Town of Sawmills

North Carolina

Annual Budget

Fiscal Year 2014 - 2015

Town of Sawmills
North Carolina

2014 - 2015

Annual Budget

Town Council

Bob Gibbs, Mayor

Trena McRary Kirby, Mayor Pro Tem

Gerelene Blevins

Joe Wesson

Jeff Wilson

Johnny Wilson

Town Office Staff

Seth Eckard, Town Administrator
Julie Good, Town Clerk
Kim Trivette, Office Manager

Karen Clontz, Finance Officer

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Annual Budget for the 2014-2015 Fiscal Year

Honorable Mayor Gibbs
and Members of the Town Council:

Town Staff is pleased to present the proposed budget for Fiscal Year 2014-2015, beginning July 1, 2014 and ending June 30, 2015. The budget is balanced in its entirety as required by the North Carolina Local Government Budget and Fiscal Control Act.

The Town of Sawmills' overall budget for FY 2014-2015 totals $3,092,391.

The proposed budget includes:

- no tax increases;
- minor increases of the water and sewer rates;
- an allocation to the Capital Reserve Fund
- establishment of a sewer availability fee and right of way encroachment fee;
- no appropriation of General Fund unassigned reserves will be made for the fiscal year;
- maintains current levels of service;
- maintains current levels of benefits for employees

Below is a brief budgetary summary of the various funds for the Town:

General Fund:

The proposed ad valorem tax rate for FY 2014-2015 is to remain at 20 cents per $100 valuation with a collection rate of 90.90%. Each penny of the Town's property tax rate generates approximately $20,767.00.

The General Fund currently remains debt free. The Town of Sawmills attempts to pay for capital outlay items from actual revenue sources and/or reserves rather than issuing bonds or borrowing funds and paying interest on debt. As has been the case in the previous three budgets, the Town will not need an appropriation of General Fund unassigned reserves in order to balance the budget.

Anticipated State collected local revenues have been calculated utilizing data supplied by the North Carolina League of Municipalities and local economic data. The Town is anticipating extremely small increases in most of these revenue sources as a result of the slowly improving local, state and national economies.

Some highlights in the General Fund departmental budgets include:

- donation of $14,000 to match a North Carolina Department of Public Instruction grant to fund a full time school resource officer at Sawmills Elementary School;
- creation of a Household Hazardous Waste Collection Day Event;
- transition to an improved curbside recycling service;

- creation of a fireworks display to be held during Memorial Day 2015;
- construction of additional restroom facilities at Sawmills Veterans Memorial Park;
- major repairs to the Sawmills Municipal Park walking trail;
- employee salary adjustments and merit pay increases of up to 3%;
- allocation of anticipated excess revenues from the General Fund to the Capital Reserve Fund;
- addition of new street lights;
- installation of new automated slide gate to improve security and operational efficiency at the Public Works facility;
- significant investment in the repair and maintenance of critical road infrastructure;
- continued participation in the Caldwell County Sales Tax Reinvestment Program in the amount of $280,000.

General fund revenues and expenditures are balanced at $2,003,400. This amount represents a decrease of $59,225, or a decrease of 2.9%, from the previous amended 2013-2014 Fiscal Year Budget.

Enterprise Fund:

The results of a system-wide water and sewer capital improvement plan study were presented to the Town Council in fiscal year 2013-2014. It is the obligation of the Town to make necessary system repairs, upgrades and improvements, not only to meet State and Federal quality control standards, but also to ensure that the service provided is performed at the highest quality possible.

In light of the continued increase in cost of water and sewer purchases from the City of Lenoir, because of the need to build Enterprise Fund reserves to address anticipated system improvements, and to maintain solvency and meet unanticipated emergency needs, both Staff and the Council are urged to continue adequate financial planning for the future. This requires adjusting water and sewer rates in the 2014-2015 Fiscal Year's Budget.

The Enterprise Fund, specifically the Water Distribution System Department, reflects a $280,000.00 line item expense in Repair and Maintenance. This expense reflects an anticipated cost to perform needed waterline replacement on Bakers Circle. The Water Department also anticipates replacing our current postcard billing system with an envelope billing system. This change is required by the United States Post Office.

The Town has been awarded a $750,000 Sewer Infrastructure Community Development Block Grant by the North Carolina Department of Commerce. The Duff Drive Sewer Expansion Project will provide sewer access to sixty-six low-to-moderate income households in Sawmills. The grant will also cover the cost of taps and connections to each home in the project area.

Projected revenues for the Enterprise Fund for FY 2014-2015 are approximately 32% higher than FY 2013-2014. This projected revenue increase accounts for the need to appropriate

$261,017 of Enterprise Fund net assests to balance this year's water and sewer budget for one time capital expenses.

New Water and Sewer Rates for FY 2014-2015

Water Rates:
Water Base Rate: $15.00
Water Volumetric Rate: $4.50 per 1,000 gallons after the first 2,000 gallons

Sewer Rates:
Sewer Base Rate: $18.00
Sewer Volumetric Rate: $5.00 per 1,000 gallons after the first 2,000 gallons

Conclusion:

It is with great pride, and a lot of hard work, that we present the proposed budget for FY 2014-2015. The total budget estimates for FY 2014-2015 (across all funds) totals $3,092,391 versus $2,829,936 for FY 2013-2014. Staff did a great job in realizing the Town's monetary parameters and making adjustments accordingly. General Fund balance percentage is anticipated to improve this year.

I would like to thank the dedicated employees of the Town for their hard work and good stewardship of the Town's resources. These people work hard and take pride in carrying out their duties. I would like to thank the Mayor and Council for their dedication in carrying out their responsibilities in providing leadership and guidance in these times of economic uncertainty.

Respectfully,

Seth Eckard
Town Administrator

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SAWMILLS, NORTH CAROLINA:

The following anticipated fund revenues, departmental expenditures, and interfund transfers are approved and appropriated for the Town of Sawmills' operations for the Fiscal Year beginning July 1, 2014, and ending June 30, 2015.

SECTION 1 – General Fund

Revenues:

Property Tax	$439,500
Local Sales Tax	$833,000
Powell Bill Allocation	$358,350
Solid Waste Fee	$185,000
State Shared (Utility/Franchise)	$153,000
Other	$ 34,550
Fund Balance Appropriated	$ 0
TOTAL ESTIMATED GENERAL FUND REVENUES	**$2,003,400**

Expenditures:

Governing Body	$ 49,600
Administration	$390,250
Finance	$ 71,200
Public Works	$175,750
Streets and Highways	$358,350
Sanitation	$271,400
Community Development	$ 48,650
Parks and Recreation	$358,200
Interlocal Transfer to Caldwell County	$280,000
TOTAL ESTIMATED GENERAL FUND EXPENDITURES	**$2,003,400**

SECTION 2 – Utility Fund

Revenues:

Water	$843,691
Sewer	$245,300
TOTAL ESTIMATED UTILITY FUND REVENUES	**$1,088,991**

Expenditures:

Water	$843,691
Sewer	$245,300
TOTAL ESTIMATED UTILITY FUND EXPENDITURES	**$1,088,991**

SECTION 3 – Ad Valorem Taxes

An Ad Valorem tax rate of $0.20 per one hundred dollars ($100) valuation of taxable property, as listed for taxes as of January 1, 2014, is hereby levied and established as the official tax rate for the Town of Sawmills for Fiscal Year 2014-2015. The rate is based upon a total projected valuation of $198,791,900 and an estimated collection rate of 90.90%. The purpose of the ad valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Sawmills.

SECTION 4 – Documentation

Copies of this ordinance will be kept on file at Town Hall and shall be furnished to the Town Clerk and Finance Director to provide direction in the collection of revenues and disbursement of Town funds.

SECTION 5 – Special Authorization, Budget Officer

A. The Town Administrator shall serve as Budget Officer.

B. The Budget Officer shall be authorized to reallocate departmental appropriations among the various expenditures within each department.

C. The Budget Officer is authorized to effect interdepartmental transfers of minor budget amendments not to exceed ten percent (10%) of the appropriated funds for the department's allocation which is being reduced. Notification of all such transfers or amendments shall be made to the Town Council at their next regular meeting of that body following the transfers.

SECTION 6 – Restrictions

A. Interfund transfers of moneys shall be accomplished only by authorization from the Town Council.

B. The utilization of any contingency appropriation, in any amount, shall be accomplished only by the authorization from the Town Council. Approval of a contingency appropriation shall be deemed a budget amendment, which transfers funds from the contingency appropriation to the appropriate object of expenditure.

SECTION 7 – Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allow the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Council must approve all budget amendments, except where the Budget Officer is authorized to make limited transfers. Please review sections 5 and 6, which outline special authorizations and restrictions related to budget amendments.

SECTION 8 – Utilization of Budget and Budget Ordinance

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Sawmills during the 2014-15 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records that are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this 17th day of June, 2014.

Bob Gibbs, Mayor

Seth Eckard, Town Administrator

COMMUNITY DEVELOPMENT BLOCK GRANT
CAPITAL PROJECT ORDINANCE
SMALL BUSINESS & ENTREPRENEURIAL ASSISTANCE
PROJECT FOR THE HAYSTATION, LLC.

BE IT ORDAINED by the Sawmills Town Council that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted.

Section 1. The Project was awarded a Community Development Block Grant to assist The Haystation, LLC. The Project is to be financed by the North Carolina Department of Commerce.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the State of North Carolina, and the budget contained herein.

Section 3. The following revenues are available to the Town of Sawmills for this project:

Revenues:	
CDBG	$250,000
Total Revenues	**$250,000**

Section 4. The following amounts are appropriated for the project:

Expenditures:	
Machinery and Equipment	$225,000
Planning Entrepreneurial Activities	$5,000
Administration/Planning	$20,000
Total Appropriations	**$250,000**

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement request should be made to the grantor Agency in an orderly and timely manner.

Section 7. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in each budget submission made to this Board.

Section 8. Copies of this grant project ordinance shall be furnished to the Town Clerk and to the Budget Officer and to the Finance Director for direction in carrying out this projec

Adopted this 21st day of MAY 2013.

Mayor

Susan Nagle
Town Clerk

TOWN OF SAWMILLS SEAL JULY 1, 1988 CALDWELL COUNTY, N.C.

ORDINANCE #_____

TOWN OF SAWMILLS PROJECT BUDGET ORDINANCE FOR THE 2012 DUFF DRIVE AREA SEWER PROJECT COMMUNITY DEVELOPMENT BLOCK GRANT INFRASTRUCTURE PROGRAM

Be it ordained by the Town Council of Sawmills that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted.

Section 1. The project authorized is the Community Development Block Grant Infrastructure Program described in the work statement contained in the Grant Agreement (12-C-2506) between this unit and the Department of Housing and Urban Development.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of HUD, and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

Revenues

Community Development Block Grant Infrastructure Program Duff Drive Area Sewer Project	$750,000
Local Commitment	37,500
TOTAL	$787,500

Section 4. The following amounts are appropriated for the project:

Expenditures –Community Development Block Grant

Public Sewer Improvements	$711,100
Administration	$ 71,400
Planning	$ 5,000
TOTAL	$787,500

Section 5. The Finance Officers hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement (s) and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement request should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Town Council.

Section 9. Copies of this grant project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this the 20th day of AUGUST, 2013.

Mayor, Town of Sawmills

ATTEST:

Susan Vaughn

Clerk

TOWN OF SAWMILLS SEAL JULY 1, 1988 CALDWELL COUNTY, N.C.

TOWN OF SAWMILLS

BUDGET ORDINANCE - CAPITAL IMPROVEMENT PROJECTS

TOWN OF SAWMILLS CAPITAL IMPROVEMENT PROJECTS
BUDGET ORDINANCE
FISCAL YEAR 2013-2014

BE IT ORDAINED by the Town Council of Sawmills, Caldwell County, North Carolina:

Section 1.

The following amounts are hereby appropriated as the estimated revenues and project appropriations for the capital projects listed below during the Fiscal Year beginning July 1, 2013, and ending June 30, 2014.

Capital Projects Fund

A. It is estimated that the following revenues will be available to complete capital projects as proposed in the 2014 Capital Improvement Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Contribution - Capital Reserve Fund	$150,000.00
TOTAL REVENUES:	**$150,000.00**

B. The following appropriations are made as proposed in the 2014 Capital Improvement Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014:

Vehicles	$150,000.00
TOTAL EXPENDITURES:	**$150,000.00**

GRAND TOTAL - REVENUES	**$150,000.00**
GRAND TOTAL - EXPENDITURES	**$150,000.00**

Section II. (Special Provisions)

A. Special appropriations to non-profit organizations (if any) shall be distributed after the execution of an agreement, which ensures that all Town funds are used for statutorily permissible public purposes only.

B. The Town Administrator and/or Finance Director, or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:

1. The Finance Officer may transfer amounts between objects of expenditure within a function.

2. The Town Administrator and/or Finance Officer may not transfer any amounts between funds nor from any contingency appropriation within any fund without action of the Town Council except as specified below for budget shortfalls and change orders.

3. The Town Administrator and Finance Officer may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.

4. Additional authority is granted to the Finance Director or designee to transfer amounts within and between funds for the sole purpose of funding salary and benefits adjustments consistent with the Sawmills Personnel Policy.

5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Administrator or Finance Officer may adjust budgets to match, including grants that require a Town match for which funds are available.

Section III.

The ordinance and the budget documents shall be the basis of the financial plan for the Town of Sawmills for the 2013-2014 fiscal year. The Town Administrator and the Budget Officer shall administer the budget. The Finance Director shall establish and maintain all records, which are in concurrence with this budget and budget ordinance and the appropriate statutes of the State of North Carolina Funds appropriated in the FY 2012-2013 Budget and encumbered on June 30, 2013, shall be authorized as part of the Budget Appropriation by adoption of this Budget Ordinance.

Adopted this the 17th day of SEPTEMBER 2013.

Mayor

Attest:

Susan Vagle

Clerk

TOWN OF SAWMILLS SEAL JULY 1, 1999 CALDWELL COUNTY, N.C.

195164-1

Budgetary & Financial Information

- Distinguished Budget Presentation Award
- Budget Preparation Calendar
- Units of the Budget Document
- Fund Balances (General & Utility)
- Explanation of Fund Balances (General & Utility)
- Financial Policies
- Financial Management Systems
- Cash Management

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Town of Sawmills

North Carolina

For the Fiscal Year Beginning

July 1, 2012

President

Executive Director

BUDGET PREPARATION CALENDAR FOR FY 2014-2015

December 17th at 6:00 pm Regular Council Meeting	**Adopt FY 2014-2015 Budget Retreat and Workshop Schedules** (Sawmills Town Hall Council Chambers)
January 7th from 5:30-7:30 Special Council Meeting	**Strategic Planning Session** (Sawmills Town Hall Council Chambers)
January 23rd at 6:00 pm Special Council Meeting	**Coffee with the Council** (Sawmills Town Hall Council Chambers)
February 11th from 9:00-4:00 Special Council Meeting	**Annual Council Budget Retreat** (Caldwell County Economic Development Commission)
March 13th from 5:00-7:00 Special Council Meeting	**Budget Workshop Number 1** (Sawmills Town Hall Council Chambers)
April 3rd from 5:00-7:00 Special Council Meeting	**Budget Workshop Number 2** (Sawmills Town Hall Council Chambers)
April 24th from 5:00-7:00 Special Council Meeting	**Budget Workshop Number 3** (Sawmills Town Hall Council Chambers)
May 1st from 5:00-7:00 Special Council Meeting	**Budget Workshop Number 4 (If needed)** (Sawmills Town Hall Council Chambers)
May 20th at 6:00 pm Regular Council Meeting	**Presentation of FY 2014-2015 Budget and Call a Public Hearing** (Sawmills Town Hall Council Chambers)
June 17th at 6:00 pm Regular Council Meeting	**Public Hearing and Adoption of FY 2014-2015 Budget** (Sawmills Town Hall Council Chambers)

UNITS OF THE BUDGET DOCUMENT

Summary:

The primary focus of most budget documents is the revenue and expenditure appropriations. To simplify the financial system and to fairly distribute the resources of the Town, this budget is separated into different units. Town services are separated by function so all costs and incomes generated by each unit can be accurately identified. These units are grouped into common services, functions, and cost areas that are in turn placed into the appropriate Fund, Department, and Line Item. The various levels of detail provided by the different units (funds, departments, and line items) help to manage the operational and fiscal activities of the Town. The following are definitions of the primary units that compose the Town of Sawmills Budget.

