

Mayor Jacob P. Bailey called a regular monthly meeting of the Amherst Town Council to order on January 11, 2012 at 7:00 P.M. in the Council Chambers of the Town Hall at 186 S. Main Street. Council members Kenneth Bumgarner, J. Paul Kilgore, Mike Mozingo and Richard Wydner were present. Councilor Haney Mottley was absent. Town Manager Jack Hobbs, Police Chief Kelvin Brown, Office Manager Colan Davis, Director of Public Utilities Tom Fore and Town Attorney Tom Berry were present.

Tom Fore gave an invocation.

Milton Carson, from VFW Post 9877, came forward to request assistance in funding the replacement of the American flags his group installs on the parking meter poles on "flag" holidays. Mr. Wydner made a motion that was seconded by Mr. Kilgore and approved 4-0 to expend \$300 to purchase the flags as requested. Messrs. Bumgarner, Kilgore, Mozingo, and Wydner voted "Aye"; Mr. Mottley was absent.

Steve & Susan Williams, residents of 126 Maple Lane, came forward to discuss the issue of dogs running at large and to propose a Town "leash law". The Council asked the Police Chief to investigate a December incident and provide a report by the February Council meeting.

The Town Manager reminded the Town Council that Mary Ann Beverly, a resident of 137 First Street, had been invited to the meeting to discuss the condition of her building at 201 Washington Street and her intentions toward addressing the concerns outlined in the Property Maintenance Investigation Board's report on the situation. Ms. Beverly was not present for the meeting.

Mr. Bumgarner made a motion that was seconded by Mr. Mozingo and approved 4-0 to confirm the findings of the Property Maintenance Investigation Board that the building at 201 Washington Street is a public health and safety risk and giving Ms. Beverly a deadline of July 31, 2012 to have the building torn down before the Town initiates the process of having the building demolished. Messrs. Bumgarner, Kilgore, Mozingo, and Wydner voted "Aye"; Mr. Mottley was absent.

Mr. Bumgarner made a motion that was seconded by Mr. Wydner and approved 4-0 to approve the minutes from the December 14, 2011 meeting. Messrs. Bumgarner, Kilgore, Mozingo, and Wydner voted "Aye"; Mr. Mottley was absent.

Mr. Wydner made a motion that was seconded by Mr. Mozingo and approved 4-0 to change section 3.5 of the proposed Bookkeeping Procedures Manual to read "When accounts are 45 days past due, the Fiscal Assistant will provide a list of delinquent accounts to the Office Manager." Messrs. Bumgarner, Kilgore, Mozingo, and Wydner voted "Aye"; Mr. Mottley was absent.

Mr. Bumgarner made a motion that was seconded by Mr. Mozingo and approved 4-0 to amend the Town's financial policies. Messrs. Bumgarner, Kilgore, Mozingo, and Wydner voted "Aye"; Mr. Mottley was absent. A copy of the revised "bookkeeping" and "fund balance" policies are attached and made a part of these minutes.

The Councilors discussed the process and timetable for the development and approval of the Town's FY 2012-2013 budget.

Mr. Wydner made a motion that was seconded by Mr. Kilgore and approved 4-0 to ratify a contract extension with Wiley|Wilson for the engineering work associated with the U.S. Route 60 Out-of-Town Water Line Project. Messrs. Bumgarner, Kilgore, Mozingo, and Wydner voted "Aye"; Mr. Mottley was absent.

Mr. Kilgore made a motion that was seconded by Mr. Wydner and approved 4-0 to approve the construction of the Whitehead Drive/Maple Lane Water Line Project via the in-house method. Messrs. Bumgarner, Kilgore, Mozingo, and Wydner voted "Aye"; Mr. Mottley was absent.

There being no further business, the meeting adjourned at 8:45 P.M.

