TOWN COUNCIL
Work Session
May 5, 2022
Cape Charles Civic Center
6:30 PM

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

2. Items for Discussion:
   A. Potential Use of American Rescue Plan Act (ARPA) Funds

   B. Finalize the Capital Asset Management Program (CAMP) Schedule

   C. Detail Review of Proposed Budget
      - Community Funding Requests

   D. Town Manager Budget Authority Policy

   E. Strategic Revenue Planning

   F. Fund Balance Reserve Status

   G. Projected Revenue and Rebalancing

3. Adjournment

American Rescue Plan Act (ARPA) Funding

The following excerpts are taken from the US Treasury's Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule (January 2022)

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers $350 billion to state, local, and tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts;
- Maintain vital public services, even amid declines in revenue; and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

In May 2021, Treasury published the Interim final rule (IFR) describing eligible and ineligible uses of funds (as well as other program provisions), sought feedback from the public on these program rules, and began to distribute funds.

The final rule which takes effect on April 1, 2022 and delivers broader flexibility and greater simplicity in the program, was responsive to the feedback in the comment process. Among other clarifications and changes, the final rule provides for expansion of the feature below:

REPLACING LOST PUBLIC SECTOR REVENUE

The final rule offers a new standard allowance for revenue loss of up to $10 million, allowing recipients to select between this standard amount of revenue loss or to complete a full revenue loss calculation.

Recipients that select the standard allowance may use that amount - in many cases their full award - for government services, with streamlined reporting requirements.

SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount, or the amount calculated using the calculation approach; **Government services generally include *any service* traditionally provided by a government,** unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- Construction of schools and hospitals
- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. While recipients have considerable flexibility to use funds to address the diverse needs of their communities, some restrictions on use apply across all eligible use categories. These include:

- For **states and territories**: No offsets of a reduction in net tax revenue resulting from a change in state or territory law

- For **all recipients except for Tribal** governments: No extraordinary contributions to a pension fund for the purpose of reducing an accrued, unfunded liability

- For **all recipients:** No payments for debt service and replenishments of rainy day funds; no satisfaction of settlements and judgments; no uses that contravene or violate the American Rescue Plan Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations

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The **Town of Cape Charles** has received a total ARPA authorization of $1,057,230. As of May 5, 2022, the Town Council has already obligated $121,380 of this ARPA authorization (for the repair of the inshore harbor breakwater). There is therefore **$935,850** still available for additional allocation; all of which may be spent on *Government Services* as described above.

Staff recommends two initial allocations:

- $584,000 for the design/engineering associated with the new municipal building/library project (FY23 budget)

- $42,000 for a new police car (FY22 budget)

This leaves an additional **$309,850** to be allocated.

Virginia
EASTERN SHORE PUBLIC LIBRARY FOUNDATION

Regional Library Building Campaign

Donations:
ESPL Foundation
P.O Box 554
Accomac, VA 23301

Fundraising Office:
6 College Avenue, Room B3
Onancock, VA 23417
757-787-2500
esplibraryfundraiser16@gmail.com
www.ESPLFoundation.org

April 2022

Dear Mr. Mayor and Town Council members:

The construction of the new Eastern Shore of Virginia Regional Library and Heritage Center in Parksley is proceeding very nicely with a projected completion date of July 29th of this year. We are preparing for the big move and continue our hard work to raise funds for the new facility. Although the building construction contract has been fully funded, it did not cover the cost of moving the collections and the furniture from the "old" library, new equipment, furnishings, internet and phone wiring, shelving, or the special equipment needed to process and preserve the historical archive materials dating from the 1600s that will be part of the new Heritage Center.

Based upon the "disruption of public services" inclusion in the ARPA use of funds rules, Accomack County recognized that ARPA funds could be used toward finishing the new facility. Therefore, the County provided $247,000 of its ARPA funds to pay for the roof change order. We are grateful for that, but at the same time, the COVID pandemic that provided these funds has severely hindered our fundraising efforts. This is why we have approached all the incorporated towns on the Eastern Shore to ask for ARPA funds at $10 per resident, the same rate as the County allocated its funds based on the population outside of the towns.

Our Raising the Green event is one example of how our fundraising efforts have been affected. It was the largest and most profitable event of the year, comprised of a dinner and auction of donated items, and was held near St. Patrick's Day. In 2018, 2019, and 2020, it was an in-person event that netted us $21,573, $20,084, and $20,363 respectively. In 2021, because of COVID restrictions, it was decided to hold an online auction only. The net from the 2021 Raising the Green online auction was only $10,666, a major loss in fundraising revenue. As for Raising the Green 2022, we made the difficult decision to cancel the affair this past November because of the uncertainty of COVID in March 2022. Such a festive affair takes months of dedication and hard work by our volunteers to bring success, but COVID loomed over us, creating too much uncertainty in the months to come. We are now seeking alternative sources of funding to continue to support the remaining needs.

We appreciate any help you can give us.

Thank you so much.

Sincerely,

Albert J. McMath

Albert J. McMath
President

Hi John,

I'm writing because the Eastern Shore Coalition Against Domestic Violence (ESCADV) would like to formally request $25,000 in ARPA funds from the Town of Cape Charles. These funds would be used towards ESCADV's capital campaign, which was undertaken to fund the remediation of the former G.F. Horne assisted living facility in Onancock.

This three-building facility on five acres will be the future home of ESCADV's emergency shelter, advocacy and administrative offices and community outreach and education space. This new facility will be called Hope Harbor. The shelter space will have a practical capacity of 30, as opposed to the former shelter which could house 16 and often had a realistic capacity of 12 to 13. The new space will also allow ESCADV to expand its services.

Hope Harbor and the services ESCADV provides are critical for Cape Charles, Northampton County and the entire Eastern Shore because we are the only organization on the Eastern Shore that survivors of domestic violence and sexual assault can turn to when they need help.

The total budget for the project is $1.7 million, roughly half of which has already been donated or pledged, including $100,000 from the Town of Onancock. Additionally, local philanthropist David Landsberger donated the $350,000 needed for ESCADV to purchase the property.

Work began on the emergency shelter last fall and the targeted completion date is June 30th. Once the shelter is open, work will begin on the administrative and advocacy office. The hope is that the office building will be open next winter, with the third building being remediated as funds allow.