Fund:

The fund is an independent fiscal and accounting entity that has a separate set of accounting records for the purpose of operating a specific type of activity. Most funds are economically self-sufficient, having their own revenue sources to support operational activities. Funds may operate one or more sub-groups, called departments, which are responsible for delivering various types of services to the community. The Town of Sawmills operates three (3) funds: General, Utility, and CDBG Sewer Grant. The General Fund handles the "general" operations of the Town, such as administration, street maintenance, planning, etc. The Utility Fund is an enterprise fund which means it is operated in a manner similar to a business, where fees are paid for services provided - in this case customers pay for water and sewer usage. The CDBG Sewer Grant will be adding new sewer lines to the Town's infrastructure.

Department:

Departments are a sub-unit or division of a fund. For example, the Sanitation department is part of the General Fund. A department is responsible for performing specific governmental functions within its area(s) of responsibility.

Line Items:

The budget for each fund and department consists of individual line items that identify specific expenditures and revenues. Examples of line items: salaries & wages, maintenance & repair, capital outlay, property tax revenues, sales tax revenues, etc. Line items are the most detailed way to list budgeted expenditure and revenue information.

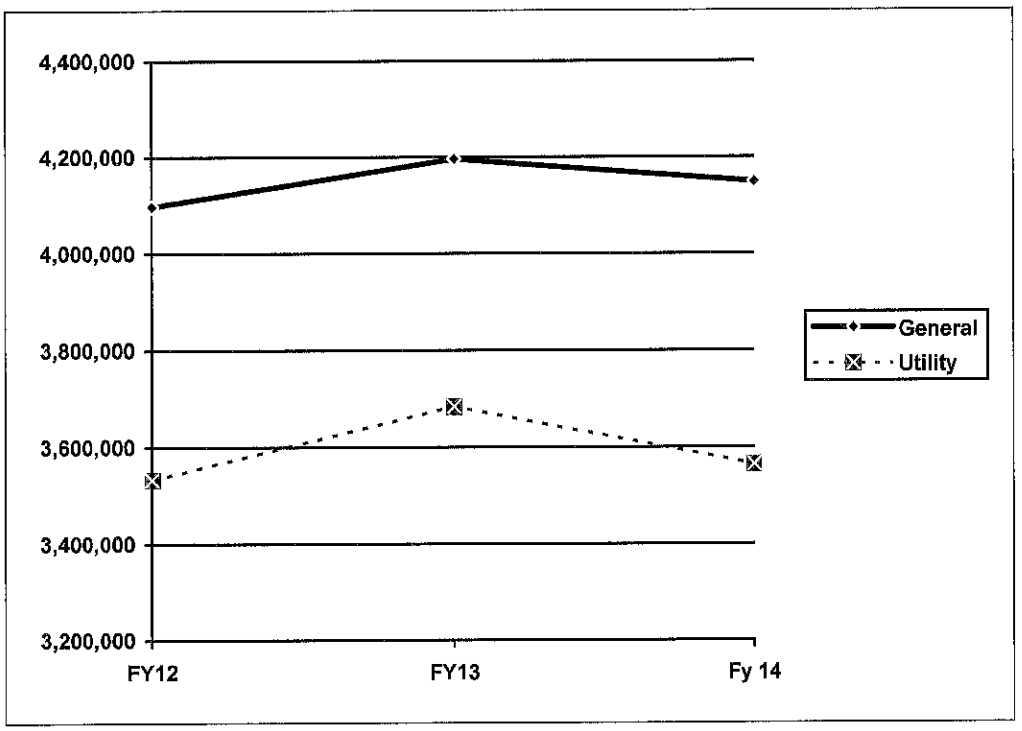
General Fund and Utility Fund Balances

General Fund:

Fund Balance at the end of:	6/30/2012	6/30/2013	6/30/2014 (est)
(Assigned and Unassigned)	$4,097,617	$4,195,995	$4,148,859

Utility Fund:

Fund Balance at the end of:	6/30/2012	6/30/2013	6/30/2014 (est)
(Net Assets)	$3,532,903	$3,684,064	$3,564,206



EXPLANATION OF FUND BALANCES (GENERAL & UTILITY)

GENERAL FUND: The estimated fund balance for 2014-15 FY is projected to be $4,148,859. Even though the figures reflect a stable fund balance, many factors can reduce the fund balance in a short period of time.

UTILITY FUND: The estimated net assets for 2014-2015 FY is $3,564,206. There is a rate increase implemented for water or sewer services for the upcoming fiscal year. Our primary source of water is purchased from the City of Lenoir who implemented a 1.2% rate increase for water and a 2% rate increase for sewer.

FINANCIAL POLICIES

Purpose:

The following set of financial policies was developed by the Town Council and Town Administrator. These policies are general in nature and designed to act as a guide to assist in making sound fiscal management decisions for the Town of Sawmills. By adhering to established financial policies, following the North Carolina Budget and Fiscal Control Act, accepting guidance from the Local Government Commission, Institute of Government, and the Town's independent auditors, Sawmills can continue to strengthen a solid foundation, which is built on responsible financial and budgetary practices.

Fund Balance:

To insure the Town's fiscal stability, it is necessary to maintain a healthy operating fund balance. The fund balance should not drop below 33% of total expenditures for the General Fund. In addition to the need for emergency funds, the fund balance allows the Town to maintain adequate cash flow levels, provides steady investment income, helps absorb revenue shortfalls, and occasionally aids in making nonrecurring capital purchases.

Operating Budget:

In accordance with the North Carolina General Statutes, the Town will adopt a balanced budget for the fiscal year starting July 1st and ending June 30th of the following calendar year. In addition to setting legal limits on expenditures, establishing a tax levy and tax rate, the Sawmills budget will act as a "work plan" designed for the purpose of implementing goals established by the Town Council. At the end of the fiscal year, the "work plan" will provide the governing body with a way to evaluate budgetary and organizational performance.

Accounting:

An independent accounting firm will perform an annual audit, which will comply with Generally Accepted Accounting Principles (GAAP). Every year the Town's staff will attempt to implement any suggestions made by the auditor in the Annual Financial Report. Every effort will be made by the Town to upgrade internal accounting controls, thus maximizing the security and efficiency of the accounting system.

FINANCIAL POLICIES (CONTINUED)

Investments:

The Town will attempt to maximize the investment of idle monies, thus generating greater amounts of non-tax revenue through increased investment earnings. The following factors will be of paramount importance whenever Town funds are invested: security, liquidity, diversity, and yield. The Town of Sawmills will only invest in those instruments that comply with North Carolina General Statute 159-30, which is part of the Local Government Budget and Fiscal Control Act.

Debt:

In accordance with North Carolina General Statute 159-55 the Town's bonded indebtedness will not exceed eight (8%) percent of the taxable property within its town limits. The Town's debt limit is approximately $16,514,290. Capital items and capital projects will be financed for a period which should not exceed the life of the asset. There is no current debt for the General Fund and less than a 1% debt for the Utility Fund.

	Balance Owed	Paid in Full
Utility Fund:		
ARRA Loan – Cajahs Mtn Waterline Replacement	$94,090.40	12/31/2030

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Town of Sawmills conform to Generally Accepted Accounting Principles (GAAP) as applicable to local governments. The following is a summary of the more significant accounting principles.

A. REPORTING ENTITY

For financial reporting purposes, in accordance with the criteria in NCGA Statement 3, the Town of Sawmills includes all funds, account groups, agencies, boards, commissions, and authorities which are controlled by or are financially dependent upon the Town.

B. BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts for the Town are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts compromised of assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. In this report, the various funds are grouped into two broad categories and four generic fund types. The two account groups are not funds but are used to establish accountability over the Town's general fixed assets and general long-term debt.

Governmental Funds

General Fund - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. The primary revenue sources are ad valorem taxes and state shared revenues. The primary expenditures are for administration, finance, streets, sanitation/recycling, parks and recreation, community development (storm water, planning, and code enforcement) and governing body.

Proprietary Funds

Enterprise Fund - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is

Appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Town of Sawmills has one enterprise fund: the Utility Fund.

Account Groups

General Fixed Assets Account Group - This group of accounts is established to account for all fixed assets of the Town, other than those accounted for in the proprietary fund.

General Long Term Debt Account Group – This group of accounts is established to account for all long-term obligations of the Town, except those which are accounted for in the proprietary fund.

C. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures of expenses and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurements made, regardless of the measurement focus applied.

All funds of the Town are accounted for during the year on the modified accrual basis of accounting in accordance with North Carolina General Statutes. The governmental funds are presented in the financial statement on the same basis. Under the modified accrual basis, revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period. Expenditures are recognized in the accounting period in which a fund liability is incurred, if measurable, except for unmatured principle and interest on general long-term debt which is recognized when due.

The proprietary fund is presented in the financial statements on the accrual basis. Under this basis, revenues are recognized in the accounting period when earned and expenses are recognized in the period when incurred. Unbilled receivables are immaterial and are not accrued as revenue in the Utility Fund.

D. BUDGETARY DATA

Budgets are adopted as required by State Statute. An annual budget ordinance is adopted for the general and enterprise funds. All annual appropriations lapse at fiscal year-end. Project ordinances are adopted for special revenue and capital project funds. All budgets are prepared using the modified accrual basis of accounting, which is consistent with the accounting system used to record transactions.

Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds. The Budget Officer is authorized to reallocate departmental appropriations among the various objects of expenditures within each department. During the year, several amendments to the original budget are necessary.

As required by G.S. 159-26(d), the Town maintains encumbrance accounts that are considered to be "budgetary accounts." Encumbrances outstanding at year-end represent the estimated amounts of the expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end do not constitute expenditures or liabilities; they are reported as "Reserved for encumbrances" in the fund balance section of the combined Balance Sheet in the Town's Annual Financial Report.

CASH MANAGEMENT

Deposits

All deposits of the Town are made in board-designated official depositories and are collateralized as required by North Carolina General Statutes (G.S. 159-31). The Town may designate, as an official depository, any bank or savings and loan association whose principle office is located in North Carolina. Also, the Town may establish time deposit accounts such as Now and SuperNow accounts, money market accounts and certificates of deposit.

Currently, First Citizens Bank in Granite Falls serves as the central depository for the Town. The daily receipts are deposited into the Town's interest bearing Money Market Account, to minimize the existence of idle funds and maximize interest earnings. All of the Town's monies in the central depository are covered by federal depository insurance.

Investments

North Carolina General Statutes (G.S. 159-30(c)) authorizes the Town to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers acceptances; and The North Carolina Cash Management Trust, an SEC registered mutual fund. Investments are stated at cost or amortized cost. The Town pools monies from several funds to facilitate disbursement and investment and maximize investment income. Therefore, for the statement of cash flows, all enterprise fund cash and investments are essentially demand deposits and are considered cash and equivalents.

REVENUE & EXPENSES

- Revenue & Expenditures by Fund Comparison
- Revenues by Fund Comparison Graph
- Expenditures by Fund Comparison Graph
- Capital Improvement Expenditure Summary
- Revenue and Expenditure Summaries
- Revenue Assumptions
- Revenue Trends

Revenues and Expenditures by Fund

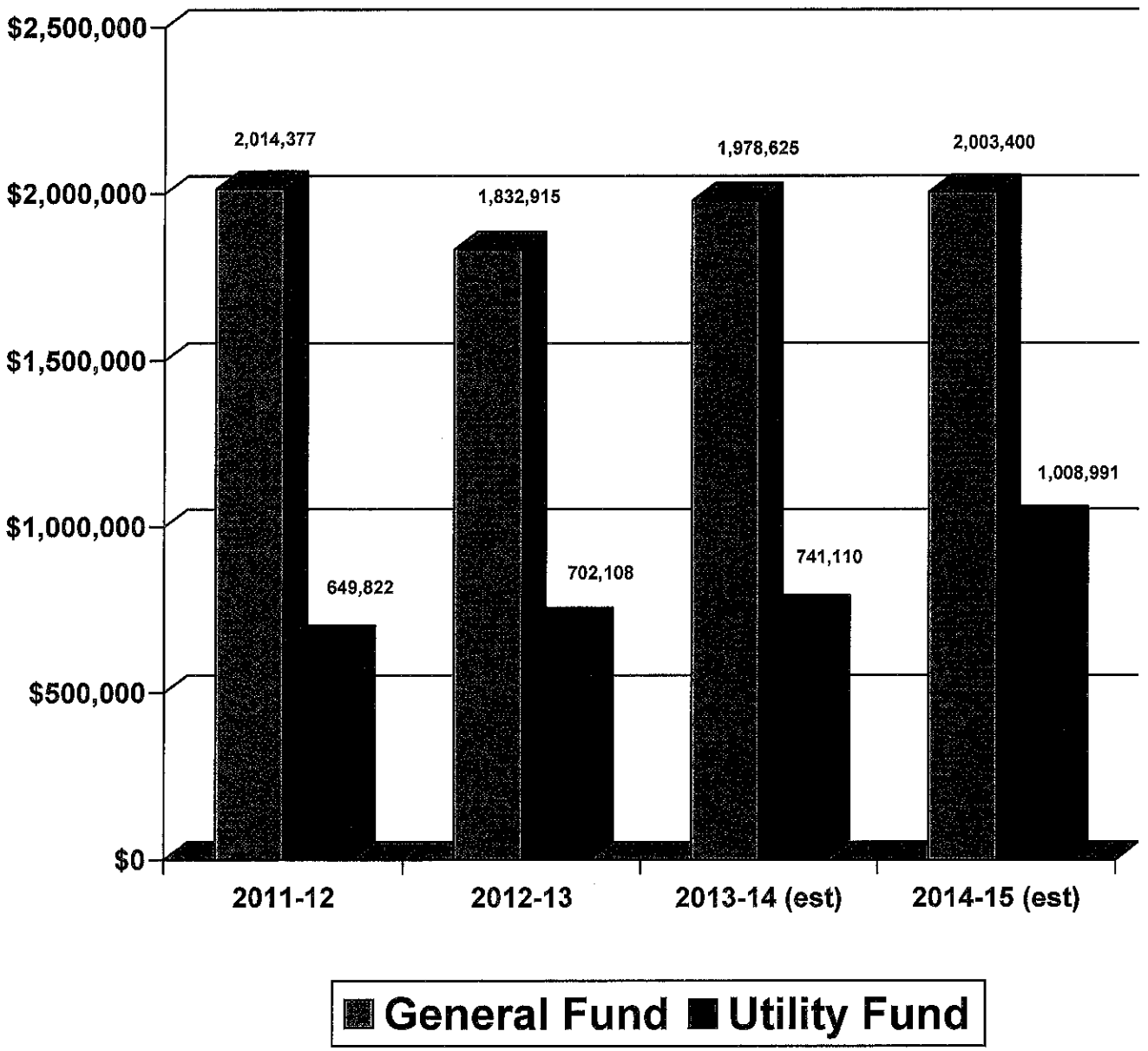
Revenues

Fund	2011-12	2012-13	2013-14 (est)	2014-15(est)
General	$2,014,377	$1,832,915	$1,978,625	$2,003,400
Utility	$ 649,822	$702,108	$ 741,110	$1,088,991
Total	$2,664,199	$2,535,023	$2,719,735	$3,092,391

