CITY OF CHARLES TOWN
FINANCE COMMITTEE
AGENDA • SEPTEMBER 8, 2026

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

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2026-1882:** CIP/Budget Preparation - ClearGov Presentation

: **2026-1883:** Financial Policy Update

: **2026-1884:** TIF District Discussion

3. NEW BUSINESS

: **2026-1885:** License Fee Waiver Request - Possible Executive Session

: **2026-1886:** B&O Waiver Request - Possible Executive Session

4. FINANCE DIRECTOR REPORT

: **2026-1887:** HdL Update

: **2026-1888:** August 2026 General Fund Budget Update
August 2026 GF FINANCIALS.pdf

: **2026-1889:** August 2026 Capital Fund Budget Update
August 2026 Capital Budget Financials.pdf

: **2026-1890:** August 2026 P&R Fund Budget Update
August 2026 P&R Financials.pdf

: **2026-1891:** August 2026 Account Balance Update
8-31-26 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: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1882: CIP/Budget Preparation - ClearGov Presentation

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1883: Financial Policy Update

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1884: TIF District Discussion

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1885: License Fee Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1886: B&O Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1887: HdL Update

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1888: August 2026 General Fund Budget Update

ATTACHMENTS:

- August 2026 GF FINANCIALS.pdf

FY 2026-2027
General Fund Budget

(Includes 2.7% COLA & 2.5% Merit Salary Increases)

