

**Town of Washington Grove  
Treasurer's Report - FY23  
July 1, 2022 through September 30, 2022**

|  | Jul - Sep 22   | Budget         | % of<br>Budget |                          |
|--|----------------|----------------|----------------|--------------------------|
| <b>Income</b>                                      |                |                |                |                          |
| 1A-1.1 · Real Property Tax                         | 29,769         | 251,191        | 12%            |                          |
| 1A-1.2 · Dwelling Tax                              | 5,610          | 45,900         | 12%            |                          |
| 1A-1.3 · Public Utility Op. Property Tax           | 0              | 5,000          | 0%             |                          |
| 1A-1.5 · Penalties & Interest                      | 155            | 0              | 100%           |                          |
| 1A-2.0 · Income Tax                                | 12,588         | 123,820        | 10%            |                          |
| 1B-1.0 · Business Licenses                         | 0              | 125            | 0%             |                          |
| 1B-2.0 · Building Permit Fees                      | 10             | 100            | 10%            |                          |
| 1B-2.2 · Public Ways Permit Fees                   | 0              | 100            | 0%             |                          |
| 1B-3.0 · Cable Television Franchise Fees           | 1,463          | 6,000          | 24%            |                          |
| 1C-2.11 · Highway User Revenue                     | 10,644         | 43,038         | 25%            |                          |
| 1C-3.0 · County Muni Tax Duplication               | 84,368         | 84,368         | 100%           |                          |
| 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                       | 4,850          | 3,600          | 135%           |                          |
| 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>4,850</b>   | <b>6,500</b>   | <b>75%</b>     |                          |
| 1F-1.0 · Investment Earnings                       |                |                |                |                          |
| 1F-1.1 · MLGIP Earnings                            | 1,669          | 250            | 668%           |                          |
| 1F-1.3 · TD Bank CD Interest                       | 32             | 500            | 6%             |                          |
| 1F-1.4 · PNC MM Interest                           | 17             | 80             | 21%            |                          |
| 1F-1.5 · Sandy Spring CD Interest                  | 82             | 300            | 27%            |                          |
| 1F-1.7 · WesBanco CD Interest                      | 51             | 520            | 10%            |                          |
| <b>Total 1F-1.0 · Investment Earnings</b>          | <b>1,851</b>   | <b>1,650</b>   | <b>112%</b>    |                          |
| 1F-2.0 · McCathran Hall Rental                     | 550            | 1,500          | 37%            |                          |
| 1F-4.0 · Contributions & Donations                 | 1,100          | 0              | 100%           | Memorial trees           |
| 1F-6.0 · Miscellaneous Revenues-Other              | 14,097         | 1,755          | 803%           | closed insurance account |
| 1Z-1.0 · Use of Reserves                           | 0              | 97,685         | 0%             |                          |
| <b>Total Income</b>                                | <b>167,055</b> | <b>668,732</b> | <b>25%</b>     |                          |
| <b>Expense</b>                                     |                |                |                |                          |
| 2A-3.0 · Executive                                 |                |                |                |                          |
| 2A-3.1 · Town Clerk Salary                         | 12,395         | 48,838         | 25%            |                          |
| 2A-3.2 · Telephone                                 | 104            | 850            | 12%            |                          |
| 2A-3.3 · Postage                                   | 0              | 240            | 0%             |                          |
| 2A-3.4 · Supplies                                  | 108            | 600            | 18%            |                          |
| 2A-3.5a · Website Operations                       | 180            | 2,000          | 9%             |                          |
| 2A-3.6 · Information Technology Support            | 0              | 1,500          | 0%             |                          |
| 2A-3.65 · Software                                 | 0              | 1,900          | 0%             |                          |
| 2A-3.7 · Records Management                        | 0              | 1,000          | 0%             |                          |
| 2A-3.9 · Office Equipment                          | 0              | 1,000          | 0%             |                          |
| 2A-4.0 · Legal Notices                             | 0              | 600            | 0%             |                          |
| 2A-4.1 · Printing/Copying                          | 0              | 200            | 0%             |                          |
| 2A-4.2 · MML Expenses                              | 1,090          | 1,200          | 91%            |                          |

