



Request for Town Council Action

**Business
Agenda
Item:** Year End
Budget
Date: 6/01/2021

Subject: Year-End Budget Amendments

Department: Finance

Presented by: Finance Director - Greg Siler

Presentation: Business Item

Issue Statement

Year-end budget amendments and encumbrances are often required at year end to balance departmental budgets or to carry over funds for ongoing projects and/or items ordered through purchase orders. See the budget description under each budget amendment provided at a later date. All budget increases should be accomplished using other departmental budgets or contingency dollars.

Financial Impact – Use of Contingency Funds

Action Needed – Separate Board approval is required on each fund amendment.

Recommendation – Approve Amendments

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Year-End Budget Amendments for 2020-2021
3. Year-End Project and Purchase Encumbrances for 2020-2021
4. Year-End Purchase Order Encumbrances for 2020-2021



Staff Report

Business **End of Year**
Agenda **Budget**
Item: **Amendments**

Year-end budget amendments and encumbrances are often required at year end to balance departmental budgets or to carry over funds for ongoing projects and/or items ordered through purchase orders. Budget descriptions will be included under each budget amendment. All budget increases planned to be accomplished using other departmental budgets or contingency dollars.

These budget amendments were often created by additional expenditures related to unforeseen circumstances, or approved expenditures that have occurred throughout the fiscal year. No fund balance appropriations are planned except those that were previously approved by the Town Council.

The amendments will be provided for a meeting in later June when staff can better assess year end needs.

BUDGET AMENDMENTS
June 24, 2021

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. Revenue			
10-00-3460-3100-0000 Occupancy Tax	<u>\$ 200,000</u>	<u>\$ 20,000</u>	<u>\$ 220,000</u>
Expenditures			
10-61-4110-5300-5601 Non-Depart. - Occupancy Tax	<u>\$ 194,000</u>	<u>\$ 20,000</u>	<u>\$ 214,000</u>
To increase occupancy tax expenses to match receipts			
2. Revenue			
10-40-3400-3403-0001 Cemetery - Riverside Ext.	<u>\$ 20,000</u>	<u>\$ 51,250</u>	<u>\$ 71,250</u>
Expenditures			
10-60-5500-5300-3410 Gen. Serv. - Riverside Ext. Reimb	<u>\$ 20,000</u>	<u>\$ 51,250</u>	<u>\$ 71,250</u>
To increase Riverside Cemetery expenses to match revenue			
3. Revenue			
10-40-3400-3403-0003 Grave Opening Fees	<u>\$ 40,000</u>	<u>\$ 20,450</u>	<u>\$ 60,450</u>
Expenditures			
10-60-5500-5300-3420 Gen. Serv. - Grave Opening	<u>\$ 26,000</u>	<u>\$ 20,450</u>	<u>\$ 46,450</u>
To increase grave opening expenses to match revenue			
4. Expenditures			
10-30-5600-5700-7401 Streets - Cap. Improv. Resurfacing	\$ 173,000	\$ (173,000)	\$ -
10-76-5600-5970-9100 Transfer to CPF	-	173,000	173,000
	<u>\$ 173,000</u>	<u>\$ -</u>	<u>\$ 173,000</u>
To move funds to pay for Equity Drive Repairs			
5. Revenue			
10-20-3300-3307-0010 SAFR Grant	<u>\$ 11,000</u>	<u>\$ 32,209</u>	<u>\$ 43,209</u>
Expenditures			
10-20-5300-5100-0200 Fire - Salaries	<u>\$ 1,112,100</u>	<u>\$ 32,209</u>	<u>\$ 1,144,309</u>
To increase salaries paid by SAFR Grant			

6. Expenditures

10-20-4120-5400-9529 D/S EMS GARAGE	\$ 8,808	\$ 102,641	\$ 111,449
10-00-9990-5300-0000 General Fund Contingency	<u>259,718</u>	<u>(102,641)</u>	<u>157,077</u>
	<u>\$ 268,526</u>	<u>\$ -</u>	<u>\$ 268,526</u>

