

**Town of Washington Grove
Treasurer's Report - FY24 unaudited
July 1, 2023 through October 31, 2023**

	Jul - Oct 23	Budget	% of Budget	
Income				
1A-1.1 · Real Property Tax	136,364	253,220	54%	
1A-1.2 · Dwelling Tax	28,200	54,000	52%	
1A-1.3 · Public Utility Op. Property Tax	0	5,000	0%	
1A-2.0 · Income Tax	15,023	132,056	11%	
1B-1.0 · Business Licenses	0	125	0%	
1B-2.0 · Building Permit Fees	350	150	233%	
1B-2.2 · Public Ways Permit Fees	10	100	10%	
1B-3.0 · Cable Television Franchise Fees	1,334	5,000	27%	
1C-2.11 · Highway User Revenue	0	52,500	0%	
1C-3.0 · County Muni Tax Duplication	90,886	90,886	100%	
1D-5.0 · Recreation Program User Fees				
1D-5.1 · Washington Grove Film Society	0	1,200	0%	
1D-5.3 · Summer in the Parks	6,100	4,000	153%	well attended
Total 1D-5.0 · Recreation Program User Fees	6,100	5,200	117%	
1F-1.0 · Investment Earnings				
1F-1.1 · MLGIP Earnings	25,548	18,000	142%	
1F-1.4 · PNC MM Interest	380	90	422%	now at 4%
1F-1.5 · Sandy Spring CD Interest	2,892	800	362%	CDs at 4% & 4.25%
Total 1F-1.0 · Investment Earnings	28,820	18,890	153%	
1F-2.0 · McCathran Hall Rental	690	1,500	46%	
1F-4.0 · Contributions & Donations	40			
1F-5.0 · ARPA Earned Revenue	4,725			
1F-6.0 · Miscellaneous Revenues-Other	10,879	2,000	544%	150th sales recorded here
1F-6.3 · Nicho's Trees	120			
1Z-1.0 · Use of Reserves	0	87,701	0%	
Total Income	323,541	708,328	46%	
Expense				
2A-3.0 · Executive				
2A-3.1 · Town Clerk Salary	16,782	51,038	33%	
2A-3.15 · Maintenance Coord Salary	0	6,600	0%	
2A-3.2 · Telephone	207	650	32%	
2A-3.3 · Postage	0	250	0%	
2A-3.4 · Supplies	114	600	19%	
2A-3.5a · Website Operations	254	1,000	25%	
2A-3.6 · Information Technology Support	0	1,000	0%	
2A-3.65 · Software	761	700	109%	mailchimp wasn't budgeted
2A-3.7 · Records Management	0	2,000	0%	
2A-3.9 · Office Equipment	159	500	32%	
2A-4.0 · Legal Notices	0	600	0%	
2A-4.1 · Printing/Copying	0	300	0%	
2A-4.2 · MML Expenses	1,112	1,300	86%	
Total 2A-3.0 · Executive	19,389	66,538	29%	

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2A-5.0 · Financial Administration			
2A-5.1 · Town Treasurer Salary	4,488	13,598	33%
2A-5.2 · Postage	0	150	0%
2A-5.3 · Supplies	0	150	0%
2A-5.35 · Software	1,208	2,805	43%
2A-5.4 · Bond (1-yr)	0	100	0%
2A-5.5 · Audit	5,783	7,900	73%
2A-5.6 · Bank Service Charges	100	360	28%
Total 2A-5.0 · Financial Administration	11,579	25,063	46%
2A-6.0 · Legal			
2A-6.1 · Town Attorney	0	6,750	0%
2A-6.2 · Other Expenses	0	600	0%
Total 2A-6.0 · Legal	0	7,350	0%
2A-8.0 · Planning and Zoning			
2A-8.9 · Energy Conversion Incentive	0	20,000	0%
2A-8.2 · Border Identity Improvements	696	14,000	5%
2A-8.3 · Surveying and Mapping	0	5,000	0%
2A-8.4 · Code Enforcement	0	1,000	0%
2A-8.5 · Supplies	0	100	0%
2A-8.6 · Sustainability	205	6,000	3%
2A-8.7 · Emergency Preparedness & Safety	0	1,500	0%
2A-8.8 · Stormwater Projects	4,725		covered by deferred ARPA revenue
Total 2A-8.0 · Planning and Zoning	5,626	47,600	12%
2A-9.0 · Municipal Buildings			
2A-9.2 · Supplies	0	500	0%
2A-9.3 · Utilities			
2A-9.3a · Gas	140	3,522	4%
2A-9.3b · Electricity	882	2,400	37%
2A-9.3c · Water	534	1,000	53% 3Q always highest quarter
2A-9.3d · Telephone (2 lines)	413	1,225	34%
2A-9.3e · Internet, AV	387	5,600	7%
Total 2A-9.3 · Utilities	2,356	13,747	17%
2A-9.4 · Fire Alarm - Monitoring	116	800	15%
2A-9.5 · Sprinkler Testing	612	1,800	34%
2A-9.6 · Janitorial Service	730	2,918	25%
2A-9.75 · Contracted Contingency	0	9,000	0%
2A-9.8 · McCathran Hall Maintenance	2,207	14,000	16%
2A-9.9 · Maintenance Shop	0	2,000	0%
Total 2A-9.0 · Municipal Buildings	6,021	44,765	13%
2C-1.1 · Streets, Roadways, & Alleys			
2C-1.1a · Contract Services	0	3,267	0%
2C-1.13 · Resurfacing	0	40,000	0%
2C-1.14 · Speed Humps	0	4,000	0%

