Marilyn Lane Barton

From: Marilyn Lane Barton <clifton.treasurer@cox.net>
Sent: Monday, June 6, 2016 11:51 PM
To: 'mbarton@comres.org'
Subject: FW: computer software problems - QBs & Excel
Attachments: 2016 05 31 Bank Accounts Balances export.pdf; 2016 05 31 P&L Detail Export.pdf; 2016 05 31 P&L Summary export.pdf

From: Marilyn Lane Barton [mailto:clifton.treasurer@cox.net]
Sent: Monday, June 6, 2016 11:51 PM
To: William Hollaway <whollaway@gibsondunn.com>; WAYNE <clifnick@yahoo.com>; henckeninclifton@gmail.com; Deborah Dillard (cliftontownhall@gmail.com) <cliftontownhall@gmail.com>; Dwayne Nitz <dwaynenitz@gmail.com>; Jennifer Heilmann <jbheilmann@gmail.com>
Cc: cliftonclerkva@gmail.com
Subject: RE: computer software problems - QBs & Excel

Hello again,

As explained below, I am attaching 3 accounting system exports for your information and review. These exports are not working with the excel software on the town computer, until the renewal fees and updates are able to be taken care of.

Highlights for the month of May include:

- Bank account balances reconciled as of 5/31/16 reflect $1,049,432.72.
- Haunted Trail Revenue received in May was from the Clifton Store.
- BPOL stats remain the same as last month. Reminder emails & calls were made. BPOL licenses were issued to all businesses that filed and paid.
- Vehicle registration fees of $87.50 were received in May, for a total YTD of 7,390.50. All future receipts will be forwarded to Fairfax County in accordance with the Town's agreement. Fairfax will process the payment and forward the funds back to the town monthly via direct deposit and reconciliation report. The ACH processing has been initiated and the formatting and data inclusion for reconciliation file has been agreed upon.
- Bank fees were incurred for $30 for the account verifications required for the audit.
- Pink House repairs of $400 were for treatment of rodent infestation. The agreement also indicates a monthly treatment fee of $150 for 11 months.

If you have any questions or concerns, please let me know and I will be happy to address them.

Sincerely,
Marilyn

From: Marilyn Lane Barton [mailto:clifton.treasurer@cox.net]
Sent: Monday, June 6, 2016 10:59 PM
To: William Hollaway <whollaway@gibsondunn.com>; WAYNE <clifnick@yahoo.com>; henckeninclifton@gmail.com; Deborah Dillard (cliftontownhall@gmail.com) <cliftontownhall@gmail.com>; Dwayne Nitz <dwaynenitz@gmail.com>; Jennifer Heilmann <jbheilmann@gmail.com>
Cc: cliftonclerkva@gmail.com

Subject: computer software problems - QBs & Excel
Importance: High

Hello Town Council Members,

I regret that I am having extensive problems with the computer and programs needed to prepare the financial reports. I'm not able to export from the accounting software, which keeps closing down. The excel software is not functioning the way it should. The renewal fees were handled by Sandra and this apparently didn't get transferred back to Amanda. I have been working tonight on trying to get the accounts security settings redone to reflect the Town's information, rather than Sandra's and to get the programs reactivated. But I keep running into road blocks. I assume the reminders of the upcoming renewal requirements were being sent to Sandra's set up email address on outlook.com – so I had no warning.

I am very sorry. I will have to continue the process tomorrow. If I am able to leave work early enough, I may be able to get through all the steps needed in time to get the information exported and formatted for presentation at the meeting. This would be the best case scenario. The worst case is that I will have to submit the reports later. At a minimum, I can print the reports directly from the accounting system for handouts at the meeting and provide a verbal report.

Any other suggestions are welcome.

