



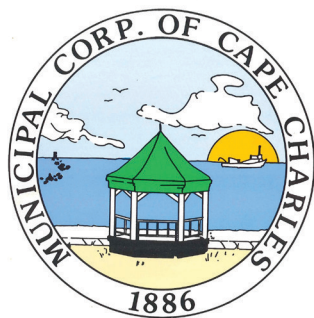
TOWN COUNCIL
FY 2023 Budget Public Hearing
June 9, 2022
Cape Charles Civic Center
6:30 PM

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

2. Moment of Silence and Pledge of Allegiance

3. Public Hearing
 - A. [Reading of Advertisement](#)
 - B. [Fiscal Year 2023 Proposed Budget, Tax & Utility Rates, Building & Zoning Fees](#)
 - C. Receive Public Comments (3 minutes per speaker)
 - D. Close Public Hearing

4. Adjournment of Public Hearing



NOTICE OF PUBLIC HEARING

MUNICIPAL CORPORATION OF CAPE CHARLES

FISCAL YEAR 2023 PROPOSED BUDGET

Following are the estimated receipts and expenditures of the Municipal Corporation of Cape Charles for the Fiscal Year 2023. **The Town Council will hold a Public Hearing on June 9, 2022 at 6:30 p.m. at the Cape Charles Civic Center, 500 Tazewell Avenue,** to receive verbal and written comments on all proposed disbursements, as well as all tax and utility rate changes. Written comments can be submitted prior to the hearing via email to clerk@capecharles.org or hand delivered to Town Hall, 2 Plum Street. Verbal comments can be provided during the public hearing. The proposed Fiscal Year 2023 budget and all tax and rate changes will be discussed and brought to a vote at the Town Council Regular Meeting on June 16, 2022. For additional detail and explanation please visit the Town website at www.capecharles.org, under **Agendas and Minutes / Town Council**.

GENERAL FUND

Revenue	\$4,030,694
Expense	\$4,030,694
Revenue less expenditures	\$0

GENERAL CAPITAL PROJECTS FUND

Revenue	\$1,950,314
Expense	\$1,950,314
Revenue less expenditures	\$0

GENERAL DEBT SERVICE FUND

Revenue	\$249,571
Expense	\$249,571
Revenue less expenditures	\$0

GENERAL SPECIAL ACTIVITIES FUND (Grants & Pass-thru transactions)

Revenue	\$919,350
Expense	\$919,350
Revenue less expenditures	\$0

PUBLIC UTILITIES FUND

Revenue	\$2,603,420
Expense	\$2,603,420
Revenue less expenditures	\$0

HARBOR FUND

Revenue	\$1,154,388
Expense	\$1,154,388
Revenue less expenditures	\$0

SANITATION FUND

Revenue	\$442,253
Expense	\$442,253
Revenue less expenditures	\$0

Following are the proposed tax rates and user fees which are part of the fiscal plan: Rates that have changed are in bold print.

Vehicle Tax:	Vehicle License Tax: \$31.00 per vehicle subject to Virginia State Registration. (Trailers \$18.00) and Golf Cart Decal is \$31.00.
Real Estate Tax:	\$0.2159 per \$100 ; Equalized rate at 101% of previous year's assessed value.
Personal Property Tax:	\$1.00 per \$100 ; This is reduced from \$2.00 per \$100. Boat Tax \$0.01 per \$100
Transient Occupancy Tax:	4.0% plus flat fee of: \$1 per night per room (Hotels/B&Bs) or \$4 per night (Residential Units)
Water Rate:	<i>Residential</i> 0-2,000 gal.: \$33.46 minimum; 2,001 to 5,000 gal.: \$2.63 per 1,000; 5,001 to 10,000: \$3.75 per 1,000; 10,001 to 15,000 gals: \$5.00 per 1,000; Over 15,000 gals: \$7.50 per 1,000; <i>Commercial</i> 0-2,000 gal: \$33.46 minimum; 2,001-10,000 gal: \$2.50 per 1,000; 10,001-15,000 gals: \$3.75 per 1,000; Over 15,000 gals: \$5.00 per 1,000
Wastewater Rate:	<i>Residential</i> 0-2,000 gal.: \$63.12 minimum; 2,001 to 5,000 gal.: \$4.11 per 1,000; 5,001 to 10,000 gals: \$5.85 per 1,000; 10,001 to 15,000: \$7.80 per 1,000; Over 15,000 gals: \$11.70 per 1,000; <i>Commercial</i> 0-2000 gal: \$63.12 minimum; 2,001-10,000 gals: \$3.90 per 1,000; 10,001-15,000 gals: \$5.85 per 1,000; Over 15,000 gals: \$7.80 per 1,000
Trash Collection Fee:	\$18.28 per month (increase of \$1.60)

There are proposed changes to the Building, Planning and Zoning fee schedule, which may be viewed at the Town website under **Proposed Budget Details**.

William "Smitty" Dize, Mayor

Town of Cape Charles FY23 Budget overview

The Mayor and Town Council recently finished the unenviable annual chore of preparing the Town's next budget proposal for fiscal year 2023, which begins on July 1, 2022. This budget included work across seven different accounting funds, totaling over \$11.3 million. The process also included a review of our strategic plan, and the long-term revenue projections needed to achieve those community goals. All of that culminating in setting the tax rates and user fees needed for the coming year. Make no mistake, balancing these community needs against the economic impact on its residents is always difficult and never taken lightly.

The full budget proposal is presented below, and all residents are encouraged to take a closer look. A public hearing on this budget is set for June 9th at 6:30 pm. And the budget is scheduled for adoption on June 16th. However, allow me to summarize some of the main takeaways here.

The Town is in good fiscal shape. Two years ago, the Council set policies to ensure we maintained adequate Fund Balance reserves across all Funds, and this year we reached or exceeded those targets. Coming out of two years influenced by conservative pandemic planning has served us well and helped contribute to achieving these goals.

The Town's three largest Funds (as proposed for FY23) are:

- General Fund (\$4.03 M)
- Utility Fund (\$2.6 M)
- Harbor Fund (\$1.15 M)

Each of these Funds is supposed to be self-sustaining, meaning each have revenue sources that fund those expenditures. The Utility Fund receives revenue from utility charges to customers and certain facility and hook up fees. The Harbor Fund receives its revenue from dockage, wharfage, storage, and other harbor user fees. The General Fund's primary revenue is from:

- Real Property Tax (44%)
- Meals Tax (18%)
- Transient Occupancy Tax (13%)
- Personal Property Tax (3%)
- Other miscellaneous sources

Interestingly, while Cape Charles is perceived as a "tourist town," less than one-third of our General Fund revenue is actually derived from our tourist related taxes.

The top capital projects identified for next year include Phase III of the Community Trail project (south Peach Street); design and engineering for a new Municipal Building and systems upgrade for the existing Library; a new brick and mortar restroom on south Mason Ave and renovation

of the current beach restroom; and a new family games area in Central Park. The harbor also needs some work; this past year the harbor was evaluated by an engineering firm to help identify needed repairs and upgrades. Next year we will begin tackling that list to include upgrading the harbor fuel system, and design/engineering for the inner-harbor king pile and waler repairs. For the Utility Fund, we hope to finish the engineering needed to bring new water wells online and to conduct routine sewer pod replacements.

Overall, the town's economy continues to grow. New construction and renovation projects are pushing town staff to the max, but the resulting revenues in both real property tax and tourism related sources, are more than keeping pace with needed expenditures, both now and regarding our strategic goals. As a result, the Mayor and Town Council are proposing to reduce both real and personal property taxes for FY23.

Due to the recent reassessment of property values by the County, tax revenues would have increased dramatically. Therefore, the town will rebalance our tax rate. This means we will lower our tax rate to help offset the increase in assessed property values. This will not eliminate paying a larger tax, but it will significantly reduce it. Remember, the County tax rate is added to ours. The Town will only keep a 1% increase over last year's assessment, as well as any revenue that comes from new construction. This will result in our real property tax rate dropping from 31 cents per \$100, to 22 cents per \$100.

Personal property tax will also be reduced by half, going from \$2.00 per \$100 of value to \$1.00 per \$100 of value. We were able to keep utility rates the same as last year, though we had to use the last of the Utility Fund's balance to make this work. As more capital is needed for utility work next year, those rates will likely need to increase in FY24. All rates at the harbor will remain the same for this budget.

Again, please refer to the full budget proposal for more details associated with the above information. You may also contact me if you have any additional questions. Otherwise, you are invited to participate in the upcoming budget public hearing. Thank you for your time and interest, and I hope you'll get out and enjoy a wonderful Cape Charles summer this year.

Very Best,

John Hozey
Town Manager

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

As of:
6/9/2022

2022/2023
Proposed
Budget

100. GENERAL OPERATIONS FUND

Total General Fund Revenue	\$4,030,694.33
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* Total Core Operating Revenue	\$3,597,183.33
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NOTE: An amount equal to 20% of the operating expenditures will be transferred from General Fund Balance to Committed Reserve on the Balance Sheet.

An amount equal to 10% of the operating expenditures will be transferred from General Fund Balance to Contingency Reserve (Assigned) on the Balance Sheet.

Expense

4110. LEGISLATIVE	\$49,872.64
4112. TOWN CLERK	\$111,367.59
4121. TOWN MANAGER	\$1,424,535.35
4124. FINANCE	\$418,229.36
4310. POLICE	\$668,885.81
4340. CODE ENFORCEMENT	\$181,587.25
4430. PUBLIC WORKS	\$695,845.18
4730. LIBRARY	\$180,859.78
4811. PLANNING	\$299,511.37
Total General Fund Expense	\$4,030,694.33

100. GENERAL FUND REVENUE LESS EXPENDITURES	\$0.00
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Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

2022/2023
Proposed
Budget

110. GENERAL CAPITAL PROJECTS FUND

Total General Capital Fund Revenue	\$1,950,313.99
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Total General Capital Projects Fund Expense	\$1,950,313.99
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GENERAL CAPITAL FUND REVENUE LESS EXPENDITURES	\$0.00
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120. GENERAL DEBT SERVICE FUND

Total General Debt Service Fund Revenue	\$249,571.15
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4121. TOWN MANAGER, includes Harbor debt service	\$224,542.15
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4310. POLICE	\$21,149.45
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4340. CODE ENFORCEMENT	\$658.78
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4430. PUBLIC WORKS	\$3,220.77
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Total General Debt Service Fund Expense	\$249,571.15
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GENERAL DEBT SVC FUND REV LESS EXPENDITURES	\$0.00
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130. GENERAL SPECIAL ACTIVITIES FUND

Total Revenue Special Activities Fund	\$919,350.00
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Special Activities Fund Expense

4121. TOWN MANAGER	\$913,350.00
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4730. LIBRARY	\$6,000.00
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Total Special Activities Fund Expense	\$919,350.00
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130. GEN SPECIAL ACTIVITIES FUND REV LESS EXPENDITURES	\$0.00
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Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

2022/2023
Proposed
Budget

501. PUBLIC UTILITIES FUND

Total Utility Fund Revenue	<u>\$2,603,419.56</u>
Expense	
4500. UTILITY ADMIN.	\$278,948.54
4501. WATER	\$858,301.71
4502. SEWER	\$1,405,640.95
4503. UTILITY BILLING	\$60,528.36
Total Utility Fund Expense	<u>\$2,603,419.56</u>
UTILITY FUND REVENUE LESS EXPENDITURES	<u><u>\$0.00</u></u>

510. HARBOR FUND

Total Harbor Fund Revenue	<u>\$1,154,388.25</u>
Total Harbor Fund Expense	<u>\$1,154,388.25</u>
HARBOR FUND REVENUE LESS EXPENDITURES	<u><u>\$0.00</u></u>

520. SANITATION FUND

Total Sanitation Fund Revenue	<u>\$442,253.12</u>
Total Sanitation Fund Expense	<u>\$442,253.12</u>
SANITATION FUND REVENUE LESS EXPENDITURES	<u><u>\$0.00</u></u>

Town of Cape Charles

Fiscal Year 2023

Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	As of: 6/9/2022 2022/2023 Proposed Budget Request	2022/2023 Percentage Budget Incr/(Decr)	Salaries and benefits with 3% COLA 2022/2023 Initial Budget NOTES
100. GENERAL FUND					
Revenue					
3010.					
100-3010-1000. Real Property Tax <=2014	\$0.00	\$2,000.00	\$0.00		
100-3010-2015. Real Property Tax 2015	\$248.00	\$2,000.00	\$0.00		
100-3010-2016. Real Property Tax 2016	\$212.00	\$800.00	\$1,000.00	25.0%	
100-3010-2017. Real Property Tax 2017	\$1,609.00	\$1,000.00	\$1,000.00	0.0%	
100-3010-2018. Real Property Tax 2018	\$7,631.00	\$5,000.00	\$3,000.00	-40.0%	
100-3010-2019. Real Property Tax 2019	\$22,100.00	\$7,500.00	\$6,000.00	-20.0%	
100-3010-2020. Real Property Tax 2020	\$1,271,106.00	\$15,000.00	\$8,000.00	-46.7%	
100-3010-2021. Real Property Tax 2021	\$0.00	\$1,484,511.00	\$15,000.00	-99.0%	
100-3010-2022. Real Property Tax 2022	\$0.00	\$0.00	\$1,569,242.00	5.7%	Equalization plus 1% allowable increase & new construction
3010.	\$1,302,906.00	\$1,517,811.00	\$1,603,242.00	5.6%	
3020.					
100-3020-1000. Personal Property Tax <=2014	\$2,023.00	\$0.00	\$0.00	#DIV/0!	
100-3020-2015. Personal Property Tax 2015	\$76.00	\$0.00	\$0.00	#DIV/0!	
100-3020-2016. Personal Property Tax 2016	\$1,483.00	\$1,000.00	\$0.00	-100.0%	
100-3020-2017. Personal Property Tax 2017	\$1,816.00	\$1,500.00	\$1,000.00	-33.3%	
100-3020-2018. Personal Property Tax 2018	\$2,292.00	\$4,500.00	\$1,000.00	-77.8%	
100-3020-2019. Personal Property Tax 2019	\$7,325.00	\$8,000.00	\$2,000.00	-75.0%	
100-3020-2020. Personal Property Tax 2020	\$169,853.00	\$10,000.00	\$6,000.00	-40.0%	
100-3020-2021. Personal Property Tax 2021	\$0.00	\$153,000.00	\$7,000.00	-95.4%	This increase was due to assessments of used vehicles.
100-3020-2022. Personal Property Tax 2022	\$0.00	\$0.00	\$95,000.00	-37.9%	Personal Property tax rate of 1%; reduction from 2%
3020.	\$184,869.00	\$178,000.00	\$112,000.00	-37.1%	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	2022/2023 Percentage Budget Incr/(Decr)
3025.				
100-3025-1000. License Tax Prior	\$656.00	\$49.00	\$0.00	-100.0%
100-3025-2017. License Tax 2017	\$749.00	\$49.00	\$0.00	-100.0%
100-3025-2018. License Tax 2018	\$954.00	\$750.00	\$0.00	-100.0%
100-3025-2019. License Tax 2019	\$5,964.00	\$1,000.00	\$150.00	-85.0%
100-3025-2020. License Tax 2020	\$27,101.00	\$2,000.00	\$1,000.00	-50.0%
100-3025-2021. License Tax 2021	\$0.00	\$21,000.00	\$2,000.00	-90.5%
100-3025-2022. License Tax 2022	\$0.00	\$0.00	\$21,000.00	0.0%
3025.	\$35,423.00	\$24,848.00	\$24,150.00	-2.8%
3035.				
100-3035-2020. Machinery & Tools 2020	\$4,110.00	\$0.00	\$0.00	
100-3035-2021. Machinery & Tools 2021	\$0.00	\$6,000.00	\$0.00	
100-3035-2022. Machinery & Tools 2022	\$0.00	\$0.00	\$22,750.00	279.2% Primarily Coastal Precast Systems Equipment
3035.	\$4,110.00	\$6,000.00	\$22,750.00	279.2%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
3040.				
100-3040-1000. Penalties All Property	\$27,816.00	\$25,000.00	\$22,312.00	-10.8%
3040.	\$27,816.00	\$25,000.00	\$22,312.00	-10.8%
3050.				
100-3050-1000. Golf Cart Decals	\$19,928.00	\$10,000.00	\$17,500.00	75.0%
100-3050-1100. Consumer Utility Tax	\$57,102.00	\$54,500.00	\$59,000.00	8.3%
100-3050-1200. Communications Tax	\$34,706.00	\$35,000.00	\$33,500.00	-4.3%
100-3050-1300. BPOL - ALL	\$209,124.00	\$200,000.00	\$220,000.00	10.0% Current yr revenue +FY21 last 4 mos
100-3050-1400. Admission Taxes	\$11,100.00	\$13,000.00	\$14,000.00	7.7%
100-3050-1500. Transient Occupancy	\$258,854.00	\$278,332.00	\$475,000.00	70.7% Jan 1 FY22 added .3% rate increase + \$4per house/\$1 per hotel/b&b room per night
100-3050-1600. Meals Tax	\$543,518.00	\$600,000.00	\$640,000.00	6.7% Current yr revenue +FY21 last 4 mos
100-3050-1650. Meals Tax .5% for General Capital Fund	\$0.00	\$60,000.00	\$64,000.00	6.7% Current yr revenue +FY21 last 4 mos
100-3050-1700. Short Term Rental Tax	\$9,728.00	\$12,000.00	\$12,000.00	0.0%
100-3050-1800. Rolling Stock Taxes	\$2.00	\$4.00	\$4.00	0.0%
3050.	\$1,144,062.00	\$1,262,835.00	\$1,535,004.00	21.6%
3075.				
100-3075-1000. Penalties & Int Misc	\$456.00	\$600.00	\$700.00	16.7%
3075.	\$456.00	\$600.00	\$700.00	16.7%
3100.				
100-3100-1000. Harbor Development	\$0.00	\$1,500.00	\$0.00	-100.0%
100-3100-1050. Land Use/Conditional	\$0.00	\$3,500.00	\$5,000.00	42.9%
100-3100-1060. Zoning Variance Advt	\$0.00	\$2,000.00	\$1,000.00	-50.0%
100-3100-1070. Miscellaneous Planning/Zoning Fees	\$14,350.00	\$5,000.00	\$7,500.00	50.0%
100-3100-1080. Subdivision Fees P/Z	\$0.00	\$0.00	\$0.00	#DIV/0!

