

Town of Washington Grove  
Monthly Treasurer's Report  
July 2019 through January 2020

|  | Jul '19 - Jan 20 | Budget         | % of Budget |
|--|------------------|----------------|-------------|
| <b>Income</b>                                      |                  |                |             |
| 1A-1.1 · Real Property Tax                         | 245,785          | 248,308        | 99%         |
| 1A-1.2 · Dwelling Tax                              | 28,161           | 29,250         | 96%         |
| 1A-1.3 · Public Utility Op. Property Tax           | 1,563            | 5,400          | 29%         |
| 1A-1.4 · Delinquent Taxes                          | 227              | 0              | 100%        |
| 1A-1.5 · Penalties & Interest                      | 95               | 0              | 100%        |
| 1A-2.0 · Income Tax                                | 71,804           | 115,000        | 62%         |
| 1B-1.0 · Business Licenses                         | 125              | 100            | 125%        |
| 1B-2.0 · Building Permit Fees                      | 190              | 300            | 63%         |
| 1B-2.2 · Public Ways Permit Fees                   | 100              | 100            | 100%        |
| 1B-3.0 · Cable Television Franchise Fees           | 1,706            | 6,000          | 28%         |
| 1C-2.11 · Highway User Revenue                     | 11,732           | 40,021         | 29%         |
| 1C-3.0 · County Muni Tax Duplication               | 44,922           | 44,922         | 100%        |
| 1D-5.0 · Recreation Program User Fees              |                  |                |             |
| 1D-5.1 · Washington Grove Film Society             | 40               | 1,000          | 4%          |
| 1D-5.3 · Summer in the Parks                       | 6,680            | 7,500          | 89%         |
| 1D-5.4 · Tennis Instruction                        | 300              | 750            | 40%         |
| 1D-5.5 · Yoga Instruction                          | 0                | 1,500          | 0%          |
| 1D-5.7 · Kids Dance Class                          | 270              | 750            | 36%         |
| 1D-5.8 · Square Dance Class                        | 105              | 400            | 26%         |
| <b>Total 1D-5.0 · Recreation Program User Fees</b> | <b>7,395</b>     | <b>11,900</b>  | <b>62%</b>  |
| 1F-1.0 · Investment Earnings                       |                  |                |             |
| 1F-1.1 · MLGIP Earnings                            | 2,960            | 5,400          | 55%         |
| 1F-1.2 · TD Bank MM Interest                       | 3                | 5              | 68%         |
| 1F-1.3 · TD Bank CD Interest                       | 3,282            | 5,580          | 59%         |
| 1F-1.4 · PNC MM Interest                           | 222              | 350            | 64%         |
| 1F-1.5 · First National Bank Interest              | 156              | 920            | 17%         |
| 1F-1.6 · Wells Fargo Interest                      | 2                | 3              | 51%         |
| 1F-1.7 · Old Line Bank CD Interest                 | 2,056            | 0              | 100%        |
| <b>Total 1F-1.0 · Investment Earnings</b>          | <b>8,681</b>     | <b>12,258</b>  | <b>71%</b>  |
| 1F-2.0 · McCathran Hall Rental                     | 1,580            | 3,000          | 53%         |
| 1F-4.0 · Contributions & Donations                 | 500              | 0              | 100%        |
| 1F-6.0 · Miscellaneous Revenues-Other              | 2,100            | 1,600          | 131%        |
| 1Z-1.0 · Use of Reserves                           | 0                | 73,397         | 0%          |
| <b>Total Income</b>                                | <b>426,666</b>   | <b>591,556</b> | <b>72%</b>  |
| <b>Expense</b>                                     |                  |                |             |
| 2A-3.0 · Executive                                 |                  |                |             |
| 2A-3.1 · Town Clerk Salary                         | 26,017           | 47,060         | 55%         |
| 2A-3.2 · Telephone                                 | 418              | 780            | 54%         |
| 2A-3.3 · Postage                                   | 1,155            | 1,250          | 92%         |
| 2A-3.4 · Supplies                                  | 428              | 1,100          | 39%         |
| 2A-3.5 · Town Web Site                             | 2,026            | 4,330          | 47%         |
| 2A-3.6 · Information Technology Support            | 0                | 500            | 0%          |
| 2A-3.7 · Records Management                        | 0                | 1,500          | 0%          |
| 2A-3.9 · Office Equipment                          | -0               | 1,500          | -0%         |
| 2A-4.0 · Legal Notices                             | 72               | 200            | 36%         |