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES								
300-050 Unassigned Fund Balance (Carryover)	2,208,120	2,208,120		2,208,120	(0)	100%	Estimated carryover balance for fiscal year ending 2026	Increased carryover to reflect actual balance as of 6/30/26
301-010 Taxes - Ad Valorem	2,021,996		854,587	854,587	1,167,409	42%	Property taxes	
301-060 Supplemental Taxes	40,000		12,685	12,685	27,315	32%	Property taxes owed from previous years, but paid in the current fiscal year	
302-000 Interest and Penalty	10,000		2,547	2,547	7,453	25%	Interest and penalties on property taxes	
303-000 Gas & Oil Severance Tax	20,000			-	20,000	0%	5% severance tax on gross receipts at the well head of oil and natural gas	
304-000 Utility Tax (2%)	300,000	9,194	35,845	45,040	254,960	15%	Public utility services taxes	
305-000 Business & Occupation (B&O) Tax	2,056,946	662,026	394,552	1,056,577	1,000,369	51%	B&O taxes as well as estimated receipts from HDL collections service efforts	
306-000 Liquor Tax	25,000	8,176		8,176	16,824	33%	Tax on purchase of intoxicating liquors	
307-000 Animal Control Tax	1,600		621	621	979	39%	This is donated back to the county each year under Dog Warden	
308-000 Hotel/Motel Tax	175,000	14,714	14,053	28,767	146,233	16%	3 traditional hotels (Rodeway Inn, Days Inn, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, Airbnb, Hotel Tonight, Evolve Vacation Rental Network)	
320-000 Court Costs, Fees & Charges	260,000	18,181	17,689	35,869	224,131	14%		
321-000 Parking Violation Penalties	40,000	2,920	2,110	5,030	34,970	13%		
325-000 Business License Revenue	45,000	5,780	2,910	8,690	36,310	19%		
326-000 Building Permit Fees	750,000	68,133	56,882	125,016	624,984	17%	Building activity increasing/expected to remain strong through FY2027 with new development projects on the horizon and increases in permit fee structure	
328-000 Franchise Tax	65,000		13,184	13,184	51,816	20%	Cable Franchise	
329-000 Rental Registration Fees	1,000			-	1,000	0%		
330-000 International Registration Plan (IRP) Fees	70,000	12,836	4,341	17,177	52,823	25%	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	
339-000 Emergency Service Fee	1,700	206		206	1,494	12%	Revenue from utility bills for EMS (5 cents)	
340-000 Parks & Rec Fee	1,700	206		206	1,494	12%	Revenue from utility bills for parks and recreation (5 cents)	
342-000 Parking Meter Revenues	50,000	6,597	4,492	11,089	38,911	22%	Revenue from parking meters and parking permits including ParkMobile ap	
345-000 Rents & Concessions	60,000	5,730	5,730	11,460	48,540	19%	CTUB rental of 661 space ($30,000); CWH tenant rental ($30,000) Rouss Hall tenant rental ($5000)	
353-000 Zoning Fee	20,000	14,429	31,630	46,059	(26,059)	230%	Planning Commission zoning application fees	
355-000 Street Improvement Fee	150,000	16,046		16,046	133,954	11%	Revenue from utility bills for street improvements ($4 per month)	
365-040 Federal Government Grants	230,700			-	230,700	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years	Remaining HUD grant funds from FY 2026
366-000 State Government Grants	3,000			-	3,000	0%	Fairs and Festivals grant for WV Fest and Christmas Parade	
367-000 Other Grants	-			-	-		Donations to police department and Tree Board	
369-000 Contributions from Other Funds - Sales Tax ($1,600,000); Housing Rehab ($68,000); Vacant Structures ($24,000); OPIOID ($75,000)	1,767,000	400,000		400,000	1,367,000	23%	Ordinance requires sales tax contribution first pays debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $500,000 or $2,000,000 annually. Housing Rehab supports Code Enforcement nuisance properties contracted services. Vacant Structures supports Code Enforcement vacant structures contracted services. OPIOID supports Police social worker services contracted services.	
376-000 Gaming Income	250,000	20,606	17,392	37,997	212,003	15%	Gaming receipts average $19K to $23K per month	
379-000 Gain/Loss - Sale of Fixed Assets	-	250		250	(250)			
380-000 Interest Income (Operating Acct)	25,000	1,912		1,912	23,088	8%	Interest on checking accounts	
381-000 Reimbursements	130,000	1,345	4,916	6,262	123,738	5%	SRO reimbursement ($60,000); crossing guards ($40,000); police overtime reimbursements ($10,000); Fuel Refunds ($9600); Pcard Rebate ($6000); Alarm Calls ($2000)	
381-000 Lein Reimbursements	-			-	-			
382-000 Refunds - Overpayments	500	17,195	229	17,424	(16,924)	3485%		
386-000 Insurance Claims	-		104,484	104,484	(104,484)			
392-000 Property Rehabilitation	7,500		100	100	7,400	1%	Vacant Structures Fees	
387-000 Filing Fees	200			-	200	0%	Filing Fees Revenue - Election in FY 2027. 1% of annual salary per person	
397-000 Video Lottery	700,000	24,043	1,396	25,438	674,562	4%	Video lottery receipts average $13.4K to $22.2K per week	
399-000 Misc Revenue	7,500	693	771	1,464	6,036	20%	Yard waste stickers and fingerprints	
399-010 Misc Revenue - CC Service Fees			1,054	1,054	(1,054)			
399-020 Special Events - WV Fest	15,000			-	15,000	0%	Vendor registration fees and sponsors for WV Fest	
399-030 Special Events - General	1,000	100		100	900	10%	Special activities fees	
399-040 Special Events - CW Hall	15,000	2,200		2,200	12,800	15%	CW Hall public rental fees	
399-070 Special Events - Car Show	7,500	1,155	945	2,100	5,400	28%	Car show registration and sponsors	
TOTAL REVENUES	**11,532,962**	**3,522,791**	**1,585,144**	**5,107,935**	**6,425,027**	44%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES								
ECONOMIC DEVELOPMENT - 402								
402-103 Salaries	83,000	9,062	6,105	15,166	67,834	18%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement	
402-104 FICA	6,600	693	462	1,155	5,445	18%	FICA @ 7.65%	
402-105 Group Insurance	11,000	947	687	1,634	9,366	15%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
402-106 Retirement	7,000	816	549	1,365	5,635	19%	PERS I & II Employer Contribution 8%	
402-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
402-110 Fringe Benefits	1,800	181	122	303	1,497	17%	457(b) Deferred Compensation Employer Contribution (3%)	
402-211 Telephone	500	33		33	467	7%	Cell phone	
402-214 Travel	3,000			-	3,000	0%	2 National Conferences; airfare, lodging, per-diem	
402-220 Advertising/Legal Publications	500			-	500	0%		
402-221 Training & Education	2,500	690		690	1,810	28%	Economic Development Certifications	
402-222 Dues & Subscriptions	3,100	51		51	3,049	2%	IEDC Membership (400), Music Subscription ($250); QR Code Subscriptions ($180); Map Ap Subscription ($2100); Imagine AI ($100)	
402-223 Professional Services	3,000		200	200	2,800	7%	Engineering services, appraisals, renderings	
402-341 Departmental Supplies	5,000	1,776		1,776	3,224	36%	Promotional items for events and City marketing and other departmental supplies. Welcome bags for new residents ($1,000)	
TOTAL ECONOMIC DEVELOPMENT	**127,650**	**14,300**	**8,175**	**22,475**	**105,175**	18%		
MAYOR'S OFFICE - 409								
409-101 Salary	12,500	1,000	1,000	2,000	10,500	16%	Mayor's Salary	
409-104 FICA Tax Expense	1,000	77	77	153	847	15%	FICA @ 7.65%	
409-211 Telephone	600	48		48	552	8%	Cell phone	
409-214 Travel Expense	2,000			-	2,000	0%	WV Municipal League conference & other trainings	
409-221 Training & Education	1,000			-	1,000	0%	WV Municipal League conference & other trainings	
409-341 Departmental Supplies	3,000	2,475		2,475	526	82%	Ceremonial Keys to the City and Coins	Allowance for purchase of ceremonial coins
409-568 Community Contributions	2,000			-	2,000	0%		
TOTAL MAYOR'S OFFICE	**22,100**	**3,599**	**1,076**	**4,675**	**17,425**	21%		
COUNCIL - 410								
410-101 Salaries	40,000	3,333	3,333	6,667	33,333	17%	Eight Council Members at $5,000 annual salary	
410-104 FICA Tax Expense	3,100	255	255	510	2,590	16%	FICA @ 7.65%	
410-214 Travel Expense	5,000			-	5,000	0%	WV Municipal League conference & other trainings	
410-221 Training & Education	4,100			-	4,100	0%	WV Municipal League Conference Registration ($450 per registration) & other trainings	Allowance for participation in Leadership Jefferson program
410-341 Departmental Supplies	1,000			-	1,000	0%		
TOTAL COUNCIL	**53,200**	**3,588**	**3,588**	**7,177**	**46,023**	13%		
CITY MANAGER - 412								
412-103 Salaries	205,000	22,857	57,744	80,602	124,398	39%		
412-104 FICA Tax Expense	18,000	1,749	4,417	6,166	11,834	34%	FICA Tax @ 7.65%	
412-105 Group Insurance	23,000	2,131	1,568	3,699	19,301	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
412-106 Retirement	18,000	2,057	912	2,969	15,031	16%	PERS I & II Employer Contribution 8%	
412-108 Overtime	2,500			-	2,500	0%		
412-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
412-110 Fringe Benefits	6,200	683	222	904	5,296	15%	457(b) Deferred Compensation Employer Contribution (3%)	
412-211 Telephone	550			-	550	0%	Cell phone service	
412-214 Travel Expense	1,500			-	1,500	0%	WVML Trip, City Clerk Election Training	
412-220 Advertising	1,500			-	1,500	0%	Job advertising	
412-221 Training & Education	1,000			-	1,000	0%	WVML Conference, City Clerk Election Training	
412-222 Dues & Subscriptions	1,000	85	39	124	876	12%	ICMA and WVML Fees.	
412-223 Professional Services	50,500			-	50,500	0%	Background checks for City Manager candidates.	
412-341 Departmental Supplies	750		22	22	728	3%	Office Supplies	
TOTAL CITY MANAGER	**330,150**	**29,612**	**64,975**	**94,587**	**235,563**	29%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413								