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-3100-1100. Historic Review Fees	\$1,550.00	\$6,000.00	\$8,133.33	35.6%
100-3100-1110. Building Permits	\$128,521.00	\$90,000.00	\$115,000.00	27.8%
100-3100-1150. Planning & Review Fees	\$13,600.00	\$20,000.00	\$19,500.00	-2.5%
100-3100-1160. Electrical Permits	\$10,067.00	\$10,000.00	\$10,000.00	0.0%
100-3100-1200. Plumbing Permits	\$7,183.00	\$6,500.00	\$6,500.00	0.0%
100-3100-1250. Mechanical Permits	\$8,726.00	\$6,500.00	\$6,500.00	0.0%
100-3100-1260. Elevator Permits	\$729.00	\$500.00	\$500.00	0.0%
100-3100-1300. UST/AST Permit	\$750.00	\$1,600.00	\$1,600.00	0.0%
100-3100-1350. Occupancy Permits,	\$1,200.00	\$1,600.00	\$2,000.00	25.0%
100-3100-1360. Permit After Fact	\$1,500.00	\$2,000.00	\$2,000.00	0.0%
100-3100-1400. Building Plan Review	\$14,300.00	\$10,000.00	\$10,000.00	0.0%
100-3100-1410. Shallow Well Permits	\$700.00	\$800.00	\$800.00	0.0%
100-3100-1460. Erosion & Sediment	\$8,860.00	\$6,000.00	\$6,000.00	0.0%
100-3100-1470. Erosion & Sediment	\$300.00	\$1,000.00	\$1,500.00	50.0%
100-3100-1500. Demolition Permit	\$0.00	\$100.00	\$100.00	0.0%
100-3100-1510. Gas Permit	\$2,384.00	\$4,000.00	\$4,000.00	0.0%
100-3100-1550. Misc Building Dept	\$20,630.00	\$12,000.00	\$10,000.00	-16.7%
100-3100-1560. Fire Permit	\$854.00	\$700.00	\$500.00	-28.6%
100-3100-1570. Sign Permit P/Z	\$150.00	\$50.00	\$200.00	300.0%
100-3100-1600. Rental Inspections	\$13,900.00	\$6,500.00	\$12,500.00	92.3%
3100.	\$250,254.00	\$197,850.00	\$230,833.33	16.7%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
3200.				
100-3200-1600. Court Fines and	\$39,848.00	\$40,000.00	\$30,000.00	-25.0%
100-3200-1640. Planning/Zoning Fines/Fees	\$0.00	\$2,000.00	\$2,000.00	0.0%
100-3200-1650. Code Enfrcmnt Admin Fees	\$7,648.00	\$3,500.00	\$3,500.00	0.0%
100-3200-1660. Traffic & Parking Fines	\$2,020.00	\$8,500.00	\$12,000.00	41.2%
100-3200-1700. E-Summons \$5	\$2,837.00	\$8,000.00	\$3,000.00	-62.5% Must be saved toward new police ticketing software
100-3200-1710. Police Nexis Lexis	\$20.00	\$50.00	\$50.00	0.0%
3200.	\$52,373.00	\$62,050.00	\$50,550.00	-18.5%
3300.				
100-3300-1700. Interest on Bank	\$3,551.00	\$2,000.00	\$2,300.00	15.0%
100-3300-1750. Dividends & Interest	\$509.00	\$4,000.00	\$2,300.00	-42.5%
3300.	\$4,060.00	\$6,000.00	\$4,600.00	-23.3%
3400.				
100-3400-1750. Rental of Parks/Rec	\$100.00	\$750.00	\$750.00	0.0%
100-3400-1800. Lease Revenue - Harbor Lot	\$26,226.00	\$34,000.00	\$32,000.00	-5.9%
100-3400-1810. Lease Revenue - Water Tower	\$3,600.00	\$2,400.00	\$2,400.00	0.0%
3400.	\$29,926.00	\$37,150.00	\$35,150.00	-5.4%
3500.				
100-3500-1800. Sale of Surplus	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3500-1850. Library Service & Copies	\$0.00	\$1,000.00	\$300.00	-70.0%
100-3500-1900. Recreation & Event Fees	\$450.00	\$800.00	\$800.00	0.0%
100-3500-1910. Sale of Maps, Plats,	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3500-1920. Notary Services	\$0.00	\$30.00	\$100.00	233.3%
100-3500-1950. FOIA Service Fees	\$206.00	\$350.00	\$350.00	0.0%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-3500-1960. Credit 1%/Debit \$.25	\$5.00	\$0.00	\$0.00	#DIV/0!
100-3500-1970. DMV Stop Fee	\$1,200.00	\$1,000.00	\$500.00	-50.0%
100-3500-2000. Sale of Town Real	\$0.00	\$0.00	\$0.00	#DIV/0!
3500.	\$1,861.00	\$3,180.00	\$2,050.00	-35.5%
3600.				
100-3600-1000. Gifts & Donations REC	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3600-2000. Gifts & Donations Police	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3600-3000. Gifts & Donations Librry Non-FOL	\$0.00	\$100.00	\$0.00	-100.0%
100-3600-4000. Insurance Proceeds,	\$1,263.00	\$5,642.00	\$0.00	-100.0%
100-3600-5000. Surplus & Salvage	\$0.00	\$1,200.00	\$0.00	-100.0%
100-3600-6000. Appropriation From Fund Balance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3600-9000. Reapprprtd Funding - Carryover Projects	\$0.00	\$119,110.00	\$110,000.00	-7.6% carryover for legisl tng \$10K; \$50K unused TMgr contingency;\$20K
3600.	\$5,858.00	\$126,052.00	\$110,000.00	planning consulting/TMgr engineering \$20K; T Mgr prof svcs \$10K -12.7%
3650.				
100-3650-1500. Recovery Misc. Costs	\$825.00	\$1,200.00	\$0.00	-100.0%
100-3650-3000. Recovery, Misc.-Code	\$24,068.00	\$0.00	\$0.00	#DIV/0!
100-3650-4000. Recovery Public Works	\$240.00	\$0.00	\$0.00	#DIV/0!
100-3650-6000. Recovery Town Manager	\$10,053.00	\$175.00	\$0.00	-100.0% Self-insured health ins. cost refund for prev. plan year
3650.	\$35,185.00	\$1,375.00	\$0.00	-100.0%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
3700.				
100-3700-1000. Grant - FEMA	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3700-2200. Grant Gen Fund - USDA RD	\$0.00	\$28,350.00	\$29,400.00	3.7% Police vehicle x 2 - 1 for missed year, 1 current year
100-3700-3000. Proceeds of Loan/ Bond Issuance	\$0.00	\$0.00	\$0.00	#DIV/0!
3700.	\$0.00	\$28,350.00	\$29,400.00	3.7%
3750.				
100-3750-1000. Rolling Stock Taxes	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3750-2000. Personal Prop. Tax	\$35,424.00	\$35,424.00	\$35,424.00	0.0%
100-3750-3000. Local Sales & Use Tax	\$73,667.00	\$81,159.00	\$74,000.00	-8.8% Monthly receipts are decreasing vs FY2021, early FY22
3750.	\$109,091.00	\$116,583.00	\$109,424.00	-6.1%
3800.				
100-3800-1000. Assistance to Local Law Enforcement	\$37,972.00	\$31,252.00	\$31,250.00	0.0% 599 Fund
100-3800-2000. Grant - DCJS LOLE/Byrne	\$720.00	\$1,000.00	\$2,000.00	100.0%
100-3800-3000. Grant - Fire Program Passthru	\$15,000.00	\$0.00	\$0.00	#DIV/0! See Special Activity Fund
100-3800-4000. Grant - VDOT Roads, Trails, Sdwlks	\$226,195.00	\$0.00	\$0.00	#DIV/0! See Capital Projects Fund
100-3800-5000. Grant - Litter	\$935.00	\$935.00	\$1,329.00	42.1% Library to oversee
100-3800-6000. Grant - Misc Other	\$0.00	\$7,460.00	\$0.00	-100.0%
100-3800-7000. Grant - VA State Arts Passthru	\$4,500.00	\$0.00	\$0.00	#DIV/0! See Special Activity Fund
100-3800-8000. Grant -VA Library Program	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3800-9000. Grant - Parks/Rec	\$6,309.00	\$0.00	\$0.00	#DIV/0!

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-3800-9910. DHCD CDBG Small Bus. Rcvry	\$529,610.00	\$0.00	\$0.00	#DIV/0! See Special Activity Fund
100-3800-9920. COVID related Federal	\$172,864.00	\$0.00	\$0.00	#DIV/0! See Special Activity Fund
3800.	\$994,105.00	\$40,647.00	\$34,579.00	-14.9%
3850.				
100-3850-1000. Grant - Northampton Cty Library	\$19,500.00	\$30,000.00	\$30,000.00	0.0% Annual Library Support
100-3850-2000. Grant Other - Northampton Cty	\$25,000.00	\$0.00	\$10,000.00	#DIV/0! County cigarette tax contribution
3850.	\$44,500.00	\$30,000.00	\$40,000.00	33.3%
3900.				
100-3900-1000. Grant - VML Risk Mgmt	\$0.00	\$5,163.00	\$4,000.00	-22.5%
3900.	\$0.00	\$5,163.00	\$4,000.00	-22.5%
3950.				
100-3950-1000. Loan Proceeds Previous Year	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3950-1050. Loan Proceeds Current Year	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3950-2000. Reappropriate Grant prev yr	\$0.00	\$0.00	\$0.00	#DIV/0!
100-3950-2100. Loan Proceeds USDA RD	\$64,021.00	\$52,650.00	\$54,600.00	3.7% 2 x police vehicles
3950.	\$64,021.00	\$52,650.00	\$54,600.00	3.7%
3975.				
100-3975-1000. Misc Rev Proceeds fm Fair/Event	\$0.00	\$0.00	\$3,100.00	#DIV/0!
100-3975-1100. Misc. Rev & NSF fees	\$2,176.00	\$2,250.00	\$2,250.00	0.0% Credit Card Point redemption & NSF fees
3975.	\$2,176.00	\$2,250.00	\$5,350.00	137.8%
Total General Fund Revenue	\$4,293,052.00	\$3,724,394.00	\$4,030,694.33	
* Total Core Operating Revenue		\$3,103,578.00	\$3,597,183.33	Revenue less reappropriations & USDA RD & Bond proceeds, & .5% Meals tax set aside for capital projects

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
Expense				
4110. LEGISLATIVE				
100-4110-1200. PT Salaries & Wages	\$4,800.00	\$4,800.00	\$4,800.00	0.0%
100-4110-2000. FICA Expense	\$390.00	\$367.00	\$237.20	-35.4%
100-4110-2100. SUI Expense	\$36.00	\$30.00	\$25.44	-15.2% rate decrease
100-4110-2230. Worker's Comp	\$0.00	\$3.00	\$0.00	-100.0%
100-4110-3025. Repair Maint & Svc Contracts	\$0.00	\$1,800.00	\$2,200.00	22.2% 11/22 election board exp; misc Civ Ctr repairs
100-4110-3430. IT Services	\$161.00	\$300.00	\$250.00	-16.7%
100-4110-3450. Printing & Design	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4110-3500. Advertising Services	\$2,096.00	\$3,200.00	\$5,000.00	56.3% incr pub hrg ads + budget adopt & amend
100-4110-5040. Phone Service	\$453.00	\$500.00	\$500.00	0.0% mayor cell phone line (forwarded to personal cell)
100-4110-5050. Internet & Cable	\$953.00	\$1,080.00	\$1,360.00	25.9% Spectrum internet @ Civ Ctr (\$113/mo)
100-4110-5200. Travel-MIleage & Tolls	\$0.00	\$2,350.00	\$3,150.00	34.0% VML Leg Day; VML Conf; VML Mayor Conf; Ins for new officials
100-4110-5210. Travel-Lodging & Meals Meals	\$1,274.00	\$7,425.00	\$9,300.00	25.3% same items as #5200
100-4110-5220. Conference	\$30.00	\$4,300.00	\$5,250.00	22.1% same items as #5200
100-4110-5230. Education	\$0.00	\$1,200.00	\$1,200.00	0.0% consultant/facilitator
100-4110-5240. Books & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4110-5250. Dues & Memberships	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4110-5310. Insurance, Public Official Liab.	\$6,195.00	\$6,587.00	\$7,000.00	6.3%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4110-6000. Office Supplies	\$661.00	\$700.00	\$800.00	14.3% iPad supplies (chargers, styli, cables); misc items
100-4110-6125. Departmental	\$1,552.00	\$4,300.00	\$2,300.00	-46.5% 11/22 election equipment/supplies; misc
100-4110-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$955.00	\$4,670.00	\$6,500.00	39.2% new ipads/cases; iCloud; Dropbox; Zoom; apps
100-4110-6225. Repair & Maintenance	\$0.00	\$0.00	\$0.00	#DIV/0!
4110. LEGISLATIVE	\$19,557.00	\$43,612.00	\$49,872.64	14.4%
4112. TOWN CLERK				
100-4112-1000. Regular Salaries & Wages	\$74,359.00	\$62,200.00	\$65,266.00	4.9% Inc. one time economic supplement payment.
100-4112-2000. FICA Expense	\$4,996.00	\$4,758.00	\$4,992.85	4.9%
100-4112-2100. SUI Expense	\$86.00	\$66.00	\$42.40	-35.8%
100-4112-2200. Retirement-ER VRS & ICMRC Exp	\$4,505.00	\$3,720.00	\$4,913.86	32.1% 1.68% increase
100-4112-2210. Life Insurance	\$994.00	\$834.00	\$858.48	2.9%
100-4112-2220. Disability Insurance, LT & ST	\$414.00	\$478.00	\$491.16	2.8%
100-4112-2230. Worker's Comp	\$130.00	\$38.00	\$38.96	2.5%
100-4112-2300. Health Insurance	\$7,719.00	\$500.00	\$1,612.56	222.5%
100-4112-2310. Dental Insurance	\$686.00	\$591.00	\$600.00	1.5%
100-4112-2320. Vision Insurance	\$91.00	\$91.00	\$91.32	0.4%
100-4112-2325. AFLAC Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-2340. Employee Assist	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-2345. Employee/Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-2360. Staff & Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-3020. Maint Svc Contracts -	\$0.00	\$600.00	\$600.00	0.0% Carlson Group Annual Fee
100-4112-3025. Repair Maint & Svc Contracts	\$912.00	\$2,000.00	\$2,000.00	0.0% shredding (records & CC Day)

