



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For December 2017**

Prepared By: Melissa Lewis

Date: 12/22/17

Additional and/or Support Materials Attached: Yes No

Ongoing:

- Attended 4 interviews over a period of 2 days with Caroline County for new Financial Software systems. Once selected, the Town will have the option to work remotely off of the County’s server. The County and Town would be treated as separate entities and not have access to each other’s information. The only cost to the Town would be the monthly maintenance fee.
- Currently seeking new CPA to assist in Bank Reconciliations and preparation of financial statements. The Town Manager and I met with potential new firm and are currently weighing options.
- Met with the County Commissioner of Revenue to further discuss transfer of Personal Property Book and steps they are taking to resolve issues moving forward.
- Moving forward in working with BAI and TACS to create files of delinquent tax payers to be sent to collections.
- Reviewing Business License files, reconciling, and preparing to mail applications for renewal due March 1.

Continuing:

- Responding to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Entering Work Orders into Mobile 311.
- Working with Town Manger to make Journal Entries and Budget Transfers.
- Preparing delinquent BPOL and Meals Tax letters using letter templates supplied by the Town Attorney. I will be supplying the Town Attorney with a list of recipients and updating her on the statuses.
- Reviewing and posting Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewing and posting Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewing and reconciling bank deposits prepared by the Accounts Clerk.
- Maintaining list of Agenda items for Town Council, Planning Commission, and EDA
- Preparing Packets for monthly Town Council, Planning Commission, and EDA

Heads Up Items:

-Due to limited staffing during the holidays, utility bills will be based on estimated readings and are scheduled to mail the weeks of January 8th

Reminder: The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.

The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town’s resources and will do so without regard to personal gain or privilege.

Current and Delinquent Tax Collection
as of 12/22/17

Tax Year	Due at time of billing	Paid since billing	Total outstanding	% collected
Personal Property				
Delinquent	32137.01	1,595.09	30,541.92	4.96%
2017	62646.95	45,056.90	17,590.05	71.92%
Real Estate				
Delinquent	16811.22	1,601.28	15,209.94	9.53%
2017	139069.07	118,582.78	20,486.29	85.27%
Tax District				
Delinquent	10910.76	1,445.96	9,464.80	13.25%
2017	19777.68	12,263.68	7,514.00	62.01%
Totals	281352.69	180545.69	100,807.00	64.17%

TOWN HALL RENTALS

December 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
22	Activities Program	Yoga/Pitaiyo	560.00
1	Gordon, Valerie	vendor fair	575.00
1	Madison Elementary School	Faculty Appreciation	N/C
1	Claybourne, Bruce	Funeral	575.00
1	Agape Family Church	Dinner	575.00
1	Caroline County Christmas	Lunch	N/C
1	Richardson, Jacquelin	Wedding	675.00
1	Cary, Crystal	Party	575.00
1	Town Council Meeting	Meeting	N/C
1	Budget Committee	Meeting	N/C
1	Building & Grounds	Meeting	N/C
1	Congress Whitman	301 Project	N/C

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING %
FUND #-100								
12110	***COUNCIL AND ADMINISTRATOR EXPENSES	195,640.00	199,804.00	121,618.60	121,618.60	.00	78,185.40	39.13
12410	***PERS/GRER'S EXPENSES***	171,620.00	174,588.90	81,951.24	81,951.24	.00	92,637.66	53.06
12500	***OUTSIDE AGENCY/ COMM DONATION***	4,500.00	3,367.10	3,367.10	3,367.10	.00	.00	.00
31100	***POLICE DEPT. EXPENSES***	78,700.00	78,700.00	36,774.48	36,774.48	.00	41,925.52	53.27
32100	***DONATIONS - STATE FUNDS***	10,000.00	11,000.00	11,000.00	11,000.00	.00	.00	.00
32200	***BG/VED DONATION***	1,000.00	1,000.00	1,000.00	1,000.00	.00	.00	.00
32300	***BG/VRS DONATION***	1,000.00	1,000.00	1,000.00	1,000.00	.00	.00	.00
41000	***STREETS/SIDEWALKS***	31,500.00	31,500.00	21,226.47	21,226.47	.00	10,273.53	32.61
42300	***REFUSE COLLECTION EXPENSES***	89,500.00	89,500.00	40,581.23	40,581.23	.00	48,918.77	54.65
43100	***PUBLIC WORKS***	124,820.00	130,820.00	71,152.62	71,152.62	.00	59,667.38	45.61
71310	***TOWN HALL EXPENSES***	33,000.00	33,000.00	13,601.16	13,601.16	.00	19,398.84	58.78
72000	***ACTIVITY PROGRAM***	7,500.00	7,500.00	4,620.00	4,620.00	.00	2,880.00	38.40
73000	***ECONOMIC DEVELOPMENT & TOURISM***	20,000.00	20,000.00	12,313.92	12,313.92	.00	7,686.08	38.43
81000	***ECONOMIC DEVELOPMENT***	5,000.00	5,000.00	1,350.00	1,350.00	.00	3,650.00	73.00
410501	***TRANSPERS OUT***	275,689.00	483,689.00	351,689.00	351,689.00	.00	132,000.00	27.29
-- FUND TOTAL--		1,049,469.00	1,270,469.00	773,245.82	773,245.82	.00	497,223.18	39.13
FUND #-300								
300100	***CAPITAL PROJECTS FUND(GP)***	6,490,000.00	6,490,000.00	233,096.22	233,096.22	.00	6,256,903.78	96.40
-- FUND TOTAL--		6,490,000.00	6,490,000.00	233,096.22	233,096.22	.00	6,256,903.78	96.40
FUND #-400								
71100	***HARVEST FESTIVAL***	23,500.00	23,500.00	22,209.35	22,209.35	.00	1,290.65	5.49
-- FUND TOTAL--		23,500.00	23,500.00	22,209.35	22,209.35	.00	1,290.65	5.49
FUND #-420								
500400	***DEPT SERVICES***	78,075.00	78,075.00	78,167.50	78,167.50	.00	92.50-	.11-
-- FUND TOTAL--		78,075.00	78,075.00	78,167.50	78,167.50	.00	92.50-	.11-
FUND #-500								
500100	***WATER OPERATIONS***	210,081.33	210,081.33	113,137.91	113,137.91	.00	96,943.42	46.14
500500	***WATER CIP***	20,181.00	20,181.00	.00	.00	.00	20,181.00	100.00
-- FUND TOTAL--		230,262.33	230,262.33	113,137.91	113,137.91	.00	117,124.42	50.86
FUND #-520								
500100	***SEWER OPERATIONS***	409,700.00	414,700.00	246,608.46	246,608.46	.00	168,091.54	40.53
500500	***SEWER CIP***	20,500.00	15,500.00	.00	.00	.00	15,500.00	100.00
-- FUND TOTAL--		430,200.00	430,200.00	246,608.46	246,608.46	.00	183,591.54	42.67
-- FUND TOTAL--		8,301,506.33	8,522,506.33	1,466,465.26	1,466,465.26	.00	7,056,041.07	82.79