



TOWN COUNCIL
Work Session
November 28, 2022
Cape Charles Civic Center
6:30 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum

2. FY 2023 Mid-Year Budget Review

3. Annual Survey

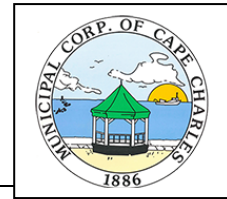
4. Town Priorities List

5. Adjournment

Town Manager Memorandum

November 28, 2022

RE: Town Council Work Session



Mid-year budget adjustment overview

The detailed budget will be reviewed during the work session; however, some of the more noticeable increases over the original budget follow:

General Fund Revenue

- Meals tax
- BPOL
- Transient Occupancy Tax
- Prior year personal property tax
- Town share of County cigarette tax

General Fund Expenditures

- Professional services associated with the utility sale
- Library HVAC replacement
- Subsidy to the Utility Fund (partially appropriated from the Fund Balance)

Capital Projects Fund

- Downtown Restrooms/Visitors Center (appropriated from ARPA funds)

Utility Fund

- Interest income revenue
- Contingency expense (DEQ fines)
- Sludge removal (Contractor clean up)
- Repair and Maintenance (repair/replace equipment)
- Engineering Svcs

Community Strategic Plan Citizen Survey and 2023 Town Priorities List

Both the annual citizen survey and next year's list of the town's priorities are offered in initial draft form and open for discussion and revision. About one third of the survey contains the same questions as last year, mostly demographics and satisfaction ratings that we want to measure over time. The balance is open to timely topics, based on what we think next year might bring. Therefore, the survey and the priority list are related. While we should strive to reach consensus on a draft priority list now, we will likely want to wait until after getting the survey results back before making our priorities final.

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW SUMMARY

Fund	General Ledger Account	Approved Budget	Projected Total	Proposed inc/(dec)
Fund: 100 GENERAL FUND				
	General Fund Revenue Total	\$4,108,927.21	\$4,480,519.06	\$371,591.85
	Legislative Expense Total	\$49,872.64	\$49,872.64	\$0.00
	Clerk Expense Total	\$116,227.29	\$116,227.29	\$0.00
	Town Manager Expense Total	\$1,475,609.22	\$1,851,051.46	\$375,442.24
	Finance Expense Total	\$421,237.94	\$423,237.94	\$2,000.00
	Police Dept Expense Total	\$677,018.03	\$641,167.64	(\$35,850.39)
	Code Enforcement Expense Total	\$182,421.09	\$182,421.09	\$0.00
	Public Works Expense Total	\$703,485.17	\$733,485.17	\$30,000.00
	Total Library Expense	\$181,933.65	\$181,933.65	\$0.00
	Total Planning/Zoning Expense	\$301,122.18	\$301,122.18	\$0.00
	General Fund Revenue less Expenditures	\$0.00	\$0.00	\$0.00
Fund: 110 GENERAL CAPITAL PROJECTS FUND				
	Total GC Fund Revenue	\$1,975,313.99	\$2,213,542.99	\$238,229.00
	GC Fund T Manager Expenditures	\$82,581.99	\$82,581.99	\$0.00
	GC Fund Public Works Expenditures	\$1,892,732.00	\$2,118,961.00	\$226,229.00
	GC Fund Planning Expenditures	\$0.00	\$12,000.00	\$12,000.00
	GC Fund Revenue Less Expenditures	\$0.00	\$0.00	\$0.00
Fund: 120 GENERAL DEBT SERVICE FUND				
	Debt Service Revenue Total	\$249,571.15	\$249,571.15	\$0.00
	Town Manager DS Total	\$224,542.15	\$224,542.15	\$0.00
	Police dept DS Total	\$21,149.45	\$21,149.45	\$0.00
	Code Enf Debt Svc Total	\$658.78	\$658.78	\$0.00
	Public Works DS Total	\$3,220.77	\$3,220.77	\$0.00
	Debt Service Fund Revenue Less Expenditures	\$0.00	\$0.00	\$0.00
Fund: 130 GENERAL SPECIAL ACTIVITIES FUND				
	Special Activities Fund Revenue Total	\$950,727.48	\$950,727.48	\$0.00
	SA Fund Town Manager Total	\$936,910.00	\$936,910.00	\$0.00
	SA Fund Public Works Total	\$7,817.48	\$7,817.48	\$0.00
	SA Fund Library Total	\$6,000.00	\$6,000.00	\$0.00
	Special Activities Fund Revenue Less Expenditures	\$0.00	\$0.00	\$0.00
Fund: 501 PUBLIC UTILITIES FUND				
	Utility Fund Revenue Total	\$2,716,788.68	\$3,110,836.09	\$394,047.41
	Utility Admin Total	\$291,943.54	\$336,208.54	\$44,265.00
	Water Plant Total	\$894,298.30	\$909,656.66	\$15,358.36
	Wastewater Plant Total	\$1,469,481.54	\$1,803,905.59	\$334,424.05
	Utility Billing Total	\$61,065.30	\$61,065.30	\$0.00
	Utility Fund Revenue Less Expenditures	\$0.00	\$0.00	\$0.00
Fund: 510 HARBOR FUND				
	Harbor Fund Revenue Total	\$1,154,388.25	\$1,189,388.25	\$35,000.00
	Harbor Fund Expenditure Total	\$1,154,388.25	\$1,189,388.25	\$35,000.00
	Harbor Revenue less Expenditures	\$0.00	\$0.00	\$0.00
Fund: 520 SANITATION FUND				
	Sanitation Revenue Total	\$442,253.12	\$457,258.12	\$15,005.00
	Sanitation Expenditure Total	\$442,253.12	\$457,258.12	\$15,005.00
	Revenue less Expenditures	\$0.00	\$0.00	\$0.00

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
Fund: 100 GENERAL FUND									
Dept:									
		100-3010-2016 Real Property Tax 2016	\$1,000.00	\$0.00	(\$1,000.00)	0.00%	\$1,000.00	\$0.00	
		100-3010-2017 Real Property Tax 2017	\$1,000.00	\$114.10	(\$885.90)	11.41%	\$3,000.00	\$2,000.00	additional for sale of Baymark Properties
		100-3010-2018 Real Property Tax 2018	\$3,000.00	\$41.23	(\$2,958.77)	1.37%	\$5,000.00	\$2,000.00	additional for sale of Baymark Properties
		100-3010-2019 Real Property Tax 2019	\$6,000.00	\$41.23	(\$5,958.77)	0.69%	\$8,000.00	\$2,000.00	additional for sale of Baymark Properties
		100-3010-2020 Real Property Tax 2020	\$8,000.00	\$676.03	(\$7,323.97)	8.45%	\$10,000.00	\$2,000.00	additional for sale of Baymark Properties
		100-3010-2021 Real Property Tax 2021	\$15,000.00	\$4,481.17	(\$10,518.83)	29.87%	\$17,000.00	\$2,000.00	additional for sale of Baymark Properties
		100-3010-2022 Real Property Tax 2022	\$1,569,242.00	\$0.03	(\$1,569,241.97)	0.00%	\$1,559,242.00	(\$10,000.00)	Construction assessments were a little bit lower than estimated
		100-3020-2016 Personal Property Tax 2016	\$0.00	\$85.73	\$85.73	0.00%	\$85.73	\$85.73	
		100-3020-2017 Personal Property Tax 2017	\$1,000.00	\$88.32	(\$911.68)	8.83%	\$1,000.00	\$0.00	
		100-3020-2018 Personal Property Tax 2018	\$1,000.00	\$27.36	(\$972.64)	2.74%	\$1,000.00	\$0.00	
		100-3020-2019 Personal Property Tax 2019	\$2,000.00	\$563.35	(\$1,436.65)	28.17%	\$2,000.00	\$0.00	
		100-3020-2020 Personal Property Tax 2020	\$6,000.00	\$1,438.93	(\$4,561.07)	23.98%	\$6,000.00	\$0.00	
		100-3020-2021 Personal Property Tax 2021	\$7,000.00	\$39,410.59	\$32,410.59	563.01%	\$39,410.59	\$32,410.59	2021 supplemental bills mailed late (data rcvd late - FY23 vs FY22)
		100-3020-2022 Personal Property Tax 2022	\$95,000.00	\$0.00	(\$95,000.00)	0.00%	\$95,000.00	\$0.00	
		100-3025-2019 License Tax 2019	\$150.00	\$93.00	(\$57.00)	62.00%	\$150.00	\$0.00	
		100-3025-2020 License Tax 2020	\$1,000.00	\$289.65	(\$710.35)	28.97%	\$1,000.00	\$0.00	
		100-3025-2021 License Tax 2021	\$2,000.00	\$5,619.59	\$3,619.59	280.98%	\$2,000.00	\$0.00	
		100-3025-2022 License Tax 2022	\$21,000.00	\$0.00	(\$21,000.00)	0.00%	\$21,000.00	\$0.00	
		100-3035-2022 Machinery & Tools Tax 2022	\$22,750.00	\$0.00	(\$22,750.00)	0.00%	\$24,000.00	\$1,250.00	Per assessment records
		100-3040-1000 Penalties All Property Tax	\$22,312.00	\$2,961.45	(\$19,350.55)	13.27%	\$22,312.00	\$0.00	
		100-3050-1000 Golf Cart Decals	\$17,500.00	\$2,278.50	(\$15,221.50)	13.02%	\$17,500.00	\$0.00	
		100-3050-1100 Consumer Utility Taxes - Elec & Gas	\$59,000.00	\$21,147.29	(\$37,852.71)	35.84%	\$61,000.00	\$2,000.00	
		100-3050-1200 Communications Tax - Phone	\$33,500.00	\$10,919.63	(\$22,580.37)	32.60%	\$33,000.00	(\$500.00)	
		100-3050-1300 BPOL - ALL	\$220,000.00	\$18,694.75	(\$201,305.25)	8.50%	\$250,000.00	\$30,000.00	per FY 22 performance
		100-3050-1400 Admission Taxes	\$14,000.00	\$7,711.85	(\$6,288.15)	55.08%	\$14,500.00	\$500.00	
		100-3050-1500 Transient Occupancy Tax	\$475,000.00	\$327,664.09	(\$147,335.91)	68.98%	\$518,000.00	\$43,000.00	per FY 22 performance & growth trend
		100-3050-1600 Meals Tax	\$640,000.00	\$383,581.28	(\$256,418.72)	59.93%	\$750,000.00	\$110,000.00	restaurants using indoor seating > 2021, per FY22 performance and today's growth trend
		100-3050-1650 Meals Tax .5% for Capital Projects	\$64,000.00	\$38,358.13	(\$25,641.87)	59.93%	\$75,000.00	\$11,000.00	must transfer to capital fund 110
		100-3050-1700 Short Term Rental Tax	\$12,000.00	\$7,275.15	(\$4,724.85)	60.63%	\$13,000.00	\$1,000.00	
		100-3050-1750 County Cigarette Tax Sharing	\$0.00	\$6,556.91	\$6,556.91	0.00%	\$10,000.00	\$10,000.00	new revenue pledged from County
		100-3050-1800 Rolling Stock & Misc Taxes	\$4.00	\$51.43	\$47.43	1,285.75%	\$51.43	\$47.43	
		100-3075-1000 Penalties & Int on MiscTaxes & Licenses	\$700.00	\$9.00	(\$691.00)	1.29%	\$700.00	\$0.00	
		100-3100-1000 Harbor Development Certificate P/Z	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3100-1050 Land Use/Conditional Use Application P/Z	\$5,000.00	\$0.00	(\$5,000.00)	0.00%	\$5,000.00	\$0.00	
		100-3100-1060 Zoning Variance Advertising	\$1,000.00	\$1,686.11	\$686.11	168.61%	\$1,686.11	\$686.11	
		100-3100-1070 Miscellaneous Planning/Zoning Fees P/Z	\$7,500.00	\$1,890.00	(\$5,610.00)	25.20%	\$7,500.00	\$0.00	
		100-3100-1080 Subdivision Fees P/Z	\$0.00	\$10,875.00	\$10,875.00	0.00%	\$10,875.00	\$10,875.00	
		100-3100-1100 Historic Review Fees COA P/Z	\$8,133.33	\$10,000.00	\$1,866.67	122.95%	\$10,000.00	\$1,866.67	
		100-3100-1110 Building Permits	\$115,000.00	\$57,747.77	(\$57,252.23)	50.22%	\$115,000.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

