CITY OF CHARLES TOWN
FINANCE COMMITTEE
AGENDA • FEBRUARY 10, 2026

Finance Committee **COUNCIL CHAMBERS** **12:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2026-1144:** HdL Update

: **2026:1145:** Finance Policy Discussion 1.1 through 1.3
Finance Policy Revised 0425.pdf

3. NEW BUSINESS

: **2026-1146:** License Fee Waiver Request - Possible Executive Session

: **2026-1147:** B&O Waiver Request - Possible Executive Session

4. FINANCE DIRECTOR REPORT

: **2026-1148:** January 2026 General Fund Budget Update
JANUARY 2026 GF FINANCIALS.pdf

: **2026-1149:** January 2026 Capital Fund Budget Update
January 2026 Capital Budget Financials.pdf

: **2026-1150:** January 2026 P&R Fund Budget Update
January 2026 P&R Financials.pdf

: **2026-1151:** January 2026 Account Balance Update
1-31-26 Bank and Investment Account Balance.pdf

5. CHAIRMAN'S REPORT

6. ADJOURNMENT

7. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/10/26
Department: Finance Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1144: HdL Update

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

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ATTACHMENTS:

- Finance Policy Revised 0425.pdf

CITY OF CHARLES TOWN

BUDGET AND FISCAL POLICIES

Approved: August 19, 2019

Revised: April 6, 2022

TABLE of CONTENTS

1.01 GENERAL BUDGET AND FISCAL POLICIES GUIDING PRINCIPLES 4

1.01.A Responsibility *5*

1.01.B Revenues *5*

1.02 ASSET MANAGEMENT POLICY 6

1.02.A Responsibility of Department Heads *6*

1.02.B Asset Identification *6*

1.02.C Additions *6*

1.02.D Deletions *7*

1.03 BUDGET AND PROCEDURES POLICY 8

1.03.A Capital Improvements Program *9*

1.04 RECORDS MANAGEMENT AND RETENTION POLICY 10

1.04.A Administration *10*

1.04.B Suspension of Record Disposal in the Event of Litigation or Claims *10*

1.04.C Applicability *10*

1.05 FUND BALANCE POLICY 11

1.05.A Purpose *11*

1.05.B Definitions and Provisions *11*

1.05.C Restricted Fund Balance *12*

1.05.D Committed Fund Balance *12*

1.05.E Assigned Fund Balance *12*

1.05.F Unassigned Fund Balance *13*

1.05.G Fund Descriptions *13*

1.05.G.(i) Governmental Funds *13*

1.06 INVESTMENT POLICY 15

1.06.A Scope *15*

1.06.B Prudence *15*

1.06.C Objective *15*

1.06.D Delegation of Authority *15*

1.06.E Ethics and Conflicts of Interest *16*

1.06.F Authorized Investments and Limitations on Investments *16*

1.06.G Safekeeping and Custody *16*

1.06.H Reporting and Requirements *16*

1.07 LONG-TERM DEBT POLICY 17

1.07.A General Practices *17*

1.08 PETTY CASH POLICY 19

1.08.A General Principles and Practices *19*
1.09 PURCHASING AND BID POLICY 21
1.10 Invoice Processing Policy 22
1.11 GLOSSARY OF DEFINITIONS AND TERMS 24
4.01 APPENDIX A – RECORDS MANAGEMENT AND RETENTION 27

1.01 GENERAL BUDGET AND FISCAL POLICIES GUIDING PRINCIPLES

The policies outlined in this document apply to all City employees and departments, except for the Charles Town Utility Board, which may adopt separate policies. These policies supersede any previously issued policies dealing with the subjects discussed herein. The City reserves the right to modify or supplement the provisions of this policy document at any time. Please understand that no policy document can address every situation in the workplace. Employees should ask your direct supervisor or the accounting manager if you have any questions. Likewise, if an employee has any suggestions for improving the City's fiscal and financial policies, please let the accounting manager or the city manager know. The City encourages its staff to always be searching for opportunities for continuous improvement.

The objectives for comprehensive budget and fiscal policies are to:

- guide City Council and city management policy decisions that have significant fiscal impact;
- support planning for long-term needs;
- maintain and protect City assets and infrastructure;
- set forth operating principles that minimize the financial risk in providing City services;
- optimize the efficiency and effectiveness of services to reduce costs and improve service quality;
- employ balanced and fair revenue policies that provide adequate funding for desired programs;
- adopt a pay-as-you-go philosophy to budgeting for operating expenses and, to the extent possible and practical, for capital expenditures;
- maintain financial stability and sufficient financial capacity for present and future needs;
- promote sound budget and financial management practices by providing accurate and timely information on the City's financial condition;
- maintain and enhance the City's credit ratings and prevent default on any municipal financial obligations;
- ensure the legal use of financial resources through an effective system of internal controls; and
- promote cooperation and coordination within the City, with other governments, and with the private sector in the financing and delivery of services.

1.01.A Responsibility

City Council may approve the City's comprehensive financial management policies and review them at least every even-numbered year as part of the annual budgeting process. The city manager will recommend, oversee, and administer these policies. The City's accounting manager will review and implement the policies and develop financial procedures that are consistent with the policies. City department directors will ensure that their departments comply with these policies and procedures and may consult with the accounting manager to issue department-specific procedures, as needed, that are also consistent with these policies.

1.01.B Revenues

Revenues:

Strong financial reserves will allow the City to weather the normal business cycles. The objective of strong reserves will allow the City the flexibility of cutting from capital expenditures and not operations; thereby, alleviating benefits cuts, layoffs, and cuts or reduction in services.

The City recognizes that its most primary and stable revenue sources are property taxes, consumer sales taxes, and business & occupation taxes. Due to the location of Hollywood Casino, the City is also the recipient of table game and video lottery revenue, although it has not proven to be as stable as other revenue sources. Every effort should be taken to ensure that table game and video lottery revenue is allocated towards one-time capital expenditures. Efforts to ensure continued reliability on the other revenue sources must be maintained and to develop and diversify other revenue sources as applicable.

The City will actively establish a practice of monitoring, auditing, and collecting all locally generated taxes.

The City will establish and maintain all user fees and charges based on the cost of providing services and shall establish, where appropriate, a cost recovery target for those programs and services that are subsidized by General Fund revenues.

Determine staffing levels for all departments based on population size and growth and not revenue growth.

Maintain a municipal stabilization fund (i.e. Residual Fund) of approximately 16.7% of the annual operating budget to cover at least two-months' worth of operating expenses.

Maintain a municipal capital improvement account (i.e. Capital Reserve Fund) to equal the total of annual lottery revenues and utilize lottery revenues for one-time purchases such as equipment, grant matches, and repair/construction of streets.

1.02 ASSET MANAGEMENT POLICY

It is the policy of the City to maintain financial accountability over all tangible fixed assets having a life exceeding one year and costing $5,000 (including tax) or more. The asset records shall be verified by a physical inventory at least once every five years by each department. Assets in the system include all land, buildings, machinery, and equipment valued at $5,000 or more (including sales tax). Small tools and equipment valued at more than $25 or attractive items (cameras, radios, etc.) having a useful life exceeding one year and costing under $5,000 will be included in an annual physical inventory but no dollar amounts will be entered on these small or attractive items. Adequate insurance shall be maintained on all capital assets consistent with the results of the annual physical count or inspection. GASB 34: The Government Accounting Standards Board has required local governments to report infrastructure and depreciation on all capital assets.

1.02.A Responsibility of Department Heads

The City treasurer will establish a fixed assets system and prepare guidelines for inventory reviews. To provide the best possible control, the department heads responsible for assets should not be the ones doing the physical inventory. He or she should assign an employee from their staff or obtain an independent person to conduct the inventory. The department head will do a reconciliation of the resulting reports before signing and turning it in to the treasurer's office.

1.02.B Asset Identification

All property will be assigned a unique city identification number by the treasurer's office. The assigned number will follow the asset throughout its life in the City's fixed asset program. Whenever feasible, each piece of property will be tagged or marked with the city identification number. Such markings will be removed or obliterated only when the item is sold, scrapped, or otherwise disposed of.

If the asset is purchased with grant funding, the identification number will reference the grant with an identifying project code. In the case of surplusing, the contract needs to be reviewed for compliance issues. In some cases, the grant source would need to approve selling or surplusing such assets.

1.02.C Additions

The City may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the purchasing department will complete an Asset Addition Sheet, provided by the treasurer's office, and submit to the treasurer's office along with a copy of the invoice at the same time they submit it to the accounting clerk's office for payment. The treasurer's office will assign and notify the department of the city identification number. The department will tag the item with the identification number provided by the treasurer's office. The treasurer's office will input the information from the asset control sheet to the fixed asset program on the computer.

1.02.D Deletions

The disposal of city assets valued at more than $1,000 shall be liquidated pursuant to WV Code 8-12-18, unless otherwise approved by Article 202 of the Charles Town City Code.

Assets previously acquired will eventually be disposed of and need to be deleted from the fixed asset program. Deletion may be required due to a sale of the asset, scrapping, disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Due to the monetary value, assets deleted from the fixed asset program originally valued at more than $5,000, whatever the reason, will require authorization from both the department head and the city manager. Fixed assets originally valued at less than $5,000 will require the authorization from the department head with notice to the treasurer's office.

The selling of City assets will comply with the City's surplus policy. Before disposal of a destroyed or damaged asset, the department head, and city manager if originally valued at more than $5,000, must verify that the asset is no longer of value to the City.

The department head controlling the asset is the only one in a position to trigger removal from the Fixed Asset records. Removal is accomplished by filling out an Asset Disposal Sheet, provided by the treasurer's office, and obtaining authorizing signatures from the department head on all requests and the city manager on any request concerning an asset originally valued at more than $5,000. The Asset Disposal Sheet is then forwarded to the treasurer's office and filed. A copy of the Asset Disposal Sheet is forwarded to the treasurer's office as proper notice for any disposed assets originally valued at less than $5,000.

Lost or stolen items may require additional reports. Deletions brought about as a result of natural disasters may require reporting to the insurance provider for an eventual reimbursement.

1.03 BUDGET AND PROCEDURES POLICY

The City will develop and implement a budget process that achieves the following policy objectives:

- makes prudent use of the taxpayers' money;
- includes financial forecast information to ensure that the City is planning adequately for current and future needs;
- involves community members, elected officials, employees, and key stakeholders as appropriate;
- provides performance measurement data to assist in assessing program effectiveness; and
- complies with City charter, City code, and State of West Virginia laws.

The City Council shall adopt an annual balanced budget each fiscal year that runs from July 1 through June 30. A balanced budget requires current year operating expenses and transfers for debt service to be fully funded by current year revenues, unassigned carryover balances, and other designated available funding sources.

All other fund balance reserves should be used only for non-recurring "one-time" and capital projects. They should not be used for on-going operations.

