

Town of Washington Grove  
Monthly Treasurer's Report  
For the month ended July 31, 2021

|  | Jul 21        | Budget         | % of Budget |
|--|---------------|----------------|-------------|
| <b>Income</b>                                      |               |                |             |
| 1A-1.1 · Real Property Tax                         | 1,144         | 249,232        | 0%          |
| 1A-1.2 · Dwelling Tax                              | 0             | 29,250         | 0%          |
| 1A-1.3 · Public Utility Op. Property Tax           | 257           | 5,000          | 5%          |
| 1A-2.0 · Income Tax                                | 0             | 132,000        | 0%          |
| 1B-1.0 · Business Licenses                         | 0             | 125            | 0%          |
| 1B-2.0 · Building Permit Fees                      | 20            | 100            | 20%         |
| 1B-2.2 · Public Ways Permit Fees                   | 0             | 100            | 0%          |
| 1B-3.0 · Cable Television Franchise Fees           | 0             | 6,000          | 0%          |
| 1C-2.11 · Highway User Revenue                     | 7,483         | 38,449         | 19%         |
| 1C-3.0 · County Muni Tax Duplication               | 0             | 52,156         | 0%          |
| 1D-5.0 · Recreation Program User Fees              |               |                |             |
| 1D-5.1 · Washington Grove Film Society             | 0             | 1,000          | 0%          |
| 1D-5.3 · Summer in the Parks                       | 3,200         | 4,850          | 66%         |
| 1D-5.4 · Tennis Instruction                        | 0             | 400            | 0%          |
| 1D-5.5 · Yoga Instruction                          | 0             | 1,500          | 0%          |
| <b>Total 1D-5.0 · Recreation Program User Fees</b> | <b>3,200</b>  | <b>7,750</b>   | <b>41%</b>  |
| 1F-1.0 · Investment Earnings                       |               |                |             |
| 1F-1.1 · MLGIP Earnings                            | 15            | 250            | 6%          |
| 1F-1.2 · TD Bank MM Interest                       | 0             | 5              | 0%          |
| 1F-1.3 · TD Bank CD Interest                       | 46            | 500            | 9%          |
| 1F-1.4 · PNC MM Interest                           | 4             | 85             | 5%          |
| 1F-1.5 · Sandy Spring CD Interest                  | 33            | 300            | 11%         |
| 1F-1.7 · WesBanco CD Interest                      | 0             | 520            | 0%          |
| <b>Total 1F-1.0 · Investment Earnings</b>          | <b>99</b>     | <b>1,660</b>   | <b>6%</b>   |
| 1F-6.0 · Miscellaneous Revenues-Other              | 0             | 1,600          | 0%          |
| 1Z-1.0 · Use of Reserves                           | 0             | 131,363        | 0%          |
| <b>Total Income</b>                                | <b>12,919</b> | <b>654,785</b> | <b>2%</b>   |
| <b>Expense</b>                                     |               |                |             |
| 2A-3.0 · Executive                                 |               |                |             |
| 2A-3.1 · Town Clerk Salary                         | 5,184         | 48,952         | 11%         |
| 2A-3.2 · Telephone                                 | 51            | 850            | 6%          |
| 2A-3.3 · Postage                                   | 0             | 200            | 0%          |
| 2A-3.4 · Supplies                                  | 0             | 1,500          | 0%          |
| 2A-3.5a · Website Operations                       | 0             | 8,000          | 0%          |
| 2A-3.5b · Website Modernization                    | 0             | 15,000         | 0%          |
| 2A-3.6 · Information Technology Support            | 0             | 1,860          | 0%          |
| 2A-3.7 · Records Management                        | 0             | 500            | 0%          |
| 2A-3.9 · Office Equipment                          | 0             | 2,500          | 0%          |
| 2A-4.0 · Legal Notices                             | 0             | 600            | 0%          |
| 2A-4.1 · Printing/Copying                          | 0             | 200            | 0%          |
| 2A-4.2 · MML Expenses                              | 1,081         | 1,300          | 83%         |
| <b>Total 2A-3.0 · Executive</b>                    | <b>6,316</b>  | <b>81,462</b>  | <b>8%</b>   |
| 2A-5.0 · Financial Administration                  |               |                |             |
| 2A-5.1 · Town Treasurer Salary                     | 1,932         | 14,000         | 14%         |