Jacob P. Bailey
Mayor

Attest:

Clerk of Council

Town of Amherst
Bookkeeping Procedures Manual
Last revised: January 11, 2012

- 1.0 Purpose and Overview
- 2.0 Cash Procedures
 - 2.1 Handling Funds
 - 2.2 Authorized Signatures
 - 2.3 Cash Receipts
 - 2.4 Cash Disbursements
 - 2.5 Vendors
 - 2.6 Petty Cash
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- 3.0 Billing Procedure
 - 3.1 Utility (Water/Sewer/Trash) Billing
 - 3.2 Personal Property/Real Estate Tax Billing
 - 3.3 Customer Work Billing
 - 3.4 Business License Tax Billing
 - 3.5 Food and Beverage/Transient Occupancy Tax Billing
- 4.0 Payroll Procedures
 - 4.1 General
 - 4.2 Timesheets
 - 4.3 Processing
 - 4.4 Quarterly Payroll Reports
- 5.0 General Procedures
 - 5.1 Monthly Review
 - 5.2 Computer Use

1.0 Purpose and Overview

It is the goal of the Town of Amherst to maintain an efficient and effective bookkeeping and financial reporting system that prevents misstatements and protects the Town against fraud. It is recognized that measures that would fully prevent all fraud are impractical to implement. However, procedures to reduce the risk of theft and increase the chance of detection can be followed. Through this document the Town of Amherst intends to create an environment of accountability and has implemented internal controls to the extent practical.

This document outlines the Town of Amherst's primary accounting practices, articulates Town financial policies and documents procedures that would implement these with the goal of describing for an internal control system that will promote:

- Protection of Town resources against waste, fraud and inefficiency
- Ensuring accuracy and reliability in accounting and operating data
- Securing compliance with appropriate state and federal laws and regulations, accounting standards, and Town policies
- Establishing standards by which Town officers and operating units can be evaluated.

2.0 Cash Procedures

2.1 Handling Funds - Individuals authorized to physically "handle" Town funds after initial delivery to the Town, including cash and checks, (except for minor issues such as petty cash, filling in at the front desk, etc.) are the Town Manager, the Office Manager, and Town employees directly supervised by the Office Manager.

2.2 Authorized Signatures - The Town Council will authorize signatories at the first Town Council meeting after the biennial Town Council election.

2.3 Cash Receipts – Customer payments are received via mail or in the office. For mail receipts, the Fiscal Assistant or Office Assistant will open the mail and enter cash receipts. For office receipts, the Office Manager, Fiscal Assistant or Office Assistant will accept the payment, enter the cash receipt, and the system automatically prints a pre-numbered receipt for the customer. At the end of each day, the Fiscal Assistant or Office Assistant will print the "balancing report" from the system and balance the total with the cash and checks in the drawer. The Office Manager will balance and close out the batch and make the deposit. When the batch is closed, the Office Manager will go into the bookkeeping software and enable the cash receipts to be posted to the subsidiary ledger. For cash receipts for utility bills, the receipts are posted the general ledger by batch via a general ledger interface. For cash receipts for personal property and real estate tax bills, when the batch closes the Office Manager will go into the property tax software and enable the cash receipts to be posted to the subsidiary ledger and manually post cash receipts to the general ledger. The Office Manager will maintain a spreadsheet for cash receipts for personal property and real estate tax bills detailing who was paid and how much was paid. The Office Manager will use the property tax billing program to determine to what general ledger accounts the amount paid need to be applied. At the end of the month, the Office Manager will make a general journal entry to record the cash receipts for personal property and real estate tax bills.

Checks will not be cashed out of cash receipts. The Town will not “hold” checks for deposit at a delayed date.

2.4 Cash Disbursements – A check requisition will be completed for each invoice before a check will be issued. The check requisition contains the following information that will need to be completed: vendor, invoice number, description of expenditure, general ledger account numbers, and approval signature. The Police Chief will approve the check requisition for police department expenditures and the Town Manager will approve all other check requisitions. Checks should be printed via the accounts payable software; handwritten checks are to be used only in unusual circumstances. The Fiscal Assistant prepares and prints the checks and the Office Manager normally signs all checks. All check requisitions will also be reviewed and approved by a member of Town Council.

2.5 Vendors – New vendors shall be reported to the Town Council via inclusion on the Office Manager’s monthly report. The vendor list will be reviewed and, if deemed appropriate, audited by the Finance Committee in December of each year.

