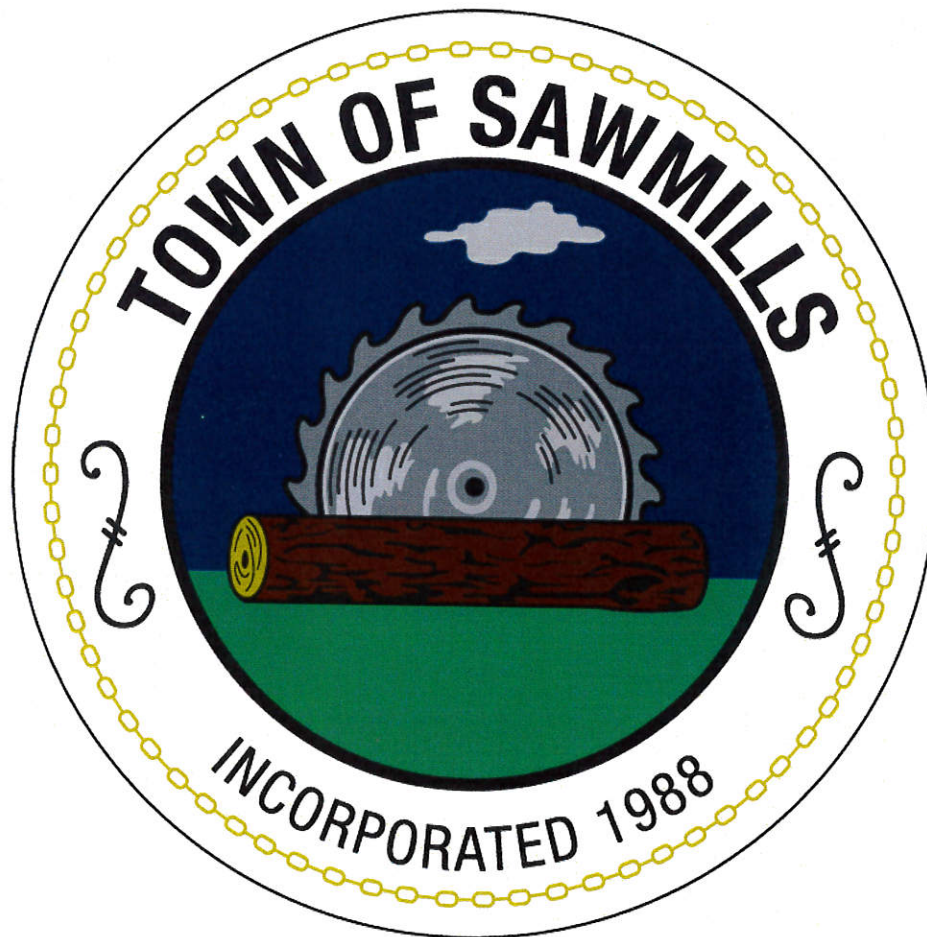


**Town of Sawmills**

**North Carolina**



**Annual Budget**

**Fiscal Year 2013 - 2014**

**Town of Sawmills  
North Carolina**

**2013 - 2014**

**Annual Budget**

**Town Council**

Bob Gibbs, Mayor

Johnny Wilson, Mayor Pro Tem

Trena McRary Kirby

Donnie Potter

Joe Wesson

Jeff Wilson

**Town Office Staff**

Seth Eckard, Town Administrator

Karen Clontz, Finance Officer

Julie Good, Administrative Secretary

Kimberly Trivette, Office Manager

Susan Nagle, Town Clerk

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*Budget Message*

*&*

*Ordinance*

## **Annual Budget for the 2013-2014 Fiscal Year**

Honorable Mayor Gibbs  
and Members of the Town Council:

Town Staff is pleased to present the proposed budget for Fiscal Year 2013-2014, beginning July 1, 2013 and ending June 30, 2014. 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 2013-2014 totals \$2,719,735.

The proposed budget includes:

- no tax increases;
- no increases to the water and sewer rates;
- no increases to the sanitation fee;
- reduction in fees associated with planning services and permits;
- no appropriation of General Fund unrestricted 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 2013-2014 is to remain at 20 cents per \$100 valuation with a collection rate of 90.47%. Each penny of the Town's property tax rate generates \$20,767.83.

The general reappraisal of real property for Town of Sawmills occurs once every eight years. State law requires that units of local government, including public authorities, publish a revenue-neutral tax rate in the budget immediately following the completion of the general reappraisal of real property. The purpose of the revenue-neutral tax rate is to provide citizens with comparative information. The last reappraisal was conducted in 2005 by Caldwell County for the Town of Sawmills.

The FY 2013-2014 operating budget follows the general reappraisal of real property for the Town of Sawmills. The revenue-neutral tax rate, as defined by G.S. 159-11(e), is the rate estimated to produce revenue for the next fiscal year equal to the revenue for the current fiscal year if no reappraisal had occurred. The rate is then adjusted by a growth factor equal to the average annual percentage increase in the tax base due to improvements since the last general reappraisal.

The reappraisal produced a tax base of \$207,678,259 for the Town of Sawmills. The tax levy for the current fiscal year is \$207,582,000, and the growth factor since the last reappraisal is less than 1 percent. Using the formula mandated by state law, the revenue-neutral tax rate for the Town of Sawmills is 19.999 cents. The proposed property tax rate for FY 2013-2014 is 20 cents.

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 two budgets the Town will not need an appropriation of General Fund unrestricted reserves in order to balance the budget. However; the Town will use an estimated \$67,000 in the Capital Reserve Fund to help pay for the new refuse truck in lieu of borrowing money for such a large expenditure.

The Town has also been awarded a \$250,000 Small Business Entrepreneurial Assistance Community Development Block Grant by the North Carolina Department of Commerce. This is a pass through performance based economic incentive grant that has been awarded to Haystation LLC, to be used for the purchase of new equipment.

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 economy.

Some highlights in the General Fund Departmental budgets include:

- contracting with the City of Lenoir for state mandated Phase II Storm Water regulatory enforcement service;
- maintaining employee benefits at current levels which entail a 19.6% increase in health insurance premiums;
- monies allocated to recognize the Town's 25<sup>th</sup> Anniversary during Town sponsored events;
- purchase of a new refuse truck to ensure the quality of our sanitation service remains high;
- creation of a beautification fund to be used in conjunction with the Town's new beautification program;
- improvements to the concession facilities at Sawmills Municipal Park to ensure food safety;
- up to a 5% merit pay increase for all full time employees based on employee performance reviews;
- significant investment in the repair and maintenance of critical road infrastructure;
- increases in the cost of fuel;
- continued participation in the Caldwell County Sales Tax Reinvestment Program in the amount of \$280,000.

General fund revenues and expenditures are balanced at \$1,978,625. This amount represents a reduction of \$127,011, or a decrease of 6%, from the previous 2012-2013 Fiscal Year Budget.

### **Enterprise Fund:**

Due to a continued down economy, the Town Council and Staff recommended water and sewer rates remain at the FY 2012-2013 levels.

The results of a system wide water and sewer capital improvement plan study will be presented to the Town Council early in fiscal year 2013-2014. It is the obligation of the Town to make necessary system repairs, upgrades and improvements to not only to meet State and Federal



quality control standards, but to ensure our citizens that the service provided is performed at the highest quality possible.

In light of the need to build Enterprise Fund reserves to address anticipated system improvements, maintain solvency and meet unanticipated emergencies, both staff and the Town Council are urged to maintain adequate financial planning for the future. This may require adjusting water and sewer rates in the 2014-2015 Fiscal Year's Budget.

The Enterprise Fund, specifically the Water Distribution System Department, reflects a \$106,000 line item expense in Repair and Maintenance. This expense reflects an anticipated cost to perform needed waterline replacement on Stamey Road. The Water Department also anticipates replacing the flat bed dump truck and light duty pickup truck this fiscal year as well.

Staff is also anticipating a decision by the North Carolina Department of Commerce regarding a \$750,000 Community Development Block Grant for sewer infrastructure expansion in the Duff Drive neighborhood and surrounding area. This grant, if awarded, would grant sewer access and taps for sixty-six new homes to the Town's sewer collection system.

Revenues for the Enterprise Fund for FY 2013-2014 are approximately 2% higher than FY 2012-2013. This includes the need for the appropriation of net assets in the amount of \$47,585 to balance this year's water and sewer budget for one time capital expenses.

Water Rates:

Water Base Rate: \$14.25

Water Volumetric Rate: \$4.50 per 1,000 gallons after the first 2,000 gallons

Sewer Rates:

Sewer Base Rate: \$16.25

Sewer Volumetric Rate: \$4.50 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 2013-2014. The total budget estimates for FY 2012-2013 (across all funds) totals \$2,719,735 versus \$2,829,936 for FY 2012-2013. 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 based on the revamping of budget amendment and capital project policies and practices.

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 extreme budgetary stress and economic uncertainty.

Respectfully,



Seth Eckard  
Town Administrator

<b>FY 13 – 14 Budget Ordinance</b>
------------------------------------

**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, 2013, and ending June 30, 2014.

**SECTION 1 – General Fund**

**Revenues:**

Property Tax	\$398,000
Local Sales Tax	\$825,000
Powell Bill Allocation	\$393,725
Solid Waste Fee	\$189,000
State Shared (Utility/Franchise)	\$162,000
Other	\$ 10,100
Fund Balance Appropriated	\$ 0

**TOTAL ESTIMATED GENERAL FUND REVENUES     \$1,978,625**

**Expenditures:**

Governing Body	\$ 32,350
Administration	\$391,700
Finance	\$ 67,900
Public Works	\$144,150
Streets and Highways	\$389,225
Sanitation	\$443,100
Community Development	\$ 44,750
Parks and Recreation	\$185,450
Interlocal Transfer to Caldwell County	\$280,000

**TOTAL ESTIMATED GENERAL FUND EXPENDITURES     \$1,978,625**

## **SECTION 2 – Utility Fund**

### **Revenues:**

Water	\$636,610
Sewer	\$104,500
<b>TOTAL ESTIMATED UTILITY FUND REVENUES</b>	<b>\$741,110</b>

### **Expenditures:**

Water	\$636,610
Sewer	\$104,500
<b>TOTAL ESTIMATED UTILITY FUND EXPENDITURES</b>	<b>\$741,110</b>

## **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, 2013, is hereby levied and established as the official tax rate for the Town of Sawmills for Fiscal Year 2013-14. The rate is based upon a total projected valuation of \$207,678,259 and an estimated collection rate of 90.47%. 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.

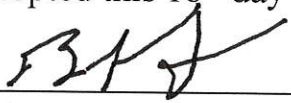
#### **SECTION 7 – Budget Amendments**

The North Carolina Local Government Budget and Fiscal Control Act allows 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 2013-14 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 18<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
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:

<b>Revenues:</b>	
CDBG	\$250,000
<b>Total Revenues</b>	<b>\$250,000</b>

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

<b>Expenditures:</b>	
Machinery and Equipment	\$225,000
Planning Entrepreneurial Activities	\$5,000
Administration/Planning	\$20,000
<b>Total Appropriations</b>	<b>\$250,000</b>

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.

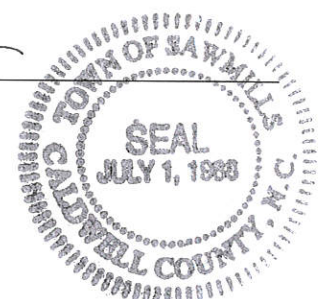
Section 7. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in each budget submission made to this Board.

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 21<sup>st</sup> day of MAY 2013.

  
Mayor

  
Town Clerk



## ***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**

*Christopher P. Moivell*      *Jeffrey R. Emen*

President

Executive Director



BUDGET PREPARATION CALENDAR FOR FY 2013-2014
--

12/18/2012	Adoption of Budget Schedule - Regular Council Meeting – Tuesday at 6:00p
2/12/2013	Annual Council Budget Retreat – 9:00a to 4:00p (Caldwell County – EDC)
3/7/2013	Budget Workshop Number 1 – 5:00p to 7:00p (Sawmills Town Hall Council Chambers)
4/04/2013	Budget Workshop Number 2 – 5:00p to 7:00p (Sawmills Town Hall Council Chambers)
4/25/2013	Budget Workshop Number 3 – 5:00p to 7:00p (Sawmills Town Hall Council Chambers)
5/02/2013	Budget Workshop Number 4 (if needed) – 5:00p to 7:00p (Sawmills Town Hall Council Chambers)
5/21/2013	Presentation of FY 2013-2014 Budget and Public Hearing– Regular Council Meeting – Tuesday at 6:00p
6/18/2013	Adopt 2013-2014 Budget – Regular Council Meeting – Tuesday at 6:00p

## 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 Capital Projects Fund. 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 Capital Projects Fund was used for Automated Solutions to update apparatus needed for fire protection and to create jobs.