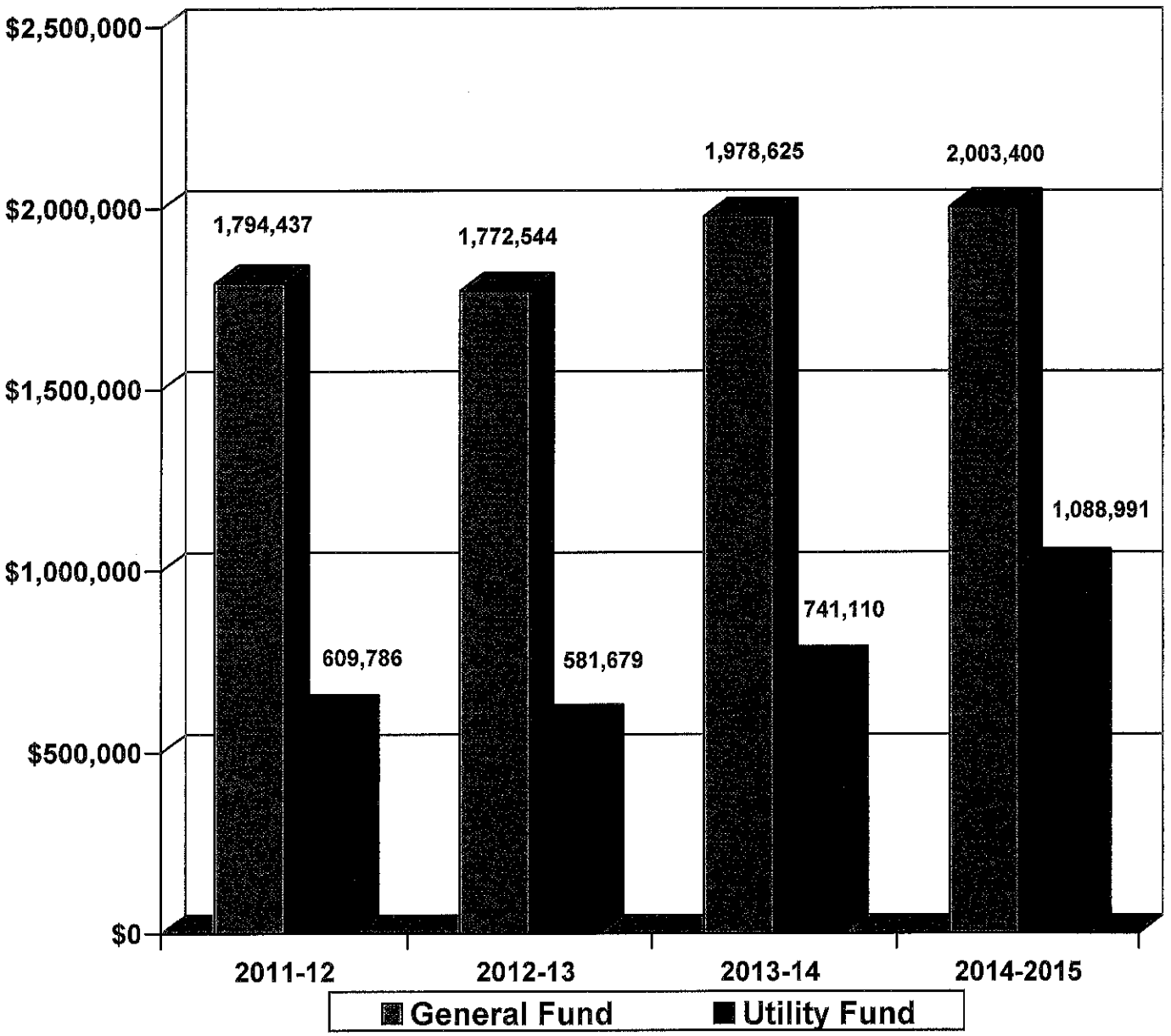
Expenditures

Fund	2011-12	2012-13	2013-14 (est)	2014-15(est)
General	$1,794,437	$1,772,544	$1,978,625	$2,003,400
Utility	$ 609,786	$581,679	$ 741,110	$1,088,991
Total	$2,404,223	$2,354,223	$2,719,735	$3,092,391

Revenues by Fund
2012 – 2015



Expenditures by Fund
2012 – 2015



Comparison of Revenue and Expenditure Summaries

REVENUES

General Fund	2011-12	2012-13	2013-14(est)	2014-15(est)
Ad Val/Vehicle Tax	444,000	437,119	398,800	430,550
Sales Tax	826,754	833,814	825,000	833,000
Powell Bill	148,122	150,740	393,725	358,350
State Shared Rev	383,924	204,231	162,000	180,000
Solid Waste Fee	189,990	185,778	189,000	185,000
Miscellaneous	19,912	18,547	9,600	15,000
Fund Balance	0	0	0	0
Planning Fees	1,675	2,686	500	1,500
Total	**2,014,377**	**1,832,915**	**1,978,625**	**2,003,400**

Utility Fund				
Utility Charges	625,304	679,838	675,422	694,604
Taps & Connections	2,000	2,000	1,500	1,500
Late Charges	11,502	11,543	10,000	10,000
Operating Transfer	0	0	0	0
Miscellaneous	11,016	8,727	6,600	6,100
Fund Balance	0	0	47,588	376,787
Total	**649,822**	**702,108**	**741,110**	**1,088,991**

EXPENDITURES

General Fund	2011-12	2012-13	2013-14(est)	2014-15(est)
Governing Body	24,090	22,431	32,350	49,600
Administration	743,652	312.277	391,700	390,250
Finance	56,789	59,333	67,900	71,200
Streets & Highways	388,436	312,121	389,225	358,350
Public Works	140,524	231,211	144,150	175,750
Sanitation	222,780	265,137	443,100	271,400
Community Development	37,084	20,143	44,750	48,650
Parks & Recreation	120,064	149,891	185,450	358,200
Operating Transfers	0	0	0	0
Inter Local Transfer	400,000	280,000	280,000	280,000
Total	**1,793,691**	**1,772,544**	**1,978,625**	**2,003,400**

Utility Fund				
Water	421,477	423,198	636,610	843,691
Sewer	177,809	158,481	104,500	245,300
Total	**599,286**	**581,679**	**741,110**	**1,088,991**

2014-2015 CAPITAL IMPROVEMENT EXPENDITURE SUMMARIES

Capital Improvement Decision Process: The Town's formal Capital Improvement Program (CIP) covers a span of ten years. The need for capital improvements comes from the Mayor, Board, Citizens, and Town Staff. Once a potential need is identified, it is evaluated during the annual goal setting retreat and reviewed more closely during budget workshops. A final decision is rendered at the time of budget adoption.

Definition of Capital Improvement: A capital improvement in Sawmills is defined as any expenditure for equipment, buildings, any structure/facility related to municipal operations, machinery, land acquisition, plan, study, or project in which the cost for the item exceeds $5,000. The information listed on the next few pages is a summary of the Capital expenditures for the General and Utility Funds for the ten years.

Town of Sawmills Capital Improvement Plan (10 Year)

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY23/24
General Fund										
Administration										
Town Car (Hybrid)		30,000								
Town Hall (D/S)			120,000	120,000	120,000	120,000	120,000	120,000	120,000	
Generator					25,000					
Administration Subtotal	0	30,000	120,000	120,000	145,000	120,000	120,000	120,000	120,000	0
Public Works										
Automated Gate	6,500									
Generator				25,000						
Public Works Subtotal	6,500	0	0	25,000	25,000					
Parks & Recreation										
Veterans Park Restrooms	100,000									
Zero Turn Mower		15,000								
Press Box (2)		30,000								
Baird/Replace Lighting		60,000								
V. Park Lighting			300,000							
V. Park Maintenance Bld.					178,000					
Veterans & Baird/Pavement						50,000				
V. Park Access Rd.							55,000			
V. Park N. Parking Lot							378,000			
Veterans/Pave Ballfield Rd									30,000	
Parks & Recreation Subtotal	100,000	105,000	300,000	0	178,000	50,000	433,000	0	30,000	0
General Fund Continued										
Sanitation										
Recycling Contract	68,000									
Refuse Truck #3 (D/S)				80,000	80,000	80,000				
General Fund Subtotal	68,000	0	0	80,000	80,000	80,000	0	0	0	0

Town of Sawmills Capital Improvement Plan (10 Year)

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY23/24
Streets & Highways										
Moore Acres	190,000									
Speed Humps	12,000									
Elmore Drive		TBD								
Hunters Path			45,000							
Seal Cracks, Spray Grass			90,000							
Ala Lane				TBD						
Annas Drive					TBD					
Creekview Place							TBD			
Everhart Lane								TBD		
Gatewood Drive									TBD	
Atlas Drive										TBD
TBD - To be determined										
Streets & Highways Subtotal	**202,000**	**0**	**135,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
General Fund CIP Total	**376,500**	**135,000**	**555,000**	**225,000**	**428,000**	**250,000**	**553,000**	**120,000**	**150,000**	**0**

Utility Fund

Water										
Bakers Circle - Waterline repl	280,000									
Remont Road				17,000						
Oxford Road				20,000						
Maggie Lane				28,000						
Leta Lane					72,000					
Spring Lake MHP					170,000					
Electric Meter Readers					20,000					
Mayfield Drive						37,000				
Paul Drive						56,000				
Ardmore Drive							25,000			
Mission Road/Whithers Dr							83,000			
Water Meters							300,000			
Marcus Drive								37,000		
White Pine Drive								72,000		
Jess Drive									34,000	
Magnolia Lane									136,000	
Helton Road										180,000
Water Department Subtotal	**280,000**	**0**	**0**	**65,000**	**262,000**	**93,000**	**408,000**	**109,000**	**170,000**	**180,000**

Town of Sawmills Capital Improvement Plan (10 Year)

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY23/24
Sewer										
Stamey Road pump station	64,000									
Cajahs Mtn Rd - Phase 1		153,000								
Cajahs Mtn Rd - Phase 2			153,000							
Bakers Circle				128,000						
Blackburn Court & Villa Lane					174,000					
Villa Woods, Loye Ln, Baker Circle, Chantilly Dr (South)						333,000				
Duncan Dr & Chantilly Dr (North)							165,000			
Clyde Dr & Burl St								223,000		
Cleo Dr, Karr Dr, Remount St & Holden Pl									234,000	
Sewer Department Subtotal	**64,000**	**153,000**	**153,000**	**128,000**	**174,000**	**333,000**	**165,000**	**223,000**	**234,000**	**0**

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Utility Fund CIP Total	**344,000**	**153,000**	**153,000**	**193,000**	**436,000**	**426,000**	**573,000**	**332,000**	**404,000**	**180,000**

Capital Budget Items by Department FY 2014 - 2015

General Fund & Utility Fund

General Fund

Administration -	
1. Town Hall - Front Door	$8,500
Public Works –	
1. Slide gate operator	$6,500
Streets & Highways -	
1. Speed Humps	$12,000
2. Moore Acres	$190,000
Parks & Recreation -	
1. Veterans Park Restrooms	$100,000
2. Baird Park Walking Trail	$31,000
Total General Fund	$348,000

Utility Fund

Water Department	
1. Baker Circle Waterline	$280,000
Sewer Department	
1. Stamey Road pump station	$64,000
Total Utility Fund	$344,000

Total Capital Budget - General Fund	$348,000
Total Capital Budget - Utility Fund	$344,000
Total Capital Budget	$692,000

EXPLANATION OF CAPITAL EXPENDITURES

Capital Items	Explanation, Financing, & Operational Impacts
Item: Front Door Cost: $8,500 Dept: Administration	Replacing front doors with an automated door system which is ADA approved.
Item: Slide gate operator Cost: $6,500 Dept: **Public Works**	To provide additional security to the Public Works' facility. This will enable employees to automatically lock the gate when entering or leaving the premises.
Item: Speed Humps Cost: $12,000 Item: Moore Acres Cost: $190,000 Dept: **Streets/Highways**	Powell Bill monies will be used to construct speed humps as a traffic calming device. A street study, conducted by the Town's engineers, prioritized streets in need of significant repairs and/or paving.
Item: Restrooms – Veterans Park Cost: $100,000 Item: Walking Trail – Baird Park Cost: $31,000 Dept: **Parks & Recreation**	Restrooms: To provide additional convenience for the public due to increased activities and participation at Veterans Park. Walking Trail: To make needed repairs and improvements.
Item: Baker Circle Waterline Cost: $280,000 Dept: **Water Department**	Replacing original Sanitary District water lines as recommended by the recently adopted water/sewer capital improvement plan.
Item: Stamey Road Pump Station Cost: $64,000 Dept: **Sewer Department**	Repairing and updating the current pump station to accommodate future sewer lines.

REVENUE ASSUMPTIONS

The following information briefly explains the major sources of revenue and describes the means used to project anticipated income for the Town of Sawmills.

Ad Valorem Taxes Ad Valorem or property tax income is based on a $ .20 tax rate per $100 of $207,678,259 assessed valuation with an estimated 90.90% collection rate for property and 78.26% for vehicles.

Investments The Town generates income by investing idle cash in CD's, money market accounts, and investments in the North Carolina Capital Management Trust Fund. An average monthly balance of temporarily idle cash for each fund is determined by using historical trend analysis and by performing cash flow projections for FY 2014-15.

Shared Revenues State-shared revenue sources remain reduced due to action taken by the North Carolina General Assembly. The distribution of revenue changes from year to year. Sawmills receives the following State-shared revenues: Franchise, Piped Natural Gas, Excise, and Telecommunication Taxes. For 2014-15, estimates of these revenues have been included in the budget.

Local Sales Tax The State collects and distributes local levied tax on retail sales. The tax consists of a one cent (Article 39), and two one-half cent taxes (Articles 40 & 42), of which each local government receives a portion, based on either a per capita (population) or ad valorem (property value) basis determined by the county. Caldwell County distributes sales tax money based on per capita. To continue to receive these taxes on a per capita basis, the Town and other municipalities have entered into an interlocal agreement with Caldwell County to use these funds on economic development incentives benefiting the County. The Town's contribution is $280,000.

Powell Bill Fund Powell Bill funds are generated from the State's Gasoline Tax. A percentage of this tax is returned to municipalities through a formula based on a town's population and mileage of streets maintained by the municipalities. Powell Bill money can only be used for street maintenance, construction, traffic signs, curbs and gutters, drainage, and other related needs.

Water Billings The Town sells potable water to residential and commercial establishments within the Sawmills town limits. Minimum monthly water charges to customers will increase to $15 for the first 2,000 gallons with each additional 1,000 gallons at a rate of $4.50.

Sewer Billings The Town collects waste water through a sewer collection system. The bill each month is based on a customer's water consumption. The minimum monthly sewer charge will remain the same $18.00 for the first 2,000 gallons with each additional 1,000 gallons at a rate of $5.00.

Fund Balance This revenue source comes from the Town's surplus in either the General or Utility Funds. The appropriation of fund balance (General Fund), or net assets (Utility Fund) is necessary to balance projected revenues and expenditures. The level of appropriation is determined by the difference between estimated expenditures and estimated revenues for the upcoming fiscal year.

Misc. Revenue This revenue source is generated by park rental fees, trash cans, Town promotional materials, Veterans Memorial engraving and copies.

Capital Reserve This fund is represented on a municipality's balance sheet accounting for reserves set aside for future long term capital investments, projects or emergency expenditures. This type of fund is set aside to insure the municipality has adequate funding to at least partially finance the project.

Other All other revenue sources were projected by using one, or a combination of the following forecasting methods: historical trend analysis, projections from the N.C. League of Municipalities, and/or institutional knowledge.

REVENUE TRENDS

General Fund

Property tax revenues make up approximately 20% of the General Fund revenues. We are starting to see a slight improvement in revenue projections for the Town. Sawmills, and many other North Carolina municipalities, receive State Shared Revenues. This represents approximately 8% of the revenue and is comprised of the Franchise, Utility, Excise, and Telecommunication taxes. As long as these revenues remain subject to annual appropriation by the North Carolina General Assembly, they will continue to be an unstable and unpredictable source of revenue. The Sales and Use Tax, along with City Hold Harmless, is approximately 70% of the General Fund Revenue. The remaining 10% is comprised of the solid waste fees, planning/zoning fees, investments and miscellaneous revenue.