Long-term debt will be limited to capital projects or special projects that cannot be financed from current revenues.

The city manager is authorized to implement the programs as approved in the adopted budget. Within a specific fund, the city manager may transfer appropriations between categories within a department, as needed, to implement the adopted budget if the transfer does not increase full time equivalent (FTE) positions, increase overall appropriations, or decrease appropriations for capital outlay.

The annual budget will include a nominal Designated Contingency of up to one-half of one percent of the total operating budget for nonrecurring, unanticipated and/or emergency expenditures. The city manager may approve expenditures from this contingency if needed during the fiscal year.

A capital outlay (fixed asset) purchase will be any single item or piece of equipment which costs more than $10,000 and has an expected useful life exceeding one year.

Regular budget reports and updates shall be presented to the City's finance committee with information on the status of the City's financial condition. Budget adjustments and revisions may be made during the year by City Council resolution, if necessary, to reflect changes to revenues and/or expenditure projections.

The City will post on its website the annual adopted budget and applicable revisions within three business days of City Council approval.

1.03.A Capital Improvements Program

Sales tax revenues will be used primarily to pay the debt service on capital improvement projects that require a City loan. Other capital improvement projects may be funded with any of the following revenue sources:

- video lottery and table game revenues;
- available capital reserve fund balances;
- miscellaneous state and/or federal funding sources;
- excess levy revenues;
- municipal service fees;
- developer fees; and
- municipal bonds.

Utility revenues and specific capacity improvement fees may be used to fund water and wastewater projects.

The City will annually develop and update a multi-year plan for capital improvements. Future capital expenditures will be projected annually for a rolling five-year period based on projections of available funding, changing needs in the community, and replacement of aging infrastructure.

The City will coordinate development of a five-year capital plan with the preparation of the operating budget.

The annual funding for the current year of the Capital Improvements Plan shall be approved as part of the operating budget. Capital budgets are approved by project with the understanding that projects may span fiscal years and the appropriations will carry forward to the following fiscal year and the amounts carried forward will be shown in the budget for information and transparency.

Capital projects financed by bonds or other debt instruments shall be paid back within a period not to exceed the useful life of the project.

The city manager is authorized to implement the projects as approved in the adopted Capital Improvement Program. Within a specific fund, the city manager may transfer appropriations between projects as needed to implement the adopted Capital Improvement Program.

1.04 RECORDS MANAGEMENT AND RETENTION POLICY

This represents the City's policy regarding the retention and disposal of records, including the retention and disposal of electronic documents. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the City or are of no value are discarded at the proper time. This policy also serves to assist City employees in understanding their obligations in retaining public documents - including e-mail, text files, PDF documents, and all other formatted files.

Unless otherwise noted, the City has adopted the WV Municipal Clerks and Recorders Associations' approved schedule for records management. The *Records Management and Retention Policy Guide and Procedures Manual, 1st Edition*, was approved by the association in 2013 and is attached as a reference as Appendix A. Until the manual is amended to include specific instructions regarding the treatment of emails and text messages, staff will treat these forms of communications the same as they would treat any other written public document.

1.04.A Administration

The city clerk, or designee, is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the records retention schedule is followed. The city clerk will also monitor state and federal laws affecting records retention, routinely review the records retention and disposal program, monitor compliance with this policy, and recommend changes to the Charles Town Finance Committee.

1.04.B Suspension of Record Disposal in the Event of Litigation or Claims

In the event the City is served with any subpoena or request for documents, or any employee becomes aware of a governmental investigation or audit concerning the City or the commencement of any litigation against or concerning City, such employee will inform the city clerk and any further disposal of documents will be suspended until such time as the city clerk, with the advice of counsel, determines otherwise. The city clerk will take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

1.04.C Applicability

This policy applies to all physical records generated in the course of the City's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

1.05 FUND BALANCE POLICY

The Governmental Accounting Standards Board (GASB) issued Statement No.54 Fund Balance Reporting and Governmental Fund Type Definitions in February 2009. The requirements of this statement are intended to improve financial reporting by providing five fund balance categories that will be more easily understood. The five fund balance categories are clearly defined to make the nature and extent of the constraints placed on a government's fund balance more transparent. GASB 54 requires a formal fund balance policy be adopted to fully define any constraints imposed upon the use of resources and how those constraints may be modified or eliminated.

1.05.A Purpose

The City's fund balance policy defines the five fund balance categories established by GASB and how the City will report each of the categories. The policy is establishing the City's formal commitment of a specific amount of the City's fund balance to be set aside specifically for emergency contingencies defined as a state or federal emergency or declaration of a local emergency. This amount and/or commitment may be changed with the adoption of a new fund balance policy resolution approved by the City Council. This policy also provides definitions of other categories of fund balance for financial reporting and budgeting purposes. The policy authorizes and directs the City's accounting manager to prepare financial statements which accurately categorize fund balance per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

1.05.B Definitions and Provisions

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure accurate reporting of available resources and that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

Fund balance is essentially the difference between the assets and liabilities reported in each governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent. The components include:

- Non-spendable Fund Balance (inherently non-spendable);
- Restricted Fund Balance (externally enforceable limitations on use);
- Committed Fund Balance (self-imposed limitations on use);
- Assigned Fund Balance (limitation resulting from intended use); and
- Unassigned Fund Balance (residual net resources).

Non-spendable fund balance is not specifically addressed in this policy due to the nature of the restriction. An example of non-spendable fund balance is a reserve for prepaid expense.

1.05.C Restricted Fund Balance

Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. An example of restricted fund balance would be a state or federal grant that can only be used for a specific purpose.

1.05.D Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balances for specific purposes pursuant to the constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit any portion of such fund balances needs to occur within the fiscal reporting period, which will begin on July 1 and end on June 30.

1.05.E Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Both committed and assigned fund balance classifications include amounts constrained to being used for specific purposes by actions taken by the government itself. The nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is about the committed fund balance classification, resulting in the constraints imposed being more easily removed or modified than those imposed on committed fund balance. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as those in the committed fund balance classification and the authority is not required to be the government's highest level of decision making authority but may be delegated to the city manager or the City's accounting manager.

All remaining fund balance amounts that are reported in governmental funds, other than the general fund, that are not classified as non-spendable, and are neither restricted nor committed will be reported as assigned fund balance.

Capital Reserve Fund
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's Capital Reserve Fund.

Contingencies
The City Council may assign a specific amount to be reserved for future appropriations to fund unanticipated costs or revenue shortfalls that were not anticipated at the adoption of the City's operating budget.

Stabilization Fund (i.e. Reserve Fund)
Funds set aside in one year for balancing the subsequent fiscal year operating budget, or to fund one-time expenditures or revenue shortfalls. By approving specific assigned amounts or percentage allocations of unassigned fund balance as part of budget adoption, the City Council would authorize the Accounting Manager to report specific assigned amounts on financial statements.

Investment Accounts
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's investment accounts

1.05.F Unassigned Fund Balance

Fund balance that has no current assignment or commitment.

1.05.G Fund Descriptions

The basic accounting and reporting entity for the City is a fund. A fund is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or fund balances, and changes therein. Funds are established for carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary/enterprise, and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operation (public safety, general governmental activities, etc.). Proprietary/enterprise funds are used in governments to account for activities that are operated primarily through user fees (utilities for example). Fiduciary/Trust/Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

1.05.G.(i) Governmental Funds

Includes activities usually associated with the governmental entities' operation (police, fire, and general governmental functions). The City's governmental funds use modified accrual accounting for both financial reporting and budgeting purposes.

General Fund
General Fund is the chief operating fund of the City. All general tax revenues and other receipts not allocated by law or some other contractual agreement to other funds are accounted for in the General Fund. Expenditures of this fund include the general operating expenses traditionally associated with governments such as administration, finance, planning, public works, and public safety.

Special Revenue
Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditure for purposes and must be accounted for in a fund separate from the General Fund:

- **Agency Funds -** Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity (i.e. assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governmental agencies. The City's Bond Escrow Fund is an example of this type of fund.

- **Federal and State Grants - These** funds must be utilized specifically for the core and function of the purpose of the grant award and cooperative agreement.

- **Hotel – Motel Tax –** Accounts for the City-wide 6% assessment on lodging room rentals; 50% of revenue is legally mandated to pass through to the Jefferson County Convention and Visitors Bureau (CVB), or more local CVB if appropriate. The other 50% is mandated to be passed through to other designated uses. Charles Town designates that the other 50% be allocated to the City's parks and recreation programs.

Debt Service Funds
Debt Service Funds are used to account for the acquisition of resources and payment of principal and interest on general long-term debt of the City and its related entities. The Building Commission's Lease-Purchase Bond Debt Service Fund includes bond proceeds to acquire and renovate City facilities like City hall, Charles Washington Hall, the police department/utility board headquarters, etc.

Capital Projects
Capital Project Funds are used to account for the acquisition, construction, and improvement of capital facilities other than those financed by proprietary funds.

1.06 INVESTMENT POLICY

It is the policy of the City to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all West Virginia laws and local ordinances governing the investment of public funds.

1.06.A Scope

This investment policy applies to all the funds and investment activities under the direct authority of the City as accounted for in the City annual financial audit. Policy statements outlined in this section focus on the City's invested funds but will also apply to all other funds under the city manager's span of control unless specifically exempted by statue or ordinance.

1.06.B Prudence

Investments shall be made with judgment and care -- under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by the City's investment officials shall be the "**prudent person"** standard and shall be applied in the context of managing an overall portfolio.

1.06.C Objective

The primary objectives in priority order of the City of Charles Town's investment activities shall be:

Safety
Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity
The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.

Return
The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the City's investment risk constraints and the cash flow characteristics of the portfolio.

1.06.D Delegation of Authority

Authority to manage the City's investment program is derived from the West Virginia Code. Management responsibility for the investment program is hereby delegated to the City manager, who may delegate such responsibility to the City's accounting manager. The City's

accounting manager will establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include, but not limited to, references to safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, local banking preferences, and other investment-related activities. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

1.06.E Ethics and Conflicts of Interest

The City Council, city manager, and City accounting manager shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Council members, city manager and the City accounting manager shall disclose to the city clerk any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. If the city manager and the city clerk roles are filled by the same person, the city manager will disclose this information to both the City Council and the accounting manager. The City's attorney/legal counsel, if necessary, and the City accounting manager shall review all disclosures made to insure there are no conflicts with any planned investment.

1.06.F Authorized Investments and Limitations on Investments

Investment of City funds is governed by W. Va. Code § 8-13-22a and § 8-13-22c.

1.06.G Safekeeping and Custody

All securities owned by the City, including collateral for repurchase agreements, shall be held in safekeeping by the City's custodian bank or a third-party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City.