### **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.



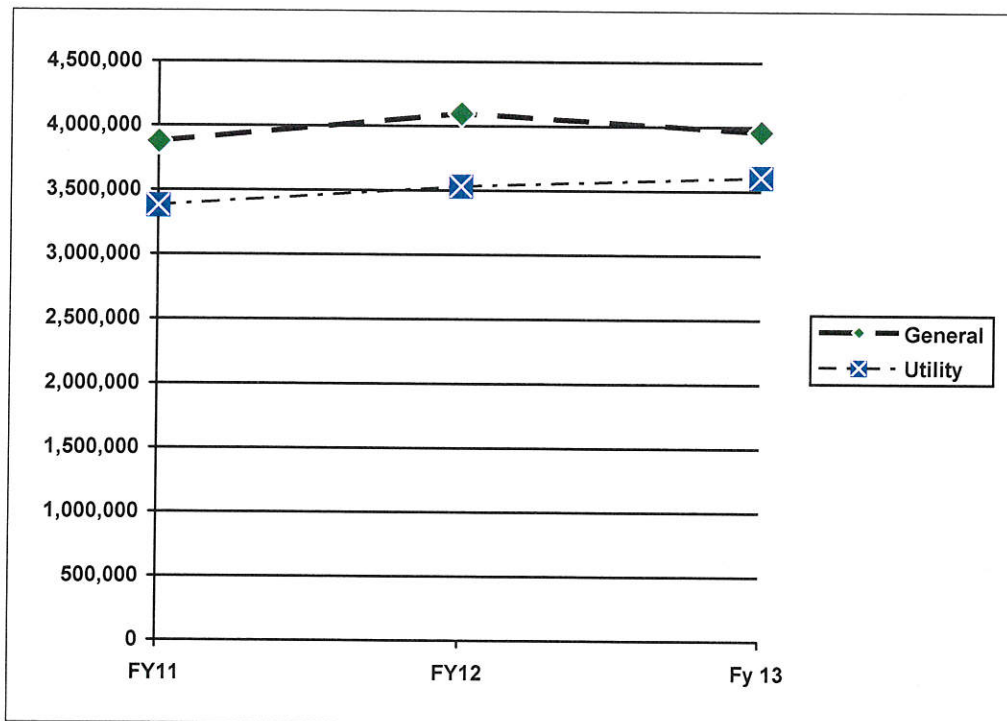
## General Fund and Utility Fund Balances

### General Fund:

Fund Balance at the end of: (Assigned and Unassigned)	<u>6/30/2011</u>	<u>6/30/2012</u>	<u>6/30/2013 (est)</u>
	\$3,876,930	\$4,097,617	\$3,960,265

### Utility Fund:

Fund Balance at the end of: (Assigned and Unassigned)	<u>6/30/2011</u>	<u>6/30/2012</u>	<u>6/30/2013 (est)</u>
	\$3,379,876	\$3,532,903	\$3,607,326



## **EXPLANATION OF FUND BALANCES (GENERAL & UTILITY)**

**GENERAL FUND:** The estimated fund balance for 2013-2014 FY is projected to be \$3,960,265. 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 fund balance for 2013-2014 FY is \$3,607,326. There was no rate increase implemented for water or sewer services for the upcoming fiscal year. However, our primary source of water is purchased from the City of Lenoir who implemented a 1.8% rate increase for water and a 4% 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 \$16,614,261. 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.

	<u>Balance Owed</u>	<u>Paid in Full</u>
<b><u>Utility Fund:</u></b>		
<u>ARRA Loan</u> – Cajahs		
Mtn Waterline		
Replacement	\$99,971	12/31/2030



## **FINANCIAL MANAGEMENT SYSTEMS**

### **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 comprised 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

## **FINANCIAL MANAGEMENT SYSTEMS (CONTINUED)**

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.



## **FINANCIAL MANAGEMENT SYSTEMS (CONTINUED)**

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

<b>Revenues and Expenditures by Fund</b>
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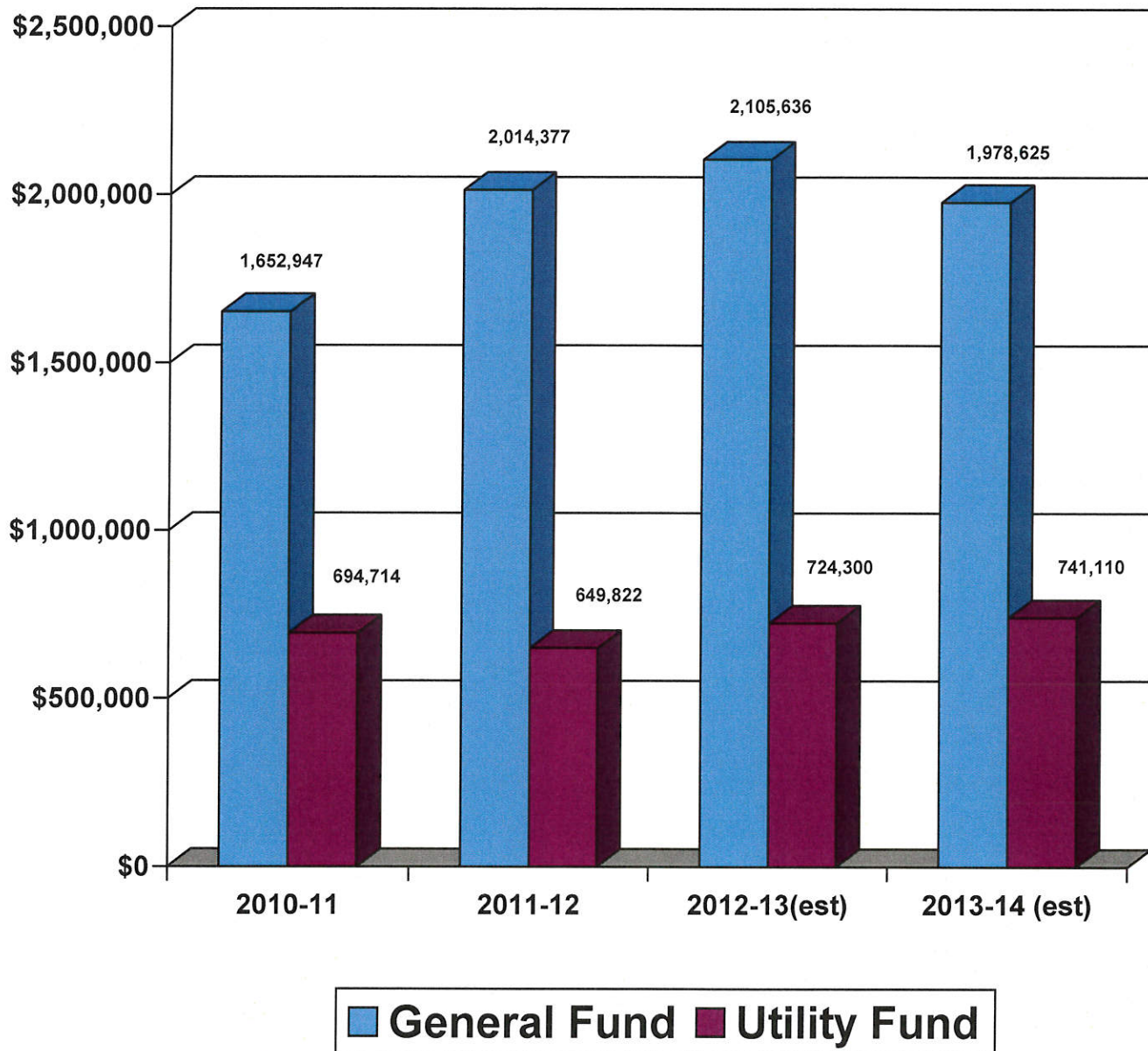
***Revenues***

<u><b>Fund</b></u>	<u><b>2010-11</b></u>	<u><b>2011-12</b></u>	<u><b>2012-13 (est)</b></u>	<u><b>2013-14 (est)</b></u>
General	\$1,652,947	\$2,014,377	\$2,105,636	\$1,978,625
Utility	<u>\$ 694,714</u>	<u>\$ 649,822</u>	<u>\$ 724,300</u>	<u>\$ 741,110</u>
Total	\$2,347,661	\$2,664,199	\$2,829,936	\$2,719,735

***Expenditures***

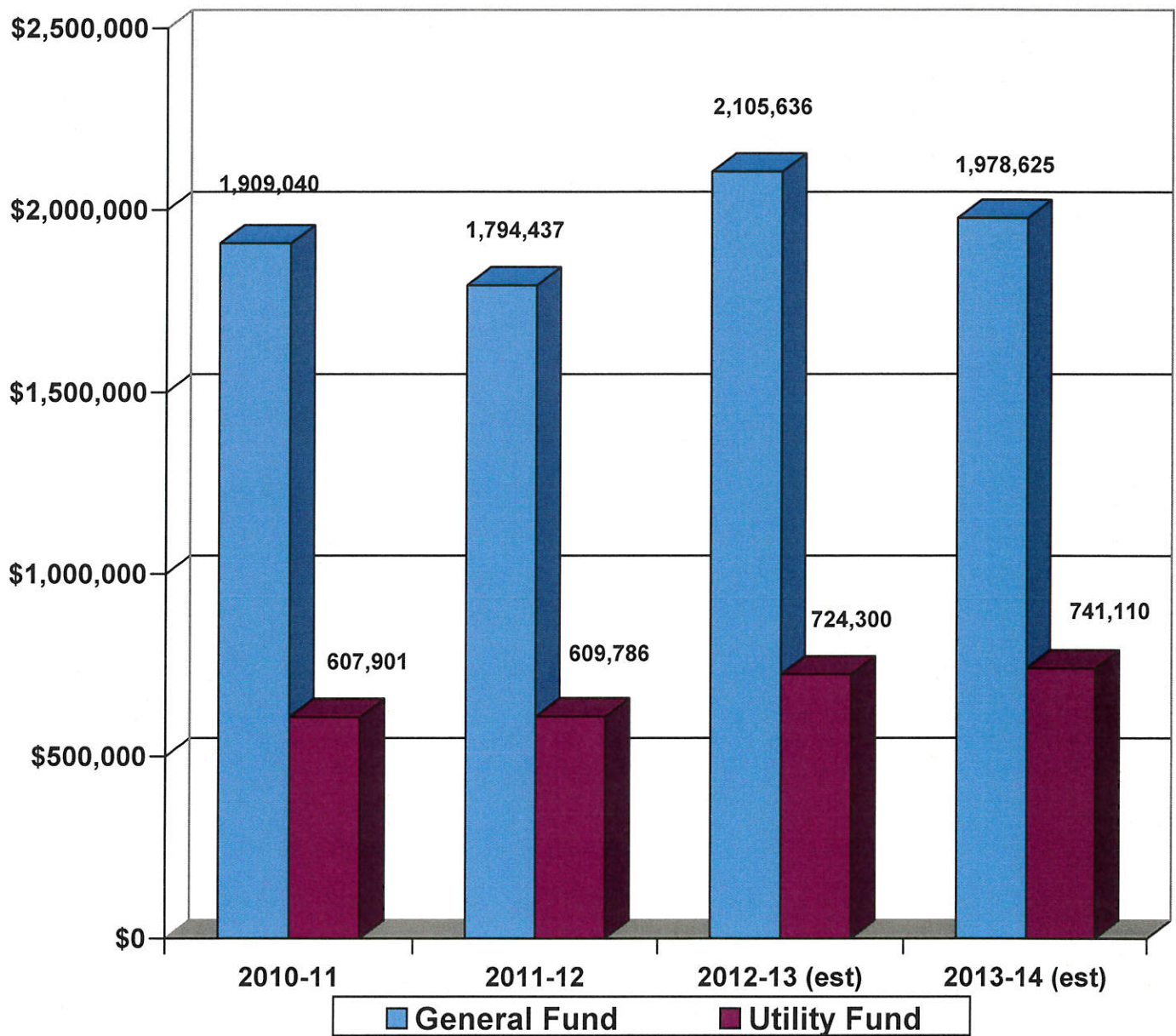
<u><b>Fund</b></u>	<u><b>2010-11</b></u>	<u><b>2011-12</b></u>	<u><b>2012-13 (est)</b></u>	<u><b>2013-14 (est)</b></u>
General	\$1,909,040	\$1,794,437	\$2,105,636	\$1,978,625
Utility	<u>\$ 607,901</u>	<u>\$ 609,786</u>	<u>\$ 724,300</u>	<u>\$ 741,110</u>
Total	\$2,516,941	\$2,404,223	\$2,829,936	\$2,719,735