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		100-3100-1150 Planning & Review Fees	\$19,500.00	\$3,150.00	(\$16,350.00)	16.15%	\$19,500.00	\$0.00	
		100-3100-1160 Electrical Permits	\$10,000.00	\$5,121.85	(\$4,878.15)	51.22%	\$10,000.00	\$0.00	
		100-3100-1200 Plumbing Permits	\$6,500.00	\$3,911.50	(\$2,588.50)	60.18%	\$6,500.00	\$0.00	
		100-3100-1220 Plumbing Inspection Fees DONOTUSE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3100-1250 Mechanical Permits	\$6,500.00	\$5,316.78	(\$1,183.22)	81.80%	\$6,500.00	\$0.00	
		100-3100-1260 Elevator Permits	\$500.00	\$595.25	\$95.25	119.05%	\$595.25	\$95.25	
		100-3100-1300 UST/AST Permit	\$1,600.00	\$300.00	(\$1,300.00)	18.75%	\$1,600.00	\$0.00	
		100-3100-1350 Occupancy Permits, Temporary	\$2,000.00	\$1,200.00	(\$800.00)	60.00%	\$2,000.00	\$0.00	
		100-3100-1360 Permit After Fact Admin Fee	\$2,000.00	\$0.00	(\$2,000.00)	0.00%	\$2,000.00	\$0.00	
		100-3100-1400 Building Plan Review Fees	\$10,000.00	\$3,800.00	(\$6,200.00)	38.00%	\$10,000.00	\$0.00	
		100-3100-1410 Shallow Well Permits	\$800.00	\$600.00	(\$200.00)	75.00%	\$800.00	\$0.00	
		100-3100-1460 Erosion & Sediment Control Permit	\$6,000.00	\$525.00	(\$5,475.00)	8.75%	\$6,000.00	\$0.00	
		100-3100-1470 Erosion & Sediment Plan Review Fee	\$1,500.00	\$3,000.00	\$1,500.00	200.00%	\$3,000.00	\$1,500.00	
		100-3100-1500 Demolition Permit	\$100.00	\$50.00	(\$50.00)	50.00%	\$100.00	\$0.00	
		100-3100-1510 Gas Permit	\$4,000.00	\$1,539.75	(\$2,460.25)	38.49%	\$4,000.00	\$0.00	
		100-3100-1550 Misc Building Dept Fees	\$10,000.00	\$4,400.00	(\$5,600.00)	44.00%	\$10,000.00	\$0.00	
		100-3100-1560 Fire Permit	\$500.00	\$0.00	(\$500.00)	0.00%	\$500.00	\$0.00	
		100-3100-1570 Sign Permit P/Z	\$200.00	\$0.00	(\$200.00)	0.00%	\$200.00	\$0.00	
		100-3100-1600 Rental Inspections	\$12,500.00	\$1,600.00	(\$10,900.00)	12.80%	\$12,500.00	\$0.00	
		100-3200-1600 Court Fines and Forfeitures	\$30,000.00	\$19,815.37	(\$10,184.63)	66.05%	\$30,000.00	\$0.00	
		100-3200-1640 Planning/Zoning Fines/Fees	\$2,000.00	\$0.00	(\$2,000.00)	0.00%	\$2,000.00	\$0.00	
		100-3200-1650 Code Enfrcmnt Admin Fees/Fines	\$3,500.00	\$200.00	(\$3,300.00)	5.71%	\$3,500.00	\$0.00	
		100-3200-1660 Traffic & Parking Fines	\$12,000.00	\$5,550.00	(\$6,450.00)	46.25%	\$12,000.00	\$0.00	
		100-3200-1700 E-Summons \$5 Fee-Future Software Purchase	\$3,000.00	\$1,348.78	(\$1,651.22)	44.96%	\$3,000.00	\$0.00	
		100-3200-1710 Police Nexis Lexis	\$50.00	\$20.00	(\$30.00)	40.00%	\$50.00	\$0.00	
		100-3300-1700 Interest on Bank Deposits	\$2,300.00	\$2,306.72	\$6.72	100.29%	\$2,306.72	\$6.72	
		100-3300-1750 Dividends & Interest on Investments	\$2,300.00	\$4,269.69	\$1,969.69	185.64%	\$4,269.69	\$1,969.69	
		100-3400-1750 Rental of Parks/Rec Property & Facility	\$750.00	\$200.00	(\$550.00)	26.67%	\$750.00	\$0.00	
		100-3400-1800 Lease Revenue - Harbor Lot	\$32,000.00	\$17,493.98	(\$14,506.02)	54.67%	\$32,000.00	\$0.00	
		100-3400-1810 Lease Revenue - Water Tower	\$2,400.00	\$600.00	(\$1,800.00)	25.00%	\$2,400.00	\$0.00	
		100-3500-1800 Sale of Surplus Equipment & Misc	\$0.00	\$808.00	\$808.00	0.00%	\$808.00	\$808.00	
		100-3500-1850 Library Service & Misc Fees	\$300.00	\$404.54	\$104.54	134.85%	\$404.54	\$104.54	
		100-3500-1900 Recreation & Event Fees Collected	\$800.00	\$0.00	(\$800.00)	0.00%	\$800.00	\$0.00	
		100-3500-1910 Sale of Maps, Plats, Surveys, Blueprints, Misc	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3500-1920 Notary Services	\$100.00	\$50.00	(\$50.00)	50.00%	\$100.00	\$0.00	
		100-3500-1950 FOIA Service Fees	\$350.00	\$0.00	(\$350.00)	0.00%	\$350.00	\$0.00	
		100-3500-1960 Credit 1%/Debit \$.25 Card Use Fee	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3500-1970 DMV Stop Fee Collected	\$500.00	\$100.00	(\$400.00)	20.00%	\$500.00	\$0.00	
		100-3500-2000 Sale of Town Real Property	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3600-1000 Gifts and Donations-Private Sources-REC	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3600-2000 Gifts & Private Donations Police	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3600-3000 Gifts & Private Donations Library non-FOL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	