Sincerely,

Marilyn

Marilyn Barton
Treasurer

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

11:26 PM

06/06/16

Accrual Basis

Town of Clifton
Balance Sheet
As of May 31, 2016

	May 31, 16
ASSETS	
Current Assets	
Checking/Savings	
John Marshall Bank CD 180224	100,791.11
John Marshall Bank CD 180216	151,050.49
C.D. - Cardinal Bank 1	359,424.86
Cardinal - Events Acct	100.00
Checking-Cardinal	32,149.79
Investments-LGIP	918.91
Money Market Savings-Cardinal	400,579.34
Security Deposit - Cardinal	4,418.22
Total Checking/Savings	1,049,432.72
Total Current Assets	1,049,432.72
TOTAL ASSETS	1,049,432.72
LIABILITIES & EQUITY	0.00

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Accrual Basis

Town of Clifton
Profit & Loss Budget Performance
May 2016

	May 16	Budget	Jul '15 - May 16	YTD Budget	Annual Budget
Income					
Car Show Income	0.00		500.00	500.00	500.00
CIF - Capital Improvements Fund	0.00	61,458.33	35,928.75	685,041.67	746,500.00
Clifton Public Parking Rental	0.00		450.00		
Committees Fundraising	0.00	316.67	2,644.25	31,483.33	51,800.00
Community Hall Revenues	110.00	791.67	4,228.33	8,708.33	9,500.00
General Donations	0.00	4.17	6.00	45.83	50.00
Haunted Trail Event	220.00		57,807.69	15,000.00	15,000.00
Interest Income	1,123.80	1,000.00	12,865.82	11,000.00	12,000.00
Other Income	0.00		0.00	0.00	0.00
Pink House Rental	3,400.00	2,500.00	31,200.00	27,500.00	30,000.00
Sign Sales Income	0.00		0.00	0.00	0.00
Tax and Permits Revenue	4,946.41	3,808.33	89,431.65	92,891.67	96,700.00
Total Income	9,800.21	69,879.17	235,062.49	872,170.83	962,050.00
Gross Profit	9,800.21	69,879.17	235,062.49	872,170.83	962,050.00
Expense					
Bank Service Charges	30.00		30.00		
CIF Expenses	0.00	1,666.67	36,293.50	1,098,833.33	1,100,500.00
Commodities	47.00	416.66	1,710.31	4,683.34	5,100.00
Contractual	1,911.52	10,493.80	41,925.77	142,231.20	152,125.00
Haunted Trail Expenses	0.00		13,597.15	11,000.00	11,000.00
OTHER - TC approval req'd +$500	0.00	625.00	0.00	6,875.00	7,500.00
Payroll Expenses	2,658.34	5,213.66	47,588.94	57,350.34	62,564.00
Town Assoc of NoVA Event	0.00		0.00	0.00	0.00
Total Expense	4,646.86	18,415.79	141,145.67	1,320,973.21	1,338,789.00
Net Income	**5,153.35**	**51,463.38**	**93,916.82**	**(448,802.38)**	**(376,739.00)**