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|---|---------------------|---------------|------------------------|
| <b>Total 2A-3.0 · Executive</b>                 | 13,877              | 59,928        | 23%                    |
| <b>2A-5.0 · Financial Administration</b>        |                     |               |                        |
| 2A-5.1 · Town Treasurer Salary                  | 3,467               | 14,592        | 24%                    |
| 2A-5.2 · Postage                                | 60                  | 200           | 30%                    |
| 2A-5.3 · Supplies                               | 0                   | 300           | 0%                     |
| 2A-5.35 · Software                              | 0                   | 970           | 0%                     |
| 2A-5.4 · Bond (1-yr)                            | 0                   | 100           | 0%                     |
| 2A-5.5 · Audit                                  | 2,163               | 7,500         | 29%                    |
| 2A-5.6 · Bank Service Charges                   | 19                  | 186           | 10%                    |
| <b>Total 2A-5.0 · Financial Administration</b>  | 5,709               | 23,848        | 24%                    |
| <b>2A-6.0 · Legal</b>                           |                     |               |                        |
| 2A-6.1 · Town Attorney                          | 0                   | 5,000         | 0%                     |
| 2A-6.2 · Other Expenses                         | 0                   | 600           | 0%                     |
| <b>Total 2A-6.0 · Legal</b>                     | 0                   | 5,600         | 0%                     |
| <b>2A-8.0 · Planning and Zoning</b>             |                     |               |                        |
| 2A-8.2 · Border Identity Improvements           | 2,259               | 8,000         | 28%                    |
| 2A-8.3 · Surveying and Mapping                  | 0                   | 5,000         | 0%                     |
| 2A-8.4 · Code Enforcement                       | 0                   | 700           | 0%                     |
| 2A-8.5 · Supplies                               | 0                   | 100           | 0%                     |
| 2A-8.6 · Sustainability                         | 124                 | 5,000         | 2%                     |
| 2A-8.7 · Emergency Preparedness & Safety        | 0                   | 1,000         | 0%                     |
| 2A-8.8 · Stormwater Projects                    | 0                   | 50,000        | 0%                     |
| <b>Total 2A-8.0 · Planning and Zoning</b>       | 2,383               | 69,800        | 3%                     |
| <b>2A-9.0 · Municipal Buildings</b>             |                     |               |                        |
| 2A-9.2 · Supplies                               | 0                   | 1,000         | 0%                     |
| 2A-9.3 · Utilities                              |                     |               |                        |
| 2A-9.3a · Gas                                   | 86                  | 2,550         | 3%                     |
| 2A-9.3b · Electricity                           | 539                 | 2,200         | 25%                    |
| 2A-9.3c · Water                                 | 428                 | 1,000         | 43%                    |
| 2A-9.3d · Telephone (2 lines)                   | 301                 | 1,225         | 25%                    |
| <b>Total 2A-9.3 · Utilities</b>                 | 1,354               | 6,975         | 19%                    |
| 2A-9.4 · Fire Alarm - Monitoring                | 303                 | 800           | 38%                    |
| 2A-9.5 · Sprinkler Testing                      | 294                 | 1,700         | 17%                    |
| 2A-9.6 · Janitorial Service                     | 601                 | 2,234         | 27%                    |
| 2A-9.7 · Repairs                                | 403                 | 2,000         | 20%                    |
| 2A-9.75 · Contracted Contingency                | 0                   | 5,000         | 0%                     |
| 2A-9.8 · McCathran Hall Maintenance             | 282                 | 1,500         | 19%                    |
| 2A-9.9 · Maintenance Shop                       | 0                   | 500           | 0%                     |
| <b>Total 2A-9.0 · Municipal Buildings</b>       | 3,237               | 21,709        | 15%                    |
| <b>2C-1.1 · Streets, Roadways, &amp; Alleys</b> |                     |               |                        |
| 2C-1.1a · Contract Services                     | 0                   | 3,000         | 0%                     |
| 2C-1.12 · Supplies                              | 0                   | 1,000         | 0%                     |
| 2C-1.13 · Resurfacing                           | 33,925              | 35,000        | 97%                    |
| 2C-1.14 · Speed Humps                           | 0                   | 4,000         | 0%                     |