413-103 Salaries	275,000	25,531	16,784	42,314	232,686	15%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
413-104 FICA Tax Expense	23,000	2,055	1,389	3,445	19,555	15%	FICA Tax @ 7.65%	
413-105 Group Insurance	40,000	3,650	2,594	6,244	33,756	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
413-106 Retirement	25,000	2,062	1,407	3,470	21,530	14%	PERS I & II Employer Contribution 8%	
413-108 Overtime	3,700	1,334	1,510	2,845	855	77%		
413-109 OPEB	1,850	150	150	301	1,549	16%	RHBT Insurance	Allowance for anticipated retirement insurance increase
413-110 Fringe Benefits	7,100	725	503	1,229	5,871	17%	457(b) Deferred Compensation Employer Contribution (3%)	
413-214 Travel Expense	1,500			-	1,500	0%	Biannual Director & Acct. Clerk III - WV Government Finance Officers Association Training	
413-218 Postage	2,000			-	2,000	0%	Certified Mailings for collections communications	
413-220 Advertising/Legal Pubs	2,500			-	2,500	0%	Financial statement publication $625, Levy Estimate $425 and job advertising.	
413-221 Training & Education	1,000			-	1,000	0%	GFOA bi-annual trainings.	
413-222 Dues & Subscriptions	1,000	750	225	975	25	98%	GFOA memberships for Finance Director and Accounting Clerk III	
413-223 Professional Services	2,500			-	2,500	0%	Police pension annual report ($2100) Background Checks for New Hires ($100)	
413-224 Audit Costs	72,000			-	72,000	0%	Perry & Associates and J.C. Kunkle FY26 Compilation and Preparation of Audit	Allowance for FY 2025 audit expenses
413-230 Contracted Services - B&O Collections	20,000			-	20,000	0%	Fees for collection services	
413-238 Refunds	50,000		22	22	49,978	0%		
413-341 Departmental Supplies	1,500	33		33	1,467	2%	Office Supplies	
413-353 Computer Software/Tech	45,000	35,294	5,261	40,555	4,445	90%	Tyler Technologies - Incode Annual License Fee ($35,000 for ERPRO 10 & $10,000 for ERPRO 9)	
TOTAL TREASURER	**574,650**	**71,585**	**29,847**	**101,431**	**473,219**	18%		
COURT CLERK - 415								
415-103 Salaries	72,000	8,026	5,286	13,312	58,688	18%	Court Clerk Salary, 2.5% merit, and holiday supplement	
415-104 FICA	5,900	614	407	1,021	4,879	17%	FICA Tax @ 7.65%	
415-105 Group Insurance	21,000	1,859	1,523	3,383	17,617	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
415-106 Retirement	6,000	722	494	1,216	4,784	20%	PERS I & II Employer Contribution 8%	
415-108 Overtime	1,000		198	198	802	20%		
415-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
415-110 Fringe Benefits	2,300	235	159	394	1,906	17%	457(b) Deferred Compensation Employer Contribution (3%)	
415-214 Travel	500			-	500	0%	Court Clerk training	
415-218 Postage	500			-	500	0%	Certified mailings for court communications	
415-220 Advertising/Legal Publications	-			-	-			
415-221 Training & Education	750			-	750	0%	WVML training and Election training.	
415-230 Contracted Services	25			-	25	0%	Flu shot	
415-238 Refunds	1,000			-	1,000	0%		
415-341 Departmental Supplies	750		31	31	719	4%	Ink cartridges, paper stock	
TOTAL COURT CLERK	**112,375**	**11,507**	**8,148**	**19,655**	**92,720**	17%		
POLICE JUDGES - 416								
416-103 Salaries	44,000	3,250	3,000	6,250	37,750	14%	Two Municipal Court judges ($6000); three magistrates ($18,000); two prosecuting attorneys($13,000); extra $2000 for special judge, and holiday supplements ($1750).	
416-104 FICA	3,600	249	230	478	3,122	13%	FICA Tax @ 7.65%	
416-214 Travel	500			-	500	0%	WV State mandated annual training for magistrates & judges	
416-221 Training & Education	1,000			-	1,000	0%	WV State mandated annual training for magistrates & judges	
416-223 Professional Services	1,000	280		280	720	28%	Fees for translator.	
TOTAL POLICE JUDGES	**50,100**	**3,779**	**3,230**	**7,008**	**43,092**	14%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY ATTORNEY - 417								
417-103 Salaries	170,000	18,883	12,720	31,603	138,397	19%	Attorney salary plus 2.5% merit and holiday supplement	
417-104 FICA	13,600	1,445	973	2,417	11,183	18%	FICA @ 7.65%	
417-105 Group Insurance	2,000	333	2	335	1,665	17%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
417-106 Retirement	15,000	1,699	1,145	2,844	12,156	19%	PERS I & II Employer Contribution 8%	
417-109 OPEB	-			-	-		RHBT Insurance	
417-110 Fringe Benefits	5,500	566	382	948	4,552	17%	457(b) Deferred Compensation Employer Contribution (3%)	
417-211 Telephone	250	19		19	231	8%	Cell phone service	
417-214 Travel	2,000			-	2,000	0%	Travel allowance for WVML and various trainings.	
417-221 Training & Education	2,000			-	2,000	0%	WVML and other CLE registrations.	
417-222 Dues & Subscriptions	6,000			-	6,000	0%	Bar license and West Law legal research database subscription. IMLA membership.	
417-223 Professional Services	50,000			-	50,000	0%	Cost for outside legal council	
417-341 Departmental Supplies	750	40		40	710	5%	Office supplies	
TOTAL CITY ATTORNEY	**267,100**	**22,986**	**15,221**	**38,207**	**228,893**	14%		
ENFORCEMENT AGENCY - 425								
425-103 Salaries	65,000	7,539	4,769	12,308	52,692	19%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance	
425-104 FICA	5,200	577	360	937	4,263	18%	FICA @ 7.65% of Salary	
425-1.05 Group Insurance	11,000	921	687	1,608	9,392	15%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
425-106 Retirement	5,500	637	429	1,066	4,434	19%	PERS I & II Employer Contribution 8%	
425-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
425-110 Fringe Benefits	2,200	212	143	355	1,845	16%	457(b) Deferred Compensation Employer Contribution (3%)	
425-211 Telephone	500	19		19	481	4%	Cell phone service	
425-214 Travel	3,000			-	3,000	0%	International Code Council Conferences	
425-218 Postage	1,500	23		23	1,477	2%	Certified Mailings	
425-220 Advertising/Legal Publications	500			-	500	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices	
425-221 Training & Education	2,000			-	2,000	0%	International Code Council Conferences	
425-222 Dues & Subscriptions	500	5		5	495	1%	ICC Membership ($170), WV Code Official Dues ($40), Code Inspection License ($75), International Property Maintenance Code	
425-230 Contracted Services	25,000			-	25,000	0%		
425-230 Nuisance Properties - Contracted Services	68,000			-	68,000	0%	Nuisance Properties cleanup and demos. Supported by Rehab Funds.	
425-330 Nuisance Properties Relocation - Contracted Services	5,000			-	5,000	0%	Nuisance Properties housing relocation	
425-330 Vacant Properties - Contracted Services	24,000		250	250	23,750	1%	Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings. Supported by Vacant Structures Funds.	
425-341 Departmental Supplies	2,500			-	2,500	0%	Code books, door hangers, office supplies	
425-345 Uniforms	1,500			-	1,500	0%	Jackets & shirts	
TOTAL ENFORCEMENT AGENCY	**223,550**	**9,983**	**6,689**	**16,672**	**206,878**	7%		
REGIONAL DEVELOPMENT AUTHORITY - 435								
435-222 Dues & Subscriptions	11,500	11,304		11,304	196	98%	Region 9 Assessment	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**11,304**	**-**	**11,304**	**196**	98%		
TOTAL CITY ADMINISTRATION	**2,846,025**	**471,885**	**216,390**	**688,275**	**2,157,750**	24%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436								
436-103 Salaries	93,000	10,713	6,907	17,619	75,381	19%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance	
436-104 FICA	7,500	820	526	1,346	6,154	18%	FICA @ 7.65% of Salary	
436-105 Group Insurance	2,100	370	2	372	1,728	18%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
436-106 Retirement	8,000	923	622	1,544	6,456	19%	PERS I & II Employer Contribution 8%	
436-109 OPEB	-			-	-		RHBT Insurance	
436-110 Fringe Benefits	3,000	307	207	515	2,485	17%	457(b) Deferred Compensation Employer Contribution (3%)	
436-211 Telephone	500	20		20	480	4%	Hot spot for tablet	
436-214 Travel	3,000			-	3,000	0%	ICC Conference; lodging, meals, gas	
436-220 Advertising/Legal Publications	500			-	500	0%	Job posting ads	
436-221 Training & Education	2,000			-	2,000	0%	ICC conferences and WV State Code Conference.	
436-222 Dues & Subscriptions	500			-	500	0%	ICC membership dues and Commercial & Residential Building inspection license	
436-223 Professional Services	50,000	1,750	125	1,875	48,125	4%	To cover expenses associated with inspections; compliance.	
436-341 Departmental Supplies	2,500	55		55	2,445	2%	Office supplies and code books	
436-345 Uniforms	1,500			-	1,500	0%	Jackets & shirts	
436-353 Computer Software/Tech	500			-	500	0%	Blue Beam-Plan review software	
TOTAL BUILDING INSPECTIONS	**174,600**	**14,957**	**8,389**	**23,346**	**151,254**	13%		
PLANNING & ZONING - 437								
437-103 Salaries	361,000	31,480	24,042	55,522	305,478	15%	Assistant City Manager/Director of Community Development, Zoning Administrator, Permit Tech, and Long-Range Planner salaries, 2.5% merit, and holiday supplements	
437-104 FICA	29,000	2,408	1,809	4,218	24,782	15%	FICA @ 7.65% of Salary	
437-105 Group Insurance	73,000	4,733	3,734	8,467	64,533	12%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
437-106 Retirement	30,000	2,833	2,079	4,912	25,088	16%	PERS I & II Employer Contribution 8%	
437-108 Overtime	1,000			-	1,000	0%		
437-109 OPEB	2,450	150	150	301	2,149	12%	RHBT Insurance	Allowance for anticipated retirement insurance increase
437-110 Fringe Benefits	10,000	661	530	1,191	8,809	12%	457(b) Deferred Compensation Employer Contribution (3%)	
437-211 Telephone	1,000	63		63	937	6%	Director's department cell phone	
