

DRAFT

TOWN OF TOWNSEND FY25 DRAFT BUDGET

Account Description	General Fund	Police	Police Grants	ARPA	Total
	FY25 Proposed	FY25 Proposed	FY25 Proposed	FY25 Proposed	
Total Administrative Revenues	890,650.00	29,700.00	-	-	
Total Permits & Licenses Revenues	282,150.00				
Total Grant Revenues	494,200.00	-	16,800.00	513,000.00	
Total Park & Recreation Revenues	9,800.00				
Transfer from Fund Balance		-			
01 General Fund Revenue Total	1,676,800.00	29,700.00	16,800.00	513,000.00	2,236,300.00
	General Fund	Police	Police Grants	ARPA	
General Fund Expenditures:	FY25 Proposed	FY25 Proposed	FY25 Proposed	FY25 Proposed	
Total Administrative Expenditures	596,750.00	73,200.00	-	-	
Total Salary Expenditures	623,200.00	378,400.00	9,400.00		
Total Code & Planning Expenditures	233,100.00				
Total Public Works Expenditures	50,700.00				
Total Street Expenditures	79,200.00				
Total Community Events Expenditures	15,400.00				
Total Capital Expenditures	80,000.00	14,200.00	7,400.00	513,000.00	
01 General Fund Expend Total	1,678,350.00	465,800.00	16,800.00	513,000.00	2,673,950.00
	(1,550.00)	(436,100.00)	-	-	(437,650.00)

FY25 Draft Budget - General Fund

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Impact Fees: Fire House Impact Fees	11,250.00	9,000.00	11,250.00
Franchise Fees	22,000.00	8,693.84	20,000.00
Interest Income	20,000.00	43,853.55	20,000.00
Miscellaneous - Office Fees	-	36.70	-
Miscellaneous Income	1,500.00	1,166.13	-
Property Information Requests			2,000.00
Filing Fees	-	300.00	
Property Transfer Taxes	250,000.00	121,395.70	200,000.00
Real Estate Property Tax	660,000.00	661,249.79	633,200.00
Grass Cutting Fees	1,500.00	455.00	1,500.00
Violations, Fines & Penalties	-	1,100.00	1,000.00
Rental Registration Fee	1,600.00	2,040.00	1,700.00
Total Administrative Revenues	967,850.00	849,290.71	890,650.00
Impact Fees: General Impact Fees	52,500.00	45,500.00	52,500.00
Impact Fees: Roadway Impact Fees	41,250.00	35,750.00	41,250.00
Impact Fees: Sidewalk Impact Fee	7,500.00	6,500.00	7,500.00
Permits and Fees: Certificate of Occupan	5,000.00	3,375.00	6,300.00
Permits and Fees: Administrative Fees	9,500.00	6,749.99	12,000.00
Permits and Fees: Plan Revision Fee	-	300.00	200.00
Permits and Fees: Inspections Fees	750.00	845.00	400.00
Permits and Fees: Contractors Licenses	19,200.00	17,812.50	19,200.00
Permits and Fees: Business Licenses	20,000.00	6,353.82	20,000.00
Permits and Fees: Review Lines & Grades	8,250.00	7,150.00	9,900.00
Town Permits: Plumbing	2,000.00	3,675.00	3,500.00
Town Permits: Sheds Permit	1,050.00	500.00	500.00
Town Permits: HVAC	2,200.00	2,550.00	3,000.00
Town Permits: Fence Permit	1,500.00	3,125.00	2,900.00