ESCADV is requesting ARPA funds from the Town of Cape Charles, and many other incorporated towns on the Eastern Shore of Virginia, because there are specific provisions in ARPA that allow for funds to be used to address the issue of domestic violence.

The Department of Treasury ARPA guidelines specifically address the concerns the pandemic created for individuals impacted by domestic violence stating, "Stay at home orders and other pandemic responses may have also reduced the ability of individuals affected by domestic violence to access services." The guidelines also list "services to address homelessness such as supportive housing, and to improve access to stable, affordable housing among unhoused individuals." Hope Harbor specifically addresses the need of individuals impacted by violence and experiencing homelessness for all of the Eastern Shore.

In addition to an emergency shelter, ESCADV also provides a 24-hour hotline, individual counseling, hospital and courtroom accompaniment, legal advocacy, safety planning, rape crisis services, and services to children who have experienced domestic violence.

Annually, ESCADV answers 250 hotline calls, shelters 150 people and provides services to roughly 250 people. Half of those we serve are children.

Without our services, all those people would have nowhere to turn to when they need help fleeing from violence.

We hope that you'll consider investing in this critical regional project so that the Eastern Shore can be safer for all of us.

Sarah Barban
Director of Fund Development and Community Relations
Eastern Shore Coalition Against Domestic Violence (ESCADV)
Administration: 155 Market Street, Onancock, VA 757-787-1959
Advocacy: 130 Market Street, Onancock, VA 757-787-1329
sbarban@escadv.org
www.escadv.org

General Fund

CAMP Project List/Schedule

Project name	Priority	Category	Level	Town Cost	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
New Municipal Building*	High	I	A	$ 5,115,000	$ 550,000	$ 4,565,000				
Library Upgrade & Condoization**	High	I	A	$ 314,000	$ 34,000	$ 280,000				
Storm Drain CCTV & Mapping, Phase 2	High	II	A	$ 30,000		$ 30,000				
Replace PW Butler Building	Medium	I	A	$ 120,000				$ 120,000		
Multi-Use Trail Phase 3 Construction (Town Share)	High	III	B	$ 227,000	$ 227,000					
Mason Ave Restroom*	Medium	II	B	$ 110,000	$ 110,000					
South Beach Restroom Renovation*	Medium	II	B	$ 40,000		$ 40,000				
Beach ADA Access Mats	High	III	B	$ 10,000		$ 10,000				
Tazewell Beach Access	Medium	II	B	$ 25,000			$ 25,000			
Randolph Beach Access	Medium	II	B	$ 35,000			$ 35,000			
Town Trash Cans Replacements	Medium	II	B	$ 25,000		$ 25,000				
Improve Mason Ave Parking Lot	Medium	II	B	$ 20,000	$ 20,000					
Public Works Storage Facility	Medium	III	B	$ 20,000	$ 20,000					
Sidewalk Infill	Low	IV	C	$ 582,000			$ 22,000	$ 20,000	$ 365,000	$ 175,000
Adult Game Area in the Park	Low	IV	C	$ 7,250	$ 7,250					
Sports/Rec Field/Restroom*	Low	IV	C	$ 170,000		$ 20,000	$ 150,000			

	Town Cost	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
GF Total - 2022 dollars	$ 6,850,250	$ 968,250	$ 4,970,000	$ 232,000	$ 140,000	$ 365,000	$ 175,000
Inflation adjusted dollars (3%)	$ 7,095,920	$ 968,250	$ 5,119,100	$ 245,920	$ 152,600	$ 408,800	$ 201,250
Harbor Fund	$ 991,000	$ 105,000	$ 210,000	$ 250,000	$ 280,000	$ 96,000	$ 50,000
Utilities Fund	$ 8,604,500	$ 74,500	$ 639,500	$ 1,451,500	$ 1,224,500	$ 214,500	$ 5,000,000
Grand Total - 2022 dollars	$ 16,445,750	$ 1,042,750	$ 5,819,500	$ 1,933,500	$ 1,644,500	$ 675,500	$ 5,225,000
Inflation adjusted dollars (3%)	$ 17,510,956	$ 1,042,750	$ 5,994,085	$ 2,049,510	$ 1,659,301	$ 756,560	$ 6,008,750

*Grants, divestitures, or new debt could reduce costs

**Sale of unused portion of building will offset cost

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CAMP Project List/Schedule

Harbor Fund

Project name	Priority	Category	Level	Town Cost	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Fuel System - Relocate Emergency Stop Switches	High	I	A	$ 10,000	$ 10,000					
Fuel Management Sys. Repl.	High	I	A	$ 42,000	$ 42,000					
Inner Harbor Fixed Dock Repair	High	II	A	$ 25,000	$ 13,000	$ 12,000				
Inner Harbor King Pile and Waler Replacement*	Medium	II	B	$ 550,000	$ 40,000	$ 170,000	$ 170,000	$ 170,000		
Outer Harbor Concrete Bulkhead Repair & Concrete Boardwalk*	Medium	II	B	$ 150,000		$ 10,000	$ 70,000	$ 70,000		
Upgrade Bath House Lighting	Medium	II	B	$ 10,000		$ 10,000				
Upgrade Office Lighting	Medium	II	B	$ 8,000		$ 8,000				
Replace Bath House Heat Pumps	Medium	II	B	$ 14,000					$ 14,000	
Floating Dock Anchor Pile Replacement*	Medium	II	B	$ 100,000					$ 50,000	$ 50,000
Ladder & Catwalk/ Manifold	Medium	II	B	$ 40,000				$ 40,000		
Breakwater Protective Dolphins	Medium	III	B	$ 32,000					$ 32,000	
Harbor Pergola	Low	III	C	$ 10,000			$ 10,000			
2022 dollars				$ 991,000	$ 105,000	$ 210,000	$ 250,000	$ 280,000	$ 96,000	$ 50,000
Inflation adjusted dollars (3%)				$ 1,056,520	$ 105,000	$ 216,300	$ 265,000	$ 305,200	$ 107,520	$ 57,500