437-214 Travel	4,000			-	4,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
437-218 Postage	1,000			-	1,000	0%	Certified mailings, legal notices, and yard sign postings	
437-220 Advertising/Legal Publications	4,500	215		215	4,285	5%	Advertising of BZA & public hearings for Planning Commission meetings; hearing placards; job posting ads	
437-221 Training & Education	5,000			-	5,000	0%	ICMA Gettysburg Leadership Institute ($1800), MGO Conference, Annual Conferences	
437-222 Dues & Subscriptions	3,500			-	3,500	0%	James AICP Membership ($550); Wendy ICC membership ($170); Alissa ICMA membership ($800) & WV Code Officials ($40); Adobe subscription ($1260).	
437-223 Professional Services	5,000	179		179	4,821	4%	GIS Aerial imagery, Background Checks	
437-230 Contracted Services	45,000			-	45,000	0%	Engineering and routine plan review; bond assessments	
437-238 Refunds	1,500			-	1,500	0%	Permit Refunds	
437-341 Departmental Supplies	3,250	48	408	456	2,794	14%	Public hearing signs, office supplies, and promotional supplies	
437-353 Computer Software / Tech	11,000		730	730	10,270	7%	MyPermit Now Monthly Fees (10,000), ArcGIS ($1000)	
TOTAL PLANNING & ZONING	**591,200**	**42,771**	**33,482**	**76,253**	**514,947**	13%		
TOTAL BUILD INSPECTION, P&Z, & ENFORCEMENT AGENCY	**$ 989,350**	**$ 67,711**	**$ 48,560**	**$ 116,271**	**$ 873,078**	12%		
ELECTIONS - 438								
438-220 Advertising/Legal Publications	500			-	500	0%	Publish ballot multiple times	
438-230 Contracted Services	5,000			-	5,000	0%	Poll workers compensation for early voting and day of election.	
438-341 Departmental Supplies	3,000			-	3,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**8,500**	-	-	-	**8,500**	0%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440								
440-103 Salaries	110,000			-	110,000	0%	Director of Operations Salary, 2.5% merit, and holiday supplement	
440-104 FICA Taxes	8,800			-	8,800	0%	FICA @ 7.65%	
440-105 Group Insurance	22,000			-	22,000	0%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
440-106 Retirement	9,000	1		1	8,999	0%	PERS I & II Employer Contribution 8%	
440-109 OPEB	650			-	650	0%	RHBT Insurance	Allowance for anticipated retirement insurance increase
440-110 Fringe Benefits	3,700			-	3,700	0%	457(b) Deferred Compensation Employer Contribution (3%)	
440-211 Telephone	15,000	1,104	1,003	2,107	12,893	14%	WebEx Phone Services ($5,500), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($3,200), CWH Fire Alarm Phone Service ($2,000), City Hall Elevator & Fire Phone Service ($3000)	
440-213 Utilities	65,000	2,054	4,154	6,208	58,792	10%	City Hall Oil ($9000), City Hall Electric ($18,000), Rouss Hall Water & Electric ($4200), CW Hall Electric ($16,000), CW Hall Internet ($2000) & CH Internet ($12,000)	
440-214 Travel Expense	2,000			-	2,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-215 Repair & Main. Bldg & Grounds	5,000			-	5,000	0%	City Hall, Rouss Hall, & CW Hall elevator services inspections and certifications.	
440-218 Postage	6,000	35	406	441	5,559	7%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
440-219 Bldg & Equipment Rental	250,000	20,667	19,607	40,274	209,726	16%	CWH Loan ($200,000), CTUB Rent ($30,600), Postage Lease($1500), City Copier Rental, Plat Printer	
440-220 Advertising/Legal Publications	6,000	209		209	5,792	3%	American Legal Publishing online ordinance updates, job postings, and board vacancy advertisements	
440-221 Training & Education	1,000			-	1,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-222 Dues & Subscriptions	6,500	281	15	296	6,204	5%	Jefferson County Chamber of Commerce ($275), WVML Annual Dues ($2,400), The Journal ($170), ICMA ($200), Amazon Prime ($130), Survey Monkey ($1650), Zoom ($1050)	
440-223 Professional Services	25,000	3,600	2,050	5,650	19,350	23%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
440-226 Insurance & Bonds	240,000	232,252		232,252	7,748	97%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
440-230 Contracted Services	235,000	2,263	19,296	21,559	213,441	9%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $5700 per year for 5 years Pest Control Services - $1000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $15,000 Payroll Processing Base Fees - $12,000 Tek Advisors - $130,000 per year. Shredding Services - $500 Rouss Hall & CW Hall Alarm Services - $3500	
440-232 Bank Charges	30,000	10,299	11,489	21,788	8,212	73%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	
440-237 Other Fees/Taxes	1,500	77	16,181	16,257	(14,757)	1084%	Ambulance fees	
440-341 Departmental Supplies	15,000	561	1,241	1,802	13,198	12%	City wide office supplies, toiletries, kitchen supplies, and water	
440-353 Computer Software / Tech	16,500	16,240		16,240	260	98%	Granicus Annual License - $10,000 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VCS - $5000	
TOTAL CITY HALL	**1,073,650**	**289,643**	**75,441**	**365,084**	**708,566**	34%		
CONTRIBUTIONS/TRANSFERS - 444								
444-568 Contributions - Community Partnership Grants	100,000			-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
444-568 Community Grants	98,000			-	98,000	0%	Grant program for local non-profit organizations	Allowance for community grants for non-profit organizations
444-568 Contributions - Annexation Support	103,000			-	103,000	0%		Contribution to support annexation costs
444-568 Contributions - Revive Grant	259,000	25,000		25,000	234,000	10%	Revive! Program for small business commercial building upgrades in the downtown district.	$40,000 City Revive! grant funds awarded from FY 2026 and $189,000 remaining HUD grant from FY 2026
444-568 Contributions - Façade Improvement Program	54,500	4,442	5,000	9,442	45,058	17%	Grant program to assist property owners and tenants in the Historic Overlay District to beautify property fronts	Grant funds awarded in FY 2026
444-568 Contributions - Jefferson County P&R (Fireworks)	4,000			-	4,000	0%		
444-568 Contributions - Sidewalk Improvement Program	35,000			-	35,000	0%	Grant program to assist property owners with sidewalk repairs	Grant funds awarded in FY 2026
TOTAL CONTRIBUTIONS/TRANSFERS	**653,500**	**29,442**	**5,000**	**34,442**	**619,058**	5%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PARKING - 571								
571-103 Salaries	49,000	5,186	3,184	8,371	40,629	17%	Parking Enforcement Officer salary, 2.5% merit, holiday supplement, and clothing allowance	
571-104 FICA Tax Expense	3,900	415	239	653	3,247	17%	FICA @ 7.65%	
571-105 Group Insurance	11,000	952	687	1,639	9,361	15%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
571-106 Retirement Expense	4,500	298	191	489	4,011	11%	PERS I & II Employer Contribution 8%	
571-108 Overtime	1,000	233		233	767	23%		
571-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
571-110 Fringe Benefits	1,700	142	96	237	1,463	14%	457(b) Deferred Compensation Employer Contribution (3%)	
571-113 Utilities	-			-	-		Electric Service for parking lot - moved to Street Lights	
571-116 Repair & Main - Equipment	1,000			-	1,000	0%	Parking meter repairs and maintenance	
571-218 Postage	500			-	500	0%		
571-219 Bldg & Equipment Rental	500			-	500	0%		
571-220 Advertising / Legal Publications	500			-	500	0%	Job advertising	
571-230 Contracted Services	500			-	500	0%	Flu shot	
571-341 Departmental Supplies	5,000	2,876	1,069	3,945	1,055	79%	Office supplies, batteries, handheld printer paper	
571-345 Uniforms	750		470	470	280	63%	Jacket, shirts, patches, badge, etc.	
571-353 Computer Software/Tech	4,000	3,828		3,828	172	96%	United Public Safety/T2 annual fees	
TOTAL PARKING	**84,500**	**13,979**	**5,986**	**19,965**	**64,535**	24%		
TRANSFERS - 698								
698-590 Transfers to Capital Reserve - Repaving	150,000	16,049	17,253	33,302	116,698	22%	Monthly Street Fee Remittance from CTUB is transferred to Capital Reserve for future street repaving expenditures	
698-591 Transfers to Capital Reserve - One Time Funding	880,730		880,730	880,730	-	100%		Transfer to Capital Fund to support capital projects
698-592 Transfers to Residual Fund	250,000		250,000	250,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings
698-591 Transfers to Capital Reserve - Table Games	950,000	44,648	18,787	63,436	886,565	7%	Transfer of race track lottery, limited video lottery, table games, and Greenbrier table games received in the general fund to the capital fund.	
TOTAL TRANSFERS	**2,230,730**	**60,697**	**1,166,771**	**1,227,468**	**1,003,262**	55%		
CONTINGENCIES - 699								
699-568 Other Contributions	375,500			-	375,500	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. $150,000 for salary, FICA, and retirement increases based on salary study. (SAO caps this amount at 10% of receipts.)	
TOTAL CONTINGENCIES	**375,500**	-	-	-	**375,500**	0%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700								
700-103 Salaries	1,765,000	187,979	117,173	305,152	1,459,848	17%	Base Salaries plus contingency, 2.5% merit, longevity, sign-on bonus, shift differential, clothing allowance, holiday supplement for (8) Patrolman/PFC, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain, (1) Chief (3) Administrative personnel	
700-104 FICA	157,000	12,672	7,455	20,127	136,873	13%	FICA Tax at 7.65%	
700-105 Group Insurance	265,000	19,991	14,869	34,860	230,140	13%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Reduction in insurance costs due to changes in personnel
