.00
193								Payroll Taxes					
194								FICA	310.00	0.00	1,240.00	0.00	0.00
195								Medicare	72.50	0.00	290.00	0.00	0.00
196								Payroll Taxes - Other	0.00	395.25	0.00	1,581.00	4,743.00
197								Total Payroll Taxes	382.50	395.25	1,530.00	1,581.00	4,743.00
198								Total Payroll Expenses	5,382.50	5,395.25	21,530.00	23,581.00	66,743.00
199								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
200								Total Expense	47,304.56	87,551.96	90,214.21	725,082.32	1,383,748.00
201								Net Income	(19,662.64)	30,552.20	48,433.62	(396,565.60)	(435,398.00)

Florencio Contreras
9701 47th place
College Park, MD 20740
703-675-7019

Town of Clifton
Po box 309
Clifton VA 20124

Proposal

Gazebo:

- Scrape, sand and spot oil-based primer as needed
- Apply full coat of white super paint to entire gazebo
- Replace rotten wood in areas as needed

Total :

\$1750.00

This job included labor and materials. One-year warranty.

Client signature: _____



Florencio Contreras : _____

Date: _____

11/5/19

Thank you for considering us for your business



Amanda Christman <cliftonclerkva@gmail.com>

Haunted Trail Report

Ester Pline <esterpline@cox.net>

Mon, Nov 4, 2019 at 6:16 PM

To: darrell Poe Clifton Town Council <poe4clifton@gmail.com>

Cc: Sydney Sawyer <sydneysawyer26@gmail.com>, Stephen Bittner <sbittner@unanet.com>, Marilyn Barton <mbarton@mycri.org>, Amanda Christman <cliftonclerkva@gmail.com>

Hello!

Attached is the most up to date spreadsheet on the Haunted Trail profit and loss. I saw on the TC agenda that there will be a report on the Haunted Trail so I want to make sure you have this Darrell. I will not be there. Maybe Sydney or Steve can make it.

Included in the spreadsheet

- 2018 checking
- 2019 checking
- 2019 profit and loss
- HT budget
- year to year revenue and sales comparison since 2013

Highlights for this year

1. Highest ever gross revenue of \$60,059
2. Second highest net revenue of at least \$40,290 (some expenses are estimates)
This is significant considering there was rain in the forecast, the Nationals were in the World Series and played that night and we have a fair amount of competition currently. It was our 3rd lowest ticket sales since 2013.
3. We launched dedicated merchandise for sale (as opposed to selling some of the volunteer t-shirts) which included tumblers with our logo and tie dye t-shirts without sponsors on the back. We spent a total of \$8,239 on merchandise including \$3000 spent on volunteer t-shirts. We earned \$7,557 so merchandise sales almost covered the cost of volunteer t-shirts.
4. We utilized a storage company, Units Moving and Storage, to store our props. The company placed a unit by the barn. We filled it and they took it away to their storage facility in Manassas. Next year it will be placed by the trail. The cost is about \$2,200 per year. We plan to utilize this solution until a more permanent solution can be found.

The benefits include:

- avoiding the risk of people being injured carrying heavy, bulky, large props up and down the stairs in the barn
- de-cluttering of the barn to help with general storage as well as rodent control
- elimination of the need for volunteers to take props down from the loft, volunteers to transport props to the trail, volunteers to transport props from the trail and volunteers to replace props in the loft