*If grants or new debt were considered, allocation could be reduced

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CAMP Project List/Schedule

Utilities Fund

Project name	Priority	Category	Level	Town Cost	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Connect Keck Wells to WTP*	High	II	A	$ 425,000	$ 25,000	$ 400,000				
WTP Expansion/Refurbishment*	High	II	A	$ 2,035,000	$ 35,000	$ 100,000	$ 1,000,000	$ 900,000		
Water Tower Mixers	Medium	I	A	$ 55,000		$ 55,000				
WWTP Membrane Replacement	Medium	I	A	$ 500,000			$ 250,000	$ 250,000		
Annual Sewer Pod Replacement	Medium	II	B	$ 72,500	$ 14,500	$ 14,500	$ 14,500	$ 14,500	$ 14,500	
Washington Ave Pump Station Upgrade	Medium	II	B	$ 160,000		$ 40,000	$ 120,000			
Remote Read Water Meters*	Medium	II	B	$ 90,000		$ 30,000	$ 30,000	$ 30,000		
WTP Emergency Bypass	Medium	II	B	$ 37,000			$ 37,000			
WTP Backwash Holding Tank	Medium	II	B	$ 30,000				$ 30,000		
Mason Ave Pump Station	Medium	II	B	$ 200,000					$ 200,000	
WWTP Expansion*	Low	IV	C	$ 5,000,000						$ 5,000,000

	Town Cost	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
2022 dollars	$ 8,604,500	$ 74,500	$ 639,500	$ 1,451,500	$ 1,224,500	$ 214,500	$ 5,000,000
Inflation adjusted dollars (3%)	$ 9,596,720	$ 74,500	$ 658,685	$ 1,538,590	$ 1,334,705	$ 240,240	$ 5,750,000

*If grants or new debt were considered, allocation could be reduced

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PRIORITIES

HIGH: Project mandated by local, state, or federal regulations, or
Project is a high priority of the Town Council*, or
Project substantially reduces losses or increases revenues

MEDIUM: Project maintains existing service levels, or
Project results in better efficiency or service delivery of existing services, or
Project reduces operational costs, or Project improves work force morale

LOW: Project is not mandated, or Project improves service levels, or Project improves quality of life

* Projects designated as a High Council Priority must directly contribute to priorities already established in previously adopted formal actions

CRITERIA CATEGORIES

I. **Health/Safety/Welfare** - projects that protect the health, safety and welfare of the community and the employees serving it.

II. **Maintenance/Replacement** - projects that provide for the maintenance of existing systems and equipment.

III. **Expansion of Existing Programs** - projects which enhance the existing systems and programs allowing for expansion of existing services.

IV. **Expansion of New Programs** - projects that allow for expansion into new programs and services.

LEVEL

CRITERIA/PRIORITY	HIGH	MEDIUM	LOW
I	LEVEL A		
II			
III		LEVEL B	
IV			LEVEL C

MUNICIPAL CORPORATION OF CAPE CHARLES
FY 2023 Summary of Capital Projects

as of 5/2/2022

CAPITAL PROJECTS	BUDGET Requested	GRANT PROCEEDS or DONATION	USDA RD FINANCE 35%Grant/65% loan	REAPPRO-PRIATION FROM FUND BALANCE	TOWN FY23 COST
GENERAL FUND OPERATING FUND					
POLICE					
Police Vehicle, incl. outfitting FY2022 carryover (out of stock)	41,000	14,350	26,650	0	0
FY 2023 Police Vehicle, including outfitting new	41,500	14,525	26,975	0	0
FY 2023 Police Vehicle, including outfitting new	41,500	14,525	26,975	0	0
TOTAL GENERAL FUND OPERATIONS	**124,000**	**43,400**	**80,600**	**0**	**0**
GENERAL FUND CAPITAL FUND					
PUBLIC WORKS					
Multi-Use Trails, Phase 3 Construction	929,922	703,483	0	226,439	0
Municipal Space Replacement Planning (ARPA)	550,000	550,000	0	0	0
Library Upgrade & Condoization	34,000	34,000	0	0	0
Mason Avenue Parking Lot Improvement	20,000	0	0	0	20,000
Mason Avenue Restroom	110,000	0	0	0	110,000
Gator for Public Works Staff	26,500	9,275	17,225	0	0
Grounds Maintenance Equipment for PW	33,270	11,645	21,626	0	0
Central Park Game Area for Adults (CCP)	29,000	21,750	0	0	7,250
Storage Facility (3 x conexes + roofing)	20,000	0	0	0	20,000
Capital Project Contingency	75,040	0	0	75,040	0
TOTAL GENERAL CAPITAL FUND	**1,827,732**	**1,330,153**	**38,851**	**301,479**	**157,250**
UTILITY FUND					
WATERWORKS					
Water Tank Mixer/Power Vent (FY2021 carryover)	0	0	0	0	0
(AMI/AMR Auto Read Water Meters - Phase 2	0	0	0	0	0
Water Plant Upgrade Analysis (Engineering)	0	0	0	0	0
Keck Well Connection (Engineering)	60,000	0	0	60,000	0
WASTEWATER					
Sewer Pod Controller Upgrades Phase 1 of 5	14,500	0	0	0	14,500
TOTAL UTILITY FUND	**74,500**	**0**	**0**	**60,000**	**14,500**
HARBOR FUND					
Fuel System-Relocate Emergency Stop Switches	10,000	0	0	0	10,000
Fuel Management System Replacement	42,000	0	0	0	42,000
Inner Harbor Fixed Dock Repair	13,000	0	0	0	13,000
Floating Dock Anchor Pile Guide Replacements	10,000	0	0	0	10,000
Inner Harbor King Pile & Waler Replacement	30,000	0	0	0	30,000
TOTAL HARBOR FUND	**105,000**	**0**	**0**	**0**	**105,000**
TOTAL BUDGETED CAPITAL EXPENDITURES	**2,007,232**	**1,330,153**	**38,851**	**361,479**	**276,750**

Town of Cape Charles

Fiscal Year 2023
Budget Prep Worksheet

As of:
5/2/2022

	2022/2023 Initial Budget Request
100. GENERAL OPERATIONS FUND	
Total General Fund Revenue	**$4,780,249.33**
*** Total Core Operating Revenue**	**$4,336,738.33**

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

Expense	
4110. LEGISLATIVE	**$55,169.84**
4112. TOWN CLERK	**$110,075.79**
4121. TOWN MANAGER	**$1,297,376.70**
4124. FINANCE	**$404,766.42**
4310. POLICE	**$700,337.22**
4340. CODE ENFORCEMENT	**$179,003.65**
4430. PUBLIC WORKS	**$685,510.78**
4730. LIBRARY	**$176,814.29**
4811. PLANNING	**$289,694.21**
Total General Fund Expense	**$3,898,748.90**
100. GENERAL FUND REVENUE LESS EXPENDITURES	**$881,500.43**