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4112-3030. Lease - Storage	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-3430. IT Services	\$6,701.00	\$5,600.00	\$12,900.00	130.4% Shorescan monthly & annual backup; Municipal CMS annual K; Municode annual Town Code +add Zon Ord; Municipal311 & Forms
100-4112-3450. Printing & Design	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-3500. Advertising Services	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-5040. Phone Service	\$990.00	\$780.00	\$780.00	0.0% LH cell phone reimb
100-4112-5110. Lease, Office Equip	\$0.00	\$0.00	\$65.00	#DIV/0! DMV Extranet
100-4112-5200. Travel-Mllege & Tolls	\$0.00	\$1,350.00	\$1,000.00	-25.9% IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5210. Travel-Lodging & Meals	\$0.00	\$1,300.00	\$1,550.00	19.2% IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5220. Conference	\$0.00	\$850.00	\$1,200.00	41.2% IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5230. Education	\$647.00	\$0.00	\$0.00	#DIV/0! Fred Pryor VIP (unl online classes)
100-4112-5240. Books & Subscriptions	\$4,846.00	\$8,350.00	\$9,350.00	12.0% ES News; Municode updates (Town Code & Zon Ord new condification; annual VA tax book, etc
100-4112-5250. Dues & Memberships	\$867.00	\$500.00	\$515.00	3.0% IIMC, VMCA, VAGARA, NAGARA, ELGL
100-4112-5260. Employee Testing & Certification	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4112-6000. Office Supplies	\$929.00	\$1,300.00	\$1,300.00	0.0% minutes bks & archival paper, misc supplies
100-4112-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$623.00	\$250.00	\$1,200.00	380.0% Adobe Pro; Adobe Premier Elements (for video proc); new iPad (current 6+ yrs old)
4112. TOWN CLERK	\$110,496.00	\$96,156.00	\$111,367.59	15.8%
4121. TOWN MANAGER				
100-4121-1000. Regular Salaries & Wages	\$99,495.00	\$107,500.00	\$157,618.35	46.6% Move Event Coordinator to TMgr dept from recreation Incl 1 time economic supplement payment
100-4121-1200. PT Salaries & Wages	\$31,810.00	\$32,000.00	\$44,198.35	38.1% Project Mgr + Beach Patrol
100-4121-1800. Allocated Wages	-\$15,000.00	-\$15,750.00	-\$16,995.00	7.9%
100-4121-1900. Personnel Lapse	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-2000. FICA Expense	\$10,067.00	\$10,481.00	\$16,361.84	56.1%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4121-2100. SUI Expense	\$109.00	\$133.00	\$169.60	27.5%
100-4121-2200. Retirement-ER VRS & ICMRC Exp	\$5,980.00	\$6,279.00	\$11,850.02	88.7% 1.68% increase
100-4121-2210. Life Insurance	\$1,340.00	\$1,407.00	\$2,070.28	47.1%
100-4121-2220. Disability Insurance, LT & ST	\$517.00	\$786.00	\$1,172.15	49.1%
100-4121-2230. Worker's Comp	\$86.00	\$132.00	\$970.12	634.9%
100-4121-2300. Health Insurance	\$7,303.00	\$6,760.00	\$13,351.68	97.5%
100-4121-2310. Dental Insurance	\$285.00	\$285.00	\$578.40	102.9%
100-4121-2340. Employee Assist	\$220.00	\$250.00	\$250.00	0.0%
100-4121-2345. Employee/Volunteer testing	\$0.00	\$120.00	\$120.00	0.0%
100-4121-2360. Staff & Volunteer Appreciation	\$954.00	\$4,000.00	\$7,500.00	87.5%
100-4121-2800. Allocated Benefits	-\$3,617.00	-\$3,552.00	-\$4,019.66	13.2%
100-4121-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-3005. Program & Event Performers	\$10,000.00	\$10,000.00	\$12,000.00	20.0% Concerts in the Park, requested by CCP
100-4121-3020. Maint Svc Contracts -	\$528.00	\$0.00	\$0.00	#DIV/0!
100-4121-3025. Repair Maint & Svc Contracts	\$3,366.00	\$7,200.00	\$8,700.00	20.8% Copier - increased color copies for events & presentations
100-4121-3400. Legal Services TM	\$94,777.00	\$100,000.00	\$75,000.00	-25.0%
100-4121-3401. Legal Services Finance	\$603.00	\$1,500.00	\$1,500.00	0.0%
100-4121-3402. Legal Srvs Code Env	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-3404. Legal Services Police	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-3405. Legal Svcs Planner	\$0.00	\$0.00	\$6,000.00	#DIV/0!
100-4121-3406. Legal Services Public Wks	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-3410. Professional Services	\$23,662.00	\$20,000.00	\$30,000.00	50.0%
100-4121-3420. Engineering & Architect Svcs	\$1,990.00	\$25,000.00	\$0.00	-100.0%

Town of Cape Charles
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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4121-3430. IT Services	\$6,185.00	\$7,500.00	\$8,000.00	6.7% Add Assistant costs
100-4121-3500. Advertising Services	\$1,275.00	\$1,500.00	\$2,000.00	33.3% Add new event ads
100-4121-4015. Grant Exp - Town Match VCA	\$4,500.00	\$2,500.00	\$4,500.00	80.0%
100-4121-4025. Grant Exp-Town Support Fire Dept	\$35,000.00	\$25,000.00	\$25,000.00	0.0% annual support of \$25K
100-4121-4030. Grant Exp - Nrthmptn Trsm Exp	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-4040. Grant Exp - Star Transit Support	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-4045. Grant Exp - Cape Charles Museum	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-4050. Grant Exp-Eastern Shore Trsm Comm	\$5,000.00	\$5,000.00	\$5,000.00	0.0%
100-4121-4070. Grant Exp - VRSA Risk Mgmnt	\$2,975.00	\$2,000.00	\$4,000.00	100.0% project tbd
100-4121-4100. Grant Exp - YMCA Support	\$0.00	\$5,000.00	\$5,000.00	0.0%
100-4121-4130. DHCD CDBG	\$520,987.00	\$0.00	\$0.00	#DIV/0!
100-4121-4150. Grant Exp - Emergency & Misc.	\$118,725.00	\$0.00	\$0.00	#DIV/0!
100-4121-4200. Fireworks	\$0.00	\$15,000.00	\$20,000.00	33.3% Longer show & increased cost
100-4121-4210. Cape Charles Main Street Support	\$75,000.00	\$80,000.00	\$90,000.00	12.5% CCMS is adding new staff member
100-4121-5000. Tax Refund - Prior Yr Adjustment	\$443.00	\$2,000.00	\$1,800.00	-10.0%
100-4121-5005. Refund - Misc. Fees	\$450.00	\$1,000.00	\$1,200.00	20.0%
100-4121-5010. Refund - Tourism Zone BPOL Credit	\$0.00	\$2,000.00	\$2,000.00	0.0%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4121-5020. Refund-Trsm Zone Real & Bus. Prpty Tax	\$0.00	\$2,000.00	\$2,000.00	0.0%
100-4121-5030. Refund - Tourism Zone Permit Fees	\$0.00	\$4,000.00	\$4,000.00	0.0%
100-4121-5040. Phone Service	\$6,748.00	\$10,000.00	\$10,420.00	4.2% Solicit quote for new phone system/provider
100-4121-5050. Internet & Cable	\$520.00	\$1,550.00	\$1,550.00	0.0% Spectrum Town Hall
100-4121-5070. Postage	\$5,302.00	\$8,000.00	\$8,000.00	0.0%
100-4121-5080. Lease, Bldgs & Prprty	\$2,148.00	\$0.00	\$2,500.00	#DIV/0!
100-4121-5090. Lease, Right of Way	\$1,545.00	\$6,200.00	\$3,750.00	-39.5% RR Golf cart path, Silver Bullet, & Municipal lot
100-4121-5110. Lease, Office Equip	\$7,004.00	\$6,800.00	\$7,025.00	3.3% Copiers
100-4121-5200. Travel-Mileage & Tolls	\$0.00	\$400.00	\$800.00	100.0% VML Conf-Richmond + event planning/education
100-4121-5210. Travel-Lodging & Meals	\$0.00	\$1,400.00	\$1,600.00	14.3% VML Conf-Richmond
100-4121-5220. Conference	\$30.00	\$950.00	\$400.00	-57.9% VML Conf-Richmond
100-4121-5230. Education	\$125.00	\$0.00	\$400.00	#DIV/0! Julie
100-4121-5250. Dues & Memberships	\$737.00	\$1,350.00	\$1,350.00	0.0% Va Inst for Govt annual;Chamber of Commerce
100-4121-5300. Insurance, Property & Liability	\$30,927.00	\$36,735.00	\$38,205.44	4.0% estimate only
100-4121-5340. Licensing	\$715.00	\$740.00	\$740.00	0.0% Pier License
100-4121-6000. Office Supplies	\$7,378.00	\$9,400.00	\$9,400.00	0.0% Add admin assistant
100-4121-6050. Uniforms Expense	\$122.00	\$500.00	\$600.00	20.0% Beach Patrol & Event coord
100-4121-6100. Program & Event Supplies	\$10,960.00	\$20,000.00	\$25,000.00	25.0% Add a Fall/Halloween event; Ramp up crab pot drop
100-4121-6125. Event Departmental Equipment	\$0.00	\$0.00	\$22,000.00	#DIV/0! New - Tents, Folding tables, heaters, and chairs for events
100-4121-6150. Computer, Sftwr & Electronics < \$10K	\$12,465.00	\$8,000.00	\$8,400.00	5.0% Add 1 adobe subscrip
100-4121-6175. Vehicles & Powered Equip Fuel	\$0.00	\$600.00	\$600.00	0.0% Admin car
100-4121-6200. Vehicles & Equip Repair	\$0.00	\$2,000.00	\$1,500.00	-25.0% Admin car & golf cart
100-4121-6225. Repair & Maintenance	\$155.00	\$500.00	\$500.00	0.0% soccer nets, equipment
100-4121-6800. Debt Service - Principal	\$96,280.00	\$0.00	\$0.00	#DIV/0! to debt svc fund
100-4121-6850. Debt Service Interest	\$24,830.00	\$0.00	\$0.00	#DIV/0! to debt svc fund

Town of Cape Charles
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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4121-6900. Contingency Fund Exp	\$0.00	\$50,000.00	\$60,000.00	20.0% Includes code enf. actions that may occur, police acad. costs
100-4121-8100. Transfer to Fund Bal Excess Rev.	\$0.00	\$0.00	\$147,496.64	#DIV/0! E-Summons revenue must be used toward future software purchase & and excess revenue of \$140,909
100-4121-8110. Transfer to Gen Cap Proj Fund min 6%	\$0.00	\$186,215.00	\$215,830.99	15.9% Min of 6% of core <u>equalized</u> op rev, before any tax increase if applic
100-4121-8111. Transfer .5% Meals Tax Gen Cap Fund	\$0.00	\$60,000.00	\$64,000.00	6.7% Meals tax .5% dedicated to capital projects
100-4121-8112. Trnsfr Reapprop Fnds to cap Proj Fnd	\$0.00	\$147,840.00	\$0.00	-100.0% Unused FY 22 contingency fund
100-4121-8120. Transfer to Gen Debt Svc Fund	\$0.00	\$258,614.00	\$249,571.15	-3.5% For both Harbor and Gen Fund Debt Service
100-4121-8130. Transfer to Gen Special Activity Fnd	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4121-8510. Transfer Funds to Harbor Fund	\$0.00	\$0.00	\$0.00	#DIV/0! for other than debt service
4121. TOWN MANAGER	\$1,249,078.00	\$1,253,686.00	\$1,424,535.35	13.6%
4124. FINANCE				
100-4124-1000. Regular Salaries & Wages	\$193,601.00	\$233,533.00	\$266,147.87	14.0% added new staff member in FY22; rate restructure;1 time econ. supplmnt
100-4124-1100. Regular Salaries & Wages OT	\$305.00	\$837.00	\$837.37	0.0%
100-4124-1200. PT Salaries & Wages	\$861.00	\$5,500.00	\$0.00	-100.0%
100-4124-1300. PT Salaries & Wages OT	\$0.00	\$96.00	\$0.00	-100.0%
100-4124-1800. Allocated Wages	-\$16,283.00	-\$16,762.00	-\$17,789.57	6.1%
100-4124-2000. FICA Expense	\$14,687.00	\$17,865.00	\$20,424.37	14.3%
100-4124-2100. SUI Expense	\$250.00	\$398.00	\$212.00	-46.7% rate reduction
100-4124-2200. Retirement-ER VRS & ICMRC Exp	\$11,344.00	\$14,608.00	\$19,714.04	35.0%
100-4124-2210. Life Insurance	\$2,542.00	\$3,200.00	\$3,444.17	7.6%
100-4124-2220. Disability Insurance, LT & ST	\$1,039.00	\$1,900.00	\$2,000.00	5.3%
100-4124-2230. Worker's Comp	\$126.00	\$152.00	\$158.22	4.1%
100-4124-2300. Health Insurance	\$38,820.00	\$27,582.00	\$37,406.30	35.6%
100-4124-2310. Dental Insurance	\$1,140.00	\$1,332.00	\$1,446.00	8.6%