To fund the payoff of the EMS building loan with USDA as approved at the 5/25/2021 council meeting

7. Revenue

10-30-3900-3900-0100 Powell Bill Fund Balance Appropri	\$ -	\$ 40,000	\$ 40,000
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Expenditures

10-30-5700-5700-7310 Powell Bill - Patch & Resurface	<u>\$ 211,590</u>	<u>\$ 40,000</u>	<u>\$ 251,590</u>
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To increase budget to match expenses

8. Expenditures

10-10-4110-5300-3305 Non-Depart. - Misc.	\$ -	\$ 3,272	\$ 3,272
10-20-4120-5400-9544 Rolling Stock 2016	78,070	92	78,162
10-20-4120-5400-9545 Fire Truck	46,808	23	46,831
10-40-4120-5400-9526 Hook Lift Truck	42,107	(20)	42,087
10-60-4120-5400-9535 D/S Aquatic Center -FOP	185,624	(48)	185,576
10-10-4200-5300-2900 Finance - Professional Fees/Dues	-	50	50
10-10-4200-5300-3305 Finance - Misc.	-	524	524
10-10-4900-5300-1700 Planning Equip and Repair	1,088	3,437	4,525
10-20-5100-5300-3710 Police - J.C. Board Of Education	-	733	733
10-20-5300-5100-0250 Fire - Overtime	17,000	30,000	47,000
10-20-5400-5300-1700 EMS- Building Maint./Repair	-	5,124	5,124
10-60-5500-5300-0760 General Serv. - Temp Labor	8,000	18,000	26,000
10-60-5500-5700-7400 General Serv. - Capital Outlay	48,300	20,000	68,300
10-30-5650-5300-1700 Garage - Equip. Maint. & Repair	1,000	1,615	2,615
10-30-5650-5300-3100 Garage - Vehicle Supplies/Maint	300	1,400	1,700
10-30-5650-5300-3300 Garage - Supplies/Operations	11,300	14,800	26,100
10-40-5800-5300-1000 Sanitation - Debt Collection Fee	-	75	75
10-40-5800-5300-4500 Sanitation - Landfill Fees	225,000	38,000	263,000
10-40-5800-5300-3100 Sanitation - Vehicle Supplies/Maint	40,000	20,000	60,000
10-00-9990-5300-0000 General Fund Contingency	<u>157,077</u>	<u>(157,077)</u>	<u>-</u>
	<u>\$ 861,674</u>	<u>\$ -</u>	<u>\$ 861,674</u>

To balance departments at year end

9. Revenue

10-00-3900-3900-0000 Fund Balance Appropriation	<u>\$ 1,838,544</u>	<u>\$ 120,000</u>	<u>\$ 1,958,544</u>
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Expenditures

10-40-5800-5300-3100 Sanitation - Vehicle Supplies and M	<u>\$ 60,000</u>	<u>\$ 120,000</u>	<u>\$ 180,000</u>
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To increase budget to match unexpected cost of vehicle repairs

WATER/SEWER FUND

10. Expenditures

30-71-7200-5300-1000 - Water Plant - Debt Collection Fee	\$ -	\$ 75	\$ 75
30-71-7220-5300-1000 Wtr/Sewer Dist - Debt Coll Fee	-	100	100
30-00-9990-5300-0000 Water/Sewer Contingency	<u>360,005</u>	<u>(175)</u>	<u>359,830</u>
	<u>360,005</u>	<u>-</u>	<u>360,005</u>

To fund Penn Credit Debt Collection Cost

11. Expenditures

30-71-7200-5300-0771 Water/Sewer - Unemploy. Comp.	\$ -	\$ 409	\$ 409
30-00-9990-5300-0000 Water/Sewer Contingency	<u>359,830</u>	<u>(409)</u>	<u>359,421</u>
	<u>\$ 359,830</u>	<u>\$ -</u>	<u>\$ 359,830</u>