Town of Cape Charles

Fiscal Year 2023

Budget Prep Worksheet

	2022/2023 Initial Budget Request
110. GENERAL CAPITAL PROJECTS FUND	
Total General Capital Fund Revenue	**$1,956,014.00**
Total General Capital Projects Fund Expense	**$1,827,732.00**
GENERAL CAPITAL FUND REVENUE LESS EXPENDITURES	**$128,282.00**

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

130. GENERAL SPECIAL ACTIVITIES FUND	
Total Revenue Special Activities Fund	**$961,350.00**
Special Activities Fund Expense	
4121. TOWN MANAGER	**$955,350.00**
4730. LIBRARY	**$6,000.00**
Total Special Activities Fund Expense	**$961,350.00**
130. GEN SPECIAL ACTIVITIES FUND REV LESS EXPENDITURES	**$0.00**

Town of Cape Charles

Fiscal Year 2023
Budget Prep Worksheet

	2022/2023 Initial Budget Request
501. PUBLIC UTILITIES FUND	
Total Utility Fund Revenue	**$2,502,547.59**
Expense	
4500. UTILITY ADMIN.	**$278,484.00**
4501. WATER	**$843,423.15**
4502. SEWER	**$1,373,201.35**
4503. UTILITY BILLING	**$59,236.56**
Total Utility Fund Expense	**$2,554,345.06**
UTILITY FUND REVENUE LESS EXPENDITURES	**($51,797.47)**

510. HARBOR FUND	
Total Harbor Fund Revenue	**$1,154,388.25**
Total Harbor Fund Expense	**$1,154,388.25**
HARBOR FUND REVENUE LESS EXPENDITURES	**$0.00**

520. SANITATION FUND	
Total Sanitation Fund Revenue	**$442,253.12**
Total Sanitation Fund Expense	**$442,253.12**
SANITATION FUND REVENUE LESS EXPENDITURES	**$0.00**

Town of Cape Charles

Fiscal Year 2023

Budget Prep Worksheet

As of: 5/2/2022

Salaries and benefits with 3% COLA

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	2022/2023 Percentage Budget Incr/(Decr)	2022/2023 Initial Budget NOTES
100. GENERAL FUND						
Revenue						
3010.						
100-3010-1000. Real Property Tax <=2014	$0.00	$2,000.00	$0.00	$0.00		
100-3010-2015. Real Property Tax 2015	$248.00	$2,000.00	$0.00	$0.00		
100-3010-2016. Real Property Tax 2016	$212.00	$800.00	$0.00	$1,000.00	25.0%	
100-3010-2017. Real Property Tax 2017	$1,609.00	$1,000.00	$0.00	$1,000.00	0.0%	
100-3010-2018. Real Property Tax 2018	$7,631.00	$5,000.00	$613.00	$3,000.00	-40.0%	
100-3010-2019. Real Property Tax 2019	$22,100.00	$7,500.00	$2,629.00	$6,000.00	-20.0%	
100-3010-2020. Real Property Tax 2020	$1,271,106.00	$15,000.00	$12,563.00	$8,000.00	-46.7%	
100-3010-2021. Real Property Tax 2021	$0.00	$1,484,511.00	$1,485,749.00	$15,000.00	-99.0%	
100-3010-2022. Real Property Tax 2022	$0.00	$0.00	$0.00	$2,213,797.00	49.1%	$1,569,242 if equalize incl 1% allowable increase & new construction
3010.	$1,302,906.00	$1,517,811.00	$1,501,555.00	$2,247,797.00	48.1%	
3020.						
100-3020-1000. Personal Property Tax <=2014	$2,023.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3020-2015. Personal Property Tax 2015	$76.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3020-2016. Personal Property Tax 2016	$1,483.00	$1,000.00	$265.00	$0.00	-100.0%	
100-3020-2017. Personal Property Tax 2017	$1,816.00	$1,500.00	$341.00	$1,000.00	-33.3%	
100-3020-2018. Personal Property Tax 2018	$2,292.00	$4,500.00	$623.00	$1,000.00	-77.8%	
100-3020-2019. Personal Property Tax 2019	$7,325.00	$8,000.00	$3,367.00	$2,000.00	-75.0%	
100-3020-2020. Personal Property Tax 2020	$169,853.00	$10,000.00	$12,260.00	$6,000.00	-40.0%	
100-3020-2021. Personal Property Tax 2021	$0.00	$153,000.00	$190,086.00	$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	$0.00	$190,000.00	24.2%	Equalized revenue would be $171,054.47
3020.	$184,869.00	$178,000.00	$206,941.00	$207,000.00	16.3%	

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	2022/2023 Percentage Budget Incr/(Decr)	
3025.						
100-3025-1000. License Tax Prior	**$656.00**	**$49.00**	**$100.00**	**$0.00**	**-100.0%**	
100-3025-2017. License Tax 2017	**$749.00**	**$49.00**	**$173.00**	**$0.00**	**-100.0%**	
100-3025-2018. License Tax 2018	**$954.00**	**$750.00**	**$266.00**	**$0.00**	**-100.0%**	
100-3025-2019. License Tax 2019	**$5,964.00**	**$1,000.00**	**$448.00**	**$150.00**	**-85.0%**	
100-3025-2020. License Tax 2020	**$27,101.00**	**$2,000.00**	**$2,218.00**	**$1,000.00**	**-50.0%**	
100-3025-2021. LIcense Tax 2021	**$0.00**	**$21,000.00**	**$20,875.00**	**$2,000.00**	**-90.5%**	
100-3025-2022. License Tax 2022	**$0.00**	**$0.00**	**$0.00**	**$21,000.00**	**0.0%**	
3025.	**$35,423.00**	**$24,848.00**	**$24,080.00**	**$24,150.00**	**-2.8%**	
3035.						
100-3035-2020. Machinery & Tools 2020	**$4,110.00**	**$0.00**	**$0.00**	**$0.00**		
100-3035-2021. Machinery & Tools 2021	**$0.00**	**$6,000.00**	**$23,670.00**	**$0.00**		
100-3035-2022. Machinery & Tools 2022	**$0.00**	**$0.00**	**$0.00**	**$22,750.00**	**279.2%**	**Primarily Coastal Precast Systems Equipment**
3035.	**$4,110.00**	**$6,000.00**	**$23,670.00**	**$22,750.00**	**279.2%**	