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4124-2320. Vision Insurance	\$8.00	\$61.00	\$91.32	49.7%
100-4124-2325. AFLAC Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4124-2330. Benefits Adminstn	\$2,867.00	\$3,100.00	\$3,300.00	6.5%
100-4124-2340. Employee Assist	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4124-2345. Employee/Volunteer	\$0.00	\$46.00	\$0.00	-100.0%
100-4124-2360. Staff & Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4124-2800. Allocated Benefits	-\$5,323.00	-\$4,997.00	-\$5,840.73	16.9%
100-4124-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4124-3020. Maint Svc Contracts	\$9,864.00	\$11,800.00	\$11,800.00	0.0% Southern Software support & tax file conversion
100-4124-3430. IT Services	\$1,074.00	\$1,075.00	\$1,200.00	11.6%
100-4124-3500. Advertising Services	\$0.00	\$863.00	\$650.00	-24.7%
100-4124-3600. Payroll Processing &	\$8,191.00	\$8,800.00	\$9,250.00	5.1% time clocks aging - replace 2
100-4124-3700. Auditor & Accountant	\$25,500.00	\$26,000.00	\$30,000.00	15.4% Single audit addt'l cost (federal grants)
100-4124-3710. Collections Services & DMV fees	\$475.00	\$1,000.00	\$1,000.00	0.0% DMV and add Clear Skip Tracing
100-4124-3730. Bank Service Charges	\$3,226.00	\$3,800.00	\$4,600.00	21.1% Add positive pay for account security
100-4124-3740. Merchant Service Costs	\$7,634.00	\$6,400.00	\$9,500.00	48.4% increased taxes = increased CC payments
100-4124-3750. Late Fees	\$45.00	\$150.00	\$100.00	-33.3%
100-4124-3760. Cash Short & Over	\$20.00	\$0.00	\$0.00	#DIV/0!
100-4124-5040. Phone Service	\$1,360.00	\$2,340.00	\$1,560.00	-33.3%
100-4124-5110. Lease, Office Equip	\$1,437.00	\$1,230.00	\$1,250.00	1.6% 3 x credit card machines
100-4124-5200. Travel-Mileage & Tolls	\$169.00	\$527.00	\$871.00	65.3% training & cert. classes for 5 staff members/2021-22 minimal travel
100-4124-5210. Travel-Lodging & Meals	\$145.00	\$1,783.00	\$3,297.00	84.9% training & cert. classes for 5 staff members/2021-22 minimal travel
100-4124-5220. Conference	\$0.00	\$845.00	\$2,395.00	183.4% training & cert. classes for 5 staff members/2021-22 minimal travel
100-4124-5230. Education	\$833.00	\$2,635.00	\$2,225.00	-15.6% training & cert. classes for 5 staff members/2021-22 minimal travel
100-4124-5240. Books & Subscriptions	\$150.00	\$150.00	\$150.00	0.0%

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4124-5250. Dues & Memberships	\$832.00	\$700.00	\$930.00	32.9% SHRM, ICMA, TAV, GFOA, VGFOA
100-4124-5260. Employee Testing & Certification	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4124-5340. Licensing	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4124-5350. Fines & Penalties	\$0.00	\$4.00	\$0.00	-100.0%
100-4124-6000. Office Supplies	\$3,643.00	\$5,000.00	\$5,250.00	5.0%
100-4124-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$1,334.00	\$539.00	\$650.00	20.6% Adobe, monitor replacements
100-4124-6800. Debt Service - Principal	\$7,834.00	\$0.00	\$0.00	#DIV/0!
100-4124-6850. Debt Service Interest	\$0.00	\$0.00	\$0.00	#DIV/0!
4124. FINANCE	\$319,751.00	\$364,091.00	\$418,229.36	14.9%
4310. POLICE				
100-4310-1000. Regular Salaries & Wages	\$319,073.00	\$333,221.00	\$372,084.72	11.7% There was a FY22 mid year classification increase
100-4310-1100. Regular Salaries & Wages OT	\$3,597.00	\$4,000.00	\$4,000.00	0.0%
100-4310-1200. Part Time Wages	\$16,681.00	\$0.00	\$0.00	#DIV/0!
100-4310-2000. FICA Expense	\$25,108.00	\$25,491.00	\$28,770.48	12.9%
100-4310-2100. SUI Expense	\$422.00	\$465.00	\$296.80	-36.2% rate decrease
100-4310-2200. Retirement-ER VRS & ICMRC Exp	\$17,704.00	\$19,179.00	\$26,764.78	39.6%
100-4310-2210. Life Insurance	\$3,967.00	\$4,298.00	\$4,675.98	8.8%
100-4310-2220. Disability Insurance, LT & ST	\$2,195.00	\$2,399.00	\$2,721.63	13.4%
100-4310-2230. Worker's Comp	\$9,030.00	\$9,776.00	\$11,114.52	13.7%
100-4310-2300. Health Insurance	\$52,646.00	\$41,062.00	\$55,591.50	35.4%
100-4310-2310. Dental Insurance	\$1,854.00	\$1,710.00	\$2,024.40	18.4%
100-4310-2320. Vision Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-2325. AFLAC Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4310-2340. Employee Assist	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-2345. Employee/Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-2360. Staff & Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-3000. Contract Labor	\$100.00	\$0.00	\$0.00	#DIV/0!
100-4310-3010. Vehcl & Equip	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-3020. Maint Svc Contracts -	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-3025. Repair Maint & Svc Contracts	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-3410. Management Consulting	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-3430. IT Services	\$960.00	\$2,875.00	\$2,300.00	-20.0%
100-4310-3440. Interpreter Services	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-3500. Advertising Services	\$0.00	\$0.00	\$195.00	#DIV/0!
100-4310-4070. Grant - VML Risk	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-4080. Grant Exp - DCJS LOLE/Byrne	\$0.00	\$1,000.00	\$2,000.00	100.0%
100-4310-4150. Grant Exp - Police Other	\$6,021.00	\$4,500.00	\$0.00	-100.0%
100-4310-5040. Phone Service	\$2,960.00	\$6,000.00	\$4,196.00	-30.1%
100-4310-5200. Travel-Mileage & Tolls	\$193.00	\$513.00	\$500.00	-2.5%
100-4310-5205. Travel-Mileage & Tolls Academy	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-5210. Travel-Lodging & Meals	\$66.00	\$500.00	\$500.00	0.0%
100-4310-5215. Travel-Lodging & Meals Academy	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-5220. Conference	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-5230. Education	\$2,334.00	\$2,500.00	\$3,000.00	20.0% Academy Annual Dues
100-4310-5240. Books & Subscriptions	\$0.00	\$200.00	\$200.00	0.0%
100-4310-5250. Dues & Memberships	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4310-5260. Employee Testing & Certification	\$0.00	\$0.00	\$0.00	#DIV/0!

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4310-5310. Insurance, Public Official Liab.	\$4,902.00	\$2,729.00	\$5,500.00	101.5% estimate
100-4310-5330. Insurance, LODA	\$5,605.00	\$5,605.00	\$5,650.00	0.8% estimate
100-4310-6000. Office Supplies	\$3,292.00	\$2,500.00	\$3,300.00	32.0% increased per actual
100-4310-6050. Uniforms Expense	\$3,927.00	\$6,000.00	\$6,000.00	0.0%
100-4310-6125. Departmental Supplies	\$7,652.00	\$10,270.00	\$10,000.00	-2.6%
100-4310-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$3,210.00	\$2,600.00	\$0.00	-100.0%
100-4310-6175. Vehicles & Powered Veh Fuel	\$15,876.00	\$14,876.00	\$20,000.00	34.4% 10% over actual
100-4310-6200. Vehicle & Powered Repairs	\$9,631.00	\$13,000.00	\$13,000.00	0.0%
100-4310-6225. Repair & Maintenance	\$588.00	\$1,000.00	\$1,500.00	50.0% Radar & other equipment
100-4310-6800. Debt Service - Principal	\$11,784.00	\$0.00	\$0.00	#DIV/0! moved to debt service fund
100-4310-6850. Debt Service Interest	\$1,268.00	\$0.00	\$0.00	#DIV/0!
100-4310-7070. Vehicles & Equipment	\$173.00	\$81,000.00	\$83,000.00	2.5% 2 x vehicles -2 for 2023 (1 catch up, missed few yrs ago) 2 current vehicles have > 100,000 miles on them
100-4310-7090. Equipment, Other	\$0.00	\$0.00	\$0.00	#DIV/0!
4310. POLICE	\$532,820.00	\$599,269.00	\$668,885.81	11.6%
4340. CODE ENFORCEMENT				
100-4340-1000. Regular Salaries & Wages	\$95,739.00	\$98,971.00	\$104,330.38	5.4%
100-4340-1100. Regular Salaries & Wages	\$0.00	\$1,020.00	\$1,067.90	4.7%
100-4340-1200. Part Time Salaries	\$0.00	\$0.00	\$4,400.00	#DIV/0! New - Summer intern, 400 hours
100-4340-1300. PT Salaries OT	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-2000. FICA Expense	\$7,172.00	\$7,649.00	\$8,399.57	9.8%
100-4340-2100. SUI Expense	\$116.00	\$133.00	\$127.20	-4.4%
100-4340-2200. Retirement-ER VRS & ICMRC Exp	\$5,702.00	\$5,919.00	\$7,818.06	32.1% 1.68% increase
100-4340-2210. Life Insurance	\$1,278.00	\$1,326.00	\$1,365.87	3.0%

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4340-2220. Disability Insurance, LT & ST	\$522.00	\$772.00	\$793.66	2.8%
100-4340-2230. Worker's Comp	\$407.00	\$441.00	\$457.65	3.8%
100-4340-2300. Health Insurance	\$8,882.00	\$7,260.00	\$10,367.24	42.8%
100-4340-2310. Dental Insurance	\$570.00	\$570.00	\$578.40	1.5%
100-4340-2320. Vision Insurance	\$91.00	\$91.00	\$91.32	0.4%
100-4340-2325. AFLAC Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-2340. Employee Assist	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-2345. Employee/Volunteer testing	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-2360. Staff & Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-3010. Vehcl & Equip	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-3020. Maint Svc Contracts -	\$142.00	\$800.00	\$800.00	0.0%
100-4340-3025. Repair Maint & Svc Contracts	\$600.00	\$50,000.00	\$25,000.00	-50.0% Grass/Other Code Enforcement Action
100-4340-3430. IT Services	\$1,427.00	\$3,600.00	\$3,600.00	0.0% IT Support, BSA Support \$650
100-4340-3450. Printing & Design	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-3500. Advertising Services	\$220.00	\$500.00	\$500.00	0.0% Advertising Code Enforcement Action
100-4340-3760. Cash Short & Over	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-5040. Phone Service	\$930.00	\$1,140.00	\$1,140.00	0.0%
100-4340-5110. Lease, Office Equip	\$0.00	\$1,000.00	\$1,350.00	35.0% 1/2 Lease Contract for Wide Format Scanner
100-4340-5200. Travel-Milleage & Tolls	\$0.00	\$600.00	\$600.00	0.0%
100-4340-5210. Travel-Lodging & Meals	\$37.00	\$600.00	\$600.00	0.0%
100-4340-5220. Conference	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-5230. Education	\$1,164.00	\$1,000.00	\$1,000.00	0.0%
100-4340-5240. Books & Subscriptions	\$150.00	\$1,000.00	\$1,000.00	0.0%
100-4340-5250. Dues & Memberships	\$210.00	\$500.00	\$750.00	50.0%

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4340-5260. Employee Testing & Certification	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-5300. Insurance, Property & Liability	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-6000. Office Supplies	\$1,300.00	\$1,900.00	\$2,500.00	31.6% Increase Toner & Paper for Wide Format Scanner
100-4340-6075. Hand Tools, & Small	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$0.00	\$1,000.00	\$1,000.00	0.0% Jeb New Computer
100-4340-6175. Vehicles & Powered Equip Fuel	\$1,011.00	\$850.00	\$950.00	11.8% Fuel Price Increase 10% over actual
100-4340-6200. Vehicle & Powered Equip Repairs	\$0.00	\$800.00	\$1,000.00	25.0% General Maintenance/Tires
100-4340-6800. Debt Service - Principal	\$5,388.00	\$0.00	\$0.00	#DIV/0!
100-4340-6850. Debt Service Interest	\$176.00	\$0.00	\$0.00	#DIV/0!
100-4340-7070. Vehicles & Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4340-7080. Computers, Software,	\$5,745.00	\$0.00	\$0.00	#DIV/0!
4340. CODE ENFORCEMENT	\$138,979.00	\$189,443.00	\$181,587.25	-4.1%
4430. PUBLIC WORKS				
100-4430-1000. Regular Salaries & Wages	\$144,159.00	\$182,303.00	\$220,741.87	21.1% Classification increase, added PW foreman incl 1 time econ supplmnt
100-4430-1050. Salary & Wages-OT	\$0.00	\$0.00	\$20,000.00	#DIV/0!
100-4430-1100. Regular Salaries & Wages COVID related	\$11,632.00	\$18,750.00	\$0.00	-100.0%
100-4430-1200. PT Salaries & Wages	\$0.00	\$0.00	\$18,574.80	#DIV/0!
100-4430-1300. PT Salaries & Wages	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-1400. Seasonal Wages	\$16,851.00	\$23,058.00	\$11,440.00	-50.4%
100-4430-1500. Seasonal Wages OT	\$30.00	\$491.00	\$0.00	-100.0%
100-4430-2000. FICA Expense	\$14,235.00	\$17,182.00	\$20,712.88	20.5%
100-4430-2100. SUI Expense	\$404.00	\$465.00	\$339.20	-27.1%
100-4430-2200. Retirement-ER VRS & ICMRC Exp	\$8,544.00	\$10,902.00	\$16,378.66	50.2% 1.68% increase

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4430-2210. Life Insurance	\$1,909.00	\$2,443.00	\$2,861.46	17.1%
100-4430-2220. Disability Insurance, LT & ST	\$820.00	\$1,463.00	\$1,716.78	17.3%
100-4430-2230. Worker's Comp	\$3,516.00	\$4,731.00	\$5,630.47	19.0%
100-4430-2300. Health Insurance	\$31,845.00	\$30,411.00	\$39,040.14	28.4%
100-4430-2310. Dental Insurance	\$1,397.00	\$1,912.00	\$2,046.00	7.0%
100-4430-2320. Vision Insurance	\$91.00	\$91.00	\$91.32	0.4%
100-4430-2325. AFLAC Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-2340. Employee Assist	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-2345. Employee/Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-2360. Staff & Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-3010. Vehcl & Equip	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-3020. Maint Svc Contracts	\$1,161.00	\$2,500.00	\$3,000.00	20.0%
100-4430-3025. Repair Maint & Svc Contracts	\$0.00	\$0.00	\$1,000.00	#DIV/0!
100-4430-3030. Lease - Storage	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-3040. Grounds Maintenance	\$59,060.00	\$60,000.00	\$65,000.00	8.3% Fuel increase
100-4430-3060. Landfill Disposal	\$4,636.00	\$3,500.00	\$2,000.00	-42.9%
100-4430-3070. Mosquito & Pest Control	\$0.00	\$8,500.00	\$8,500.00	0.0%
100-4430-3200. Cleaning & Janitorial Svcs	\$315.00	\$13,836.00	\$15,655.00	13.1% Increase to actual cost, the 2021 bids were higher than had been budgeted
100-4430-3430. IT Services	\$718.00	\$2,000.00	\$6,000.00	200.0% Inversa Minds + NOVO Solutions software \$4450
100-4430-3500. Advertising Services	\$363.00	\$500.00	\$500.00	0.0%
100-4430-4030. Grant Exp - Nrthmptn Tourism	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-4070. Grant Exp - VML Risk	\$0.00	\$0.00	\$0.00	#DIV/0!