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Accrual Basis

Town of Clifton
Profit & Loss Budget Performance
May 2016

	May 16	Budget	Jul '15 - May 16	YTD Budget	Annual Budget
Income					
Car Show Income	0.00		500.00	500.00	500.00
CIF - Capital Improvements Fund					
Clifton Creek Park - Trails	0.00		0.00	0.00	0.00
Grants					
Federal					
SAFET-LU Grant					
Clifton Entrance Triangle	0.00		0.00	0.00	0.00
Total SAFET-LU Grant	0.00		0.00	0.00	0.00
Transportation Project-Trails	0.00		0.00	0.00	0.00
Total Federal	0.00		0.00	0.00	0.00
Other					
CBA Grant	0.00	833.33	0.00	9,166.67	10,000.00
Total Other	0.00	833.33	0.00	9,166.67	10,000.00
State					
Fire Program Funds	0.00		9,000.00	9,000.00	9,000.00
Total State	0.00		9,000.00	9,000.00	9,000.00
VDOT- MAP21 Streetscape Phase 2	0.00	12,125.00	0.00	133,375.00	145,500.00
VDOT EN - Main St Improvements	0.00	48,500.00	26,928.75	533,500.00	582,000.00
Total Grants	0.00	61,458.33	35,928.75	685,041.67	746,500.00
CIF - Capital Improvements Fund - Other	0.00		0.00	0.00	0.00
Total CIF - Capital Improvements Fund	0.00	61,458.33	35,928.75	685,041.67	746,500.00
Clifton Public Parking Rental	0.00		450.00		
Committees Fundraising					
Beautification Committee					
Homes Tour	0.00		0.00	4,000.00	4,000.00
Total Beautification Committee	0.00		0.00	4,000.00	4,000.00
Clifton Business Coalition					
Celebrate Clifton Gala	0.00		0.00	15,000.00	15,000.00
Total Clifton Business Coalition	0.00		0.00	15,000.00	15,000.00
Clifton Life Committee					
Wine Festival	0.00	0.00	0.00	0.00	20,000.00
Yard Sale	0.00		0.00	0.00	0.00
Total Clifton Life Committee	0.00	0.00	0.00	0.00	20,000.00
Council of the Arts					
Annual Summer Play Event	0.00	250.00	1,715.25	2,750.00	3,000.00
Art Show & Sale	0.00		0.00	0.00	0.00
Calendar Sales	0.00		0.00	0.00	0.00
Community Arts Programs-CGT inc	0.00	50.00	804.00	550.00	600.00
Dinner Theatre Event	0.00	0.00	0.00	9,000.00	9,000.00
Youth Instr of Visual Arts & Ed	0.00		0.00	0.00	0.00
Total Council of the Arts	0.00	300.00	2,519.25	12,300.00	12,600.00
Historic Preservation Comm	0.00		0.00	0.00	0.00
Parks Committee					
Park Rental	0.00	16.67	125.00	183.33	200.00
Total Parks Committee	0.00	16.67	125.00	183.33	200.00
Total Committees Fundraising	0.00	316.67	2,644.25	31,483.33	51,800.00
Community Hall Revenues					
Community Hall Rentals	110.00	791.67	4,228.33	8,708.33	9,500.00
Total Community Hall Revenues	110.00	791.67	4,228.33	8,708.33	9,500.00
General Donations	0.00	4.17	6.00	45.83	50.00
Haunted Trail Event	220.00		57,807.69	15,000.00	15,000.00
Interest Income					
Clifton IDA - Bond Issue Income	0.00		0.00	0.00	0.00
Interest Income - Other	1,123.80	1,000.00	12,865.82	11,000.00	12,000.00
Total Interest Income	1,123.80	1,000.00	12,865.82	11,000.00	12,000.00
Other Income	0.00		0.00	0.00	0.00
Pink House Rental	3,400.00	2,500.00	31,200.00	27,500.00	30,000.00
Sign Sales Income	0.00		0.00	0.00	0.00
Tax and Permits Revenue					
ARB Permits	0.00	16.67	90.00	183.33	200.00
BPOL tax	(60.33)	0.00	40,704.22	46,000.00	46,000.00
Cigarette Tax	213.62	183.33	2,075.24	2,016.67	2,200.00
Communications Sales Tax -Va	486.34	458.33	6,033.43	5,041.67	5,500.00
Franchise Fees - Cox & Verizon	667.98	208.33	3,451.45	2,291.67	2,500.00
Motor Vehicle Tags	87.50		7,390.50	5,000.00	5,000.00
Railroad Tax	0.00	150.00	1,822.63	1,650.00	1,800.00
Sales Tax	2,860.77	2,666.67	25,575.46	29,333.33	32,000.00
Use Permits	475.00	41.67	1,175.00	458.33	500.00
Utility Consumption Tax	215.53	83.33	1,113.72	916.67	1,000.00
Total Tax and Permits Revenue	4,946.41	3,808.33	89,431.65	92,891.67	96,700.00