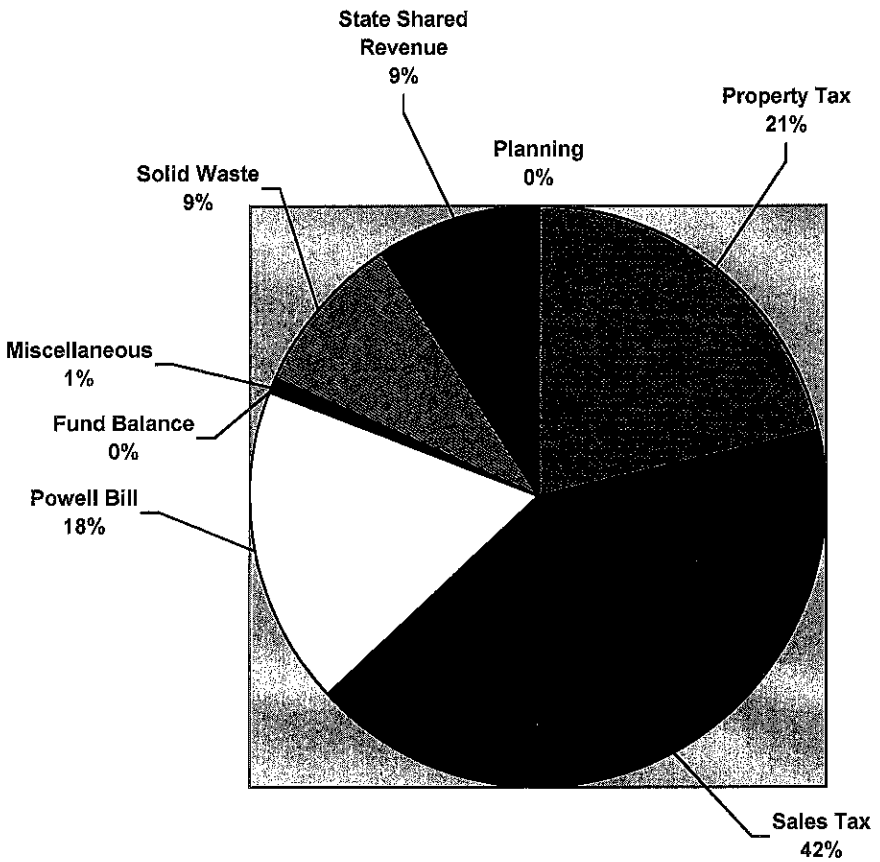
Utility Fund

The vast majority of support for this fund comes from water sales. Over the years, water sales and usage have increased slightly. Occasionally, sales will drop from one year to the next. Water sales should remain constant due to no immediate plans for system expansion and conservation efforts. However, sewer sales have a potential to increase as the Town has applied and been awarded a Community Development Block Grant (CDBG) Infrastructure Sewer Project. Proceeds from water sales, and the other smaller revenue sources, should provide adequate revenues to maintain the Utility Fund as a self-supporting enterprise activity.

GENERAL FUND

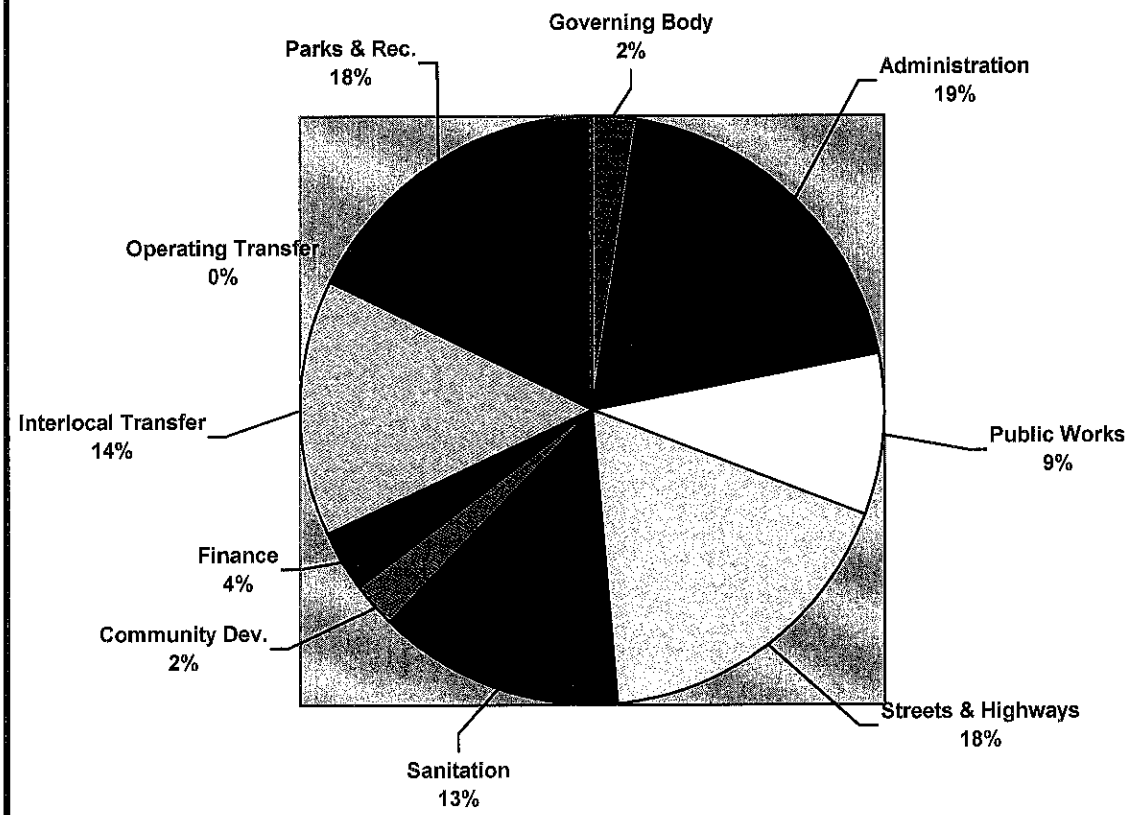
- Revenues for General Fund Graph
- Expenses for General Fund Graph
- Governing Body
- Administration
- Finance
- Public Works
- Streets & Highways
- Sanitation & Recycling
- Community Development
- Parks & Recreation

2014- 2015 Revenues
General Fund



Total Revenues: $2,003,400

2014 - 2015 Expense
General Fund



Total Expense: $2,003,400

GOVERNING BODY

*Mayor
* Town Council

The Town's elected Governing Body consists of a Mayor and five Council members. The Mayor and Council are elected on four year staggered terms. Elections are held every two years.

OBJECTIVES

- Constantly monitor projects in the Town, working with staff to ensure that the Budget is in compliance and being wise stewards of the Town's monies. Work with residents to understand problems and needs to improve the Town's services and functions.
- Continue to work with the Western Piedmont Council of Governments, the North Carolina League of Municipalities, as well as the County and local municipalities.
- The increase in the Governing Body's budget is a result of the Mayor/Council committing to a $14,000 donation to Sawmills Elementary School.

Expenditures	**2013-14 (Estimate)**	**2014-15 Budget**	**% Change**
	$32,350	$49,600	+35%
Personnel	**Full Time**	**Changes**	**Total**
	0	0	6

ADMINISTRATION	* Manager * Office Manager	* Town Clerk

The Administrative Department consists of the Town Administrator who handles the day-to-day operations of the Town, a Town Clerk and Office Manager. The Town Clerk records the minutes for the Town Council meetings and keeps all records for the Town. The Office Manager ensures daily duties are carried out, along with coordinating town events and assists with customer account maintenance for utility billing.

OBJECTIVES

- Administrative staff will attend conference and classes to improve job knowledge and efficiency.
- The Town Clerk will attend classes to obtain certification. Classes are held three times per year. Various laws, regulations and protocol for meetings are reviewed enabling the Clerk to perform clerical duties for the Town.

Expenditures

2013-14 (Estimate)	2014-15 Budget	% Change
$391,700	$390,250	-.4%

Personnel

Full Time	Part Time	
3	0	1

FINANCE	* Finance Officer

The Finance Department maintains and updates all financials such as Year End Reports, Statements of Revenues and Expenses, Trial Balance, General Ledger and all Journal Entries to stay within the allotted budget. Personnel also maintain all State and Federal reports such as County Sales Tax Report, 941's, State Withholding, and Municipal Certification Report. The Finance Department also handles all aspects of personnel, health insurance, workers compensation, property and liability insurance, internal auditing, accounts payable, accounts receivable, fixed assets, payroll, works with the Auditor on the yearly audit, and helps prepare the annual budget.

OBJECTIVES

- The Finance Officer will work towards receiving Finance Officer Certification by taking classes through the Institute of Government.
- The Finance Officer will attend conferences and/or classes that include local, state and national information regarding governmental laws, employment laws, accounting, auditing and financial management information. These classes/conferences will aide the Finance Officer to be in compliance with GAP, GASB and local, State, and Federal requirements.

Expenditures

2013-14 (Estimate)	2014-15 Budget	% Change
$67,900	$71,200	+5%

Personnel

Full Time	Part Time
1	0

PUBLIC WORKS DEPARTMENT

* Public Works Director
* Public Works Employees

The Public Works Department endeavors to keep all buildings, equipment and the infrastructure of the Town in operational order. The main goal is to keep the Town clean, safe, and in good repair.

OBJECTIVE

- Coordinate with the NC Department of Transportation by maintaining roads in the Town with paving/repairs, keeping right of ways clear, snow removal, mowing and removal of debris.
- Sustain all the Town's facilities with continual maintenance and repairs.

Expenditures

	2013-14 Budget (Estimate)	2014-15 Budget	% Change
	$533,735 ($144,150 + $389,225)*	$534,100 ($175,750 + $358,350)*	+.1%

Personnel	Full Time	Part Time
	3	0

*Total includes Public Works and Streets/Highways (Powell Bill).

SANITATION DEPARTMENT

*Crew Leader
* Sanitation Employee

The Sanitation Department collects trash around the Town on a daily basis. Residents within the Town receive this curbside collection weekly for a monthly fee of $7.00. Stoves, refrigerators, sofas, tables, boxes, and other miscellaneous items, can be scheduled for pick up by contacting the Town Hall office.

The Town of Sawmills contracts with Republic Services (aka - Garbage Disposal Services) to collect recyclable material on a weekly basis. The Town encourages residents to participate in the recycling program by providing free containers and also a list of items that can be recycled. The recycle rewards program ($28 credit to the sanitation bill), which began in July, 2011, continues to be a success resulting in an increase in materials being recycled. The Town's recycling average increased to a monthly high of 68% in October 2013.

In 2009 the Town purchased its first automated refuse truck. The average life cycle for a sanitation truck is five years. A second automated refuse truck was purchased during the 2013-14 fiscal year. The first truck will be used for special collections as well as back-up to the new truck.

In 2014 the Town will transition the curbside recycling service from an 18 gallon bin to a 96 gallon cart. Republic Services will continue with the curbside pickup transitioning from a weekly cycle to a bi-monthly cycle. The Town's goal is to increase the amount of recycling materials, and reduce the amount of refuse being taken to the landfill.

OBJECTIVES

- Continue to provide efficient curbside service to the citizens of Sawmills while keeping expenses in check.
-
- Work with Replublic Services to collect recyclables and encourage more participation by residents. Information packets will be used to inform participating residents improved ways to recycle and make them aware of their role by conserving resources.

Expenditures

2013-14 (Estimate)	2014-15 Budget	% Change
$443,100	$271,400	-39%

Personnel

Full Time	Part Time
2	0

PARKS & RECREATION

* Recreation Program Coordinator

BUDGET SUMMARY

Expanding services, at both the Baird Park and the Veterans Memorial Park, is still the focus for the Parks & Recreation Department in the next few years. During the recent fiscal year, the Town constructed, with the help of the Hickory Disc Golf Club, an 18 hole disc golf course. In the future, Duke Energy plans to work with the Town to construct a greenway at the Veterans Park. The Town will strive to enhance the aesthetics of the parks with landscaping improvements throughout the year.

In 2014 the Town will add an additional set of bathrooms at Veterans Memorial Park.

OBJECTIVES

- Expand and develop both parks for the use and enjoyment of Town residents.
- Keep both parks clean and well maintained, and offer recreational activities that interest all residents in the Town such as walking trails, ball fields, picnic shelters, handicap accessibility, a fishing pier and playgrounds.

Expenditures

2013-14 (Estimate)	2014-15 Budget	% Change
$185,450	$358,200	+48%

Personnel

Full Time	Part Time	Change
1	0	

COMMUNITY DEVELOPMENT	* Planning Commission * Code Enforcement * Town Planner

In an effort to increase efficiency, the Town has combined the Planning and Code Enforcement positions via the services of the Western Piedmont Council of Governments (WPCOG). The Town's Code Enforcement service has changed and, as a result, the Town will be more reactive as opposed to proactive. The Town Planner works to manage growth and promote sustainable development to benefit residents, employers and the natural environment. Our quality of life is enhanced through the Town's planning principals, ordinances and anticipating future needs.

OBJECTIVES

- As the population increases, long range plans for land use are essential to predict services needed for residents of the Town.
- To rewrite the Zoning and Subdivision ordinances to reflect changes in land use to ensure residents use land and resources wisely.
- Enforce removal of junk cars, noxious weeds and dilapidated homes which will help property values as well as home owner satisfaction.
- Ensure proper permitting of flood plain and storm water areas.
- Encourage beautification of public and private properties.