## Revenues by Fund 2011 – 2014





## Expenditures by Fund 2011 – 2014





## Comparison of Revenue and Expenditure Summaries

### REVENUES

<u>General Fund</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13 (est)</u>	<u>2013-14(est)</u>
Ad Val/Vehicle Tax	422,331	444,000	420,624	398,800
Sales Tax	765,730	826,754	766,000	825,000
Powell Bill	142,627	148,122	566,600	393,725
State Shared Rev	150,793	383,924	160,200	162,000
Solid Waste Fee	109,124	189,990	170,462	189,000
Miscellaneous	59,592	19,912	21,250	9,600
Fund Balance	256,093	0	0	0
Planning Fees	<u>1,300</u>	<u>1,675</u>	<u>500</u>	<u>500</u>
<b>Total</b>	<b>1,909,041</b>	<b>2,014,377</b>	<b>2,105,636</b>	<b>1,978,625</b>

### Utility Fund

Utility Charges	662,185	625,304	659,500	675,422
Taps & Connections	1,500	2,000	1,500	1,500
Late Charges	11,873	11,502	8,500	10,000
Operating Transfer	0	0	0	0
Miscellaneous	19,056	11,016	10,100	6,600
Fund Balance	<u>0</u>	<u>0</u>	<u>44,700</u>	<u>47,588</u>
<b>Total</b>	<b>694,614</b>	<b>649,822</b>	<b>724,300</b>	<b>741,110</b>

### EXPENDITURES

<u>General Fund</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13(est)</u>	<u>2013-14 (est)</u>
Governing Body	17,282	24,090	31,300	32,350
Administration	380,943	743,652	362,757	391,700
Finance	53,851	56,789	62,625	67,900
Streets & Highways	139,592	388,436	424,600	389,225
Public Works	138,131	140,524	313,600	144,150
Sanitation	271,364	222,780	284,400	443,100
Community Development	20,101	37,084	24,100	44,750
Parks & Recreation	487,777	120,064	202,254	185,450
Operating Transfers	0	0	0	0
Inter Local Transfer	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>	<u>280,000</u>
<b>Total</b>	<b>1,909,041</b>	<b>1,793,691</b>	<b>2,105,636</b>	<b>1,978,625</b>

### Utility Fund

Water	447,151	421,477	575,100	636,610
Sewer	<u>160,750</u>	<u>177,809</u>	<u>149,200</u>	<u>104,500</u>
<b>Total</b>	<b>607,901</b>	<b>599,286</b>	<b>724,300</b>	<b>741,110</b>

## **2013-2014 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 13/14   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

### General Fund

Administration									
Heat & Air Unit		10,000							
Computers/Software		15,000							
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				
<b>General Fund Subtotal</b>	<b>0</b>	<b>25,000</b>	<b>30,000</b>	<b>120,000</b>	<b>120,000</b>	<b>145,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>

### Public Works

Automated Gate		5,000							
Security System		25,000							
Garage - Parking Lot paving		30,000							
Knuckle Boom		50,000							
Storage Building Roof		5,000							
Generator				25,000					
<b>General Fund Subtotal</b>	<b>0</b>	<b>110,000</b>	<b>5,000</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>			

### Parks & Recreation

4 Seat UTV		15,000							
Security System		25,000							
B. Park Basketball Court		25,000							
Zero Turn Mower		15,000							
Press Box (2)		30,000							
Baird/Replace Lighting		60,000							
V. Park Water & Septic		28,000							
V. Park Restrooms (1)		150,000							
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
<b>General Fund Subtotal</b>	<b>0</b>	<b>65,000</b>	<b>105,000</b>	<b>178,000</b>	<b>300,000</b>	<b>178,000</b>	<b>50,000</b>	<b>433,000</b>	<b>0</b>



## Town of Sawmills Capital Improvement Plan (10 Year)

FY 13/14   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

### General Fund Continued

<b>Sanitation</b>									
Refuse Truck #2	250,000								
Recycling Bins		100,000							
Refuse Truck #3 (D/S)			80,000	80,000	80,000	80,000	80,000	80,000	80,000
<b>General Fund Subtotal</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>

<b>Streets &amp; Highways</b>									
Speed Humps	12,000								
Woodland & Baird Dr	185,000								
Snow Plow		15,000							
Right of Way Tractor/Mower		50,000							
Rual Dr & Kendell Pl, Elmore		120,000							
Moore Acres & Hunters Path		169,215							
Seal Cracks, Spray Grass			90,000						
<b>General Fund Subtotal</b>	<b>197,000</b>	<b>185,000</b>	<b>169,215</b>	<b>90,000</b>					

	FY 13/14	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
<b>General Fund CIP Total</b>	<b>197,000</b>	<b>485,000</b>	<b>309,215</b>	<b>388,000</b>	<b>525,000</b>	<b>428,000</b>	<b>250,000</b>	<b>553,000</b>	<b>120,000</b>	<b>150,000</b>



## Town of Sawmills Capital Improvement Plan (10 Year)

FY 13/14   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

### Utility Fund

#### Water

Lt Duty Truck - meter reading	15,000									
Mid Size Truck	48,000									
Stamey Rd. Water lines	106,000									
Cajah Mtn Rd. (West)		192,000								
Horseshoe Bend Rd.			129,000							
Virginia Acres Sub.				296,200						
Electric Meter Readers					20,000					
Water Meters							100,000			
<b>Utility Fund Subtotal</b>	<b>169,000</b>	<b>192,000</b>	<b>129,000</b>	<b>296,200</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>

#### Sewer

Pave Pump Station (SCHS)	10,000									
GPS Device + Software	5,000									
Mayfield Dr. Extension	47,000									
Karr Dr. Extension				56,000						
<b>Utility Fund Subtotal</b>	<b>0</b>	<b>62,000</b>	<b>0</b>	<b>56,000</b>						

	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>
<b>Utility Fund CIP Total</b>	<b>169,000</b>	<b>254,000</b>	<b>129,000</b>	<b>352,200</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>

## **Capital Budget Items by Department FY 2013 - 2014**

### **General Fund & Utility Fund**

#### **General Fund**

##### **Sanitation –**

1. Refuse Truck #2	\$250,000
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##### **Streets & Highways – General Fund**

(Powell Bill – State Reimbursement)

1. Speed Humps	\$ 12,000
2. Woodland & Baird Drive	\$185,000

Total General Fund	\$197,000
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#### **Utility Fund**

##### **Water –**

1. Light Duty Truck -	\$ 15,000
2. Mid-Size Truck	\$ 48,000
3. Stamey Road Water Lines	<u>\$106,000</u>

Total Utility Fund	\$169,000
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Total Capital Budget - General Fund	\$447,000
Total Capital Budget - Utility Fund	<u>\$169,000</u>
Total Capital Budget	<u>\$616,000</u>

<h2>EXPLANATION OF CAPITAL EXPENDITURES</h2>
--

### Capital Items

### Explanation, Financing, & Operational Impacts

Item: Refuse Truck #2 - Automated  
 Cost: \$250,000  
 Dept: **Sanitation**

The first automated refuse truck was purchased in 2008. Average life expectancy for these trucks is five years. The first truck will serve as backup in case of scheduled, or unexpected, down time due to maintenance or repairs.

Item: Speed Humps  
 Cost: \$12,000  
 Item: Woodland & Baird Drive  
 Cost: \$185,000  
 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.

Item: Light Duty Truck  
 Cost: \$15,000  
 Item: Mid-Size Truck  
 Cost: \$48,000  
 Item: Stamey Road – water lines  
 Cost: \$106,000  
 Dept: **Water Department**

Light duty truck will replace a 1995 service truck used for reading water meters and other general duties. The mid-size truck will replace a 1992 truck used for general maintenance and hauling equipment. Current water lines on the Stamey Road will be switched over to the new 8" water line.

## 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 91.89% collection rate for property and 80.28% 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 2013-14.

**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 2013-14, 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 their 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.



<b>Water Billings</b>	The Town sells potable water to residential and commercial establishments within the Sawmills town limits. Minimum monthly water charges to customers will remain the same at \$14.25 for the first 2,000 gallons with each additional 1,000 gallons at a rate of \$4.50.
<b>Sewer Billings</b>	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 \$16.25 for the first 2,000 gallons with each additional 1,000 gallons at a rate of \$4.50.
<b>Fund Balance</b>	This revenue source comes from the Town's surplus in either the General or Utility Funds. The appropriation of fund balance 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.
<b>Misc. Revenue</b>	This revenue source is generated by park rental fees, trash cans, Town promotional materials, Veterans Memorial engraving and copies.
<b>Other</b>	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. Growth in Sawmills is at a standstill. 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 36% of the General Fund Revenue. The remaining 36% is comprised of the solid waste fees, planning/zoning fees, investments and miscellaneous revenue.

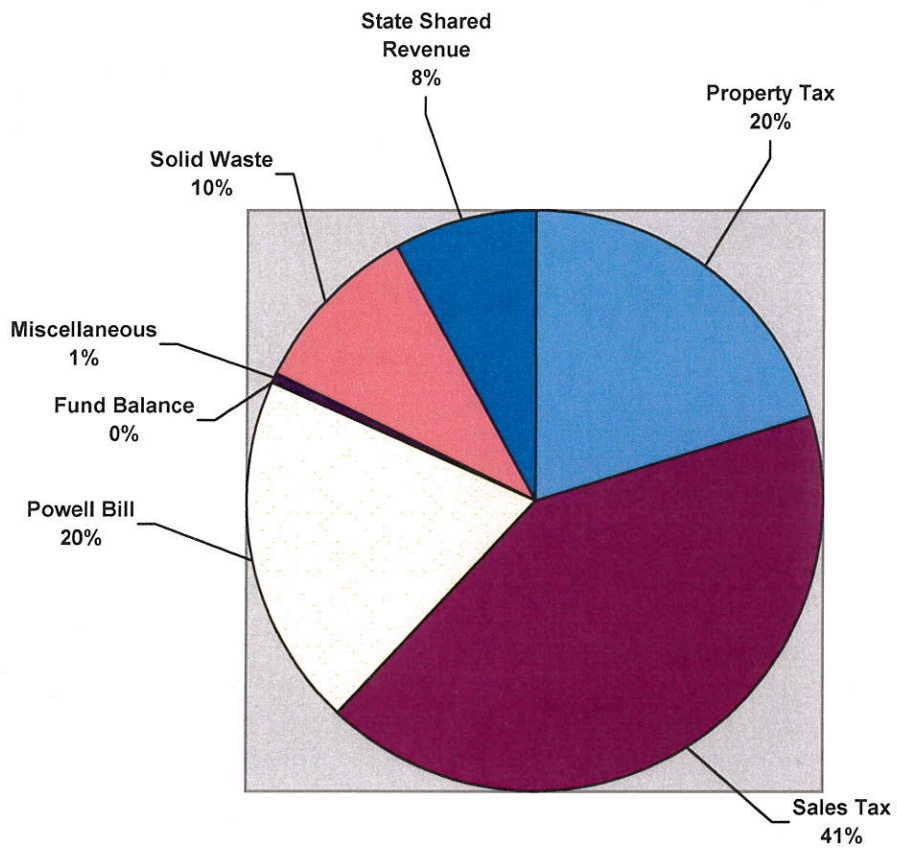
### **Utility Fund**

The vast majority of support for this fund comes from water sales. Over the years, water sales and usage have steadily increased. 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**