Town of Cape Charles

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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3040.						
100-3040-1000. Penalties All Property	$27,816.00	$25,000.00	$16,734.00	$22,312.00	-10.8%	
3040.	$27,816.00	$25,000.00	$16,734.00	$22,312.00	-10.8%	
3050.						
100-3050-1000. Golf Cart Decals	$19,928.00	$10,000.00	$2,666.00	$17,500.00	75.0%	
100-3050-1100. Consumer Utility Tax	$57,102.00	$54,500.00	$44,660.00	$59,000.00	8.3%	
100-3050-1200. Communications Tax	$34,706.00	$35,000.00	$25,296.00	$33,500.00	-4.3%	
100-3050-1300. BPOL - ALL	$209,124.00	$200,000.00	$109,314.00	$220,000.00	10.0%	Current yr revenue +FY21 last 4 mos
100-3050-1400. Admission Taxes	$11,100.00	$13,000.00	$9,854.00	$14,000.00	7.7%	
100-3050-1500. Transient Occupancy	$258,854.00	$278,332.00	$291,662.00	$475,000.00	70.7%	.3% rate increase + $4/$1 per night
100-3050-1600. Meals Tax	$543,518.00	$600,000.00	$492,513.00	$640,000.00	6.7%	Current yr revenue +FY21 last 4 mos
100-3050-1650. Meals Tax .5% for	$0.00	$60,000.00	$49,316.00	$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	$11,098.00	$12,000.00	0.0%	
100-3050-1800. Rolling Stock Taxes	$2.00	$4.00	$4.00	$4.00	0.0%	
3050.	$1,144,062.00	$1,262,835.00	$1,036,384.00	$1,535,004.00	21.6%	
3075.						
100-3075-1000. Penalties & Int Misc	$456.00	$600.00	$552.00	$700.00	16.7%	
3075.	$456.00	$600.00	$552.00	$700.00	16.7%	
3100.						
100-3100-1000. Harbor Development	$0.00	$1,500.00	$0.00	$0.00	-100.0%	
100-3100-1050. Land Use/Conditional	$0.00	$3,500.00	$4,000.00	$5,000.00	42.9%	
100-3100-1060. Zoning Variance Advt	$0.00	$2,000.00	$0.00	$1,000.00	-50.0%	
100-3100-1070. Miscellaneous Planning/Zoning Fees	$14,350.00	$5,000.00	$5,000.00	$7,500.00	50.0%	
100-3100-1080. Subdivision Fees P/Z	$0.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	
100-3100-1100. Historic Review Fees	**$1,550.00**	**$6,000.00**	**$6,100.00**	**$8,133.33**	**35.6%**
100-3100-1110. Building Permits	**$128,521.00**	**$90,000.00**	**$125,034.00**	**$115,000.00**	**27.8%**
100-3100-1150. Planning & Review Fees	**$13,600.00**	**$20,000.00**	**$15,670.00**	**$19,500.00**	**-2.5%**
100-3100-1160. Electrical Permits	**$10,067.00**	**$10,000.00**	**$9,245.00**	**$10,000.00**	**0.0%**
100-3100-1200. Plumbing Permits	**$7,183.00**	**$6,500.00**	**$6,461.00**	**$6,500.00**	**0.0%**
100-3100-1250. Mechanical Permits	**$8,726.00**	**$6,500.00**	**$5,844.00**	**$6,500.00**	**0.0%**
100-3100-1260. Elevator Permits	**$729.00**	**$500.00**	**$205.00**	**$500.00**	**0.0%**
100-3100-1300. UST/AST Permit	**$750.00**	**$1,600.00**	**$1,692.00**	**$1,600.00**	**0.0%**
100-3100-1350. Occupancy Permits,	**$1,200.00**	**$1,600.00**	**$2,000.00**	**$2,000.00**	**25.0%**
100-3100-1360. Permit After Fact	**$1,500.00**	**$2,000.00**	**$600.00**	**$2,000.00**	**0.0%**
100-3100-1400. Building Plan Review	**$14,300.00**	**$10,000.00**	**$7,438.00**	**$10,000.00**	**0.0%**
100-3100-1410. Shallow Well Permits	**$700.00**	**$800.00**	**$700.00**	**$800.00**	**0.0%**
100-3100-1460. Erosion & Sediment	**$8,860.00**	**$6,000.00**	**$5,250.00**	**$6,000.00**	**0.0%**
100-3100-1470. Erosion & Sediment	**$300.00**	**$1,000.00**	**$2,475.00**	**$1,500.00**	**50.0%**
100-3100-1500. Demolition Permit	**$0.00**	**$100.00**	**$150.00**	**$100.00**	**0.0%**
100-3100-1510. Gas Permit	**$2,384.00**	**$4,000.00**	**$4,220.00**	**$4,000.00**	**0.0%**
100-3100-1550. Misc Building Dept	**$20,630.00**	**$12,000.00**	**$6,250.00**	**$10,000.00**	**-16.7%**
100-3100-1560. Fire Permit	**$854.00**	**$700.00**	**$100.00**	**$500.00**	**-28.6%**
100-3100-1570. Sign Permit P/Z	**$150.00**	**$50.00**	**$100.00**	**$200.00**	**300.0%**
100-3100-1600. Rental Inspections	**$13,900.00**	**$6,500.00**	**$9,900.00**	**$12,500.00**	**92.3%**
3100.	**$250,254.00**	**$197,850.00**	**$218,434.00**	**$230,833.33**	**16.7%**