| 2A-5.2 · Postage                                   | 0             | 165            | 0%          |
| 2A-5.3 · Supplies                                  | 0             | 750            | 0%          |
| 2A-5.4 · Bond (1-yr)                               | 0             | 100            | 0%          |
| 2A-5.5 · Audit                                     | 824           | 7,100          | 12%         |
| 2A-5.6 · Bank Service Charges                      | 3             | 100            | 3%          |
| <b>Total 2A-5.0 · Financial Administration</b>     | <b>2,759</b>  | <b>22,215</b>  | <b>12%</b>  |

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| <b>2A-6.0 · Legal</b>                                 |              |               |             |
| 2A-6.1 · Town Attorney                                | 928          | 7,000         | 13%         |
| 2A-6.2 · Other Expenses                               | 0            | 600           | 0%          |
| <b>Total 2A-6.0 · Legal</b>                           | <b>928</b>   | <b>7,600</b>  | <b>12%</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                 | 2,085        | 10,000        | 21%         |
| 2A-8.4 · Code Enforcement                             | 0            | 700           | 0%          |
| 2A-8.5 · Supplies                                     | 0            | 100           | 0%          |
| 2A-8.6 · Sustainability - Solar Project               | 0            | 3,000         | 0%          |
| <b>Total 2A-8.0 · Planning and Zoning</b>             | <b>2,085</b> | <b>15,800</b> | <b>13%</b>  |
| <b>2A-9.0 · Municipal Buildings</b>                   |              |               |             |
| 2A-9.1 · Salaries                                     | 30           | 3,245         | 1%          |
| 2A-9.2 · Supplies                                     | 0            | 1,000         | 0%          |
| 2A-9.3 · Utilities                                    |              |               |             |
| 2A-9.3a · Gas   | 27           | 2,550         | 1%          |
| 2A-9.3b · Electricity                                 | 170          | 2,200         | 8%          |
| 2A-9.3c · Water                                       | 0            | 800           | 0%          |
| 2A-9.3d · Telephone (2 lines)                         | 101          | 1,225         | 8%          |
| <b>Total 2A-9.3 · Utilities</b>                       | <b>297</b>   | <b>6,775</b>  | <b>4%</b>   |
| 2A-9.4 · Fire Alarm - Monitoring                      | 0            | 465           | 0%          |
| 2A-9.5 · Sprinkler Testing                            | 0            | 1,600         | 0%          |
| 2A-9.6 · Janitorial Service                           | 420          | 5,000         | 8%          |
| 2A-9.7 · Repairs                                      | 0            | 2,000         | 0%          |
| 2A-9.8 · McCathran Hall                               | 948          | 1,500         | 63%         |
| 2A-9.9 · Maintenance Shop                             | 0            | 3,000         | 0%          |
| <b>Total 2A-9.0 · Municipal Buildings</b>             | <b>1,695</b> | <b>24,585</b> | <b>7%</b>   |
| <b>2C-1.1 · Streets, Roadways, &amp; Alleys</b>       |              |               |             |
| 2C-1.11 · Salaries                                    | 518          | 3,245         | 16%         |
| 2C-1.12 · Supplies                                    | 0            | 1,000         | 0%          |
| 2C-1.13 · Resurfacing                                 | 0            | 30,000        | 0%          |
| 2C-1.14 · Speed Humps                                 | 0            | 8,000         | 0%          |
| 2C-1.15 · Snow & Ice Removal                          | 0            | 3,000         | 0%          |
| 2C-1.16 · Street Name Signs                           | 0            | 500           | 0%          |
| 2C-1.18 · Street Light Operation                      | 286          | 4,200         | 7%          |
| 2C1.181 · Street Light Repair                         | 0            | 3,000         | 0%          |
| <b>Total 2C-1.1 · Streets, Roadways, &amp; Alleys</b> | <b>804</b>   | <b>52,945</b> | <b>2%</b>   |
| <b>2C-1.2 · Walkways</b>                              |              |               |             |
| 2C-1.21 · Salaries                                    | 231          | 3,245         | 7%          |
| 2C-1.22 · Supplies                                    | 322          | 1,000         | 32%         |
| 2C-1.23 · Walkway Restoration                         | 0            | 3,000         | 0%          |