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Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
		100-3600-4000 Insurance Proceeds, Refund or Misc Rebate	\$15,341.88	\$0.00	(\$15,341.88)	0.00%	\$15,341.88	\$0.00	
		100-3600-5000 Surplus & Salvage Property Sale	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3600-6000 Appropriation From Fund Balance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3600-9000 Reapprtrtd Funding - Carryover Projects	\$110,000.00	\$0.00	(\$110,000.00)	0.00%	\$110,000.00	\$0.00	
		100-3650-1000 Credit/Debit Card Fee Revenue	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3650-1500 Recovery Misc. Costs - Finance	\$0.00	\$220.00	\$220.00	0.00%	\$220.00	\$220.00	
		100-3650-2000 Recovery - Police Property Loss & Misc.	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3650-3000 Recovery, Misc.-Code Enf (mowing, demo, etc)	\$0.00	\$110.00	\$110.00	0.00%	\$110.00	\$110.00	
		100-3650-4000 Recovery Public Works - Misc Damage	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3650-5000 Recovery (damage)-Parks & Rec	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3650-6000 Recovery Town Mgr-Misc.	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	Fireworks deposit refund
		100-3650-7000 Recovery - Retirement Forfeiture	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3700-1000 Grant - Recov. of Storm Damages FEMA	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3700-2200 Grant Gen Fund - USDA RD	\$29,400.00	\$0.00	(\$29,400.00)	0.00%	\$14,700.00	(\$14,700.00)	only one vehicle, other purchased with ARPA FY22
		100-3700-3000 Proceeds from Loan/Bond Issuance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3750-1000 Rolling Stock Taxes	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3750-2000 Personal Prop. Tax Reimbursement- PPTRA	\$35,424.00	\$35,423.60	(\$0.40)	100.00%	\$35,424.00	\$0.00	
		100-3750-3000 Local SALES & USE Taxes	\$74,000.00	\$31,396.53	(\$42,603.47)	42.43%	\$74,000.00	\$0.00	
		100-3750-3100 DMV Humane Plates Pybl to ESSO	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3750-3200 Grant/Donation - Misc. Pass-through	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3800-1000 Assistance to Local Police Dept HB 599 - State	\$31,250.00	\$8,589.00	(\$22,661.00)	27.48%	\$31,250.00	\$0.00	
		100-3800-2000 Grant - DCJS LOLE/Byrne	\$5,179.00	\$0.00	(\$5,179.00)	0.00%	\$5,179.00	\$0.00	
		100-3800-3000 Grant - Fire Program Funds (Passthru)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3800-4000 Grant - VDOT Roads, Trails & Sidewks	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3800-5000 Grant - Litter Prevention Grant (DEQ)	\$1,329.00	\$0.00	(\$1,329.00)	0.00%	\$1,329.00	\$0.00	
		100-3800-6000 Grant - Miscellaneous/Other	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3800-6001 Reappropriated Funding - Carryover Projects	\$59,712.00	\$0.00	(\$59,712.00)	0.00%	\$59,712.00	\$0.00	
		100-3800-7000 Grant - VA State Promotion of the Arts Passthru	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3800-8000 Grant - Library Program Other	\$0.00	\$400.00	\$400.00	0.00%	\$400.00	\$400.00	
		100-3800-9920 COVID related Federal Grants-CARES & ARPA	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3850-1000 Grant - Northampton County Library	\$30,000.00	\$30,000.00	\$0.00	100.00%	\$30,000.00	\$0.00	
		100-3850-2000 Grant Other - Northampton County	\$10,000.00	\$0.00	(\$10,000.00)	0.00%	\$10,000.00	\$0.00	
		100-3900-1000 Grant - VML Risk Management	\$4,000.00	\$4,000.00	\$0.00	100.00%	\$4,000.00	\$0.00	
		100-3900-6000 Appropriation from Fund Balance	\$0.00	\$0.00	\$0.00	0.00%	\$144,156.12	\$144,156.12	To fund the utility fund projected deficit
		100-3950-1000 Loan Proceeds previous year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3950-1050 Loan Proceeds Current Year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3950-2000 Reappropriate Grant Proceeds Previous Year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3950-2100 Loan Proceeds USDA Rural Devlpmnt	\$54,600.00	\$0.00	(\$54,600.00)	0.00%	\$27,300.00	(\$27,300.00)	only one vehicle, other purchased with ARPA FY22
		100-3950-8520 Transfer from Sanitation Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-3975-1000 Misc Rev Proceeds from Fair/Event	\$3,100.00	\$0.00	(\$3,100.00)	0.00%	\$3,100.00	\$0.00	
		100-3975-1100 Miscellaneous Rev & NSF Fees-Gen Fund	\$2,250.00	\$0.00	(\$2,250.00)	0.00%	\$2,250.00	\$0.00	
		General Fund Revenue Total	\$4,108,927.21	\$1,160,918.99	(\$2,948,008.22)	28%	\$4,480,519.06	\$371,591.85	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4110								
		100-4110-1200 PT Salaries & Wages Legislative	\$4,800.00	\$1,600.00	\$3,200.00	33.33%	\$4,800.00	\$0.00	
		100-4110-2000 FICA Expense	\$237.20	\$130.02	\$107.18	54.81%	\$237.20	\$0.00	
		100-4110-2100 SUI Expense	\$25.44	\$9.10	\$16.34	35.77%	\$25.44	\$0.00	
		100-4110-2230 Worker's Comp	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4110-3025 Repair Maint & Inspect Contracted Svcs	\$2,200.00	\$0.00	\$2,200.00	0.00%	\$2,200.00	\$0.00	
		100-4110-3430 IT Services	\$250.00	\$0.00	\$250.00	0.00%	\$250.00	\$0.00	
		100-4110-3450 Printing & Design Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4110-3500 Advertising Services	\$5,000.00	\$899.42	\$4,100.58	17.99%	\$5,000.00	\$0.00	
		100-4110-5040 Phone Service	\$500.00	\$164.18	\$335.82	32.84%	\$500.00	\$0.00	
		100-4110-5050 Internet & Cable Services	\$1,360.00	\$511.88	\$848.12	37.64%	\$1,360.00	\$0.00	
		100-4110-5080 Lease, Bldgs & Property	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4110-5200 Travel-Mileage, Parking & Tolls	\$3,150.00	\$414.97	\$2,735.03	13.17%	\$3,150.00	\$0.00	
		100-4110-5210 Travel-Lodging & Meals	\$9,300.00	\$1,511.11	\$7,788.89	16.25%	\$9,300.00	\$0.00	
		100-4110-5220 Conference	\$5,250.00	\$1,925.00	\$3,325.00	36.67%	\$5,250.00	\$0.00	
		100-4110-5230 Education	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$1,200.00	\$0.00	
		100-4110-5240 Books & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4110-5250 Dues & Memberships	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4110-5310 Insurance, Public Official Liability	\$7,000.00	\$3,829.04	\$3,170.96	54.70%	\$7,000.00	\$0.00	
		100-4110-6000 Office Supplies	\$800.00	\$0.00	\$800.00	0.00%	\$800.00	\$0.00	
		100-4110-6125 Departmental Equipment & Supplies	\$2,300.00	\$814.40	\$1,485.60	35.41%	\$2,300.00	\$0.00	
		100-4110-6150 Computer, Software & Electronics <\$10K	\$6,500.00	\$2.97	\$6,497.03	0.05%	\$6,500.00	\$0.00	
		100-4110-6225 Repair & Maintenance Supplies Legislative	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		Legislative Expense Total	\$49,872.64	\$11,812.09	\$38,060.55	24%	\$49,872.64	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4112								
		100-4112-1000 Regular Salaries & Wages Town Clerk	\$65,266.00	\$23,304.95	\$41,961.05	35.71%	\$65,266.00	\$0.00	
		100-4112-1100 Regular Salaries & Wages OT Town Clerk	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-2000 FICA Expense	\$4,992.85	\$1,779.89	\$3,212.96	35.65%	\$4,992.85	\$0.00	
		100-4112-2100 SUI Expense	\$42.40	\$0.00	\$42.40	0.00%	\$42.40	\$0.00	
		100-4112-2200 Retirement-ER VRS & ICMA-RC Contribution	\$4,913.86	\$1,637.96	\$3,275.90	33.33%	\$4,913.86	\$0.00	
		100-4112-2210 Life Insurance	\$858.48	\$286.16	\$572.32	33.33%	\$858.48	\$0.00	
		100-4112-2220 Disability Insurance, LTD & STD	\$491.16	\$109.61	\$381.55	22.32%	\$491.16	\$0.00	
		100-4112-2230 Worker's Comp	\$38.96	\$14.54	\$24.42	37.32%	\$38.96	\$0.00	
		100-4112-2300 Health Insurance	\$1,742.26	\$0.00	\$1,742.26	0.00%	\$1,742.26	\$0.00	
		100-4112-2310 Dental Insurance	\$600.00	\$200.00	\$400.00	33.33%	\$600.00	\$0.00	
		100-4112-2320 Vision Insurance	\$91.32	\$38.05	\$53.27	41.67%	\$91.32	\$0.00	
		100-4112-2325 AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-2340 Employee Assist Program	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-2345 Employee/Volunteer Testing	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-2360 Staff & Volunteer Appreciation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-3000 Contract Labor	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-3020 Maint Svc Contracts - Annual	\$600.00	\$495.00	\$105.00	82.50%	\$600.00	\$0.00	
		100-4112-3025 Repair Maint & Inspect Contracted Svcs	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	\$0.00	
		100-4112-3030 Lease - Storage	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-3430 IT Services	\$12,900.00	\$2,402.00	\$10,498.00	18.62%	\$12,900.00	\$0.00	
		100-4112-3450 Printing & Design Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-3500 Advertising Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-5040 Phone Service	\$780.00	\$260.00	\$520.00	33.33%	\$780.00	\$0.00	
		100-4112-5050 Internet & Cable Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-5110 Lease, Office Equipment	\$65.00	\$0.00	\$65.00	0.00%	\$65.00	\$0.00	
		100-4112-5200 Travel-Mileage, Parking & Tolls	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		100-4112-5210 Travel-Lodging & Meals	\$1,550.00	\$0.00	\$1,550.00	0.00%	\$1,550.00	\$0.00	
		100-4112-5220 Conference	\$1,200.00	\$450.00	\$750.00	37.50%	\$1,200.00	\$0.00	
		100-4112-5230 Education	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-5240 Books & Subscriptions	\$14,080.00	\$1,500.00	\$12,580.00	10.65%	\$14,080.00	\$0.00	
		100-4112-5250 Dues & Memberships	\$515.00	\$89.00	\$426.00	17.28%	\$515.00	\$0.00	
		100-4112-5260 Employee Testing & Certification	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4112-6000 Office Supplies	\$1,300.00	\$113.82	\$1,186.18	8.76%	\$1,300.00	\$0.00	
		100-4112-6150 Computer, Software & Electronics <\$10K	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$1,200.00	\$0.00	
		Clerk Expense Total	\$116,227.29	\$32,680.98	\$83,546.31	28%	\$116,227.29	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4121								
		100-4121-1000 Regular Salaries & Wages-Town Manager	\$157,618.35	\$55,863.32	\$101,755.03	35.44%	\$157,618.35	\$0.00	
		100-4121-1100 Regular Wages TMgr OT	\$0.00	\$668.59	(\$668.59)	0.00%	\$2,034.00	\$2,034.00	omitted orig budget, although was on salary worksheet
		100-4121-1200 PT Salaries & Wages Town Mgr	\$44,198.35	\$10,636.00	\$33,562.35	24.06%	\$44,198.35	\$0.00	
		100-4121-1400 Seasonal Wages Beach Attendants	\$0.00	\$3,321.26	(\$821.26)	0.00%	\$10,000.00	\$10,000.00	was omitted from original budget entry, thought to be included in pt wages above (was on approved salary worksheet)
		100-4121-1500 Seasonal Wages OT Beach Attendants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-1600 Bonus & Increase Pool Gen Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-1800 Allocated Wages	(\$16,995.00)	(\$5,665.00)	(\$11,330.00)	33.33%	(\$16,995.00)	\$0.00	
		100-4121-1900 Personnel Lapse Allowance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-2000 FICA Expense	\$16,361.84	\$5,370.11	\$10,991.73	32.82%	\$16,361.84	\$0.00	
		100-4121-2100 SUI Expense	\$169.60	\$16.46	\$153.14	9.71%	\$169.60	\$0.00	
		100-4121-2200 Retirement-ER VRS & ICMA-RC Contribution	\$11,850.02	\$3,950.04	\$7,899.98	33.33%	\$11,850.02	\$0.00	
		100-4121-2210 Life Insurance	\$2,070.28	\$690.04	\$1,380.24	33.33%	\$2,070.28	\$0.00	
		100-4121-2220 Disability Insurance, LTD & STD	\$1,172.15	\$259.22	\$912.93	22.11%	\$1,172.15	\$0.00	
		100-4121-2230 Worker's Comp	\$970.12	\$322.40	\$647.72	33.23%	\$970.12	\$0.00	
		100-4121-2300 Health Insurance	\$14,425.55	\$5,563.20	\$8,862.35	38.56%	\$14,425.55	\$0.00	
		100-4121-2310 Dental Insurance	\$578.40	\$192.80	\$385.60	33.33%	\$578.40	\$0.00	
		100-4121-2340 Employee Assist Program	\$250.00	\$101.75	\$148.25	40.70%	\$250.00	\$0.00	
		100-4121-2345 Employee/Volunteer Testing	\$120.00	\$0.00	\$120.00	0.00%	\$120.00	\$0.00	
		100-4121-2350 Relocation Assistance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-2360 Staff & Volunteer Appreciation	\$7,500.00	\$94.52	\$7,405.48	1.26%	\$7,500.00	\$0.00	
		100-4121-2800 Allocated Benefits	(\$4,019.66)	(\$1,404.48)	(\$2,615.18)	34.94%	(\$4,019.66)	\$0.00	
		100-4121-3000 Contract Labor	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-3005 Program and Event Performers	\$12,000.00	\$0.00	\$12,000.00	0.00%	\$12,000.00	\$0.00	
		100-4121-3025 Repair Maint & Inspect Contracted Svcs	\$8,700.00	\$2,957.58	\$5,742.42	34.00%	\$8,700.00	\$0.00	
		100-4121-3400 Legal Services TM	\$75,000.00	\$9,543.55	\$65,456.45	12.72%	\$74,250.00	(\$750.00)	
		100-4121-3401 Legal Services Finance	\$1,500.00	\$2,250.00	(\$750.00)	150.00%	\$2,250.00	\$750.00	
		100-4121-3402 Legal Services Code Enf	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-3404 Legal Services Police	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-3405 Legal Services Planner	\$6,000.00	\$2,137.75	\$3,862.25	35.63%	\$6,000.00	\$0.00	
		100-4121-3406 Legal Services Public Works	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-3410 Professional Services	\$80,000.00	\$43,960.68	\$36,039.32	54.95%	\$124,000.00	\$44,000.00	NewGen consulting for PPEA Utilities and SCC Package consulting
		100-4121-3420 Engineering & Architect Svcs Gen Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-3430 IT Services	\$8,000.00	\$426.68	\$7,573.32	5.33%	\$8,000.00	\$0.00	
		100-4121-3450 Printing & Design Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-3500 Advertising Services	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	\$0.00	
		100-4121-4010 Grant Exp Exp- Arts Enter Passthru	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-4015 Grant Exp - Town Match Arts Enter VCA	\$4,500.00	\$4,500.00	\$0.00	100.00%	\$4,500.00	\$0.00	
		100-4121-4020 Grant Exp - Fire Department Passthru	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-4025 Grant Exp - Town Support Fire Dept	\$25,000.00	\$25,000.00	\$0.00	100.00%	\$25,000.00	\$0.00	
		100-4121-4030 Grant Exp - Nrthmptn Cty Tourism Infrast.	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
		100-4121-4050 Grant Exp - Eastern Shore Tourism Comm.	\$5,000.00	\$5,000.00	\$0.00	100.00%	\$5,000.00	\$0.00	
		100-4121-4070 Grant Exp - VRSA Risk Mngmnt Grant Exp	\$4,000.00	\$2,620.21	\$1,379.79	65.51%	\$4,000.00	\$0.00	
		100-4121-4100 Grant Exp - YMCA	\$5,000.00	\$5,000.00	\$0.00	100.00%	\$5,000.00	\$0.00	
		100-4121-4200 Fireworks	\$20,000.00	\$0.00	\$20,000.00	0.00%	\$20,000.00	\$0.00	
		100-4121-4210 Cape Charles Main Street	\$90,000.00	\$45,000.00	\$45,000.00	50.00%	\$90,000.00	\$0.00	
		100-4121-5000 Tax Refund - Prior Year, (RE, PP, BPOL, MISC)	\$1,800.00	\$251.35	\$1,548.65	13.96%	\$1,800.00	\$0.00	