Town Permits: Driveways/Sidewalk permit	200.00	-	100.00
Town Permits: Deck Permit	800.00	350.05	800.00
Town Permits: Patio permit	600.00	504.64	600.00
Town Permits: Finished Basement	750.00	1,226.95	1,000.00
Town Permits: New Home Permit	60,000.00	86,577.16	90,000.00
Town Permits: Grading Review	-	700.00	
Town Permits: Remodel Permit	2,000.00	528.97	1,000.00
Town Permits: Pools & Spas Permit	2,000.00	1,100.00	2,000.00
Town Permits: Misc. Permit	1,000.00	2,258.51	2,500.00
Town Permits: Solar	10,000.00	3,198.05	5,000.00
Total Permits & Licenses Revenues	248,050.00	236,630.64	282,150.00
Municipal Street Aid Grant	59,600.00	59,162.21	59,200.00
Grants Revenue	317,900.00	20,471.88	435,000.00
Total Grant Revenues	377,500.00	79,634.09	494,200.00
Park rental	600.00	775.00	1,000.00
Community Events: Donations	1,500.00	1,750.00	1,800.00
Town Fair Donation	3,100.00	1,062.50	5,000.00
Community Events: Town Fair	2,000.00	365.00	2,000.00
Total Park & Recreation Revenues	7,200.00	3,952.50	9,800.00
01 General Fund Revenue Total	1,600,600.00	1,169,507.94	1,676,800.00

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Impact Fees: Fire House Impact Fees	11,250.00	18,750.00	11,250.00
Advertising	300.00	63.40	150.00
Advertising - BOA	150.00	299.58	150.00
Accounting Audit	25,000.00	27,600.00	30,000.00
Computer Support	13,300.00	5,888.50	13,300.00
Software Support	30,000.00	21,349.52	27,000.00
DE League of Local Governmts	2,750.00	1,575.00	2,800.00

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Decorations	500.00	139.92	1,000.00
Elections Expense	1,000.00	-	1,000.00
Copier Maintenance Agreement	3,500.00	1,975.76	3,500.00
Town Insurance (General Liab & Property)	25,000.00	24,388.78	26,000.00
Maintenance:Town Hall Cleaning/Pest Ctrl	2,300.00	1,050.00	2,400.00
Membership Fees	400.00	200.00	500.00
General Town Hall Expenses	10,000.00	5,663.66	10,000.00
Office Equipment: Miscellaneous	2,000.00	76.98	2,000.00
Security System @ 141 Main Street	2,000.00	-	1,500.00
Office Supplies	2,800.00	206.83	2,800.00
Flowers & Gifts	1,000.00	67.99	1,000.00
Code Red	2,600.00	2,537.50	2,800.00
Postage & Delivery	3,700.00	2,453.06	4,300.00
Postage & Delivery - BOA	300.00	-	300.00
Town Merchandise/Uniforms	750.00	-	700.00
Professional Fees: General Legal	75,000.00	21,914.37	75,000.00
Professional Fees: New Hire/Urgent Care	500.00	-	500.00
Board of Adjustment	5,500.00	4,259.86	5,000.00
IPA Services	1,000.00	50.00	1,000.00
Subscription Fee	1,800.00	1,284.46	1,800.00
Training Classes	2,500.00	610.00	2,500.00
Trash Collection Service	226,400.00	132,124.42	239,700.00
Travel & Entertainment	1,000.00	-	1,000.00
Travel & Entertainment: Meals	500.00	217.66	500.00
Utilities - Town Hall: Internet	1,900.00	1,113.00	2,000.00
Utilities - Town Hall: Electric	2,500.00	1,955.07	3,400.00
Utilities - Town Hall: Heating Fuel	1,900.00	150.00	1,900.00
Utilities - Town Hall: Sewer fee	200.00	-	200.00
Utilities - Town Hall: Telephones	3,400.00	1,668.53	3,400.00
Utilities - Town Hall:Cell Phones	2,500.00	1,021.53	3,000.00
Utilities - Town Hall: Water	900.00	614.74	900.00
Street Lights: 400 Main Street	300.00	130.13	300.00
Street Lights: Townsend Village I	20,000.00	13,153.95	23,000.00