| 2A-4.1 · Printing/Copying                          | 753              | 1,450          | 52%         |
| 2A-4.2 · MML Expenses                              | 1,389            | 3,360          | 41%         |
| <b>Total 2A-3.0 · Executive</b>                    | <b>32,256</b>    | <b>63,030</b>  | <b>51%</b>  |

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| <b>2A-5.0 · Financial Administration</b>              |                  |               |             |
| 2A-5.1 · Town Treasurer Salary                        | 4,761            | 13,487        | 35%         |
| 2A-5.2 · Postage                                      | 165              | 225           | 73%         |
| 2A-5.3 · Supplies                                     | 837              | 925           | 90%         |
| 2A-5.4 · Bond (1-yr)                                  | 100              | 100           | 100%        |
| 2A-5.5 · Audit  | 4,737            | 10,000        | 47%         |
| 2A-5.6 · Bank Service Charges                         | 83               | 80            | 103%        |
| <b>Total 2A-5.0 · Financial Administration</b>        | <b>10,683</b>    | <b>24,817</b> | <b>43%</b>  |
| <b>2A-6.0 · Legal</b>                                 |                  |               |             |
| 2A-6.1 · Town Attorney                                | 1,138            | 5,000         | 23%         |
| 2A-6.2 · Other Expenses                               | 300              | 600           | 50%         |
| <b>Total 2A-6.0 · Legal</b>                           | <b>1,438</b>     | <b>5,600</b>  | <b>26%</b>  |
| <b>2A-8.0 · Planning and Zoning</b>                   |                  |               |             |
| 2A-8.1 · Border Issues Consult Fees                   | 0                | 2,000         | 0%          |
| 2A-8.2 · Border Identity Improvements                 | 0                | 3,000         | 0%          |
| 2A-8.3 · Surveying and Mapping                        | 0                | 5,000         | 0%          |
| 2A-8.4 · Code Enforcement                             | 0                | 500           | 0%          |
| 2A-8.5 · Supplies                                     | 0                | 100           | 0%          |
| <b>Total 2A-8.0 · Planning and Zoning</b>             | <b>0</b>         | <b>10,600</b> | <b>0%</b>   |
| <b>2A-9.0 · Municipal Buildings</b>                   |                  |               |             |
| 2A-9.1 · Salaries                                     | 6,820            | 7,000         | 97%         |
| 2A-9.2 · Supplies                                     | 874              | 1,300         | 67%         |
| 2A-9.3 · Utilities                                    |                  |               |             |
| 2A-9.3a · Gas   | 588              | 1,650         | 36%         |
| 2A-9.3b · Electricity                                 | 1,097            | 3,000         | 37%         |
| 2A-9.3c · Water                                       | 489              | 900           | 54%         |
| 2A-9.3d · Telephone (2 lines)                         | 619              | 1,125         | 55%         |
| <b>Total 2A-9.3 · Utilities</b>                       | <b>2,792</b>     | <b>6,675</b>  | <b>42%</b>  |
| 2A-9.4 · Fire Alarm - Monitoring                      | 233              | 465           | 50%         |
| 2A-9.5 · Sprinkler Testing                            | 738              | 1,550         | 48%         |
| 2A-9.6 · Janitorial Service                           | 1,410            | 5,000         | 28%         |
| 2A-9.7 · Repairs                                      | 201              | 2,000         | 10%         |
| 2A-9.8 · McCathran Hall                               | 951              | 3,630         | 26%         |
| 2A-9.9 · Maintenance Shop                             | 0                | 3,000         | 0%          |
| <b>Total 2A-9.0 · Municipal Buildings</b>             | <b>14,019</b>    | <b>30,620</b> | <b>46%</b>  |
| <b>2C-1.1 · Streets, Roadways, &amp; Alleys</b>       |                  |               |             |
| 2C-1.11 · Salaries                                    | 626              | 3,900         | 16%         |
| 2C-1.12 · Supplies                                    | 597              | 1,000         | 60%         |
| 2C-1.13 · Resurfacing                                 | 24,825           | 33,000        | 75%         |
| 2C-1.14 · Speed Humps                                 | 2,100            | 4,500         | 47%         |
| 2C-1.15 · Snow & Ice Removal                          | 0                | 3,000         | 0%          |
| 2C-1.16 · Street Name Signs                           | 13               | 500           | 3%          |
| 2C-1.17 · Storm Drainage                              | 0                | 15,000        | 0%          |
| 2C-1.18 · Street Light Operation                      | 4,460            | 9,500         | 47%         |