700-106 Retirement	215,000	17,879	10,970	28,850	186,150	13%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
700-107 Police Pension	2,500			-	2,500	0%	Legacy CTPD Retirement System	
700-108 Overtime	200,000	29,274	13,706	42,980	157,020	21%	Shift coverage, late arrest/call out, special events, school events, court, etc.	
700-109 OPEB	11,000	752	752	1,505	9,496	14%	RHBT Insurance	Allowance for anticipated retirement insurance increase
700-110 Fringe Benefits	55,000	5,141	3,389	8,530	46,470	16%	457(b) Deferred Compensation Employer Contribution (3%)	
700-211 Telephone	12,000	852	707	1,558	10,442	13%	(4) department cell phones ($1750), WebEx phone services ($6300), Alarm phone line ($1350)	
700-213 Utilities	60,000	1,912	4,514	6,427	53,573	11%	Electric ($35,000), Internet Service ($12,000), MiFi/Cradle Points ($10,000)	
700-214 Travel	9,000	5,194	102	5,296	3,704	59%	Training, Conferences,etc. - (CALEA Conference 2nd Award - Omaha)	
700-215 R&M Building & Grounds	1,500			-	1,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries	
700-216 R&M Equipment	10,000			-	10,000	0%	Generator service; radio & camera repair	
700-217 R&M Auto	50,000	16,649	440	17,089	32,911	34%	Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)	
700-218 Postage	2,000	164	183	347	1,653	17%	Stamps, certified mail, UPS/FedEx, etc.	
700-219 Building & Equipment Rental	100,000	8,357	8,357	16,714	83,286	17%	661 Mortgage & copy machine leases	
700-220 Advertising/Legal Publications	5,500	963		963	4,537	18%	New Hire Ads 3-6 ads in local paper	
700-221 Training & Education	15,000			-	15,000	0%	WVSP Academy, 16 hours in-service/8 supervisor hours.	
700-222 Dues & Subscriptions	7,000		2,911	2,911	4,089	42%	WVCOP Dues, IACP, SRO, Journal, CALEA Annual Continuation Fee ($4,595)	
700-223 Professional Services	28,000			-	28,000	0%	Polygraph exams, psychological exam, physical exams, diagnostic imaging	Allowance for policy revision & CALEA Compliance
700-223 Professional Services - Social Worker Services	75,000		75,000	75,000	-	100%	Third party social worker services	
700-230 Contracted Services	30,000	2,144	1,325	3,469	26,531	12%	Cleaning Fees ($12,000), HVAC Service Maintenance 661 George St. ($5500), Alarm service ($6400)	
700-237 Other Fees & Taxes	250			-	250	0%	661 George St. Ambulance Fees	
700-341 Departmental Supplies	35,000	661	468	1,129	33,871	3%	Ammunition, office Supplies, cleaning supplies, water delivery	
700-343 Auto Supplies (Gas, Oil & Tires)	100,000	7,257	1,598	8,855	91,145	9%	Gas, oil changes and tires for police vehicles	Allowance for increase in fuel prices
700-345 Uniforms	35,000	3,801	745	4,546	30,454	13%	Class A, BDU, duty gear, insignia, ballistic vests ($4000 each), coats, etc.	
700-353 Computer Software/Tech	47,000	3,441	14,552	17,994	29,006	38%	Motorola - CAD ($12,200), Lexipole - Police One Academy ($1700), PowerDMS - Accreditation Documents ($4200), Motorola - In-Car & Body Camera Systems ($7000), RCN Technologies - Cradle Points Licensing ($3000), Target Solutions - Guardian Tracking - ($1350), TLO - Investigative Research ($1320), All Traffic Solutions - Speed trailer software ($1500), Magnetic Forensics - cell phone download ($12,000)	
TOTAL POLICE DEPARTMENT	**3,292,750**	**325,084**	**279,216**	**604,300**	**2,688,450**	18%		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704								
704-103 Salaries	40,000		1,227	1,227	38,774	3%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA or merit. Holiday supplements.	
704-104 FICA Tax Expense	2,600		94	94	2,506	4%	FICA @ 7.65%	
704-341 Departmental Supplies	250			-	250	0%	Stop signs	
704-345 Uniforms	500			-	500	0%	Reflective jackets and vests	
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**43,350**	-	**1,320**	**1,320**	**42,030**	3%		
Total Police and Crossing Guards	**$ 3,336,100**	**$ 325,084**	**$ 280,536**	**$ 605,620**	**$ 2,730,480**	18%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707								
707-567 Contributions	1,800			-	1,800	0%	City donates the dog tag fees to the County Animal Control.	
TOTAL DOG WARDEN	**1,800**	-	-	-	**1,800**	0%		
MAINTENANCE - 750								
750-103 Salaries	327,057	33,649	21,193	54,842	272,215	17%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.	
750-104 FICA Tax Expense	30,000	2,589	1,645	4,234	25,766	14%	FICA @ 7.65%	
750-105 Group Insurance	55,000	2,865	2,140	5,005	49,995	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
750-106 Retirement	28,000	2,880	1,953	4,833	23,167	17%	PERS I & II Employer Contribution 8%	
750-108 Overtime	20,000	190	511	701	19,299	4%		
750-109 OPEB	1,850	100	100	201	1,649	11%	RHBT Insurance	Allowance for anticipated retirement insurance increase
750-110 Fringe Benefits	9,000	826	557	1,382	7,618	15%	457(b) Deferred Compensation Employer Contribution (3%)	
750-211 Telephone	2,000	111		111	1,889	6%	Field staff equipped with cell phones	
750-213 Utilities	10,000	106	177	283	9,717	3%	Maintenance building electric ($5000), water & sewer ($1500), and internet ($1200)	
750-214 Travel Expense	1,500			-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed	
750-215 R&M Buildings and Grounds	77,000	1,728	593	2,321	74,679	3%	General maintenance and repairs of all city buildings.	Allowance for HVAC repair at PD from FY 2026
750-216 R&M Equipment	20,000	26		26	19,974	0%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs.	
750-217 R&M Auto	10,000	2,301		2,301	7,699	23%	Regular maintenance of maintenance department and City vehicles	
750-219 R&M Bldg and Equip Rental	1,000			-	1,000	0%	Equipment rented as required to maintain various city buildings.	
750-220 Advertising	500		139	139	361	28%	Spring and Fall Cleanup. Additional city sponsored projects as required. Job advertising.	
750-221 Training & Education	5,000			-	5,000	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection ($1000), ASE ($500), Certified Pool Operators ($2000), Arborist training ($1000).	
750-222 Dues & Subscriptions	500			-	500	0%	Camera subscription and CDL license fees	
750-223 Professional Services	500			-	500	0%	CDL physicals	
750-230 Contracted Services	50,000	1,379	2,626	4,005	45,995	8%	Trash service, box rental fees, snow removal and salt	
750-230 Contracted Services - Trees	20,000			-	20,000	0%	Tree services	
750-341 Departmental Supplies	40,000	3,192	379	3,571	36,429	9%	General maintenance supplies, Christmas decorations ($10,000), and light poles.	
750-343 Auto Supplies (Gas, Oil & Tires)	30,000	2,101		2,101	27,899	7%	Gas, oil changes and tires for maintenance department and City vehicles.	$4000 allowance for increase in fuel prices & $1000 allowance for Bobcat tires from FY 2026
750-345 Uniforms	5,000			-	5,000	0%	Reflective jacket, shirts, vests, and pants	
TOTAL MAINTENANCE	**743,907**	**54,040**	**32,016**	**86,055**	**657,852**	12%		
STREET LIGHTS - 751								
751-213 Utilities	135,000		10,177	10,177	124,823	8%	Street lights electric (Increase for allowance of Stone Spring street lights)	
TOTAL STREET LIGHTS	**135,000**	-	**10,177**	**10,177**	**124,823**	8%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
P&R - 900								
900-103 Salaries	61,000	6,738	5,227	11,965	49,035	20%	Parks Manager salary, 2.5% merit, holiday supplement.	
900-104 FICA	5,000	515	395	910	4,090	18%	FICA @ 7.65%	
900-105 Group Insurance	11,000	966	737	1,704	9,296	15%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
900-106 Retirement	5,000	606	409	1,015	3,985	20%	PERS I & II Employer Contribution 8%	
900-109 OPEB	650		136	136	514	21%	RHBT Insurance	Allowance for anticipated retirement insurance increase.
900-110 Fringe Benefits	2,000	202		202	1,798	10%	457(b) Deferred Compensation Employer Contribution (3%)	
900-211 Telephone	600	48		48	552	8%		
900-214 Travel Expense	2,000			-	2,000	0%		
900-221 Training & Education	1,500			-	1,500	0%		
900-341 Departmental Supplies	750			-	750	0%	Office supplies	
900-566 Contributions	107,500		27,357	27,357	80,143	25%	50% Hotel/Motel tax revenue to support Pool/Tennis/Park expenses in the Parks & Rec budget. Additional $20,000 donation from the City to the P&R for these expenses.	
TOTAL P&R	**$ 197,000**	**$ 9,076**	**$ 34,261**	**$ 43,337**	**$ 153,663**	22%		
VISITOR'S CENTER - 901								
901-567 Contributions	87,500		7,357	7,357	80,143	8%	50% of Hotel/Motel Tax Revenue Contribution to Jefferson County Visitor's Center.	
TOTAL VISITOR'S CENTER	**87,500**	-	**7,357**	**7,357**	**80,143**	8%		
FAIRS/FESTIVALS - 903								
903-220 Advertising/Legal Publications	2,000			-	2,000	0%	Event Advertising	
903-230 Contracted Services	35,000		3,600	3,600	31,400	10%	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) and other miscellaneous entertainment. **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)	
903-238 Refunds	100			-	100	0%		
903-341 Departmental Supplies	25,000	4,805	500	5,305	19,695	21%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Art Supplies ($800), Chairs & Railing ($1,000), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
903-568 Contributions	5,000		500	500	4,500	10%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**67,100**	**4,805**	**4,600**	**9,405**	**57,695**	14%		
TOTAL EXPENSES	**11,532,962**	**1,026,734**	**1,804,965**	**2,831,699**	**8,701,263**	25%		
REVENUES OVER EXPENSES	$ (0)	$ 2,496,057	$ (219,821)	$ 2,276,236				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1889: August 2026 Capital Fund Budget Update