| 2C-1.25 · Walkway Lighting                            | 0            | 2,000         | 0%          |
| <b>Total 2C-1.2 · Walkways</b>                        | <b>553</b>   | <b>9,245</b>  | <b>6%</b>   |
| <b>2C-1.3 · Street Sanitation</b>                     | <b>0</b>     | <b>810</b>    | <b>0%</b>   |

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| <b>2C-2.0 · Waste Collection &amp; Disposal</b>       |               |                |             |
| 2C-2.1 · Salaries                                     | 736           | 5,690          | 13%         |
| 2C-2.2 · Trash Collection (contract)                  | 1,481         | 17,766         | 8%          |
| 2C-2.3 · Recycling Services (contract)                | 961           | 12,069         | 8%          |
| 2C-2.4 · Leaf Collection (contract)                   | 0             | 18,600         | 0%          |
| 2C-2.5 · Brush Disp. Tipping Fees                     | 0             | 600            | 0%          |
| <b>Total 2C-2.0 · Waste Collection &amp; Disposal</b> | <b>3,177</b>  | <b>54,725</b>  | <b>6%</b>   |
| <b>2D-1.0 · Parks</b>                                 |               |                |             |
| 2D-1.1 · Salaries                                     | 6,092         | 64,900         | 9%          |
| 2D-1.2 · Supplies                                     | 59            | 4,000          | 1%          |
| 2D-1.3 · Vehicle & Equipment O&M                      | 28            | 6,000          | 0%          |
| 2D-1.41 · Contract Tree Removal                       | 0             | 22,000         | 0%          |
| 2D-1.42 · Contract Tree Pruning                       | 0             | 17,000         | 0%          |
| 2D-1.43 · Woods Management                            | 8,252         | 50,000         | 17%         |
| 2D-1.44 · Beautification Plantings                    | 0             | 6,000          | 0%          |
| 2D-1.45 · Licensed Tree Expert                        | 0             | 1,000          | 0%          |
| 2D-1.46 · Gypsy Moth/Ash Borer                        | 152           | 1,000          | 15%         |
| 2D-1.47 · Tree Planting, Residential Area             | 0             | 30,000         | 0%          |
| 2D-1.48 · Nicho's Trees                               | 0             | 1,850          | 0%          |
| 2D-1.49 · Invasives Treatment - Parks                 | 0             | 3,450          | 0%          |
| 2D-1.5 · Storm Drain/Parks, Residential               | 0             | 50,000         | 0%          |
| 2D-1.7 · Equipment Purchase                           | 0             | 5,500          | 0%          |
| 2D-1.8 · Equipment Rental                             | 0             | 1,000          | 0%          |
| <b>Total 2D-1.0 · Parks</b>                           | <b>14,583</b> | <b>263,700</b> | <b>6%</b>   |
| <b>2D-2.0 · Recreation</b>                            |               |                |             |
| 2D-2.1 · Salaries                                     |               |                |             |
| 2D-2.11 · Summer in the Parks                         | 3,239         | 5,000          | 65%         |
| 2D-2.12 · Tennis Lessons - Contract                   | 0             | 500            | 0%          |
| 2D-2.13 · Tennis Court Maintenance                    | 0             | 1,000          | 0%          |
| <b>Total 2D-2.1 · Salaries</b>                        | <b>3,239</b>  | <b>6,500</b>   | <b>50%</b>  |
| 2D-2.2 · Supplies                                     |               |                |             |
| 2D-2.21 · Summer in the Parks                         | 35            | 2,500          | 1%          |
| 2D-2.22 · Events                                      | 151           | 4,700          | 3%          |
| 2D-2.23 · Tennis Courts                               | 0             | 1,000          | 0%          |
| <b>Total 2D-2.2 · Supplies</b>                        | <b>186</b>    | <b>8,200</b>   | <b>2%</b>   |
| 2D-2.3 · Special Programs                             | 0             | 2,425          | 0%          |
| 2D-2.4 · Washington Grove Film Society                | 0             | 1,200          | 0%          |
| 2D-2.5 · Yoga Instruction                             | 0             | 1,500          | 0%          |
| 2D-2.9 · Playground Equipment, Supplies               | 0             | 2,000          | 0%          |
| <b>Total 2D-2.0 · Recreation</b>                      | <b>3,425</b>  | <b>21,825</b>  | <b>16%</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                     | 0            | 200           | 0%          |
| 2D-3.3 · Archives Worker                        | 2,522        | 15,282        | 17%         |