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06/06/16

Accrual Basis

Town of Clifton
Profit & Loss Budget Performance
May 2016

	May 16	Budget	Jul '15 - May 16	YTD Budget	Annual Budget
Total Income	9,800.21	69,879.17	235,062.49	872,170.83	962,050.00
Gross Profit	9,800.21	69,879.17	235,062.49	872,170.83	962,050.00
Expense					
Bank Service Charges	30.00		30.00		
CIF Expenses					
Engineering /Design - Sidewalks	0.00		0.00	3,000.00	3,000.00
Benches	0.00		0.00	0.00	0.00
Caboose Renovation	0.00		0.00	15,000.00	15,000.00
CIF-Town Parks Committee					
CIF-Playground Impr.	0.00		0.00	11,000.00	11,000.00
Total CIF-Town Parks Committee	0.00		0.00	11,000.00	11,000.00
CIF - Land Purchase	0.00		0.00	200,000.00	200,000.00
Clifton Creek Park - Trails	0.00	1,666.67	0.00	18,333.33	20,000.00
Clifton Entrance Triangle	0.00		25,193.50	0.00	0.00
Fire Program	0.00		9,000.00	9,000.00	9,000.00
Pink House Upgrade & Maint	0.00		0.00	0.00	0.00
RR Box Car Storage Container	0.00		0.00	0.00	0.00
RR Siding Parking Facility	0.00		2,100.00	65,000.00	65,000.00
Signage	0.00		0.00	0.00	0.00
Special Projects Commitee					
Dev of Streetscape Phase 1	0.00		0.00	0.00	0.00
Dev. of Streetscape Phase 2	0.00		0.00	0.00	0.00
TOC Flood Plain Park	0.00		0.00	0.00	0.00
VDOT EN- Main St Improvements	0.00		0.00	727,500.00	727,500.00
Total Special Projects Commitee	0.00		0.00	727,500.00	727,500.00
Storage Facility	0.00		0.00	50,000.00	50,000.00
Total CIF Expenses	0.00	1,666.67	36,293.50	1,098,833.33	1,100,500.00
Commodities					
Calendars/Posters Expense	0.00		15.90		
Computer Supplies	0.00	75.00	707.89	825.00	900.00
Copies	0.00	8.33	65.00	91.67	100.00
Internet Service	0.00		0.00	0.00	0.00
License Plates	0.00		90.00	100.00	100.00
Miscellaneous	0.00	208.33	0.00	2,291.67	2,500.00
Miscellaneous - Commodities	0.00	20.83	0.00	229.17	250.00
Office Supplies	0.00	62.50	352.52	687.50	750.00
Postage and Delivery	47.00	41.67	479.00	458.33	500.00
Total Commodities	47.00	416.66	1,710.31	4,683.34	5,100.00
Contractual					
Caboose Expenses					
Caboose Electric	0.00		0.00	0.00	0.00
Caboose Equipment	7.43	41.67	301.14	458.33	500.00
Caboose Maintenance	0.00	125.00	82.14	1,375.00	1,500.00
Total Caboose Expenses	7.43	166.67	383.28	1,833.33	2,000.00
Clifton Web Site Development	0.00		0.00	0.00	0.00
Community Hall Expenses					
C.H.-Cleaning	75.00	166.67	1,050.00	1,833.33	2,000.00
C.H.-Equipment & Supplies	0.00	41.67	0.00	458.33	500.00
C.H.-General Maintenance	0.00	166.67	0.00	1,833.33	2,000.00
C.H.-Management Fee	50.00	197.92	1,025.43	2,177.08	2,375.00
C.H. - Electric	381.82	1,000.00	4,386.90	11,000.00	12,000.00
CH-Equip Replacement & Hall Ref	0.00		0.00	0.00	0.00
CH Internet Services	0.00		0.00	0.00	0.00
Internet for AC & Heating	0.00		0.00	0.00	0.00
Total Community Hall Expenses	506.82	1,572.93	6,462.33	17,302.07	18,875.00
Dues and Subscriptions					
Conference Attendance	0.00		0.00	500.00	500.00
Va. Municipal League	0.00		544.00	450.00	450.00
Dues and Subscriptions - Other	0.00		55.00	100.00	100.00
Total Dues and Subscriptions	0.00		599.00	1,050.00	1,050.00
Insurance	0.00		6,504.00	6,600.00	6,600.00
Legal Advertising	64.00	166.67	514.00	1,833.33	2,000.00
Mayoral Reimbursement	0.00	41.67	0.00	458.33	500.00
Miscellaneous	0.00	208.33	0.00	2,291.67	2,500.00
Printing and Reproduction	0.00		232.47		
Professional Fees					
Accounting	0.00		0.00	7,500.00	7,500.00
Legal Fees	0.00	1,666.67	0.00	18,333.33	20,000.00
Total Professional Fees	0.00	1,666.67	0.00	25,833.33	27,500.00
Rent					
Ayre Square Rental	0.00		591.97	1,300.00	1,300.00
Railroad Siding Rental	0.00	133.33	1,559.98	1,466.67	1,600.00
Total Rent	0.00	133.33	2,151.95	2,766.67	2,900.00
Town Assoc of Northern Va Event	0.00	50.00	0.00	550.00	600.00
Town Facilities					
Ayre Square Maintenance	0.00	41.67	0.00	458.33	500.00