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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3200.						
100-3200-1600. Court Fines and	$39,848.00	$40,000.00	$22,042.00	$30,000.00	-25.0%	
100-3200-1640. Planning/Zoning Fines/Fees	$0.00	$2,000.00	$1,300.00	$2,000.00	0.0%	
100-3200-1650. Code Enfrcmnt Admin Fees	$7,648.00	$3,500.00	$3,250.00	$3,500.00	0.0%	
100-3200-1660. Traffic & Parking Fines	$2,020.00	$8,500.00	$9,959.00	$12,000.00	41.2%	
100-3200-1700. E-Summons $5	$2,837.00	$8,000.00	$1,685.00	$3,000.00	-62.5%	Must be saved toward new police ticketing software
100-3200-1710. Police Nexis Lexis	$20.00	$50.00	$75.00	$50.00	0.0%	
3200.	$52,373.00	$62,050.00	$38,311.00	$50,550.00	-18.5%	
3300.						
100-3300-1700. Interest on Bank	$3,551.00	$2,000.00	$664.00	$2,300.00	15.0%	
100-3300-1750. Dividends & Interest	$509.00	$4,000.00	$687.00	$2,300.00	-42.5%	
3300.	$4,060.00	$6,000.00	$1,351.00	$4,600.00	-23.3%	
3400.						
100-3400-1750. Rental of Parks/Rec	$100.00	$750.00	$400.00	$750.00	0.0%	
100-3400-1800. Lease Revenue - Harbor Lot	$26,226.00	$34,000.00	$21,532.00	$32,000.00	-5.9%	
100-3400-1810. Lease Revenue - Water Tower	$3,600.00	$2,400.00	$1,800.00	$2,400.00	0.0%	
3400.	$29,926.00	$37,150.00	$23,732.00	$35,150.00	-5.4%	
3500.						
100-3500-1800. Sale of Surplus	$0.00	$0.00	$10.00	$0.00	#DIV/0!	
100-3500-1850. Library Service & Copies	$0.00	$1,000.00	$280.00	$300.00	-70.0%	
100-3500-1900. Recreation & Event Fees	$450.00	$800.00	$0.00	$800.00	0.0%	
100-3500-1910. Sale of Maps, Plats,	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3500-1920. Notary Services	$0.00	$30.00	$60.00	$100.00	233.3%	
100-3500-1950. FOIA Service Fees	$206.00	$350.00	$277.00	$350.00	0.0%	

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-3500-1960. Credit 1%/Debit .$.25	**$5.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3500-1970. DMV Stop Fee	**$1,200.00**	**$1,000.00**	**$247.00**	**$500.00**	**-50.0%**	
100-3500-2000. Sale of Town Real	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3500.	**$1,861.00**	**$3,180.00**	**$624.00**	**$2,050.00**	**-35.5%**	
3600.						
100-3600-1000. Gifts & Donations REC	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3600-2000. Gifts & Donations Police	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3600-3000. Gifts & Donations Librry Non-FOL	**$0.00**	**$100.00**	**$100.00**	**$0.00**	**-100.0%**	
100-3600-4000. Insurance Proceeds,	**$1,263.00**	**$5,642.00**	**$5,642.00**	**$0.00**	**-100.0%**	
100-3600-5000. Surplus & Salvage	**$0.00**	**$1,200.00**	**$0.00**	**$0.00**	**-100.0%**	
100-3600-6000. Appropriation From Fund Balance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3600-9000. Reapprprtd Funding - Carryover Projects	**$0.00**	**$119,110.00**	**$0.00**	**$80,000.00**	**-32.8%**	**carryover for legisl tng $10K; $50K unused TMgr contingency;$20K planning consulting**
3600.	**$5,858.00**	**$126,052.00**	**$5,742.00**	**$80,000.00**	**-36.5%**	
3650.						
100-3650-1500. Recovery Misc. Costs	**$825.00**	**$1,200.00**	**$515.00**	**$0.00**	**-100.0%**	
100-3650-3000. Recovery, Misc.-Code	**$24,068.00**	**$0.00**	**$120.00**	**$0.00**	**#DIV/0!**	
100-3650-4000. Recovery Public Works	**$240.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3650-6000. Recovery Town Manager	**$10,053.00**	**$175.00**	**$24,137.00**	**$0.00**	**-100.0%**	**Self-insured health ins. cost refund for prev. plan year**
3650.	**$35,185.00**	**$1,375.00**	**$24,772.00**	**$0.00**	**-100.0%**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3700.						
100-3700-1000. Grant - FEMA	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3700-2200. Grant Gen Fund - USDA RD	**$0.00**	**$28,350.00**	**$0.00**	**$43,400.00**	**53.1%**	**Police vehicle x 3 - 1 from FY2022, 2 for FY 2023 to**
100-3700-3000. Proceeds of Loan/ Bond Issuance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**get back into replacement cycle, one per year.**
3700.	**$0.00**	**$28,350.00**	**$0.00**	**$43,400.00**	**53.1%**	
3750.						
100-3750-1000. Rolling Stock Taxes	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3750-2000. Personal Prop. Tax	**$35,424.00**	**$35,424.00**	**$35,424.00**	**$35,424.00**	**0.0%**	
100-3750-3000. Local Sales & Use Tax	**$73,667.00**	**$81,159.00**	**$66,835.00**	**$74,000.00**	**-8.8%**	**Monthly receipts are decreasing vs FY2021, early FY22**
3750.	**$109,091.00**	**$116,583.00**	**$102,258.00**	**$109,424.00**	**-6.1%**	
3800.						
100-3800-1000. Assistance to Local Law Enforcement	**$37,972.00**	**$31,252.00**	**$23,439.00**	**$31,250.00**	**0.0%**	**599 Fund**
100-3800-2000. Grant - DCJS LOLE/Byrne	**$720.00**	**$1,000.00**	**$172.00**	**$2,000.00**	**100.0%**	
100-3800-3000. Grant - Fire Program Passthru	**$15,000.00**	**$0.00**	**$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**	**$0.00**	**#DIV/0!**	**See Capital Projects Fund**
100-3800-5000. Grant - Litter	**$935.00**	**$935.00**	**$1,329.00**	**$1,329.00**	**42.1%**	**Library to oversee**
100-3800-6000. Grant - Misc Other	**$0.00**	**$7,460.00**	**$0.00**	**$0.00**	**-100.0%**	
100-3800-7000. Grant - VA State Arts Passthru	**$4,500.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See Special Activity Fund**
100-3800-8000. Grant -VA Library Program	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3800-9000. Grant - Parks/Rec	**$6,309.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-3800-9910. DHCD CDBG Small Bus. Rcvry	$529,610.00	$0.00	$0.00	$0.00	#DIV/0!	See Special Activity Fund
100-3800-9920. COVID related Federal	$172,864.00	$0.00	$0.00	$0.00	#DIV/0!	See Special Activity Fund
3800.	$994,105.00	$40,647.00	$24,940.00	$34,579.00	-14.9%	
3850.						
100-3850-1000. Grant - Northampton Cty Library	$19,500.00	$30,000.00	$0.00	$30,000.00	0.0%	Annual Library Support
100-3850-2000. Grant Other - Northampton Cty	$25,000.00	$0.00	$0.00	$10,000.00	#DIV/0!	County cigarette tax contribution
3850.	$44,500.00	$30,000.00	$0.00	$40,000.00	33.3%	
3900.						
100-3900-1000. Grant - VML Risk Mgmnt	$0.00	$5,163.00	$3,163.00	$4,000.00	-22.5%	
3900.	$0.00	$5,163.00	$3,163.00	$4,000.00	-22.5%	
3950.						
100-3950-1000. Loan Proceeds Previous Year	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3950-1050. Loan Proceeds Current Year	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3950-2000. Reappropriate Grant prev yr	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3950-2100. Loan Proceeds USDA RD	$64,021.00	$52,650.00	$0.00	$80,600.00	53.1%	3 x police vehicles
3950.	$64,021.00	$52,650.00	$0.00	$80,600.00	53.1%	
3975.						
100-3975-1000. Misc Rev Proceeds fm Fair/Event	$0.00	$0.00	$3,100.00	$3,100.00	#DIV/0!	
100-3975-1100. Misc. Rev & NSF fees	$2,176.00	$2,250.00	$2,005.00	$2,250.00	0.0%	Credit Card Point redemption & NSF fees
3975.	$2,176.00	$2,250.00	$5,105.00	$5,350.00	137.8%	
Total General Fund Revenue	**$4,293,052.00**	**$3,724,394.00**	**$3,258,350.00**	**$4,780,249.33**		
* Total Core Operating Revenue		$3,103,578.00		$4,336,738.33		Revenue (Taxes equalized) less reappropriations & USDA RD & Bond proceeds, & .5% Meals tax would be $3,673,237.80