1.06.H Reporting and Requirements

The city manager shall annually render to the City's finance committee a statement of investment policy, which shall be reviewed and approved. The City Council will also review and approve any changes to the policy.

The city manager or City accounting manager will regularly provide investment account updates to the City's finance committee. At least annually, the city manager will provide the finance committee with a detailed report for each individual investment that includes:

- Description of investment instrument
- Issuer name
- Maturity date
- Purchase price
- Par value
- Current market value and the source of the valuation.

1.07 LONG-TERM DEBT POLICY

The City recognizes that it may need to enter long-term financial obligations to meet the demands of providing a high-quality level of government services to our community. The following long-term debt policy sets the considerations for issuing debt and provides guidance in the timing and structuring of long-term debt commitments by the City.

1.07.A General Practices

- The City will strive to maintain good relations with credit rating agencies, investors of the City's long-term financial obligations and those in the financial community that participate in the City's financings. The City also will strive to maintain and improve its bond rating to minimize borrowing costs and preserve access to credit.

- Bond issue proposals are to be accompanied by an analysis defining how the new issue, combined with current debt, impacts the City's debt capacity, and conformance with City's debt policies. Such analysis shall include identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to future budgets, maintenance and operational impact of the facility or asset to be purchased, and the impact on the City's credit rating, if any.

- The City's finance committee and City Council must review such analysis, including existing debt level, ability to pay debt service, impact on city services, and make a finding that use of debt is appropriate.

- Debt service costs (including that supported with sales tax revenues) should not exceed 25% of the City's General Fund operating revenues.

- Projects financed by a non-general fund revenue sources and specific voter approved authorizations are not subject to the recommended 25% of general fund revenue maximum debt service limit.

The City will use debt financing only for one-time capital improvement projects and specific nonrecurring equipment purchases, and only under the following circumstances:

- when the project is included in the City's adopted five-year capital improvement program (CIP) or when the project is not included in the City's adopted five-year capital improvement program (CIP), but the project is an emerging critical need whose timing was not anticipated in the five-year capital improvement program, or it is a project mandated by State or Federal requirements;

- when the project's useful life, or the projected service life of the equipment will exceed the term of the financing; and

- when there are designated General Fund revenues sufficient to service the debt, whether from project revenues, other specified and/or reserved resources, or infrastructure cost-sharing revenues.

Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.

The City will follow all state and federal regulations and requirements related to bonds and debt financing instruments regarding bond provisions, issuance, taxation, and disclosure.

Costs incurred by the City, such as bond counsel and financial advisor fees, printing, underwriter's discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law.

The City will monitor compliance with bond covenants and adhere to federal arbitrage and disclosure regulations.

The City shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous.

1.08 PETTY CASH POLICY

A petty cash account is a sum of money set-aside for minor cash disbursements and to make change for which the issuance of a formal voucher would be impractical. Incidental expenses allowed through petty cash include but are not limited to registered mail, postage, emergency supplies, supplies not available through a vendor, parking expenses, vehicle licensing, and any one-time purchases that must be handled on a cash basis. Requests for meals, travel, and mileage related to travel should be done on an employee expense reimbursement form. All cash reimbursements for business expenses must meet the requirements of the City's travel allowance policies.

1.08.A General Principles and Practices

- There is one petty cash account authorized for the City of Charles Town. The amount to be included in the City's petty cash account will be $150. There is one petty cash account authorized for the Charles Town Police Department. The amount to be included in the police department's petty cash account will be $600. There is one petty cash account authorized for the Charles Town Board of Park and Recreation. The amount to be included in the parks and recreation petty cash account will be $500.

- The amount to be disbursed from the petty cash accounts for any single purpose will not exceed $100 without the prior approval of the accounting manager.

- All subsequent increases or decreases in the City's established dollar amount for a petty cash account will be authorized by the City Council through an amendment to this policy document.

- The custodian of the petty cash account will be the accounting manager or his/her designee.

- The accounting manager or their designee shall assure that the amount in a petty cash account is counted and reconciled at least quarterly by someone other than the custodian.

- The petty cash will be kept in a locked safe place.

- When petty cash is disbursed, it must be replenished by warrant payable to Municipal Petty Cash. The replenishment should be subject to the same review and approval as invoices.

- A petty cash account will always be replenished at the end of the fiscal year (June 30) so that expenditures will be reflected in the proper accounting period.

- The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, the purpose, and amount of each cash disbursement. These receipts must be signed by the person receiving the cash and their department head or designated supervisor.

- At the time of replenishment, the custodian should ensure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the total authorized for the petty cash account.

- The petty cash accounts may not be used for personal cash advances.

- The petty cash accounts may not be used to cash checks or City warrants.

1.09 PURCHASING AND BID POLICY

A purchasing and bid policy is needed to standardize the sales, bids, and purchasing procedures of the City of Charles Town. It is also needed to promote the fair and equitable treatment of all consumers and suppliers of goods and services, to secure goods and services from local vendors whenever practical, and to provide the most advantageous services to the citizens of Charles Town.

Article 111.02(a) of the Codified Ordinances of Charles Town, updated in February 2022, provides that the policies and procedures contained in this document shall govern the expenditure of funds, except in the case of a declared emergency by the Mayor or the Mayor Pro-Tempore when performing the duties of the office in the absence of the Mayor. For purposes of the City's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on the Council agenda. The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors.

The following policies and procedures apply to the purchase of goods or services by all City staff. In the event of a declared emergency by the Mayor, or the Mayor Pro-tempore when serving in such stead, the Mayor may waive the written quote and competitive selection process for purchases above $5,000 when the purchase is determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the City of Charles Town. The Mayor will document such purposes when presenting the bills for payment at subsequent Council meetings. The Mayor may not waive the competitive selection process required by state law for the construction of facilities exceeding a cost of $10,000.

When practical, any single purchase expected to be over $5,000 but less than $10,000 will require the solicitation of at least three written quotes, which may include review of Internet pricing, by City staff from businesses believed to be qualified to provide the product or service. A preference should be given to identifying local businesses for these quotes. In the event the purchase is so specialized that only one source can effectively provide the product or service, staff will document the specialized nature of the purchase, identify the limitations of other potential suppliers, and seek a waiver from the City's finance committee of the requirement to solicit additional quotes.

Per WV State Code, any construction of facilities exceeding a cost of $10,000 requires a minimum of three written and sealed competitive bids.

Other City purchases expected to exceed $10,000 require a competitive selection process that for the City of Charles Town includes at least an advertisement for bids in the local newspaper of record, posting the opportunity on the City website, the request for written and sealed competitive bids, and the selection of a provider based on qualifications, price, and responsiveness. Solicitation for competitive, sealed bids will be open for at least 15 days. Preference will be given to local contractors and vendors where the local bid is within a 5% difference of the lowest and most responsive bid received. This preference only applies to contractors and vendors with a primary business address located within the municipal boundaries.

Purchases of more than $10,000 for used, public works, service, or safety equipment with specialized features may be purchased using the three quote process noted above.

The City may also purchase products or services valued at more than $10,000 from state term contracts or municipal bulk purchasing programs where a competitive process has already been completed to identify vendors offering the best price. In such instances, staff may shop the competitive price with local contractors and vendors and apply the same 5% preference to determine the lowest and most responsive bid.

A Request for Qualifications process will be used to solicit bids for professional services where the qualifications of the contractor are the primary factor in determining the best and most responsive bid. A Request for Proposals process will be used to solicit bids for goods or services where price is the primary factor in determining the best and most responsive bid.

Renewal of existing contracts may be exempt from this policy with approval of the City Council.

This policy supplements existing WV State Code 8-12-10 and 8-27-23.

1.10 INVOICE PROCESSING POLICY

1.10.A Procedures

The following procedures are to be followed by each department, board, and commission when submitting bills for payment:

1. Review the Invoice. To avoid double payments, the Finance Department will only process payments from original invoices. Each department must ensure that no sales tax is being charged and that only the current balance on the original invoice is being paid.
2. Approve the invoice. All invoices must be signed by the Department head to certify that the goods have been received, the services have been provided, delivery is satisfactory, and that the supporting documents are accurate complete and in compliance with applicable laws and regulations. The Department Head must indicate the departmental budget line from which the invoice is to be paid.
3. Finance Department review. The Finance Department will review all invoices submitted for payment for accuracy and determine if adequate funds are available in the Department's budget.
4. Request prior approval if needed. Any invoice requested to be paid from a line that has reached 75% of its total funding, requires the prior approval of the Finance Director.

1.10.B Credit Cards

City Departments are to use the State purchasing card (p-card) to fullest extent possible. Although some purchases may be restricted, the card is generally available for most purchases. The p-card program is administered by the Finance Department.

1.10.C Essential Services

Essential services are non-competitive goods and services incurred by departments and paid by Accounts Payable. Invoices for essential services are exempt from the requirements outlined in Section 1.09 of this Policy if 1) they are approved in the City's operating budget for the current fiscal year and 2) there is adequate funding available in the Department's particular line.

The Finance Department is responsible for processing and paying most essential services effected through the p-card to the maximum extent possible.

1.10.D Check and Vouchers for Payment of City Bills

The Finance Department shall prepare checks and vouchers for payment of all bills that cannot be effected with the p-card and shall present such checks to members of the Finance Committee for authorized signature.

1.10.E Presentation to Council

The Finance Director shall prepare and present to the Council a report detailing disbursements from the City's General and Capital Reserve Funds. A detailed report of p-card purchases shall be presented to Council on a monthly basis.

1.11 GLOSSARY OF DEFINITIONS AND TERMS

Account. A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

Accounting System. The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.

Adopted Budget. The City Council approved annual budget establishing the legal authority of the expenditure of funds as set forth in the adopting budget resolution.

Appropriation. Money set aside by the City Council for a specific purpose. Provides designated spending authority to the city manager to approve or oversee approval of the appropriated expenditures.

Audit. An annual examination and evaluation, done by an independent Certified Public Accountant (CPA), of the City's accounting system to ensure conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors normally issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Balanced Budget. When the total of revenues and other financing sources is equal to or greater than the total of expenditures and other financing uses.

Basis of Accounting & Budgeting. A method used to determine when revenues, expenditures, transfers, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. The three categories of accounting for governmental agencies are (1) Cash Basis – when cash is received or paid; (2) Accrual Basis – when the underlying transaction or event takes place; (3) Modified Accrual Basis – revenues and expenditures are recognized in the accounting period in which they become available, and expenditures are recognized in the accounting period in which the fund liability occurred. The City of Charles Town uses a modified accrual basis for our governmental funds and an accrual basis for our enterprise funds.

Budget & Fiscal Policies. General and specific guidelines adopted by the City Council that govern budget preparation and fiscal administration.

Capital Improvement Program. A rolling multiple-year program for maintaining or replacing existing public facilities and assets, and for building or acquiring new ones. The City follows a five-year schedule, and the annual budget incorporates the current year of the five-year CIP.