		100-4121-5005 Refund - Misc. Fees	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$1,200.00	\$0.00	
		100-4121-5010 Refund - Tourism Zone BPOL	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	\$0.00	
		100-4121-5020 Refund - Tourism Zone Real & Business Property T	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	\$0.00	
		100-4121-5030 Refund - Tourism Zone Permit Fees	\$4,000.00	\$0.00	\$4,000.00	0.00%	\$4,000.00	\$0.00	
		100-4121-5040 Phone Service	\$10,420.00	\$2,440.40	\$7,979.60	23.42%	\$10,420.00	\$0.00	
		100-4121-5050 Internet & Cable Services	\$1,550.00	\$435.92	\$1,114.08	28.12%	\$1,550.00	\$0.00	
		100-4121-5070 Postage	\$8,000.00	\$554.40	\$7,445.60	6.93%	\$8,000.00	\$0.00	
		100-4121-5080 Lease, Bldgs & Property	\$2,500.00	\$375.00	\$2,125.00	15.00%	\$2,500.00	\$0.00	
		100-4121-5090 Lease, Rlght of Way	\$3,750.00	\$0.00	\$3,750.00	0.00%	\$3,750.00	\$0.00	
		100-4121-5110 Lease, Office Equipment	\$7,025.00	\$1,828.80	\$5,196.20	26.03%	\$7,025.00	\$0.00	
		100-4121-5200 Travel-Mileage, Parking & Tolls	\$800.00	\$0.00	\$800.00	0.00%	\$800.00	\$0.00	
		100-4121-5210 Travel-Lodging & Meals	\$1,600.00	\$18.79	\$1,581.21	1.17%	\$1,600.00	\$0.00	
		100-4121-5220 Conference	\$400.00	\$425.00	(\$25.00)	106.25%	\$425.00	\$25.00	
		100-4121-5230 Education	\$400.00	\$185.00	\$215.00	46.25%	\$400.00	\$0.00	
		100-4121-5250 Dues & Memberships	\$1,350.00	\$250.00	\$1,100.00	18.52%	\$1,350.00	\$0.00	
		100-4121-5300 Insurance, Property & General Liability	\$38,205.44	\$19,784.48	\$18,420.96	51.78%	\$38,205.44	\$0.00	
		100-4121-5340 Licensing	\$740.00	\$0.00	\$740.00	0.00%	\$740.00	\$0.00	
		100-4121-6000 Office Supplies	\$9,400.00	\$6,325.32	\$3,074.68	67.29%	\$9,400.00	\$0.00	
		100-4121-6050 Uniforms Expense	\$600.00	\$514.17	\$85.83	85.70%	\$600.00	\$0.00	
		100-4121-6100 Program & Event Supplies	\$25,000.00	\$11,318.37	(\$3,550.79)	114.20%	\$25,000.00	\$0.00	
		100-4121-6125 Event Departmental Equipment	\$22,000.00	\$3,754.07	\$18,245.93	17.06%	\$22,000.00	\$0.00	
		100-4121-6150 Computer, Software & Electronics <\$10K	\$8,400.00	\$7,563.46	\$836.54	90.04%	\$8,400.00	\$0.00	
		100-4121-6175 Vehicles & Powered Equipment Fuel - Admin Vehicl	\$600.00	\$70.42	\$529.58	11.74%	\$600.00	\$0.00	
		100-4121-6200 Vehicles & Equipment Repair	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$1,500.00	\$0.00	
		100-4121-6225 Repair & Maintenance	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		100-4121-6900 Contingency Fund Exp Gen Fund	\$60,000.00	\$0.00	\$60,000.00	0.00%	\$60,000.00	\$0.00	
		100-4121-7080 Computers, Software & Elec Equip.>\$5000	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-8100 Transfer to Fund Balance - Excess Rev	\$147,496.64	\$0.00	\$147,496.64	0.00%	\$147,496.64	\$0.00	
		100-4121-8110 Transfer to Gen Capital Proj Fund - Min 6%	\$215,830.99	\$0.00	\$215,830.99	0.00%	\$215,830.99	\$0.00	
		100-4121-8111 Transfer .5% Meals tax to Cap Proj Fund	\$64,000.00	\$38,358.13	\$25,641.87	59.93%	\$75,000.00	\$11,000.00	
		100-4121-8112 Transfer Reappropriated Funds to Cap Proj Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-8120 Transfer to Gen Debt Svc Fund	\$249,571.15	\$104,497.78	\$145,073.37	41.87%	\$249,571.15	\$0.00	
		100-4121-8130 Transfer to Gen Special Activity Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4121-8501 Transfer to Utilities Fund	\$0.00	\$0.00	\$0.00	0.00%	\$308,383.24	\$308,383.24	New account - to cover portion of excess repair costs at wastewater facility
		Town Manager Expense Total	\$1,475,609.22	\$427,327.54	\$1,033,549.26	30%	\$1,851,051.46	\$375,442.24	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4124								
		100-4124-1000 Regular Salaries & Wages-Finance	\$266,147.87	\$95,438.47	\$170,709.40	35.86%	\$266,147.87	\$0.00	
		100-4124-1100 Regular Salaries & Wages OT Finance	\$837.37	\$0.00	\$837.37	0.00%	\$837.37	\$0.00	
		100-4124-1200 PT Salaries & Wages Finance	\$0.00	\$1,718.75	(\$1,718.75)	0.00%	\$2,000.00	\$2,000.00	
		100-4124-1300 PT Salaries & Wages OT Fin	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4124-1800 Allocated Wages	(\$17,789.57)	(\$5,929.88)	(\$11,859.69)	33.33%	(\$17,789.57)	\$0.00	
		100-4124-2000 FICA Expense	\$20,424.37	\$6,885.23	\$13,539.14	33.71%	\$20,424.37	\$0.00	
		100-4124-2100 SUI Expense	\$212.00	\$0.00	\$212.00	0.00%	\$212.00	\$0.00	
		100-4124-2200 Retirement-ER VRS & ICMA-RC Contribution	\$19,714.04	\$6,571.33	\$13,142.71	33.33%	\$19,714.04	\$0.00	
		100-4124-2210 Life Insurance	\$3,444.17	\$1,148.07	\$2,296.10	33.33%	\$3,444.17	\$0.00	
		100-4124-2220 Disability Insurance, LTD & STD	\$2,000.00	\$452.05	\$1,547.95	22.60%	\$2,000.00	\$0.00	
		100-4124-2230 Worker's Comp	\$158.22	\$59.06	\$99.16	37.33%	\$158.22	\$0.00	
		100-4124-2300 Health Insurance	\$40,414.88	\$12,006.58	\$28,408.30	29.71%	\$40,414.88	\$0.00	
		100-4124-2310 Dental Insurance	\$1,446.00	\$482.00	\$964.00	33.33%	\$1,446.00	\$0.00	
		100-4124-2320 Vision Insurance	\$91.32	\$38.05	\$53.27	41.67%	\$91.32	\$0.00	
		100-4124-2325 AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4124-2330 Benefits Adminstrn Fees	\$3,300.00	\$381.50	\$2,918.50	11.56%	\$3,300.00	\$0.00	
		100-4124-2800 Allocated Benefits	(\$5,840.73)	(\$2,089.00)	(\$3,751.73)	35.77%	(\$5,840.73)	\$0.00	
		100-4124-3000 Contract Labor	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4124-3020 Maint Svc Contracts	\$11,800.00	\$1,262.00	\$10,538.00	10.69%	\$11,800.00	\$0.00	
		100-4124-3430 IT Services	\$1,200.00	\$40.00	\$1,160.00	3.33%	\$1,200.00	\$0.00	
		100-4124-3500 Advertising Services	\$650.00	\$0.00	\$650.00	0.00%	\$650.00	\$0.00	
		100-4124-3600 Payroll Processing & Timekeeping	\$9,250.00	\$2,795.10	\$6,454.90	30.22%	\$9,250.00	\$0.00	
		100-4124-3700 Auditor & Accountant Services	\$30,000.00	\$0.00	\$30,000.00	0.00%	\$30,000.00	\$0.00	
		100-4124-3710 Collections Services & DMV Fees	\$1,000.00	\$723.00	\$277.00	72.30%	\$1,000.00	\$0.00	
		100-4124-3730 Bank Service Charges	\$4,600.00	\$1,824.53	\$2,775.47	39.66%	\$4,600.00	\$0.00	
		100-4124-3740 Merchant Service Costs	\$9,500.00	\$3,107.39	\$6,392.61	32.71%	\$9,500.00	\$0.00	
		100-4124-3750 Late Fees	\$100.00	\$0.00	\$100.00	0.00%	\$100.00	\$0.00	
		100-4124-3760 Cash Short & Over Finance	\$0.00	(\$8.04)	\$8.04	0.00%	\$0.00	\$0.00	
		100-4124-5040 Phone Service	\$1,560.00	\$506.92	\$1,053.08	32.49%	\$1,560.00	\$0.00	
		100-4124-5110 Lease, Office Equipment	\$1,250.00	\$423.81	\$826.19	33.90%	\$1,250.00	\$0.00	
		100-4124-5200 Travel-Mileage, Parking & Tolls	\$871.00	\$856.60	\$84.75	90.27%	\$1,871.00	\$1,000.00	
		100-4124-5210 Travel-Lodging & Meals	\$3,297.00	\$115.77	\$3,181.23	3.51%	\$2,297.00	(\$1,000.00)	
		100-4124-5220 Conference	\$2,395.00	\$525.00	\$1,870.00	21.92%	\$2,395.00	\$0.00	
		100-4124-5230 Education	\$2,225.00	\$210.00	\$2,015.00	9.44%	\$2,225.00	\$0.00	
		100-4124-5240 Books & Subscriptions	\$150.00	\$0.00	\$150.00	0.00%	\$150.00	\$0.00	
		100-4124-5250 Dues & Memberships	\$930.00	\$360.00	\$570.00	38.71%	\$930.00	\$0.00	
		100-4124-6000 Office Supplies	\$5,250.00	\$970.71	\$4,279.29	18.49%	\$5,250.00	\$0.00	
		100-4124-6150 Computer, Software & Electronics <\$10K	\$650.00	\$0.00	\$650.00	0.00%	\$650.00	\$0.00	
		Finance Expense Total	\$421,237.94	\$130,875.00	\$290,433.29	31%	\$423,237.94	\$2,000.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4310								
		100-4310-1000 Regular Salaries & Wages-Police	\$372,084.72	\$136,521.42	\$235,563.30	36.69%	\$372,084.72	\$0.00	
		100-4310-1100 Regular Salaries & Wages OT Police	\$4,000.00	\$2,593.56	\$1,406.44	64.84%	\$4,000.00	\$0.00	
		100-4310-1200 Part Time Wages Police (COVID related)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4310-2000 FICA Expense	\$28,770.48	\$10,065.48	\$18,705.00	34.99%	\$28,770.48	\$0.00	
		100-4310-2100 SUI Expense	\$296.80	\$0.00	\$296.80	0.00%	\$296.80	\$0.00	
		100-4310-2200 Retirement-ER VRS & ICMA-RC Contribution	\$26,764.78	\$8,921.40	\$17,843.38	33.33%	\$26,764.78	\$0.00	
		100-4310-2210 Life Insurance	\$4,675.98	\$1,558.56	\$3,117.42	33.33%	\$4,675.98	\$0.00	
		100-4310-2220 Disability Insurance, LTD & STD	\$2,721.63	\$819.83	\$1,901.80	30.12%	\$2,721.63	\$0.00	
		100-4310-2230 Worker's Comp	\$11,114.52	\$4,914.63	\$6,199.89	44.22%	\$11,114.52	\$0.00	
		100-4310-2300 Health Insurance	\$60,062.72	\$23,936.80	\$36,125.92	39.85%	\$60,062.72	\$0.00	
		100-4310-2310 Dental Insurance	\$2,024.40	\$674.80	\$1,349.60	33.33%	\$2,024.40	\$0.00	
		100-4310-3430 IT Services	\$2,300.00	\$0.00	\$2,300.00	0.00%	\$2,300.00	\$0.00	
		100-4310-3500 Advertising Services	\$195.00	\$0.00	\$195.00	0.00%	\$195.00	\$0.00	
		100-4310-4070 Grant - VML Risk Management Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4310-4080 Grant Exp - DCJS LOLE/Byrne	\$5,179.00	\$3,074.00	\$2,105.00	59.36%	\$5,179.00	\$0.00	
		100-4310-4150 Grant Exp - Police Other	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4310-5040 Phone Service	\$4,196.00	\$1,058.77	\$3,137.23	25.23%	\$4,196.00	\$0.00	
		100-4310-5200 Travel-Mileage, Parking & Tolls	\$500.00	\$110.00	\$390.00	22.00%	\$500.00	\$0.00	
		100-4310-5205 Travel-Mileage, Parking & Tolls - Pol. Acad.	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4310-5210 Travel-Lodging & Meals	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		100-4310-5215 Travel-Lodging & Meals - Pol. Acad.	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4310-5220 Conference	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4310-5230 Education	\$3,000.00	\$2,513.00	\$487.00	83.77%	\$3,000.00	\$0.00	
		100-4310-5240 Books & Subscriptions	\$200.00	\$0.00	\$200.00	0.00%	\$200.00	\$0.00	
		100-4310-5310 Insurance, Public Official Liability	\$5,500.00	\$3,029.94	\$2,470.06	55.09%	\$5,500.00	\$0.00	
		100-4310-5330 Insurance, LODA	\$5,650.00	\$2,802.50	\$2,847.50	49.60%	\$5,650.00	\$0.00	
		100-4310-6000 Office Supplies	\$3,300.00	\$1,350.33	\$1,949.67	40.92%	\$3,300.00	\$0.00	
		100-4310-6050 Uniforms Expense	\$6,000.00	\$955.20	\$5,044.80	15.92%	\$6,000.00	\$0.00	
		100-4310-6125 Departmental Supplies & Equipment - Police	\$10,000.00	\$1,035.47	\$8,964.53	10.35%	\$13,350.00	\$3,350.00	Chief requests to add drone package \$3,350
		100-4310-6150 Comptr, Sftware & Electronics < \$5,000	\$0.00	\$2,540.61	(\$2,540.61)	0.00%	\$2,540.61	\$2,540.61	replaced computer that crashed
		100-4310-6175 Vehicles & Powered Equipment Fuel	\$20,000.00	\$6,549.24	\$13,450.76	32.75%	\$20,000.00	\$0.00	
		100-4310-6200 Vehicle & Powered Equip. Supplies & Svcs	\$13,000.00	\$1,625.54	\$11,374.46	12.50%	\$13,000.00	\$0.00	
		100-4310-6225 Repair & Maintenance Supplies Police	\$1,500.00	\$188.96	\$1,311.04	12.60%	\$1,500.00	\$0.00	
		100-4310-7070 Vehicles & Equipment	\$83,482.00	\$2,372.00	\$81,110.00	2.84%	\$41,741.00	(\$41,741.00)	One was purchased w/arpa funds in FY22
		Police Dept Expense Total	\$677,018.03	\$219,212.04	\$457,805.99	32%	\$641,167.64	(\$35,850.39)	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4340								
		100-4340-1000 Regular Salaries & Wages-Code Enforcement	\$104,330.38	\$37,767.70	\$66,562.68	36.20%	\$104,330.38	\$0.00	
		100-4340-1100 Regular Salaries & Wages OT Code Enf	\$1,067.90	\$120.15	\$947.75	11.25%	\$1,067.90	\$0.00	
		100-4340-1200 Part Time Salaries Code Enforcement	\$4,400.00	\$0.00	\$4,400.00	0.00%	\$4,400.00	\$0.00	
		100-4340-1300 PT Salaries Code Enforcement OT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-2000 FICA Expense	\$8,399.57	\$2,769.32	\$5,630.25	32.97%	\$8,399.57	\$0.00	
		100-4340-2100 SUI Expense	\$127.20	\$0.00	\$127.20	0.00%	\$127.20	\$0.00	
		100-4340-2200 Retirement-ER VRS & ICMA-RC Contribution	\$7,818.06	\$2,606.00	\$5,212.06	33.33%	\$7,818.06	\$0.00	
		100-4340-2210 Life Insurance	\$1,365.87	\$455.28	\$910.59	33.33%	\$1,365.87	\$0.00	
		100-4340-2220 Disability Insurance, LTD & STD	\$793.66	\$179.50	\$614.16	22.62%	\$793.66	\$0.00	
		100-4340-2230 Worker's Comp	\$457.65	\$192.14	\$265.51	41.98%	\$457.65	\$0.00	
		100-4340-2300 Health Insurance	\$11,201.08	\$3,841.20	\$7,359.88	34.29%	\$11,201.08	\$0.00	
		100-4340-2310 Dental Insurance	\$578.40	\$0.00	\$578.40	0.00%	\$578.40	\$0.00	
		100-4340-2320 Vision Insurance	\$91.32	\$38.05	\$53.27	41.67%	\$91.32	\$0.00	
		100-4340-2325 AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-2340 Employee Assist Program	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-2345 Employee/Volunteer Testing	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-2360 Staff & Volunteer Appreciation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-3000 Contract Labor	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-3020 Maint Svc Contracts - Annual	\$800.00	\$0.00	\$800.00	0.00%	\$800.00	\$0.00	
		100-4340-3025 Repair Maint & Inspect Contracted Svcs-Mowing/D	\$25,000.00	\$1,417.76	\$23,582.24	5.67%	\$25,000.00	\$0.00	
		100-4340-3430 IT Services	\$3,600.00	\$162.00	\$3,438.00	4.50%	\$3,600.00	\$0.00	
		100-4340-3450 Printing & Design Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-3500 Advertising Services	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		100-4340-3760 Cash Short & Over Code Enf	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-5040 Phone Service	\$1,140.00	\$380.00	\$760.00	33.33%	\$1,140.00	\$0.00	
		100-4340-5110 Lease, Office Equipment	\$1,350.00	\$313.89	\$1,036.11	23.25%	\$1,350.00	\$0.00	
		100-4340-5200 Travel-Mileage, Parking & Tolls	\$600.00	\$0.00	\$600.00	0.00%	\$600.00	\$0.00	
		100-4340-5210 Travel-Lodging & Meals	\$600.00	\$0.00	\$600.00	0.00%	\$600.00	\$0.00	
		100-4340-5220 Conference	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-5230 Education	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		100-4340-5240 Books & Subscriptions	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		100-4340-5250 Dues & Memberships	\$750.00	\$0.00	\$750.00	0.00%	\$750.00	\$0.00	
		100-4340-5260 Employee Testing & Certification	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-5300 Insurance, Property & General Liability	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-6000 Office Supplies	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	\$0.00	
		100-4340-6075 Hand Tools, & Small Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4340-6150 Computer, Software & Electronics <\$10K	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		100-4340-6175 Vehicles & Powered Equipment Fuel	\$950.00	\$0.00	\$950.00	0.00%	\$950.00	\$0.00	