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4430-5010. Electric Service	\$47,248.00	\$51,000.00	\$56,100.00	10.0%
100-4430-5020. Propane & Fuel Oil	\$3,211.00	\$4,000.00	\$4,000.00	0.0%
100-4430-5040. Phone Service	\$1,920.00	\$2,300.00	\$5,040.00	119.1% 6 x phone reimb *\$65, one @\$30 for new workorder system
100-4430-5050. Internet & Cable	\$0.00	\$1,000.00	\$1,100.00	10.0%
100-4430-5080. Lease, Bldgs &	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-5100. Lease, Vehicles & equipment	\$0.00	\$2,500.00	\$0.00	-100.0%
100-4430-5110. Lease, Office Equip	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-5200. Travel-Mlleage & Tolls	\$117.00	\$500.00	\$500.00	0.0%
100-4430-5210. Travel-Lodging & Meals	\$0.00	\$500.00	\$500.00	0.0%
100-4430-5220. Conference	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-5230. Education	\$815.00	\$400.00	\$3,000.00	650.0% VA Procurement System Training for Ralph/John
100-4430-5240. Books & Subscriptions	\$0.00	\$100.00	\$100.00	0.0%
100-4430-5250. Dues & Memberships	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-5260. Employee Testing & Certification	-\$15.00	\$225.00	\$225.00	0.0%
100-4430-5300. Insurance, Property &	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-5340. Licensing	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-5350. Fines & Penalties	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-6000. Office Supplies	\$1,181.00	\$1,000.00	\$2,500.00	150.0%
100-4430-6025. Janitorial & Kitchen Supplies	\$7,159.00	\$6,500.00	\$7,200.00	10.8% increase to actual 2021
100-4430-6050. Uniforms Expense	\$1,562.00	\$1,000.00	\$2,000.00	100.0%
100-4430-6075. Hand Tools, & Light	\$10,231.00	\$1,000.00	\$1,500.00	50.0%
100-4430-6080. Safety Equipment	\$507.00	\$2,000.00	\$2,000.00	0.0%
100-4430-6150. Computer, Sftwr & Electronics < \$10K	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4430-6175. Vehicles & Powered Equip Fuel	\$12,956.00	\$11,000.00	\$14,251.60	29.6% Actual + 10%
100-4430-6200. Vehicle & Powered Equip Repairs	\$6,156.00	\$7,000.00	\$10,000.00	42.9%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4430-6225. Repair & Maintenance	\$72,389.00	\$74,600.00	\$74,600.00	0.0%
100-4430-6275. Beach & Pier Maintenance & Safety	\$18,871.00	\$50,000.00	\$50,000.00	0.0%
100-4430-6800. Debt Service - Principal	\$4,728.00	\$0.00	\$0.00	#DIV/0! See General Debt Svc Fund
100-4430-6850. Debt Service Interest	\$276.00	\$0.00	\$0.00	#DIV/0! See General Debt Svc Fund
100-4430-7010. Buildings & Imprvmnts	\$6,528.00	\$0.00	\$0.00	#DIV/0! See General Capital Improvement Fund
100-4430-7020. Infrastructure - Open Space & Parks	\$10,031.00	\$0.00	\$0.00	#DIV/0! See General Capital Improvement Fund
100-4430-7050. Infrastructure - Streets & Walkways	\$6,923.00	\$0.00	\$0.00	#DIV/0! See General Capital Improvement Fund
100-4430-7070. Vehicles & Equipment	\$36,707.00	\$0.00	\$0.00	#DIV/0! See General Capital Improvement Fund
100-4430-7080. Computers, Software	\$39,443.00	\$0.00	\$0.00	#DIV/0! See General Capital Improvement Fund
4430. PUBLIC WORKS	\$590,628.00	\$601,662.00	\$695,845.18	15.7%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
4730. LIBRARY				
100-4730-1000. Regular Salaries & Wages	\$85,835.00	\$83,579.00	\$79,234.80	-5.2%
100-4730-1100. Regular Salaries & Wages OT	\$0.00	\$72.00	\$0.00	-100.0%
100-4730-1200. PT Salaries & Wages	\$0.00	\$10,369.00	\$13,159.44	26.9%
100-4730-1300. PT Salaries & Wages OT	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-2000. FICA Expense	\$6,190.00	\$7,187.00	\$7,068.16	-1.7%
100-4730-2100. SUI Expense	\$150.00	\$199.00	\$169.60	-14.8%
100-4730-2200. Retirement-ER VRS & ICMRC Exp	\$4,871.00	\$4,998.00	\$5,858.71	17.2% 1.68% increase
100-4730-2210. Life Insurance	\$1,091.00	\$1,120.00	\$1,023.56	-8.6%
100-4730-2220. Disability Insurance, LT & ST	\$454.00	\$662.00	\$609.73	-7.9%
100-4730-2230. Worker's Comp	\$61.00	\$57.00	\$54.45	-4.5%
100-4730-2300. Health Insurance	\$11,660.00	\$11,957.00	\$13,351.68	11.7%
100-4730-2310. Dental Insurance	\$631.00	\$570.00	\$578.40	1.5%
100-4730-2320. Vision Insurance	\$91.00	\$91.00	\$0.00	-100.0%
100-4730-2325. AFLAC Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-3005. Program & Event	\$1,438.00	\$4,000.00	\$4,000.00	0.0%
100-4730-3020. Maint Svc Contracts -	\$151.00	\$0.00	\$0.00	#DIV/0!
100-4730-3025. Repair Maint & Svc Contracts	\$291.00	\$775.00	\$1,000.00	29.0%
100-4730-3200. Cleaning & Janitorial Svcs	\$0.00	\$7,560.00	\$9,100.00	20.4% Updated to actual cost
100-4730-3430. IT Services	\$1,438.00	\$2,200.00	\$2,200.00	0.0%
100-4730-3500. Advertising Services	\$106.00	\$500.00	\$500.00	0.0%
100-4730-3760. Cash Short & Over Lib	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-4090. Grant Exp - DEQ Litter	\$790.00	\$814.00	\$1,329.00	63.3%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4730-4110. Grant Exp - Friends of Library	\$5,202.00	\$0.00	\$0.00	#DIV/0! Moved to Special Activities Fund
100-4730-4130. Litter Prevention	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-4150. Grant Exp - Library	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-5010. Electric Service	\$2,813.00	\$7,250.00	\$7,975.00	10.0%
100-4730-5020. Propane & Fuel Oil	\$2,342.00	\$2,400.00	\$3,737.25	55.7% Actual + 10%
100-4730-5040. Phone Service	\$627.00	\$0.00	\$0.00	#DIV/0!
100-4730-5050. Internet & Cable	\$0.00	\$1,000.00	\$1,500.00	50.0%
100-4730-5110. Lease, Office Equip	\$1,034.00	\$1,200.00	\$1,200.00	0.0%
100-4730-5200. Travel-Milleage & Tolls	\$0.00	\$100.00	\$150.00	50.0%
100-4730-5210. Travel-Lodging & Meals	\$0.00	\$561.00	\$560.00	-0.2%
100-4730-5220. Conference	\$0.00	\$400.00	\$400.00	0.0%
100-4730-5230. Education	\$60.00	\$200.00	\$200.00	0.0%
100-4730-5240. Books & Subscriptions	\$50.00	\$306.00	\$200.00	-34.6%
100-4730-5250. Dues & Memberships	\$749.00	\$500.00	\$500.00	0.0%
100-4730-5300. Insurance, Property &	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-6000. Office Supplies	\$1,885.00	\$1,800.00	\$1,800.00	0.0%
100-4730-6025. Janitorial & Kitchen	\$0.00	\$200.00	\$200.00	0.0%
100-4730-6050. Uniforms - Library	\$0.00	\$200.00	\$200.00	0.0%
100-4730-6100. Program & Event	\$3,849.00	\$1,530.00	\$1,500.00	-2.0%
100-4730-6125. Dept Sppls & Equip	\$10,253.00	\$17,500.00	\$17,500.00	0.0%
100-4730-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$0.00	\$0.00	\$4,000.00	#DIV/0!
100-4730-6225. Repair & Maintenance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4730-7080. Computers, Software	\$0.00	\$0.00	\$0.00	#DIV/0!
4730. LIBRARY	\$144,113.00	\$171,856.00	\$180,859.78	5.2%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
4811. PLANNING				
100-4811-1000. Regular Salaries & Wages	\$75,937.00	\$94,219.00	\$111,070.32	17.9% Rate restructure
100-4811-1100. Regular Wages OT	\$1,301.00	\$1,842.00	\$1,841.51	0.0%
100-4811-1200. PT Salaries & Wages	\$13,257.00	\$54,100.00	\$51,358.40	-5.1%
100-4811-1300. PT Wages Planning - OT	\$0.00	\$450.00	\$0.00	-100.0%
100-4811-2000. FICA Expense	\$7,901.00	\$11,522.00	\$12,566.67	9.1%
100-4811-2100. SUI Expense	\$232.00	\$217.00	\$180.73	-16.7%
100-4811-2200. Retirement-ER VRS & ICMRC Exp	\$1,842.00	\$5,634.00	\$10,964.17	94.6% 1.68% increase
100-4811-2210. Life Insurance	\$428.00	\$1,263.00	\$2,100.16	66.3%
100-4811-2220. Disability Insurance, LT & ST	\$141.00	\$678.00	\$1,247.97	84.1%
100-4811-2230. Worker's Comp	\$37.00	\$89.00	\$95.32	7.1%
100-4811-2300. Health Insurance	\$1,649.00	\$10,377.00	\$20,027.52	93.0%
100-4811-2310. Dental Insurance	\$238.00	\$425.00	\$867.60	104.1%
100-4811-2320. Vision Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4811-2345. Employee/Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4811-2350. Relocation Expense	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4811-2360. Staff & Volunteer	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4811-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4811-3020. Maint Svc Contracts -	\$142.00	\$0.00	\$0.00	#DIV/0!
100-4811-3025. Repair Maint & Svc Contracts	\$0.00	\$600.00	\$0.00	-100.0%
100-4811-3410. Management Consulting	\$0.00	\$95,000.00	\$50,000.00	-47.4% Consulting Services as needed (Harbor, Future Land Use Map/Rezoning) CPG and Summit, comp plan contracts future costs
100-4811-3430. IT Services	\$2,784.00	\$3,000.00	\$3,500.00	16.7% New staff

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
100-4811-3450. Printing & Design	\$21.00	\$300.00	\$300.00	0.0%
100-4811-3500. Advertising Services	\$3,737.00	\$8,500.00	\$10,000.00	17.6% Comp Plan Updates PH, Zoning Ordinance -Histoic District PH, Zoning Ordinance Updates and Map Updates PH - \$4,000; General Advertising needs for BZA and PC Hearings - \$6,000
100-4811-4150. Grant Expense -	\$0.00	\$0.00	\$0.00	#DIV/0!
100-4811-5040. Phone Service	\$638.00	\$1,560.00	\$2,340.00	50.0% 3 staff phones
100-4811-5110. Lease - Equipment	\$0.00	\$1,000.00	\$1,351.00	35.1% 50% P&Z Share of Wide Format PRinter (\$1,883.40) and Warranty (\$799.50)
100-4811-5200. Travel-Mlleage & Tolls	\$268.00	\$958.00	\$1,000.00	4.4% Mileage for the associated conferences and training programs
100-4811-5210. Travel-Lodging & Meals	\$303.00	\$1,871.00	\$2,000.00	6.9% 2 Conferences; 4 Trainings Programs (2 for PC and 2 for BZA)
100-4811-5220. Conference	\$0.00	\$125.00	\$500.00	300.0% VAZO, APA Annual Conference
100-4811-5230. Education	\$595.00	\$12,015.00	\$5,000.00	-58.4% Training for Staff (VAZO, APA), HDRB, VA Certified Planning Commissioner Program (2 annually); VA BZA Certified training (2 members annually)
100-4811-5240. Books & Subscriptions	\$150.00	\$309.00	\$350.00	13.3%
100-4811-5250. Dues & Memberships	\$254.00	\$595.00	\$600.00	0.8% VAZO -2 Memberships; APA Membership
100-4811-5260. Employee Testing & Certification	\$0.00	\$200.00	\$250.00	25.0%
100-4811-6000. Office Supplies	\$2,953.00	\$2,400.00	\$3,000.00	25.0% Wide Format Printer Toner and Paper - \$1,000; other general office supplies - \$2,000
100-4811-6150. Computer, Sftwr & Electronics < \$10K	\$2,520.00	\$180.00	\$7,000.00	3788.9% Replacement Computer & GIS software & BSA
4811. PLANNING	\$117,327.00	\$309,428.00	\$299,511.37	-3.2%
Total General Fund Expense	\$3,320,062.00	\$3,724,394.00	\$4,030,694.33	8.2%
Core General Fund Operating Expenses			\$3,750,863.34	Core expenditures -All expenditures less capital project transfers out
100. GENERAL FUND REVENUE LESS EXPENDITURES	\$972,990.00	\$0.00	\$0.00	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
110. GENERAL CAPITAL PROJECTS FUND				
Revenue				
3700.				
110-3700-2200. Grant - USDA Rural Development	\$0.00	\$0.00	\$20,920.00	#DIV/0! PWrks Gator & grounds maint equipment
3700.	\$0.00	\$0.00	\$20,920.00	
3800.				
110-3800-4000. Grant - VDOT Roads, Trails, Sidewalks	\$0.00	\$703,483.00	\$703,483.00	0.0% Phase 3 Construction VDOT TEA-21
3800.	\$0.00	\$703,483.00	\$703,483.00	0.0%
3850.				
110-3850-2000. Grant Other	\$0.00	\$0.00	\$21,750.00	#DIV/0! CCP for Park
3850.	\$0.00	\$0.00	\$21,750.00	#DIV/0!
3900.				
110-3900-6000. Reappropriation Gen Capital Fund	\$0.00	\$147,840.00	\$141,255.00	-4.5% Reappropri for Trail project construction \$66,215 & \$75,040 fm FY22 Capital fund contingency not used
3900.	\$0.00	\$147,840.00	\$141,255.00	-4.5%
3950.				
110-3950-1000. Loan Proceeds - BOND	\$0.00	\$0.00	\$0.00	#DIV/0!
110-3950-2000. Transfer from Gen Fund for Capital 6%	\$0.00	\$186,215.00	\$215,830.99	15.9% 6% of Core G Fund Revenue per policy
110-3950-2050. Transfer from Gen Fund Capital Meals Tax .5%	\$0.00	\$60,000.00	\$64,000.00	6.7%
110-3950-2100. Loan Proceeds USDA RD	\$0.00	\$0.00	\$38,851.00	#DIV/0! P Wrks Gator & grounds maint equipment
110-3950-8130. Transfer from Special Activities Fund	\$0.00	\$0.00	\$584,000.00	#DIV/0! ARPA Funds for Muni Center/Library FY23 work
110-3950-8520. Transfer from Sanitation Fund Balance	\$0.00	\$160,224.00	\$160,224.00	0.0% Re-approp from Sanitation Fund Bal, part of town match for Trail Project
3950.	\$0.00	\$406,439.00	\$1,062,905.99	161.5%
Total Revenue	\$0.00	\$1,257,762.00	\$1,950,313.99	55.1%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
Expense				
4121. TOWN MANAGER				
110-4121-XXXX Transfer to Fund Balance	\$0.00	\$0.00	\$82,581.99	#REF!
110-4121-7080. Computers, Software	\$0.00	\$0.00	\$0.00	#DIV/0!
4121. TOWN MANAGER	\$0.00	\$0.00	\$82,581.99	#DIV/0!
4430. PUBLIC WORKS				
110-4430-7010. Buildings & Improvements	\$0.00	\$130,000.00	\$754,000.00	480.0% Municipal Building engineering/architecture \$550,000; Mason Ave Restroom \$110,000; storage facility \$20,000;library condo-ization \$34;South beach restroom renovation \$40,000
110-4430-7020. Infrastructure-Open Space/Parks	\$0.00	\$73,600.00	\$29,000.00	-60.6% Adult Game Area in Central Park
110-4430-7030. Insfrastructure - Signage	\$0.00	\$0.00	\$0.00	#DIV/0!
110-4430-7040. Insfrastructure - Parking Lots	\$0.00	\$19,200.00	\$20,000.00	4.2% Mason Ave Municipal Lot Improvements
110-4430-7050. Infrastructure-Streets & Walkways	\$0.00	\$929,922.00	\$929,922.00	0.0% Multi-Use Trail Trail Constrctn. \$226,438 is town contrib, remainder VDOT TEA-21 Grant
110-4430-7060. Infrastructure . Stormwater System	\$0.00	\$30,000.00	\$0.00	-100.0%
110-4430-7070 Vehicles & Equipment	\$0.00	\$0.00	\$59,770.00	#DIV/0! Gator for PW Staff & mowing equipment (flail mower, zero turn & misc)
110-4430-7080. Computers, Software	\$0.00	\$0.00	\$0.00	#DIV/0!
110-4430-7999. Capital Project Contingencies	\$0.00	\$75,040.00	\$75,040.00	0.0% Reapprop. fm FY22
4430. PUBLIC WORKS	\$0.00	\$1,257,762.00	\$1,867,732.00	48.5%
Expense	\$0.00	\$1,257,762.00	\$1,950,313.99	55.1%
GENERAL CAPITAL FUND REVENUE LESS EXPENSE	\$0.00	\$0.00	\$0.00	#DIV/0!