I hope this is everything that you need,

Ester

**HT profit expenses.xlsx**

31K

Haunted Trail Expenses 2018

Type	Date	Check #	Payer	Recipient	Purpose	Credit	Debit	Balance
Deposit			TOC	Steve Bittner	Cash Advance	5000		5000
Tickets				Michelle Stein	Cash for ticket sales/returned to TOC		1500	3500
Dumpsters			Steve Bittner		Dumpster rental		599	2901
Power			Steve Bittner		Light poles and generators		1977.39	923.61
Porta Potties			Steve Bittner	Dons Johns	Portapotties		799.2	124.41
Power			Steve Bittner	Home Depot	Flashlights		154.91	-30.5
Power			Steve Bittner		Gas		19.11	-49.61
Power			Steve Bittner	Costco	Flashlights		55.08	-104.69 (check to Steve)
Deposit			TOC	Ester Pline	Cash Advance	5000		4895.31
Skit 1	25-Oct		Ester Pline	Party City	Props for bridge and skit		93.24	4802.07
Skit 2	25-Oct		Ester Pline	Wal-Mart	Props for Nun		44.49	4757.58
Skit 3	30-Oct	101	Ester Pline	Sara Nitz	props for spiders		163.33	4594.25
	30-Oct	102	Ester Pline	Ester Pline	480.97 total			4594.25
Marketing					flyers/labels/fonts/banners		327.02	4267.23
Clifton Day					Clifton Day Décor (Pumpkin)		99	4168.23
Movies					Movies		20	4148.23
Skit 2					Nun skit		34.95	4113.28
Skit 4	31-Oct	103	Ester Pline	Christ McIntosh	Mossmen Skit Suits		154.39	3958.89
Skit 5	31-Oct	104	Ester Pline	Fred Ansick	Graveyard Skit		157.96	3800.93
Power	1-Nov	105	Ester Pline	Gary Anderson	Gas		76.01	3724.92
	1-Nov	106	Ester Pline	Mona Harrington	781.07 Total			3724.92
Website					Website		399.07	3325.85
Skit 1					Bridge		382	2943.85
Movies	4-Nov	107	Ester Pline	John Powell	Movies		619.95	2323.9
	4-Nov	108	Ester Pline	Steve Bittner	(reimburse loss) 104.69			2323.9
Skit 3	5-Nov	109	Ester Pline	Eric Hennen	Spider skit		67.64	2256.26
Security Guard	5-Nov	110	Ester Pline	Steve Bittner	Security Guard		400	1856.26
Afterparty	9-Nov	111	Ester Pline	Darah	Afterparty		52.46	1803.8
Skit 1	12-Nov	112	Ester Pline	Julie Thompson	Bridge		66.85	1736.95
Skit 6	12-Nov	113	Ester Pline	Caroline Fenninger	Clifton Creek Assylum		185.65	1551.3
Skit 7	12-Nov	114	Ester Pline	Jennifer Congdon			229	1322.3
T-shirts reorder	4-Dec	116	Ester Pline	Maryland Screen Printers	Reorder t-shirts		726.5	595.8
Sign update	4-Dec	117	Ester Pline	Design Techniques	Update Triangle Sign		25	570.8
Checks	30-Oct			Wells Fargo	Checks		18	552.8
Misc	9-Dec	119	Ester Pline	Sydney Sawyer	Misc		239.26	313.54
								313.54
								313.54

Mulch	Marilyn Barton	RulyScapes	Mulch for mud	200
T-shirts	Marilyn Barton	Maryland Screen Printers	Initial t-shirt order	2265

Revenue	T-shirt Sales Clifton Day	150
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Haunted Trail Expenses 2019