Town of Clifton
Profit & Loss Budget Performance
May 2016

	May 16	Budget	Jul '15 - May 16	YTD Budget	Annual Budget
Clifton Creek Park & Trail Main	0.00		0.00	0.00	0.00
Office Equipment Expense	0.00		0.00	0.00	0.00
Pink House Expenses					
Pink House Utililities	0.00		112.40		
Pink House Maintenance	0.00	1,250.00	9,823.24	13,750.00	15,000.00
Pink House Repairs	400.00	416.67	6,212.00	4,583.33	5,000.00
Total Pink House Expenses	400.00	1,666.67	16,147.64	18,333.33	20,000.00
R.R. Siding/Caboose Maint.	0.00		695.17		
Town Handyman - 1099 vendor	0.00	333.33	0.00	3,666.67	4,000.00
Total Town Facilities	400.00	2,041.67	16,842.81	22,458.33	24,500.00
Town Government					
Architectural Review Board	0.00	16.67	0.00	183.33	200.00
Beautification Comm.					
Banner Replacement	0.00	0.00	0.00	2,600.00	2,600.00
Christmas Tree Lighting Event	0.00		687.60	500.00	500.00
Flower Receptacles	28.57		241.55	800.00	800.00
Railroad Siding Boxes-plantings	0.00		0.00	1,000.00	1,000.00
Total Beautification Comm.	28.57	0.00	929.15	4,900.00	4,900.00
Planning Commission					
Consulting-Capital/Town & Zng	0.00	416.67	0.00	4,583.33	5,000.00
General Admin Costs	0.00	41.67	0.00	458.33	500.00
General Consulting	0.00	458.33	0.00	5,041.67	5,500.00
PC Hearings, Ads and copies	0.00	83.33	624.00	916.67	1,000.00
Total Planning Commission	0.00	1,000.00	624.00	11,000.00	12,000.00
Town Committees Expense					
Clifton Business Coalition Exp					
Celebrate Clifton Gala	0.00		0.00	1,000.00	1,000.00
Welcome Ctr- Walking Tour Pampl	0.00	41.67	0.00	458.33	500.00
Winter Holidays	0.00		0.00	250.00	250.00
Total Clifton Business Coalition Exp	0.00	41.67	0.00	1,708.33	1,750.00
Clifton Life Committee					
Citizens' Recognition Expense	0.00	20.83	0.00	229.17	250.00
Wine Festival Expenses	0.00		0.00	0.00	0.00
Total Clifton Life Committee	0.00	20.83	0.00	229.17	250.00
Communication Committee					
Web Server Maint & Domain Subsc	0.00		0.00	200.00	200.00
Web site updating & config	0.00		0.00	500.00	500.00
Total Communication Committee	0.00		0.00	700.00	700.00
Council for the Arts Committee					
Art Show & Sale Expenses	0.00		0.00	0.00	0.00
Calendar Expense	0.00		0.00	0.00	0.00
Community Arts Events-CGT exp	0.00	100.00	0.00	1,100.00	1,200.00
Dinner Theatre Event Expenses	0.00	0.00	0.00	8,000.00	8,000.00
Annual Summer Play Event	0.00		0.00	2,000.00	2,000.00
Youth Instr of Visual Arts & Ed	0.00		0.00	0.00	0.00
Council for the Arts Committee - Other	0.00		0.00	0.00	0.00
Total Council for the Arts Committee	0.00	100.00	0.00	11,100.00	11,200.00
Environmental Comm					
Native Plant Enhancement	0.00		0.00	150.00	150.00
Earth Day Exp- Bluebird Houses	0.00		0.00	100.00	100.00
Environmental Event-Raptor Show	250.00		250.00	250.00	250.00
Environmental Comm - Other	0.00		0.00	0.00	0.00
Total Environmental Comm	250.00		250.00	500.00	500.00
Historic Preservation Comm Exp					
Historic Town Documents exp	0.00		0.00	250.00	250.00
Civil War Walking Tour Pamphlet	0.00	41.67	0.00	458.33	500.00
Historic Events	0.00	83.33	0.00	916.67	1,000.00
HPC Membership & Educ Exp	0.00		25.00	0.00	0.00
Post Cards Expense	0.00		0.00	0.00	0.00
Town Museum	0.00	16.67	0.00	183.33	200.00
Total Historic Preservation Comm Exp	0.00	141.67	25.00	1,808.33	1,950.00
Homes Tour Committee	0.00		0.00	2,000.00	2,000.00
Sunshine Committe					
Easter Egg Hunt Expense	0.00	0.00	0.00	250.00	250.00
Welcome Baskets & Sympathy	0.00	41.67	0.00	458.33	500.00
Sunshine Committe - Other	0.00		0.00	0.00	0.00
Total Sunshine Committe	0.00	41.67	0.00	708.33	750.00
Town Parks Committee Exp					
Fall Zone Mulching	0.00	208.33	0.00	2,291.67	2,500.00
Grounds Maintenance	0.00	354.17	0.00	3,895.83	4,250.00
Parks Mgt Fee	0.00	4.17	18.75	45.83	50.00
Playground Equip. Maintenance	0.00	41.67	51.25	458.33	500.00
Tree Triming & Replacement	0.00	416.67	630.00	4,583.33	5,000.00
Total Town Parks Committee Exp	0.00	1,025.01	700.00	11,274.99	12,300.00
Traffic, Parking & Safety Comm	0.00	41.67	0.00	458.33	500.00