2.6 Petty Cash – The Office Manager will maintain and reconcile all petty cash accounts via a spreadsheet that is rolled forward on an ongoing basis (as opposed to when it is replenished). A petty cash voucher will be completed for all disbursements and will be reviewed by either the Police Chief or Town Manager. The petty cash voucher will be supported by receipts/invoices. Checks will not be cashed out of petty cash.

2.7 Banking - The Town operates a cash pool that is comprised of all cash in the general, water, sewer and capital funds. All monies in the cash pool, except for petty cash and invested funds, are to be held at a local bank. Local bank is defined as a recognized bank with a physical branch located inside the corporate limits of the Town of Amherst or one that owns outstanding Town debt. All banks that hold Town funds are to provide regular statements documenting activity on a timely basis. The Town will utilize banks as best suits the then-current interests of the Town and will endeavor to maintain accounts only in a bank or banks that do not charge fees; maintenance of accounts in all local banks is not required.

2.8 Reconciliation – The Office Manager will reconcile the bank accounts on a monthly basis. The Town Manager and the chairman of the Finance Committee will review and approve the bank reconciliations on a monthly basis.

If a Town check has not been cashed within 6 months after being issued, the Office Manager will send a letter to the payee informing him of the outstanding check and asking him the status of the check. If a replacement check is needed the Office Manager will void the check and have a new check reissued. If the check was issued in error or not warranted the Office Manager will void the check. If no response is received within 30 days, the Office Manager will send another letter to the payee. If the matter remains unresolved after another 30 day period, then the funds will be held in accordance to the Virginia Unclaimed Property guidelines and remitted to the state after the 1-year dormancy period. The Office Manager will complete the unclaimed property report and send the funds by the November 1st deadline each year.

2.9 Purchasing Cards – Town-sponsored purchasing cards are to be used only for the purchase of goods sold or services rendered to the Town Amherst. Use of purchasing cards for the procurement of personal goods or services is strictly forbidden. The Office Manager will maintain a file of certificates for all individuals who carry a Town-sponsored purchasing card to the effect that the individual employee understands the above and acknowledging that use of Town-sponsored purchasing cards for any reason other than official and bona fide Town business is cause for immediate disciplinary action, including the possibility of dismissal without further cause.

Receipts fully describing what has been purchased shall accompany the check requisition for the monthly purchasing card invoice.

Town purchasing cards shall not have more than a \$5,000 limit with the aggregate “credit line” of \$20,000. Cardholders shall be approved by the Town Manager or Police Chief and confirmed by the Finance Committee.

2.10 Investment Program - It is the Town’s policy to maintain a Liquid Fund of cash to cover all anticipated cash outflows for the next 60 days in a same day-available bank account or accounts.

Cash in an amount approximately equal to Permanent Fund amounts (per the fund balance policy) is invested in up to five-year certificates of deposit. The Permanent Fund cash is to be invested so that an approximately equal amount is “rolled over” for investment from year to year.

A Working Fund composed of cash not required for the Liquid Fund or the Permanent Fund monies are invested one-year certificates of deposit each quarter. The Working Fund cash invested each individual quarter is to be approximately equal from quarter to quarter depending on the Town’s projected cash flow needs.

The Office Manager is responsible for managing the investment program for the maximum benefit of the Town, including estimation of funds available for investment, obtaining bids, and placing the monies in investment accounts in a local bank or a bank which has purchased bonded debt from the Town. The Office Manager may redeem certificates of deposit for immediate needs or to take advantage of more favorable terms as the needs of the Town and investments offered change. All significant banking activity shall be reported to the Town Council.