Type	Date	Check #	Payer	Recipient	Purpose	Credit	Debit	Balance
Carried from 2018								313.54
Clifton Day T-shirt sales						150		463.54
service fee	1/18/2019			Wells Fargo	Fee		10	453.54
Merchandise	2/4/2019			Etsy	Fee		0.2	453.34
Awards	2/11/2019			Sydney Sawyer	Awards	41.39		411.95
service fee	2/20/2019			Wells Fargo	Fee		10	401.95
service fee	3/19/2019			wells Fargo	fee		10	391.95
App	4/1/2019			Adobe	Graphic Art		31.49	360.46
service fee	4/17/2019			Wells Fargo	fee		10	350.46
App	5/1/19			Adobe	Graphic Art		31.49	318.97
Advance	5/17/19		TOC	Haunted Trail Account	Advance	7500		7818.97
Service fee	5/17/19			wells Fargo	fee		10	7808.97
Service fee	6/3/19			etsy	fee		0.2	7808.77
Sales	9/6/19		Cash	Haunted Trail Account	T-shirts	35		7843.77
Equipment	9/10/19			Amazon	iPads		234.6	7609.17
Tickets	10/2/19			Ticket Taylor	Online Tix		181.54	7427.63
Equipment	10/3/19			Amazon	iPads		165.36	7262.27
Ad	10/9/19			Facebook	Advertising		25	7237.27
Merchandise	10/11/19	120		Creative Resources	Tumblers		2044.18	5193.09
Ad	10/15/19			Facebook	Advertising		16.21	5176.88
Clifton Day	10/15/19			Office Depot	Supplies		25.44	5151.44
Bridge	10/15/19			Home Depot	Supplies		23.72	5127.72
Cash	10/15/19			Clifton Day	Change		400	4727.72
Bridge	10/15/19			Home Depot	Supplies		45.47	4682.25
Bridge	10/15/19			Home Depot	Supplies		2.5	4679.75
Sales	10/15/19		Square	Haunted Trail Account	Cups shirts	33.99		4713.74
Sales	10/15/19		Square	Haunted Trail Account	Cups shirts	1651		6364.74
Sales	10/15/19		Cash	Haunted Trail Account	Cups shirts	3138		9502.74
Ad	10/15/19			Facebook	Advertising		25	9477.74
Ad	10/21/19			Facebook	Advertising		25	9452.74
Skit	10/20/19			Amazon	Pennywise		121.9	9330.84
Merchandise	10/20/19	122		Creative Resources	Shirts		4867.94	4462.9
Bridge	10/24/19			Party Depot	Balloons		58.3	4404.6
Cash	10/24/19			Parking, tickets, merch	Change		2200	2204.6
Test	10/15/19			Square	Test		0.01	2204.59
Ad	10/24/19			Facebook	Advertising		35	2169.59
Movies	10/25/19			Target	Connectors		76.83	2092.76
Ad	10/28/19			Facebook	Advertising		50	2119.59
Sales	10/28/19		Square	Haunted Trail Account	Cups shirts	965.03		3084.62
Merchandise	10/28/19	123		Creative Resources	Tumblers		1327.06	1757.56
Props	10/20/19	121		Troy Wright	Jack Boxes		68.91	1688.65
Storage	10/30/19			Units moving and storage	Container		244.9	1443.75
Sales	10/29/19		Cash	Haunted Trail Account	Seed Cups shirts	3660		5103.75
Afterparty	10/30/19	124		Clifton Café	Wine		199.92	4903.83
Afterparty	10/30/19	126		Erin Tengesdal	Supplies		198.68	4705.15
Tickets	10/30/19	127		Michelle Stein	Printed tickets		96.14	4609.01
Skit	10/30/19	128		Molly Newman	Props		76.49	4532.52
Skit	10/30/19	129		Caroline Fenninger	Props		121.62	4410.9
Skit	10/30/19	131		Jenn DiBari	Props		145.83	4265.07
Sales	11/1/19		Square	Haunted Trail Account	cups shirts	29.12		4294.19
Sales	11/3/19		Cash	Haunted Trail Account	cups shirts	495		4789.19
Skit	11/3/19	132		Fred Ansick	Props		338.37	4450.82
Banner	11/3/19	133		Design Techniques	Banner		310	4140.82
Signs	11/4/19	125		Design Techniques	Signs		92	4048.82
Power	11/4/19	135		Gary Anderson	Fuel		54.2	3994.62
Power				Steve Bittner	Generators		2243.09	1751.53
Logistics				John Powell	Dumpster...		2150	-398.47
Skits				Various	props		2000	-2

Haunted Trail Income/Expenses 2019

Haunted Trail Income

	Credit	TOTAL
Merchandise Revenue		
2018 Sales	150	
Misc. Sales	35	
Clifton Day Sales	4422.99	
Post HT Sales	524.12	
HT Sales	2425.03	
TOTAL		7557.14
Parking Revenue		
Total cash	1842	
50% to charity	-921	
TOTAL		921
Tickets Revenue		
Advance Sales Website	29,657.16	
Credit Cards Sales	6,316.06	
Cash Sales (7858 + 500)	8358	
TOTAL		44,331.22
Sponsor Revenue		
NVCT	\$1,500	
Villagio/Marcus Silva Cash	\$500	
ECC	\$750	
Trummers	\$500	
Julia Ross Tutoring	\$500	
Wine Attic	\$500	
Main Street Pub	\$500	
Clifton Café	\$500	
Rick Layfield	\$500	
Apex	\$250	