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2C-1.15 · Snow & Ice Removal	0	3,000	0%
2C-1.16 · Street Name Signs	119	300	40%
2C-1.18 · Street Light Operation	1,443	4,500	32%
2C1.181 · Street Light Repair	0	1,000	0%
2C-1.20 · Lighting Design Consultant	0	2,500	0%
Total 2C-1.1 · Streets, Roadways, & Alleys	1,562	58,567	3%
2C-1.2 · Walkways			
2C-1.22 · Supplies	0	500	0%
2C-1.23 · Walkway Restoration	0	5,000	0%
2C-1.25 · Walkway Lighting	0	2,000	0%
2C-1.26 · Contract Services	0	3,267	0%
2C-1.27 · Contract Contingency	0	6,000	0%
Total 2C-1.2 · Walkways	0	16,767	0%
2C-1.3 · Street Sanitation	0	2,000	0%
2C-2.0 · Waste Collection & Disposal			
2C-2.15 · Contract Services	0	6,534	0%
2C-2.2 · Trash Collection (contract)	9,000	32,157	28%
2C-2.3 · Recycling Services (contract)	6,075	21,846	28%
2C-2.4 · Leaf Collection (contract)	4,650	20,460	23%
Total 2C-2.0 · Waste Collection & Disposal	19,725	80,997	24%
2D-1.0 · Parks			
2D-1.15 · Contract Services	21,862	52,272	42%
2D-1.16 · Contract Contingency	1,628	15,000	11%
2D-1.2 · Supplies	20	1,000	2%
2D-1.3 · Vehicle & Equipment O&M	109	1,000	11%
2D-1.4 · Contract Tree Watering	245	10,000	2%
2D-1.41 · Contract Tree Removal	16,800	30,000	56%
2D-1.42 · Contract Tree Pruning	0	20,000	0%
2D-1.43 · Woods Management	10,368	50,000	21%
2D-1.44 · Beautification Plantings	0	6,000	0%
2D-1.45 · Licensed Tree Expert	0	1,000	0%
2D-1.46 · Tree Health & Mgmt -Parks	475	6,000	8%
2D-1.47 · Tree Planting, Residential Area	6,891	30,000	23%
2D-1.48 · Nicho's Trees	0	1,850	0%
2D-1.55 · Forestry Education	0	500	0%
Total 2D-1.0 · Parks	58,398	224,622	26%
2D-2.0 · Recreation			
2D-2.1 · Salaries			
2D-2.11 · Summer in the Parks	4,276	6,300	68%
2D-2.13 · Tennis Court Maintenance	1,242	1,000	124%
Total 2D-2.1 · Salaries	5,518	7,300	76%
2D-2.2 · Supplies			
2D-2.21 · Summer in the Parks	1,692	3,000	56%