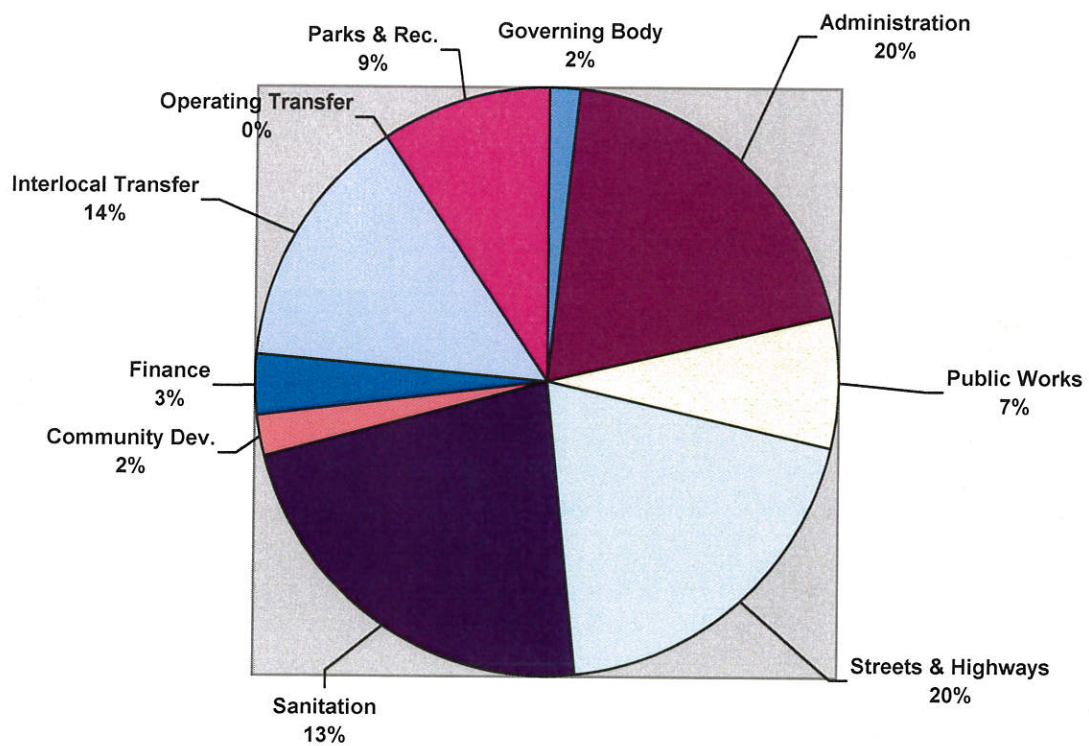
## 2013- 2014 Revenues General Fund



Total Revenues: \$1,978,625



## 2013 - 2014 Expense General Fund



Total Expense: \$1,978,625

**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 2 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.

**Expenditures**

<b><u>2012-13 (Estimate)</u></b>	<b><u>2013-14 Budget</u></b>	<b><u>% Change</u></b>
\$31,300	\$32,350	+3%

**Personnel**

<b><u>Full Time</u></b>	<b><u>Changes</u></b>	<b><u>Total</u></b>
0	0	6

**ADMINISTRATION**

\* Manager

\* Town Clerk

\* Office Manager

\* Administrative Assistant

The Administrative Department consists of the Town Administrator who handles the day-to-day operations of the Town, a Town Clerk, Office Manager and Administrative Assistant. 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. The Administrative Secretary also helps in the billing and collecting of the water bills, as well as giving residents information about changes in the scheduling of services.

**OBJECTIVES**

- The Town Clerk will work towards Master Clerk Certification. Classes are held 3 times a year. Various laws, regulations and proper protocol for meetings are covered enabling the Clerk to perform her duties for the Town.
- Administrative staff will attend conference and classes to improve job knowledge and efficiency.

**Expenditures****2012-13 (Estimate)****2013-14 Budget****% Change**

\$362,757

\$391,700

+7%

**Personnel****Full Time****Part Time**

4

0

**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**

<b><u>2012-13 (Estimate)</u></b>	<b><u>2013-14 Budget</u></b>	<b><u>% Change</u></b>
\$62,625	\$67,900	+7%

**Personnel**

<b><u>Full Time</u></b>	<b><u>Part Time</u></b>
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**

<b><u>2012-13 Budget (Estimate)</u></b>	<b><u>2013-14 Budget</u></b>	<b><u>% Change</u></b>
\$738,200	\$533,375	-28%
(\$313,600 + \$424,600)*	(\$144,150 + \$389,225)	

**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 64% in August, 2012.

In 2009 the Town purchased its first automated refuse truck. The average life cycle for a sanitation truck is five years and the second automated truck is scheduled for purchase during the 2013-2014 fiscal year.

### **OBJECTIVES**

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

### **Expenditures**

<b><u>2012-13 (Estimate)</u></b>	<b><u>2013-14 Budget</u></b>	<b><u>% Change</u></b>
\$284,400	\$443,100	+3.5%

### **Personnel**

<b><u>Full Time</u></b>	<b><u>Part Time</u></b>
2	0

## **PARKS & RECREATION**

\* Parks & Recreation Director

\* Seasonal Employees

### **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 esthetics of the parks with landscaping improvements throughout the year.

### **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 pier and playgrounds.

#### **Expenditures**

<b><u>2012-13 (Estimate)</u></b>	<b><u>2013-14 Budget</u></b>	<b><u>% Change</u></b>
\$202,254	185,450	-8%

#### **Personnel**

<b><u>Full Time</u></b>	<b><u>Part Time</u></b>	<b><u>Change</u></b>
1	0	1

## 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. This year's planning fees have been adjusted to a lower cost.

### 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.

### Expenditures

<u>2012-13 (Estimate)</u>	<u>2013-14 Budget</u>	<u>% Change</u>
\$24,100	\$44,750	+46%

### Personnel

<u>Full Time</u>	<u>Part Time</u>
0	8



## ***UTILITY FUND***

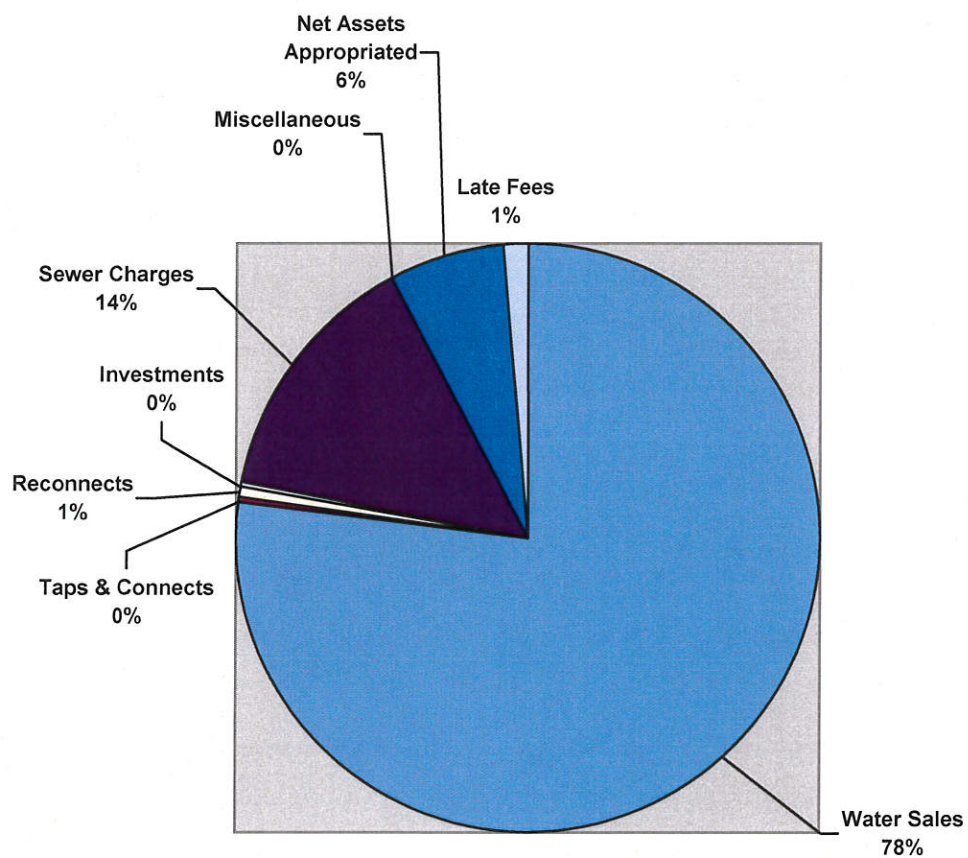
-Revenues for Utility Fund Graph

-Expenses for Utility Fund Graph

-Water Department

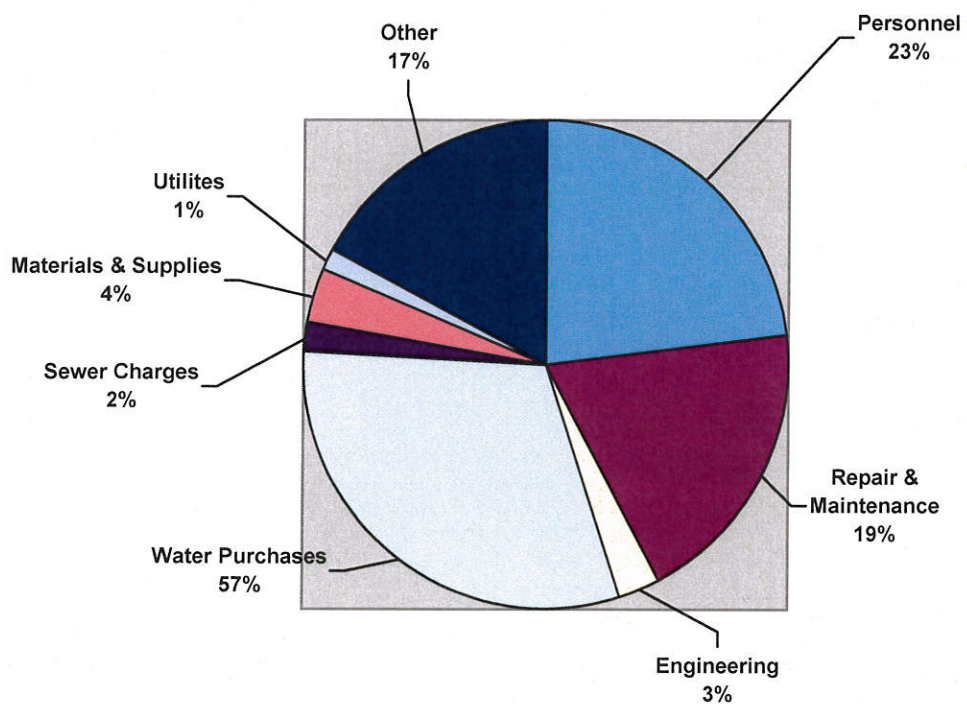
-Sewer Department

## 2013 – 2014 Revenues Utility Fund



**Total Revenues: \$741,110**

## 2013–2014 Expenses Utility Fund



**Total Expenses: \$741,110**

**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.

**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**

<b><u>2012-13 (Estimate)</u></b>	<b><u>2012-13 Budget</u></b>	<b><u>% Change</u></b>
\$575,100	\$636,610	+10%

**PERSONNEL**

<b><u>Full Time</u></b>	<b><u>Part Time</u></b>
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 vote in a bond referendum that would start construction on different phases of sewer line installation. Currently there are 418 active sewer accounts.

This year 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.