		100-4340-6200 Vehicle & Powered Equip. Supplies & Svcs	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		Code Enforcement Expense Total	\$182,421.09	\$50,242.99	\$132,178.10	28%	\$182,421.09	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4430								
		100-4430-1000 Regular Salaries & Wages-Public Works	\$220,741.87	\$82,201.14	\$138,540.73	37.24%	\$220,741.87	\$0.00	
		100-4430-1100 Regular Salaries & Wages OT Pub Works	\$20,000.00	\$12,173.10	\$7,826.90	60.87%	\$18,000.00	(\$2,000.00)	Move some budget funding to PT
		100-4430-1200 PT Salaries & Wages Pub Works	\$18,574.80	\$9,055.13	\$9,519.67	48.75%	\$18,574.80	\$0.00	
		100-4430-1300 PT Salaries & Wages OT Pub Works	\$0.00	\$1,124.07	(\$1,124.07)	0.00%	\$2,000.00	\$2,000.00	
		100-4430-1400 Seasonal Wages	\$11,440.00	\$0.00	\$11,440.00	0.00%	\$11,440.00	\$0.00	
		100-4430-2000 FICA Expense	\$20,712.88	\$7,686.00	\$13,026.88	37.11%	\$20,712.88	\$0.00	
		100-4430-2100 SUI Expense	\$339.20	\$0.00	\$339.20	0.00%	\$339.20	\$0.00	
		100-4430-2200 Retirement-ER VRS & ICMA-RC Contribution	\$16,378.66	\$5,459.56	\$10,919.10	33.33%	\$16,378.66	\$0.00	
		100-4430-2210 Life Insurance	\$2,861.46	\$953.84	\$1,907.62	33.33%	\$2,861.46	\$0.00	
		100-4430-2220 Disability Insurance, LTD & STD	\$1,716.78	\$398.54	\$1,318.24	23.21%	\$1,716.78	\$0.00	
		100-4430-2230 Worker's Comp	\$5,630.47	\$2,980.61	\$2,649.86	52.94%	\$5,630.47	\$0.00	
		100-4430-2300 Health Insurance	\$42,180.13	\$16,175.05	\$26,005.08	38.35%	\$42,180.13	\$0.00	
		100-4430-2310 Dental Insurance	\$2,046.00	\$682.00	\$1,364.00	33.33%	\$2,046.00	\$0.00	
		100-4430-2320 Vision Insurance	\$91.32	\$38.05	\$53.27	41.67%	\$91.32	\$0.00	
		100-4430-3020 Maint Svc Contracts	\$3,000.00	\$603.50	\$2,396.50	20.12%	\$3,000.00	\$0.00	
		100-4430-3025 Repair Maint & Inspect Contracted Svcs	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		100-4430-3040 Grounds Maintenance	\$65,000.00	\$14,445.00	\$50,555.00	22.22%	\$65,000.00	\$0.00	
		100-4430-3060 Landfill Disposal	\$2,000.00	\$1,823.00	\$177.00	91.15%	\$2,000.00	\$0.00	
		100-4430-3070 Mosquito & Pest Control	\$8,500.00	\$5,165.00	\$3,100.00	63.53%	\$8,500.00	\$0.00	
		100-4430-3200 Cleaning and Janitorial Services	\$15,655.00	\$5,130.00	\$10,525.00	32.77%	\$15,655.00	\$0.00	
		100-4430-3430 IT Services	\$6,000.00	\$400.00	\$5,600.00	6.67%	\$6,000.00	\$0.00	
		100-4430-3500 Advertising Services	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		100-4430-5010 Electric Service	\$56,100.00	\$18,651.55	\$37,448.45	33.25%	\$56,100.00	\$0.00	
		100-4430-5020 Propane & Fuel Oil Exp	\$4,000.00	\$0.00	\$4,000.00	0.00%	\$4,000.00	\$0.00	
		100-4430-5040 Phone Service	\$5,040.00	\$930.00	\$4,110.00	18.45%	\$5,040.00	\$0.00	
		100-4430-5050 Internet & Cable Services	\$1,100.00	\$471.88	\$628.12	42.90%	\$1,100.00	\$0.00	
		100-4430-5200 Travel-Mileage, Parking & Tolls	\$500.00	\$60.00	\$440.00	12.00%	\$500.00	\$0.00	
		100-4430-5210 Travel-Lodging & Meals	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		100-4430-5230 Education	\$3,000.00	\$0.00	\$3,000.00	0.00%	\$3,000.00	\$0.00	
		100-4430-5240 Books & Subscriptions	\$100.00	\$0.00	\$100.00	0.00%	\$100.00	\$0.00	
		100-4430-5260 Employee Testing & Certification	\$225.00	\$0.00	\$225.00	0.00%	\$225.00	\$0.00	
		100-4430-6000 Office Supplies	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	\$0.00	
		100-4430-6025 Janitorial & Kitchen Supplies	\$7,200.00	\$1,904.88	\$5,295.12	26.46%	\$7,200.00	\$0.00	
		100-4430-6050 Uniforms Expense	\$2,000.00	\$289.94	\$1,710.06	14.50%	\$2,000.00	\$0.00	
		100-4430-6075 Hand Tools, & Light Equipment	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$1,500.00	\$0.00	
		100-4430-6080 Safety Equipment	\$2,000.00	\$699.96	\$1,300.04	35.00%	\$2,000.00	\$0.00	
		100-4430-6150 Comptr, Sftware & Electronics < \$5,000	\$4,500.00	\$3,859.98	\$640.02	85.78%	\$4,500.00	\$0.00	
		100-4430-6175 Vehicles & Powered Equipment Fuel	\$14,251.60	\$4,095.97	\$10,155.63	28.74%	\$14,251.60	\$0.00	
		100-4430-6200 Vehicle & Powered Equip. Supplies & Svcs	\$10,000.00	\$3,755.49	\$6,244.51	37.55%	\$10,000.00	\$0.00	
		100-4430-6225 Repair & Maintenance Supplies Public Works	\$74,600.00	\$45,852.21	\$28,780.39	61.42%	\$104,600.00	\$30,000.00	Library HVAC repairs
		100-4430-6275 Beach Maint. & Safety Supplies & Svcs	\$50,000.00	\$3,554.55	\$46,445.45	7.11%	\$50,000.00	\$0.00	
		Public Works Expense Total	\$703,485.17	\$250,620.00	\$452,662.77	36%	\$733,485.17	\$30,000.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4730								
		100-4730-1000 Regular Salaries & Wages-Library	\$79,234.80	\$28,773.54	\$50,461.26	36.31%	\$79,234.80	\$0.00	
		100-4730-1100 Regular Salaries & Wages OT Library	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4730-1200 PT Salaries & Wages Library	\$13,159.44	\$4,923.81	\$8,235.63	37.42%	\$13,159.44	\$0.00	
		100-4730-1300 PT Salaries & Wages OT Library	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4730-2000 FICA Expense	\$7,068.16	\$2,398.06	\$4,670.10	33.93%	\$7,068.16	\$0.00	
		100-4730-2100 SUI Expense	\$169.60	\$26.51	\$143.09	15.63%	\$169.60	\$0.00	
		100-4730-2200 Retirement-ER VRS & ICMA-RC Contribution	\$5,858.71	\$1,952.84	\$3,905.87	33.33%	\$5,858.71	\$0.00	
		100-4730-2210 Life Insurance	\$1,023.56	\$341.16	\$682.40	33.33%	\$1,023.56	\$0.00	
		100-4730-2220 Disability Insurance, LTD & STD	\$609.73	\$140.74	\$468.99	23.08%	\$609.73	\$0.00	
		100-4730-2230 Worker's Comp	\$54.45	\$20.34	\$34.11	37.36%	\$54.45	\$0.00	
		100-4730-2300 Health Insurance	\$14,425.55	\$6,767.50	\$7,658.05	46.91%	\$14,425.55	\$0.00	
		100-4730-2310 Dental Insurance	\$578.40	\$192.80	\$385.60	33.33%	\$578.40	\$0.00	
		100-4730-3005 Program & Event Performers & Entertainers	\$4,000.00	\$229.21	\$3,770.79	5.73%	\$4,000.00	\$0.00	
		100-4730-3025 Repair Maint & Inspect Contracted Svcs	\$1,000.00	\$530.84	\$469.16	53.08%	\$1,000.00	\$0.00	
		100-4730-3200 Cleaning and Janitorial Services	\$9,100.00	\$2,700.00	\$6,400.00	29.67%	\$9,100.00	\$0.00	
		100-4730-3430 IT Services	\$2,200.00	\$920.00	\$1,280.00	41.82%	\$2,200.00	\$0.00	
		100-4730-3450 Printing & Design Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4730-3500 Advertising Services	\$500.00	\$119.40	\$380.60	23.88%	\$500.00	\$0.00	
		100-4730-3760 Cash Short & Over Lib	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4730-4090 Grant Exp - DEQ Litter Grant - Library	\$1,329.00	\$0.00	\$1,329.00	0.00%	\$1,329.00	\$0.00	
		100-4730-4150 Grant Exp - Library Other	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4730-5010 Electric Service	\$7,975.00	\$2,088.55	\$5,886.45	26.19%	\$7,975.00	\$0.00	
		100-4730-5020 Propane & Fuel Oil Exp	\$3,737.25	\$0.00	\$3,737.25	0.00%	\$3,737.25	\$0.00	
		100-4730-5050 Internet & Cable Services	\$1,500.00	\$471.88	\$1,028.12	31.46%	\$1,500.00	\$0.00	
		100-4730-5110 Lease, Office Equipment	\$1,200.00	\$494.17	\$705.83	41.18%	\$1,200.00	\$0.00	
		100-4730-5200 Travel-Mileage, Parking & Tolls	\$150.00	\$324.24	(\$174.24)	216.16%	\$324.24	\$174.24	
		100-4730-5210 Travel-Lodging & Meals	\$560.00	\$0.00	\$560.00	0.00%	\$385.76	(\$174.24)	
		100-4730-5220 Conference	\$400.00	\$50.00	\$350.00	12.50%	\$400.00	\$0.00	
		100-4730-5230 Education	\$200.00	\$79.00	\$121.00	39.50%	\$200.00	\$0.00	
		100-4730-5240 Books & Subscriptions - Professional	\$200.00	\$55.00	\$145.00	27.50%	\$200.00	\$0.00	
		100-4730-5250 Dues & Memberships	\$500.00	\$45.00	\$455.00	9.00%	\$500.00	\$0.00	
		100-4730-6000 Office Supplies	\$1,800.00	\$1,043.79	\$771.21	57.16%	\$1,800.00	\$0.00	
		100-4730-6025 Janitorial & Kitchen Supplies	\$200.00	\$0.00	\$200.00	0.00%	\$200.00	\$0.00	
		100-4730-6050 Uniforms - Library	\$200.00	\$0.00	\$200.00	0.00%	\$200.00	\$0.00	
		100-4730-6100 Program & Event Supplies & Awards	\$1,500.00	\$215.41	\$1,284.59	14.36%	\$1,500.00	\$0.00	
		100-4730-6125 Dept Sppls & Equip -Books, DVD's and CDs	\$17,500.00	\$4,831.12	\$12,668.88	27.61%	\$17,500.00	\$0.00	
		100-4730-6150 Computer, Software & Electronics <\$10K	\$4,000.00	\$2,110.92	\$1,889.08	52.77%	\$4,000.00	\$0.00	
		Total Library Expense	\$181,933.65	\$61,845.83	\$120,102.82	34%	\$181,933.65	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4811								
		100-4811-1000 Regular Salaries & Wages-Planning	\$111,070.32	\$34,666.26	\$76,404.06	31.21%	\$111,070.32	\$0.00	
		100-4811-1100 Regular Wages OT Planning	\$1,841.51	\$341.59	\$1,499.92	18.55%	\$1,631.51	(\$210.00)	
		100-4811-1200 PT Salaries & Wages Planning	\$51,358.40	\$15,092.80	\$36,265.60	29.39%	\$51,358.40	\$0.00	
		100-4811-1300 PT Wages Planning - OT	\$0.00	\$210.00	(\$210.00)	0.00%	\$210.00	\$210.00	
		100-4811-2000 FICA Expense	\$12,566.67	\$3,821.13	\$8,745.54	30.41%	\$12,566.67	\$0.00	
		100-4811-2100 SUI Expense	\$180.73	\$2.04	\$178.69	1.13%	\$180.73	\$0.00	
		100-4811-2200 Retirement-ER VRS & ICMA-RC Contribution	\$10,964.17	\$2,330.91	\$8,633.26	21.26%	\$10,964.17	\$0.00	
		100-4811-2210 Life Insurance	\$2,100.16	\$407.23	\$1,692.93	19.39%	\$2,100.16	\$0.00	
		100-4811-2220 Disability Insurance, LTD & STD	\$1,247.97	\$158.18	\$1,089.79	12.67%	\$1,247.97	\$0.00	
		100-4811-2230 Worker's Comp	\$95.32	\$42.05	\$53.27	44.11%	\$95.32	\$0.00	
		100-4811-2300 Health Insurance	\$21,638.33	\$5,200.28	\$16,438.05	24.03%	\$21,638.33	\$0.00	
		100-4811-2310 Dental Insurance	\$867.60	\$192.80	\$674.80	22.22%	\$867.60	\$0.00	
		100-4811-3025 Repair Maint & Inspect Contracted Svcs	\$0.00	\$567.74	(\$567.74)	0.00%	\$799.50	\$799.50	
		100-4811-3410 Management Consulting	\$50,000.00	\$22,222.50	\$27,777.50	44.45%	\$50,000.00	\$0.00	
		100-4811-3430 IT Services	\$3,500.00	\$3,052.56	\$447.44	87.22%	\$3,500.00	\$0.00	
		100-4811-3450 Printing & Design Services	\$300.00	\$0.00	\$300.00	0.00%	\$300.00	\$0.00	
		100-4811-3500 Advertising Services	\$10,000.00	\$1,636.28	\$8,363.72	16.36%	\$10,000.00	\$0.00	
		100-4811-4150 Grant Expense - Planning	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		100-4811-5040 Phone Service	\$2,340.00	\$460.80	\$1,879.20	19.69%	\$2,340.00	\$0.00	
		100-4811-5110 Lease - Equipment	\$1,351.00	\$313.91	\$1,037.09	23.24%	\$551.50	(\$799.50)	
		100-4811-5200 Travel-Mileage, Parking & Tolls	\$1,000.00	\$111.98	\$888.02	11.20%	\$1,000.00	\$0.00	
		100-4811-5210 Travel-Lodging & Meals	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	\$0.00	
		100-4811-5220 Conference	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		100-4811-5230 Education	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$0.00	
		100-4811-5240 Books & Subscriptions	\$350.00	\$0.00	\$350.00	0.00%	\$350.00	\$0.00	
		100-4811-5250 Dues & Memberships	\$600.00	\$433.00	\$167.00	72.17%	\$600.00	\$0.00	
		100-4811-5260 Employee Testing & Certification	\$250.00	\$0.00	\$250.00	0.00%	\$250.00	\$0.00	
		100-4811-6000 Office Supplies	\$3,000.00	\$304.06	\$2,695.94	10.14%	\$3,000.00	\$0.00	
		100-4811-6150 Computer, Software & Electronics <\$10K	\$7,000.00	\$224.85	\$6,775.15	3.21%	\$7,000.00	\$0.00	
		Total Planning/Zoning Expense	\$301,122.18	\$91,792.95	\$209,329.23	30%	\$301,122.18	\$0.00	
		General Fund Revenue less Expenditures	\$0.00	(\$115,490.43)	\$130,339.90	30%	\$0.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
Fund: 110 GENERAL CAPITAL PROJECTS FUND									
Dept:									
		110-3700-2200 Grant - USDA Rural Development	\$20,920.00	\$0.00	(\$20,920.00)	0.00%	\$3,000.00	(\$17,920.00)	No grant/loan for PW due to the timing of the purchase of lawn equip
		110-3800-4000 Grant - VDOT Roads, Trails & Sidewalks	\$703,483.00	\$0.00	(\$703,483.00)	0.00%	\$703,483.00	\$0.00	
		110-3850-2000 Grant Other	\$21,750.00	\$0.00	(\$21,750.00)	0.00%	\$51,750.00	\$30,000.00	add Tourism Grant (ARPA) for restrooms via CCMS
		110-3900-6000 Reappropriation Gen Capital Fund	\$166,255.00	\$0.00	(\$166,255.00)	0.00%	\$166,255.00	\$0.00	
		110-3950-1000 Loan Proceeds Previous Year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		110-3950-2000 Transfer from Gen Fund for Capital 6%	\$215,830.99	\$0.00	(\$215,830.99)	0.00%	\$215,830.99	\$0.00	
		110-3950-2050 Transfer from Gen Fund Meals Tax 5%	\$64,000.00	\$38,358.13	(\$25,641.87)	59.93%	\$75,000.00	\$11,000.00	Increase in Meals tax projected
		110-3950-2100 Loan Proceeds USDA Rural Dvlpmnt	\$38,851.00	\$0.00	(\$38,851.00)	0.00%	\$9,000.00	(\$29,851.00)	For PW Gator orig - now for BS&A software Planning and cloud update
		110-3950-8130 Transfer from Special Activities Fund	\$584,000.00	\$0.00	(\$584,000.00)	0.00%	\$829,000.00	\$245,000.00	Add ARPA funding for visitor center/restroom
		110-3950-8520 Transfer from Sanitation Fund	\$160,224.00	\$0.00	(\$160,224.00)	0.00%	\$160,224.00	\$0.00	
		Total GC Fund Revenue	\$1,975,313.99	\$38,358.13	(\$1,936,955.86)	2%	\$2,213,542.99	\$238,229.00	
Dept: 4121									
		110-4121-8100 Transfer to Fund Balance	\$82,581.99	\$0.00	\$82,581.99	0.00%	\$82,581.99	\$0.00	
		Total TMGR GC Fund Expenditures	\$82,581.99	\$0.00	\$0.00	0%	\$82,581.99	\$0.00	
Dept: 4430									
		110-4430-7010 Buildings & Improvements	\$754,000.00	\$81,405.85	\$672,594.15	10.80%	\$1,029,000.00	\$275,000.00	Munic center, library condoization and add visitor center/restroom
		110-4430-7020 Infrastructure-Open Space, Parks & Outdoor Equip	\$60,200.00	\$30,414.00	\$29,786.00	50.52%	\$60,200.00	\$0.00	
		110-4430-7040 Insfrastructure - Parking Lots	\$20,000.00	\$0.00	\$20,000.00	0.00%	\$20,000.00	\$0.00	
		110-4430-7050 Infrastructure-Streets & Walkways	\$929,922.00	\$10,833.00	\$919,089.00	1.16%	\$929,922.00	\$0.00	
		110-4430-7060 Infrastructure-Stormwater System	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		110-4430-7070 Vehicles & Equipment	\$59,770.00	\$24,228.48	\$35,541.52	40.54%	\$24,228.48	(\$35,541.52)	no gator available and timing issue with purchase of mowing equipment
		110-4430-7080 Computers, Software & Electronic Equip PW	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		110-4430-7999 Capital Project Contingencies	\$68,840.00	\$0.00	\$68,840.00	0.00%	\$55,610.52	(\$13,229.48)	Use \$13,229.48 to fund the portion of PW mowing equip that was purchased prior to USDA loan app, along with the addtl \$11K in meals tax for cap fund
		Total General Capital Fund Public Works Expenditures	\$1,892,732.00	\$146,881.33	\$1,745,850.67	8%	\$2,118,961.00	\$226,229.00	
		110-4811-7080 Computers, Software & Electronic Equip Planning	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$12,000.00	BS&A software, implementation and upgrade to cloud
		Total General Capital Fund Planning Expenditures	\$0.00	\$0.00	\$0.00	0%	\$12,000.00	\$12,000.00	
		GC Fund Revenue Less Expenditures	\$0.00	(\$108,523.20)	\$0.00	5%	\$0.00	\$0.00	
Fund: 120 GENERAL DEBT SERVICE FUND									
Dept:									