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Expense						
4110. LEGISLATIVE						
100-4110-1200. PT Salaries & Wages	**$4,800.00**	**$4,800.00**	**$3,600.00**	**$9,600.00**	**100.0%**	**raise eff 2/2/23; $200 mayor, $100 TC**
100-4110-2000. FICA Expense	**$390.00**	**$367.00**	**$293.00**	**$734.40**	**100.1%**	
100-4110-2100. SUI Expense	**$36.00**	**$30.00**	**$28.00**	**$25.44**	**-15.2%**	**rate decrease**
100-4110-2230. Worker's Comp	**$0.00**	**$3.00**	**$0.00**	**$0.00**	**-100.0%**	
100-4110-3025. Repair Maint & Svc Contracts	**$0.00**	**$1,800.00**	**$105.00**	**$2,200.00**	**22.2%**	**11/22 election board exp; misc Civ Ctr repairs**
100-4110-3430. IT Services	**$161.00**	**$300.00**	**$80.00**	**$250.00**	**-16.7%**	
100-4110-3450. Printing & Design	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4110-3500. Advertising Services	**$2,096.00**	**$3,200.00**	**$2,426.00**	**$5,000.00**	**56.3%**	**incr pub hrg ads + budget adopt & amend**
100-4110-5040. Phone Service	**$453.00**	**$500.00**	**$338.00**	**$500.00**	**0.0%**	**mayor cell phone line (forwarded to personal cell)**
100-4110-5050. Internet & Cable	**$953.00**	**$1,080.00**	**$992.00**	**$1,360.00**	**25.9%**	**Spectrum internet @ Civ Ctr ($113/mo)**
100-4110-5200. Travel-MIleage & Tolls	**$0.00**	**$2,350.00**	**$1,118.00**	**$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**	**$696.00**	**$9,300.00**	**25.3%**	**same items as #5200**
100-4110-5220. Conference	**$30.00**	**$4,300.00**	**$715.00**	**$5,250.00**	**22.1%**	**same items as #5200**
100-4110-5230. Education	**$0.00**	**$1,200.00**	**$0.00**	**$1,200.00**	**0.0%**	**consultant/facilitator**
100-4110-5240. Books & Subscriptions	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4110-5250. Dues & Memberships	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4110-5310. Insurance, Public Official Liab.	**$6,195.00**	**$6,587.00**	**$6,897.00**	**$7,000.00**	**6.3%**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4110-6000. Office Supplies	$661.00	$700.00	$536.00	$800.00	14.3%	iPad supplies (chargers, styli, cables); misc items
100-4110-6125. Departmental	$1,552.00	$4,300.00	$426.00	$2,300.00	-46.5%	11/22 election equipment/supplies; misc
100-4110-6150. Computer, Sftwr & Electronics < $10K < $10	$955.00	$4,670.00	$853.00	$6,500.00	39.2%	new ipads/cases; iCloud; Dropbox; Zoom; apps
100-4110-6225. Repair & Maintenance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4110. LEGISLATIVE	$19,557.00	$43,612.00	$19,102.00	$55,169.84	26.5%	
4112. TOWN CLERK						
100-4112-1000. Regular Salaries & Wages	$74,359.00	$62,200.00	$47,846.00	$64,066.00	3.0%	
100-4112-2000. FICA Expense	$4,996.00	$4,758.00	$3,681.00	$4,901.05	3.0%	
100-4112-2100. SUI Expense	$86.00	$66.00	$42.00	$42.40	-35.8%	
100-4112-2200. Retirement-ER VRS & ICMRC Exp	$4,505.00	$3,720.00	$2,790.00	$4,913.86	32.1%	1.68% increase
100-4112-2210. Life Insurance	$994.00	$834.00	$625.00	$858.48	2.9%	
100-4112-2220. Disability Insurance, LT & ST	$414.00	$478.00	$179.00	$491.16	2.8%	
100-4112-2230. Worker's Comp	$130.00	$38.00	$68.00	$38.96	2.5%	
100-4112-2300. Health Insurance	$7,719.00	$500.00	$375.00	$1,612.56	222.5%	
100-4112-2310. Dental Insurance	$686.00	$591.00	$444.00	$600.00	1.5%	
100-4112-2320. Vision Insurance	$91.00	$91.00	$68.00	$91.32	0.4%	
100-4112-2325. AFLAC Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-2340. Employee Assist	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-2345. Employee/Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-2360. Staff & Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-3020. Maint Svc Contracts -	$0.00	$600.00	$0.00	$600.00	0.0%	Carlson Group Annual Fee
100-4112-3025. Repair Maint & Svc Contracts	$912.00	$2,000.00	$889.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4112-3030. Lease - Storage	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-3430. IT Services	$6,701.00	$5,600.00	$6,755.00	$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	$0.00	#DIV/0!	
100-4112-3500. Advertising Services	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-5040. Phone Service	$990.00	$780.00	$585.00	$780.00	0.0%	LH cell phone reimb
100-4112-5110. Lease, Office Equip	$0.00	$0.00	$0.00	$65.00	#DIV/0!	DMV Extranet
100-4112-5200. Travel-MIleage & Tolls	$0.00	$1,350.00	$0.00	$1,000.00	-25.9%	IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5210. Travel-Lodging & Meals	$0.00	$1,300.00	$122.00	$1,550.00	19.2%	IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5220. Conference	$0.00	$850.00	$350.00	$1,200.00	41.2%	IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5230. Education	$647.00	$0.00	$0.00	$0.00	#DIV/0!	Fred Pryor VIP (unl online classes)