tennis court watering

\$18k was in FY22

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|---|---------------------|----------------|------------------------|
| 2C-1.15 · Snow & Ice Removal                          | 0                   | 3,000          | 0%                     |
| 2C-1.16 · Street Name Signs                           | 84                  | 500            | 17%                    |
| 2C-1.18 · Street Light Operation                      | 620                 | 4,200          | 15%                    |
| 2C1.181 · Street Light Repair                         | 0                   | 3,000          | 0%                     |
| 2C-1.20 · Lighting Design Consultant                  | 0                   | 5,000          | 0%                     |
| <b>Total 2C-1.1 · Streets, Roadways, &amp; Alleys</b> | <b>34,629</b>       | <b>58,700</b>  | <b>59%</b>             |
| <b>2C-1.2 · Walkways</b>                              |                     |                |                        |
| 2C-1.22 · Supplies                                    | 0                   | 500            | 0%                     |
| 2C-1.25 · Walkway Lighting                            | 0                   | 2,000          | 0%                     |
| 2C-1.26 · Contract Services                           | 0                   | 3,000          | 0%                     |
| 2C-1.27 · Contract Contingency                        | 0                   | 10,000         | 0%                     |
| <b>Total 2C-1.2 · Walkways</b>                        | <b>0</b>            | <b>15,500</b>  | <b>0%</b>              |
| <b>2C-2.0 · Waste Collection &amp; Disposal</b>       |                     |                |                        |
| 2C-2.15 · Contract Services                           | 0                   | 6,000          | 0%                     |
| 2C-2.2 · Trash Collection (contract)                  | 6,746               | 27,966         | 24%                    |
| 2C-2.3 · Recycling Services (contract)                | 4,560               | 17,880         | 26%                    |
| 2C-2.4 · Leaf Collection (contract)                   | 0                   | 23,250         | 0%                     |
| 2C-2.5 · Brush Disp. Tipping Fees                     | 0                   | 600            | 0%                     |
| <b>Total 2C-2.0 · Waste Collection &amp; Disposal</b> | <b>11,306</b>       | <b>75,696</b>  | <b>15%</b>             |
| <b>2D-1.0 · Parks</b>                                 |                     |                |                        |
| 2D-1.15 · Contract Services                           | 21,783              | 48,000         | 45%                    |
| 2D-1.16 · Contract Contingency                        | 2,559               | 15,000         | 17% work at the Park   |
| 2D-1.2 · Supplies                                     | 174                 | 2,000          | 9%                     |
| 2D-1.3 · Vehicle & Equipment O&M                      | 0                   | 1,000          | 0%                     |
| 2D-1.4 · Contract Tree Watering                       | 0                   | 10,000         | 0%                     |
| 2D-1.41 · Contract Tree Removal                       | 19,500              | 22,000         | 89%                    |
| 2D-1.42 · Contract Tree Pruning                       | 9,800               | 17,000         | 58%                    |
| 2D-1.43 · Woods Management                            | 2,349               | 50,000         | 5%                     |
| 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                        | 0                   | 1,000          | 0%                     |
| 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-1.8 · Equipment Rental                             | 0                   | 1,000          | 0%                     |
| <b>Total 2D-1.0 · Parks</b>                           | <b>56,165</b>       | <b>209,300</b> | <b>27%</b>             |
| <b>2D-2.0 · Recreation</b>                            |                     |                |                        |
| <b>2D-2.1 · Salaries</b>                              |                     |                |                        |
| 2D-2.11 · Summer in the Parks                         | 4,888               | 6,250          | 78%                    |
| 2D-2.12 · Tennis Lessons - Contract                   | 0                   | 500            | 0%                     |
| 2D-2.13 · Tennis Court Maintenance                    | 1,464               | 1,500          | 98%                    |
| <b>Total 2D-2.1 · Salaries</b>                        | <b>6,352</b>        | <b>8,250</b>   | <b>77%</b>             |
| <b>2D-2.2 · Supplies</b>                              |                     |                |                        |
| 2D-2.21 · Summer in the Parks                         | 1,016               | 3,000          | 34%                    |