**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**

<b><u>2011-12(Estimate)</u></b>	<b><u>2012-13 Budget</u></b>	<b><u>% Change</u></b>
\$149,200	\$104,500	-30%

**PERSONNEL**

<b><u>Full Time</u></b>	<b><u>Part Time</u></b>
1	0

**Town of Sawmills**  
Annual Budget Estimates - Revenues

**Fiscal Year: 2013 - 2014**

Summary

Page No: 1

Account	Fund	Last Year	Current Year			Budget
	Number	Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
General Fund	1	\$ 2,014,377	\$ 2,105,636	\$ 1,254,660	\$ 1,737,405	\$ 1,978,625
Utility Fund	2	\$ 649,822	\$ 724,300	\$ 476,712	\$ 698,952	\$ 741,110
TOTALS:		\$ 2,664,199	\$ 2,829,936	\$ 1,731,373	\$ 2,436,357	\$ 2,719,735

**Town of Sawmills**  
Annual Budget Estimates - Revenues

**Fiscal Year: 2013 - 2014**

Page No: 2

General	Fund 1	Summary				
Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Ad Valorem Current Year	1-00-3101	\$ 374,686	\$ 377,465	\$ 354,153	\$ 368,440	\$ 344,300
Ad Valorem Prev Year	1-00-3102	\$ 20,303	\$ 13,000	\$ 7,479	\$ 9,479	\$ 20,000
Ad Valorem Refunds	1-00-3103	\$ -	\$ (500)	\$ (94)	\$ (170)	\$ (500)
Ad Valorem Collection Fees	1-00-3104	\$ (7,519)	\$ (8,000)	\$ (9,157)	\$ (10,000)	\$ (10,000)
Vehicle Taxes	1-00-3110	\$ 46,485	\$ 31,909	\$ 26,601	\$ 33,933	\$ 37,400
Vehicle Taxes - Prior Years	1-00-3111	\$ 8,128	\$ 6,500	\$ 6,820	\$ 7,161	\$ 8,000
Vehicle Refunds	1-00-3112	\$ (37)	\$ (150)	\$ (25)	\$ (45)	\$ (150)
Vehicle Collection Fees	1-00-3113	\$ (3,302)	\$ (3,000)	\$ 432	\$ (802)	\$ (3,000)
Interest on Ad Valorem Taxes	1-00-3114	\$ 4,780	\$ 3,250	\$ 1,681	\$ 2,493	\$ 2,500
Ad Valorem Late List Revenue	1-00-3115	\$ 475	\$ 150	\$ 210	\$ 225	\$ 250
NSF Fees	1-00-3116	\$ 630	\$ 450	\$ 840	\$ 900	\$ 500
Hold Harmless	1-00-3229	\$ 213,171	\$ 175,000	\$ 129,458	\$ 202,375	\$ 220,000
Art.44 - 1/2% Local Opt. Sales Tax	1-00-3230	\$ 1,632	\$ -	\$ 193	\$ 200	\$ -
Art. 39 - 1% Local Opt. Sales Tax	1-00-3231	\$ 273,987	\$ 276,000	\$ 157,232	\$ 272,232	\$ 270,000
Art. 40 - 1/2% Local Opt. Sales Tax	1-00-3232	\$ 204,404	\$ 185,000	\$ 122,575	\$ 199,660	\$ 205,000
Art. 42 - 1/2% Local Opt. Sales Tax	1-00-3233	\$ 133,561	\$ 130,000	\$ 76,899	\$ 131,065	\$ 130,000
Sales Tax on Telecommunications	1-00-3234	\$ 32,547	\$ 34,000	\$ 12,842	\$ 29,842	\$ 30,000
Piped Natural Gas Excise Tax	1-00-3235	\$ 1,603	\$ 1,000	\$ 551	\$ 1,051	\$ 1,000
Powell Bill	1-00-3316	\$ 148,122	\$ 142,000	\$ 150,739	\$ 150,739	\$ 148,000
Safety Grant	1-00-3317	\$ 500	\$ -	\$ -	\$ -	\$ -
Wellness Grant	1-00-3319	\$ 500	\$ -	\$ -	\$ -	\$ -
Cable Franchise Fee	1-00-3323	\$ 38,056	\$ 36,000	\$ 15,490	\$ 33,490	\$ 36,000
Utility Franchise Tax	1-00-3324	\$ 241,133	\$ 86,450	\$ 62,506	\$ 105,631	\$ 90,000
Ordinance Fee	1-00-3326	\$ -	\$ -	\$ -	\$ -	\$ -
Veteran's Memorial Misc/Engraving	1-00-3333	\$ 3,200	\$ 1,500	\$ 850	\$ 1,000	\$ 3,000
Planning/Zoning Fees	1-00-3340	\$ 1,675	\$ 500	\$ 880	\$ 900	\$ 500
Sale of Recyclable Materials	1-00-3351	\$ 349	\$ -	\$ 126	\$ 126	\$ -
Bank Fee Debit Card	1-00-3830	\$ 121	\$ 50	\$ -	\$ -	\$ -
Investment Earnings	1-00-3831	\$ 7,076	\$ 6,000	\$ 2,951	\$ 3,500	\$ 3,000
Investment Earnings on Powell Bill	1-00-3832	\$ 1,826	\$ 1,500	\$ 478	\$ 800	\$ 1,000
Mowing/Snow Removal	1-00-3833	\$ -	\$ 250	\$ 2,601	\$ 2,601	\$ 2,000
Solid Waste Fee	1-00-3834	\$ 189,990	\$ 170,462	\$ 124,655	\$ 185,000	\$ 189,000
Solid Waste Revenue	1-00-3835	\$ 3,585	\$ 2,500	\$ 1,732	\$ 2,264	\$ 3,000
Parks/Rec Sponsorship	1-00-3836	\$ 510	\$ 500	\$ 844	\$ 1,000	\$ -
Baird Park Rental	1-00-3837	\$ 3,090	\$ 4,500	\$ -	\$ -	\$ 500
Parks/Rec Misc	1-00-3838	\$ 180	\$ 2,500	\$ 14	\$ 14	\$ 100
Miscellaneous Revenue	1-00-3839	\$ 1,669	\$ 4,000	\$ 1,802	\$ 2,000	\$ 1,500
Loan Proceeds	1-00-3840	\$ -	\$ -	\$ -	\$ -	\$ -
Settlement Agreement-Veterans Memorial	1-00-3841	\$ -	\$ -	\$ -	\$ -	\$ -
Veteran's Memorial Park Rental	1-00-3842	\$ 260	\$ 250	\$ 300	\$ 300	\$ -
Cash Over/Under	1-00-3843	\$ -	\$ -	\$ -	\$ -	\$ -
NC Debt Setoff	1-00-3845	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from CDBG	1-00-3860	\$ 67,000	\$ -	\$ -	\$ -	\$ -
Powell Bill Reserve	1-00-3889	\$ -	\$ 424,600	\$ -	\$ -	\$ 245,725
Fund Balance Appropriated	1-00-3990	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:		\$ 2,014,377	\$ 2,105,636	\$ 1,254,660	\$ 1,737,405	\$ 1,978,625



**Fiscal Year: 2013 - 2014**

Utility		Fund 2	Summary				Page No: 3
Account	Dept. Number	Last Year	Current Year			Budget	
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate	
Water	80	\$ 543,538	\$ 575,100	\$ 398,095	\$ 600,861	\$ 636,610	
Sewer	90	\$ 106,284	\$ 149,200	\$ 78,618	\$ 98,091	\$ 104,500	
TOTALS:		\$ 649,822	\$ 724,300	\$ 476,712	\$ 698,952	\$ 741,110	



## Town of Sawmills

### Annual Budget Estimates - Revenues

**Fiscal Year: 2013 - 2014**

## Utility

Fund 2

Dept: \_\_\_\_\_

Water

Page No: 4

Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Water Sales	2-00-3710	\$ 519,020	\$ 555,000	\$ 382,615	\$ 580,778	\$ 570,922
Taps and Connections	2-00-3711	\$ 2,000	\$ 1,500	\$ 1,500	\$ 2,000	\$ 1,500
Reconnection Fees	2-00-3713	\$ 4,157	\$ 4,000	\$ 3,300	\$ 4,633	\$ 4,000
Late Charges	2-00-3714	\$ 11,502	\$ 8,500	\$ 7,926	\$ 9,000	\$ 10,000
Investment Earnings	2-00-3831	\$ 6,708	\$ 6,000	\$ 2,334	\$ 4,000	\$ 2,500
Misc. Revenue	2-00-3839	\$ 151	\$ 100	\$ 420	\$ 450	\$ 100
NC Debt Setoff	2-00-3845	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Contributions	2-00-3850	\$ -	\$ -	\$ -	\$ -	\$ -
Operating transfer from General Fund	2-00-3900	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriated Net Assets	2-00-3990	\$ -	\$ -	\$ -	\$ -	\$ 47,588
TOTALS:		\$ 543,538	\$ 575,100	\$ 398,095	\$ 600,861	\$ 636,610

**Town of Sawmills**  
Annual Budget Estimates - Revenues

**Fiscal Year: 2013 - 2014**

Utility	Fund 2	Dept:	Sewer	Page No: 5		
Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Sewer Charges	2-00-3750	\$ 106,284	\$ 104,500	\$ 78,618	\$ 98,091	\$ 104,500
Sewer Tap & Connections	2-00-3751	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriated Net Assets	2-00-3901	\$ -	\$ 44,700	\$ -	\$ -	\$ -
TOTALS:		\$ 106,284	\$ 149,200	\$ 78,618	\$ 98,091	\$ 104,500

**Fiscal Year: 2013 - 2014**

Fund

Page No: 6

Account		Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
General Fund	1	\$ 1,794,437	\$ 2,105,636	\$ 1,284,249	\$ 1,773,496	\$ 1,978,625
Utility Fund	2	\$ 609,786	\$ 724,300	\$ 379,222	\$ 521,636	\$ 741,110
TOTALS:		\$ 2,404,223	\$ 2,829,936	\$ 1,663,471	\$ 2,295,133	\$ 2,719,735

**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

General

Fund 1

Summary

Page No: 7

Account	Dept. Number	Last Year Actual 2011-12	Current Year			Budget 2013-14 Estimate
			Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	
Governing Body	10	\$ 24,090	\$ 31,300	\$ 16,001	\$ 22,800	\$ 32,350
Administration	20	\$ 344,397	\$ 362,757	\$ 232,720	\$ 340,163	\$ 391,700
Finance	30	\$ 56,789	\$ 62,625	\$ 40,876	\$ 58,809	\$ 67,900
Public Works	40	\$ 140,524	\$ 313,600	\$ 99,063	\$ 299,918	\$ 144,150
Streets & Highways	50	\$ 388,436	\$ 424,600	\$ 74,230	\$ 110,700	\$ 389,225
Sanitation and Recycling	60, 70	\$ 283,052	\$ 284,400	\$ 187,853	\$ 255,033	\$ 443,100
Community Development	45	\$ 37,084	\$ 24,100	\$ 13,528	\$ 18,828	\$ 44,750
Parks and Recreation	46	\$ 120,064	\$ 202,254	\$ 107,978	\$ 155,245	\$ 185,450
Operating Transfers	0	\$ -	\$ -	\$ 112,000	\$ 112,000	\$ -
Interlocal Transfer to Caldwell County	20	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 280,000
<b>TOTALS:</b>		\$ 1,794,437	\$ 2,105,636	\$ 1,284,249	\$ 1,773,496	\$ 1,978,625



**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

Page No: 8

Utility	Fund 2	Summary				
Account	Dept. Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Water	80	\$ 431,977	\$ 575,100	\$ 330,818	\$ 450,792	\$ 636,610
Sewer	90	\$ 177,809	\$ 149,200	\$ 48,405	\$ 70,845	\$ 104,500
TOTALS:		\$ 609,786	\$ 724,300	\$ 379,222	\$ 521,636	\$ 741,110

<b>Town of Sawmills</b> Annual Budget Estimates - Expenditures  <b>Fiscal Year: 2013 - 2014</b>						
General	Fund 1	Department: <b>Governing Body</b>				Page No: 9
Account	Account Number	Last Year Actual 2011-12	Budget 2012-13	Current Year Actual to Feb 2013	Estimated Entire Year	Budget 2013-14 Estimate
Wages	1-10-4100	\$ 12,750	\$ 12,400	\$ 9,200	\$ 12,400	\$ 13,000
Employee Benefits	1-10-4103	\$ -	\$ -	\$ -	\$ -	\$ -
Worker's Comp	1-10-4104	\$ 108	\$ 200	\$ 108	\$ 108	\$ 200
FICA & Medi Taxes	1-10-4106	\$ 975	\$ 1,200	\$ 704	\$ 995	\$ 1,100
Community Assistance Program	1-10-4109	\$ -	\$ 1,000	\$ 1,500	\$ 1,500	\$ 2,000
Donations	1-10-4110	\$ 1,800	\$ 2,000	\$ 400	\$ 600	\$ 1,000
Payment Board of Elections	1-10-4111	\$ 3,392	\$ 4,000	\$ -	\$ -	\$ 5,000
Uniforms	1-10-4125	\$ 101	\$ 1,000	\$ 105	\$ 250	\$ 1,000
Office Supplies	1-10-4126	\$ 200	\$ 750	\$ -	\$ 100	\$ 500
Freight In	1-10-4130	\$ -	\$ -	\$ 40	\$ 40	\$ 50
Travel & Training	1-10-4131	\$ 3,189	\$ 5,500	\$ 2,720	\$ 5,000	\$ 5,500
Council Mileage	1-10-4225	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Miscellaneous Expense	1-10-4295	\$ 1,176	\$ 1,500	\$ 417	\$ 1,000	\$ 1,500
Town Promotion Materials	1-10-4515	\$ 399	\$ 750	\$ 807	\$ 807	\$ 1,500
TOTALS:		\$ 24,090	\$ 31,300	\$ 16,001	\$ 22,800	\$ 32,350