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Street Lights: TVII East (Karins Blvd)	42,000.00	28,309.63	49,200.00
Street Lights: TVII West (W Founds St)	3,000.00	1,715.77	3,000.00
Street Lights: Old Town	14,000.00	9,102.23	15,600.00
Street Lights:Townsend Stn(Brook Ramble)	12,500.00	8,292.82	14,400.00
Street Lights: Hidden Creek	5,000.00	-	5,000.00
Total Administrative Expenditures	564,900.00	340,456.13	596,750.00
Payroll: Salaries & Hourly	452,800.00	194,685.21	466,800.00
Payroll: FICA/Medicare - Company match	34,700.00	14,140.09	35,700.00
Payroll: Group Health Insurance	73,400.00	51,777.82	90,100.00
Payroll: Dental Insurance	3,900.00	2,288.47	3,900.00
Payroll: Simple IRA	10,900.00	3,471.46	7,400.00
Payroll: Companion Life Insurance	7,000.00	3,276.07	5,100.00
Payroll: Workers Compensation Insurance	3,000.00	3,690.39	4,000.00
Payroll: Vision	1,000.00	470.03	1,000.00
Payroll: Salaries & Hourly - Christmas B	4,500.00	4,572.81	4,700.00
Payroll: Unemployment Insurance Tax	5,500.00	423.82	1,500.00
Payroll: Payroll/Check Processing	2,700.00	1,262.29	2,700.00
Payroll: Mileage Reimbursement	300.00	-	300.00
Total Salary Expenditures	599,700.00	280,058.46	623,200.00
Professional Fees: General Engineering	45,000.00	30,722.50	60,000.00
Professional Fees: Studies	75,000.00	43,358.75	95,000.00
Professional Fees: Code Enf/Inspections	40,000.00	32,539.80	65,100.00
Professional Fees: Lot Grading Reviews	8,000.00	6,050.00	12,000.00
Charter/Comp Plan Fees	1,000.00	-	1,000.00
Total Code & Planning Expenditures	169,000.00	112,671.05	233,100.00
Town Equipment Fuel	5,000.00	1,370.10	4,000.00
Park Maintenance Expense	34,500.00	4,474.05	35,000.00
Vehicle/Equipment Maintenance	4,200.00	1,121.91	3,700.00
Public Works Equipment	3,900.00	421.58	4,300.00

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Public Works Uniforms	1,200.00	212.48	1,200.00
Town Landscaping & Beautification	1,500.00	109.95	2,500.00
Total Public Works Expenditures	50,300.00	7,710.07	50,700.00
Street Repairs: Maintenance	59,600.00	18,750.00	59,200.00
Street Repairs: Snow Removal	20,000.00	-	20,000.00
Street Repairs: Street Signs	3,000.00	383.21	
Total Street Expenditures	82,600.00	19,133.21	79,200.00
Community Relations	600.00	-	600.00
Community Relations: Public Works and Land Use	50.00	-	100.00
Community Relations: Public Safety	100.00	-	100.00
Community Relations: Veterans	500.00	270.14	500.00
Community Events Expense	2,500.00	1,887.61	3,000.00
Community Events: Town Fair	5,000.00	-	10,000.00
Community Events: Christmas	500.00	446.99	500.00
National Wildlife Foundation/Habitats	500.00	10.15	600.00
Total Committee/Community Events Expenditures	9,750.00	2,614.89	15,400.00
Capital Expenses	16,500.00	6,356.00	80,000.00
	16,500.00	6,356.00	80,000.00
01 General Fund Expend Total	1,492,750.00	768,999.81	1,678,350.00

FY25 Draft Budget - Police

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Impact Fees: Public Safety	22,500.00	19,500.00	22,500.00
Fines - Police	6,000.00	1,278.00	3,000.00
Grant Revenue	-	162,686.00	-
Miscellaneous Income	3,900.00	4,130.58	4,200.00
Transfers In	297,150.00	-	
Total Police Revenues	329,550.00	187,594.58	29,700.00