3.0 Billing Procedures

3.1 Utility (Water/Sewer/Trash) Billing – Town Council approves the utility rates. When the Town Council approves a change in the rates, the Office Manager will enter the updated rates in the billing program. A member of Town Council will review the updated rates entered by the Office Manager for accuracy. Utility billing will be executed once a month for all accounts.. The Fiscal Assistant will print the “meter reading list” and download the information to the hand-held device used for collecting meter readings. The meter readers will collect the readings and enter them into the hand-held device. The Fiscal Assistant will upload the information in the hand-held device into the billing program. The Fiscal Assistant will print the “exceptions report”

and review the exceptions in order to determine if any meters need to be reread. The Fiscal Assistant will print the “reread list” and the meter readers will collect new readings. The Office Manager will review the new and old readings and the previous period readings and determine if any changes are needed. If a change is needed, the Office Manager will enter the change directly into the billing program. The Office Manager will enable the system to calculate the bills and will print a report and review the current charges for obvious errors. The Office Manager will print the bills and the Fiscal Assistant or Office Assistant will control the mailing of the bills.

Inactive utility accounts will be reviewed quarterly by the Office Manager. If the Office Manager determines that collection is not expected within the next quarter, the account will be placed in a dormant account file and the Town’s books will be adjusted in the amount associated with the uncollectable account. Any amount in excess of \$200 will be forwarded to the Town Attorney for collection. The Office Manager shall provide a report of accounts written off to the Town Council.

3.2 Personal Property/Real Estate Tax Billing – Personal property and real estate tax billing will be executed once a year. The Office Manager will receive a file from Amherst County that contains the information regarding who to bill, assessed values, and who is eligible for personal property tax relief. The Office Manager will forward the information to the outside software vendor who will convert the information and upload it into the Town’s billing program. The Office Manager will review the information and work with the outside software vendor to resolve any issues prior to the printing and mailing of bills. After the Office Manager’s review is completed, the Town Manager or a member of town council will perform a final review. Once both reviews are completed, the Office Manager will print the bills and the Fiscal Assistant will control the mailing of the bills. Any property owners that have delinquent taxes shall also be notified of these with the current tax billing.

3.3 Customer Work Billing - The Office Manager issues bills for customer work (*Reference July 1, 2007 Customer Work Policy*) items and maintains a file copy of all customer work bills. When payment is received for a customer work bill, the receivables clerk will mark it paid and return a copy to the office manager for reconciliation purposes. At the first of every month the Fiscal Assistant will review all outstanding customer work bills and send past due notices to all outstanding accounts. After 30 days past due, the Fiscal Assistant will call the customer for collection of the debt. After 60 days past due, the Fiscal Assistant will send a certified letter to the customer warning that if the debt is not paid it will be referred to the Town Attorney for collection. After 90 days the Office Manager will turn all bills that are still outstanding over to the Town Attorney for collection.

The only exception to this process is the DMV grant billings. These are only turned in by the Police department to DMV (State) quarterly. There could be up to a 5-6 month lag in the payment of these invoices.

3.4 Business License Tax Billing - Business license billing will be executed once a year. Businesses that have operated previously and are renewing their license shall provide proof of gross receipts via delivery of a copy of a federal “Schedule C”, corporate income tax return, or equivalent to the Office Manager. The Fiscal Assistant will review previous years’ business

license file and prepare a list of potential accounts for business license billing. The Office Manager will review and approve the list. Sixty days prior to the due date the Fiscal Assistant will mail application forms to the appropriate accounts. When accounts are 30 days past due, the Fiscal Assistant will send a past due notice to all accounts that are delinquent. When accounts are 60 days past due, the Fiscal Assistant will call all delinquent accounts to encourage application for business licenses and payment of the billing. When accounts are 70 days past due, the Fiscal Assistant will send a certified letter with an assessment giving the account 10 days from receipt of letter to comply. When accounts are 90 days past due, the Fiscal Assistant will provide a list of delinquent accounts to the Office Manager. The Office Manager with a police escort, will visit the business to attempt to collect. If the Office Manager is unsuccessful, the account will be immediately turned over to the Town Attorney for collection. Business licenses will not be issued to any business that owes personal property taxes or have not provided the required proof of gross receipts.