ATTACHMENTS:

- August 2026 Capital Budget Financials.pdf

the city of Charles Town, WV

FY 2027 Capital Reserve Budget

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES							
Capital Reserve Carryover	6,529,550	$ 6,529,550	$ 6,529,550	$ (0)	100%	$2,063,655 carryover balance from FY2026 Capital Reserve. This is carryover for unfinished projects noted in red. $2,067,199 additional grant carryover transferred to the grant projects worksheet. (Carryover will be adjusted in the 1st Revision in July 2026.)	Adjust carry over amount to actual balance as of June 30, 2026
368-000 Contributions from GF	880,730	$ 880,730	$ 880,730	$ -		Contributions from GF (Determined in July 2026 1st Revision)	
368-000 Contributions from GF - Lottery / Gaming Revenue	950,000	$ 18,787	$ 63,436	$ 886,565	7%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
341-000 Developer Proffers	255,000	$ 29,376	$ 71,044	$ 183,956	28%	Developer Proffer fees.	
380-000 Interest on Bank Accounts & Other Sources	100,000		$ 7,748	$ 92,252	8%		
TOTAL REVENUES	**$ 8,715,280**	**$ 7,458,443**	**$ 7,552,507**	**$ 1,162,773**	**87%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES							
975 GENERAL GOVERNMENT							
Information Technology							
Computer Replacement - 975-459 General Government Capital Outlay Technology	25,000		$ -	$ 25,000	0%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
Tyler Tech Version 10 Software - 975-459 General Government Capital Outlay Technology	55,130		$ -	$ 55,130	0%	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. ($55,130 carried over from FY26.)	
TOTAL INFORMATION TECHNOLOGY	**$ 80,130**	**$ -**	**$ -**	**$ 80,130**	**0%**		
Other - General Government							
City Charter Re-write - 975-223 General Government Professional Services	60,000		$ -	$ 60,000	0%		
Comprehensive Plan Update - 975-223 General Government Professional Services	125,000		$ -	$ 125,000	0%		Professional services to update the City's policy guide for decision making pertaining to future land use, growth & development, & resource preservation within the City's jurisdiction and Urban Growth Boundary
Rouss Hall Landlord buy back - 975-458 General Government Capital Outlay	140,000		$ -	$ 140,000	0%	$140,000 carried over from FY26.	
Zoning & Subdivision Ordinance Overhaul - 975-223 General Government Professional Services	172,850		$ -	$ 172,850	0%	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. ($172,850 carried over from FY26.)	
Front Office Desks - 975-459 General Government Equipment	3,300	$ 3,205	$ 3,205	$ 95	97%	$3300 carried over from FY26.	
TOTAL OTHER - GENERAL GOVERNMENT	**$ 504,355**	**$ 3,205**	**$ 3,205**	**$ 312,945**	**1%**		
TOTAL GENERAL GOVERNMENT	**$ 584,485**	**$ 3,205**	**$ 3,205**	**$ 393,075**	**1%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY							
Equipment							
Body Worn Cameras - 976-460 Public Safety Capital Outlay Equipment	32,000		$ -	$ 32,000	0%		Replace 19 body worn cameras with expired warranties. Version V700
Office Chairs - 976-460 Public Safety Capital Outlay Equipment	8,100		$ -	$ 8,100	0%		Replace 24 dilapidated office chairs.
Officer Equipment - 976-460 Public Safety Capital Outlay Equipment	17,500	$ 6,951	$ 6,951	$ 10,549	40%	Equipment for new officer. (Taser, ballistic shield, baton, spike system, trauma aid kit, trauma pac kit, defibrillator, body worn camera, and desktop computer)	
TOTAL EQUIPMENT	**$ 64,551**	**$ 6,951**	**$ 6,951**	**$ 10,549**	**11%**		
Information Technology							
Computer Replacement - 975-460 General Government Capital Outlay Technology Police Department	33,000		$ -	$ 33,000	0%	6 In-car Panasonic Tough Tablets (To replace generation 3 reaching end of life.)	
TOTAL INFORMATION TECHNOLOGY	**$ 33,000**	**$ -**	**$ -**	**$ 33,000**	**0%**		
Vehicles							
Police Cars - 976-459 Public Safety Capital Outlay Vehicles	144,000		$ 140,850	$ 3,150	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years. A third vehicle is requested this year for the new officer position.	
Police Vehicle Upfit Costs - 976-459 Public Safety Capital Outlay Vehicles	48,000	$ 24,286	$ 24,286	$ 23,714	51%	Approximately $5000 per car is estimated for the 2 vehicles in the rotation schedule. This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant. Cost for 3rd car is $38,000.	
TOTAL VEHICLES	**$ 192,000**	**$ 24,286**	**$ 165,136**	**$ 26,864**	**86%**		
Parking							
Parking Meters - 976-462 Public Safety	5,000		$ -	$ 5,000	0%	23 Parking meter mechanisms the replace the outdated Duncan meters as part of the replacement system implemented over the last 2 years.	
TOTAL PARKING	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**	**0%**		
TOTAL PUBLIC SAFETY	**$ 294,551**	**$ 31,237**	**$ 172,087**	**$ 75,413**	**58%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION							
Buildings							
Charles Washington Hall - Roof Replacement - 977-457 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 useful life of 30 years. ($50,000 carried over from FY26.)	
Charles Washington Hall - Painting of Exterior Windows/Doors/Trim - 977-457 Streets & Transportation Capital Outlay Buildings	60,000		$ -	$ 60,000	0%		Painting of all outside wood surfaces at CWH. (Windows, doors, soffit, and facia)
City Hall - Brick Repointing - 977-457 Streets & Transportation Capital Outlay Buildings	40,000		-	-	0%		Repair damaged mortar at City Hall.
City Hall - Elevator Replacement - 977-457 Streets & Transportation Capital Outlay Buildings	70,000		-	-	0%		Replace City Hall elevator car and mechanical units.
City Hall - Replace Rooftop AC Units - 977-457 Streets & Transportation Capital Outlay Buildings	45,730		$ -	$ 45,730	0%	Replacement of 2 City Hall rooftop AC units. ($45,730 carried over from FY26.)	
City Hall - Restore Roof Section 2 - 977-457 Streets & Transportation Capital Outlay Buildings	20,000		$ -	$ 20,000	0%		Section 2 of the City Hall roof is in poor condition. This is an allowance to restore that area of the roof.
Maintenance Yard Study & Engineering - 977-457 Streets & Transportation Capital Outlay Buildings	220,700		$ -	$ 220,700	0%	Maintenance yard study. Current maintenance yard is in poor condition and needs replaced or renovated. In FY26 Council requested that a study be conducted for the best location of the Maintenance Yard along with associated engineering. The engineering remains to be completed. ($220,700 carried over from FY26.)	
Rouss Hall - Brick Repointing -977-457 Streets & Transportation Capital Outlay Buildings	20,000		$ -	$ 20,000	0%		The west wall is severely deteriorated. This will provide an allowance to repair the mortar.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-457 Streets & Transportation Capital Outlay Buildings	209,975		$ -	$ 209,975	0%	All window sills at Rouss Hall have peeling paint and rotted wood. ($209,975 carried over from FY26.)	
Rouss Hall - Apply roof coating - 977-457 Streets & Transportation Capital Outlay Buildings	31,250		$ -	$ 31,250	0%	The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a useful life of 10 years. ($31,250 carried over from FY26.)	
TOTAL BUILDINGS	**$ 767,655**	**$ -**	**$ -**	**$ 657,655**	**0%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure							
Art Alley Brick Stamped Pavement - 977-458 Streets & Transportation Capital Outlay Other Improvements	25,000		$ -	$ 25,000	0%		Repave Art Alley and apply brick imprint.
Brick Sidewalk Replacement - Washington St. - 977-458 Streets & Transportation Capital Outlay Other Improvements	55,000		$ -	$ 55,000	0%		Replace brick sidewalk from the Post Office on W. Washington Street to 120 S. George St.
Charles Street Engineering Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	369,975		$ -	$ 369,975	0%	Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications. ($79,975 carried over from FY26.)	Allowance to produce engineering-ready documents to make storm water corrections, bury utility lines, level the street, and transform streetscape into usable event space.
Depot Square Design - 977-458 Streets & Transportation Capital Outlay Other Improvements	50,000		$ -	$ 50,000	0%	Design for potential uses and amenities of the City's new town square. ($50,000 carried over from FY26.)	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-458 Streets & Transportation Capital Outlay Other Improvements	100,000		$ -	$ 100,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Grant match was paid in FY26. This is an allowance for overages. Reduction Funding. ($5240 carried over from FY26.)	
Stormwater Assessment Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	354,780		$ -	$ 354,780	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($125,955 carried over from FY26.)	Allowance to proceed to the full inventory and detailed analysis of Watersheds 1, 2, 3, 7, & 10
TOTAL STREETS/INFRASTRUCTURE	**$ 954,755**	**$ -**	**$ -**	**$ 874,755**	**0%**		
Vehicles							
Bucket Truck - 977-459 Streets & Transportation Capital Outlay Equipment	175,000		$ 166,890	$ 8,110	95%	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 July of FY27. ($175,000 carried over from FY26.)	
Dump Truck - 977-459 Streets & Transportation Capital Outlay Equipment	90,000		$ -	$ 90,000	0%		This dump truck includes a landscaping dump bed for hauling brush and snow
Street Sweeper - 977-459 Streets & Transportation Capital Outlay Equipment	350,000		$ 344,890	$ 5,110	99%	The current sweeper is unreliable and constantly being repaired.	
Pick-up Truck - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%	Replacement of 2016 truck to include emergency lighting and utility bed.	
TOTAL VEHICLES	**$ 685,000**	**$ -**	**$ 511,780**	**$ 173,220**	**75%**		
Streets & Transportation Other							
Charles Washington Hall - 2 Refrigerators - 977-459 Streets & Transportation Capital Outlay Equipment	8,000	$ 6,435	$ 6,435	$ 1,565	80%		2 commercial refrigerators on 1st floor of Charles Washington Hall. (8000 carried over from FY26)
Maintenance Yard Storage Containers - 977-459 Streets & Transportation Capital Outlay Equipment	25,000		$ -	$ 25,000	0%		
Trash Can Replacement - Downtown - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%		Replace 40 deteriorating trash in the Downtown District
TOTAL STREETS & TRANSPORTATION OTHER	**$ 109,435**	**$ 6,435**	**$ 6,435**	**$ 103,000**	**6%**		
TOTAL STREETS & TRANSPORTATION	**$ 2,516,845**	**$ -**	**$ 511,780**	**$ 1,705,630**	**20%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION							
Parks & Recreation							
Jefferson Memorial Park Tennis Court Resurfacing & Fencing - 979-458 Culture & Recreation Other Improvements	300,000		$ -	$ 300,000	0%		Mill, pave, and apply acrylic sport court coating on the tennis courts. Install chain link fencing around the courts.
Parks Master Plan - 979-223 Culture & Recreation Professional Services	150,000		$ -	$ 150,000	0%		
TOTAL PARKS & RECREATION	**$ 450,000**	**$ -**	**$ -**	**$ 150,000**	**0%**		
Culture							
Christmas lights replacement along Washington & George Streets - 979-458 Culture & Recreation Other Improvements	25,000	$ 12,256	$ 12,256	$ 12,744	49%	Current lights are failing and need to be replaced.	
Historical Signs - 979-458 Culture & Recreation Other Improvements	10,000		$ -	$ 10,000	0%		
Wayfinding signage - 979-458 Culture & Recreation Other Improvements	297,400		$ -	$ 297,400	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) ($197,400 carried over from FY26.)	
TOTAL CULTURE	**$ 332,400**	**$ 12,256**	**$ 12,256**	**$ 320,144**	**4%**		
TOTAL CULTURE AND RECREATION	**$ 782,400**	**$ 12,256**	**$ 12,256**	**$ 470,144**	**2%**		
Building Improvements Contingency	349,160		$ -	$ 349,160	0%	Developer fees transferred from Building Commission in FY 2026 to the Capital Fund. This is the remaining balance as of 6/30/26. ($349,160 carried over from FY26.)	
Contingencies	2,137,231		$ -	$ 2,137,231	0%	This amount will be adjusted in the 1st Revision in July 2026.	
Encumbrances for Subsequent Years	-		$ -	$ -			
Transfer to Grant Projects	2,067,199		$ -	$ 2,067,199	**0%**	$76,444 to Augustine Avenue Project. $1,990,755 to JMP Pool Project.	
TOTAL EXPENSES	**$ 8,731,871**	**$ 46,698**	**$ 699,329**	**$ 7,197,851**	**8%**		
REVENUES OVER EXPENSES	**$ (16,592)**	**$ 7,411,745**	**$ 6,853,178**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2025	FY 2027 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 76,444		$ -	$ 76,444	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 construction overages. The $76,444 is carried over from FY26.
Augustine Avenue Trail Design Phase III DOH Reimbursement	$ 111,115	$ 42,188	$ 42,188	$ 68,927	38%	DOH reimbursement for the design of Phase III. ($111,115 carried over from FY26.)
TOTAL REVENUES	**$ 187,559**	**$ 42,188**	**$ 42,188**	**$ 145,371**	**22%**	
EXPENSES						
Augustine Avenue Trail Construction - Construction Phase II & III Encumbrance for FY27 - 979-458 Culture & Recreation Other Improvements	$ 76,444		$ -	$ 76,444	0%	This allowance is for a grant match potential overages on the project in which the City may be responsible. ($76,444 carried over from FY26.)
Augustine Avenue Trail Design Phase III - 979-458 Culture & Recreation Other Improvements	$ 111,115		$ 57,093	$ 54,022	51%	Phase III design expenses. ($111,115 carried over from FY26.)
TOTAL EXPENSES	**$ 187,559**	**$ -**	**$ 57,093**	**$ 130,466**	**30%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ 42,188**	**$ (14,905)**			