Charges for Service. Revenues collected as reimbursement for services provided to the public or to some other program/fund in the City.

Debt Service. The payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

Deficit. An excess of expenditures or expenses over revenues or resources during an accounting period.

Department. An organizational unit of the City government responsible for carrying out specific functions. In the City's structure, certain "departments" may be considered divisions of a multipurpose department.

Encumbrances. Commitments against an approved budget to pay funds in the future for a service or item. They cease to be encumbrances when the obligations are paid or terminated. The use of encumbrances prevents overspending and provides budgetary control to the organization.

Essential Services. Essential Services are non-competitive, routine, and repetitive purchases required to maintain the City's operations that are pre-approved in the City's budget. Examples of essential services include but are not limited to utility bills, licensing fees, insurance premiums, maintenance contracts, subscriptions and professional dues.

Expenditure. The actual spending or accrual of funds set aside by an appropriation for goods and services obtained.

Fiscal Year. A 12-month period to which the annual budget applies, and financial transactions are recorded. The City's fiscal year begins July 1 and ends June 30.

Full – Time Equivalent (FTE). The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. A part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted but not included in FTE totals.

Fund. An independent fiscal and accounting entity with a self-balancing set of accounts in which the City records financial transactions relating to revenues, expenditures, assets, and liabilities. Funds are segregated for carrying on specific activities or attaining certain objectives. The fund types used by the City are governmental funds (General, Capital Projects & Special Revenue),

Fund Balance. The excess of a fund's assets over its liabilities.

General Fund. The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund and may be utilized for any legitimate governmental purpose.

Generally Accepted Accounting Principles (GAAP). Conventions, rules, and procedures that serve as standards for accounting and the fair presentation of financial statements. The primary authoritative body on the application of GAAP to state and local government is the Governmental Accounting Standards Board.

Governmental Accounting Standards Board (GASB). Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

Interfund Transfer. Money transferred from one fund to another, to finance the operations of another fund or reimburse the fund for certain expenditures/expenses.

Municipal Code. A document that codifies the City Council's approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

Ordinance. A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in the City's municipal code.

Other Post-Employment Benefits (OPEB). Post-employment benefits other than pension benefits.

Reserve. An account which the City uses to either set aside funds that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose.

Resolution. A special order of the City Council which has a lower legal standing than an Ordinance.

Revenues. Income received by the City during the fiscal year. Some examples of revenue include taxes, fees, charges for services, and grants.

Special Revenue Funds. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Some examples include federal and state grant revenues.

4.01 APPENDIX A – RECORDS MANAGEMENT AND RETENTION

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1146: License Fee Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1147: B&O Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1148: January 2026 General Fund Budget Update

ATTACHMENTS:

- JANUARY 2026 GF FINANCIALS.pdf

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REVENUES							
001-300-050	Unassigned Fund Balance (Carryover)	1,787,911		1,787,911	-	100%	Estimated carryover balance for fiscal year ending 2026.
001-301-010	Taxes - Ad Valorem	1,851,076	33,757	1,145,058	706,018	62%	
001-301-060	Supplemental Taxes	30,000	3,738	36,787	(6,787)	123%	Property taxes owed from previous years, but paid in the current fiscal year.
001-302-000	Interest as Penalty	8,000	723	9,128	(1,128)	114%	
001-303-000	Gas & Oil Severance Tax	30,000	-	16,290	13,710	54%	5% severance tax on gross receipts at the well head of oil and natural gas.
001-304-000	Utility Tax (2%)	250,000	15,042	178,642	71,358	71%	
001-305-000	Business & Occupation (B&O) Tax	2,032,082	616,011	1,475,136	556,946	73%	Included estimated B&O receipts from HDL collections services.
001-306-000	Liquor Tax	25,000	8,892	25,124	(124)	100%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
001-307-000	Animal Control Tax	1,600	16	1,750	(150)	109%	This is donated back to the county each year under Dog Warden.
001-308-000	Hotel/Motel Tax	200,000	5,953	79,627	120,373	40%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
001-320-000	Court Costs, Fees & Charges	260,000	19,276	138,911	121,089	53%	
001-321-000	Parking Violation Penalties	40,000	3,770	29,020	10,980	73%	
001-325-000	Business License Revenue	35,000	6,550	63,624	(28,624)	182%	
001-326-000	Building Permit Fees	550,000	53,715	471,293	78,707	86%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.
001-328-000	Franchise Tax	65,000		29,680	35,320	46%	Two Cable Franchisees
001-329-100	Rental Registration Fees			460			
001-331-000	International Registration Plan (IRP) Fees	70,000	68	32,158	37,842	46%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
001-339-000	Emergency Service Fee	1,700		1,156	544	68%	Revenue from utility bills for EMS (5 cents)
001-340-000	Parks & Rec Fee	1,700		1,156	544	68%	Revenue from utility bills for parks and recreation (5 cents)
001-342-000	Parking Meter Revenues	45,000	710	27,186	17,814	60%	Revenue from parking meters and parking permits including ParkMobile app.
001-345-000	Rents & Concessions	60,000	5,730	52,136	7,864	87%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)
001-353-000	Zoning Fee	20,000	256	20,198	(198)	101%	Zoning applications
001-355-000	Street Improvement Fee	135,000		90,128	44,872	67%	Revenue from utility bills for street improvements ($4 per month)
001-365-000	Federal Government Grants	291,667		41,157	250,510	14%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000
001-366-000	State Government Grants	-		-	-		
001-367-000	Other Grants	2,268		2,518	(250)		