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| 2D-2.23 · Tennis Courts                        | 400                 | 0             | 100%                   |                     |
| <b>Total 2D-2.2 · Supplies</b>                 | <b>1,416</b>        | <b>3,000</b>  | <b>47%</b>             |                     |
| 2D-2.31 · Music Weekend                        | 0                   | 2,000         | 0%                     |                     |
| 2D-2.32 · Fourth of July                       | 0                   | 750           | 0%                     |                     |
| 2D-2.33 · Labor Day                            | 184                 | 200           | 92%                    |                     |
| 2D-2.34 · BluestoberFest                       | 0                   | 1,200         | 0%                     |                     |
| 2D-2.35 · Halloween Party                      | 0                   | 150           | 0%                     |                     |
| 2D-2.36 · Holiday Show                         | 0                   | 500           | 0%                     |                     |
| 2D-2.37 · Family Programs                      | 0                   | 800           | 0%                     |                     |
| 2D-2.38 · NY Eve                               | 0                   | 100           | 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        | 1,978               | 2,000         | 99%                    | \$1,848 Pickleball  |
| <b>Total 2D-2.0 · Recreation</b>               | <b>9,930</b>        | <b>21,650</b> | <b>46%</b>             |                     |
| <b>2D-3.0 · Historic Preservation</b>          |                     |               |                        |                     |
| 2D-3.1 · Commission Secretary                  | 0                   | 1,275         | 0%                     |                     |
| 2D-3.2 · Preservation Award                    | 233                 | 200           | 117%                   |                     |
| 2D-3.3 · Archives Worker                       | 3,320               | 16,413        | 20%                    |                     |
| 2D-3.4 · Archival Equipment & Supplies         | 0                   | 500           | 0%                     |                     |
| 2D-3.45 · Software                             | 0                   | 800           | 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>3,553</b>        | <b>29,188</b> | <b>12%</b>             |                     |
| <b>2D-4.0 · Lake</b>                           |                     |               |                        |                     |
| 2D-4.1 · Salaries                              |                     |               |                        |                     |
| 2D-4.11 · Lifeguard                            | 7,214               | 21,600        | 33%                    |                     |
| 2D-4.12 · Swim Instructor                      | 996                 | 1,600         | 62%                    |                     |
| <b>Total 2D-4.1 · Salaries</b>                 | <b>8,210</b>        | <b>23,200</b> | <b>35%</b>             |                     |
| 2D-4.2 · Supplies                              | 310                 | 150           | 207%                   | Swim inst gift card |
| 2D-4.3 · Electricity                           | 149                 | 750           | 20%                    |                     |
| 2D-4.4 · Water Testing & Treatment             | 1,771               | 5,000         | 35%                    |                     |
| 2D-4.5 · Fencing                               | 0                   | 1,000         | 0%                     |                     |
| 2D-4.6 · Footbridge & Dock                     | 261                 | 500           | 52%                    |                     |
| <b>Total 2D-4.0 · Lake</b>                     | <b>10,701</b>       | <b>30,600</b> | <b>35%</b>             |                     |
| <b>2F-1.0 · Racial and Social Equity</b>       |                     |               |                        |                     |
| 2F-1.1 · Education Services                    | 535                 | 3,000         | 18%                    |                     |
| 2F-1.2 · Evaluation Services                   | 0                   | 6,000         | 0%                     |                     |
| 2F-1.3 · Translation Services                  | 0                   | 1,000         | 0%                     |                     |
| <b>Total 2F-1.0 · Racial and Social Equity</b> | <b>535</b>          | <b>10,000</b> | <b>5%</b>              |                     |
| <b>2H-1.0 · Insurance</b>                      |                     |               |                        |                     |

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| <b>2H-1.1 · Liability Insurance</b>              | 1,630               | 3,000         | 54%                    |
| <b>2H-1.2 · Property Insurance</b>               | 616                 | 700           | 88%                    |
| <b>2H-1.3 · Workers Compensation</b>             | 891                 | 4,500         | 20%                    |
| <b>Total 2H-1.0 · Insurance</b>                  | 3,137               | 8,200         | 38%                    |
| <b>2H-2.0 · Miscellaneous</b>                    |                     |               |                        |
| <b>2H-2.1 · Misc. - Fire Dept Donation</b>       | 0                   | 500           | 0%                     |
| <b>2H-2.2 · Contingency</b>                      | 0                   | 4,500         | 0%                     |
| <b>2H-2.3 · Employee Benefits</b>                |                     |               |                        |
| <b>2H-2.31 · Payroll Taxes &amp; Fees</b>        |                     |               |                        |
| <b>Medicare Town</b>                             | 439                 | 1,289         | 34%                    |
| <b>Social Security Town</b>                      | 1,878               | 5,510         | 34%                    |
| <b>Direct Deposit Fees</b>                       | 39                  | 198           | 20%                    |
| <b>Total 2H-2.31 · Payroll Taxes &amp; Fees</b>  | 2,356               | 6,997         | 34%                    |
| <b>2H-2.32 · Health Insurance Town Clerk Exp</b> | 2,214               | 9,445         | 23%                    |
| <b>2H-2.33 · Retirement Benefit Town Clerk</b>   | 0                   | 2,441         | 0%                     |
| <b>Total 2H-2.3 · Employee Benefits</b>          | 4,570               | 18,883        | 24%                    |
| <b>2H-2.4 · George Paine Memorial Fund</b>       | 0                   | 5,130         | 0%                     |
| <b>Total 2H-2.0 · Miscellaneous</b>              | 4,570               | 29,013        | 16%                    |
| <b>Total Expense</b>                             | 159,732             | 668,732       | 24%                    |
| <b>Net Income</b>                                | <b>7,323</b>        | <b>0</b>      | <b>100%</b>            |

September 30, 2022 bank account balances:

|                               |                     |
|-------------------------------|---------------------|
| Sandy Spring Bank CD #1       | \$ 100,602          |
| Sandy Spring Bank CD #2       | \$ 150,057          |
| TD Bank CD #1                 | \$ 105,992          |
| TD Bank CD #2                 | \$ 147,060          |
| PNC Bank MM Savings           | \$ 295,302          |
| MD Local Govmnt. Invest. Pool | \$ 866,941          |
| PNC Bank - Checking           | \$ 44,676           |
|                               | <u>\$ 1,710,630</u> |

No transfers from PNC MM in September