To fund unemployment claims paid by State

12. Revenue

30-71-3900-3900-0000 Fund Balance Appropriation	<u>\$ 2,162,312</u>	<u>\$ 300,000</u>	<u>\$ 2,462,312</u>
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Expenditures

30-71-7220-5300-4500 Water/Sewer - Sewer Treatment	\$ 2,517,900	\$ 610,000	\$ 3,127,900
30-00-9990-5300-0000 Water/Sewer Contingency	<u>359,421</u>	<u>(310,000)</u>	<u>49,421</u>
	<u>\$ 2,877,321</u>	<u>\$ 300,000</u>	<u>\$ 3,177,321</u>

To increase budget for additional sewer treatment cost

ELECTRIC FUND

13. Expenditures

31-72-7230-5300-1000 Electric - Debt Collection Fee	\$ -	\$ 400	\$ 400
31-00-9990-5300-0000 Electric Contingency	<u>331,664</u>	<u>(400)</u>	<u>331,264</u>
	<u>331,664</u>	<u>-</u>	<u>331,664</u>

To fund Penn Credit Debt Collection Cost

14. Expenditures

31-72-7230-5300-4800 Electric - NCEMPA/Non Demand	\$ 12,615,420	\$ (7,456,200)	\$ 5,159,220
31-72-7230-5300-4801 Electric - NCEMPA/Demand	-	6,300,000	
31-72-7230-5300-4802 Electric - NCEMPA/Non Demand E	<u>-</u>	<u>1,156,200</u>	<u>1,156,200</u>
	<u>\$ 12,615,420</u>	<u>\$ -</u>	<u>\$ 6,315,420</u>

To redistribute electric power purchase budget into specific categories

15. Revenue			
31-72-3550-3520-0002 Electric - Online Convenience Fee	\$ 34,000	\$ 60,000	\$ 94,000
Expenditures			
31-72-7230-5300-4501 Elect. - Service Contracts	\$ 223,000	\$ (35,000)	\$ 188,000
31-72-7230-5300-4401 Elect. - Debit/Credit Card Fee	-	95,000	95,000
	<u>\$ 223,000</u>	<u>\$ 60,000</u>	<u>\$ 283,000</u>

To fund bank merchant services fees from increase revenue of convenience fees and contract services

16. Expenditures			
31-00-9990-5300-0000 Electric Contingency	\$ 331,264	\$ (409)	\$ 330,855
31-72-7230-5300-0771 Electric - Unemploy. Comp.	-	409	409
	<u>\$ 331,264</u>	<u>\$ -</u>	<u>\$ 331,264</u>

To fund unemployment claims paid by State

Firemen Relief Fund

17. Revenue			
50-3900-3900-0000 Fund Balance Appropriations	\$ -	\$ 12,460	\$ 12,460
Expenditures			
50-20-5310-5300-3500 Firemen Supplemental Retirement	\$ 9,050	\$ 12,460	\$ 21,510

To balance the Firemen Relief Fund at year end

General Fund Capital Projects Fund

18. Revenue			
46-75-3870-3870-0305 Transfer GF - Equity Drive Repair	\$ 827,000	\$ 173,000	\$ 1,000,000
Expenditures			
46-30-5600-5700-7408 Equity Drive Repair	\$ 827,000	\$ 173,000	\$ 1,000,000

To record transfer from GF for Equity Drive Repair

Approved by the Smithfield Town Council this the _____ day of June, 2021

M. Andy Moore

ATTEST:

Shannan Parrish, Town Clerk

Attachment 2

ENCUMBRANCES FROM 2020-2021 TO 2021-2022

GENERAL FUND

10-61-4110-5300-5710	Non-Departmental - Economic Development	\$	15,000
10-61-4110-5300-5712	Non-Departmental - S.H.A.R.P Reimbursements		40,000
10-10-4900-5300-4501	Planning - ServiceContracts (Engineering Standards Manual & Pedestrian Planning)		14,400
10-10-4900-5700-4502	Planning - Condemnation		25,000
10-60-5500-5300-3440	General Serv. - Appearance Commission		28,121
10-60-5500-5700-7400	General Serv. - Capital Outlay (Christmas Lights)		7,500
10-30-5600-5300-7300	Streets -Sidewalk & Curb Repair (NCDOT Sidewalk Agreement)		112,406
10-30-5600-5700-7400	Streets -Capital Outlay (I95 Bridge Lighting)		93,000
10-76-5800-5970-9110	Sanitation - Transfer to GFCapital Reserve Fund		80,000
		\$	<u>415,427</u>

WATER FUND

30-71-7200-5700-7400	Water Plant - Capital Outlay	\$	35,000
30-71-7220-5300-5710	Water Dist/Sewer Coll. - Economic Development		222,730
		\$	<u>257,730</u>

Electric FUND

31-72-7230-5300-5710	Electric - Economic Development	\$	222,730
31-72-7230-5700-7401	Electric - East River Infrastructure		30,000
31-76-7230-5970-9110	Electric - Transfer to Electric CRF		75,000
		\$	<u>327,730</u>

J.B. GEORGE BEAUTIFICATION FUND

40-61-4100-5300-3400	J.B. George Projects	\$	3,348
40-61-4100-5300-3410	J.P. George Projects		508
		\$	<u>3,856</u>