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
001-369-000 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,586,155		750,000	836,155	47%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.
001-376-000 Gaming Income	250,000	20,942	146,850	103,150	59%	Gaming receipts average $19K to $23K per month.
001-379-000 Gain/Loss - Sale of Fixed Assets	-		-	-		
001-380-000 Interest Income (Operating Acct)	35,000		11,521	23,479	33%	
001-381-000 Reimbursements	110,000	34,276	111,298	(1,298)	101%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
001-381-000 Lein Reimbursements	-		-	-		
001-382-000 Refunds - Overpayments	500	(3,545)	(5,888)	6,388	-1178%	
001-386-000 Insurance Claims	-		3,995	(3,995)		
001-387-000 Filing Fees	300		-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.
001-392-000 Property Rehabilitation	-	250	5,350	(5,350)		
001-397-000 Video Lottery	600,000	98,186	420,248	179,752	70%	Video lottery receipts average $13.4K to $22.2K per week.
001-399-000 Misc Revenue	5,000	171	4,116	884	82%	Yard waste stickers and fingerprints
001-399-020 Special Events - WV Fest	10,000		-	10,000	0%	
001-399-030 Special Events - General	1,000	50	500	500	50%	Special activities fees
001-399-040 Special Events - CW Hall	5,000	1,400	4,600	400	92%	
001-399-070 Special Events - Car Show	5,000		10,681	(5,681)	214%	Car show registration and sponsors.
TOTAL REVENUES	**10,400,959**	**925,935**	**7,219,501**	**3,181,918**	69%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
EXPENSES						
ECONOMIC DEVELOPMENT - 402						
001-402-103 Salaries	77,000	8,824	46,997	30,003	61%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.
001-402-104 FICA	6,200	675	3,595	2,605	58%	FICA @ 7.65%
001-402-105 Group Insurance	9,300	796	5,717	3,583	61%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-402-106 Retirement	7,000	794	4,239	2,761	61%	PERS II Employer Contribution 9%
001-402-109 OPEB	200	10	71	129	36%	RHBT Insurance
001-402-110 Fringe Benefits	1,800	176	871	929	48%	Deferred Compensation Employer Contribution 3%
001-402-211 Telephone	500	33	197	303	39%	Cell phone
001-402-214 Travel	3,000		98	2,902	3%	2 National Conferences; airfare, lodging, per-diem
001-402-220 Advertising/Legal Publications	500		-	500	0%	
001-402-221 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
001-402-222 Dues & Subscriptions	2,000		534	1,466	27%	IEDC Membership, Survey Subscription, Adobe subscription
001-402-223 Professional Services	1,000		-	1,000	0%	Engineering Services
001-402-226 Insurance and Bonds	5,585		5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-402-230 Contracted Services	1,000		-	1,000	0%	
001-402-341 Departmental Supplies	3,000		605	2,395	20%	Promotional items for events and City marketing and other departmental supplies.
001-402-343 Auto Supplies	-		-	-		Under Maintenance budget
TOTAL ECONOMIC DEVELOPMENT	**118,085**	**11,309**	**68,494**	**49,591**	58%	
MAYOR'S OFFICE - 409						
001-409-101 Salary	12,500	1,000	7,000	5,500	56%	Mayor's Salary
001-409-104 FICA Tax Expense	1,000	77	535	465	53%	
001-409-211 Telephone	-	`	-	-		
001-409-214 Travel Expense	2,000		-	2,000	0%	WV Municipal League
001-409-220 Advertising/Legal Publication	-		-	-		
001-409-221 Training & Education	1,000		-	1,000	0%	
001-409-222 Dues & Subscriptions	-		-	-		
001-409-226 Insurance & Bonds	1,100		1,090	10	99%	
001-409-341 Departmental Supplies	500		381	119	76%	$453.00 - Ceremonial Keys to the City and Coins
001-409-568 Community Contributions	2,000		-	2,000	0%	
TOTAL MAYOR'S OFFICE	**20,100**	**1,076**	**9,006**	**11,094**	45%	
COUNCIL - 410						
001-410-101 Salaries	40,000	3,333	22,083	17,917	55%	Eight Council Members at $5,000 annual salary
001-410-104 FICA Tax Expense	3,100	255	1,689	1,411	54%	
001-410-214 Travel Expense	4,800		2,274	2,526	47%	Conferences
001-410-221 Training & Education	3,075		-	3,075	0%	WV Municipal League Conference Registration ($450 per registration)
001-410-226 Insurance & Bonds	3,500		3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
001-410-341 Departmental Supplies	825		818	7	99%	
TOTAL COUNCIL	**55,300**	**3,588**	**30,353**	**24,947**	55%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY MANAGER - 412							
001-412-103	Salaries	215,000	24,092	113,437	101,563	53%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)
001-412-104	FICA Tax Expense	17,500	1,742	8,631	8,869	49%	FICA Tax @ 7.65%
001-412-105	Group Insurance	20,000	1,726	9,129	10,871	46%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-412-106	Retirement	19,000	2,049	9,871	9,129	52%	9% Employer Contribution PERS I and II
001-412-108	Overtime	2,500	242	952	1,548	38%	
001-412-109	OPEB	500	10	51	449	10%	RHBT Insurance
001-412-110	Fringe Benefits	6,000	673	2,552	3,448	43%	Deferred Compensation Employer Contribution 3%
001-412-211	Telephone	550		178	372	32%	Mobile phone service
001-412-214	Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
001-412-220	Advertising	2,000		-	2,000	0%	
001-412-221	Training & Education	20,000		3,100	16,900	16%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
001-412-222	Dues & Subscriptions	1,000		50	950	5%	Adobe subscriptions. ICMA and WVML Fees.
001-412-223	Professional Services	38,000		14,544	23,456	38%	Background checks for City Manager candidates.
001-412-226	Insurance & Bonds	15,280		15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
001-412-230	Contracted Services	-		-	-		
001-412-341	Departmental Supplies	750		246	504	33%	Misc. Office Supplies
001-412-343	Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
TOTAL CITY MANAGER		**359,580**	**30,533**	**178,011**	**181,569**	50%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
TREASURER - 413							
001-413-103	Salaries	260,000	29,878	159,021	100,979	61%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.
001-413-104	FICA Tax Expense	22,000	2,289	12,302	9,698	56%	FICA Tax @ 7.65%
001-413-105	Group Insurance	38,000	2,994	21,498	16,502	57%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-413-106	Retirement	24,000	2,693	14,571	9,430	61%	9% Employer Contribution PERS I and II
001-413-108	Overtime	3,500	48	1,786	1,714	51%	
001-413-109	OPEB	500	31	214	286	43%	RHBT Insurance
001-413-110	Fringe Benefits	7,500	760	3,964	3,536	53%	Deferred Compensation Employer Contribution 3%
001-413-211	Telephone	-		-	-		Director of Finance Cell Phone
001-413-214	Travel Expense	1,500		992	508	66%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
001-413-218	Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
001-413-220	Advertising/Legal Pubs	2,500		1,244	1,256	50%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
001-413-221	Training & Education	-		-	-		$4,000 Rolled into City Manager's budget
001-413-222	Dues & Subscriptions	500		125	375	25%	Adobe subscription for Director & Accounting Clerk III
001-413-223	Professional Services	3,000		2,925	75	98%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
001-413-224	Audit Costs	90,000		49,320	40,680	55%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
001-413-226	Insurance & Bonds	19,200		19,184	16	100%	General Liability, Worker's Compensation, Umbrella
001-413-230	Contracted Services	25,000		5,994	19,006	24%	Tyler Technologies - Incode Annual License Fee
001-413-230	B&O Collections - Contracted Services	46,500	4,018	13,524	32,976	29%	
001-413-238	Refunds	103,000	400	87,794	15,206	85%	
001-413-341	Departmental Supplies	2,500	67	1,707	793	68%	Misc. Office Supplies
TOTAL TREASURER		**649,200**	**43,179**	**396,165**	**253,035**	61%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
COURT CLERK - 415						
001-415-103 Salaries	67,000	7,709	40,780	26,221	61%	Court Clerk Salary, 2.5% merit, and holiday supplement
001-415-104 FICA	5,500	608	3,153	2,347	57%	FICA Tax @ 7.65%
001-415-105 Group Insurance	19,000	1,597	11,320	7,680	60%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-415-106 Retirement	6,000	711	3,697	2,303	62%	9% Employer Contribution PERS I and II
001-415-108 Overtime	1,200	243	441	759	37%	
001-415-109 OPEB	200	10	71	129	36%	RHBT Insurance
001-415-110 Fringe Benefits	1,800	152	747	1,053	42%	Deferred Compensation Employer Contribution 3%
001-415-214 Travel	500		-	500	0%	Court Clerk training and Election training
001-415-218 Postage	100		-	100	0%	
001-415-220 Advertising/Legal Publications	-		-	-		
001-415-221 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
001-415-222 Dues & Subscriptions	-		-	-		
001-415-223 Professional Services	-		-	-		
001-415-226 Insurance & Bonds	5,105		5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
001-415-230 Contracted Services	1,025		757	268	74%	Flu shot
001-415-238 Refunds	1,000		638	362	64%	
001-415-341 Departmental Supplies	600	14	165	435	27%	Ink cartridges, paper stock
TOTAL COURT CLERK	**109,030**	**11,046**	**66,873**	**42,157**	61%	
POLICE JUDGES - 416						
001-416-103 Salaries	32,000	2,150	15,186	16,814	47%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday supplements.
001-416-104 FICA	2,400	107	1,073	1,327	45%	
001-416-214 Travel	500		263	237	53%	WV State mandated annual training for magistrates & judges
001-416-221 Training & Education	1,000		690	310	69%	WV State mandated annual training for magistrates & judges
001-416-222 Dues and Subscriptions	100		-	100	0%	
001-416-223 Professional Services	1,000		-	1,000	0%	
001-416-226 Insurance & Bonds	2,800		2,791	9	100%	
TOTAL POLICE JUDGES	**39,800**	**2,257**	**20,003**	**19,797**	50%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY ATTORNEY - 417							
001-417-103	Salaries	160,000	18,110	97,303	62,697	61%	Attorney salary plus 2.5% merit and holiday supplement.
001-417-104	FICA	13,000	1,385	7,444	5,556	57%	FICA @ 7.65%
001-417-105	Group Insurance	1,550	127	1,069	481	69%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-417-106	Retirement	15,000	1,630	8,890	6,110	59%	PERS II Employer Contribution 9%
001-417-109	OPEB	400		359	41	90%	RHBT Insurance
001-417-110	Fringe Benefits	5,600	552	2,371	3,229	42%	Deferred Compensation Employer Contribution 3%
001-417-211	Telephone	250	19	112	138	45%	
001-417-214	Travel	1,000		-	1,000	0%	Travel allowance for various trainings.
001-417-220	Advertising/Legal Publications	-		-	-		Allowance for legal publications.
001-417-221	Training & Education	-		-	-		Rolled under City Manager's office.
001-417-222	Dues & Subscriptions	5,100		2,380	2,720	47%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.
001-417-223	Professional Services	50,000		-	50,000	0%	Cost for outside legal council.
001-417-226	Insurance and Bonds	3,905		2,263	1,642	58%	
001-417-341	Departmental Supplies	1,000		16	984	2%	
TOTAL CITY ATTORNEY		**256,805**	**21,824**	**122,207**	**134,598**	48%	
ENFORCEMENT AGENCY - 425							
001-425-103	Salaries	62,500	6,820	36,497	26,003	58%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.
001-425-104	FICA	4,900	522	2,792	2,108	57%	FICA @ 7.65% of Salary
001-425-105	Group Insurance	9,000	774	5,537	3,463	62%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-425-106	Retirement	5,400	614	3,261	2,139	60%	PERS II Employer Contribution 9%
001-425-109	OPEB	200	10	71	129	36%	RHBT Insurance
001-425-110	Fringe Benefits	2,300	205	999	1,301	43%	Deferred Compensation Employer Contribution 3%
001-425-211	Telephone	500	19	112	388	22%	
001-425-214	Travel	3,000		2,373	627	79%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
001-425-218	Postage	1,500		193	1,307	13%	Certified Mailings
001-425-220	Advertising/Legal Publications	500		53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
001-425-221	Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
001-425-222	Dues & Subscriptions	1,000		170	830	17%	ICC Membership ($160/yr)
001-425-226	Insurance and Bonds	4,365		4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-425-230	Contracted Services	25,000		-	25,000	0%	Kimley-Horn Engineering Services
001-425-230	Nuisance Properties-Contracted Services	112,880		21,730	91,150	19%	Nuisance Properties cleanup and demos.
001-425-230	Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing reallocation.
001-425-230	Vacant Properties-Contracted Services	18,275		221	18,054		
001-425-341	Departmental Supplies	2,000		480	1,520	24%	Building safety month supplies and code books
001-425-343	Auto Supplies	-		-	-		Under Maintenance budget
001-425-345	Uniforms	2,000		525	1,475	26%	Jackets & shirts.
TOTAL ENFORCEMENT AGENCY		**260,320**	**8,963**	**79,375**	**180,945**	30%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REGIONAL DEVELOPMENT AUTHORITY - 435							
001-435-222	Dues & Subscriptions	11,500		11,304	196	98%	Region 9 Assessment - Fees are going up
TOTAL REGIONAL DEVELOPMENT AUTHORITY		**11,500**	**-**	**11,304**	**196**	98%	
Total City Administration		**2,493,200**	**196,621**	**1,403,564**	**1,089,636**	56%	
BUILDING INSPECTIONS - 436							
001-436-103	Salaries	92,400	9,982	53,544	38,856	58%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.
001-436-104	FICA	7,000	764	4,096	2,904	59%	FICA @ 7.65% of Salary
001-436-105	Group Insurance	1,500	105	890	610	59%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-436-106	Retirement	8,000	898	4,827	3,173	60%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
001-436-109	OPEB	150		-	150	0%	RHBT Insurance
001-436-110	Fringe Benefits	2,850	299	1,478	1,372	52%	Deferred Compensation Employer Contribution 3%
001-436-211	Telephone	1,000	40	120	880	12%	Two lines; one is a hot spot. One is a cell phone.
001-436-214	Travel	3,000		822	2,178	27%	National ICC Conference; airfare, lodging, meals, gas
001-436-217	R&M Auto	-		-	-		Under Maintenance budget
001-436-218	Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
001-436-220	Advertising/Legal Publications	1,000		-	1,000	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
001-436-221	Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
001-436-222	Dues & Subscriptions	1,000		440	560	44%	ICC membership dues; WICA subscription
001-436-223	Professional Services	50,000	875	14,050	35,950	28%	To cover expenses associated with inspections; compliance.
001-436-226	Insurance & Bonds	6,575	125	6,690	(115)	102%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-436-230	Contracted Services	-		-	-		
001-436-341	Departmental Supplies	2,000		385	1,615	19%	Building safety month supplies and code books.
001-436-343	Auto Supplies	-		-	-		Under Maintenance budget
001-436-345	Uniforms	2,000		500	1,500	25%	Jackets & shirts.
TOTAL BUILDING INSPECTIONS		**179,475**	**13,088**	**87,843**	**91,632**	49%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
PLANNING & ZONING - 437							
001-437-103	Salaries	401,100	37,284	187,845	213,255	47%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.
001-437-104	FICA	33,000	2,852	14,370	18,630	44%	FICA @ 7.65% of Salary
001-437-105	Group Insurance	68,000	3,302	22,128	45,872	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-437-106	Retirement	38,000	3,356	16,989	21,011	45%	PERS II Employer Contribution (9%)
001-437-108	Overtime	1,500		-	1,500	0%	
001-437-109	OPEB	500	31	194	306	39%	RHBT Insurance
001-437-110	Fringe Benefits	12,000	843	3,841	8,159	32%	Deferred Compensation Employer Contribution 3%
001-437-211	Telephone	1,000	110	554	446	55%	Director's department cell phone
001-437-214	Travel	8,000		3,241	4,759	41%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference
001-437-218	Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
001-437-220	Advertising/Legal Publications	4,500	61	887	3,613	20%	Advertising of BZA and public hearings for P/C meetings; hearing placards
001-437-221	Training & Education	-		-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders Code conference $550; Kim MGO Conference reg; $600; James AICP reg $500
001-437-222	Dues & Subscriptions	3,000	120	926	2,074	31%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
001-437-223	Professional Services	25,000		4,493	20,507	18%	GIS Aerial imagery, Background Checks
001-437-226	Insurance & Bonds	20,000		18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-437-230	Contracted Services	44,000	1,146	10,789	33,211	25%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
001-437-231	Contracted Services - Tree Board	-		-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
001-437-238	Refunds	1,000		220	780	22%	
001-437-341	Departmental Supplies	4,000	42	1,120	2,880	28%	Public hearing signs, office supplies, promotional supplies
001-437-353	Computer Software / Tech	13,000		4,953	8,047	38%	MyPermit Now Monthly Fees
TOTAL PLANNING & ZONING		**678,600**	**49,147**	**291,362**	**387,238**	43%	
Total City Bldg Inspection, P&Z, and Enforcement Agency		**1,118,395**	**71,198**	**458,580**	**659,815**	41%	
ELECTIONS - 438							
001-438-220	Advertising/Legal Publications	-		-	-		Publish ballot multiple times
001-438-223	Professional Services	-		-	-		
001-438-230	Contracted Services	-		-	-		Poll workers for early voting and day of election.
001-438-341	Departmental Supplies	-		-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
TOTAL ELECTIONS		**-**	**-**	**-**	**-**		