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
120. GENERAL DEBT SERVICE FUND				
Revenue				
3950.				
120-3950-2100. Transfer from Gen Fund for GF DS	\$0.00	\$155,958.00	\$144,620.90	-7.3%
120-3950-2510. Transfer from Gen Fund for Harbor DS	\$0.00	\$102,657.00	\$104,950.25	2.2%
3950.	\$0.00	\$258,614.00	\$249,571.15	-3.5%
Revenue	\$0.00	\$258,614.00	\$249,571.15	-3.5%
Expense				
4121. TOWN MANAGER				
120-4121-3730. Bank & Trustee Fees	\$0.00	\$0.00	\$0.00	#DIV/0! Do not use - use gen service bank fees account
120-4121-6800. Debt Service Principal	\$0.00	\$97,346.00	\$99,853.29	2.6%
120-4121-6850. Debt Service Interest	\$0.00	\$21,503.00	\$19,738.61	-8.2%
120-4121-8510. Transfer to Harbor	\$0.00	\$102,657.00	\$104,950.25	2.2%
4121. TOWN MANAGER	\$0.00	\$221,506.00	\$224,542.15	1.4%
Page 31 of 49				6.8% Percent of Gen & Harbor Fund debt svc to Gen F core rev if taxes equalized 24.6% Percent of Utility Fund debt service to core revenue

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
4124. FINANCE				
120-4124-6800. Debt Service Principal	\$0.00	\$7,615.00	\$0.00	-100.0%
120-4124-6850. Debt Service Interest	\$0.00	\$219.00	\$0.00	-100.0%
4124. FINANCE	\$0.00	\$7,833.00	\$0.00	-100.0%
4310. POLICE				
120-4310-6800. Debt Service Interest	\$0.00	\$11,784.00	\$19,407.65	64.7% Vehicles
120-4310-6850. Debt Service Principal	\$0.00	\$1,268.00	\$1,741.80	37.4%
4310. POLICE	\$0.00	\$13,052.00	\$21,149.45	62.0%
4340. CODE ENFORCEMENT				
120-4340-6800. Debt Service Principal	\$0.00	\$984.00	\$589.42	-40.1% For BS&A Software
120-4340-6850. Debt Service Interest	\$0.00	\$97.00	\$69.36	-28.5%
4340. CODE ENFORCEMENT	\$0.00	\$1,081.00	\$658.78	-39.1%
4430. PUBLIC WORKS				
120-4430-6800. Debt Service Principal	\$0.00	\$14,095.00	\$2,946.52	-79.1% Groundskeeping Equipment
120-4430-6850. Debt Service Interest	\$0.00	\$1,047.00	\$274.25	-73.8%
4430. PUBLIC WORKS	\$0.00	\$15,142.00	\$3,220.77	-78.7%
Expense	\$0.00	\$258,614.00	\$249,571.15	-3.5%
GENERAL DEBT SVC FUND REV LESS EXPENDITURES	\$0.00	\$0.00	\$0.00	#DIV/0!

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
130. GENERAL SPECIAL ACTIVITIES FUND				
Revenue				
3650.				
130-3650-6000. Recovery Town Mgr - PPEA costs	\$0.00	\$100,000.00	\$0.00	-100.0%
3650.	\$0.00	\$100,000.00	\$0.00	-100.0%
3800.				
130-3800-3000. Grant-Fire Program Pass thru	\$0.00	\$15,000.00	\$15,000.00	0.0%
130-3800-7000. Grant-VA State Arts - Pass Thru	\$0.00	\$4,500.00	\$4,500.00	0.0% historic amount was \$4,500 pre-covid - to Arts Enter
130-3800-8000. Grant - Friends of the Library	\$0.00	\$10,000.00	\$6,000.00	-40.0%
130-3800-9000. Grant Parks/Rec CCP	\$0.00	\$7,818.00	\$0.00	-100.0%
130-3800-9910. Federal Grant - DHCD SBR	\$0.00	\$300,000.00	\$0.00	-100.0%
130-3800-9920. Federal Grant - ARPA	\$0.00	\$0.00	\$0.00	#DIV/0!
3800.	\$0.00	\$337,317.00	\$25,500.00	-92.4%
3850.				
130-3850-2000. Reappropriate Grant Previous Yr	\$0.00	\$528,615.00	\$893,850.00	69.1% ARPA Less what is expended in FY22 (Harbor 121K, & police vhcl \$42K
3850.	\$0.00	\$528,615.00	\$893,850.00	69.1%
Total Revenue Special Activities Fund	\$0.00	\$965,932.00	\$919,350.00	-4.8%

Special Activities Fund Expense

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
4121. TOWN MANAGER				
130-4121-4010. Grant Exp - Arts Enter	\$0.00	\$4,500.00	\$4,500.00	0.0% historic amount was \$4,500 pre-covid
130-4121-4020. Grant Exp- Fire Dept	\$0.00	\$15,000.00	\$15,000.00	0.0% Pass Thru Grant from the State
130-4121-4030. Grant Northampton Tourism Infrastructure	\$0.00	\$0.00	\$0.00	#DIV/0!
130-4121-4125. Grant or Donation Misc Pass thru	\$0.00	\$100,000.00	\$0.00	-100.0%
130-4121-4130. DHCD CDBG Small Bus Recov	\$0.00	\$300,000.00	\$0.00	-100.0%
130-4121-4150. Federal Grant Exp - ARPA Expenditures	\$0.00	\$528,615.00	\$309,850.00	-41.4% \$10,000 for CCFire dept for air packs, rest TBD
130-4121-8110. Transfer to Capital Projects Fund 110	\$0.00	\$0.00	\$584,000.00	#DIV/0! for Municipal Center/Library Design Work
4121. TOWN MANAGER	\$0.00	\$948,115.00	\$913,350.00	-3.7%
4430. PUBLIC WORKS				
130-4430-4110. Grant Exp - Citizens For Cent Park	\$0.00	\$7,818.00	\$0.00	-100.0%
4430. PUBLIC WORKS	\$0.00	\$7,818.00	\$0.00	-100.0%
4730. LIBRARY				
130-4730-4110. Grant Exp- Friends of	\$0.00	\$10,000.00	\$6,000.00	-40.0% FOL projects
4730. LIBRARY	\$0.00	\$10,000.00	\$6,000.00	-40.0%
Total Expense Special Activities Fund	\$0.00	\$965,932.00	\$919,350.00	-4.8%
130. Gen Special Activities Rev less Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
501. PUBLIC UTILITIES FUND				
Revenue				
3100.				
501-3100-1201. Connection, Plumbing Water	\$2,800.00	\$1,000.00	\$4,000.00	300.0%
501-3100-1202. Connection, Plumbing Sewer	\$2,900.00	\$1,000.00	\$4,000.00	300.0%
501-3100-5360. Utility Permit (Main to Meter)	\$0.00	\$0.00	\$0.00	#DIV/0!
3100.	\$5,700.00	\$2,000.00	\$8,000.00	300.0%
3150.				
501-3150-1501. Miscellaneous	\$280.00	\$1,000.00	\$8,000.00	700.0% Water & Sewer Review Fees
3150.	\$280.00	\$1,000.00	\$8,000.00	700.0%
3300.				
501-3300-1000. Interest Earned on Bank Accounts	\$370.00	\$0.00	\$0.00	#DIV/0!
501-3300-2000. Dividends & Int. on Investments	\$229.00	\$1,000.00	\$1,400.00	40.0%
3300.	\$599.00	\$1,000.00	\$1,400.00	40.0%
3500.				
501-3500-1501. Water Sales	\$601,886.00	\$607,817.00	\$650,000.00	6.9% No rate change, appropriate fund balance to balance
501-3500-1502. Sewer Charges	\$1,096,285.00	\$1,111,324.00	\$1,170,000.00	5.3% No rate change, appropriate fund balance to balance
501-3500-3501. Penalties & Interest - Water	\$86.00	\$1,500.00	\$8,144.43	443.0%
501-3500-3502. Penalties & Interest Sewer	\$151.00	\$2,000.00	\$15,378.16	668.9%
501-3500-4501. Connection Fees - Bay Crk water	\$46,000.00	\$17,500.00	\$29,750.00	70.0% 34 connections
501-3500-4502. Connection Fees - Bay Crk sewer	\$48,600.00	\$17,500.00	\$29,750.00	70.0% 34 connections
501-3500-5501. Connection Fees - Historic water	\$5,250.00	\$3,500.00	\$8,750.00	150.0% 10 connections
501-3500-5502. Connection Fees - Historic sewer	\$5,250.00	\$3,500.00	\$8,750.00	150.0% 10 connections
501-3500-6501. Facility Fees, Rest. - Bay Crk Water	\$184,000.00	\$80,000.00	\$136,000.00	70.0% 34 connections
501-3500-6502. Facility Fees, Restr. - Bay Crk Sewer	\$297,000.00	\$132,000.00	\$224,400.00	70.0% 34 connections

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
501-3500-7501. Facility Fees, Restr.- Historic Water	\$26,760.00	\$16,000.00	\$40,000.00	150.0% 10 connections
501-3500-7502. Facility Fees, Restr. - Historic Sewer	\$53,450.00	\$26,400.00	\$66,000.00	150.0% 10 connections
3500.	\$2,364,717.00	\$2,019,041.00	\$2,386,922.59	18.2%
3600.				
501-3600-6000. Utility Fund Transfer	\$0.00	\$55,000.00	\$0.00	-100.0%
3600.	\$0.00	\$55,000.00	\$0.00	-100.0%
3650.				
501-3650-4000. Recovery Water & Sewer	380.00	380.00	\$0.00	-100.0%
3650.	380.00	380.00	\$0.00	-100.0%
3800.				
501-3800-1000. VDH Grant	\$0.00	\$0.00	\$0.00	#DIV/0!
501-3800-2001. USDA Grant Water	\$0.00	\$36,000.00	\$0.00	-100.0%
501-3800-2002. USDA Grant Sewer	\$0.00	\$0.00	\$0.00	#DIV/0!
3800.	\$0.00	\$36,000.00	\$0.00	-100.0%
3900.				
501-3900-6000. Appropriation from Fund Balance	\$0.00	\$0.00	\$199,096.97	#DIV/0! \$60K to cover Keck well & WTP engineering , from facil fees in fund balance; \$87,625 FY22 contingency brought fwd+ \$51,471.97 to cover shortfall - keep water sewer rates same
3900.	\$0.00	\$0.00	\$199,096.97	#DIV/0!
3950.				
501-3950-2101. USDA Loan Proceeds	\$0.00	\$68,751.00	\$0.00	-100.0%
501-3950-2102. USDA Loan Proceeds	\$0.00	\$0.00	\$0.00	#DIV/0!
3950.	\$0.00	\$68,751.00	\$0.00	-100.0%
Total Utility Fund Revenue	\$2,371,677.00	\$2,183,172.00	\$2,603,419.56	19.2%
Core Revenue			\$1,937,922.59	24.6% Debt service ratio to core revenue FY2023

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
Expense				
4500. UTILITY ADMIN.				
501-4500-1800. Allocated Wages	\$20,298.00	\$21,123.00	\$22,674.79	7.3%
501-4500-2800. Allocated Benefits	\$5,705.00	\$5,470.00	\$6,273.75	14.7%
501-4500-3430. IT Services	\$0.00	\$0.00	\$0.00	#DIV/0!
Consulting			\$150,000.00	Utility services consulting/management
501-4500-6900. Contingency Fund	\$0.00	\$110,000.00	\$100,000.00	-9.1%
501-4500-8100. Transfer to Fund Balance	\$0.00	\$62,310.00	\$0.00	-100.0%
4500. UTILITY ADMIN.	\$26,003.00	\$198,903.00	\$278,948.54	40.2%
4501. WATER				
501-4501-1000. Regular Salaries & Wages	\$146,345.00	\$154,000.00	\$187,132.95	21.5% D Parker moved from PT to FT # addtl cost of \$23K w/benefits, increased hrs
501-4501-1100. Regular Salaries & Wages OT	\$4,115.00	\$2,040.00	\$2,500.00	22.5%
501-4501-1200. PT Salaries - Water	\$19,925.00	\$24,000.00	\$0.00	-100.0%
501-4501-1300. Part Time Wages OT	\$45.00	\$0.00	\$0.00	#DIV/0!
501-4501-2000. FICA Expense	\$12,444.00	\$13,485.00	\$14,506.92	7.6%
501-4501-2100. SUI Expense	\$275.00	\$199.00	\$127.20	-36.1%
501-4501-2200. Retirement-ER VRS & ICMRC Exp	\$8,427.00	\$8,720.00	\$13,984.94	60.4% 1.68% increase + COLA + new FT position
501-4501-2210. Life Insurance	\$1,889.00	\$1,954.00	\$2,443.26	25.0%
501-4501-2220. Disability Insurance, LT & ST	\$773.00	\$1,140.00	\$1,432.32	25.6%
501-4501-2230. Worker's Comp	\$3,652.00	\$4,166.00	\$4,574.24	9.8%
501-4501-2300. Health Insurance	\$25,252.00	\$18,717.00	\$28,106.36	50.2%

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
501-4501-2310. Dental Insurance	\$855.00	\$1,161.00	\$1,156.80	-0.4%
501-4501-2320. Vision Insurance	\$38.00	\$91.00	\$91.32	0.4%
501-4501-2345. Employee/Volunteer Testing	\$0.00	\$0.00	\$350.00	#DIV/0!
501-4501-2360. Staff & Volunteer Appreciation	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-3020. Maint Svc Contracts -	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-3025. Repair Maint & Services	-\$190.00	\$6,000.00	\$6,000.00	0.0%
501-4501-3060. Landfill Disposal	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-3350. Water Sampling	\$13,008.00	\$11,000.00	\$11,000.00	0.0%
501-4501-3420. Engineering & Architect Svcs	\$4,916.00	\$45,000.00	\$25,000.00	-44.4%
501-4501-3430. IT Services	\$1,120.00	\$1,000.00	\$1,000.00	0.0%
501-4501-3500. Advertising Services	\$37.00	\$600.00	\$600.00	0.0%
501-4501-3730. Bank Service Charges	\$52.00	\$200.00	\$52.00	-74.0%
501-4501-4150. Grant Exp - Water	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-5000. Refund - Tourism	\$0.00	\$3,000.00	\$3,000.00	0.0%
501-4501-5010. Electric Service	\$19,466.00	\$22,440.00	\$24,684.00	10.0%
501-4501-5020. Propane & Fuel Oil	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-5040. Phone Service	\$1,242.00	\$1,740.00	\$2,940.00	69.0% Add Scottie, cell phone for work order system + town phone for new FT Pers
501-4501-5050. Internet & Cable	\$656.00	\$1,100.00	\$1,100.00	0.0%
501-4501-5090. Lease, Right of Way	\$2,111.00	\$3,000.00	\$5,287.00	76.2% Add water line east of water plant.
501-4501-5100. Lease, Vehicles &	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-5200. Travel-Mllege & Tolls	\$60.00	\$240.00	\$240.00	0.0%