3.5 Food and Beverage/Transient Occupancy Tax Billing – Food and Beverage and Transient Occupancy taxes are to be remitted monthly by the respective businesses. At the first of every month the Fiscal Assistant will review the list of Food and Beverage and Transient Occupancy tax payers and send past due notices to all outstanding accounts. When accounts are 30 days past due, the Fiscal Assistant will send a certified letter with an assessment giving the account 10 days from receipt of letter to comply. When accounts are 45 days past due, the Fiscal Assistant will provide a list of delinquent accounts to the Office Manager. The Office Manager with a police escort, will visit the business to attempt to collect. If the Office Manager is unsuccessful, the account will be immediately turned over to the Town Attorney for collection.

4.0 Payroll Procedures

4.1 Pay Rates – Salaries and hourly wages for part-time employees will be determined and approved by town council once a year (approved as part of the budget). The Office Manager will input new pay rates into the payroll software. The chairman of the Finance will review the updated pay rates for accuracy.

4.2 Timesheets – Part-time utilities department employees will complete a timesheet and turn it in to the director of public utilities, who will approve the timesheet and submit to the Office Manager. Police officers who work overtime and part-time police department employees will complete a timesheet and turn it in to the police chief, who will approve the timesheet and submit to the Office Manager. Part-time office employees will complete a timesheet and submit it to the Office Manager, who approves the timesheet. The police chief and the director of public utilities will submit a pay authorization to the Office Manager for any police officer or plant employee that is entitled to holiday pay.

4.3 Processing – The Office Manager will input any information from timesheets and pay authorizations into the payroll software and enable it to calculate the paychecks. The Fiscal Assistant will print the check register and the payroll checks and review for accuracy. The Town Manager will sign the payroll checks. The Fiscal Assistant will put them in envelopes for distribution. The Fiscal Assistant will compute and pay the payroll taxes to the appropriate agencies.

4.4 Quarterly Payroll Reports – The Office Manager will prepare the necessary quarterly payroll reports.

5.0 General Procedures

5.1 Monthly Review – The Office Manager will oversee the monthly closing process and perform reconciliations and review of financial statement. The Office Manager will provide the Town Manager, other employees and town council with monthly financial statements and comparison to budget. The Town Manager and Finance Committee will review the monthly financial statements in comparison to budget in an effort to identify possible misstatements/unusual items.

5.2 Computer Use – The Office Manager is responsible for the maintenance and operation of the financial software and associated computer hardware. As such, the Office Manager will establish protocols for the proper operation of computers – i.e. backup routines, passwords, protection of passwords, etc.

Note: This policy supplants the policies approved on December 12, 2007 and March 10, 2010.

TOWN OF AMHERST FUND BALANCE POLICY

Last revised: January 11, 2012

Background

The Town of Amherst desires to maintain the financial operations of the Town in a manner consistent with sound financial management principles that require that sufficient funds be retained by the Town to provide a stable financial base at all times and that the Town's financial statements clearly depict the Town's financial condition.

An adequate fund balance level is an essential element in both short-term and long-term financial planning, and serves to mitigate current and future risks (revenue shortfalls and unanticipated expenditures), sustain operations during economic downturns, and enhance creditworthiness. Through the maintenance of sufficient levels of fund balance, the Town can help stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt.

Purpose

The purpose of this policy is to establish:

- The components of the fund balance in all funds per GASB 54;
- A Permanent Fund principal;
- Minimum contingency expense line levels; and
- Compliance with this policy.

Components of Fund Balance

General Fund - This fund is the Town's general operating fund, which accounts for all governmental activities unless they are in another fund.

Enterprise Funds - The Town currently has two Enterprise Funds in the Water Fund, Sewer Fund. These operations are intended to be self-supporting. As such, the charges for services should be adjusted to cover any deficits.

Capital Projects Fund - Designation shall be made for projects made with issuance of bond proceeds. Any balances for unreserved-designated capital projects are held in the General Fund until funds are used. Cash transfers are made from the supporting operating fund for projects when funds are expended.