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY HALL - 440							
001-440-103	Salaries	103,000	11,788	62,380	40,620	61%	Director of Operations Salary, 2.5% merit, and holiday supplement
001-440-104	FICA Taxes	8,300	902	4,772	3,528	57%	FICA @ 7.65%
001-440-105	Group Insurance	20,000	1,622	11,519	8,481	58%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-440-106	Retirement	9,000	1,061	6,095	2,905	68%	9% Employer Contribution
001-440-109	OPEB	200	10	62	138	31%	RHBT Insurance
001-440-110	Fringe Benefits	3,800	354	1,912	1,888	50%	Deferred Compensation Employer Contribution 3%
001-440-211	Telephone	20,000	1,173	6,859	13,141	34%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).
001-440-213	Utilities	40,000	5,285	25,486	14,514	64%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric
001-440-214	Travel Expense	2,000		-	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
001-440-215	Repair & Main. Bldg & Grounds	10,000		3,448	6,552	34%	Elevator Services and City Hall maintenance.
001-440-218	Postage	4,000	1,111	2,421	1,579	61%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.
001-440-219	Bldg & Equipment Rental	250,000	27,929	163,538	86,462	65%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
001-440-220	Advertising/Legal Publications	4,000	104	522	3,478	13%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
001-440-221	Training & Education	-		-	-		$2,000 transferred to City Manager's budget
001-440-222	Dues & Subscriptions	3,500		3,398	102	97%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
001-440-223	Professional Services	25,000	1,800	15,829	9,171	63%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
001-440-226	Insurance & Bonds	15,000	606	13,157	1,843	88%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
001-440-230	Contracted Services	287,000	16,573	127,220	159,780	44%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.
001-440-232	Bank Charges	35,000	206	28,541	6,459	82%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
001-440-237	Other Fees/Taxes	1,500	58	998	502	67%	Late fees/Ambulance fees.
001-440-341	Departmental Supplies	12,000	1,225	7,959	4,041	66%	
001-440-353	Computer Software / Tech	20,500		15,031	5,469	73%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
TOTAL CITY HALL		**873,800**	**71,808**	**501,147**	**372,653**	57%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CONTRIBUTIONS/TRANSFERS - 444						
001-444-568 Contributions - Community Partnership Grants	100,000	100,000	100,000	-	100%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.
001-444-568 Community Grants	50,000		-	50,000	0%	
001-444-568 Contributions - Revive Grant	290,000		25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.
001-444-568 Contributions - Façade Improvement Program	40,000		7,012	32,988	18%	
001-444-568 Contributions - Homeless Solutions	-		-	-		County Homelessness position funding commitment
001-444-568 Contributions - Charles Town Now	70,000		30,000	40,000	43%	
001-444-568 Contributions - Jefferson County Community Ministries	20,000		5,000	15,000	25%	
001-444-568 Contributions - Sidewalk Improvement Program	65,000		5,000	60,000	8%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
TOTAL CONTRIBUTIONS/TRANSFERS	**635,000**	**100,000**	**172,012**	**462,988**	27%	
PARKING - 571						
001-571-103 Salaries	46,000	5,134	27,888	18,112	61%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
001-571-104 FICA Tax Expense	3,700	393	2,162	1,538	58%	FICA @ 7.65%
001-571-105 Group Insurance	750	36	339	411	45%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-571-106 Retirement Expense	4,000	462	2,504	1,496	63%	9% Employer Retirement Contribution
001-571-108 Overtime	1,000		369	631	37%	RHBT Insurance
001-571-109 OPEB	100		-	100	0%	Deferred Compensation Employer Contribution 3%
001-571-110 Fringe Benefits	1,400	154	753	647	54%	
001-571-213 Utilities	1,400		-	1,400	0%	Electric Service
001-571-216 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance
001-571-218 Postage	500		-	500	0%	
001-571-219 Bldg & Equipment Rental	500		-	500	0%	
001-571-220 Advertising / Legal Publications	500		-	500	0%	
001-571-226 Insurance & Bonds	3,240		3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp
001-571-230 Contracted Services	500		27	473	5%	
001-571-341 Departmental Supplies	5,000		452	4,548	9%	Office Supplies, Batteries, Handheld Printer Paper
001-571-343 Auto Supplies (Gas/Oil)	500		-	500	0%	
001-571-345 Uniforms	500		202	298	40%	Jacket, Uniform Shirt, Patches, Badge, etc.
001-571-353 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees
TOTAL PARKING	**74,590**	**6,178**	**37,927**	**36,663**	51%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CONTINGENCIES - 699						
001-699-568 Other Contributions	221,125		-	221,125	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)
TOTAL CONTINGENCIES	**221,125**	-	-	**221,125**	0%	
POLICE DEPARTMENT - 700						
001-700-103 Salaries	1,640,000	169,473	959,819	680,181	59%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.
001-700-104 FICA	110,000	11,433	59,905	50,095	54%	FICA Tax at 7.65%
001-700-105 Group Insurance	289,000	18,057	140,810	148,190	49%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-700-106 Retirement	145,000	17,267	91,808	53,192	63%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
001-700-107 Police Pension	17,250		1,196	16,054	7%	Legacy CTPD Retirement System
001-700-108 Overtime	160,000	39,759	150,538	9,462	94%	Shift coverage, late arrest/call out, special events, school events, court, etc.
001-700-109 OPEB	5,000	163	1,234	3,766	25%	RHBT Insurance
001-700-110 Fringe Benefits	55,000	4,697	24,652	30,348	45%	Deferred Compensation Employer Contribution 3%
001-700-211 Telephone	48,500	1,382	20,394	28,106	42%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.
001-700-213 Utilities	48,000	3,724	23,160	24,840	48%	Electric and Internet Service, increase in FY25.
001-700-214 Travel	4,000		672	3,328	17%	Training, Conferences,etc.
001-700-215 R&M Building & Grounds	2,500		-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries
001-700-216 R&M Equipment	5,000		5,098	(98)	102%	Generator Service
001-700-217 R&M Auto	50,000	130	21,459	28,541	43%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.
001-700-218 Postage	1,300		679	621	52%	Stamps, USPS Certified Mail, UPS/Fedex, etc.
001-700-219 Building & Equipment Rental	100,000		42,839	57,161	43%	
001-700-220 Advertising/Legal Publications	5,500	246	2,426	3,074	44%	New Hire Ads 3-6 ads in local paper
001-700-221 Training & Education	20,000		1,494	18,506	7%	WVSP Academy, 16 hours in-service/8 supervisor hours.
001-700-222 Dues & Subscriptions	2,000		700	1,300	35%	WVCOP Dues, IACP, SRO, Journal
001-700-223 Professional Services	5,000	240	2,560	2,440	51%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging
001-700-226 Insurance & Bonds	122,550		122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
001-700-230 Contracted Services	48,000	1,104	18,534	29,466	39%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
001-700-237 Other Fees & Taxes	450		400	50	89%	661 George St. Ambulance Fees
001-700-341 Departmental Supplies	41,000	820	11,915	29,085	29%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
001-700-343 Auto Supplies	65,000	6,603	48,854	16,146	75%	Gas, oil changes and tires for Police Vehicles
001-700-345 Uniforms	30,000	240	16,875	13,125	56%	Class A, BDU, duty gear, insignia, ballistic vest, coats, etc.
001-700-353 Computer Software/Tech	26,800		25,100	1,700	94%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).
TOTAL POLICE DEPARTMENT	**3,046,850**	**275,339**	**1,795,611**	**1,251,239**	59%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE-SPECIAL DUTY CROSSING GUARDS - 704						
001-704-103 Salaries	35,000	2,593	17,134	17,866	49%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.
001-704-104 FICA Tax Expense	2,600	198	1,311	1,289	50%	
001-704-226 Insurance & Bonds	2,295		2,292	3	100%	
001-704-341 Departmental Supplies	350		324	26	92%	Stop signs
001-704-345 Uniforms	400		118	282	29%	Reflective jackets and vests
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,645**	**2,791**	**21,178**	**19,467**	52%	
Total Police and Crossing Guards	**3,087,495**	**278,130**	**1,816,789**	**1,270,706**	59%	
DOG WARDEN - 707						
001-707-567 Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County
TOTAL DOG WARDEN	**1,600**	**-**	**-**	**1,600**	0%	
MAINTENANCE - 750						
001-750-103 Salaries	330,000	36,181	182,232	147,768	55%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.
001-750-104 FICA Tax Expense	27,000	2,818	14,535	12,465	54%	FICA @ 7.65%
001-750-105 Group Insurance	47,000	3,192	20,612	26,388	44%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-750-106 Retirement	29,000	3,165	16,450	12,550	57%	9% Employer Contribution
001-750-108 Overtime	20,000	653	7,772	12,228	39%	
001-750-109 OPEB	500	31	184	316	37%	RHBT Insurance
001-750-110 Fringe Benefits	7,500	849	3,663	3,837	49%	3% Deferred Compensation Employer Contribution
001-750-211 Telephone	3,000	206	1,255	1,745	42%	Field staff equipped with cell phones
001-750-213 Utilities	15,000	561	2,578	12,422	17%	Maintenance building electric, water, sewer, and internet
001-750-214 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
001-750-215 R&M Buildings and Grounds	55,000	5,873	39,829	15,171	72%	General maintenance of city buildings.
001-750-216 R&M Equipment	15,000		11,212	3,788	75%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
001-750-217 R&M Auto	25,000	194	1,328	23,672	5%	Regular maintenance of department and City vehicles
001-750-219 R&M Bldg and Equip Rental	1,000		-	1,000	0%	Equipment rented as required to maintain various city buildings.
001-750-220 Advertising	500		-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.
001-750-221 Training & Education	2,500		-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.
001-750-222 Dues & Subscriptions	500	106	106	394	21%	Camera subscription and CDL License Fees
001-750-223 Professional Services	500		165	335	33%	CDL physicals
001-750-226 Insurance & Bonds	19,000	744	18,007	993	95%	Liability, Worker's Comp, Vehicle Insurance
001-750-230 Contracted Services	61,268	19,122	46,998	14,269	77%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt
001-750-341 Departmental Supplies	38,000	3,009	21,286	16,714	56%	General maintenance annual supplies. Christmas decorations, and light poles.
001-750-343 Auto Supplies (Gas, Oil & Tires)	25,000	139	12,005	12,995	48%	Gas, oil changes and tires for maintenance and City vehicles.
001-750-345 Uniforms	5,000		957	4,043	19%	
TOTAL MAINTENANCE	**728,768**	**76,843**	**401,174**	**327,594**	55%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
STREET LIGHTS - 751						
001-751-213 Utilities	130,000	10,508	70,726	59,274	54%	Street lights electric.
TOTAL STREET LIGHTS	**130,000**	**10,508**	**70,726**	**59,274**	54%	
VISITOR'S CENTER - 901						
001-901-567 Contributions	100,000	5,484	43,576	56,424	44%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.
TOTAL VISITOR'S CENTER	**100,000**	**5,484**	**43,576**	**56,424**	44%	
FAIRS/FESTIVALS - 903						
001-903-220 Advertising/Legal Publications	2,000		-	2,000	0%	
001-903-230 Contracted Services	36,000		4,897	31,103	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)
001-903-238 Refunds	100		-	100	0%	
001-903-341 Departmental Supplies	25,000		5,290	19,710	21%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)
001-903-353 Computer Software	1,300		-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
001-903-568 Contributions	4,000		3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**13,486**	**54,914**	20%	
TRANSFERS - 960/698 SAO						
001-698-590 Transfers to Capital Reserve - Repaving	135,000	16,222	92,731	42,269	69%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
001-698-591 Transfers to Capital Reserve - One Time Funding	427,386		427,386	-	100%	
001-698-593 Transfers Out - Parks & Rec	120,000	5,484	63,576	56,424	53%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
001-698-592 Transfers to Residual Fund	200,000		200,000	-	100%	
001-698-591 Transfers to Capital Reserve - Table Games	810,000	96,963	610,617	199,383	75%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
001-698-595 Transfers to Sales Tax	50,000		50,000	-	100%	
TOTAL TRANSFERS	**1,742,386**	**118,669**	**1,444,309**	**298,077**	83%	
TOTAL EXPENSES	**10,400,959**	**863,631**	**5,862,143**	**4,538,816**	**56%**	
REVENUES OVER EXPENSES	**-**	**62,304**	**1,357,359**			