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
501-4501-5210. Travel-Lodging & Meals	\$0.00	\$800.00	\$500.00	-37.5%
501-4501-5230. Education	\$190.00	\$500.00	\$500.00	0.0%
501-4501-5250. Dues & Memberships	\$200.00	\$400.00	\$400.00	0.0%
501-4501-5260. Employee Testing & Certification	\$290.00	\$400.00	\$400.00	0.0%
501-4501-5300. Insurance, Property & Liability	\$8,263.00	\$9,200.00	\$9,200.00	0.0%
501-4501-5340. Licensing	\$3,283.00	\$4,000.00	\$4,000.00	0.0%
501-4501-5350. Fines & Penalties	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-6000. Office Supplies	\$298.00	\$1,500.00	\$1,000.00	-33.3%
501-4501-6025. Janitorial & Kitchen	\$200.00	\$300.00	\$0.00	-100.0%
501-4501-6050. Uniforms Expense	\$379.00	\$1,000.00	\$1,000.00	0.0%
501-4501-6075. Hand Tools, & Small	\$1,282.00	\$1,500.00	\$1,500.00	0.0%
501-4501-6080. Safety Equipment	\$240.00	\$3,000.00	\$3,000.00	0.0%
501-4501-6150. Computer, Sftwr & Electronics < \$10K	\$6,179.00	\$520.00	\$500.00	-3.8%
501-4501-6175. Vehicles & Powered Equip Fuel	\$3,224.00	\$5,000.00	\$62.25	-98.8% Actual + 10%
501-4501-6200. Vehicle & Powered Equip Repairs	\$373.00	\$2,000.00	\$2,000.00	0.0%
501-4501-6225. Repair & Maintenance	\$18,158.00	\$70,000.00	\$70,000.00	0.0%
501-4501-6300. Chemical Supplies	\$71,643.00	\$73,000.00	\$73,000.00	0.0%
501-4501-6325. Laboratory Supplies	\$831.00	\$2,900.00	\$2,900.00	0.0%
501-4501-6800. Debt Service - Principal	\$0.00	\$78,964.00	\$85,958.58	8.9% Add new truck debt svc of 5004 total
501-4501-6850. Debt Service Interest	\$32,031.00	\$30,574.00	\$29,071.57	-4.9%
501-4501-7070. Vehicles & Equipment	-\$3.00	\$0.00	\$0.00	#DIV/0!
501-4501-7080. Computers, Software	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-7090. Infrastructure - Waterlines, Tanks, Wells	\$0.00	\$0.00	\$60,000.00	#DIV/0! Keck Well connection engineering \$25; Water plant expansion refurb \$35K

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
501-4501-7095. Work in Progress	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4501-7100. Depreciation Expense	\$674,466.00	\$0.00	\$0.00	#DIV/0!
501-4501-8000. Reserve for Plant	\$0.00	\$96,000.00	\$176,000.00	83.3% Facility Fees Reserved for Plant Expansion
501-4501-8100. Water Rate Increase Reserve	\$0.00	\$0.00	\$0.00	#DIV/0!
4501. WATER	\$1,088,041.00	\$706,552.00	\$858,301.71	21.5%
4502. SEWER				
501-4502-1000. Regular Salaries & Wages	\$192,735.00	\$175,954.00	\$198,546.21	12.8% 2022 budget was reduced, RB moved to PW. FY23 adds back this staff position to Sewer Dept.
501-4502-1100. Regular Salaries & Wages OT	\$1,260.00	\$1,530.00	\$2,500.00	63.4%
501-4502-1300. Regular Salaries & Wages PT	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-2000. FICA Expense	\$14,128.00	\$13,461.00	\$15,380.03	14.3%
501-4502-2100. SUI Expense	\$221.00	\$232.00	\$148.40	-36.0%
501-4502-2200. Retirement-ER VRS & ICMRC Exp	\$10,990.00	\$10,522.00	\$14,952.37	42.1% 1.68% increase
501-4502-2210. Life Insurance	\$2,463.00	\$2,447.00	\$2,612.28	6.8%
501-4502-2220. Disability Insurance, LT & ST	\$1,010.00	\$1,489.00	\$1,523.13	2.3%
501-4502-2230. Worker's Comp	\$1,746.00	\$1,866.00	\$1,911.81	2.5%
501-4502-2300. Health Insurance	\$29,528.00	\$22,857.00	\$28,106.36	23.0%
501-4502-2310. Dental Insurance	\$1,319.00	\$945.00	\$1,467.60	55.3%
501-4502-2320. Vision Insurance	\$53.00	\$91.00	\$91.32	0.4%
501-4502-2345. Employee/Volunteer Testing	\$0.00	\$0.00	\$45.00	#DIV/0!
501-4502-3000. Contract Labor	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-3010. Vehcl & Equip	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-3020. Maint Svc Contracts -	\$12,432.00	\$22,300.00	\$22,300.00	0.0%

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
501-4502-3060. Landfill Disposal -	\$23,503.00	\$42,000.00	\$42,000.00	0.0%
501-4502-3200. Cleaning and	\$600.00	\$2,600.00	\$2,600.00	0.0%
501-4502-3350. Water Sampling	\$28,596.00	\$21,000.00	\$21,000.00	0.0%
501-4502-3420. Engineering & Architect Svcs	\$0.00	\$45,000.00	\$25,000.00	-44.4%
501-4502-3430. IT Services	\$240.00	\$7,000.00	\$7,000.00	0.0%
501-4502-3450. Printing & Design	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-3500. Advertising Services	\$0.00	\$500.00	\$0.00	-100.0%
501-4502-3730. Bank Service Charges	\$914.00	\$1,550.00	\$1,550.00	0.0%
501-4502-4150. Grant Exp - Sewer	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-5000. Refund - Tourism	\$0.00	\$5,000.00	\$0.00	-100.0%
501-4502-5010. Electric Service	\$93,413.00	\$102,000.00	\$105,357.45	3.3% 10% increase over 2022 projected.
501-4502-5040. Phone Service	\$7,847.00	\$7,500.00	\$8,500.00	13.3% Add new employee cell phone, work order system
501-4502-5050. Internet & Cable	\$0.00	\$600.00	\$600.00	0.0%
501-4502-5060. Alarm & Security	\$511.00	\$650.00	\$650.00	0.0%
501-4502-5090. Lease, Right of Way	\$0.00	\$4,000.00	\$4,000.00	0.0%
501-4502-5100. Lease, Vehicles &	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-5200. Travel-MIleage & Tolls	\$3,196.00	\$3,200.00	\$1,000.00	-68.8%
501-4502-5210. Travel-Lodging & Meals	\$0.00	\$500.00	\$500.00	0.0%
501-4502-5220. Conference	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-5230. Education	\$357.00	\$2,000.00	\$2,000.00	0.0%
501-4502-5240. Books & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-5250. Dues & Memberships	\$1,250.00	\$850.00	\$850.00	0.0%

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501-4502-5260. Employee Testing & Certification	\$80.00	\$450.00	\$450.00	0.0%
501-4502-5300. Insurance, Property &	\$31,492.00	\$32,725.00	\$35,060.00	7.1%
501-4502-5340. Licensing	\$2,969.00	\$4,500.00	\$4,500.00	0.0%
501-4502-5350. Fines & Penalties	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-6000. Office Supplies	\$1,539.00	\$1,500.00	\$1,500.00	0.0%
501-4502-6025. Janitorial & Kitchen	\$183.00	\$100.00	\$100.00	0.0%
501-4502-6050. Uniforms Expense	\$725.00	\$1,000.00	\$1,200.00	20.0%
501-4502-6075. Hand Tools, & Small	\$2,441.00	\$2,500.00	\$2,500.00	0.0%
501-4502-6080. Safety Equipment	\$20.00	\$250.00	\$250.00	0.0%
501-4502-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$184.00	\$1,200.00	\$1,200.00	0.0%
501-4502-6175. Vehicles & Powered Equip Fuel	\$3,269.00	\$7,000.00	\$6,800.00	-2.9% Actual + new employee +10%
501-4502-6200. Vehicle & Powered Equip Repairs	\$499.00	\$3,000.00	\$3,000.00	0.0%
501-4502-6225. Repair & Maintenance	\$80,525.00	\$95,000.00	\$110,000.00	15.8% Aging infrastructure
501-4502-6300. Chemical Supplies	\$35,136.00	\$39,675.00	\$60,000.00	51.2%
501-4502-6325. Laboratory Supplies	\$61.00	\$1,000.00	\$1,000.00	0.0%
501-4502-6800. Debt Service - Principal	\$0.00	\$329,170.00	\$331,819.92	0.8%
501-4502-6850. Debt Service Interest	\$32,545.00	\$30,038.00	\$29,169.07	-2.9%
501-4502-7010. Infrastructure - Facility & Equip	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-7070. Vehicles & Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-7080. Computers, Software	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-7090. Infrastructure - Sewerlines & Pumpstations	\$0.00	\$14,500.00	\$14,500.00	0.0% Sewer Pod annual replacement
501-4502-7095. Work in Progress -	\$0.00	\$0.00	\$0.00	#DIV/0!
501-4502-8000. Reserve for Plant Expansion	\$0.00	\$158,400.00	\$290,400.00	83.3% Facility Fees Reserved
501-4502-8100. Wastewater Rate & Capital Reserve	\$0.00	\$0.00	\$0.00	#DIV/0!
4502. SEWER	\$619,977.00	\$1,221,653.00	\$1,405,640.95	15.1%

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
4503. UTILITY BILLING				
501-4503-1000. Regular Salaries & Wages	\$31,292.00	\$32,014.00	\$34,267.71	7.0%
501-4503-1100. Regular Salaries & Wages OT	\$0.00	\$0.00	\$200.00	#DIV/0!
501-4503-2000. FICA Expense	\$2,559.00	\$2,449.00	\$2,636.78	7.7%
501-4503-2100. SUI Expense	\$68.00	\$66.00	\$42.40	-35.8%
501-4503-2200. Retirement-ER VRS & ICMRC Exp	\$2,060.00	\$2,101.00	\$2,775.60	32.1% increase in rate + COLA
501-4503-2210. Life Insurance	\$462.00	\$471.00	\$484.92	3.0%
501-4503-2220. Disability Insurance, LT & ST	\$196.00	\$260.00	\$267.97	3.1%
501-4503-2230. Worker's Comp	\$21.00	\$22.00	\$22.64	2.9%
501-4503-2300. Health Insurance	\$7,743.00	\$6,760.00	\$6,675.84	-1.2%
501-4503-2310. Dental Insurance	\$285.00	\$285.00	\$304.50	6.8%
501-4503-3020. Maint Svc Contracts -	\$682.00	\$650.00	\$0.00	-100.0%
501-4503-3025. Repair Maint & Svc Contracts	\$0.00	\$0.00	\$2,250.00	#DIV/0! Move copier maint agreement to 3025 from 3020
501-4503-3430. IT Services	\$240.00	\$720.00	\$0.00	-100.0%
501-4503-3500. Advertising Services	\$0.00	\$0.00	\$135.00	#DIV/0!
501-4503-5040. Phone Service	\$360.00	\$360.00	\$360.00	0.0%
501-4503-5070. Postage	\$3,000.00	\$6,300.00	\$6,300.00	0.0%
501-4503-5110. Lease, Office Equip	\$2,186.00	\$2,000.00	\$2,200.00	10.0% copier and folder/stuffer
501-4503-5200. Travel-Milleage & Tolls	\$0.00	\$80.00	\$20.00	-75.0%
501-4503-5210. Travel-Lodging & Meals	\$0.00	\$75.00	\$35.00	-53.3%
501-4503-5230. Education	\$0.00	\$200.00	\$150.00	-25.0%
501-4503-6000. Office Supplies	\$1,173.00	\$1,250.00	\$1,400.00	12.0%
4503. UTILITY BILLING	\$52,325.00	\$56,064.00	\$60,528.36	8.0%
Total Utility Fund Expense	\$1,786,346.00	\$2,183,172.00	\$2,603,419.56	19.2%
Core Utility Fund Operating Expenses			\$2,062,519.56	All expenditures less capital projects & facility fee reserves
UTILITY FUND REVENUE LESS EXPENDITURES	\$585,331.00	\$0.00	\$0.00	
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
510. HARBOR FUND				
HARBOR FUND REVENUE				
3150.				
510-3150-1000. Harbor Fuel Sales	\$532,213.00	\$482,484.00	\$554,786.00	15.0%
510-3150-2000. Dockage Fees	\$465,293.00	\$406,559.00	\$406,559.00	0.0%
510-3150-2100. Harbor Electric Sales	\$30,763.00	\$25,000.00	\$31,000.00	24.0%
510-3150-2200. Lease/Storage	\$4,627.00	\$400.00	\$0.00	-100.0%
510-3150-3000. Wharfage Fees	\$17,048.00	\$13,000.00	\$8,000.00	-38.5%
3150.	\$1,058,686.00	\$927,443.00	\$1,000,345.00	7.9%
3400.				
510-3400-1000. Lease - Restaurant	\$5,548.00	\$6,000.00	\$6,000.00	0.0%
3400.	\$5,548.00	\$6,000.00	\$6,000.00	0.0%
3500.				
510-3500-1501. Harbor Water Sales	\$0.00	\$1,200.00	\$1,200.00	0.0%
3500.	\$0.00	\$1,200.00	\$1,200.00	0.0%
3650.				
510-3650-1000. Credit 1%/Debit\$0.25	\$347.00	\$0.00	\$0.00	#DIV/0!
510-3650-1500. Recovery - Harbor	\$0.00	\$0.00	\$0.00	#DIV/0!
510-3650-4000. Recovery - Harbor	\$424.00	\$66.00	\$0.00	-100.0%
3650.	\$771.00	\$66.00	\$0.00	-100.0%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
3700.				
510-3700-2200. Grant- Harbor USDA RD	\$0.00	\$0.00	\$0.00	#DIV/0!
3700.	\$0.00	\$0.00	\$0.00	#DIV/0!
3800.				
510-3800-2000. VA Port Authority	\$10,586.00	\$0.00	\$0.00	#DIV/0!
510-3800-3000. Grant - Federal Boating Infrstrctr (BIG)	\$0.00	\$54,947.00	\$41,893.00	-23.8% BIG Grant Proceeds, FY22 project closeout & FY23 list completion
3800.	\$10,586.00	\$54,947.00	\$41,893.00	-23.8%
3900.				
510-3900-6000. Appropriation From Fund Balance	\$0.00	\$0.00	\$0.00	#DIV/0!
3900.	\$0.00	\$0.00	\$0.00	#DIV/0!
3950.				
510-3950-1000. Loan Proceeds	\$0.00	\$0.00	\$0.00	#DIV/0!
510-3950-2000. Transfer fm Debt Svc Fund	\$0.00	\$102,657.00	\$104,950.25	2.2%
510-3950-2100. Loan Proceeds - USDA	\$0.00	\$0.00	\$0.00	#DIV/0!
3950.	\$0.00	\$102,657.00	\$104,950.25	2.2%
TOTAL HARBOR FUND REVENUE	\$1,075,595.00	\$1,092,312.00	\$1,154,388.25	5.7%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
510-4713-1800. Allocated Wages	\$10,985.00	\$11,389.00	\$12,109.79	6.3%
510-4713-2800. Allocated Benefits	\$3,235.00	\$3,079.00	\$3,586.65	16.5%
510-4713-3020. Maint Svc Contracts -	\$0.00	\$0.00	\$0.00	#DIV/0!
510-4713-3025. Service Contracts	\$4,173.00	\$3,800.00	\$4,300.00	13.2% TFC recycling/Davis Disposa/Add pest control services
510-4713-3040. Grounds	\$1,500.00	\$1,500.00	\$1,500.00	0.0%
510-4713-3410. Management Consulting Outside SVC	\$0.00	\$0.00	\$0.00	#DIV/0!
510-4713-3415. Management Consulting CCYC	\$146,722.00	\$319,571.00	\$320,000.00	0.1%
510-4713-3420. Engineering & Architect Svcs	\$0.00	\$0.00	\$0.00	#DIV/0!
510-4713-3430. IT Services	\$1,620.00	\$1,700.00	\$1,700.00	0.0%
510-4713-3450. Printing & Design	\$0.00	\$0.00	\$0.00	#DIV/0!
510-4713-3500. Advertising Services	\$7,258.00	\$0.00	\$0.00	#DIV/0!
510-4713-3730. Bank Service Charges	\$476.00	\$700.00	\$700.00	0.0%
510-4713-4150. Grant Exp -Harbor	\$0.00	\$0.00	\$0.00	#DIV/0!
510-4713-4160. Grant Exp - VDH BIG	\$0.00	\$64,720.00	\$24,000.00	-62.9% Carryover FY22 projects/HVAC project replacement
510-4713-4170. Grant Exp - VA Port Authority	\$0.00	\$0.00	\$0.00	#DIV/0!
510-4713-5010. Electric Service	\$22,021.00	\$24,480.00	\$26,928.00	10.0% +10% of actual
510-4713-5020. Propane & Fuel Oil	\$210.00	\$700.00	\$0.00	-100.0%
510-4713-5030. Water Expense	\$755.00	\$750.00	\$750.00	0.0%
510-4713-5035. Sewer Expense	\$1,316.00	\$1,400.00	\$1,400.00	0.0%
510-4713-5040. Phone Service	\$788.00	\$139.00	\$0.00	-100.0%
510-4713-5050. Internet & Cable	\$45.00	\$720.00	\$900.00	25.0%
510-4713-5060. Security Monitoring	\$0.00	\$0.00	\$0.00	#DIV/0!