Fund Balance - The difference between assets and liabilities in the General Fund and Enterprise Funds. It is noted that this is not the same as "cash in the bank" but serves as a measure of financial resources available for current operations. Each fund's fund balance is divided into five elements as follows:

1. **Nonspendable Fund Balance**, which is composed of components such as fixed assets (i.e. buildings, real estate and equipment), inventories, prepaid items and other non-cash items.
2. **Restricted Fund Balance**, which is composed of Town cash subject to constraints imposed by external parties or law such as state or federal or court mandates, or debt covenants, such as proceeds from the sale of seized assets.
3. **Committed Fund Balance**, which is composed of the amount of Town cash that the Town Council has specified by ordinance, resolution, contract award or other action that imposes constraints on the use of Town cash.
4. **Assigned Fund Balance**, which is composed of the amount of Town cash that the Town intends to use for a specific purpose but has not been designated by formal Town Council action. Examples include multi-year understandings that are subject to future budget approvals and availability of funds.
5. **Unassigned Fund Balance**, which is the residual from all above fund balance categories and is available for any purpose. This category shall include the Permanent Fund principal as articulated below. Negative balances in other governmental funds are reported here.

Fund Balance and Contingency Requirements

General Fund - As a minimum amount needed to meet ongoing expenditure obligations for the Town, the Permanent Fund Principal shall contain an amount at least 15% of annual General Fund revenues. This amount has been identified as the minimum amount needed to safeguard the Town's financial stability, and as one component in maintaining credit worthiness.

Enterprise Funds - The Permanent Fund Principal for enterprise funds shall be at least 1 year of debt payments plus 3 months of operating costs at the end of each fiscal year.

Contingency - The Town will maintain a contingency line in the General Fund to pay for needs caused by unforeseen emergencies, including unanticipated expenditures of a nonrecurring nature, or to meet unexpected small increases in service delivery cost. The annual Town budget shall contain a contingency expense of at least 3% of General Fund expenditures. The Water Fund and Sewer Fund maintenance budgets shall contain monies for reasonable expected Water Fund and Sewer Fund contingencies.

Permanent Funds are cash reserves that are to be used only in the event of severe financial crisis or to take advantage of an extraordinarily significant opportunity. Permanent Funds are composed of cash on the Town's balance sheet and the amounts shown are to be adjusted from year to year to reflect changes in the Town's budgets. Permanent Funds are not considered cumulative or "sinking" funds.

Compliance with Policy

It shall be the goal of the Town Council to adopt a budget that maintains the requirements established herein.

Each component of the Fund Balance shall be reviewed and reported to the Town Council at least annually in conjunction with the development of the operating budget, upon any significant amendments made to the budget throughout the fiscal year, upon debt financing, or upon any significant event. As such, any action, such as approval of any new outlay or ongoing commitment, involving more than \$100,000 will initiate a fund balance reallocation review.

No appropriation from the Restricted Fund Balance or Committed Fund Balance for recurring operational expenditures shall be made unless a plan for permanent funding of such expenditures is also approved at the time of appropriation.

In the event the Permanent Fund principal is required to be drawn below the requirement established above due to an emergency such as natural disaster or due to severe economic circumstances, the Town Manager will present to the Town Council a plan with a time line not to exceed 24 months to restore the Permanent Fund principal to its minimum level established herein.

In the event of deficits, the Town Council may approve a loan or gift from the General Fund to cover the deficit. The preferred method for providing supplemental funding shall be that of a loan accompanied by an appropriate repayment schedule. However, particular circumstances may warrant supplemental funding in the manner of a gift from the General Fund. The unreserved undesignated fund balance requirement established for the General Fund takes this liability into account.

All Fund Balance amounts shall be invested according to the Bookkeeping Policy, and unless otherwise specified, investment revenue shall accrue to the General Fund.

Undesignated Fund Calculation For FY11

Permanent Fund principal for the General Fund (based on FY11 Budget)

GF Revenues	\$ 1,615,853
Administration Fee (covered in W & S Funds)	660,000
Net GF Revenues	<u>\$ 955,853</u>
Ratio	<u>15%</u>
GF target Permanent Fund principal	\$ 143,378 ←

Required contingency in the General Fund (based on the FY 11 Budget)

GF Expenses	\$ 1,615,853	
Current GF Contingency	61,927	3.8% ←
Target GF Contingency	80,793	5.0% ←

Permanent Fund principal for the Water Fund (based on FY11 Budget)