Expenditures

2013-14 (Estimate)	2014-15 Budget	% Change
$44,750	$48,650	+8%

Personnel

Full Time	Part Time
0	8

UTILITY FUND

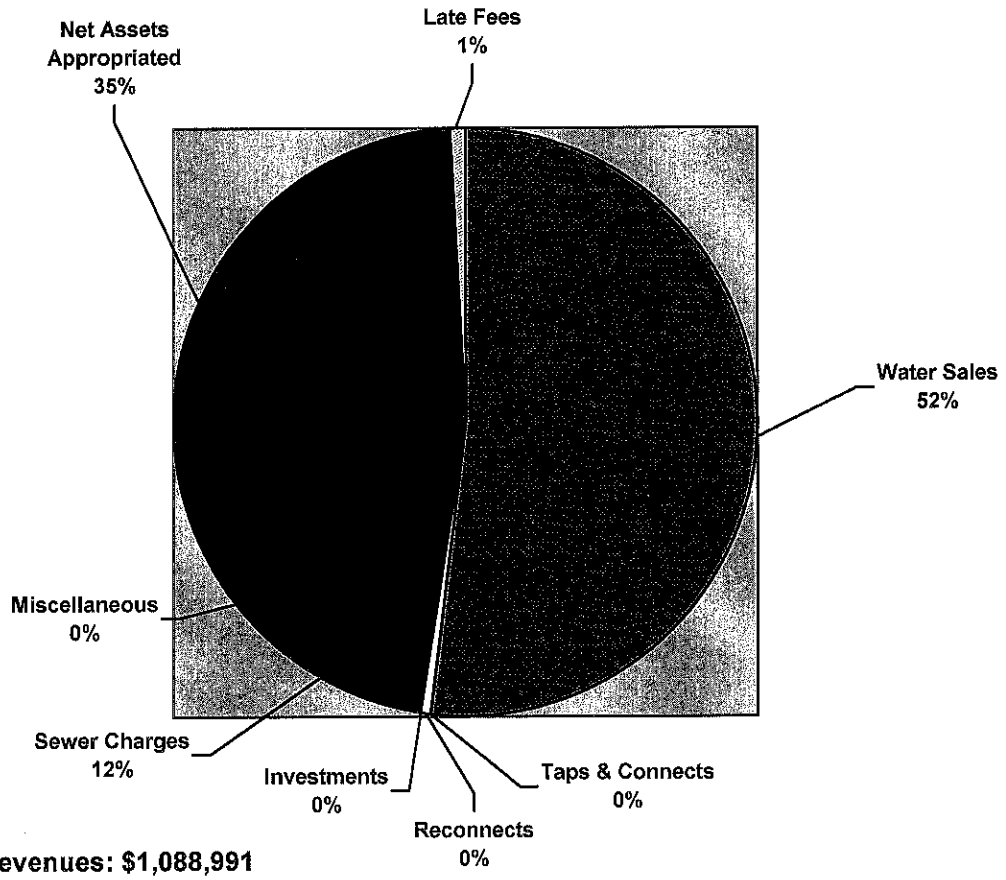
-Revenues for Utility Fund Graph

-Expenses for Utility Fund Graph

-Water Department

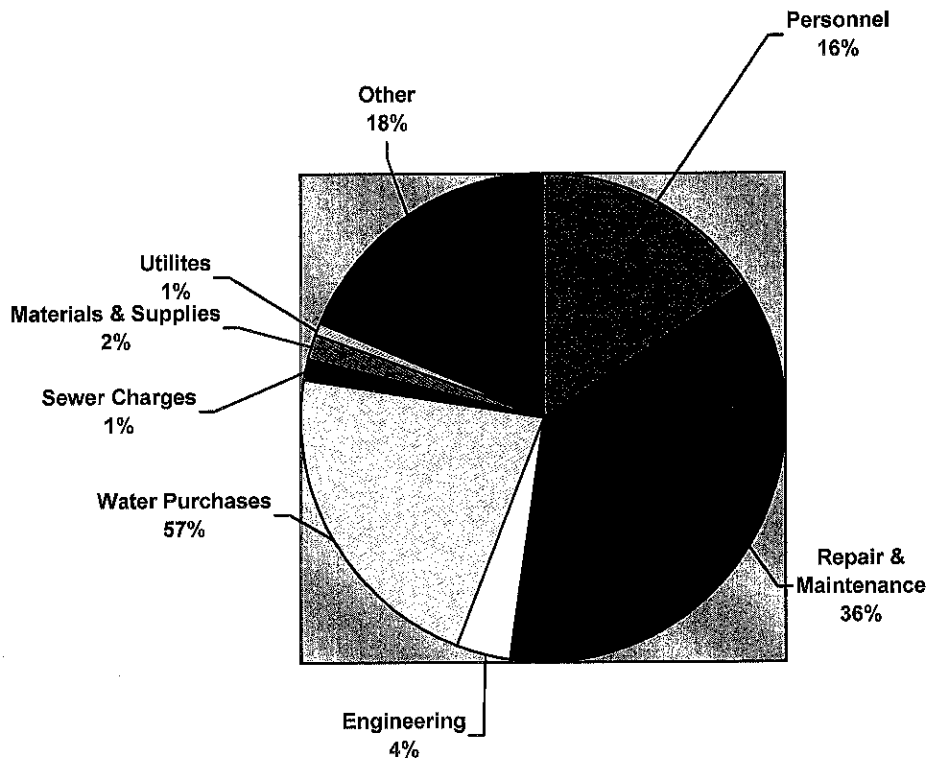
-Sewer Department

2014 – 2015 Revenues
Utility Fund



Total Revenues: $1,088,991

2014–2015 Expenses
Utility Fund



Total Expenses: $1,088,991

WATER DEPARTMENT	*Water Department ORC *Water Department Employee

The Town of Sawmills purchases water from the City of Lenoir, Baton Water and Caldwell County and resells to residents in the Town. Plans for new developments within the Town will call for additional water lines. The Capital Reserve was created to help finance these additions and the replacement of failing lines in other parts of the Town.

The Water Department maintains and reads water meters, installs new taps, disconnects delinquent water customers, and repairs broken lines. All purchased water is tested regularly to insure its safety. An analysis of this testing is sent to Town's residents in the annual summer newsletter.

In 2014, the Town will transition from a postcard statement for utility billing to a paper statement.

Implementation of a ten year water/sewer Capital Improvement Plan beginning in 2014 with the first major project being the replacement of the waterline on Baker Circle.

OBJECTIVES

- Insure residents have clean potable water with few interruptions.
- Replace damaged waterlines as quickly as possible.
- Review water needs of residents and respond to those needs.
- Update maps with water line infrastructure to aid employees in finding problem areas quickly to reduce interrupted service and also aid others such as cable and power companies when digging.

EXPENDITURES

2013-14 (Estimate)	2014-15 Budget	% Change
$636,610	$843,691	+25%

PERSONNEL

Full Time	Part Time
2	0

SEWER DEPARTMENT	*Sewer Department ORC *Sewer Department Employee

The Sewer Department maintains sewer lines as well as several pump stations. As new sub-divisions are developed, additional sewer lines will be needed. The Capital Reserve was created in the Utility Fund to aid in installing new water and sewer lines in the Town and also to insure existing lines are functional.

In November 2007, residents of the Town failed to support a bond referendum that would start construction on different phases of sewer line installation. Currently there are 418 active sewer accounts.

During fiscal year 2011-12, the Town was awarded a Community Development Block Grant, in the amount of $750,000, for new sewer infrastructure. The grant will cover the costs of the construction and hook up of sewer lines for 66 new households. Work continues on this project with a projected closing date of April 1, 2016.

OBJECTIVES

- Keep all equipment and sewer lines operational with limited interruptions.
- Continually review sewer needs of Town.
- Update maps with sewer line infrastructure to aid employees in location.

EXPENDITURES

2013-14(Estimate)	2014-15 Budget	% Change
$104,500	$245,300	57%

PERSONNEL

Full Time	Part Time
1	0

Town of Sawmills

Annual Budget Estimates - Revenues

Fiscal Year: 2014 - 2015

Summary

Account	Fund Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
General Fund	1	$ 1,832,915	$ 2,105,636	$ 1,210,598	$ 1,765,252	$ 2,003,400
Utility Fund	2	$ 702,108	$ 724,300	$ 481,838	$ 700,702	$ 1,088,991
TOTALS:		$ 2,535,023	$ 2,829,936	$ 1,692,437	$ 2,465,954	$ 3,092,391

Town of Sawmills

Annual Budget Estimates - Revenues

Fiscal Year: 2014 - 2015

General | Fund 1 | Summary | Page No: 2

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Ad Valorem Current Year	1-00-3101	$ 372,313	$ 344,300	$ 380,270	$ 390,000	$ 372,000
Ad Valorem Prev Year	1-00-3102	$ 15,739	$ 20,000	$ 33,779	$ 34,000	$ 16,000
Ad Valorem Refunds	1-00-3103	$ (94)	$ (500)	$ -	$ (200)	$ (500)
Ad Valorem Collection Fees	1-00-3104	$ (9,899)	$ (10,000)	$ (10,519)	$ (11,500)	$ (12,000)
Vehicle Taxes	1-00-3110	$ 45,869	$ 37,400	$ 43,294	$ 50,000	$ 45,500
Vehicle Taxes - Prior Years	1-00-3111	$ 8,841	$ 8,000	$ 8,371	$ 8,500	$ 6,000
Vehicle Refunds	1-00-3112	$ (55)	$ (150)	$ (140)	$ (200)	$ (200)
Vehicle Collection Fees	1-00-3113	$ (752)	$ (3,000)	$ (1,323)	$ (1,600)	$ (1,500)
Interest on Ad Valorem Taxes	1-00-3114	$ 4,928	$ 2,500	$ 6,677	$ 6,800	$ 5,000
Ad Valorem Late List Revenue	1-00-3115	$ 229	$ 250	$ 71	$ 100	$ 250
NSF Fees	1-00-3116	$ 1,050	$ 500	$ 600	$ 750	$ 500
Hold Harmless	1-00-3229	$ 219,491	$ 220,000	$ 112,164	$ 192,000	$ 220,000
Art.44 - 1/2% Local Opt. Sales Tax	1-00-3230	$ 462	$ -	$ 23	$ -	$ -
Art. 39 - 1% Local Opt. Sales Tax	1-00-3231	$ 272,133	$ 270,000	$ 134,698	$ 276,000	$ 272,000
Art. 40 - 1/2% Local Opt. Sales Tax	1-00-3232	$ 208,656	$ 205,000	$ 105,927	$ 216,000	$ 208,000
Art. 42 - 1/2% Local Opt. Sales Tax	1-00-3233	$ 133,072	$ 130,000	$ 54,127	$ 93,000	$ 133,000
Sales Tax on Telecommunications	1-00-3234	$ 28,814	$ 30,000	$ 18,145	$ 30,000	$ 26,000
Piped Natural Gas Excise Tax	1-00-3235	$ 2,082	$ 1,000	$ 91	$ 1,000	$ 1,000
Powell Bill	1-00-3316	$ 150,740	$ 148,000	$ 151,374	$ 151,374	$ 150,000
Safety Grant	1-00-3317	$ -	$ -	$ -	$ -	$ -
Wellness Grant	1-00-3319	$ -	$ -	$ -	$ -	$ -
Commerce Grant - Automated Solutions	1-00-3320	$ 16,000	$ -	$ -	$ -	$ -
Cable Franchise Fee	1-00-3323	$ 31,193	$ 36,000	$ 7,517	$ 30,000	$ 30,000
Utility Franchise Tax	1-00-3324	$ 126,142	$ 90,000	$ 32,129	$ 100,000	$ 123,000
Ordinance Fee	1-00-3326	$ -	$ -	$ -	$ -	$ -
Veteran's Memorial Misc/Engraving	1-00-3333	$ 1,375	$ 3,000	$ 400	$ 1,000	$ 1,000
Planning/Zoning Fees	1-00-3340	$ 2,686	$ 500	$ 685	$ 1,000	$ 1,500
Sale of Recyclable Materials	1-00-3351	$ 126	$ -	$ -	$ -	$ -
Bank Debit Card	1-00-3830	$ -	$ -	$ -	$ -	$ -
Investment Earnings	1-00-3831	$ 4,165	$ 3,000	$ 2,210	$ 3,500	$ 3,000
Investment Earnings on Powell Bill	1-00-3832	$ 706	$ 1,000	$ 145	$ 500	$ -
Mowing/Snow Removal	1-00-3833	$ 2,601	$ 2,000	$ 2,628	$ 2,628	$ 2,500
Solid Waste Fee	1-00-3834	$ 185,778	$ 189,000	$ 121,626	$ 182,000	$ 185,000
Solid Waste Revenue	1-00-3835	$ 2,944	$ 3,000	$ 1,665	$ 3,000	$ 3,000
Parks/Rec Sponsorship	1-00-3836	$ 1,020	$ -	$ 323	$ 500	$ 500
Baird Park Rental	1-00-3837	$ 720	$ 500	$ -	$ -	$ -
Parks/Rec Misc	1-00-3838	$ 21	$ 100	$ 999	$ 1,100	$ 500
Miscellanous Revenue	1-00-3839	$ 3,519	$ 1,500	$ 2,642	$ 3,000	$ 3,000
Loan Proceeds	1-00-3840	$ -	$ -	$ -	$ -	$ -
Settlement Agreement-Veterans Memorial	1-00-3841	$ -	$ -	$ -	$ -	$ -
Veteran's Memorial Park Rental	1-00-3842	$ 300	$ -	$ -	$ -	$ -
Cash Over/Under	1-00-3843	$ -	$ -	$ -	$ -	$ -
NC Debt Setoff	1-00-3845	$ -	$ -	$ -	$ 1,000	$ 1,000
Transfer from CDBG	1-00-3860	$ -	$ -	$ -	$ -	$ -
Powell Bill Reserve	1-00-3889	$ -	$ 245,725	$ -	$ -	$ 208,350
Fund Balance Appropriated	1-00-3990	$ -	$ -	$ -	$ -	$ -
TOTALS:		$ 1,832,915	$ 1,978,625	$ 1,210,598	$ 1,765,252	$ 2,003,400

Town of Sawmills

Annual Budget Estimates - Revenues

Fiscal Year: 2014 - 2015

Utility Fund 2 Summary

Account	Dept. Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Water	80	$ 585,972	$ 636,610	$ 403,524	$ 584,702	$ 843,691
Sewer	90	$ 116,136	$ 104,500	$ 78,315	$ 116,000	$ 245,300
TOTALS:		$ 702,108	$ 741,110	$ 481,838	$ 700,702	$ 1,088,991

Town of Sawmills

Annual Budget Estimates - Revenues

Fiscal Year: 2014 - 2015

Utility Fund 2 Dept: Water Page No: 4

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Water Sales	2-00-3710	$ 563,702	$ 570,922	$ 377,637	$ 563,702	$ 565,074
Taps and Connections	2-00-3711	$ 2,000	$ 1,500	$ 1,500	$ 2,000	$ 1,500
Reconnection Fees	2-00-3713	$ 4,225	$ 4,000	$ 3,550	$ 4,000	$ 4,000
Late Charges	2-00-3714	$ 11,543	$ 10,000	$ 10,518	$ 12,000	$ 10,000
Automated Solutions Grant	2-00-3799	$ -	$ -	$ 8,115	$ -	$ -
Investment Earnings	2-00-3831	$ 3,693	$ 2,500	$ 2,008	$ 2,500	$ 2,000
Misc. Revenue	2-00-3839	$ 809	$ 100	$ 196	$ 500	$ 100
NC Debt Setoff	2-00-3845	$ -	$ -	$ -	$ -	$ -
Capital Contributions	2-00-3850	$ -	$ -	$ -	$ -	$ -
Operating transfer from General Fund	2-00-3900	$ -	$ -	$ -	$ -	$ -
Water Appropriated Net Assets	2-00-3990	$ -	$ 47,588	$ -	$ -	$ 261,017
TOTALS:		$ 585,972	$ 636,610	$ 403,524	$ 584,702	$ 843,691

Town of Sawmills

Annual Budget Estimates - Revenues

Fiscal Year: 2014 - 2015

Utility Fund 2 | Dept: Sewer | Page No: 5

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Sewer Charges	2-00-3750	$ 116,136	$ 104,500	$ 78,315	$ 116,000	$ 129,530
Sewer Tap & Connections	2-00-3751		$ -	$ -	$ -	$ -
Sewer Appropriated Net Assets	2-00-3991	$ -	$ -	$ -	$ -	$ 115,770
TOTALS:		$ 116,136	$ 104,500	$ 78,315	$ 116,000	$ 245,300

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

Summary Fund

Account		Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
General Fund	1	$ 1,772,544	$ 2,048,625	$ 1,310,520	$ 1,755,725	$ 2,003,400
Utility Fund	2	$ 581,679	$ 741,110	$ 567,763	$ 840,727	$ 1,088,991
TOTALS:		$ 2,354,223	$ 2,789,735	$ 1,878,282	$ 2,596,452	$ 3,092,391

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General Fund 1 Summary

Account	Dept. Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Governing Body	10	$ 22,431	$ 32,350	$ 35,258	$ 42,211	$ 49,600
Administration	20	$ 312,277	$ 391,700	$ 220,549	$ 323,900	$ 390,250
Finance	30	$ 59,333	$ 67,900	$ 41,408	$ 63,000	$ 71,200
Public Works	40	$ 231,211	$ 214,150	$ 149,736	$ 189,629	$ 175,750
Streets & Highways	50	$ 312,121	$ 389,225	$ 168,373	$ 311,525	$ 358,350
Sanitation and Recycling	60, 70	$ 265,137	$ 443,100	$ 318,182	$ 404,710	$ 271,400
Community Development	45	$ 20,143	$ 44,750	$ 31,731	$ 39,455	$ 48,650
Parks and Recreation	46	$ 149,891	$ 185,450	$ 65,283	$ 101,295	$ 358,200
Operating Transfers	0	$ -	$ -	$ -	$ -	$ -
Interlocal Transfer to Caldwell County	20	$ 400,000	$ 280,000	$ 280,000	$ 280,000	$ 280,000
TOTALS:		$ 1,772,544	$ 2,048,625	$ 1,310,520	$ 1,755,725	$ 2,003,400

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

Utility Fund 2 Summary

Account	Dept. Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Water	80	$ 423,198	$ 636,610	$ 469,885	$ 649,797	$ 843,691
Sewer	90	$ 158,481	$ 104,500	$ 97,878	$ 190,930	$ 245,300
TOTALS:		$ 581,679	$ 741,110	$ 567,763	$ 840,727	$ 1,088,991