APPROVED: _____
M Andy Moore, Mayor

VERIFIED: _____
Shannan Parrish, Town Clerk

ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/2021

G/L ACCOUNT	ACCOUNT DESCRIPTION	DEPARTMENT	VENDOR	PO#	AMOUNT REQUESTED
10-10-4100-5300-3302	Supplies/Council Meetings	Fire	Bound Tree Medical	20218836	\$1,324.00
10-10-4100-5700-7400	Capital Outlay	Gen Gov	Forms & Supply	20218754	\$986.20
10-10-4200-5300-3300	Supplies/Operations	Finance	Zones	20218731	\$495.00
10-20-5100-5300-1700	Equip Maintain & Repair	Police	Applied Concepts	20218823	\$1,872.75
10-20-5100-5300-3100	Vehicle Supplies	Police	Lawmens Safety Supply	20218767	\$1,877.92
10-20-5100-5300-3300	Supplies/Operations	Police	Lawmens Safety Supply	20218734	\$3,600.00
10-20-5100-5300-3300	Supplies/Operations	Fire	Bound Tree Medical	20218836	\$1,324.00
10-20-5100-5300-3600	Uniforms	Police	Lawmens Safety Supply	20218663	\$13,199.95
10-20-5100-5300-3600	Uniforms	Police	Lawmens Safety Supply	20218733	\$373.39
10-20-5100-5300-3600	Uniforms	Police	Lawmens Safety Supply	20218824	\$732.00
10-20-5100-5300-4002	Drug Forfeiture	Police	NC State University	20218788	\$1,275.00
10-20-5100-5700-7400	Capital Outlay	Police	First Citizens Bank (NCDMV)	20218764	\$2,400.00
10-20-5300-5300-3300	Supplies/Operations	Fire	Bound Tree Medical	20218836	\$2,648.00
10-20-5300-5300-3600	Uniforms	Fire	Advanced Emergency Servid	20218831	\$7,534.52
10-20-5300-5700-7400	Capital Outlay	Fire	Fulford & Jones Asphalt	20218835	\$3,500.00
10-20-5300-5700-7400	Capital Outlay	Fire	Larry Bradley	20218848	\$18,000.00
10-20-5300-5700-7400	Capital Outlay	Fire	Kelvin Mcarten Concrete	20218851	\$16,900.00
10-30-5700-5300-3100	Vehicle Supplies	Public Works	Southern Vac	20218826	\$2,319.83
10-30-5700-5300-7300	Sidewalk & Curb Repair	Public Works	David Hinton Construction	20218866	\$3,700.00
10-30-5700-5700-7310	Patch & Resurface	Public Works	Garris Grading	20218825	\$240,626.80
10-30-5700-5700-7310	Patch & Resurface	Public Works	Garris Grading	20208091-R1	\$4,365.60
10-40-5800-5300-3100	Vehicle Supplies	Public Works	Smithfield Diesel Repair	20218867	\$27,000.00
10-60-5500-5700-7400	Capital Outlay	Public Works	Acme Stone Company	20218470	\$16,004.00
10-60-5500-5700-7400	Capital Outlay	Public Works	Mark Gregory Roofing	20197362-R2	\$14,800.00
10-60-5500-5700-7400	Capital Outlay	Public Works	Dennis Evans	20197408-R2	\$10,000.00
10-60-6200-5300-3450	Recreation Special Project	Parks & Rec	Hale Artificier Inc	20218317	\$3,750.00
10-60-6200-5700-7400	Capital Outlay	Parks & Rec	Deere & Company	20218558	\$10,103.22
10-60-6200-5700-7400	Capital Outlay	Parks & Rec	JLP Carpentry	20218749	\$9,500.00
10-60-6200-5700-7400	Capital Outlay	Parks & Rec	Southern Tide Homes	20218750	\$22,750.00
10-60-6200-5700-7400	Capital Outlay	Parks & Rec	Rodney S Blackmon	20218839	\$6,500.00
10-60-6200-5700-7400	Capital Outlay	Parks & Rec	JLP Carpentry	20218840	\$4,000.00
10-60-6200-5700-7400	Capital Outlay	Parks & Rec	Magic Murals	20218842	\$3,000.00
10-60-6200-5700-7400	Capital Outlay	Parks & Rec	JLP Carpentry	20218861	\$21,295.00
10-60-6220-5300-1301	Generator Fuel/Maintenan	Parks & Rec	Powersecure Inc	20218864	\$649.96
10-60-6220-5300-1700	Equip Maintain & Repair	Parks & Rec	Zones	20218791	\$1,481.00
10-60-6220-5300-1700	Equip Maintain & Repair	Parks & Rec	Powersecure Inc	20218838	\$1,463.66
10-60-6220-5300-3300	Supplies/Operations	Fire	Bound Tree Medical	20218836	\$1,324.00
10-60-6220-5700-7400	Capital Outlay	Parks & Rec	Duffield Aquatics	20218804	\$3,079.87
10-60-6220-5700-7400	Capital Outlay	Parks & Rec	Prosource Fitness Equipmen	20218841	\$4,630.20
10-60-6240-5300-3300	Supplies/Operations	Fire	Bound Tree Medical	20218836	\$1,324.00
10-60-6240-5700-7400	Capital Outlay	Parks & Rec	Donald Sugg	20218837	\$4,920.00
TOTAL					\$496,629.87
30-71-7220-5700-7400	Capital Outlay	Water Sewer	RD Braswell Construction	20218874	\$173,578.00
30-72-7230-5700-7401	East River Electric Infrastr	Electric	Wesco	20218721	\$1,819.50
TOTAL					\$175,397.50

ELECTRIC FUND

31-72-7230-5300-0800	Training/Conf	Fire	Bound Tree Medical	20218836	\$1,324.00
31-72-7230-5300-1700	Equip Maintain & Repair	Electric	Jackson Builders	20218784	\$3,300.00
					\$4,624.00

GENERAL CAPITAL PROJECT FUND

45-71-7220-5700-7419	Lift Station Repair	Water Sewer	McClungs Electric & Plumbin	20218392	\$4,200.00
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APPROVED: _____
M. Andy Moore, Mayor

VERIFIED: _____
Shannan Parrish, Town Clerk