<u>Fund 20 WATER FUND</u>	<u>FY11 Budget</u>		
3000.0000 MONTHLY BILLING	544,298		
3000.0001 WATER REVENUE-SBC	99,870		
3000.1000 DEBT SERVICE REVENUE	101,526		
3010.0000 SPRINKLER LINE CHARGES	4,968		
3020.0000 PENALTIES	7,000		
3025.0000 RECONNECT FEE	7,065		
3030.0001 MISC-WATER BY THE TRUCK LOAD-PERMIT	50		
3040.0000 GRANT REVENUE	30,000		
3050.0000 REIMBURSEMENT-CONST & MTN	<u>2,000</u>		
4000.4500 ADMINISTRATION FEE	348,000	25% operations	\$ 87,000
4000.4700 WTP BOND - PRIN	51,179	Debt	51,179
4000.4701 WTP BOND - INT	58,981	Debt	58,981
4000.4750 UH TANK BOND - PRIN	32,555	Debt	32,555
4000.4751 UH TANK BOND - INT	50,621	Debt	50,621
4000.4800 DEPRECIATION	202,717		
4000.4825 CIP CONTRIBUTION REDUCTION	(219,775)		
4000.5000 WATERSHED MANAGEMENT	20,000	25% operations	5,000
4000.5001 STUDY PROJECTS	30,000		
6010.4300 LINE MATERIALS	25,000	25% operations	6,250
6010.4400 PUMP STATION OPERATION - SBC	1,500	25% operations	375
6020.0710 ELECTRICITY	37,000	25% operations	9,250
6020.0730 WATER PLANT-W/S/T EXP	65,000	25% operations	16,250
6020.4900 PLANT MAINTENANCE	30,000	25% operations	7,500
6020.5000 CHEMICALS	35,000	25% operations	8,750
6020.5110 WATER SAMPLING	21,000	25% operations	5,250
6020.5200 LABORATORY	8,000	25% operations	2,000
Total	<u>796,777</u>	WF target Permanent Fund principal	<u>\$ 340,960</u> ←

Permanent Fund principal for the Sewer Fund (based on FY11 Budget)

<u>Fund 30 SEWER FUND</u>	<u>FY11 Budget</u>		
3000.0000 MONTHLY BILLING	616,724		
3100.0000 PENALTIES	6,000		
3180.0100 GRANT - USDA	15,000		
3300.0000 REIMBURSEMENT-CONST & MTN	4,000		
3400.0000 SBC-RUT CR-OPERATION/LAND	<u>36,000</u>		
4000.4500 ADMINISTRATION FEE	312,000	25% operations	\$ 78,000
4000.4700 WWTP BOND - PRIN	38,315	Debt	38,315
4000.4750 WWTP BOND - INT	121,237	Debt	121,237
4000.4800 DEPRECIATION	230,515		
4000.4850 REDUCED CIP CONTRIBUTION	(193,193)		
4000.5001 STUDY PROJECTS	22,500		
6010.4300 LINE MATERIALS	10,000	25% operations	2,500
6010.4400 PUMP STATIONS OPERATIONS	7,000	25% operations	1,750
6020.0710 RUT CREEK-ELECTRICITY	45,000	25% operations	11,250
6020.0730 RUT. CR. - W/S/T EXP	5,000	25% operations	1,250
6020.4100 RUT CREEK-PLANT MAINTENANCE	27,000	25% operations	6,750
6020.4200 RUT CREEK-MAJOR REPAIRS	8,000	25% operations	2,000
6020.5000 RUT CREEK-CHEMICALS	13,000	25% operations	3,250
6020.5600 RUT CREEK-LAB	16,500	25% operations	4,125
6020.5625 PRETREATMENT EXPENSE	3,750	25% operations	938
6020.5650 LABORATORY EQUIPMENT	7,000	25% operations	1,750
6020.7000 RUT CREEK-PERMIT RENEWAL	4,100	25% operations	1,025
Total	<u>677,724</u>	SF target Permanent Fund principal	<u>\$ 274,140</u> ←

Total of all undesignated fund balances \$ 758,478