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1149: January 2026 Capital Fund Budget Update

ATTACHMENTS:

- January 2026 Capital Budget Financials.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 8,567,259		$ 8,567,259	$ -	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025
36800 Contributions from GF		$ 427,386		$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000	$ 96,963	$ 530,133	$ 279,867	65%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
36880 Contributions from Building Commission		$ 578,395		$ 578,395	$ -	100%		
33000 Developer Fees		$ 150,000	$ 7,500	$ 158,796	$ (8,796)	106%	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 66,870	$ 13,130	84%		
38600 Insurance Claims		$ -		$ 26,612	$ (26,612)			
TOTAL REVENUES	**$ -**	**$ 10,613,040**	**$ 104,463**	**$ 10,355,451**	**$ 257,589**	**98%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 3,000		$ 2,629	$ 371	88%		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ 1,804	$ 13,196	12%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000		$ -	$ 15,000	0%		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000		$ 6,152	$ 64,849	9%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 104,000**	**$ -**	**$ 10,585**	**$ 93,415**	**10%**		
Other - General Government								
Drone - 975-15 General Government Capital Outlay Equipment		$ 10,000		$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ -	$ 140,000	0%	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services		$ 30,000	$ 15,500	$ 20,031	$ 9,969	67%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000	$ 4,829	$ 50,635	$ 195,365	21%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 426,000**	**$ 20,329**	**$ 70,667**	**$ 355,333**	**17%**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 530,000**	**$ 20,329**	**$ 81,251**	**$ 448,749**	**15%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 19,660		$ 19,657	$ 3	100%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment		$ 21,000		$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 40,660**	**$ -**	**$ 39,880**	**$ 780**	**98%**		
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 50,840		$ 47,886	$ 2,954	94%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 16,571	$ 10,429	61%	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.	
Uninterruptible Power Supply System Repair - 975-60 General Government Capital Outlay Technology PD		$ 50,000		$ -	$ 50,000	0%		
TOTAL INFORMATION TECHNOLOGY		**$ 146,340**	**$ -**	**$ 78,632**	**$ 67,708**	**54%**		
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000		$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ 9,732	$ 2,268	81%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 60,000		$ 61,163	$ (1,163)	102%		Replace vehicle due to fire loss
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 45,000		$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 235,000**	**$ -**	**$ 220,775**	**$ 14,225**	**94%**		
Parking								
Parking Meters - 976-62 Public Safety		$ 16,000		$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ 4,923**	**$ 11,077**	31%		
TOTAL PUBLIC SAFETY	**$ -**	**$ 438,000**	**$ -**	**$ 344,210**	**$ 93,790**	**79%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings		$ 570,395		$ 11,232	$ 559,163	2%		
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 50,000		$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings		$ 8,000		$ 437	$ 7,563	5%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 10,000		$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings		$ 20,000		$ -	$ 20,000	0%		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000		$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 126,000		$ 1,197	$ 124,803	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings		$ 25,000		$ 15,717	$ 9,283	63%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 250,000	$ 4,815	$ 17,461	$ 232,539	7%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings		$ 14,000		$ 13,800	$ 200	99%		
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 24	$ 24	$ 79,976	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 26	$ 26	$ 24,974	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 42,500		$ 11,247	$ 31,253	26%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 855,500**	**$ 4,865**	**$ 80,410**	**$ 1,345,485**	**9%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 80,000		$ -	$ 80,000	0%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 50,000		$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 54,757	$ 5,243	91%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000	$ 12,043	$ 29,102	$ 174,898	14%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 394,000**	**$ 12,043**	**$ 83,859**	**$ 310,141**	**21%**		
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000		$ 84,819	$ 5,181	94%		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ 48,535	$ 16,465	75%		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 133,354**	**$ 196,646**	**40%**		
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 18,000		$ 16,574	$ 1,426	92%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 59,970	$ 30	100%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 78,000**	**$ -**	**$ 76,544**	**$ 1,456**	98%		
TOTAL STREETS & TRANSPORTATION		**$ 1,657,500**	**$ 16,907**	**$ 374,167**	**$ 1,853,728**	**23%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Skate Park - 979-58 Culture & Recreation Other Improvements		$ 92,920		$ 102,316	$ (9,396)	110%	$84,000 carried over from FY25.	
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,225		$ 14,224	$ 1	100%		
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements		$ 65,000		$ 16	$ 64,984	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 49,055		$ 33,880	$ 15,175	69%	This truck will be for the use of the Parks Manager.	
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements		$ 10,000		$ -	$ 10,000	0%		
TOTAL PARKS & RECREATION	**$ -**	**$ 236,200**	**$ -**	**$ 155,436**	**$ 80,764**	**66%**		
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements		$ 60,000		$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ 1,621	$ 15,379	10%		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment		$ 15,000		$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 301,400**	**$ -**	**$ 28,624**	**$ 272,776**	**9%**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 537,600**	**$ -**	**$ 184,060**	**$ 353,540**	**34%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Contingencies		$ 2,540,641		$ -	$ 2,540,641	0%	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 350,000		$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 3,996,904		$ -	$ 3,996,904	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 10,050,645**	**$ 37,236**	**$ 983,689**	**$ 9,637,352**	**10%**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ 562,395**	**$ 67,227**	**$ 9,371,763**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
AUGUSTINE AVENUE GRANT PROJECT								
REVENUES								
Capital Reserve Carryover	$ 250,000	$ 86,044		$ -	$ 86,044	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.	Allowance for Phase 1 overages.
TOTAL REVENUES	**$ 250,000**	**$ 86,044**	**$ -**	**$ -**	**$ 86,044**	0%		
EXPENSES								
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements		$ 9,600		$ -	$ 9,600	0%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.	Allowance for Phase 1 overages.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000	$ 76,444		$ -	$ 76,444	0%	This encumbrance is for potential overages on the project in which the City may be responsible.	
TOTAL EXPENSES	**$ 250,000**	**$ 86,044**	**$ -**	**$ -**	**$ 86,044**	0%		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT								
REVENUES								
Capital Reserve Carryover		$ 861,555		$ -	$ 861,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.	
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845		$ -	$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.	
36500 Federal Grants - FEMA		$ 375,000		$ -	$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ -**	**$ -**	**$ 1,331,400**	0%		
EXPENSES								
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400	$ 167,473	$ 565,841	$ 765,559	42%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.	
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ 167,473**	**$ 565,841**	**$ 765,559**	42%		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (167,473)**	**$ (565,841)**	**$ 565,841**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT								
REVENUES								
Capital Reserve Carryover		$ 3,049,305		$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.	
Pool House LWCF Grant		$ 250,000		$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.	
Pool LWCF Grant		$ 1,600,695		$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ -**	**$ -**	**$ 4,900,000**	0%		
EXPENSES								
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements **Pool 1**		$ 1,400,000	$ 38,308	$ 265,219	$ 1,134,781	19%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.	
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements **- Pool 2**		$ 3,500,000	$ 152,163	$ 1,020,391	$ 2,479,609	29%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.	
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ 190,471**	**$ 1,285,610**	**$ 3,614,390**	26%		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (190,471)**	**$ (1,285,610)**	**$ 1,285,610**			

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

Grant Type: Upfront Matching Grant - Charles Town pays the match required to begin the project. The state manages and hires contractors to complete the project. The state pays all remaining costs unless the project runs over budget. The city is responsible for 20% of all overage costs.