**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

Page No: 10

General	Fund 1	Department: Administration				
Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Wages	1-20-4100	\$ 114,876	\$ 124,500	\$ 83,332	\$ 124,500	\$ 130,000
Overtime	1-20-4101	\$ 87	\$ 500	\$ 575	\$ 650	\$ 700
Employee Benefits	1-20-4103	\$ 42,837	\$ 42,500	\$ 26,848	\$ 41,500	\$ 51,000
Workers Compensation	1-20-4104	\$ 6,134	\$ 7,000	\$ 3,001	\$ 6,715	\$ 7,000
FICA & Medi Taxes	1-20-4106	\$ 8,780	\$ 10,000	\$ 6,266	\$ 9,605	\$ 10,500
Cultural/Recreational	1-20-4110	\$ 100	\$ 200	\$ -	\$ -	\$ -
Accounting Fees	1-20-4118	\$ 10,025	\$ 11,500	\$ 10,215	\$ 11,000	\$ 11,500
Legal Fees	1-20-4119	\$ 37,570	\$ 35,000	\$ 14,232	\$ 28,677	\$ 38,000
Professional Fee-Architect	1-20-4121	\$ -	\$ -	\$ -	\$ -	\$ -
Uniforms	1-20-4125	\$ 560	\$ 1,500	\$ 308	\$ 553	\$ 1,000
Office Supplies	1-20-4126	\$ 6,018	\$ 6,300	\$ 5,560	\$ 6,213	\$ 6,750
Office Equipment	1-20-4127	\$ 1,276	\$ 7,500	\$ 3,305	\$ 5,153	\$ 3,000
Wellness & Health	1-20-4128	\$ 321	\$ -	\$ -	\$ -	\$ -
Freight In	1-20-4130	\$ 352	\$ 500	\$ 193	\$ 311	\$ 500
Travel & Schools	1-20-4131	\$ 7,966	\$ 10,000	\$ 5,389	\$ 9,973	\$ 10,000
Telephone	1-20-4132	\$ 3,142	\$ 3,500	\$ 2,128	\$ 3,200	\$ 3,500
Utilities	1-20-4133	\$ 5,110	\$ 6,500	\$ 3,070	\$ 5,690	\$ 6,500
Permits and Fees	1-20-4134	\$ 565	\$ 600	\$ 588	\$ 600	\$ 600
Repair and Maintenance	1-20-4135	\$ 18,083	\$ 5,000	\$ 2,839	\$ 4,066	\$ 5,000
Postage	1-20-4136	\$ 2,917	\$ 2,750	\$ 1,877	\$ 2,472	\$ 3,100
Advertising	1-20-4137	\$ 4,642	\$ 7,000	\$ 2,092	\$ 6,558	\$ 7,000
Newsletter	1-20-4138	\$ 1,848	\$ 2,000	\$ 595	\$ 1,850	\$ 2,100
Insurance and Bonds	1-20-4145	\$ 16,198	\$ 22,107	\$ 16,994	\$ 17,500	\$ 19,000
Dues and Subscriptions	1-20-4148	\$ 10,986	\$ 12,000	\$ 11,918	\$ 12,000	\$ 13,000
Unemployment Reserve	1-20-4149	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Nonrefundable Tax Expense	1-20-4150	\$ -	\$ -	\$ 76	\$ 100	\$ 100
Capital Outlay	1-20-4151	\$ 9,314	\$ -	\$ -	\$ -	\$ 17,750
Capital Reserve	1-20-4152	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Service Charge	1-20-4170	\$ 4,484	\$ 5,100	\$ 2,912	\$ 4,900	\$ 5,100
Computer Supplies/Maintenance	1-20-4180	\$ 8,870	\$ 11,500	\$ 8,542	\$ 10,739	\$ 13,500
Town Website	1-20-4181	\$ 978	\$ 1,250	\$ 436	\$ 1,100	\$ 1,500
Previous Years Expenses	1-20-4199	\$ -	\$ -	\$ 426	\$ -	\$ -
Fuel	1-20-4225	\$ 400	\$ 250	\$ 483	\$ 600	\$ 1,000
Leases & Maintenance	1-20-4243	\$ 365	\$ 600	\$ 395	\$ 530	\$ 3,100
Penalties & Interest	1-20-4275	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Over/Short	1-20-4280	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	1-20-4295	\$ 6,502	\$ 6,500	\$ 4,362	\$ 5,800	\$ 7,500
Contract Services	1-20-4760	\$ 13,092	\$ 19,100	\$ 13,763	\$ 17,608	\$ 7,400
TOTALS:		\$ 344,397	\$ 362,757	\$ 232,720	\$ 340,163	\$ 391,700



**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

General

Fund 1

Department: **Finance**

Page No: 11

Account	Account Number	Last Year	Current Year		Budget	
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Wages	1-30-4100	\$ 38,750	\$ 42,000	\$ 27,918	\$ 39,279	\$ 45,000
Overtime	1-30-4101	\$ -	\$ -	\$ 45	\$ 45	\$ 150
Employee Benefits	1-30-4103	\$ 12,367	\$ 13,500	\$ 7,607	\$ 12,927	\$ 15,000
Workers Compensation	1-30-4104	\$ -	\$ -	\$ -	\$ -	\$ -
FICA & Medi Taxes	1-30-4106	\$ 2,994	\$ 3,500	\$ 2,139	\$ 3,000	\$ 3,500
Office Supplies	1-30-4126	\$ 581	\$ 500	\$ 438	\$ 492	\$ 500
Office Equipment	1-30-4127	\$ -	\$ -	\$ -	\$ -	\$ 300
Travel & Schools	1-30-4131	\$ 1,763	\$ 2,500	\$ 2,284	\$ 2,481	\$ 2,500
Insurance Bonds	1-30-4145	\$ -	\$ -	\$ -	\$ -	\$ -
Dues and Subscriptions	1-30-4148	\$ 185	\$ 250	\$ 160	\$ 160	\$ 300
Computer Expense	1-30-4180	\$ 150	\$ 250	\$ 285	\$ 300	\$ 500
Fuel	1-30-4225	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Exp	1-30-4295	\$ -	\$ 125	\$ -	\$ 125	\$ 150
Contract Services	1-30-4760	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:		\$ 56,789	\$ 62,625	\$ 40,876	\$ 58,809	\$ 67,900



**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

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

Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Wages	1-40-4100	\$ 59,860	\$ 64,000	\$ 41,502	\$ 63,089	\$ 66,500
Overtime	1-40-4101	\$ -	\$ 250	\$ 207	\$ 250	\$ 250
Employee Benefits	1-40-4103	\$ 20,447	\$ 22,000	\$ 9,580	\$ 18,988	\$ 6,200
Workers Compensation	1-40-4104	\$ 5,276	\$ 6,000	\$ 5,773	\$ 5,800	\$ 6,000
FICA & Medi Taxes	1-40-4106	\$ 4,630	\$ 4,500	\$ 3,191	\$ 4,419	\$ 5,000
Engineer Fees	1-40-4120	\$ 7,762	\$ 17,100	\$ 10,273	\$ 15,373	\$ 8,000
Street Lights	1-40-4124	\$ 14,187	\$ 15,000	\$ 9,456	\$ 14,950	\$ 16,500
Uniforms	1-40-4125	\$ 1,325	\$ 1,500	\$ 361	\$ 1,000	\$ 1,500
Equipment & Materials	1-40-4129	\$ 598	\$ 1,700	\$ 3,045	\$ 3,045	\$ 2,000
Freight In	1-40-4130	\$ 67	\$ 250	\$ 1	\$ 50	\$ 100
Training/Travel/Schools	1-40-4131	\$ -	\$ 1,500	\$ -	\$ 400	\$ 3,000
Telephone-Cell & Garage	1-40-4132	\$ 1,871	\$ 4,000	\$ 1,080	\$ 2,169	\$ 3,000
Utilities	1-40-4133	\$ 7,181	\$ 6,500	\$ 3,182	\$ 5,806	\$ 7,000
Fees & Permits	1-40-4134	\$ -	\$ -	\$ 150	\$ 150	\$ 150
Repair & Maintenance	1-40-4135	\$ 1,875	\$ 4,000	\$ 1,074	\$ 2,074	\$ 4,000
Unemployment Benefits	1-40-4149	\$ 1,987	\$ 5,500	\$ 5,235	\$ 5,235	\$ 5,500
Capital Outlay	1-40-4151	\$ 5,363	\$ 150,000	\$ -	\$ 150,000	\$ -
Computer Expense	1-40-4180	\$ 496	\$ 500	\$ 278	\$ 402	\$ 500
Prior Year Expense	1-40-4199	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel	1-40-4225	\$ 756	\$ 1,500	\$ 1,212	\$ 1,445	\$ 1,500
Leases/Maintenance	1-40-4243	\$ -	\$ -	\$ -	\$ -	\$ 650
Miscellaneous Exp.	1-40-4295	\$ 4,232	\$ 3,500	\$ 1,848	\$ 2,721	\$ -
Materials & Supplies	1-40-4515	\$ 2,565	\$ 2,500	\$ 1,209	\$ 1,834	\$ 5,000
Contract Services	1-40-4760	\$ 46	\$ 1,800	\$ 405	\$ 718	\$ 1,800
TOTALS:		\$ 140,524	\$ 313,600	\$ 99,063	\$ 299,918	\$ 144,150

**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

General

Fund 1

Department: **Streets/Highways**

Page No: 13

Account	Account Number	Last Year	Current Year		Budget	
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Powell Bill Wages	1-50-4100	\$ 40,445	\$ 43,000	\$ 28,513	\$ 38,119	\$ 44,500
Powell Bill Overtime	1-50-4101	\$ 255	\$ 500	\$ 333	\$ 444	\$ 500
Powell Bill Employee Benefits	1-50-4103	\$ 14,341	\$ 15,250	\$ 8,914	\$ 12,617	\$ 15,250
Powell Bill FICA & Medi Taxes	1-50-4106	\$ 3,124	\$ 3,500	\$ 2,207	\$ 3,022	\$ 3,500
Powell Bill Equipment	1-50-4117	\$ 2,049	\$ 5,600	\$ -	\$ -	\$ 4,000
Powell Bill Engineer Fees	1-50-4120	\$ 41,006	\$ 45,000	\$ 20,918	\$ 32,113	\$ 40,000
Powell Bill Safety Equip/Materials	1-50-4129	\$ -	\$ 2,000	\$ -	\$ -	\$ -
Powell Bill Freight In	1-50-4130	\$ 54	\$ 250	\$ 15	\$ 29	\$ 150
Powell Bill Repair & Maintenance	1-50-4135	\$ 17,775	\$ 235,000	\$ 8,342	\$ 16,388	\$ 222,775
Powell Bill Non Refundable Taxes	1-50-4150	\$ -	\$ -	\$ 11	\$ 11	\$ 50
Powell Bill Capital Outlay	1-50-4151	\$ 91,728	\$ -	\$ -	\$ -	\$ -
Powell Bill Miscellaneous Exp	1-50-4295	\$ 59	\$ 500	\$ 110	\$ 195	\$ 500
Powell Bill Materials & Supplies	1-50-4515	\$ 10,998	\$ 12,000	\$ 4,868	\$ 7,761	\$ 8,000
Powell Bill Drainage	1-50-4557	\$ 33,081	\$ -	\$ -	\$ -	\$ -
Powell Bill Paving	1-50-4559	\$ 133,520	\$ 62,000	\$ -	\$ -	\$ 50,000
<b>TOTALS:</b>		\$ 388,436	\$ 424,600	\$ 74,230	\$ 110,700	\$ 389,225



**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

General

Fund 1

Department:

**Sanitation**

Page No: 14

Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Wages	1-60-4100	\$ 58,154	\$ 62,000	\$ 41,525	\$ 55,237	\$ 64,000
Overtime	1-60-4101	\$ 560	\$ 600	\$ 522	\$ 590	\$ 650
Employee Benefits	1-60-4103	\$ 22,221	\$ 23,000	\$ 13,803	\$ 21,323	\$ 24,500
Workers Compensation	1-60-4104	\$ 2,838	\$ 2,500	\$ 1,762	\$ 2,282	\$ 3,000
FICA & Medi Taxes	1-60-4106	\$ 4,486	\$ 5,000	\$ 3,217	\$ 4,364	\$ 5,000
Recycle Rewards	1-60-4110	\$ 452	\$ 450	\$ 126	\$ 126	\$ -
Engineer Fees	1-60-4120	\$ -	\$ -	\$ -	\$ -	\$ -
Uniforms	1-60-4125	\$ 631	\$ 1,000	\$ 229	\$ 405	\$ 1,000
Equipment & Materials	1-60-4129	\$ -	\$ -	\$ -	\$ -	\$ 1,100
Freight In	1-60-4130	\$ 55	\$ 250	\$ 244	\$ 250	\$ 300
Telephone	1-60-4132	\$ 472	\$ 600	\$ 308	\$ 458	\$ 600
Fees & Permits	1-60-4134	\$ -	\$ -	\$ 10	\$ 10	\$ 50
Repair & Maintenance	1-60-4135	\$ 15,161	\$ 40,000	\$ 23,240	\$ 32,977	\$ 40,000
Postage	1-60-4136	\$ 628	\$ 700	\$ 963	\$ 602	\$ 1,000
Printing	1-60-4138	\$ -	\$ -	\$ -	\$ -	\$ -
Non Refundable Taxes	1-60-4150	\$ -	\$ -	\$ 316	\$ 316	\$ 400
Capital Outlay	1-60-4151	\$ -	\$ -	\$ -	\$ -	\$ 183,000
Capital Reserve-Trash Truck	1-60-4152	\$ -	\$ 43,000	\$ 38,000	\$ 38,000	\$ -
Fuel	1-60-4225	\$ 22,996	\$ 24,000	\$ 13,984	\$ 19,819	\$ 25,000
Debt Service Payment	1-60-4270	\$ 73,772	\$ -	\$ -	\$ -	\$ -
Penalties & Interest	1-60-4275	\$ 2,228	\$ -	\$ -	\$ -	\$ -
Allowance for Doubtful Accts	1-60-4285	\$ 592	\$ 500	\$ -	\$ -	\$ 500
Miscellaneous	1-60-4295	\$ 135	\$ 200	\$ 2,144	\$ 2,144	\$ 6,000
Materials & Supplies	1-60-4515	\$ 432	\$ 600	\$ 748	\$ 748	\$ 1,000
Contracted Services	1-60-4760	\$ -	\$ -	\$ -	\$ -	\$ -
Landfill Expenses	1-60-4761	\$ 16,967	\$ 15,000	\$ 10,606	\$ 15,606	\$ 20,000
Recycling Service	1-70-4762	\$ 60,272	\$ 65,000	\$ 36,108	\$ 59,776	\$ 66,000
TOTALS:		\$ 283,052	\$ 284,400	\$ 187,853	\$ 255,033	\$ 443,100

**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

General	Fund 1	Dept: <b>Community Development</b>				Page No: 15
Account	Account Number	Last Year Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	Budget 2013-14 Estimate
Wages	1-45-4100	\$ 100	\$ 200	\$ 50	\$ 100	\$ 200
Workers Compensation	1-45-4104		\$ -	\$ -	\$ -	\$ -
FICA & Medi Taxes	1-45-4106	\$ 8	\$ 50	\$ 4	\$ 8	\$ 50
Code Enforcement/Planning	1-45-4112	\$ 11,083	\$ 20,000	\$ 13,067	\$ 18,000	\$ 21,000
Engineering Fees	1-45-4120	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment	1-45-4127	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs/Maintenance	1-45-4135	\$ 10,997	\$ 3,000	\$ 300	\$ 500	\$ 4,000
Postage	1-45-4136	\$ 89	\$ 100	\$ -	\$ 20	\$ 50
Advertising	1-45-4137	\$ 531	\$ 500	\$ 108	\$ 200	\$ 200
Unemployment Benefits	1-45-4149	\$ 11	\$ 100	\$ -	\$ -	\$ 100
Adopt A Spot	1-45-4515	\$ 15	\$ -	\$ -	\$ -	\$ 5,000
Planning Contract	1-45-4530	\$ 14,250	\$ -	\$ -	\$ -	\$ -
Contracted Services	1-45-4760	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Plat & Zoning Fees	1-45-4980	\$ -	\$ 150	\$ -	\$ -	\$ 150
<b>TOTALS:</b>		\$ 37,084	\$ 24,100	\$ 13,528	\$ 18,828	\$ 44,750



**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

General	Fund 1	Dept: <b>Parks &amp; Recreation</b>				Page No: 16
Account	Account Number	Last Year Actual 2011-12	Budget 2012-13	Current Year Actual to Feb 2013	Estimated Entire Year	Budget 2013-14 Estimate
Wages	1-46-4100	\$ 35,450	\$ 28,000	\$ 18,397	\$ 24,706	\$ 38,000
Overtime	1-46-4101	\$ -	\$ 100	\$ 202	\$ 250	\$ 300
Wages Part Time	1-46-4102	\$ 315	\$ 19,000	\$ 3,137	\$ 5,755	\$ 9,500
Employee Benefits	1-46-4103	\$ 10,804	\$ 12,000	\$ 6,708	\$ 9,666	\$ 21,000
Workers Compensation	1-46-4104	\$ 499	\$ 1,500	\$ 1,540	\$ 1,540	\$ 2,000
FICA & Medi Taxes	1-46-4106	\$ 2,736	\$ 3,700	\$ 1,663	\$ 2,578	\$ 3,700
Donations	1-46-4110	\$ -	\$ -	\$ -	\$ -	\$ -
Engineer Fees	1-46-4120	\$ 859	\$ 5,000	\$ 4,465	\$ 4,943	\$ 4,000
Veteran's Memorial Engraving	1-46-4122	\$ 5,000	\$ 5,500	\$ 2,500	\$ 4,000	\$ 5,500
Veteran's Park Flood Lights	1-46-4124	\$ 515	\$ 550	\$ 242	\$ 378	\$ 750
Uniforms	1-46-4125	\$ 657	\$ 1,000	\$ 418	\$ 661	\$ 1,000
Equipment	1-46-4129	\$ 179	\$ 1,000	\$ -	\$ -	\$ 2,450
Freight In	1-46-4130	\$ 269	\$ 350	\$ 648	\$ 97	\$ 150
Telephone (Cell)	1-46-4132	\$ 472	\$ 500	\$ 308	\$ 426	\$ 550
Utilities	1-46-4133	\$ 15,826	\$ 14,750	\$ 8,320	\$ 14,946	\$ 16,000
Permits/Fees	1-46-4134	\$ -	\$ -	\$ 174	\$ 174	\$ 200
Repair and Maintenance	1-46-4135	\$ 13,698	\$ 45,304	\$ 21,112	\$ 32,385	\$ 20,000
Advertising	1-46-4137	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship (Signs)	1-46-4141	\$ -	\$ -	\$ -	\$ -	\$ -
Non refundable tax expense	1-46-4150	\$ -	\$ -	\$ 6	\$ 6	\$ 50
Capital Outlay	1-46-4151	\$ 12,887	\$ 33,500	\$ 18,677	\$ 26,942	\$ -
Capital Reserve	1-46-4152	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel	1-46-4225	\$ 3,645	\$ 3,250	\$ 2,314	\$ 2,980	\$ 6,000
Debt Service Payment	1-46-4270	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Expense	1-46-4295	\$ 14	\$ 500	\$ 28	\$ 55	\$ 22,500
Materials & Supplies	1-46-4515	\$ 14,695	\$ 25,000	\$ 16,884	\$ 22,365	\$ 30,000
Water Purchases	1-46-4558	\$ 226	\$ 250	\$ 136	\$ 198	\$ 300
Contract Services	1-46-4760	\$ 1,318	\$ 1,500	\$ 100	\$ 193	\$ 1,500
<b>TOTALS:</b>		\$ 120,064	\$ 202,254	\$ 107,978	\$ 155,245	\$ 185,450

<b>Town of Sawmills</b> Annual Budget Estimates - Expenditures <b>Fiscal Year: 2013 - 2014</b>						
General	Fund 1	Department: <b>Operating Transfers</b>				Page No:17
Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Operating Transfer to Water	1-00-4490	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Transfer to Sewer	1-00-4491	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Transfer to Capital Projects	1-00-4493	\$ -	\$ -	\$ 112,000	\$ 112,000	\$ -
Operating Transfer to CDBG-R 2012	1-00-4494	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS:</b>		\$ -	\$ -	\$ 112,000	\$ 112,000	\$ -

**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

General	Fund 1	Department: <b>Interlocal Transfer</b>				Page No: 18
Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Interlocal Transfer to Caldwell County	1-20-4296	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 280,000
<b>TOTALS:</b>		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 280,000



<b>Town of Sawmills</b> Annual Budget Estimates - Expenditures <b>Fiscal Year: 2013 - 2014</b>						
Utility	Fund 2	Dept:		Water		Page No: 19
Account	Account Number	Last Year Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	Budget 2013-14 Estimate
Wages	2-80-4100	\$ 51,543	\$ 76,000	\$ 50,368	\$ 67,358	\$ 78,000
Overtime	2-80-4101	\$ 634	\$ 2,250	\$ 1,468	\$ 1,978	\$ 2,400
Employee Benefits	2-80-4103	\$ 16,995	\$ 31,000	\$ 15,982	\$ 23,725	\$ 37,500
Workers Compensation	2-80-4104	\$ 2,238	\$ 3,500	\$ 2,940	\$ 3,410	\$ 3,500
FICA & MC Taxes	2-80-4106	\$ 4,051	\$ 5,800	\$ 3,965	\$ 5,220	\$ 6,000
Engineer Fees	2-80-4120	\$ 17,798	\$ 10,000	\$ -	\$ 5,000	\$ 17,000
Uniforms	2-80-4125	\$ 478	\$ 1,200	\$ 273	\$ 485	\$ 1,200
Office Supplies	2-80-4126	\$ -	\$ -	\$ -	\$ -	\$ -
Wellness and Health	2-80-4128	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Materials	2-80-4129	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
Freight In	2-80-4130	\$ 154	\$ 250	\$ -	\$ -	\$ 250
Travel/Training	2-80-4131	\$ 186	\$ 1,000	\$ 492	\$ 742	\$ 500
Telephone-Cell Phone	2-80-4132	\$ 1,597	\$ 1,000	\$ 1,508	\$ 2,000	\$ 2,000
Utilities	2-80-4133	\$ 1,032	\$ 1,500	\$ 143	\$ 1,143	\$ 1,500
Permits & Fees	2-80-4134	\$ 3,721	\$ 4,000	\$ 2,845	\$ 3,667	\$ 4,000
Repair & Maintenance	2-80-4135	\$ 13,360	\$ 22,500	\$ 7,189	\$ 12,082	\$ 120,860
Postage	2-80-4136	\$ 5,664	\$ 6,000	\$ 3,338	\$ 5,500	\$ 6,250
Printing	2-80-4138	\$ 1,490	\$ 3,000	\$ 1,859	\$ 2,566	\$ 3,000
Capital Outlay	2-80-4151	\$ 18,237	\$ 85,000	\$ 76,300	\$ 84,113	\$ 63,000
Capital Reserve	2-80-4152	\$ -	\$ 36,300	\$ -	\$ -	\$ -
Commerce Grant - Automated Solutions	2-80-4153	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	2-80-4160	\$ 48,473	\$ -	\$ -	\$ -	\$ -
Bank Service Charge	2-80-4170	\$ 71	\$ -	\$ 964	\$ 1,100	\$ 2,000
Prior Year Expenditures	2-80-4199	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Fuel	2-80-4225	\$ 7,882	\$ 8,000	\$ 3,046	\$ 6,932	\$ 10,000
Debt Service Payment (Cajah's Mtn WL)	2-80-4270	\$ -	\$ 5,900	\$ -	\$ 5,900	\$ 5,900
Penalties/Interest	2-80-4275	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Over/Short	2-80-4280	\$ -	\$ -	\$ -	\$ -	\$ -
Allowance for Bad Debt	2-80-4285	\$ 2,393	\$ 2,500	\$ -	\$ -	\$ 2,500
Miscellaneous Exp	2-80-4295	\$ 707	\$ 1,000	\$ 235	\$ 415	\$ 7,000
Materials & Supplies	2-80-4515	\$ 7,570	\$ 15,000	\$ 2,783	\$ 5,050	\$ 15,000
Water Purchases	2-80-4558	\$ 209,644	\$ 222,100	\$ 127,337	\$ 181,672	\$ 229,000
Technical Support- Water	2-80-4560	\$ 1,809	\$ 2,000	\$ 556	\$ 1,509	\$ 2,000
Caldwell Co. Water Lines	2-80-4562	\$ 10,500	\$ 16,500	\$ 16,470	\$ 16,470	\$ -
Contracted Services	2-80-4760	\$ 3,750	\$ 10,800	\$ 10,756	\$ 10,756	\$ 15,250
Transfer to Capital	2-80-9999	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:		\$ 431,977	\$ 575,100	\$ 330,818	\$ 450,792	\$ 636,610