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2D-2.23 · Tennis Courts	0	500	0%
Total 2D-2.2 · Supplies	1,692	3,500	48%
2D-2.31 · Music Weekend	0	2,000	0%
2D-2.32 · Fourth of July	265	750	35%
2D-2.33 · Labor Day	0	300	0%
2D-2.34 · BluestoberFest	1,080	1,200	90%
2D-2.35 · Halloween Party	0	250	0%
2D-2.36 · Holiday Show	0	1,500	0%
2D-2.37 · Family Programs	0	1,000	0%
2D-2.39 · Circle Fest	0	500	0%
2D-2.4 · Washington Grove Film Society	0	1,200	0%
2D-2.41 · 150th celebration	7,104	3,000	237% offset by sales. See page 6
2D-2.42 · Edible Garden	0	500	0%
2D-2.9 · Playground Equipment, Supplies	0	2,000	0%
Total 2D-2.0 · Recreation	15,659	25,000	63%
2D-3.0 · Historic Preservation			
2D-3.1 · Commission Secretary	0	1,275	0%
2D-3.2 · Preservation Award	251	250	100%
2D-3.3 · Archives Worker	5,037	17,148	29%
2D-3.4 · Archival Equipment & Supplies	0	750	0%
2D-3.45 · Software	0	800	0%
2D-3.5 · Preservation Workshops	11	750	1%
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%
Total 2D-3.0 · Historic Preservation	5,299	30,223	18%
2D-4.0 · Lake			
2D-4.1 · Salaries			
2D-4.11 · Lifeguard	6,641	20,000	33%
2D-4.12 · Swim Instructor	0	2,400	0%
Total 2D-4.1 · Salaries	6,641	22,400	30%
2D-4.2 · Supplies	246	1,700	14%
2D-4.3 · Electricity	309	800	39%
2D-4.4 · Water Testing & Treatment	3,621	7,000	52%
2D-4.5 · Fencing	0	1,500	0%
2D-4.6 · Footbridge & Dock	0	500	0%
2D-4.7 · Lifeguard Training	0	300	0%
Total 2D-4.0 · Lake	10,817	34,200	32%
2F-1.0 · Racial and Social Equity			
2F-1.1 · Education Services	1,396	7,000	20%
2F-1.4 · Office Supplies	64	620	10%

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Total 2F-1.0 · Racial and Social Equity	1,460	7,620	19%
2H-1.0 · Insurance			
2H-1.1 · Liability Insurance	1,573	3,000	52%
2H-1.2 · Property Insurance	733	700	105%
2H-1.3 · Workers Compensation	2,323	3,000	77%
Total 2H-1.0 · Insurance	4,629	6,700	69%
2H-2.0 · Miscellaneous			
2H-2.1 · Misc. - Fire Dept Donation	0	500	0%
2H-2.2 · Contingency	1,441	4,500	32%
2H-2.4 · George Paine Memorial Fund	0	5,130	0%
2H-2.3 · Employee Benefits			
2H-2.31 · Payroll Taxes & Fees			
Medicare Town	480	1,401	34%
Social Security Town	2,052	5,992	34%
Total 2H-2.31 · Payroll Taxes & Fees	2,532	7,393	34%
2H-2.32 · Health Insurance Town Clerk Exp	3,200	10,241	31%
2H-2.33 · Retirement Benefit Town Clerk	0	2,552	0%
Total 2H-2.3 · Employee Benefits	5,732	20,186	28%
Total 2H-2.0 · Miscellaneous	7,173	30,316	24%
Total Expense	167,337	708,328	24%
Net Income	156,204	0	100%

Bank balances at 10/31/23:

Sandy Spring Bank CD#2	154,015	
Sandy Spring Bank CD #1	101,686	
PNC Bank MM Savings	317,763	
MD Local Govmnt. Invest. Pool	1,476,392	433,167 remaining ARPA funds
PNC Bank - Checking	19,292 *	
	<u>2,069,148</u>	

* \$50,000 transferred in October from MM to cover expenses

150th celebration revenue accounting - updated 11/10/23

Souvenirs

		<u>ACTUAL</u>	<u>BUDGET</u>
<u>Tumblers</u>			
Sold	100	\$ 1,500.00	
<u>Online orders - Tshirts, magnets, hats</u>			
online sales, net		\$ 2,397.53	
subsequent sales		\$ 98.00	
Donations		<u>\$ 268.00</u>	
Total income, excluding posters		\$ 4,263.53	
event costs as of 9/1/23, excluding posters		<u>\$ (6,054.37)</u>	
total net cost, excluding posters, tumblers		\$ (1,790.84)	\$ (3,000.00)
Event costs, net of sales, underbudget by		\$ 1,209.16	

Posters

Sold through 11/10/23	88	\$ 3,125.00	Remaining inventory
Speaker gifts	6	\$ 125.00	250
Held by Town	24	<u>\$ 625.00</u>	-88
		<u>\$ 3,875.00</u>	-6
			<u>-24</u>
Cost for 250		<u>\$ (1,049.13)</u>	132
net for donation		\$ 2,825.87	