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2025	FY 2027 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ -		$ -	$ -		
365-000 Federal Grants - Chesapeake Bay Foundation	$ 70,253		$ -	$ 70,253	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. ($70,253 carried over from FY26.)
365-000 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. ($375,000 carried over from FY26.)
TOTAL REVENUES	**$ 445,253**	**$ -**	**$ -**	**$ 445,253**	**0%**	
EXPENSES						
Liberty Street Flooding Mitigation - Phase I - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	$ 445,253	$ 1,781	$ 15,421	$ 429,832	3%	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. ($445,253 carried over from FY26.)
TOTAL EXPENSES	**$ 445,253**	**$ 1,781**	**$ 15,421**	**$ 429,832**	**3%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ (1,781)**	**$ (15,421)**			

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2025	FY 2027 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 1,990,755		$ -	$ 1,990,755	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 $1,850,692. The $1,990,755 includes the remaining City's $22,103 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.
365-000 Federal Grants-Pool House LWCF	$ 22,103		$ -	$ 22,103	0%	Total award is $499,994. National Park Service LWCF will pay the City $249,997 and the City is required to match $249,997. This is a reimbursable grant so we must budget all expenses and administer the project. ($22,103 carried over from FYU26.)
365-000 Federal Grants-Pool LWCF Grant	$ 893,908		$ -	$ 893,908	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. ($893,908 carried over from FY26.)
TOTAL REVENUES	**$ 2,906,766**	**$ -**	**$ -**	**$ 2,906,766**	**0%**	
EXPENSES						
JMP Pool House Renovation - 979-458 Culture & Recreation Other Improvements - **Pool 1**	$ 831,636	$ 2,870	$ 47,155	$ 784,481	6%	Total construction cost is $1,400,000. We have received a $499,994 grant to support this project, $249,997 will be received from National Park Service and the City must match $249,997. This grant is reimbursable, therefore we must budget the entire cost of the project. ($831,636 carried over from FY26.)
JMP Pool Upgrade - 979-458 Culture & Recreation Other Improvements **- Pool 2**	$ 2,075,130	$ 832	$ 832	$ 2,074,298	0%	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. ($2.075.130 carried over from FY26.)
TOTAL EXPENSES	**$ 2,906,766**	**$ 3,702**	**$ 47,987**	**$ 2,858,779**	**2%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ (3,702)**	**$ (47,987)**			

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	305,774	-		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	766,522	634,187	132,335	$10,741 paid in FY 2025. $608,025 paid in FY2026. $15,421 paid in FY 2027.	FEMA	375,000		375,000	
						Reimbursable Grant Funding Expenses	375,000	375,000	-						
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**1,447,296**	**1,314,961**	**132,335**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 132,335
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	250,000	-		LWCF Pool House	250,000	113,106	136,894	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	1,600,698	-		LWCF Pool	1,600,698	706,787	893,911	
						Out of pocket expenses	1,198,610		1,198,610						
						Reimbursable Grant Funding Expenses	1,850,698	738,267	1,112,431	$690,280 paid in FY 2026. $47,987 paid in FY 2027.					
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**4,900,006**	**2,588,965**	**2,311,041**		**Total**	**1,850,698**	**819,893**	**1,030,805**	