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Community Relations	1,000.00	672.50	1,000.00
Repairs & Maint - Vehicles	5,000.00	2,517.07	6,400.00
Repairs & Maint - Equipment	1,650.00	-	2,000.00
PD Bldg Expenses	1,500.00	68.67	1,000.00
Security System - 661 South St	2,350.00	-	
Computer/Software Expense	1,500.00	716.21	4,000.00
DSP Extra Duty Patrol	4,000.00	-	-
PD Cleaning	1,200.00	600.00	1,200.00
PD Pest Control	500.00	150.00	800.00
PD Equipment	1,650.00	1,366.16	1,000.00
PD Office Equipment	2,150.00	1,120.45	1,800.00
Advertising	100.00	-	
Postage & Delivery	300.00	185.52	500.00
Printing	200.00	-	
Miscellaneous Expense	300.00	251.79	
Prisoner Meals	100.00	-	100.00
Training/Weapon Qualifications	6,500.00	70.00	4,800.00
Office Supplies	2,500.00	15.18	500.00
Cleaning Supplies	250.00	-	400.00
DUI Blood Draws	500.00	-	100.00
Memberships	300.00	150.00	400.00
Fuel	11,000.00	2,520.29	11,000.00
Insurance - (Gen Liability & Property)	7,100.00	3,960.83	8,000.00

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Uniforms: PD	21,900.00	1,053.82	7,700.00
Professional Fees: Legal Services	5,000.00	-	5,000.00
Professional Fees: New Hire/Occ Health	2,400.00	380.00	3,000.00
Utilities - PD: Cell Phones	3,700.00	1,313.55	4,000.00
Utilities - PD: Heating Fuel	2,800.00	332.57	2,800.00
Utilities - PD: Sewer	200.00	60.75	200.00
Utilities - PD: Water	250.00	98.80	400.00
Utilities - PD: Electric	1,900.00	1,221.44	2,100.00
Utilities - PD: Phone/Internet	3,000.00	1,774.25	3,000.00
Total Administrative Expenditures	92,800.00	20,599.85	73,200.00
Payroll: Gross Pay	189,150.00	73,985.02	248,800.00
Payroll: Overtime	10,000.00	2,754.91	10,000.00
Payroll: Police Pension	23,900.00	8,175.67	37,700.00
Payroll: FICA	16,350.00	6,061.34	19,000.00
Payroll: Group Health Insurance	32,150.00	6,315.96	42,600.00
Payroll: Dental	1,850.00	410.11	1,600.00
Payroll: Companion Life Insurance	4,700.00	1,775.20	5,000.00
Payroll: Workers Compensation Insurance	7,350.00	6,381.05	8,400.00
Payroll: Vision	450.00	57.05	300.00
Payroll: Holiday Bonus/Luncheon	2,700.00	1,691.64	3,200.00
Payroll: Unemployment Insurance Tax	2,600.00	149.54	1,000.00
Payroll: PMA Processing Fee	700.00	296.32	800.00
Total Salary Expenditures	291,900.00	108,053.81	378,400.00
Capital Expense - PD	213,800.00	150,034.65	14,200.00
Total Capital Expenditures	213,800.00	150,034.65	14,200.00
Total Police Expenditures	598,500.00	278,688.31	465,800.00

**TOWN OF TOWNSEND
FY25 POLICE GRANTS BUDGET**

Account Description	FY25 Proposed Budget
Revenues:	
Balance tranferred from prior year	-
Police Grants Revenue	<u>16,800.00</u>
04 Police Grants Fund Revenue Total	16,800.00
Expenditures:	
Overtime	9,400.00
FICA	-
Police Equipment	<u>7,400.00</u>
04 Police Grants Fund Expend Total	16,800.00

FY25 SPECIAL REVENUE FUND BUDGET

Account Description	FY25 Proposed Budget
Revenues:	
Grants Revenue	513,000.00
03 Grants Revenue Fund Revenue Total	513,000.00
Expenditures:	
Capital Expenses - Unassigned	200,200.00
Capital Expenses - Pole Barn	200,000.00
Capital Expenses - Pole Barn - Engineering	53,900.00
Capital Expenses - Irrigation for Park	37,600.00
Capital Expenses - security enhancements at PD	10,900.00
Capital Expenses - Cameras at park	10,400.00
03 Grants Revenue Fund Expend Total	513,000.00