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Department: **Governing Body** | Page No: 9

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	1-10-4100	$ 13,800	$ 13,000	$ 9,050	$ 13,800	$ 14,000
Employee Benefits	1-10-4103	$ -	$ -	$ -	-	-
Worker's Comp	1-10-4104	$ 108	$ 200	$ 108	$ 108	$ 200
FICA & Medi Taxes	1-10-4106	$ 1,056	$ 1,100	$ 693	$ 1,100	$ 1,150
Community Assistance Program	1-10-4109	$ 1,500	$ 2,000	$ 1,000	$ 1,000	$ 2,500
Donations	1-10-4110	$ 900	$ 1,000	$ 14,150	$ 14,900	$ 16,000
Payment Board of Elections	1-10-4111	$ -	$ 5,000	$ 4,428	$ 4,428	$ 5,000
Uniforms	1-10-4125	$ 140	$ 1,000	$ -	$ 100	$ 500
Office Supplies	1-10-4126	$ -	$ 500	$ 23	$ 75	$ 500
Freight In	1-10-4130	$ 45	$ 50	$ -	$ -	$ 50
Travel & Training	1-10-4131	$ 3,043	$ 5,500	$ 3,320	$ 4,000	$ 5,000
Council Mileage	1-10-4225	$ -	$ -	$ -	$ -	$ 1,000
Miscellanous Expense	1-10-4295	$ 1,032	$ 1,500	$ 822	$ 1,000	$ 2,000
Town Promotion Materials	1-10-4515	$ 807	$ 1,500	$ 1,665	$ 1,700	$ 1,700
TOTALS:		$ 22,431	$ 32,350	$ 35,258	$ 42,211	$ 49,600

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Department: **Administration** | Page No: 10

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	1-20-4100	$ 122,738	$ 130,000	$ 85,248	$ 128,000	$ 135,500
Overtime	1-20-4101	$ 576	$ 700	$ -	$ 100	$ 750
Employee Benefits	1-20-4103	$ 40,508	$ 51,000	$ 31,740	$ 47,700	$ 49,000
Workers Compensation	1-20-4104	$ 3,000	$ 7,000	$ 1,425	$ 2,200	$ 6,500
FICA & Medi Taxes	1-20-4106	$ 9,281	$ 10,500	$ 6,469	$ 9,700	$ 11,500
Cultural/Recreational	1-20-4110	$ -	$ -	$ -	$ -	$ -
Accounting Fees	1-20-4118	$ 10,215	$ 11,500	$ 10,137	$ 10,500	$ 11,500
Legal Fees	1-20-4119	$ 21,878	$ 38,000	$ 11,678	$ 30,000	$ 38,000
Professional Fee-Architect	1-20-4121	$ -	$ -	$ -	$ -	$ -
Uniforms	1-20-4125	$ 309	$ 1,000	$ 284	$ 400	$ 1,000
Office Supplies	1-20-4126	$ 6,930	$ 6,750	$ 3,854	$ 5,800	$ 7,500
Office Equipment	1-20-4127	$ 291	$ 3,000	$ 337	$ 550	$ 4,000
Wellness & Health	1-20-4128	$ -	$ -	$ -	$ -	$ -
Freight In	1-20-4130	$ 197	$ 500	$ 213	$ 350	$ 500
Travel & Schools	1-20-4131	$ 8,480	$ 10,000	$ 8,274	$ 10,000	$ 11,000
Telephone	1-20-4132	$ 3,473	$ 3,500	$ 2,286	$ 3,500	$ 4,000
Utilities	1-20-4133	$ 4,929	$ 6,500	$ 3,658	$ 5,500	$ 6,000
Permits and Fees	1-20-4134	$ 588	$ 600	$ 400	$ 500	$ 650
Repair and Maintenance	1-20-4135	$ 2,889	$ 5,000	$ 1,498	$ 2,500	$ 15,000
Postage	1-20-4136	$ 2,613	$ 3,100	$ 1,718	$ 2,600	$ 1,500
Advertising	1-20-4137	$ 5,032	$ 7,000	$ 1,261	$ 2,000	$ 4,000
Newsletter	1-20-4138	$ 1,532	$ 2,100	$ 987	$ 1,500	$ 1,000
Insurance and Bonds	1-20-4145	$ 17,163	$ 19,000	$ 18,352	$ 19,000	$ 20,000
Dues and Subscriptions	1-20-4148	$ 11,920	$ 13,000	$ 11,954	$ 13,000	$ 13,000
Unemployment Reserve	1-20-4149	$ -	$ 5,000	$ 610	$ 3,000	$ 5,000
Nonrefundable Tax Expense	1-20-4150	$ 76	$ 100	$ 80	$ 100	$ 150
Capital Outlay	1-20-4151	$ -	$ 17,750	$ -	$ -	$ -
Capital Reserve	1-20-4152	$ -	$ -	$ -	$ -	$ -
Bank Service Charge	1-20-4170	$ 4,286	$ 5,100	$ 1,607	$ 2,500	$ 5,500
Computer Supplies/Maintenance	1-20-4180	$ 8,987	$ 13,500	$ 5,563	$ 8,500	$ 10,000
Town Website	1-20-4181	$ 436	$ 1,500	$ 144	$ 300	$ 1,000
Previous Years Expenses	1-20-4199	$ 426	$ -	$ -	$ -	$ -
Fuel	1-20-4225	$ 899	$ 1,000	$ 454	$ 700	$ 1,200
Leases & Maintenance	1-20-4243	$ 613	$ 3,100	$ 410	$ 700	$ 1,500
Caldwell Railroad Commission	1-20-4244	$ -	$ -	$ 442	$ 700	$ 1,500
Penalties & Interest	1-20-4275	$ -	$ -	$ -	$ -	$ -
Cash Over/Short	1-20-4280	$ 2,000	$ -	$ -	$ -	$ -
Miscellaneous	1-20-4295	$ 5,162	$ 7,500	$ 3,178	$ 5,000	$ 7,500
Contract Services	1-20-4760	$ 14,850	$ 7,400	$ 6,291	$ 7,000	$ 15,000
TOTALS:		$ 312,277	$ 391,700	$ 220,549	$ 323,900	$ 390,250

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Department: **Finance** | Page No: 11

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	1-30-4100	$ 41,271	$ 45,000	$ 28,892	$ 43,500	$ 46,500
Overtime	1-30-4101	$ 45	$ 150	$ -	$ -	$ 150
Employee Benefits	1-30-4103	$ 11,345	$ 15,000	$ 9,047	$ 14,000	$ 15,500
Workers Compensation	1-30-4104	$ -	$ -	$ -	$ -	$ -
FICA & Medi Taxes	1-30-4106	$ 3,161	$ 3,500	$ 2,210	$ 3,300	$ 3,750
Office Supplies	1-30-4126	$ 712	$ 500	$ 370	$ 500	$ 500
Office Equipment	1-30-4127	$ -	$ 300	$ -	$ -	$ 500
Travel & Schools	1-30-4131	$ 2,284	$ 2,500	$ 728	$ 1,500	$ 2,500
Insurance Bonds	1-30-4145	$ -	$ -	$ -	$ -	$ -
Dues and Subscriptions	1-30-4148	$ 160	$ 300	$ 160	$ 200	$ 300
Computer Expense	1-30-4180	$ 355	$ 500	$ -	$ -	$ 500
Fuel	1-30-4225	$ -	$ -	$ -	$ -	$ -
Miscellanous Exp	1-30-4295	$ -	$ 150	$ -	$ -	$ 1,000
Contract Services	1-30-4760	$ -	$ -	$ -	$ -	$ -
TOTALS:		$ 59,333	$ 67,900	$ 41,408	$ 63,000	$ 71,200

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | General | Department: **Public Works** | Page No: 12

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	1-40-4100	$ 61,339	$ 66,500	$ 43,101	$ 64,700	$ 86,000
Overtime	1-40-4101	$ 224	$ 250	$ -	$ -	$ 250
Employee Benefits	1-40-4103	$ 13,217	$ 6,200	$ 9,983	$ 14,900	$ 19,000
Workers Compensation	1-40-4104	$ 5,774	$ 6,000	$ 4,250	$ 4,500	$ 6,500
FICA & Medi Taxes	1-40-4106	$ 4,709	$ 5,000	$ 3,297	$ 5,000	$ 7,250
Engineer Fees	1-40-4120	$ 16,971	$ 8,000	$ 3,762	$ 4,000	$ 1,500
Street Lights	1-40-4124	$ 15,275	$ 16,500	$ 9,412	$ 14,200	$ 17,500
Uniforms	1-40-4125	$ 858	$ 1,500	$ 434	$ 650	$ 1,500
Equipment & Materials	1-40-4129	$ 3,045	$ 2,000	$ 146	$ 219	$ 1,000
Freight In	1-40-4130	$ 2	$ 100	$ 6	$ 10	$ 100
Training/Travel/Schools	1-40-4131	$ 65	$ 3,000	$ -	$ -	$ 2,000
Telephone-Cell & Garage	1-40-4132	$ 1,684	$ 3,000	$ 1,015	$ 1,550	$ 2,500
Utilities	1-40-4133	$ 5,948	$ 7,000	$ 5,014	$ 7,000	$ 8,000
Fees & Permits	1-40-4134	$ 150	$ 150	$ -	$ -	$ 150
Repair & Maintenance	1-40-4135	$ 1,844	$ 4,000	$ 2,924	$ 4,000	$ 4,000
Unemployment Benefits	1-40-4149	$ 5,235	$ 5,500	$ 67	$ 100	$ 1,500
Capital Outlay	1-40-4151	$ 87,108	$ 70,000	$ 59,842	$ 60,000	$ 6,500
Computer Expense	1-40-4180	$ 492	$ 500	$ 466	$ 500	$ -
Prior Year Expense	1-40-4199	$ -	$ -	$ -	$ -	$ -
Fuel	1-40-4225	$ 2,021	$ 1,500	$ 1,379	$ 2,000	$ 2,500
Leases/Maintenance	1-40-4243	$ -	$ 650	$ -	$ -	$ -
Miscellanous Exp.	1-40-4295	$ 2,740	$ -	$ 2,383	$ 2,500	$ 3,500
Materials & Supplies	1-40-4515	$ 1,868	$ 5,000	$ 1,389	$ 2,500	$ 2,500
Contract Services	1-40-4760	$ 642	$ 1,800	$ 867	$ 1,300	$ 2,000
TOTALS:		$ 231,211	$ 214,150	$ 149,736	$ 189,629	$ 175,750

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Department: **Streets/Highways** | Page No: 13

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Powell Bill Wages	1-50-4100	$ 42,201	$ 44,500	$ 29,661	$ 44,500	$ 31,000
Powell Bill Overtime	1-50-4101	$ 382	$ 500	$ 393	$ 400	$ 500
Powell Bill Empoyee Benefits	1-50-4103	$ 13,307	$ 15,250	$ 8,723	$ 13,500	$ 14,000
Powell Bill FICA & Medi Taxes	1-50-4106	$ 3,257	$ 3,500	$ 2,299	$ 3,500	$ 3,500
Powell Bill Equipment	1-50-4117	$ 4,300	$ 4,000	$ 2,407	$ 3,600	$ 4,500
Powell Bill Engineer Fees	1-50-4120	$ 30,842	$ 40,000	$ 14,477	$ 22,000	$ 30,000
Powell Bill Safety Equip/Materials	1-50-4129	$ 2,730	$ -	$ -	$ -	$ -
Powell Bill Freight In	1-50-4130	$ 15	$ 150	$ -	$ 100	$ 150
Powell Bill Repair & Maintenance	1-50-4135	$ 79,103	$ 222,775	$ 32,598	$ 70,000	$ 50,000
Powell Bill Non Refundable Taxes	1-50-4150	$ 11	$ 50	$ 112	$ 175	$ 200
Powell Bill Capital Outlay	1-50-4151	$ -	$ -	$ -	$ -	$ -
Powell Bill Miscellanous Exp	1-50-4295	$ 195	$ 500	$ 163	$ 250	$ 500
Powell Bill Materials & Supplies	1-50-4515	$ 10,391	$ 8,000	$ 2,512	$ 3,500	$ 10,000
Powell Bill Drainage	1-50-4557	$ -	$ -	$ -	$ -	$ 10,000
Powell Bill Paving	1-50-4559	$ 125,387	$ 50,000	$ 75,029	$ 150,000	$ 204,000
TOTALS:		$ 312,121	$ 389,225	$ 168,373	$ 311,525	$ 358,350

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Department: **Sanitation** | Page No: 14

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	1-60-4100	$ 61,143	$ 64,000	$ 42,616	$ 64,000	$ 66,000
Overtime	1-60-4101	$ 556	$ 650	$ 45	$ 100	$ 650
Employee Benefits	1-60-4103	$ 20,620	$ 24,500	$ 15,872	$ 24,000	$ 24,500
Workers Compensation	1-60-4104	$ 1,762	$ 3,000	$ 2,997	$ 3,000	$ 2,500
FICA & Medi Taxes	1-60-4106	$ 4,720	$ 5,000	$ 3,264	$ 5,000	$ 5,500
Recycle Rewards	1-60-4110	$ 126	$ -	$ 100	$ 100	$ 100
Engineer Fees	1-60-4120	$ -	$ -	$ -	$ -	$ -
Uniforms	1-60-4125	$ 372	$ 1,000	$ 233	$ 500	$ 1,000
Equipment & Materials	1-60-4129	$ -	$ 1,100	$ -	$ -	$ -
Freight In	1-60-4130	$ 274	$ 300	$ 388	$ 400	$ 400
Telephone	1-60-4132	$ 462	$ 600	$ 270	$ 350	$ 600
Fees & Permits	1-60-4134	$ 10	$ 50	$ -	$ -	$ 50
Repair & Maintenance	1-60-4135	$ 30,232	$ 40,000	$ 10,890	$ 25,000	$ 50,000
Postage	1-60-4136	$ 1,602	$ 1,000	$ 1,285	$ 1,400	$ 1,500
Printing	1-60-4138	$ -	$ -	$ -	$ -	$ -
Non Refundable Taxes	1-60-4150	$ 392	$ 400	$ 35	$ 60	$ 100
Capital Outlay	1-60-4151	$ -	$ 183,000	$ 178,800	$ 178,800	$ -
Capital Reserve-Trash Truck	1-60-4152	$ 38,000	$ -	$ -	$ -	$ -
Fuel	1-60-4225	$ 22,555	$ 25,000	$ 12,690	$ 20,000	$ 25,000
Debt Service Payment	1-60-4270	$ -	$ -	$ -	$ -	$ -
Penalties & Interest	1-60-4275	$ -	$ -	$ -	$ -	$ -
Allowance for Doubtful Accts	1-60-4285	$ 484	$ 500	$ -	$ 500	$ 500
Miscellaneous	1-60-4295	$ 2,170	$ 6,000	$ 1,077	$ 2,000	$ 9,000
Materials & Supplies	1-60-4515	$ 755	$ 1,000	$ 308	$ 500	$ 1,000
Contracted Services	1-60-4760	$ -	$ -	$ -	$ -	$ -
Landfill Expenses	1-60-4761	$ 17,002	$ 20,000	$ 10,663	$ 16,000	$ 15,000
Recycling Service	1-70-4762	$ 61,900	$ 66,000	$ 36,650	$ 63,000	$ 68,000
TOTALS:		$ 265,137	$ 443,100	$ 318,182	$ 404,710	$ 271,400

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Dept: **Community Development** | Page No: 15