Notes: Four grants are allocated to this project; Augustine Avenue Design TAP Grant which is designated to the design phase; Augustine Avenue Phase I & II TAP Grant which is assigned to Phase I & II; Augustine Avenue Phase III Capito Earmark which is allocated to Phase III; Liberty Street Sidewalk Upgrades (Moved to Augustine Avenue.) which will be used for Phase III overages if there are any.

PROJECT COST		GRANT BREAKDOWN							CITY'S OBLIGATION				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Overage Cost	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes
Design Phase I & II	145,421	Design I & II	145,421	116,337	29,084				Design I & II Match	29,084	29,084	-	Paid prior to FY 2023
Phase I & II	700,000	Phase I & II	700,000	560,000	140,000	73,596	58,877	14,719	Phase I & II Match	154,719	154,719	-	$140,000 paid in FY 2024. $14,719 paid in FY 2025.
Phase III	1,750,000	Phase III	1,750,000	1,400,000	350,000				Phase III Match	350,000	350,000	-	Paid in FY 2025
		Liberty Street Reallocation	382,218	304,774	76,444				Liberty Street Reallocation Match	76,444	0.00	N/A	
Total Cost	**2,595,421**	**Totals**	**2,977,639**	**2,381,111**	**595,528**	**73,596**	**58,877**	**14,719**	**Total**	**610,247**	**533,803**	**-**	

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; Chesapeake Bay Foundation Grant which is allotted for green infrastructure; FEMA Grant which is designated for stormwater mitigation upgrade.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774	167,473	138,301		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	565,959	409,260	156,700	$10,741 paid in FY 2025. $398,519 paid in FY2026	FEMA	375,000		375,000	
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**871,733**	**576,733**	**295,001**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 295,001

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; LWCF Pool House Grant assigned to the construction of the pool house; LWCF Pool Grant designated to the construction of the pool.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	265,219	(15,219)		LWCF Pool House	250,000		250,000	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	1,020,391	580,307		LWCF Pool	1,600,698		1,600,698	
						Out of pocket expenses	1,198,610		1,198,610						
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**3,049,308**	**1,285,610**	**1,763,698**	**-**	**Total**	**1,850,698**	**-**	**1,850,698**	

City's Outstanding Balance: 1,763,698

Grant Outstanding Balance: 1,850,698

REPAVING BUDGET

ACCOUNT	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #2 & 3 NOTES
REVENUES							
Repaving Carryover	$ 1,681,704		$ 1,681,704	$ -	100%	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.	
36877 Contributions from GF - Repaving Fees	$ 150,000	$ 16,222	$ 104,546	$ 45,454	70%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving	
38000 Interest on Bank Accounts & Other Sources	$ 50,000		$ 12,690	$ 37,310	25%		
TOTAL REVENUES	**$ 1,881,704**	**$ 16,222**	**$ 1,798,940**	**$ 82,764**	96%		
EXPENDITURES							
977-60 Streets & Transportation Capital Outlay Street Paving	$ 330,000		$ 303,952	$ 26,048	92%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.	Paving adjustment for the following: $10,000 pot holes & $15,000 Morison Street parking
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving	$ 1,551,704		$ -	$ 1,551,704	0%	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.	
TOTAL EXPENSES	**$ 1,881,704**	**$ -**	**$ 303,952**	**$ 1,577,752**	16%		
REVENUES OVER EXPENSES	**$ -**	**$ 16,222**	**$ 1,494,988**				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1150: January 2026 P&R Fund Budget Update

ATTACHMENTS:

- January 2026 P&R Financials.pdf

the city of Charles Town WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293		151,293	-	100%		FY 2025 carryover brought into FY 2026.
207-340-000 Pool Admission	20,400		-	20,400	0%		
207-340-010 Pool Concession Stand	3,000		16	2,984	1%		
207-340-020 Pool Rental	2,000		-	2,000	0%		
207-340-030 Pool Passes	3,000		-	3,000	0%		
207-340-040 Swimming Lessons	5,000		-	5,000	0%		
207-340-070 Pavilion Rental	4,000		1,400	2,600	35%		
207-340-100 Park Donations	-		2,500	(2,500)			
207-340-120 Hotel/Motel	100,000	5,484	43,576	56,424	44%		
207-340-140 Tennis CIP Donations	1,000		-	1,000	0%		
207-340-210 Junior Tennis	1,200		455	745	38%		
207-340-220 Tennis Lessons	7,500		5,640	1,860	75%		
207-380-000 Interest on Investments	750		1,234	(484)	165%		
207-369-000 Contributions from GF	20,000		20,000	-	100%		
207-340-520 Sale of Items	-		170	(170)			
TOTAL REVENUES	**319,143**	**5,484**	**226,284**	**93,029**	**135%**		

	EXPENSES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103	Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
207-900-104	FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
207-900-108	Overtime	1,000		-	1,000	0%		
207-900-211	Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
207-900-213	Utilities	12,000	229	2,132	9,868	18%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
207-900-215	Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
207-900-216	Pool supplies and equipme	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-220	Advertising/Legal Pub	200		-	200	0%	Publishing fees	
207-900-221	Training	1,000		380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
207-900-226	Insurance & Bonds	4,000		5,795	(1,795)	145%	Commercial Property, Umbrella Liability, Automobile, Worker's	
207-900-230	Contracted Services	50,000	529	30,269	19,731	61%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
207-900-236	Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
207-900-237	Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
207-900-341	Departmental Supplies	13,150		5,423	7,727	41%	Trophies, T-shirts, Floats and whistles.	
207-900-341	Junior Tennis Supplies	850		-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
207-900-342	Concession Stand Supplies	1,000		-	1,000	0%		
207-900-345	Uniforms	2,000		145	1,855	7%		Guard uniforms
207-900-359	Capital Outlay	114,000		-	114,000	0%		
207-699-568	Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES		**319,143**	**758**	**56,617**	**262,526**	**18%**		
REVENUES OVER EXPENSES		**-**	**4,726**	**169,666**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636		433,636	-	100%		FY 2025 Donations received carried into FY 2026
207-340-216 Clifford Trust Restricted I	28,000		27,947	53	100%		Additional donations received from the Clifford Trust.
207-380-000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
207-380-050 Dividends	1,600		5,647	(4,047)	353%		Dividends received on investments.
207-380-100 Gains/ Losses on Investment	35,000		34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**-**	**502,114**	**3,122**	**99%**		

EXPENSES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-223 Professional Services	1,800		2,920	(1,120)	162%		Portfolio management fees.
207-900-459 Clifford Trust Capital Expe	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**-**	**2,920**	**502,316**	**1%**		
REVENUES OVER EXPENSES	**-**	**-**	**499,194**				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1151: January 2026 Account Balance Update

ATTACHMENTS:

- 1-31-26 Bank and Investment Account Balance.pdf

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF DECEMBER 31, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-01	$ 833,657		$ 833,657		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 23,085		$ 23,085		Vacant buildings maintenance.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 196,987		$ 196,987		Special revenue fund used for P&R pool.
003 RESIDUAL FUND									
Another name for this fund is the Rainy Day Fund. This is the City's savings fund. The State allows us to save 30% of our General Fund budget. The FY 2026 budget is $9,274,625. Therefore, the total of the accounts below cannot exceed $2,782,387. Given that information, the City can set aside aproximately one million additional dollars for savings in the Residual Fund. This money can be used to cover General Fund shortfalls or any other purpose the City considers appropriate.									
Residual Fund	2112	Residual	Bank of Charles Town	003-101-07	$ 1,232,516	$ 1,232,516		$ 1,232,516	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 885,701	$ 885,701		$ 885,701	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 5,453,710	$ 5,453,710	$ -	$ 5,453,710	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Because those obligations have been fulfilled the money in this account has been transferred to the Capital Reserve Fund and designated to building repair.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ 764	$ 764	$ -	$ 764	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The money is now being used in the General Fund to support nuisance property expenses.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 68,314	$ -	$ 68,314		Funds restricted to housing rehab services.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
021 POLICE INVESTIGATIVE FUND									
This Fund contains restricted money specifcally for police use. There are two accounts associated with this fund, Police Investitation and Federal Equitable. The Police Investigation account is generated from income received from the City's involvement in local confiscated property. These funds must be used for police purposes. The Federal Equitable account is generated from the City's involvement in the County TASK Force. Funds received are the City's portion of property confiscated by the TASK Force. These funds are monitored by the State TASK Force.									
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 124,939	$ -	$ 124,939		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 47,129		$ 47,129		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028. The council has determined that this money will be used to support social worker salaries for services on drug related calls.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 229,863		$ 229,863		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 7,721,864	$ 2,546,641	$ 5,175,223	$ 2,546,641	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 78	$ -	$ 78		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,515,429		$ 1,515,429	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 3 checking accounts associated with the P&R Fund. They are the P&R Operating account, the P&R Capital Improvement account, and the Clifford Trust. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is restricted for specific purposes per the donors' request. These funds are to be used to enhance Jefferson Memorial Park by constructing a dog watering station with a pavilion and heated bird baths with a garden.									
Parks & Rec	2881	Parks & Recreation	Bank of Charles Town	207-101-00	$ 58,185		$ 58,185		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 110,040		$ 110,040		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
JMP-Sheila Clifford Trust	2876	Parks & Recreation	Bank of Charles Town	207-101-04	$ 509,354		$ 509,354		Funds for the construction of a dog watering station and pavilion as well as heated bird baths and gardens at Jefferson Memorial Park.
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 264,069	$ -	$ 264,069		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
700 POLICE PENSION FUND									
Money in the Police Penson Fund is designated for payroll and benefit payments to retired police officers and/or surving spouses. This is a separate entity from the City. There are 3 members in the plan. The City is obligated to pay a portion of the expenses calculated through information provided from Bolton. This is a transfer from the General Fund Police Budget. When the City's obligation is paid, the State will make an annual contribution to support the payroll expenses as well. The State has strict rules and reporting requirements regarding this account. The Fidelity Pension Investment account is held for future pension payments.									
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-00	$ 71,195		$ 71,195		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 591,849		$ 591,849		Investment fund for restricted use of future pension payments.
900 BOND ESCROW FUND									
The purpose of this fund is to hold developer bonds until project completion. When construction has been completed, inspected, and approved by Council for release, the money is given back to the developer. If the developer does not complete construction as required, the City keeps the funds to make the needed changes. Currently the City is only holding one bond in the amount of $107,157.									
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 97,735		$ 97,735		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,558,914**			
Total Investment Accounts……	**$ 1,477,549**			
Total Funds……	**$ 20,036,463**	**$ 10,119,332**	**$ 9,917,131**	**$ 11,521,494**

Definations:

**Restricted Funds - Monies that are legally or contractually required to be used for a specific purpose.*

***Unrestricted Funds - Monies that are not designated for a specific purpose. These funds can be used for whatever the City deems appropriate.*

****Unemcumbered Funds - Monies that have not been set aside or committed to a specifc contract, project, or obligation.*