| 2C1.181 · Street Light Repair                         | 0                | 1,000         | 0%          |
| 2C-1.19 · Street Lights - LED Conversion              | 0                | 10,000        | 0%          |
| <b>Total 2C-1.1 · Streets, Roadways, &amp; Alleys</b> | <b>32,621</b>    | <b>81,400</b> | <b>40%</b>  |

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| <b>2C-1.2 · Walkways</b>                              |                  |                |             |
| 2C-1.21 · Salaries                                    | 607              | 1,550          | 39%         |
| 2C-1.22 · Supplies                                    | 80               | 1,000          | 8%          |
| 2C-1.23 · Walkway Restoration                         | 0                | 6,500          | 0%          |
| <b>Total 2C-1.2 · Walkways</b>                        | <b>687</b>       | <b>9,050</b>   | <b>8%</b>   |
| <b>2C-1.3 · Street Sanitation</b>                     | <b>0</b>         | <b>780</b>     | <b>0%</b>   |
| <b>2C-2.0 · Waste Collection &amp; Disposal</b>       |                  |                |             |
| 2C-2.1 · Salaries                                     | 4,270            | 6,250          | 68%         |
| 2C-2.2 · Trash Collection (contract)                  | 8,883            | 17,766         | 50%         |
| 2C-2.3 · Recycling Services (contract)                | 5,764            | 11,529         | 50%         |
| 2C-2.4 · Leaf Collection (contract)                   | 16,740           | 18,600         | 90%         |
| 2C-2.5 · Brush Disp. Tipping Fees                     | 262              | 1,000          | 26%         |
| <b>Total 2C-2.0 · Waste Collection &amp; Disposal</b> | <b>35,919</b>    | <b>55,145</b>  | <b>65%</b>  |
| <b>2D-1.0 · Parks</b>                                 |                  |                |             |
| 2D-1.1 · Salaries                                     | 29,784           | 58,500         | 51%         |
| 2D-1.2 · Supplies                                     | 1,777            | 4,000          | 44%         |
| 2D-1.3 · Vehicle & Equipment O&M                      | 4,127            | 3,500          | 118%        |
| 2D-1.41 · Contract Tree Removal                       | 6,300            | 22,000         | 29%         |
| 2D-1.42 · Contract Tree Pruning                       | 4,700            | 17,000         | 28%         |
| 2D-1.43 · Woods Management                            | 6,128            | 47,000         | 13%         |
| 2D-1.44 · Beautification Plantings                    | 1,988            | 4,000          | 50%         |
| 2D-1.45 · Licensed Tree Expert                        | 0                | 1,000          | 0%          |
| 2D-1.46 · Gypsy Moth/Emerald Ash Borer                | 144              | 1,000          | 14%         |
| 2D-1.47 · Tree Planting, Residential Area             | 3,650            | 20,000         | 18%         |
| 2D-1.48 · Nicho's Trees                               | 25               | 1,850          | 1%          |
| 2D-1.5 · Maple Spring Restoration                     | 0                | 2,000          | 0%          |
| 2D-1.6 · Equipment Purchase                           | 0                | 3,000          | 0%          |
| 2D-1.7 · Equipment Rental                             | 0                | 1,000          | 0%          |
| <b>Total 2D-1.0 · Parks</b>                           | <b>58,623</b>    | <b>185,850</b> | <b>32%</b>  |
| <b>2D-2.0 · Recreation</b>                            |                  |                |             |
| <b>2D-2.1 · Salaries</b>                              |                  |                |             |
| 2D-2.11 · Summer in the Parks                         | 6,132            | 6,000          | 102%        |
| 2D-2.12 · Tennis Lessons                              | 420              | 750            | 56%         |
| <b>Total 2D-2.1 · Salaries</b>                        | <b>6,552</b>     | <b>6,750</b>   | <b>97%</b>  |
| <b>2D-2.2 · Supplies</b>                              |                  |                |             |
| 2D-2.21 · Summer in the Parks                         | 2,970            | 3,500          | 85%         |
| 2D-2.22 · Events                                      | 2,060            | 4,700          | 44%         |
| 2D-2.23 · Tennis Courts                               | 120              | 1,200          | 10%         |
| <b>Total 2D-2.2 · Supplies</b>                        | <b>5,150</b>     | <b>9,400</b>   | <b>55%</b>  |
| 2D-2.3 · Special Programs                             | 1,332            | 2,425          | 55%         |
| 2D-2.4 · Washington Grove Film Society                | 0                | 1,200          | 0%          |
| 2D-2.5 · Yoga Instruction                             | 0                | 1,500          | 0%          |
| 2D-2.6 · Kids Dance Class                             | 379              | 700            | 54%         |