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	1-45-4100	$ 75	$ 200	$ 50	$ 100	$ 200
Workers Compensation	1-45-4104	$ -	$ -	$ -	$ -	$ -
FICA & Medi Taxes	1-45-4106	$ 6	$ 50	$ 4	$ 25	$ 50
Code Enforcement/Planning	1-45-4112	$ 19,600	$ 21,000	$ 13,667	$ 21,000	$ 21,000
Engineering Fees	1-45-4120	$ -	$ -	$ -	$ -	$ -
Office Equipment	1-45-4127	$ -	$ -	$ -	$ -	$ -
Repairs/Maintenance	1-45-4135	$ 300	$ 4,000	$ 4,775	$ 5,000	$ 10,000
Postage	1-45-4136	$ -	$ 50	$ 6	$ 25	$ 50
Advertising	1-45-4137	$ 162	$ 200	$ 124	$ 200	$ 200
Unemployment Benefits	1-45-4149	$ -	$ 100	$ -	$ -	$ -
Miscellaneous	1-45-4295	$ -	$ -	$ -	$ -	$ 1,000
Beautification	1-45-4515	$ -	$ 5,000	$ -	$ -	$ 2,000
Planning Contract	1-45-4530	$ -	$ -	$ -	$ -	$ -
Contracted Services	1-45-4760	$ -	$ 14,000	$ 13,105	$ 13,105	$ 14,000
Plat & Zoning Fees	1-45-4980	$ -	$ 150	$ -	$ -	$ 150
TOTALS:		$ 20,143	$ 44,750	$ 31,731	$ 39,455	$ 48,650

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Dept: **Parks & Recreation** | Page No: 16

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	1-46-4100	$ 27,326	$ 38,000	$ 19,056	$ 28,000	$ 31,000
Overtime	1-46-4101	$ 202	$ 300	$ -	$ -	$ 150
Wages Part Time	1-46-4102	$ 3,137	$ 9,500	$ -	$ -	$ -
Employee Benefits	1-46-4103	$ 10,037	$ 21,000	$ 7,734	$ 12,000	$ 14,000
Workers Compensation	1-46-4104	$ 1,540	$ 2,000	$ 1,235	$ 1,235	$ 2,000
FICA & Medi Taxes	1-46-4106	$ 2,346	$ 3,700	$ 1,458	$ 2,200	$ 3,000
Donations	1-46-4110	$ -	$ -	$ -	$ -	$ -
Engineer Fees	1-46-4120	$ 7,159	$ 4,000	$ 683	$ 1,000	$ 10,000
Veteran's Memorial Engraving	1-46-4122	$ 2,500	$ 5,500	$ 1,060	$ 1,060	$ 2,500
Veteran's Park Flood Lights	1-46-4124	$ 423	$ 750	$ 379	$ 600	$ 750
Uniforms	1-46-4125	$ 418	$ 1,000	$ 231	$ 300	$ 1,000
Equipment	1-46-4129	$ -	$ 2,450	$ -	$ -	$ 12,950
Freight In	1-46-4130	$ 684	$ 150	$ 148	$ 200	$ 200
Telephone (Cell)	1-46-4132	$ 462	$ 550	$ 270	$ 400	$ 600
Utilities	1-46-4133	$ 14,424	$ 16,000	$ 10,373	$ 15,600	$ 16,000
Permits/Fees	1-46-4134	$ 174	$ 200	$ -	$ -	$ 200
Repair and Maintenance	1-46-4135	$ 28,460	$ 20,000	$ 4,363	$ 10,000	$ 60,000
Advertising	1-46-4137	$ -	$ -	$ -	$ -	$ -
Sponsorship (Signs)	1-46-4141	$ -	$ -	$ -	$ -	$ -
Non refundable tax expense	1-46-4150	$ 6	$ 50	$ 33	$ 50	$ 50
Capital Outlay	1-46-4151	$ 20,667	$ -	$ -	$ -	$ 100,000
Capital Reserve	1-46-4152	$ -	$ -	$ -	$ -	$ 65,900
Fuel	1-46-4225	$ 3,975	$ 6,000	$ 2,550	$ 4,000	$ 5,000
Debt Service Payment	1-46-4270	$ -	$ -	$ -	$ -	$ -
Miscellaneous Expense	1-46-4295	$ 209	$ 22,500	$ 90	$ 200	$ 5,000
Materials & Supplies	1-46-4515	$ 24,989	$ 30,000	$ 15,382	$ 24,000	$ 25,000
Water Purchases	1-46-4558	$ 219	$ 300	$ 99	$ 150	$ 400
Contract Services	1-46-4760	$ 534	$ 1,500	$ 140	$ 300	$ 2,500
TOTALS:		$ 149,891	$ 185,450	$ 65,283	$ 101,295	$ 358,200

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Department: **Operating Transfers** | Page No:17

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Operating Transfer to Water	1-00-4490	$ -	$ -	$ -	$ -	$ -
Operating Transfer to Sewer	1-00-4491	$ -	$ -	$ -	$ -	$ -
Operating Transfer to Capital Projects	1-00-4493	$ -	$ -	$ -	$ -	$ -
Operating Transfer to CDBG	1-00-4494	$ -	$ -	$ -	$ -	$ -
TOTALS:		$ -	$ -	$ -	$ -	$ -

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

General | Fund 1 | Department: **Interlocal Transfer** | Page No: 18

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Interlocal Transfer to Caldwell County	1-20-4296	$ 400,000	$ 280,000	$ 280,000	$ 280,000	$ 280,000
TOTALS:		$ 400,000	$ 280,000	$ 280,000	$ 280,000	$ 280,000

Town of Sawmills

Annual Budget Estimates - Expenditures

Fiscal Year: 2014 - 2015

Utility | Fund 2 | Dept: **Water** | Page No: 19

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	2-80-4100	$ 74,740	$ 78,000	$ 52,106	$ 75,000	$ 82,000
Overtime	2-80-4101	$ 2,010	$ 2,400	$ 953	$ 1,500	$ 2,400
Employee Benefits	2-80-4103	$ 23,945	$ 37,500	$ 16,827	$ 25,000	$ 36,500
Workers Compensation	2-80-4104	$ 2,940	$ 3,500	$ 3,480	$ 3,480	$ 3,500
FICA & MC Taxes	2-80-4106	$ 5,864	$ 6,000	$ 4,059	$ 6,100	$ 6,500
Engineer Fees	2-80-4120	$ 1,750	$ 17,000	$ 15,141	$ 20,000	$ 30,000
Uniforms	2-80-4125	$ 465	$ 1,200	$ 464	$ 500	$ 500
Office Supplies	2-80-4126	$ -	$ -	$ -	$ -	$ -
Wellness and Health	2-80-4128	$ -	$ -	$ -	$ -	$ -
Equipment/Materials	2-80-4129	$ -	$ 1,000	$ 223	$ 500	$ 2,000
Freight In	2-80-4130	$ 65	$ 250	$ 149	$ 200	$ 500
Travel/Training	2-80-4131	$ 752	$ 500	$ 112	$ 200	$ 1,000
Telephone-Cell Phone	2-80-4132	$ 2,494	$ 2,000	$ 1,039	$ 1,800	$ 2,750
Utilities	2-80-4133	$ 685	$ 1,500	$ 203	$ 500	$ 1,000
Permits & Fees	2-80-4134	$ 3,655	$ 4,000	$ 2,920	$ 3,500	$ 4,000
Repair & Maintenance	2-80-4135	$ 9,566	$ 120,860	$ 140,520	$ 150,000	$ 311,500
Postage	2-80-4136	$ 5,092	$ 6,250	$ 3,012	$ 3,500	$ 6,500
Printing	2-80-4138	$ 2,209	$ 3,000	$ 1,405	$ 2,000	$ 1,000
Non-refundable Tax Expense	2-80-4150	$ -	$ -	$ 11	$ 50	$ 100
Capital Outlay	2-80-4151	$ -	$ 63,000	$ 53,036	$ 53,036	$ -
Capital Reserve	2-80-4152	$ -	$ -	$ -	$ -	$ -
Commerce Grant - Automated Solutions	2-80-4153	$ -	$ -	$ 6,492	$ -	$ -
Depreciation	2-80-4160	$ 51,754	$ -	$ -	$ 50,000	$ 52,000
Bank Service Charge	2-80-4170	$ 2,030	$ 2,000	$ 2,281	$ 2,750	$ 3,000
Prior Year Expenditures	2-80-4199	$ -	$ -	$ -	$ -	$ -
Fuel	2-80-4225	$ 5,725	$ 10,000	$ 5,119	$ 5,800	$ 6,100
Debt Service Payment (Cajah's Mtn WL)	2-80-4270	$ -	$ 5,900	$ -	$ 5,881	$ 5,881
Penalties/Interest	2-80-4275	$ -	$ -	$ -	$ -	$ -
Cash Over/Short	2-80-4280	$ -	$ -	$ -	$ -	$ -
Allowance for Bad Debt	2-80-4285	$ 3,977	$ 2,500	$ -	$ 4,000	$ 4,000
Miscellanous Exp	2-80-4295	$ 448	$ 7,000	$ 1,568	$ 2,000	$ 2,000
Materials & Supplies	2-80-4515	$ 5,067	$ 15,000	$ 4,833	$ 5,500	$ 15,000
Water Purchases	2-80-4558	$ 203,868	$ 229,000	$ 141,047	$ 212,000	$ 235,000
Technical Support- Water	2-80-4560	$ 556	$ 2,000	$ 556	$ 1,000	$ 1,500
Caldwell Co. Water Lines	2-80-4562	$ -	$ -	$ -	$ -	$ -
Contracted Services	2-80-4760	$ 13,541	$ 15,250	$ 12,331	$ 14,000	$ 27,460
Transfer to Capital	2-80-9999	$ -	$ -	$ -	$ -	$ -
TOTALS:		$ 423,198	$ 636,610	$ 469,885	$ 649,797	$ 843,691

Town of Sawmills

Annual Budget Estimates - Expenditures

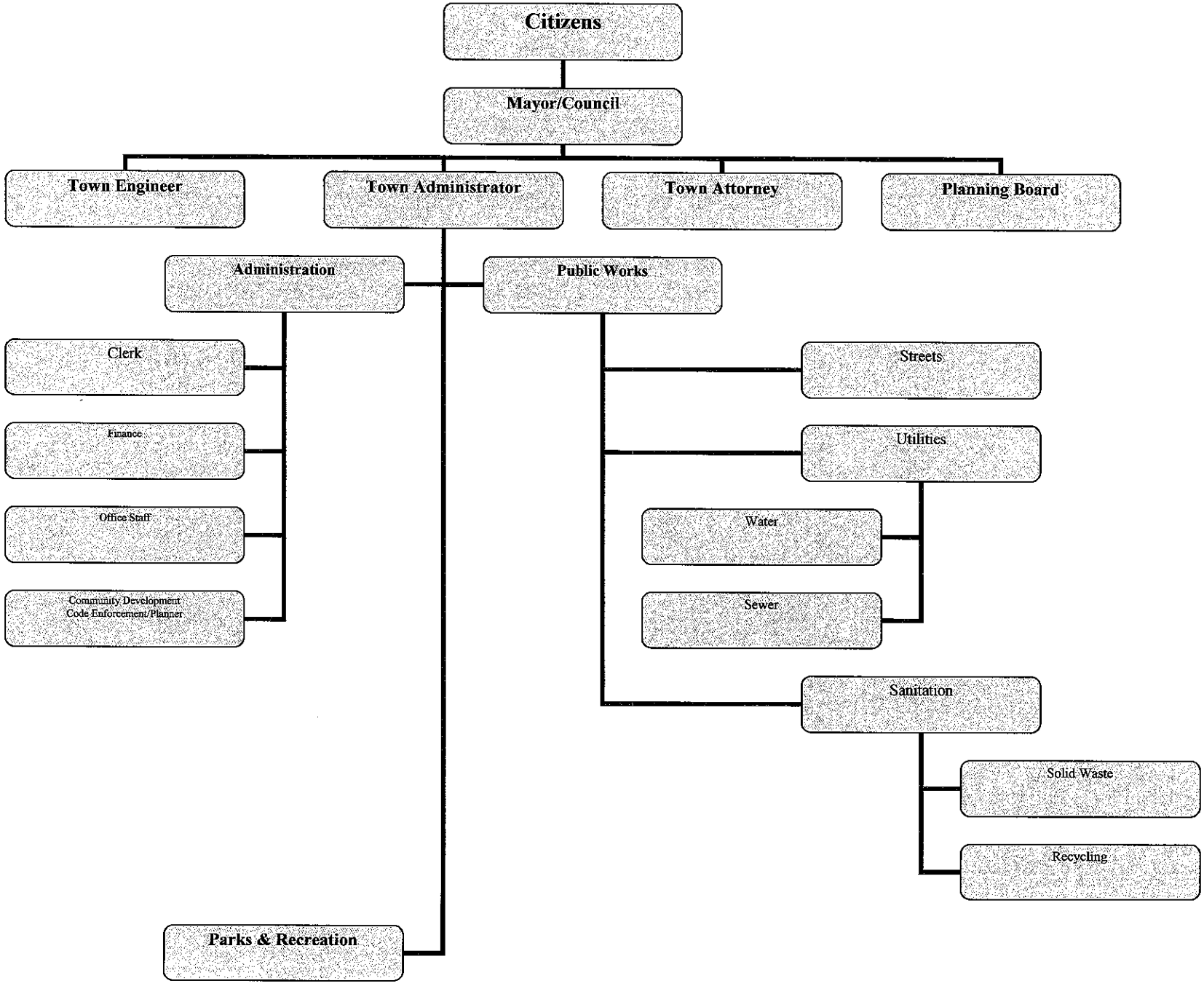
Fiscal Year: 2014 - 2015

Utility | Fund 2 | Department: **Sewer** | Page No: 20

Account	Account Number	Last Year Actual 2012-13	Current Year Budget 2013-14	Current Year Actual to Feb 2014	Current Year Estimated Entire Year	Budget 2014 - 2015 Estimate
Wages	2-90-4100	$ 23,362	$ 25,500	$ 16,540	$ 24,000	$ 26,500
Overtime	2-90-4101	$ 912	$ 1,250	$ 592	$ 1,000	$ 1,250
Employee Benefits	2-90-4103	$ 7,836	$ 11,000	$ 7,555	$ 8,000	$ 10,500
Workers Compensation	2-90-4104	$ 1,540	$ 2,200	$ 2,080	$ 2,080	$ 2,000
FICA & MC Taxes	2-90-4106	$ 1,858	$ 3,500	$ 1,311	$ 2,100	$ 2,500
Engineer Fees	2-90-4120	$ 5,600	$ 5,000	$ 1,500	$ 2,500	$ 10,000
Uniforms	2-90-4125	$ 179	$ 400	$ 198	$ 250	$ 400
Equipment & Materials	2-90-4129	$ -	$ 500	$ -	$ -	$ -
Freight In	2-90-4130	$ 19	$ 250	$ 79	$ 100	$ 250
Travel/Training	2-90-4131	$ 4	$ 250	$ 89	$ 250	$ 250
Telephone-Cell & Pump St	2-90-4132	$ 432	$ 1,450	$ 768	$ 1,000	$ 1,500
Utilities	2-90-4133	$ 7,884	$ 7,250	$ 5,276	$ 7,900	$ 8,200
Permits & Fees	2-90-4134	$ -	$ 250	$ -	$ 250	$ 250
Repairs & Maintenance	2-90-4135	$ 18,338	$ 20,200	$ 14,762	$ 20,000	$ 84,000
Capital Outlay	2-90-4151	$ -	$ -	$ -	$ -	$ -
CDBG Sewer Grant	2-90-4153	$ -	$ -	$ 37,500	$ 37,500	$ -
Depreciation	2-90-4160	$ 77,631	$ -	$ -	$ 70,000	$ 70,000
Allowance for Bad Debt	2-90-4285	$ -	$ 500	$ -	$ -	$ -
Miscellaneous	2-90-4295	$ 118	$ 500	$ 114	$ 500	$ 500
Materials & Supplies	2-90-4515	$ 756	$ 11,000	$ 510	$ 1,000	$ 1,200
Sewer Charges	2-90-4558	$ 12,012	$ 13,500	$ 9,004	$ 12,500	$ 16,000
Sewer Hook Ups - Grant #1	2-90-4998	$ -	$ -	$ -	$ -	$ 10,000
Transfer to CIP	2-90-4999	$ -	$ -	$ -	$ -	$ -
TOTALS:		$ 158,481	$ 104,500	$ 97,878	$ 190,930	$ 245,300

APPENDIX

- Organizational Chart
- Description of Town of Sawmills
- Demographics of Town of Sawmills
- Departmental Performance
- Staffing By Position/Department
- Position Changes
- Glossary


Citizens
Mayor/Council
Town Engineer
Town Administrator
Town Attorney
Planning Board
Administration
Public Works
Clerk
Finance
Office Staff
Community Development
Code Enforcement/Planner
Streets
Utilities
Water
Sewer
Sanitation
Solid Waste
Recycling
Parks & Recreation

DESCRIPTION OF THE TOWN OF SAWMILLS

The Town of Sawmills is located in the southeastern part of Caldwell County. The square mileage of the town is approximately 6.2 square miles and is approximately 10 miles northwest of Hickory, North Carolina and 10 miles southeast of Lenoir, North Carolina. The Town Hall is located at 4076 US Hwy 321A next to the Sawmills Voluntary Fire Department. Sawmills is neighbors to Baton, Granite Falls and Hudson, North Carolina.