Haun

Type	Date	Check #
service fee	#####	
Merchandise	2/4/2019	
Awards	#####	
service fee	#####	
service fee	#####	
App	4/1/2019	
service fee	#####	
App	5/1/19	
Service fee	5/17/19	
Service fee	6/3/19	
Equipment	9/10/19	
Tickets	10/2/19	
Equipment	10/3/19	
Ad	10/9/19	
Merchandise	10/11/19	120
Ad	10/15/19	
Clifton Day	10/15/19	
Bridge	10/15/19	
Bridge	10/15/19	
Bridge	10/15/19	
Ad	10/15/19	
Ad	10/21/19	
Skit	10/20/19	
Merchandise	10/20/19	122
Bridge	10/24/19	
Test	10/15/19	
Ad	10/24/19	

Wegmans	\$250	
Carrie Shokrai	\$250	
NOVEC	750	
TOTAL	\$7,250	
GRAND TOTAL	\$60,059	

Net Total	
Total Income	\$60,059
Total Expenses	-19769
Net Total	40290.36

Totals Tickets sold	2602
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Ad	10/28/19	
Merchandise	10/28/19	123
Props	10/20/19	121
Storage	10/30/19	
Afterparty	10/30/19	124
Afterparty	10/30/19	125
Tickets	10/30/19	127
Skit	10/30/19	128
Skit	10/30/19	129
Skit	10/30/19	131
Skit	11/3/19	132
Banner	11/3/19	133
Signs	11/4/19	126
Power	11/4/19	135
Power Estimate		
Storage Estimate		
Logistics Estimate		
Skits Estimate		

Remaining Expenses

Expenses	-19769
Remaining from 2018	313.54
Seed Money from TOC	7500
Merchandise Income	7557

Total deficit **-4398.46**

ited Trail Expenses

Payee	Purpose	Amount
Wells Fargo	Fee	10
Etsy	Fee	0.2
Sydney Sawyer	Awards	41.39
Wells Fargo	Fee	10
wells Fargo	fee	10
Adobe	Graphic Art	31.49
wells Fargo	fee	10
Adobe	Graphic Art	31.49
wells Fargo	fee	10
etsy	fee	0.2
Amazon	iPads	234.6
Ticket Taylor	Online Tix	181.54
Amazon	iPads	165.36
Facebook	Advertising	25
Creative Resources	Tumblers	2044.18
Facebook	Advertising	16.21
Office Depot	Supplies	25.44
Home Depot	Supplies	23.72
Home Depot	Supplies	45.47
Home Depot	Supplies	2.5
Facebook	Advertising	25
Facebook	Advertising	25
Amazon	Pennywise	121.9
Creative Resources	Shirts	4867.94
Party City	Balloons	58.3
Square		0.01
Facebook	Advertising	35

Facebook	Advertising	50
Creative Resources	Tumblers	1327.06
Troy Wright	Jack Boxes	68.91
Units moving and storage	Container	244.9
Clifton Café	Wine	199.92
Erin Tengesdal	Supplies	198.68
Michelle Stein	Printed tickets	96.14
Molly Newman	Props	76.49
Caroline Fenninger	Props	121.62
Jenn DiBari	Props	145.83
Fred Ansick	Props	338.37
Design Techniques	Banner	310
Design Techniques	Signs	92
Gary Anderson	Fuel	54.2
Steve Bittner (generators)		2243.09
Storage Unit Rental		2000
John Powel (movie, dumpster ...)		2150
Various		2000
TOTAL		19769.15



Budget

		2019	
Trail Maintenance	500	650	est
Dumpster	600	600	est
PortaPotties	800	200	
T-Shirts	3200		
Banner/Signs	500	350	
Power	2500	2500	est
Movies	650	707	
Photography	500	0	
Security	400	0	est
Website	400	400	est
Advertising		200	Facebook
Afterparty	200	400	
Skits Reimbursement	3000	3000	est
Props Storage		2250	Units
Awards, Misc		100	Clifton day
Fees		50	Bank
Ticket Sales		500	5 iPads, Tickets
Merchandise (inc. vol. t-shirts)		8240	Recouped 7500+
Graphic Art		75	Adobe
		20222	