| 2D-2.7 · Square Dance Class                           | 105              | 400            | 26%         |
| 2D-2.9 · Playground Equipment, Supplies               | 1,004            | 4,000          | 25%         |
| <b>Total 2D-2.0 · Recreation</b>                      | <b>14,522</b>    | <b>26,375</b>  | <b>55%</b>  |

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| <b>2D-3.0 · Historic Preservation</b>           |                  |                |             |
| 2D-3.1 · Commission Secretary                   | 0                | 1,275          | 0%          |
| 2D-3.2 · Preservation Award                     | 188              | 200            | 94%         |
| 2D-3.3 · Archives Worker                        | 7,344            | 14,688         | 50%         |
| 2D-3.4 · Archival Equipment & Supplies          | 83               | 2,000          | 4%          |
| 2D-3.5 · Preservation Workshops                 | 0                | 750            | 0%          |
| 2D-3.6 · Conference Fees                        | 54               | 500            | 11%         |
| 2D-3.7 · Design Guidelines                      | 0                | 500            | 0%          |
| 2D-3.8 · NR Historic District Update            | 4,493            | 0              | 100%        |
| 2D-3.9 · Professional Services                  | 0                | 2,500          | 0%          |
| 2D-3.10 · Special Projects                      | 65               | 2,500          | 3%          |
| <b>Total 2D-3.0 · Historic Preservation</b>     | <b>12,226</b>    | <b>24,913</b>  | <b>49%</b>  |
| <b>2D-4.0 · Lake</b>                            |                  |                |             |
| 2D-4.1 · Salaries                               |                  |                |             |
| 2D-4.11 · Lifeguard                             | 11,130           | 16,000         | 70%         |
| 2D-4.12 · Swim Instructor                       | 1,061            | 2,000          | 53%         |
| <b>Total 2D-4.1 · Salaries</b>                  | <b>12,191</b>    | <b>18,000</b>  | <b>68%</b>  |
| 2D-4.2 · Supplies                               | 470              | 2,750          | 17%         |
| 2D-4.3 · Electricity                            | 365              | 750            | 49%         |
| 2D-4.4 · Water Testing & Treatment              | 1,314            | 4,525          | 29%         |
| 2D-4.5 · Fencing                                | 0                | 2,000          | 0%          |
| <b>Total 2D-4.0 · Lake</b>                      | <b>14,340</b>    | <b>28,025</b>  | <b>51%</b>  |
| <b>2H-1.0 · Insurance</b>                       |                  |                |             |
| 2H-1.1 · Liability Insurance                    | 1,475            | 1,430          | 103%        |
| 2H-1.2 · Property Insurance                     | 578              | 800            | 72%         |
| 2H-1.3 · Workers Compensation                   | 2,913            | 8,000          | 36%         |
| <b>Total 2H-1.0 · Insurance</b>                 | <b>4,966</b>     | <b>10,230</b>  | <b>49%</b>  |
| <b>2H-2.0 · Miscellaneous</b>                   |                  |                |             |
| 2H-2.1 · Miscellaneous - Other                  | 841              | 1,500          | 56%         |
| 2H-2.2 · Contingency                            | 0                | 4,500          | 0%          |
| 2H-2.3 · Employee Benefits                      |                  |                |             |
| 2H-2.31 · Payroll Taxes & Fees                  |                  |                |             |
| Medicare Town                                   | 1,351            | 0              | 100%        |
| Social Security Town                            | 5,440            | 0              | 100%        |
| Direct Deposit Fees                             | 104              | 0              | 100%        |
| <b>Total 2H-2.31 · Payroll Taxes &amp; Fees</b> | <b>6,894</b>     | <b>0</b>       | <b>100%</b> |
| 2H-2.32 · Health Insurance Town Clerk ...       | 5,743            | 9,322          | 62%         |
| 2H-2.33 · Retirement Benefit Town Clerk         | 0                | 2,185          | 0%          |
| 2H-2.34 · Health Insurance Maint Sup ...        | 5,843            | 9,534          | 61%         |
| 2H-2.35 · Retirement Benefit Maint Sup...       | 0                | 2,950          | 0%          |
| <b>Total 2H-2.3 · Employee Benefits</b>         | <b>18,480</b>    | <b>23,991</b>  | <b>77%</b>  |
| 2H-2.4 · George Paine Memorial Fund             | 0                | 5,130          | 0%          |
| <b>Total 2H-2.0 · Miscellaneous</b>             | <b>19,321</b>    | <b>35,121</b>  | <b>55%</b>  |
| <b>Total Expense</b>                            | <b>251,619</b>   | <b>591,556</b> | <b>43%</b>  |
| <b>Net Income</b>                               | <b>175,048</b>   | <b>0</b>       | <b>100%</b> |