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06/06/16

Accrual Basis

Town of Clifton
Profit & Loss Budget Performance
May 2016

	May 16	Budget	Jul '15 - May 16	YTD Budget	Annual Budget
Total Town Committees Expense	250.00	1,412.52	975.00	30,487.48	31,900.00
Total Town Government	278.57	2,429.19	2,528.15	46,570.81	49,000.00
Town Services					
Elections	0.00	600.00	0.00	600.00	600.00
Grass Mowing	450.00	611.11	3,150.00	4,888.89	5,500.00
Town Park Lawn Maintenance	0.00	555.56	700.00	4,444.44	5,000.00
Trash Collection	100.41	150.00	1,098.67	1,650.00	1,800.00
Utilities					
Gas and Electric	104.29	100.00	759.11	1,100.00	1,200.00
Total Utilities	104.29	100.00	759.11	1,100.00	1,200.00
Total Town Services	654.70	2,016.67	5,707.78	12,683.33	14,100.00
Total Contractual	1,911.52	10,493.80	41,925.77	142,231.20	152,125.00
Haunted Trail Expenses	0.00		13,597.15	11,000.00	11,000.00
OTHER - TC approval req'd +$500	0.00	625.00	0.00	6,875.00	7,500.00
Payroll Expenses					
Gross Wages					
Town Clerk (Administrative)	758.34	508.33	7,349.66	5,591.67	6,100.00
Town Manager	0.00	2,000.00	19,000.00	22,000.00	24,000.00
Town Treasurer	1,500.00	1,500.00	16,500.00	16,500.00	18,000.00
Zoning Clerk	400.00		800.00		
Employee Incentives	0.00	833.33	0.00	9,166.67	10,000.00
Total Gross Wages	2,658.34	4,841.66	43,649.66	53,258.34	58,100.00
Payroll Taxes					
FICA	0.00		3,192.24	0.00	0.00
Medicare	0.00		747.04	0.00	0.00
Payroll Taxes - Other	0.00	372.00	0.00	4,092.00	4,464.00
Total Payroll Taxes	0.00	372.00	3,939.28	4,092.00	4,464.00
Total Payroll Expenses	2,658.34	5,213.66	47,588.94	57,350.34	62,564.00
Town Assoc of NoVA Event	0.00		0.00	0.00	0.00
Total Expense	4,646.86	18,415.79	141,145.67	1,320,973.21	1,338,789.00
Net Income	5,153.35	51,463.38	93,916.82	(448,802.38)	(376,739.00)