HISTORY

In the southern section of Caldwell County, there was a small community of approximately 1,500 residents. The name of the community was Sawmills because there were several lumber saw mills in the area. Residents of the Sawmills community realized their need for water. The Caldwell County Board of Commissioners appointed three men to help form the Sawmills Sanitary District. These men became the first Board of Commissioners. In 1958 the residents of the Sawmills community held a referendum, which brought about the decision of borrowing $150,000, in order to install a water system. This loan put the community in debt for twenty-five years. The sanitary district purchased water from the City of Lenoir's water system.

In 1973 the sanitary district realized the need for solid waste pick-up. They joined with the Town of Hudson and purchased a garbage truck. It soon became apparent that one truck would not be able to serve both communities, so the sanitary district bought out Hudson's share of the truck in 1975 and started servicing Sawmills' sanitary district.

DEMOGRAPHICS

On April 29, 1988 a special census cited the Town's initial population as 3,885. As of July 1, 2012, the North Carolina Office of State Budget and Management certified the Town's population at 5,177. The 2010 US Census Bureau has listed the population at 5,240.

GOVERNMENT

On July 1, 1988, the Sawmills Sanitary District incorporated, and was renamed the Town of Sawmills. The Town of Sawmills operates under a Mayor and five Council members. The Mayor and the Council are elected every four (4) years. Elections are non-partisan, staggered, and held during odd-numbered years. The Board hires a Town Administrator to carry out its policies, as well as to manage and direct the daily operations.

DESCRIPTION OF SAWMILLS (CONTINUED)

The Town of Sawmills maintains streets, a utility department, a sanitation department, and two parks. Even though the Sawmills Fire Department is located beside the Town Hall, it is a separate operating unit. The Fire Department is composed of voluntary fire persons and first responders. The Town does install and maintain fire hydrants throughout the town to aid the Fire Department.

PUBLIC SERVICE ENTERPRISES

Electric distribution service is provided by Blue Ridge Electric Membership Corporation and Duke Energy. CenturyLink (formerly Embarq), Charter Communications and AT&T provide telecommunications and cable services within the town limits.

TOWN WEBSITE

Effective December 2009, the town has instituted a new website which will be the focal point of town activities via the web. When completed, all town planning related documents, council minutes and agendas will be available online. A calendar of events will be posted on a monthly basis with updates posted as needed. The address is - **www.townofsawmills.com** .

SOCIAL MEDIA

In 2011, the Town created a Facebook page to better inform the citizens of events, emergencies and Town projects. As of 2014, the page has over 1,000 "likes", or subscribers.

CodeRED

Beginning July 1, 2014, the Town has contracted with Emergency Communications Network (ECN) to implement an emergency alert system. The system will also allow the citizens to be notified of weather alerts, water breaks and outages, road work, Town events and closings.

Town of Sawmills Demographics

The Town of Sawmills is a charming bedroom community located in the southern part of Caldwell County, North Carolina. The Town encompasses approximately 6.2 square miles. Sawmills is an hour's drive north of Charlotte and only an hour's drive southeast of Boone.

The median resident age is 39.5 years old, with a median household income of $36,591 and a median house value of $107,200. The population of the Town consists of the following: Caucasian (91.9%), African American (.9%), Hispanic (5.2%) and Asian (.2%). It is estimated that the town is growing at an annual rate of less than 1%. Some of the new residents are coming from northern states due to climate, lower property taxes, retirement and a lower cost of living.

Education attainment in Sawmills includes: high school (70.8%), bachelor's degree or higher (11.1%), graduate or professional degree (5.1%).

There is approximately the same percent of males to females in the town. Marital status of the population in Sawmills over the age of 15 is: never married (28.6%), now married (54.1%), separated (3.6%), widowed (2.4%), and divorced (11.3%).

The Town has two recreational parks. The first park, Sawmills Municipal Park, is located at Baird Drive and has been used continuously over the years to host many recreational activities such as ball games, a walking trail, and a playground. In coordination with Duke Energy and a PARTF grant, the Town added Veterans Park, located on the Water Works Road, to accommodate additional activities. The park has two baseball fields, a soccer field, playground equipment, access to a boat dock and two veterans' memorials. One of the memorials includes signature monuments for engraving veterans' names. The Town also constructed an 18 hole disc golf course located at the Veterans Memorial Park.

The Town of Sawmills is home to two schools - Sawmills Elementary School with 331 students and the largest school in the county, South Caldwell High School, with an enrollment of over 1,548 students.

As the demographics of the town changes, the Town of Sawmills will also evolve by encouraging new industry while still striving to supply the best services to improve the quality of life for all its residents.

1. Website: idcide.com/citydata/nc/sawmills, 2014
2. Website: city-data.com/Sawmills-North-Carolina, 2013
3. Website: publicschoolreview.com/county/public-schools.php, 2003-2014

DEPARTMENTAL PERFORMANCE

	2011-12	2012-13	2013-14
Governing Body			
Town Council Meetings	17	16	13
Administration/Finance			
Purchase Orders Issued	460	414	385
Checks Issued	1,130	1,000	1,009
Water Bills Mailed	24,290	24,265	23,129
Work Orders Issued	1,616	1,851	2,121
Public Works/Streets			
Total Work Orders	390	587	429
Right of ways cleaned/mowed	29	5	25
Road signs installed/repaired	136	20	2
Pavement repairs	9	27	12
Brush pick up	284	279	326
Miscellaneous	54	256	64
Sanitation			
Special pick up	442	537	689
White Goods pick up	22	12	12
Community Development			
Zoning Permits Issued	27	30	31
Parks and Recreation			
Update signs and regulations	20	29	16
Baird (365)/Veteran's Park(365)	535	Open year round	Open year round
Planning Commission			
Planning Commission Meetings	4	3	4

DEPARTMENTAL PERFORMANCE (continued)

	2011-2012	2012-13	2013-14
WATER			
Total Work Orders	762	715	790
Total Water Customers	2,146	2,246	2,009
Hydrants Maintained	160	160	160
Water Lines Maintained (miles)	54	54	54
Water Taps Requested	7	5	4
Master Meters Read		1,460	1,460
Meters Re-Read	41	32	44
Meters Installed	7	42	11
Leaks Repaired	26	27	27
Water Purchased/ Lenoir(m/gal)	100	97	108
Water Purchased/ Baton (m/gal)	5	5	5
Water Purchased/Caldwell County (thousand gal)	238	240	209
Sewer			
Lift Station Inspect/Maintain		624	624
Total Sewer Customers	418	418	418

STAFFING BY POSITION/DEPARTMENT

Governing Body	Full Time	Part Time	Volunteers/Auxiliary
Mayor/Council	0	6	0
Community Development			
Planning Members	0	7	0
Code Enforcement	.5	0	0
Planner	.5	0	0
Administration			
Town Administrator	1	0	0
Town Clerk	1	0	0
Finance Officer	1	0	0
Office Manager	1	0	0
Administrative Secretary	0	0	0
Public Works			
Public Works Director	1	0	0
General Laborer	1	0	0
Sanitation			
Crew Leader	1	0	0
General Laborer	1	0	0
Water & Sewer			
Water Department ORC	.5	0	0
Sewer ORC	.5	0	0
General Laborer	2	0	0
Parks & Recreation			
Recreation Employees	1	0	0
Fire Dept (Volunteers)			
Fire Chief	0	0	1
Assistant Fire Chief	0	0	2
Firefighters	0	0	36
Total	**13**	**13**	**39**

POSITION CHANGES

DEPARTMENT	FY 11	FY 12	FY 13	FY 14	FY 15	Net Change FY 11-15
Governing Body	6	6	6	6	6	0
Planning Commission (total does not include 2 alternates)	5	5	5	5	5	0
Administration	5	5	5	5	4	-1
Public Works	3	3	2	2	2	0
Sanitation	2	2	2	2	2	0
Water/Sewer	3	3	3	3	3	0
Parks/Rec	4	5	2	1	1	0
TOTAL	28	29	25	24	23	-1

- **Volunteer Fire Department – 39 firefighters not included in total.**

GLOSSARY

Accrual Accounting: A basis of accounting which revenues and expenses are recorded at the time they are incurred, instead of when cash is actually received or disbursed.

Ad Valorem Taxes: Property Taxes based on the valuation of Taxable Property at the rate set forth by Council for the budget year per one hundred dollar valuation.

Appropriation: An authorization granted by the Town Council to make expenditures and incur obligations for purposes specified in the Budget Ordinance.

Assessed Valuation: A value established by the Caldwell County Tax Assessor's office for real and personal property to be used as a basis for levying property taxes.

Balanced Budget: Planned expenditures equal anticipated revenues. The North Carolina Local Government Budget and Fiscal Control Act requires the budget, which is submitted to the Town Council, be balanced.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects.

Budget: A plan of financial operation for the Town of Sawmills and its various municipal services, which includes estimated revenues and expenditures for a specific fiscal year.

Budget Amendment: A procedure used by the Town staff and Town Council to revise a budget appropriation.

Budget Calendar: A schedule which outlines the process of budget preparation, adoption, and administration.

Budget Document: The official document, representing a comprehensive financial program for a specific fiscal year, which is prepared by the Town staff and approved by the Town Council. The document presents policies and various budgetary information which reflects decisions made by the Town Council.

Budget Message: A general discussion of the budget which provides the Town Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal year, and the views and recommendations of the Town Administrator.

Budget Ordinance: A document adopted by the Town Council which lists revenues by source, appropriations by department or fund, and levies taxes for the coming fiscal year.

Capital Outlay: Items (such as vehicles, equipment, and furniture) purchased by the Town which have an expected life which exceeds one year.

Capital Reserve: Monies set aside to finance ongoing projects and replace obsolete infrastructures.

Cash Accounting: Basis of accounting which recognizes revenues when cash is received and expenses are recognized when cash is disbursed.

Cash Management: The management of cash necessary to pay for government services while investing temporary cash excesses, in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships.

Contingency: Account in which funds are set aside for unforeseen expenditures which may become necessary during the year. Use of these funds must be approved by the Town Council before they can be appropriated.

Debt Service: An obligation by the Town to pay the principal and interest of all bonds and other debt instruments (lease-purchase agreements, etc.) according to a pre-determined payment schedule.

Department: A unit of the Town government that is responsible for performing a primary governmental function.

Encumbrance: The commitment of appropriated funds to purchase an item or service. To encumber funds is to set aside or commit funds for future expenditures.

Enterprise Fund: A fund used to account for activities that are financed and operated in a manner similar to business enterprises and for which a fee for services is charged. Fees are charged to the consumers (users) of the service to completely or partially recover the expenses of the operation. Enterprise Funds typically include public utilities, sanitation, airport, and transportation systems.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year. The amount of revenue appropriated is the amount approved by the Town Council in the Budget Ordinance.

Expenditure: The cost of goods or services received by the Town.

Federal Depository Insurance: All monies of the Town must be insured up to a maximum of $250,000 in all banks.

Fiscal Year: The time period indicates the start and finish for recording financial transactions. The Fiscal Year for the Town of Sawmills starts on July 1st and ends June 30th.

Fixed Assets: Assets of a long-term character intended to be held or used, such as land, buildings, machinery, furniture, and equipment.

Fund: A fund is a separate fiscal and accounting entity with a separate set of accounting records that governments segregate to carry on a specific activity.

Fund Balance: The cash and investments, which remain at the end of the fiscal year, can legally be appropriated to fund expenditures in the upcoming fiscal year. The Local Government Budget Fiscal and Fiscal Control Act limit the amount of fund balance monies which may be appropriated in the next budget year.

GAAP: Generally Accepted Accounting Principals (GAAP) relates to accounting rules and uniform standards for financial reporting, representing generally accepted practice and procedures of the accounting profession. GAAP provides a set of minimum standards and guidelines for financial accounting and reporting. Therefore, all GAAP-Basis Financial Statements are reasonably comparable, regardless of the legal jurisdiction or geographic location of the government.

General Fund: A fund established to account for the resources used for the general operation of the Town.

General Ledger: An accounting file (mechanism) which is a grouping of the accounts in which the activities of the Town are recorded.

General Obligation Bonds: Debt instruments issued by the Town which are backed by the full faith and credit of the issuing government.

Goal: A broad/general statement of direction based on the needs of the community and government.

Grants: Monies received to finance special projects from other State agencies such as NC Parks and Recreation Trust Fund.

Indicator: A quantitative measure or index which may represent the degree of presence or magnitude of change in a condition.

Infra-structure: Includes all assets that are of a long term nature such as roads, water lines, sewer lines and electric services.

Interfund Transfer: Money transferred from one fund to another.

Intergovernmental Revenue: Revenue received from another government for a specified purpose.

Investment Revenue: Revenue earned on investments with a third party. The Town uses a pooled cash system. All the funds' cash is pooled and invested together. The interest earned is then allocated back to the individual funds by the average cash balance in that fund.

LGBFCA: The Local Government Budget and Fiscal Control Act govern all financial activities of local governments within the State of North Carolina.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance.

Maturities: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Modified Accrual Accounting: A basis of accounting for which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure."

Obligations: Are notes, commercial paper and bankers acceptances and are fully guaranteed both by principal and interest by the United States Government.

Objective: A statement of specific direction, which is to be accomplished by the staff or departments.

Operating Transfer: Routine and/or recurring transfers of assets (money) between funds.

ORC: **O**perator in **R**esponsible Charge (ORC) person(s) responsible for upkeep/maintenance of the water/sewer system.

Ordinance: A law of rule made by an authority such as a city government.

Potable Water: Water of sufficient quality to serve as drinking water.

Powell Bill Funds: Are generated from the State's Gasoline Tax. A percentage of the tax is returned to municipalities based on a town's population and street mileage maintained by the town and can only be used to maintain streets, sidewalks, and other street needs.

Program: An organized set of related work activities that are directed toward accomplishing a common goal. Each Town department is usually responsible for a number of related service programs.

Property Taxes (Ad Valorem): Taxes paid by property owners in the Town of Sawmills. These taxes are levied on both real and personal property according to the property's valuation and the tax rate.

Property Tax Rate: The rate at which real and personal property in Town is taxed in order to produce the necessary revenues to conduct vital governmental activities. The current tax rate in the Town of Sawmills is $0.20 per $100 of assessed valuation.

Republic Services: Formerly Garbage Disposal Services of Hickory, NC (GDS), is a contracted service the Town utilizes for the purpose of recycling materials

Revenue: Income received from a variety of sources and used to finance government or enterprise operations.

Special Assessment: A mandatory levy made against specific properties to absorb part or all of the cost of a specific improvement or service deemed to primarily benefit those certain properties.

State Shared Revenue: The distribution of taxes collected by the State and distributed to local municipalities and includes Piped Natural Gas Excise, Franchise, and Telecommunication Taxes.

Tax Levy: The total amount of revenue to be raised by property (ad valorem) taxes.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.