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
		120-3950-2100 Transfer from Gen Fund for GF Debt	\$144,620.90	\$71,672.66	(\$72,948.24)	49.56%	\$144,620.90	\$0.00	
		120-3950-2510 Transfer from Gen Fund for Harb Debt	\$104,950.25	\$32,825.12	(\$72,125.13)	31.28%	\$104,950.25	\$0.00	
		Debt Service Revenue Total	\$249,571.15	\$104,497.78	(\$145,073.37)	42%	\$249,571.15	\$0.00	
	Dept: 4121								
		120-4121-3730 Bank & Trustee Service Fees - Debt Service	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		120-4121-6800 Debt Service Principal - TMgr	\$99,853.29	\$61,804.80	\$38,048.49	61.90%	\$99,853.29	\$0.00	
		120-4121-6850 Debt Service Interest - TMgr	\$19,738.61	\$9,867.86	\$9,870.75	49.99%	\$19,738.61	\$0.00	
		120-4121-8510 Transfer to Harbor Fund for Debt Service	\$104,950.25	\$32,825.12	\$72,125.13	31.28%	\$104,950.25	\$0.00	
		Town Manager DS Total	\$224,542.15	\$104,497.78	\$120,044.37	47%	\$224,542.15	\$0.00	
	Dept: 4310								
		120-4310-6800 Debt Service Principal - Police Dept	\$19,407.65	\$0.00	\$19,407.65	0.00%	\$19,407.65	\$0.00	
		120-4310-6850 Debt Service Interest - Police Dept	\$1,741.80	\$0.00	\$1,741.80	0.00%	\$1,741.80	\$0.00	
		Police dept DS Total	\$21,149.45	\$0.00	\$0.00	0%	\$21,149.45	\$0.00	
	Dept: 4340								
		120-4340-6800 Debt Service Principal Code Enforcement	\$589.42	\$0.00	\$589.42	0.00%	\$589.42	\$0.00	
		120-4340-6850 Debt Service Interest - Code Enf	\$69.36	\$0.00	\$69.36	0.00%	\$69.36	\$0.00	
		Code Enf Debt Svc Total	\$658.78	\$0.00	\$0.00	0%	\$658.78	\$0.00	
	Dept: 4430								
		120-4430-6800 Debt Service Principal - PWrks	\$2,946.52	\$0.00	\$2,946.52	0.00%	\$2,946.52	\$0.00	
		120-4430-6850 Debt Service Interest - P Wrks	\$274.25	\$0.00	\$274.25	0.00%	\$274.25	\$0.00	
		Public Works DS Total	\$3,220.77	\$0.00	\$0.00	0%	\$3,220.77	\$0.00	
		Debt Service Fund Revenue Less Expenditures	\$0.00	\$0.00	(\$265,117.74)		\$0.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
Fund: 130 GENERAL SPECIAL ACTIVITIES FUND									
Dept:									
		130-3650-6000 Recovery Town Mgr - Misc	\$16,425.00	\$16,084.72	(\$340.28)	97.93%	\$16,425.00	\$0.00	
		130-3800-3000 Grant-Fire Program Funds (Passthru)	\$15,000.00	\$15,000.00	\$0.00	100.00%	\$15,000.00	\$0.00	
		130-3800-7000 Grant-VA State Promotion of the Arts Passthru	\$4,500.00	\$4,500.00	\$0.00	100.00%	\$4,500.00	\$0.00	
		130-3800-8000 Grant - Friends of the Library	\$6,000.00	\$3,070.31	(\$2,929.69)	51.17%	\$6,000.00	\$0.00	
		130-3800-9000 Grant Parks/Rec Faciliies & Equipment - CCP	\$7,817.48	\$0.00	(\$7,817.48)	0.00%	\$7,817.48	\$0.00	
		130-3800-9910 Federal Grant - DHCD CDBG Small Bus Rcvry	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		130-3800-9920 Federal Grant - ARPA	\$0.00	\$528,615.00	\$528,615.00	0.00%	\$528,615.00	\$528,615.00	
		130-3850-2000 Reappropriate Grant Funding Previous Year	\$900,985.00	\$372,370.00	(\$528,615.00)	0.00%	\$372,370.00	(\$528,615.00)	
		130-3950-2000 Reappropriate Grant Funding Prior Year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		Special Activities Fund Revenue Total	\$950,727.48	\$567,270.03	(\$11,087.45)	60%	\$950,727.48	\$0.00	
Dept: 4121									
		130-4121-4010 Grant Exp - Arts Enter Passthru	\$4,500.00	\$4,500.00	\$0.00	100.00%	\$4,500.00	\$0.00	
		130-4121-4020 Grant Exp- Fire Dept Passthru	\$15,000.00	\$15,000.00	\$0.00	100.00%	\$15,000.00	\$0.00	
		130-4121-4030 Grant Exp-Northampton Cnty Tourism Infrstr	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		130-4121-4125 Grant or Donation Misc. Passthru incl. PPEA	\$16,425.00	\$14,006.82	\$2,418.18	85.28%	\$16,425.00	\$0.00	
		130-4121-4130 DHCD CDBG Small Business Rcvry Grant Exp	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		130-4121-4150 Federal Grant Exp - ARPA	\$316,985.00	\$17,135.40	\$299,849.60	5.41%	\$316,985.00	\$0.00	
		130-4121-8110 Transfer to Capital Projects Fund 110	\$584,000.00	\$0.00	\$584,000.00	0.00%	\$584,000.00	\$0.00	
		Town Manger SA Fund Total	\$936,910.00	\$50,642.22	\$886,267.78	5%	\$936,910.00	\$0.00	
Dept: 4430									
		130-4430-4110 Grant Exp - Citizens for Central Park	\$7,817.48	\$7,817.48	\$0.00	100.00%	\$7,817.48	\$0.00	
		Public Works SA Fund Total	\$7,817.48	\$7,817.48	\$0.00	100%	\$7,817.48	\$0.00	
Dept: 4730									
		130-4730-4110 Grant Exp- Friends of the Library	\$6,000.00	\$0.00	\$6,000.00	0.00%	\$6,000.00	\$0.00	
		Library SP Fund Total	\$6,000.00	\$0.00	\$0.00	0%	\$6,000.00	\$0.00	
		SA Fund Revenue Less Expenditures	\$0.00	\$508,810.33	(\$897,355.23)	33%	(\$0.00)	(\$0.00)	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
Fund: 501 PUBLIC UTILITIES FUND									
Dept:									
		501-3100-1201 Connection, Plumbing Permit Water	\$4,000.00	\$1,150.00	(\$2,850.00)	28.75%	\$4,000.00	\$0.00	
		501-3100-1202 Connection, Plumbing Permit Sewer	\$4,000.00	\$1,150.00	(\$2,850.00)	28.75%	\$4,000.00	\$0.00	
		501-3100-5360 Utility Permit (Main to Meter)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3150-1501 Miscellaneous	\$8,000.00	\$120.00	(\$7,880.00)	1.50%	\$8,000.00	\$0.00	
		501-3150-1502 Septage Services Revenue - WWTP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3300-1000 Interest Earned on Bank Deposits - Util	\$0.00	\$12.87	\$12.87	0.00%	\$12.87	\$12.87	
		501-3300-2000 Dividends & Int. on Investments - Util	\$1,400.00	\$18,954.60	\$17,554.60	1,353.90%	\$56,863.80	\$55,463.80	moved facility reserve funds to new investment acct + interest rate increase
		501-3500-1501 Water Sales	\$650,000.00	\$226,906.68	(\$423,093.32)	34.91%	\$650,000.00	\$0.00	
		501-3500-1502 Sewer Charges	\$1,170,000.00	\$402,316.81	(\$767,683.19)	34.39%	\$1,170,000.00	\$0.00	
		501-3500-1800 Sale of Surplus Equipment & Misc.	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3500-3501 Penalties & Interest - Water Charges	\$8,144.43	\$3,240.83	(\$4,903.60)	39.79%	\$8,144.43	\$0.00	
		501-3500-3502 Penalties & Interest Wastewater Charges	\$15,378.16	\$6,203.00	(\$9,175.16)	40.34%	\$15,378.16	\$0.00	
		501-3500-4501 Connection Fees - Bay Creek Water	\$29,750.00	\$16,625.00	(\$13,125.00)	55.88%	\$45,718.75	\$15,968.75	new construction in BC
		501-3500-4502 Connection Fees - Bay Creek Sewer	\$29,750.00	\$16,625.00	(\$13,125.00)	55.88%	\$45,718.75	\$15,968.75	new construction in BC
		501-3500-5501 Connection Fees - Historic Cape Charles Water	\$8,750.00	\$2,625.00	(\$6,125.00)	30.00%	\$7,875.00	(\$875.00)	
		501-3500-5502 Connection Fees - Historic Cape Charles Sewer	\$8,750.00	\$2,625.00	(\$6,125.00)	30.00%	\$7,875.00	(\$875.00)	
		501-3500-6501 Facility Fees, Rest. - Bay Creek Water	\$136,000.00	\$76,000.00	(\$60,000.00)	55.88%	\$136,000.00	\$0.00	
		501-3500-6502 Facility Fees, Restr. - Bay Creek Sewer	\$224,400.00	\$125,400.00	(\$99,000.00)	55.88%	\$224,400.00	\$0.00	
		501-3500-7501 Facility Fees, Restr. - Historic Cape Charles Water	\$40,000.00	\$10,760.00	(\$29,240.00)	26.90%	\$40,000.00	\$0.00	
		501-3500-7502 Facility Fees, Restr. - Historic Cape Charles Se	\$66,000.00	\$17,754.00	(\$48,246.00)	26.90%	\$66,000.00	\$0.00	
		501-3600-6000 Utility Fund Transfer from Fund Balance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3650-4000 Recovery Water & Sewer Misc. charges	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3800-1000 VDH Grant	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3800-2001 USDA Grant Water	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3800-2002 USDA Grant Sewer	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3900-6000 Appropriation from Fund Balance	\$312,466.09	\$0.00	(\$312,466.09)	0.00%	\$312,466.09	\$0.00	
		501-3950-1000 Loan Proceeds previous year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3950-1050 Loan Proceeds Current Year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3950-2101 USDA Loan Proceeds Water	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3950-2102 USDA Loan Proceeds Sewer	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-3950-2100 Transfer from General Fund	\$0.00	\$0.00	\$0.00	1.00%	\$308,383.24	\$308,383.24	To cover additional costs, vs. utility rate increase
			\$2,716,788.68	\$928,468.79	(\$1,788,319.89)	34%	\$3,110,836.09	\$394,047.41	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4500								
		501-4500-1000 Regular Salaries & Wages-Utility Admin	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-1600 Bonus & Increase Pool Util Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-1800 Allocated Wages	\$22,674.79	\$7,558.28	\$15,116.51	33.33%	\$22,674.79	\$0.00	
		501-4500-2000 FICA Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2100 SUI Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2200 Retirement-ER VRS & ICMA-RC Contribution	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2210 Life Insurance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2220 Disability Insurance, LTD & STD	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2230 Worker's Comp	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2300 Health Insurance ER Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2310 Dental Insurance ER Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2320 Vision Insurance ER Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2325 AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2340 Employee Assist Program	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2345 Employee/Volunteer Testing	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2360 Staff & Volunteer Appreciation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-2800 Allocated Benefits	\$6,273.75	\$2,220.44	\$4,053.31	35.39%	\$6,273.75	\$0.00	
		501-4500-3410 Professional Services/Consulting	\$157,260.00	\$12,956.55	\$144,303.45	8.24%	\$157,260.00	\$0.00	VA American Water consulting fees & Misc.
		501-4500-3430 IT Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-3450 Printing & Design Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-3500 Advertising Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-5040 Phone Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-5220 Conference	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-5230 Education	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-5240 Books & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-5250 Dues & Memberships	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-6000 Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-6150 Computer, Software & Electronics <\$10K	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4500-6900 Contingency Fund Expense Util Fund	\$105,735.00	\$0.00	\$105,735.00	0.00%	\$150,000.00	\$44,265.00	Bump up for 3 outstanding violations
		501-4500-8100 Transfer to Fund Balance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
			\$291,943.54	\$22,735.27	\$269,208.27	8%	\$336,208.54	\$44,265.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4501								
		501-4501-1000 Regular Salaries & Wages-Water	\$187,132.95	\$57,838.22	\$129,294.73	30.91%	\$172,415.75	(\$14,717.20)	Unless hire FT person vs. part time - then will use a proportionate share of this excess. Transfer \$3000 to fuel
		501-4501-1100 Regular Salaries & Wages OT-Water	\$2,500.00	\$1,202.82	\$1,297.18	48.11%	\$2,500.00	\$0.00	
		501-4501-1200 PT Salaries - Water	\$7,000.00	\$15,597.67	(\$8,597.67)	222.82%	\$18,717.20	\$11,717.20	Ok- there is funding to cover in regular wages - the FT staff wasn't hired yet.
		501-4501-1300 Part Time Wages Water - OT	\$0.00	\$11.59	(\$11.59)	0.00%	\$11.59	\$11.59	
		501-4501-2000 FICA Expense	\$14,506.92	\$5,531.99	\$8,974.93	38.13%	\$14,506.92	\$0.00	
		501-4501-2100 SUI Expense	\$127.20	\$22.37	\$104.83	17.59%	\$127.20	\$0.00	
		501-4501-2200 Retirement-ER VRS & ICMA-RC Contribution	\$13,984.94	\$3,840.36	\$10,144.58	27.46%	\$13,984.94	\$0.00	
		501-4501-2210 Life Insurance	\$2,443.26	\$671.04	\$1,772.22	27.46%	\$2,443.26	\$0.00	
		501-4501-2220 Disability Insurance, LTD & STD	\$1,432.32	\$265.15	\$1,167.17	18.51%	\$1,432.32	\$0.00	
		501-4501-2230 Worker's Comp	\$4,574.24	\$1,922.25	\$2,651.99	42.02%	\$4,574.24	\$0.00	
		501-4501-2300 Health Insurance	\$30,366.95	\$6,622.80	\$23,744.15	21.81%	\$30,366.95	\$0.00	
		501-4501-2310 Dental Insurance	\$1,156.80	\$289.20	\$867.60	25.00%	\$1,156.80	\$0.00	
		501-4501-2320 Vision Insurance	\$91.32	\$38.05	\$53.27	41.67%	\$91.32	\$0.00	
		501-4501-2325 AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-2340 Employee Assist Program	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-2345 Employee/Volunteer Testing	\$350.00	\$0.00	\$350.00	0.00%	\$350.00	\$0.00	
		501-4501-2360 Staff & Volunteer Appreciation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-3000 Contract Labor	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-3020 Maint Svc Contracts - Annual	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-3025 Repair Maint & Inspect Contracted Svcs	\$6,000.00	\$0.00	\$6,000.00	0.00%	\$6,000.00	\$0.00	Water tank maintenance
		501-4501-3060 Landfill Disposal	\$0.00	\$157.50	(\$157.50)	0.00%	\$157.50	\$157.50	for water leak at Plum and Mason
		501-4501-3350 Water Sampling	\$11,000.00	\$2,618.08	\$8,381.92	23.80%	\$11,000.00	\$0.00	
		501-4501-3420 Engineering & Architect Svcs Water	\$51,736.00	\$14,683.00	\$37,053.00	28.38%	\$55,236.00	\$3,500.00	GHD work
		501-4501-3430 IT Services	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		501-4501-3500 Advertising Services	\$600.00	\$858.08	(\$258.08)	143.01%	\$1,100.00	\$500.00	
		501-4501-3730 Bank Service Charges	\$52.00	\$0.00	\$52.00	0.00%	\$52.00	\$0.00	
		501-4501-4150 Grant Exp - Water Other	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-5000 Refund - Tourism Zone Connection Fees Water	\$3,000.00	\$0.00	\$3,000.00	0.00%	\$0.00	(\$3,000.00)	No connection fees scheduled to be credited at this time. Transfer to fuel
		501-4501-5010 Electric Service	\$24,684.00	\$8,871.84	\$15,812.16	35.94%	\$26,615.52	\$1,931.52	
		501-4501-5020 Propane & Fuel Oil Exp	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-5040 Phone Services	\$2,940.00	\$390.02	\$2,549.98	13.27%	\$2,940.00	\$0.00	
		501-4501-5050 Internet & Cable Services	\$1,100.00	\$471.88	\$628.12	42.90%	\$1,100.00	\$0.00	
		501-4501-5090 Lease, Right of Way	\$5,287.00	\$0.00	\$5,287.00	0.00%	\$5,287.00	\$0.00	
		501-4501-5100 Lease, Vehicles & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-5200 Travel-Mileage, Parking & Tolls	\$240.00	\$41.94	\$198.06	17.48%	\$240.00	\$0.00	
		501-4501-5210 Travel-Lodging & Meals	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		501-4501-5220 Conference	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-5230 Education	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		501-4501-5240 Books & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-5250 Dues & Memberships	\$400.00	\$400.00	\$0.00	100.00%	\$400.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
		501-4501-5260 Employee Testing & Certification	\$400.00	\$0.00	\$400.00	0.00%	\$400.00	\$0.00	
		501-4501-5300 Insurance, Property & General Liability	\$9,200.00	\$5,107.60	\$4,092.40	55.52%	\$9,200.00	\$0.00	
		501-4501-5340 Licensing	\$4,000.00	\$4,320.00	(\$320.00)	108.00%	\$13,320.00	\$9,320.00	Add Groundwater withdrawal permit cost