**Town of Sawmills**  
Annual Budget Estimates - Expenditures

**Fiscal Year: 2013 - 2014**

Utility

Fund 2

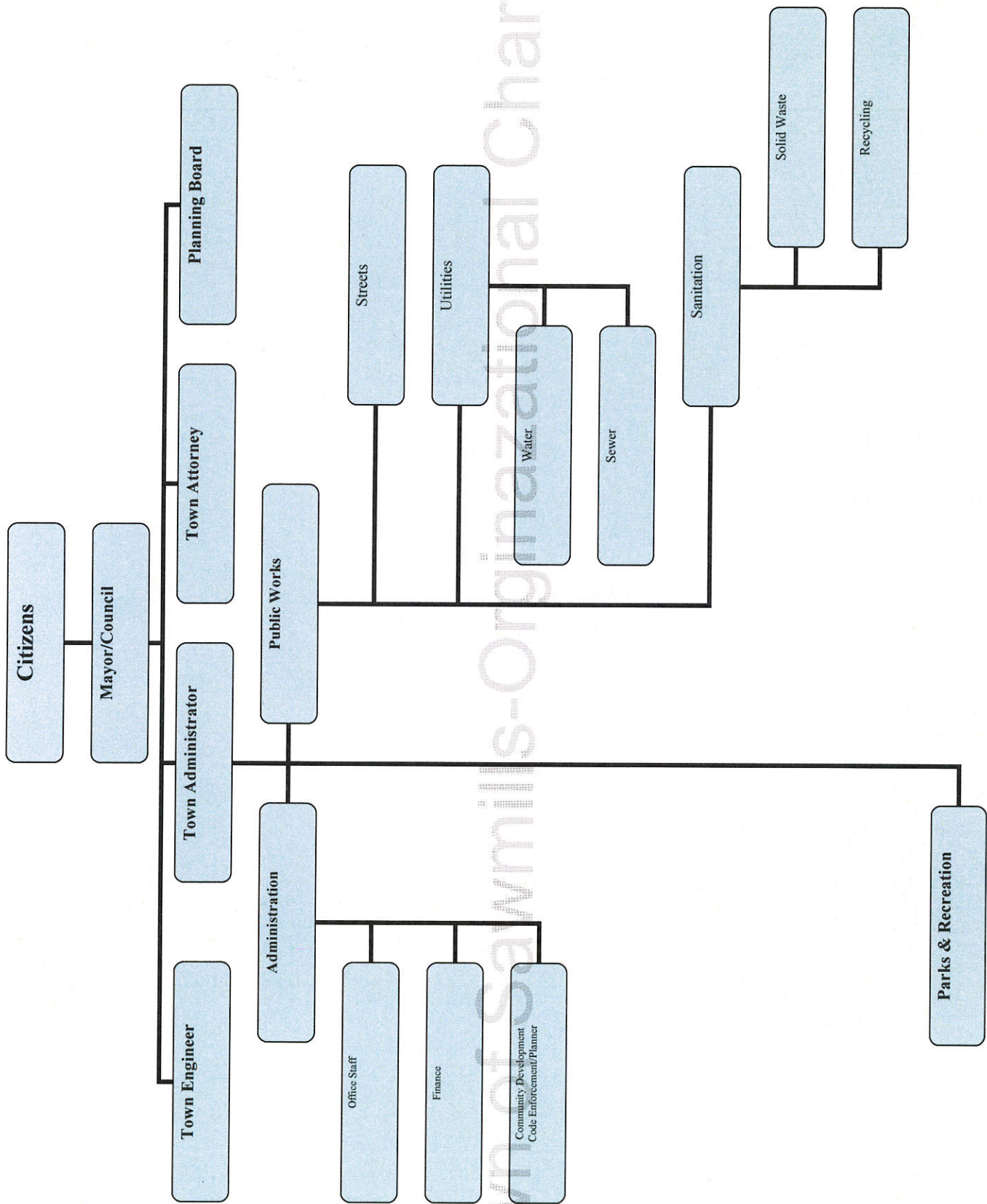
Department: **Sewer**

Page No: 20

Account	Account Number	Last Year	Current Year			Budget
		Actual 2011-12	Budget 2012-13	Actual to Feb 2013	Estimated Entire Year	2013-14 Estimate
Wages	2-90-4100	\$ 41,578	\$ 24,000	\$ 15,780	\$ 21,185	\$ 25,500
Overtime	2-90-4101	\$ 1,196	\$ 1,250	\$ 591	\$ 903	\$ 1,250
Employee Benefits	2-90-4103	\$ 16,435	\$ 9,000	\$ 5,232	\$ 7,423	\$ 11,000
Workers Compensation	2-90-4104	\$ 2,188	\$ 1,500	\$ 1,540	\$ 1,750	\$ 2,200
FICA & MC Taxes	2-90-4106	\$ 3,292	\$ 2,500	\$ 1,253	\$ 2,878	\$ 3,500
Engineer Fees	2-90-4120	\$ 1,950	\$ 18,000	\$ 2,150	\$ 4,043	\$ 5,000
Uniforms	2-90-4125	\$ 481	\$ 400	\$ 94	\$ 166	\$ 400
Equipment & Materials	2-90-4129	\$ 55	\$ -	\$ -	\$ -	\$ 500
Freight In	2-90-4130	\$ 81	\$ 250	\$ -	\$ -	\$ 250
Travel/Training	2-90-4131	\$ 346	\$ 1,000	\$ 4	\$ 50	\$ 250
Telephone-Cell & Pump St	2-90-4132	\$ 1,342	\$ 1,800	\$ 317	\$ 578	\$ 1,450
Utilities	2-90-4133	\$ 6,794	\$ 7,000	\$ 5,116	\$ 6,893	\$ 7,250
Permits & Fees	2-90-4134	\$ -	\$ 500	\$ -	\$ -	\$ 250
Repairs & Maintenance	2-90-4135	\$ 11,728	\$ 23,000	\$ 8,791	\$ 14,222	\$ 20,200
Capital Outlay	2-90-4151	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG Sewer Grant	2-90-4153	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Depreciation	2-90-4160	\$ 72,710	\$ -	\$ -	\$ -	\$ -
Allowance for Bad Debt	2-90-4285	\$ 1,673	\$ 500	\$ -	\$ -	\$ 500
Miscellaneous	2-90-4295	\$ 371	\$ 500	\$ 37	\$ 72	\$ 500
Materials & Supplies	2-90-4515	\$ 3,251	\$ 5,000	\$ 9	\$ 18	\$ 11,000
Sewer Charges	2-90-4558	\$ 12,338	\$ 13,000	\$ 7,491	\$ 10,665	\$ 13,500
Transer to CIP	2-90-4999	\$ -	\$ -			\$ -
TOTALS:		\$ 177,809	\$ 149,200	\$ 48,405	\$ 70,845	\$ 104,500

## **APPENDIX**

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





## **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 Batou, 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, 2010, the North Carolina Office of State Budget and Management certified the Town's population at 5,250. 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) and AT&T provide telecommunications service within the town limits. A cable television franchise is operated by Charter Communications.

### **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](http://www.townofsawmills.com) . To further improve communications, a Facebook page was created for the Town in March 2011.

## **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 \$35,022 and a median house value of \$109,467. 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 (67.5%), bachelor's degree or higher (7.9%), graduate or professional degree (3%).

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 (20.9%), now married (56.3%), separated (4.9%), widowed (6.1%), and divorced (12%).

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 356 students and the largest school in the county, South Caldwell High School, with an enrollment of over 1,574 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](http://idcide.com/citydata/nc/sawmills), 2013
2. Website: [city-data.com/Sawmills-North-Carolina](http://city-data.com/Sawmills-North-Carolina), 2012
3. Website: [publicschoolreview.com/county/public-schools.php](http://publicschoolreview.com/county/public-schools.php), 2003-2013

## DEPARTMENTAL PERFORMANCE

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
<b><u>Governing Body</u></b>			
Town Council Meetings	23	17	16
<b><u>Administration/Finance</u></b>			
Purchase Orders Issued	369	460	414
Checks Issued	1,114	1,130	1,000
Water Bills Mailed	24,495	24,290	24,265
Work Orders Issued	1,780	1,616	1,851
<b><u>Public Works/Streets</u></b>			
Total Work Orders	205	390	587
Right of ways cleaned/mowed	102	29	5
Road signs installed/repared	20	136	20
Pavement repairs	7	9	27
Brush pick up	247	284	279
Miscellaneous	169	54	256
<b><u>Sanitation</u></b>			
Special pick up	173	442	537
White Goods pick up	7	22	12
<b><u>Community Development</u></b>			
Zoning Permits Issued	24	27	30
<b><u>Parks and Recreation</u></b>			
Update signs and regulations	5	20	29
Baird (365)/Veteran's Park(365)	392	535	Open year round
<b><u>Planning Commission</u></b>			
Planning Commission Meetings	1	4	3

<b>DEPARTMENTAL PERFORMANCE (continued)</b>
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	<u><b>2010-11</b></u>	<u><b>2011-2012</b></u>	<u><b>2012-13</b></u>
<u><b>WATER</b></u>			
Total Work Orders	740	762	715
Total Water Customers	2,091	2,146	2,246
Hydrants Maintained	160	160	160
Water Lines Maintained (miles)	54	54	54
Water Taps Requested	6	7	5
Master Meters Read			1,460
Meters Re-Read	57	41	32
Meters Installed	13	7	42
Leaks Repaired	34	26	27
Water Purchased/ Lenoir(m/gal)	146	100	97
Water Purchased/ Baton (m/gal)	5	5	5
Water Purchased/Caldwell County (thousand gal)	368	238	240
<u><b>Sewer</b></u>			
Lift Station Inspect/Maintain			624
Total Sewer Customers	412	418	418



<b>STAFFING BY POSITION/DEPARTMENT</b>
--

<u>Governing Body</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Volunteers/Auxiliary</u>
Mayor/Council	0	6	0
<u>Community Development</u>			
Planning Members	0	7	0
Code Enforcement	.5	0	0
Planner	.5	0	0
<u>Administration</u>			
Town Administrator	1	0	0
Town Clerk	1	0	0
Finance Officer	1	0	0
Office Manager	1	0	0
Administrative Secretary	1	0	0
<u>Public Works</u>			
Public Works Director	1	0	0
General Laborer	1	0	0
<u>Sanitation</u>			
Crew Leader	1	0	0
General Laborer	1	0	0
<u>Water &amp; Sewer</u>			
Water Department ORC	.5	0	0
Sewer ORC	.5	0	0
General Laborer	2	0	0
<u>Parks &amp; Recreation</u>			
Recreation Employees	1	0	0
<u>Fire Dept (Volunteers)</u>			
Fire Chief	0	0	1
Assistant Fire Chief	0	0	2
Firefighters	0	0	36
<b>Total</b>	<b>14</b>	<b>13</b>	<b>39</b>

<b>POSITION CHANGES</b>
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DEPARTMENT	FY 10	FY 11	FY 12	FY 13	FY 14	Net Change FY 10-14
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	5	0
Public Works	2	3	3	2	2	0
Sanitation	2	2	2	2	2	0
Water/Sewer	2	3	3	3	3	0
Parks/Rec	2	4	5	2	1	1
<b>TOTAL</b>	24	28	29	25	24	1

- **Volunteer Fire Department – 39 firefighters not included in total.**
- **Parks & Recreation – decrease for 2012-2013. A part time employee was transferred to Public Works as a full time employee.**

## 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.

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

**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: Operator in Responsible 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.

**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.