City's Outstanding Balance: 2,311,041
Grant Outstanding Balance: 1,030,805

REPAVING BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
REVENUES							
Repaving Carryover	$ 1,571,997	$ 1,571,997	$ 1,571,997	$ 0	100%	Carryover balance from FY 2026 Repaving Funds. This is the amount of contingency left over from FY26. This amount will be adjusted in the first revision in July 2026.	Adjust carry over amount to actual balance as of June 30, 2026
369-100 Contributions from GF - Repaving Fees	$ 175,000	$ 17,254	$ 33,302	$ 141,698	19%	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	
380-000 Interest on Bank Accounts & Other Sources	$ 20,000		$ 1,912	$ 18,088	10%		
TOTAL REVENUES	**$ 1,766,997**	**$ 1,589,251**	**$ 1,607,211**	**$ 159,786**	**$ 1**		
EXPENDITURES							
977-460 Streets & Transportation Capital Outlay Street Paving	$ 350,000		$ -	$ 350,000	0%	Jan 2023 Infrastructure Committee report identified 23 streets for repaving/repairs. This is an allowance for continuation of the repaving project.	
Paving Contingency - Streets & Transportation Capital Outlay Street Paving	$ 1,416,997		$ -	$ 1,416,997	0%		
TOTAL EXPENSES	**$ 1,766,997**	**$ -**	**$ -**	**$ 1,766,997**	**$ -**		
REVENUES OVER EXPENSES	**$ 0**	**$ 1,589,251**	**$ 1,607,211**	**$ (1,607,211)**	**$ 1**		

the city of Charles Town, WV

FY 2027 P&R

REVENUES	CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	145,405	145,405	145,405	0	100%		FY 2026 carryover brought into FY 2027.
207-340-000 Pool Admission	32,000	6,264	7,858	24,142	25%		
207-340-010 Pool Concession Stand	8,000	1,852	2,603	5,397	33%		
207-340-020 Pool Rental	4,000		-	4,000	0%		
207-340-030 Pool Passes	3,500		-	3,500	0%		
207-340-040 Swimming Lessons	5,000		-	5,000	0%		
207-340-100 Park Donations	6,000		-	6,000	0%		
207-340-120 Hotel/Motel	87,500	7,357	7,357	80,143	8%		
207-340-140 Tennis CIP Donations	-		-	-			
207-340-210 Junior Tennis	850		-	850	0%		
207-340-220 Tennis Lessons	7,500		-	7,500	0%		
207-340-520 Sale of Items	-		-	-			
207-340-700 Pavilion Rental	3,000	500	800	2,200	27%		
207-380-000 Interest on Investments	2,000		205	1,795	10%		
207-369-000 Contributions from GF	20,000	20,000	20,000	-	100%		
207-399-000 Misc. Rev.- CC Convenience Fees	1,000	98	133	867	13%		Convenience fees charged to customers to recover credit card processing costs.
TOTAL REVENUES	**325,755**	**181,476**	**184,361**	**141,394**	**110%**		

EXPENSES	CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103 Salaries	91,825	16,805	20,438	71,387	22%	Pool - 15 Part-time employees @ $71,000 Tennis - 6 Part-time employees @ $12,000 Bonuses for Pool Staff and Concessions $3325	
207-900-104 FICA Tax Expense	7,600	2,870	3,148	4,452	41%	FICA @ 7.65% of Salary	
207-900-108 Overtime	3,000		-	3,000	0%		
207-900-211 Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line ($80 a month)	
207-900-213 Utilities	16,200	894	1,397	14,803	9%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $7,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000	
207-900-215 Buildings and Grounds	12,000	825	982	11,018	8%	Grass/Weed killer, 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 equipment	7,500	2,735	2,748	4,752	37%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-217 Automobile Repair & Maintenance	1,000		-	1,000	0%		Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)
207-900-220 Advertising/Legal Pub	500		-	500	0%	Publishing fees	
207-900-221 Training	3,000		-	3,000	0%	Certifications (10 @ $200), Food Handler's Card (10 @ @15)	Allowance for Park Manager Pool Operation Certification
207-900-222 Dues	120		-	120	0%	NRPA Membership	
207-900-226 Insurance & Bonds	-		-	-		Commercial Property, Umbrella Liability,	
207-900-230 Contracted Services	52,500	7,013	8,758	43,742	17%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000; Porta Potty Setup/Clean and Service - $7,000 Payroll Processing - $2500 Annual Pest Control Services - $500 JMP Trash Service - $6500	
207-900-230 Community Foundation Landscaping - Contracted Services	6,000	4,161	4,161	1,840	69%	Landscaping at JMP per JB Smith Foundation Trust contribution.	
207-900-232 Bank Charges - CC Fees	1,000	197	252	748	25%		Credit card processing fees.
207-900-236 Refunds	500		-	500	0%		
207-900-237 Other Fees/Taxes	300		299	1	100%	Pool permit fee Health Department	
207-900-341 Departmental Supplies	8,000	349	2,806	5,194	35%	nets, camera supplies, story trail supplies, dog waste bags	
207-900-341 Junior Tennis Supplies	850		-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and	
207-900-342 Concession Stand Supplies	4,000	273	1,873	2,127	47%		
207-900-343 Auto Supplies (Gas, Oil & Tires)	1,500		-	1,500	0%		Gas, oil changes and tires
207-900-345 Uniforms	2,500		-	2,500	0%	Life guard bathing suits	
207-900-359 Capital Outlay	94,860		-	94,860	0%		
207-699-568 Contingencies	10,000		-	10,000			
TOTAL EXPENSES	**325,755**	**36,120**	**46,860**	**278,895**	**14%**		
REVENUES OVER EXPENSES	**0**	**145,356**	**137,501**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	515,830	515,830	515,830	(0)	100%	Balance of portfolio at 2/28/26.	FY 2026 carryover brought into FY 2027.
207-340-216 Clifford Trust Restricted Donation	-		-	-		Trust.	
207-380-000 Interest on Investments	-		-	-		account.	
207-380-050 Dividends	15,000	1,553	3,047	11,953	20%	Dividends received on investments.	
207-380-100 Gains/ Losses on Investments	-		-	-		Gains/Losses received on investments.	
TOTAL REVENUES	**530,830**	**517,383**	**518,877**	**11,953**	**98%**		
EXPENSES	**CURRENT BUDGET**	**AUGUST 2026**	**FY 2027 YEAR TO DATE**	**FY 2027 BUDGET BALANCE**	**FY 2027 % BUDGET**	**FINANCE NOTES**	**REVISION #1 NOTES**
207-900-223 Professional Services	2,600	238	475	2,125	18%	$212.00 a month.)	
207-900-459 Clifford Trust Capital Expenditures	528,230		-	528,230	-	and heated bird baths with garden as specified in	
TOTAL EXPENSES	**530,830**	**238**	**475**	**530,355**	**0%**		
REVENUES OVER EXPENSES	**-**	**517,146**	**518,402**				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/08/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1891: August 2026 Account Balance Update

ATTACHMENTS:

- 8-31-26 Bank and Investment Account Balance.pdf

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF AUGUST 31, 2026

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	$ 1,902,834		$ 1,902,834		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 24,431		$ 24,431		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	$ 122,745		$ 122,745		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	$ 1,505,575	$ 1,505,575		$ 1,505,575	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	$ 911,473	$ 911,473		$ 911,473	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	$ 5,502,596	$ 5,502,596	$ -	$ 5,502,596	$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	$ 770	$ 770	$ -	$ 770	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	$ 68,872	$ -	$ 68,872		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	$ 127,268	$ -	$ 127,268		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 48,832		$ 48,832		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	$ 231,739		$ 231,739		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	$ 6,741,751	$ 2,137,231	$ 4,604,520	$ 2,137,231	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	$ 103	$ -	$ 103		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	$ 1,642,210		$ 1,642,210	$ 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	$ 59,332		$ 59,332		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 111,039		$ 111,039		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	$ 518,402		$ 518,402		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	$ 310,314	$ -	$ 310,314		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	$ 20,392		$ 20,392		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	$ 607,902		$ 607,902		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	$ 100,895		$ 100,895		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 19,040,099**				
Total Investment Accounts……	**$ 1,519,374**				
Total Funds……	**$ 20,559,473**	**$ 10,057,644**	**$ 10,501,830**	**$ 11,459,806**	

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.*