		501-4501-5350 Fines & Penalties	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-6000 Office Supplies	\$1,000.00	\$329.23	\$670.77	32.92%	\$1,000.00	\$0.00	
		501-4501-6025 Janitorial & Kitchen Supplies	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-6050 Uniforms Expense	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	
		501-4501-6075 Hand Tools, & Small Equipment	\$1,500.00	\$260.80	\$1,239.20	17.39%	\$1,500.00	\$0.00	
		501-4501-6080 Safety Equipment	\$3,000.00	\$0.00	\$3,000.00	0.00%	\$3,000.00	\$0.00	
		501-4501-6150 Computer, Software & Electronics <\$10K	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		501-4501-6175 Vehicles & Powered Equipment Fuel	\$62.25	\$1,968.36	(\$1,906.11)	3,162.02%	\$6,000.00	\$5,937.75	orig budget keying error, will transfer budget from other lines to cover
		501-4501-6200 Vehicle & Powered Equip. Supplies & Svcs	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	\$0.00	
		501-4501-6225 Repair & Maintenance Supplies Water	\$70,000.00	\$18,957.06	\$51,042.94	27.08%	\$70,000.00	\$0.00	
		501-4501-6300 Chemical Supplies	\$73,000.00	\$28,684.21	\$44,315.79	39.29%	\$73,000.00	\$0.00	
		501-4501-6325 Laboratory Supplies	\$2,900.00	\$0.00	\$2,900.00	0.00%	\$2,900.00	\$0.00	
		501-4501-6800 Debt Service - Principal Payment W	\$85,958.58	\$0.00	\$85,958.58	0.00%	\$85,958.58	\$0.00	
		501-4501-6850 Debt Service Interest Water	\$29,071.57	\$14,399.54	\$14,672.03	49.53%	\$29,071.57	\$0.00	
		501-4501-7070 Vehicles & Equipment CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-7080 Computers, Software & Electronics <\$10K	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-7090 Infrastructure - Waterlines, Tanks & Wells	\$60,000.00	\$0.00	\$60,000.00	0.00%	\$60,000.00	\$0.00	
		501-4501-7095 Work in Progress CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-7100 Depreciation Expense - Utility Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4501-8000 Reserve for Plant Expansion - Facility Fees	\$176,000.00	\$0.00	\$176,000.00	0.00%	\$176,000.00	\$0.00	
		501-4501-8100 Water Rate Increase Reserve - Future year	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		Water Plant Total	\$894,298.30	\$196,372.65	\$697,925.65	22%	\$909,656.66	\$15,358.36	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4502								
		501-4502-1000 Regular Salaries & Wages-Sewer	\$198,546.21	\$72,772.33	\$125,773.88	36.65%	\$198,546.21	\$0.00	
		501-4502-1100 Regular Salaries & Wages OT-Sewer	\$2,500.00	\$1,363.64	\$1,136.36	54.55%	\$3,545.46	\$1,045.46	
		501-4502-2000 FICA Expense	\$15,380.03	\$5,467.14	\$9,912.89	35.55%	\$15,460.01	\$79.98	
		501-4502-2100 SUI Expense	\$148.40	\$42.41	\$105.99	28.58%	\$148.40	\$0.00	
		501-4502-2200 Retirement-ER VRS & ICMA-RC Contribution	\$14,952.37	\$4,944.52	\$10,007.85	33.07%	\$14,952.37	\$0.00	
		501-4502-2210 Life Insurance	\$2,612.28	\$863.84	\$1,748.44	33.07%	\$2,612.28	\$0.00	
		501-4502-2220 Disability Insurance, LTD & STD	\$1,523.13	\$345.53	\$1,177.60	22.69%	\$1,523.13	\$0.00	
		501-4502-2230 Worker's Comp	\$1,911.81	\$733.96	\$1,177.85	38.39%	\$1,911.81	\$0.00	
		501-4502-2300 Health Insurance	\$30,366.95	\$9,597.80	\$20,769.15	31.61%	\$30,366.95	\$0.00	
		501-4502-2310 Dental Insurance	\$1,467.60	\$513.30	\$954.30	34.98%	\$1,467.60	\$0.00	
		501-4502-2320 Vision Insurance	\$91.32	\$38.05	\$53.27	41.67%	\$91.32	\$0.00	
		501-4502-2325 AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-2340 Employee Assist Program	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-2345 Employee/Volunteer Testing	\$45.00	\$0.00	\$45.00	0.00%	\$45.00	\$0.00	
		501-4502-2360 Staff & Volunteer Appreciation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-3000 Contract Labor	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-3010 Vehcl & Equip Repairs, Supplies	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-3020 Maint Svc Contracts - Annual	\$22,300.00	\$4,385.63	\$17,914.37	19.67%	\$22,300.00	\$0.00	
		501-4502-3025 Repair Maint & Inspect Contracted Svcs	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-3040 Grounds Maintenance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-3050 Waste Removal	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-3060 Landfill Disposal - Sludge	\$42,000.00	\$124,496.34	(\$82,496.34)	34.69%	\$190,496.34	\$148,496.34	Hepaco services - landfill disposal at \$24K/year
		501-4502-3200 Cleaning and Janitorial Services	\$2,600.00	\$900.00	\$1,700.00	34.62%	\$2,600.00	\$0.00	
		501-4502-3350 Water Sampling	\$21,000.00	\$9,476.45	\$11,523.55	45.13%	\$28,429.35	\$7,429.35	
		501-4502-3420 Engineering & Architect Svcs WW	\$59,564.00	\$24,337.64	\$35,226.36	40.86%	\$113,012.92	\$53,448.92	GHD
		501-4502-3430 IT Services	\$7,000.00	\$0.00	\$7,000.00	0.00%	\$7,000.00	\$0.00	
		501-4502-3500 Advertising Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-3730 Bank Service Charges	\$1,550.00	\$0.00	\$1,550.00	0.00%	\$1,550.00	\$0.00	
		501-4502-4150 Grant Exp - Sewer Other	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-5010 Electric Service	\$105,357.45	\$37,929.65	\$67,427.80	36.00%	\$113,788.95	\$8,431.50	
		501-4502-5040 Phone Services	\$8,500.00	\$2,359.83	\$6,140.17	27.76%	\$8,500.00	\$0.00	
		501-4502-5050 Internet & Cable Services	\$600.00	\$0.00	\$600.00	0.00%	\$600.00	\$0.00	
		501-4502-5060 Alarm & Security Monitoring Services	\$650.00	\$0.00	\$650.00	0.00%	\$650.00	\$0.00	
		501-4502-5090 Lease, Right of Way	\$4,000.00	\$0.00	\$4,000.00	0.00%	\$4,000.00	\$0.00	
		501-4502-5100 Lease, Vehicles & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-5200 Travel-Mileage, Parking & Tolls	\$1,000.00	\$249.00	\$751.00	24.90%	\$1,000.00	\$0.00	
		501-4502-5210 Travel-Lodging & Meals	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	\$0.00	
		501-4502-5220 Conference	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4502-5230 Education	\$2,000.00	\$650.00	\$1,350.00	32.50%	\$2,000.00	\$0.00	
		501-4502-5250 Dues & Memberships	\$850.00	\$0.00	\$850.00	0.00%	\$850.00	\$0.00	
		501-4502-5260 Employee Testing & Certification	\$450.00	\$0.00	\$450.00	0.00%	\$450.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
		501-4502-5300 Insurance, Property & General Liability	\$35,060.00	\$19,464.84	\$15,595.16	55.52%	\$35,060.00	\$0.00	
		501-4502-5340 Licensing	\$4,500.00	\$2,985.00	\$1,515.00	66.33%	\$4,500.00	\$0.00	
		501-4502-5350 Fines & Penalties	\$27,016.00	\$27,016.00	\$0.00	100.00%	\$27,016.00	\$0.00	
		501-4502-6000 Office Supplies	\$1,500.00	\$262.25	\$1,237.75	17.48%	\$1,500.00	\$0.00	
		501-4502-6025 Janitorial & Kitchen Supplies	\$100.00	\$0.00	\$100.00	0.00%	\$100.00	\$0.00	
		501-4502-6050 Uniforms Expense	\$1,200.00	\$49.50	\$1,150.50	4.13%	\$1,200.00	\$0.00	
		501-4502-6075 Hand Tools, & Small Equipment	\$2,500.00	\$60.51	\$2,439.49	2.42%	\$2,500.00	\$0.00	
		501-4502-6080 Safety Equipment	\$250.00	\$130.85	\$119.15	52.34%	\$250.00	\$0.00	
		501-4502-6150 Computers, Software & Electronics <\$10K	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$1,200.00	\$0.00	
		501-4502-6175 Vehicles & Powered Equipment Fuel	\$6,800.00	\$1,978.37	\$4,821.63	29.09%	\$6,800.00	\$0.00	
		501-4502-6200 Vehicle & Powered Equip. Supplies & Svcs	\$3,000.00	\$220.51	\$2,779.49	7.35%	\$3,000.00	\$0.00	
		501-4502-6225 Repair & Maintenance Supplies Wastewater	\$110,000.00	\$81,586.50	\$28,413.50	167.89%	\$225,000.00	\$115,000.00	Maintenance needs
		501-4502-6300 Chemical Supplies	\$60,000.00	\$24,055.65	\$35,944.35	40.09%	\$60,000.00	\$0.00	
		501-4502-6325 Laboratory Supplies	\$1,000.00	\$1,492.49	(\$492.49)	149.25%	\$1,492.49	\$492.49	
		501-4502-6800 Debt Service - Principal Payment WW	\$331,819.92	\$133,105.13	\$198,714.79	40.11%	\$331,819.92	\$0.00	
		501-4502-6850 Debt Service Interest - Sewer	\$29,169.07	\$14,019.98	\$15,149.09	48.06%	\$29,169.07	\$0.00	
		501-4502-7090 Infrastructure - Sewerlines & Pump Stations	\$14,500.00	\$0.00	\$14,500.00	0.00%	\$14,500.00	\$0.00	
		501-4502-8000 Reserve for Plant Expansion - Facility Fees	\$290,400.00	\$0.00	\$290,400.00	0.00%	\$290,400.00	\$0.00	
		Wastewater Plant Total	\$1,469,481.54	\$607,894.64	\$861,586.90	41%	\$1,803,905.59	\$334,424.05	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
	Dept: 4503								
		501-4503-1000 Regular Salaries & Wages-Utility Billing	\$34,267.71	\$12,600.83	\$21,666.88	36.77%	\$34,267.71	\$0.00	
		501-4503-1100 Regular Salaries & Wages OT-Util Billing	\$200.00	\$0.00	\$200.00	0.00%	\$200.00	\$0.00	
		501-4503-2000 FICA Expense	\$2,636.78	\$984.12	\$1,652.66	37.32%	\$2,636.78	\$0.00	
		501-4503-2100 SUI Expense	\$42.40	\$0.00	\$42.40	0.00%	\$42.40	\$0.00	
		501-4503-2200 Retirement-ER VRS & ICMA-RC Contribution	\$2,775.60	\$925.12	\$1,850.48	33.33%	\$2,775.60	\$0.00	
		501-4503-2210 Life Insurance	\$484.92	\$161.60	\$323.32	33.33%	\$484.92	\$0.00	
		501-4503-2220 Disability Insurance, LTD & STD	\$267.97	\$67.29	\$200.68	25.11%	\$267.97	\$0.00	
		501-4503-2230 Worker's Comp	\$22.64	\$7.52	\$15.12	33.22%	\$22.64	\$0.00	
		501-4503-2300 Health Insurance	\$7,212.78	\$2,975.00	\$4,237.78	41.25%	\$7,212.78	\$0.00	
		501-4503-2310 Dental Insurance	\$304.50	\$96.40	\$208.10	31.66%	\$304.50	\$0.00	
		501-4503-2320 Vision Insurance	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-2325 AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-2340 Employee Assist Program	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-2345 Employee/Volunteer Testing	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-2360 Staff & Volunteer Appreciation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-3020 Maint Svc Contracts - Annual	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-3025 Repair, Maintenance & Service Contracts	\$2,250.00	\$290.04	\$1,959.96	12.89%	\$2,250.00	\$0.00	
		501-4503-3430 IT Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-3500 Advertising Services	\$135.00	\$0.00	\$135.00	0.00%	\$135.00	\$0.00	
		501-4503-3760 Cash Short & Over Util Billing	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-5040 Phone Services	\$360.00	\$96.00	\$264.00	26.67%	\$360.00	\$0.00	
		501-4503-5070 Postage	\$6,300.00	\$1,500.00	\$4,800.00	23.81%	\$6,300.00	\$0.00	
		501-4503-5110 Lease, Office Equipment	\$2,200.00	\$437.13	\$1,762.87	19.87%	\$2,200.00	\$0.00	
		501-4503-5200 Travel-Mileage, Parking & Tolls	\$20.00	\$0.00	\$20.00	0.00%	\$20.00	\$0.00	
		501-4503-5210 Travel-Lodging & Meals	\$35.00	\$0.00	\$35.00	0.00%	\$35.00	\$0.00	
		501-4503-5220 Conference	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		501-4503-5230 Education	\$150.00	\$0.00	\$150.00	0.00%	\$150.00	\$0.00	
		501-4503-6000 Office Supplies	\$1,400.00	\$656.24	\$743.76	46.87%	\$1,400.00	\$0.00	
		501-4503-6150 Computer, Software & Electronics <\$10K	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		Utility Billing Total	\$61,065.30	\$20,797.29	\$40,268.01	34%	\$61,065.30	(\$0.00)	
		Utility Fund Revenue Less Expenditures	\$0.00	\$80,668.94	\$0.00	33%	\$0.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prcnt of Bdgt	Projected Total	Proposed inc/(dec)	Notes
Fund: 510 HARBOR FUND									
Dept:									
		510-3150-1000 Harbor Fuel Sales	\$554,786.00	\$264,185.13	(\$290,600.87)	47.62%	\$554,786.00	\$0.00	
		510-3150-2000 Dockage Fees	\$406,559.00	\$144,031.60	(\$262,527.40)	35.43%	\$406,559.00	\$0.00	
		510-3150-2050 Special Event Revenue - Harbor	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		510-3150-2100 Harbor Electric Sales/NC for Pumpout	\$31,000.00	\$10,045.00	(\$20,955.00)	32.40%	\$31,000.00	\$0.00	
		510-3150-3000 Wharfage Fees	\$8,000.00	\$0.00	(\$8,000.00)	0.00%	\$8,000.00	\$0.00	
		510-3400-1000 Lease - Restaurant Base Amount	\$6,000.00	\$2,400.00	(\$3,600.00)	40.00%	\$6,000.00	\$0.00	
		510-3500-1501 Harbor Water Sales	\$1,200.00	\$0.00	(\$1,200.00)	0.00%	\$1,200.00	\$0.00	
		510-3600-4000 Insurance Proceeds, Refund or Rebate	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		510-3800-3000 Grant - Federal Boating Infrastructure BIG	\$41,893.00	\$0.00	(\$41,893.00)	0.00%	\$41,893.00	\$0.00	
		510-3950-2000 Transfer from Debt Service Fund	\$104,950.25	\$32,825.12	(\$72,125.13)	31.28%	\$104,950.25	\$0.00	
		510-3950-6000 Transfer from Fund Balance	\$0.00	\$0.00	\$0.00	0.00%	\$35,000.00	\$35,000.00	From unexpended harbor repairs and maintenance FY22, supported by conservatively estimated positive net position (unaudited.)
			\$1,154,388.25	\$453,486.85	(\$700,901.40)	39%	\$1,189,388.25	\$35,000.00	
Dept: 4713									
		510-4713-1800 Allocated Wages	\$12,109.79	\$4,036.60	\$8,073.19	33.33%	\$12,109.79	\$0.00	
		510-4713-2800 Allocated Benefits	\$3,586.65	\$1,273.04	\$2,313.61	35.49%	\$3,586.65	\$0.00	
		510-4713-3020 Maint Svc Contracts - Annual	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		510-4713-3025 Service Contracts	\$4,300.00	\$1,038.08	\$3,261.92	0.00%	\$4,300.00	\$0.00	
		510-4713-3040 Grounds Maintenance	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$1,500.00	\$0.00	
		510-4713-3415 Management Services Exp - CC Yacht Center	\$320,000.00	\$92,959.93	\$227,040.07	29.05%	\$320,000.00	\$0.00	
		510-4713-3430 IT Services	\$1,700.00	\$0.00	\$1,700.00	0.00%	\$1,700.00	\$0.00	
		510-4713-3730 Bank Service Charges Harbor	\$700.00	\$0.00	\$700.00	0.00%	\$700.00	\$0.00	
		510-4713-4160 Grant Exp - VDH BIG	\$24,000.00	\$0.00	\$24,000.00	0.00%	\$24,000.00	\$0.00	
		510-4713-5010 Electric Service	\$26,928.00	\$11,707.76	\$15,220.24	43.48%	\$26,928.00	\$0.00	
		510-4713-5030 Water Expense Harbor	\$750.00	\$228.60	\$521.40	30.48%	\$750.00	\$0.00	
		510-4713-5035 Sewer Expense Harbor	\$1,400.00	\$257.40	\$1,142.60	18.39%	\$1,400.00	\$0.00	
		510-4713-5050 Internet & Cable Services	\$900.00	\$381.43	\$518.57	42.38%	\$900.00	\$0.00	
		510-4713-5300 Insurance, Property & General Liability	\$28,000.00	\$14,929.94	\$13,070.06	53.32%	\$28,000.00	\$0.00	
		510-4713-6025 Janitorial & Kitchen Supplies	\$3,780.00	\$707.59	\$3,072.41	18.72%	\$3,780.00	\$0.00	
		510-4713-6150 Computer, Software & Electronics <\$10K	\$900.00	\$0.00	\$900.00	0.00%	\$900.00	\$0.00	
		510-4713-6175 Vehicles & Powered Equipment Fuel	\$800.00	\$378.46	\$421.54	47.31%	\$800.00	\$0.00	
		510-4713-6200 Vehicle & Powered Equip. Supplies & Svcs	\$8,640.00	\$1,599.24	\$7,040.76	18.51%	\$8,640.00	\$0.00	
		510-4713-6225 Repair & Maintenance Supplies Harbor	\$53,693.56	\$3,397.32	\$50,296.24	6.33%	\$88,693.56	\$35,000.00	Carryover repair projects from FY 2022 Roller replacements, Remove damaged pile, pile adjustments
		510-4713-6400 COGS - Fuel for Resale	\$443,750.00	\$264,065.62	\$179,684.38	59.51%	\$443,750.00	\$0.00	
		510-4713-6800 Debt Service - Principal Payment HRB	\$81,430.45	\$21,676.80	\$59,753.65	26.62%	\$81,430.45	\$0.00	
		510-4713-6850 Debt Service Interest - Harbor	\$23,519.80	\$11,148.32	\$12,371.48	47.40%	\$23,519.80	\$0.00	
		510-4713-6900 Contingency Fund Expense Harb Fund	\$20,000.00	\$0.00	\$20,000.00	0.00%	\$20,000.00	\$0.00	
		510-4713-7070 Vehicles & Equipment	\$52,000.00	\$0.00	\$52,000.00	0.00%	\$52,000.00	\$0.00	
		510-4713-7085 Infrastructure - Docks & Misc CAP BDGT	\$40,000.00	\$0.00	\$40,000.00	0.00%	\$40,000.00	\$0.00	
		Total Harbor	\$1,154,388.25	\$429,786.13	\$724,602.12	37%	\$1,189,388.25	\$35,000.00	
		Harbor Revenue less Expenditures	\$0.00	\$23,700.72	\$0.00	38%	\$0.00	\$0.00	