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request		
510-4713-5300. Insurance, Property &	\$24,155.00	\$26,892.00	\$28,000.00	4.1%	
510-4713-6025. Janitorial & Kitchen	\$1,154.00	\$3,500.00	\$3,780.00	8.0%	
510-4713-6150. Computer, Sftwr & Electronics < \$10K < \$10	\$1,095.00	\$540.00	\$900.00	66.7%	
510-4713-6175. Vehicles & Powered Equip Fuel	\$690.00	\$1,200.00	\$800.00	-33.3%	2021 Actual +10%
510-4713-6200. Vehicle & Powered Equip Repairs	\$2,707.00	\$8,000.00	\$8,640.00	8.0%	
510-4713-6225. Repair & Maintenance	\$41,328.00	\$85,900.00	\$53,693.56	-37.5%	Misc +Underwater inspctn \$6K/Parking Capacity \$5K;Inner Harbor dock repairs \$13K
510-4713-6400. COGS - Fuel for Resale	\$367,243.00	\$355,000.00	\$443,750.00	25.0%	
510-4713-6800. Debt Service - Principal	\$0.00	\$78,693.00	\$81,430.45	3.5%	
510-4713-6850. Debt Service Interest	\$26,421.00	\$23,964.00	\$23,519.80	-1.9%	
510-4713-6900. Contingency Fund	\$0.00	\$13,875.00	\$20,000.00	44.1%	
510-4713-7010. Building, Equipment,	\$0.00	\$0.00	\$0.00	#DIV/0!	
510-4713-7060. Infrastructure - Breakwaters & Jetties	\$0.00	\$20,000.00	\$0.00	-100.0%	0.00
510-4713-7070. Vehicles & Equipment	\$0.00	\$0.00	\$52,000.00	#DIV/0!	Fuel System emrg stop switch relocation & Replace Fuel system mgmnt system
510-4713-7080. Computers, Software	\$0.00	\$0.00	\$0.00	#DIV/0!	
510-4713-7085. Infrastructure - Docks	-\$979.00	\$40,100.00	\$40,000.00	-0.2%	Design for IH King pile & Waler Rplcmnt
510-4713-7090. Equipment, Other	\$0.00	\$0.00	\$0.00	#DIV/0!	
510-4713-7095. Work in Progress	\$0.00	\$0.00	\$0.00	#DIV/0!	
HARBOR FUND TOTAL EXPENDITURES	\$1,022,293.00	\$1,092,312.00	\$1,154,388.25	5.7%	
Core Harbor Fund Operating Expenses			\$1,062,388.25		All expenditures less capital projects
HARBOR FUND REVENUE LESS EXPENDITURES	-\$53,302.00	\$0.00	\$0.00	#DIV/0!	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
520. SANITATION FUND				
Revenue				
3150.				
520-3150-1000. Refuse Collection	\$202,364.00	\$229,771.00	\$277,929.12	21.0% If increase rates to balance, customer rates would be 18.28 vs. 16.68 subsidized FY22 rate
520-3150-2000. Bulk refuse collection	\$485.00	\$600.00	\$600.00	0.0%
520-3150-3000. Miscellaneous Refuse	\$0.00	\$0.00	\$0.00	#DIV/0!
520-3150-4000. Penalties & Interest -	\$15.00	\$0.00	\$3,500.00	#DIV/0!
3150	\$202,864.00	\$230,371.00	\$282,029.12	
3900.				
520-3900-6000. Appropriation from Fund Balance	\$0.00	\$168,952.00	\$160,224.00	-5.2% To transfer to Gen Fund for Trail Project, fund bal is\$238,963
3900.	\$0.00	\$168,952.00	\$160,224.00	-5.2%
SANITATION FUND TOTAL REVENUE	\$202,864.00	\$399,323.00	\$442,253.12	10.8%

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2022/2023 Proposed Budget Request	
Expense				
4520. SANITATION				
520-4520-3010. Vehcl & Equip	\$0.00	\$0.00	\$0.00	#DIV/0!
520-4520-3020. Maint Svc Contracts	\$213,268.00	\$223,613.00	\$265,309.80	18.6% 1230 cans at 17.45/mo now
520-4520-3500. Advertising Services	\$0.00	\$81.00	\$0.00	-100.0%
520-4520-5300. Insurance, Property & Liability	\$722.00	\$1,000.00	\$1,000.00	0.0%
520-4520-6225. Repair & Maintenance	\$11,796.00	\$14,405.00	\$15,719.32	9.1% replacement cans
520-4520-8110. Transfer to Capital	<u>\$0.00</u>	<u>\$160,224.00</u>	<u>\$160,224.00</u>	<u>0.0%</u>
4520. SANITATION TOTAL EXPENSE	<u>\$228,158.00</u>	<u>\$399,323.00</u>	<u>\$442,253.12</u>	<u>10.8%</u>
520. SANITATION FUND REVENUE LESS EXPENDITURES	<u>\$25,294.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
BUILDING FEES	1. Residential: (repair, alteration, demolition, construction)			
	a. Single inspections w/ no permit required	\$35		
	b. Less than \$2,500	\$50		
	c. \$2,500 - \$10,000	\$50 + 0. 5% project cost over \$2500		
	d. \$10,000 +	\$125 + 0.5% project cost over \$10,000		
	e. Demolition	\$50		
	2. Commercial: (repair, alteration, demolition, construction)			
	a. Single inspections w/ no permit required	\$35		
	b. Less than \$2,500	\$75		
	c. \$2,500 - \$10,000	\$75 + 1% of project cost over \$2,500		
	d. \$10,000 +	\$175 + 1% of project cost over \$10,000		
	e. Demolition	\$100		
	Notes:			
	1. Add 2% to all permit fees for state surcharge.			
	2. Permits include inspections and a follow up inspection for a failure. Subsequent inspections for the same item are at \$40 each.			
	3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).			
	3. New Construction			
	Permit Fees	Based on use, construction type, and square footages. Please contact Building Official.		
	Certificates of Occupancy	Included in cost of permit		
	1. Permanent Certificant of Occupancy			
	2. Certificate of Occupancy when no permit is issued	\$100		
	3. Temporary Certificate of Occupancy	\$400 (per issuance) max. of 2 issuances		
	4. Rental Certificate of Occupancy	\$100 (includes inspection)		
	Notes:			
	1. Inspection fee for 3rd inspection of the same item	\$40		
	2. Inspections scheduled outside normal business hours	\$75		
	3. Fee for starting work without a permit	\$300		
	4. Underground Fuel Tank Removal	\$100 per tank		

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
ZONING FEES	5. Zoning Clearance			
	a. As part of a building permit or a Certificate of Appropriateness application	\$0	\$0	This fee is included in the Building Permit Application fee & the Historic District Review Board Certificate of Appropriateness application fee.
	b. All other approved by administrative review		\$150	When there is no building permit application or Certificate of Appropriateness application being submitted, need to state what is the established fee for this - this is the same fee as included in the Building Permit Application fee calculations.
	c. Trees/Landscaping			
	1.) Tree Removal Permit		\$10/tree	No fee currently for anything regarding tree permits
	2.) Landscaping Plan for full lot	\$100	\$100	Was residing within the Building Permit Fee as part of its total calculation. This should come out from under the building permit fee since it needs to be approved thru separate zoning permit which will be inspected within 6 months from issuance of Certificate of Occupancy for compliance with approved.
	3.) PENALTY - Tree removal without a permit	\$300	\$300	
	d. Appeals	\$750	\$500**	Reducing the fee to reflect the average cost for staff processing of applications; the advertising costs will be charged on actual costs.
	e. Signage - All affixed and free-standing signage greater than ten (10) sq. ft.	\$50	\$50	
	d. Appeals Variance Application to Board of Zoning Appeals			

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
HISTORIC DISTRICT REVIEW BOARD FEES	6. Historic District Review Board Application Fee			
	a. New Construction up to 2,000 sq. ft - Residential	\$300	\$500	Proposing to change to a flat fee for new construction by type and not a fee structure based on square footage.
	b. New Construction >2,000 sq. ft - Commercial or Commerical/Residential Mixed Use		\$750	Proposing to change to a flat fee for new construction by type and not a fee structure based on square footage.
	c. Renovation			
	1) All Other Minor Work authorized by CCZO Section 8.17, residential and/or commercial	\$150	\$150	Clarify that this fee is for Minor Work/Administrative Approval
	2) Substantial alterations - Residential		\$500	Create new fee category for residential substantial alterations; moving away from a square footage fee to flat fee based upon type of work (commercial vs residential)
	3) Substantial alterations - Commercial		\$750	Create new fee category for commercial substantial alterations; moving away from a square footage fee to flat fee based upon type of work (commercial vs residential)
	4) Demolition of structure		\$400	Create new fee category for demolition application
	d. Extension of approved Certificate of Appropriateness		\$50	New fee to reflect if the Town has to inspect, extend and issue a revised C of A beyond the 12 month time frame,
	f. Modification to an approved and active Certificate of Appropriateness (CoA)	\$250	\$250	

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
APPEALS FEES	7. Board of Zoning Appeals (Variance) APPEALS			
	a. Single Family Detached Residential/All Others Appeals Application to Board of Zoning Appeals	\$450 / 750	\$500*	General Fee for any appeals based upon average staff time/cost to process; advertising costs associated with appeal will be charged at cost.
	b. Certificate of Appropriateness Appeals to Town Council		\$500**	I did not find that there was a fee for appeals to Town Council of HDRB Votes so establishing this fee. Any required aAdvertising costs will be charged at cost.
	c. Add for Each Additional Variance Request on Same Application Appeals Application to Building Code Board of Appeals		\$250**	Fee was listed on the appeals application but not listed on the Town's Adopted Fee Schedule. Any required advertised will be charged at cost.

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
HARBOR AREA REVIEW BOARD FEES	8. Harbor Area Review Board Certificate of Appropriateness			
	a. Development Certificate	\$300/ application base fee + \$70 per acre	\$750 / application base fee + \$100 per acre**	Recommend increase based upon staff time/costs; Any required advertised will be charged at cost.
	b. Extension of approval	\$100	\$100	
	b. Appeals		\$500	Move under Appeals Fees section
	f. Modification to an approved and active Certificate of Appropriateness (CoA)		\$250	New fee based upon Town experience with Cert. of Appropriateness thru HDRB

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
ENVIRONMENTAL PERMITS	9. Environmental Permits			
	a. Wetlands Permit		\$500	Increase based upon the review/staff time
	b. Site evaluation fee - RPA (except non-tidal)	\$350	\$150	New fee - this is a service the department is providing but there is time and site visit required.
	c. Structures in & across dunes		\$200	New fee - this is a required oversight function and approval that the Town must provide
	d. CBPA Encroachment or Exemption		\$200	New fee - this is a required oversight function and approval that the Town must provide
	e. CBPA Administrative Waiver for Maintenance Work of Vegetation in the RPA		\$50	New fee - this is a required oversight function and approval that the Town must provide
	f. Erosion & Sediment Control Permit	\$500 + \$10/acre not to exceed \$1000	\$500 + \$10/acre not to exceed \$1000	
	g. Erosion & Sediment Agreement in lieu of plan	\$150	\$150	
	h. Erosion & Sediment Inspection fees	\$40/hr with 1 hour minimum	\$40/hr with 1 hour minimum	
	i. Erosion & Sediment Control Plan Review Fee	\$350	\$350	
SITE PLAN FEES	10. Final Plan Review Fees			
	a. Residential	\$150/site	\$150/site	
	b. Commercial	\$250/site + 3rd party fees	\$250/site + 3rd party fees #^	Need to provide list of Town accepted 3rd party reviewers and applicable fees
	c. Misc		\$150/site #^	space type development

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
PLANNING FEES	11. Planning/ Zoning Requests			
	a. Regular Rezoning	\$1,000		
	1) Non-PUD		\$500 + \$50/acre**	Based upon zoning ordinance, creating fee structure to delineate between the types of rezoning envisioned: to any zoning district but the PUD District and then a rezoning
	2) PUD		\$1000 + \$50/acre**	
	a) Amendment to Town Comprehensive Plan; Concept Approvals		\$550/application	Included a fee if PUD Rezoning may require a Comp Plan Amendment
	b. Conditional Rezoning	\$1,000	\$1000 + \$50/acre**	
	c. Zoning Text Amendment Application - for consideration only by Town Council and/or Planning Commission to determine if they will assume ZTA for public hearing purposes		\$200/application	Clarifying the fee description and provide a format to allow ZTA to come thru system for consideration by the Town Council and/or Planning Commission to determine if there is merit to the request and willingness to accept and become the applicant, in compliance with state law.
	d. Conditional Use Permit	\$600 for single family detached residential \$850 all other	\$600	Propose flat fee for all Conditional Use permit applications.

	Type of Permit or Review	Current TOCC Fees	Proposed TOCC Fees & Charges	COMMENTS FROM KHN regarding proposed changes
SUBDIVISION FEES	12. Subdivision through recordation	Residential \$450/application + \$50/lot Commercial \$600/application + \$70/lot		Change the fee structure based upon each type and level of review through the subdivision process
	1) Concept or sketch plan review		\$100 + \$10/parcel	
	2) Preliminary plat review			
	a) 3 lots or less		\$250 + \$50/lot #^	
	b) 4 lots or more		\$500 + \$100/lot #^	
	3) Final plat review			
	a) 3 lots or less		\$125	
	b) 4 lots or more		\$250	
	4) Subdivision modification		\$75	
	5) Administrative Plat/Lot line adjustment		\$200	Adding new fees to reflect the other types of lot changes that can be sought under Code of Virginia and need to be approved by the Town
	6) Easement Plat		\$200	
	7) Vacation of Plat		\$250	
	All recordation of plats are the responsibility of the applicant			
OTHER	13. Deferral at the request of Applicant, if public hearing has been set (BZA, Planning Commission, HDRB, HARB, Town Council)	\$50	\$200	Combine these fees into only one fee and only if the matter has been set for public hearing and advertised.
	if public hearing has been set	\$200		
LEGEND with GENERAL NOTES				
*				
**	Advertising Costs, Actual			
#	Advertising Costs, Actual + Adjacent Property Owner Notfication Mailin Costs, Actual			
^	3rd Party Review Costs - Water and Sewer Connections and Layout, including any re-reviews			
	3rd Party Review Costs - Erosion & Sediment Control, including any re-reviews			