Clifton Haunted Trail	2012	2013	2014	2015	2016
Weather Day					75
Weather Night (7:30)	61	50	59	57	67
Precip	partly cloudy	overcast	clear	partly cloudy	partly cloudy
Weather Sunday					80
Tickets Adult Online		0	0	413	625
Price Adult Ticket	20	15	15	15	15
Revenue				6195	9375
Tickets Child Online		0	0	61	188
Price Child Ticket	15	10	10	10	10
Revenue				610	1880
Gross Online Revenue				6805	11255
Net online revenue				6805	11255
Tickets Adult Onsite		1561	2219	2462	1850
Price Adult Ticket	20	15	15	15	15
Revenue		23415	33285	36930	27750
Tickets Child Onsite		610	578	591	409
Price Child Ticket	10	10	10	10	10
Revenue		6100	5780	5910	4090
Total Gross onsite revenue		29515	39065	42840	31840
Cash revenue					37023.05
Square Revenue				16737.72	22899.44
Stripe Revenue					
Tickets Total number		2171	2797	3527	3072
Tickets Total Revenue		29515	39065	49645	43095
Vendor Revenue		0	0	500	0
Parking Revenue		0	0	0	0
Parking to other group				-2181	-2778
Sponsor Promise		7750	5500	6500	
Sponsor Actual Revenue		7750	3500	5250	3000
Merchandise				23	20

Cups and T shirts			15	15	15
T-shirts		0	0	325	200
Expenses			10798	15778	10704
Gross Grand Total actual		37265	45849	59988	47573
Net Grand Total			35051	44210	36869
Tickets Total number		2171	2797	3527	3072

2017	2018	2019
70s	50s	60s
63	50	60s/Nats
Cloudy	rain until 3:00	Drizzle
Rain overnigh	60s	Rain
844	1060	1456
15	15	15/18
12660	15900	26109
278	321	365
10	10	13
2780	3210	4745
15440	19110	30854
15440	17295	29657.16
1534	753	639
15	20	20
23010	15060	12780
381	197	142
10	15	15
3810	2955	2130
26820	18015	14910
19493	11,818.75	8358
25597.53	8,358.13	6306.06
	17295.42	29657.16
3037	2331	2602
42260	37,472.30	44,321.22
200	0	0
0	0	1842
	-1100	-921
5000	6250	7250
4500	5250	7250
19	34	

15	15(20)	7557
255	500	
12632	12508	19823
49790	42,722.30	60059
37157	30214.3	40236
3037	2331	2602



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 1111 E. Main Street, Suite 1400, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

www.deq.virginia.gov

Matthew J. Strickler
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

October 28, 2019

Ms. Melissa Milne
Town Council Member
Town of Clifton
P.O. Box 309
Clifton, VA 20124

Dear Ms. Milne,

I am pleased to inform you that a grant award of **\$814.00** has been approved for the **Town of Clifton** Litter Prevention and Recycling Program activities for the period July 1, 2019 to June 30, 2020. Processing of the grant awards is underway, and a payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

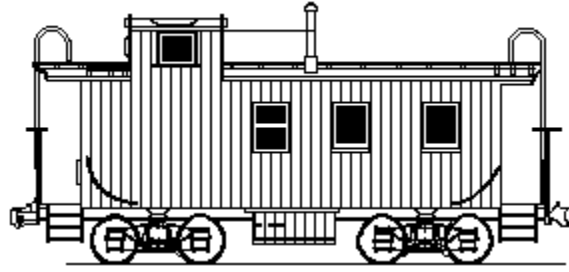
If you have any questions or need additional information, please contact Prina Chudasama at prina.chudasama@deq.virginia.gov or at (804)698-4159.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sanjay Thirunagari".

Sanjay Thirunagari
Manager, Recycling and Litter Programs
Division of Land Protection & Revitalization

Cc: Grant file



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 5, 2019, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous regular meetings and any work sessions or special meetings).
2. Report of the Treasurer:
 - a. Confirm Payment for Utility Property Tax Assessment Received from Commonwealth of Virginia
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

 - (i) Give their name and address;
 - (ii) Direct their remarks to the Council and not to other citizens present;
 - (iii) Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.

Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
4. Unfinished Business:
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Haunted Trail Committee – Report on 2019 Haunted Trail Event.
7. New Business:
 - a. Request for Updated Town Directory;
 - b. 2020 Litter Grant Award – Plans;
 - c. Cox Franchise Agreement – Status, Process.
8. Report of the Zoning Administrator.
9. Adjournment.

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at cliftonclerkva@gmail.com. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to an individual with a demonstrated need for such services.