| 2D-3.4 · Archival Equipment & Supplies          | 0            | 2,700         | 0%          |
| 2D-3.5 · Preservation Workshops                 | 0            | 750           | 0%          |
| 2D-3.6 · Conference Fees                        | 0            | 750           | 0%          |
| 2D-3.7 · Design Guidelines                      | 0            | 500           | 0%          |
| 2D-3.8 · NR Historic District Update            | 0            | 500           | 0%          |
| 2D-3.9 · Professional Services                  | 0            | 2,500         | 0%          |
| 2D-3.10 · Special Projects                      | 0            | 5,000         | 0%          |
| <b>Total 2D-3.0 · Historic Preservation</b>     | <b>2,522</b> | <b>29,457</b> | <b>9%</b>   |
| <b>2D-4.0 · Lake</b>                            |              |               |             |
| 2D-4.1 · Salaries                               |              |               |             |
| 2D-4.11 · Lifeguard                             | 3,844        | 17,250        | 22%         |
| 2D-4.12 · Swim Instructor                       | 475          | 2,000         | 24%         |
| <b>Total 2D-4.1 · Salaries</b>                  | <b>4,319</b> | <b>19,250</b> | <b>22%</b>  |
| 2D-4.2 · Supplies                               | 54           | 3,000         | 2%          |
| 2D-4.3 · Electricity                            | 53           | 750           | 7%          |
| 2D-4.4 · Water Testing & Treatment              | 1,340        | 7,000         | 19%         |
| 2D-4.5 · Fencing                                | 0            | 1,200         | 0%          |
| <b>Total 2D-4.0 · Lake</b>                      | <b>5,766</b> | <b>31,200</b> | <b>18%</b>  |
| <b>2F-1.0 · Racial and Social Equity</b>        |              |               |             |
| 2F-1.1 · Education Services                     | 0            | 3,000         | 0%          |
| 2F-1.2 · Evaluation Services                    | 0            | 2,000         | 0%          |
| 2F-1.3 · Translation Services                   | 0            | 1,000         | 0%          |
| 2F-1.4 · Office Supplies                        | 0            | 250           | 0%          |
| <b>Total 2F-1.0 · Racial and Social Equity</b>  | <b>0</b>     | <b>6,250</b>  | <b>0%</b>   |
| <b>2H-1.0 · Insurance</b>                       |              |               |             |
| 2H-1.1 · Liability Insurance                    | 5,545        | 3,000         | 185%        |
| 2H-1.2 · Property Insurance                     | 563          | 700           | 80%         |
| 2H-1.3 · Workers Compensation                   | 0            | 4,500         | 0%          |
| <b>Total 2H-1.0 · Insurance</b>                 | <b>6,108</b> | <b>8,200</b>  | <b>74%</b>  |
| <b>2H-2.0 · Miscellaneous</b>                   |              |               |             |
| 2H-2.1 · Miscellaneous - Other                  | 19           | 1,500         | 1%          |
| 2H-2.2 · Contingency                            | 0            | 4,500         | 0%          |
| 2H-2.3 · Employee Benefits                      |              |               |             |
| 2H-2.31 · Payroll Taxes & Fees                  |              |               |             |
| Medicare Town                                   | 314          | 0             | 100%        |
| Social Security Town                            | 1,344        | 0             | 100%        |
| Direct Deposit Fees                             | 20           | 0             | 100%        |
| <b>Total 2H-2.31 · Payroll Taxes &amp; Fees</b> | <b>1,678</b> | <b>0</b>      | <b>100%</b> |

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|   | <u>Jul 21</u>         | <u>Budget</u>   | <u>% of Budget</u> |
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| 2H-2.32 · Health Insurance Town Clerk ... | 1,126                 | 10,087          | 11%                |
| 2H-2.33 · Retirement Benefit Town Clerk   | 0                     | 2,274           | 0%                 |
| 2H-2.34 · Health Insurance Maint Sup ...  | 381                   | 3,335           | 11%                |
| 2H-2.35 · Retirement Benefit Maint Sup... | 0                     | 3,070           | 0%                 |
| <b>Total 2H-2.3 · Employee Benefits</b>   | <u>3,185</u>          | <u>18,766</u>   | <u>17%</u>         |
| <b>Total 2H-2.0 · Miscellaneous</b>       | <u>3,204</u>          | <u>24,766</u>   | <u>13%</u>         |
| <b>Total Expense</b>                      | <u>53,925</u>         | <u>654,785</u>  | <u>8%</u>          |
| <b>Net Income</b>                         | <u><u>-41,006</u></u> | <u><u>0</u></u> | <u><u>100%</u></u> |