TOWN OF CAPE CHARLES FISCAL YEAR 2023 MID YEAR BUDGET REVIEW DETAIL

Fund	Dept	General Ledger Account	Budget	YTD Actual	Bdgt vs. Actual	Prct of Bdgt	Projected Total	Proposed inc/(dec)	Notes
Fund: 520 SANITATION FUND									
Dept:									
		520-3150-1000 Refuse Collection Fees	\$277,929.12	\$92,057.87	(\$185,871.25)	33.12%	\$277,929.12	\$0.00	
		520-3150-2000 Bulk refuse collection fees	\$600.00	\$210.00	(\$390.00)	35.00%	\$600.00	\$0.00	
		520-3150-3000 Miscellaneous Refuse fees	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		520-3150-4000 Penalties & Interest - Garbage Charges	\$3,500.00	\$1,371.01	(\$2,128.99)	39.17%	\$3,500.00	\$0.00	
		520-3900-6000 Appropriation from Fund Balance	\$160,224.00	\$0.00	(\$160,224.00)	0.00%	\$175,229.00	\$15,005.00	Contract rate increase beginning in November
		Sanitation Revenue Total	\$442,253.12	\$93,638.88	(\$348,614.24)	21%	\$457,258.12	\$15,005.00	
Dept: 4520									
		520-4520-3020 Maint Svc Contracts	\$265,309.80	\$65,821.35	\$199,488.45	24.81%	\$280,314.80	\$15,005.00	Contract rate increase beginning in November
		520-4520-3500 Advertising Services	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		520-4520-5300 Insurance, Property & General Liability	\$1,000.00	\$446.16	\$553.84	44.62%	\$1,000.00	\$0.00	
		520-4520-6225 Repair & Maintenance Supplies Sanitation	\$15,719.32	\$15,718.57	\$0.75	100.00%	\$15,719.32	\$0.00	
		520-4520-7090 Bulding, Equipment, Other CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		520-4520-7100 Depreciation Expense Sanitation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
		520-4520-8110 Transfer to Capital Fund	\$160,224.00	\$0.00	\$160,224.00	0.00%	\$160,224.00	\$0.00	
		Sanitation Expenditure Total	\$442,253.12	\$81,986.08	\$360,267.04	19%	\$457,258.12	\$15,005.00	
		Revenue less Expenditures	\$0.00	\$11,652.80	\$0.00	20%	\$0.00	\$0.00	



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Community Strategic Plan Citizen Survey - 2022

1. Please choose the closest one that applies to you:

- ___ Full-time resident living within the corporate limits of Cape Charles
- ___ Resides in Northampton County but outside the corporate limits of Cape Charles
- ___ Owns property within the corporate limits of Cape Charles but maintains a primary residence outside of the town
- ___ Resides outside Northampton County but a frequent visitor to Cape Charles

2. How long have you lived or owned property in Cape Charles? _____ N/A

3. Do you own a business in Cape Charles? Yes ___ No ___

4. Are you employed? Circle the closest one that applies:

Full time part time retired between jobs prefer not to answer

5. Is your employment based primarily from your home? Yes ___ No ___

6. Do you think town public services are appropriate for a community of our size?

Yes ___ No ___ (Please feel free to attach comments)

7. Are you satisfied with the quality of town public services?

Yes ___ No ___ (Please feel free to attach comments)

8. Do you feel the Town has maintained or improved its small-town character in recent years?

Yes ___ No ___ (Please feel free to attach comments)

9. For a small town, Cape Charles has many priorities on its plate; more than we can do at one time. Please help prioritize the following, with 1 being the highest priority and 5 being the lowest:

- ___ Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.)
- ___ Develop harbor/railroad area master plan and design guidelines for future development
- ___ Develop comprehensive parking strategies for the historic and commercial districts
- ___ Develop short-term rental regulations/ordinances
- ___ Other: _____

10. The Town Council believes that Cape Charles should strive to have a healthy mix of economic sectors, which include tourism related businesses, commercial/service-oriented businesses, manufacturing/light industrial type of businesses, and other businesses associated with a working harbor. As we begin to update our master planning/zoning for the old railroad areas, the Town Council wishes to be sensitive to implications future development might have on our existing working harbor. For example, high-end residential or tourism related uses too near the harbor could potentially drive out our traditional harbor uses (like watermen), eroding economic diversity.

Do you agree with the Council’s view regarding maintenance of economic diversity?

Yes _____ No _____ (Please feel free to attach comments)

11. Should the town acquire the resources to fund new capital projects, please help prioritize the following possibilities, with 1 being the highest priority and 5 being the lowest:

- _____ Renovate the beachfront/Bay Ave (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.)
- _____ Create a new recreational park (sports fields, pavilion, picnic areas, restrooms, etc.)
- _____ Assist with sidewalk infill throughout the historic district
- _____ New harbor amenities (aesthetic upgrades, shaded gathering areas, vendor space, etc.)
- _____ Other: _____

12. What tools do you use to stay in touch with town happenings? Circle all that apply:

Facebook Gazette Nixle Town website Staff weekly reports Word of mouth
Newspapers CC Happenings Mirror Other _____

13. Your Name: _____
Street Address: _____
Email Address: _____

Note: anonymous surveys cannot be counted

May we contact you regarding this survey? Yes _____ No _____

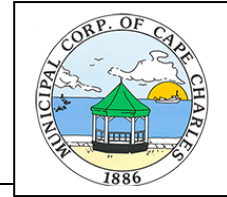
Responses are due back to Town Hall no later than 2:00 pm, January 13, 2023
Surveys may be dropped off, mailed (2 Plum St), or scanned and emailed to Clerk@capecharles.org
An electronic version of this survey is also available on the Town’s website

DRAFT

Town Manager Memorandum

February 16, 2023

RE: Town Priorities



At their February 16, 2023 regular Council meeting, the Town Council validated the following prioritized Town work plan for calendar year 2023:

1. Finalize the sale of our water/wastewater utilities
 - a. Compile/file application for the VA State Corporation Commission
 - b. Complete appraisals
 - c. Effectuate closing and transfer of assets
2. Negotiate and develop settlement agreement for Preserve Communities' liabilities under the Annexation Agreement (needed for utility sale)
3. Update Community Strategic Plan to be consistent with the new Comprehensive Plan and 2022 Community Survey (needed for FY24 budget development)
4. Work with consultant on Zoning Ordinance updates (phase II of Comprehensive Plan)
5. New Municipal Center and Library building
6. New Downtown Restroom and Visitors Center
7. Trail Project – Phase 3 – Peach Street
8. Work with developers/agencies to facilitate workforce housing
9. Connect Keck Wells to WTP (needed for workforce housing)
10. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.)
11. Work with consultant on overall municipal code update (outside of zoning)
12. Develop short-term rental regulations/ordinances
13. Develop harbor area master planning and new design guidelines
14. Develop comprehensive parking strategies for the historic and commercial districts
15. Pursue development of shared revenue agreement with the County