100-4112-5240. Books & Subscriptions	$4,846.00	$8,350.00	$3,050.00	$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	$161.00	$515.00	3.0%	IIMC, VMCA, VAGARA, NAGARA, ELGL
100-4112-5260. Employee Testing & Certification	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-6000. Office Supplies	$929.00	$1,300.00	$105.00	$1,300.00	0.0%	minutes bks & archival paper, misc supplies
100-4112-6150. Computer, Sftwr & Electronics < $10K < $10	$623.00	$250.00	$655.00	$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	$68,791.00	$110,075.79	14.5%	
4121. TOWN MANAGER						
100-4121-1000. Regular Salaries & Wages	$99,495.00	$107,500.00	$81,731.00	$154,498.35	43.7%	Move Event Coordinator to TMgr dept from recreation
100-4121-1200. PT Salaries & Wages	$31,810.00	$32,000.00	$21,641.00	$44,198.35	38.1%	Project Mgr + Beach Patrol
100-4121-1800. Allocated Wages	-$15,000.00	-$15,750.00	-$13,125.00	-$16,995.00	7.9%	
100-4121-1900. Personnel Lapse	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4121-2000. FICA Expense	$10,067.00	$10,481.00	$7,977.00	$16,123.16	53.8%	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4121-2100. SUI Expense	**$109.00**	**$133.00**	**$79.00**	**$169.60**	**27.5%**	
100-4121-2200. Retirement-ER VRS & ICMRC Exp	**$5,980.00**	**$6,279.00**	**$4,759.00**	**$11,850.02**	**88.7%**	**1.68% increase**
100-4121-2210. Life Insurance	**$1,340.00**	**$1,407.00**	**$1,066.00**	**$2,070.28**	**47.1%**	
100-4121-2220. Disability Insurance, LT & ST	**$517.00**	**$786.00**	**$294.00**	**$1,172.15**	**49.1%**	
100-4121-2230. Worker's Comp	**$86.00**	**$132.00**	**$95.00**	**$970.12**	**634.9%**	
100-4121-2300. Health Insurance	**$7,303.00**	**$6,760.00**	**$4,733.00**	**$13,351.68**	**97.5%**	
100-4121-2310. Dental Insurance	**$285.00**	**$285.00**	**$214.00**	**$578.40**	**102.9%**	
100-4121-2340. Employee Assist	**$220.00**	**$250.00**	**$187.00**	**$250.00**	**0.0%**	
100-4121-2345. Employee/Volunteer testing	**$0.00**	**$120.00**	**$0.00**	**$120.00**	**0.0%**	
100-4121-2360. Staff & Volunteer Appreciation	**$954.00**	**$4,000.00**	**$4,954.00**	**$7,500.00**	**87.5%**	
100-4121-2800. Allocated Benefits	**-$3,617.00**	**-$3,552.00**	**-$2,960.00**	**-$4,023.00**	**13.3%**	
100-4121-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3005. Program & Event Performers	**$10,000.00**	**$10,000.00**	**$3,650.00**	**$12,000.00**	**20.0%**	**Concerts in the Park, requested by CCP**
100-4121-3020. Maint Svc Contracts -	**$528.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3025. Repair Maint & Svc Contracts	**$3,366.00**	**$7,200.00**	**$3,164.00**	**$8,700.00**	**20.8%**	**Copier - increased color copies for events & presentations**
100-4121-3400. Legal Services TM	**$94,777.00**	**$100,000.00**	**$21,227.00**	**$75,000.00**	**-25.0%**	
100-4121-3401. Legal Services Finance	**$603.00**	**$1,500.00**	**$871.00**	**$1,500.00**	**0.0%**	
100-4121-3402. Legal Srvs Code Env	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3404. Legal Services Police	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3405. Legal Svcs Planner	**$0.00**	**$0.00**	**$0.00**	**$6,000.00**	**#DIV/0!**	
100-4121-3406. Legal Services Public Wks	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3410. Professional Services	**$23,662.00**	**$20,000.00**	**$0.00**	**$30,000.00**	**50.0%**	
100-4121-3420. Engineering & Architect Svcs	**$1,990.00**	**$25,000.00**	**$1,640.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4121-3430. IT Services	**$6,185.00**	**$7,500.00**	**$1,461.00**	**$8,000.00**	**6.7%**	**Add Assistant costs**
100-4121-3500. Advertising Services	**$1,275.00**	**$1,500.00**	**$223.00**	**$2,000.00**	**33.3%**	**Add new event ads**
100-4121-4015. Grant Exp - Town Match VCA	**$4,500.00**	**$2,500.00**	**$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**	**$35,000.00**	**40.0%**	**annual support of $25K for $10K for new air packs**
100-4121-4030. Grant Exp - Nrthmptn Trsm Exp	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4040. Grant Exp - Star Transit Support	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4045. Grant Exp - Cape Charles Museum	**$0.00**	**$0.00**	**$0.00**	**$5,000.00**	**#DIV/0!**	
100-4121-4050. Grant Exp-Eastern Shore Trsm Comm	**$5,000.00**	**$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**	**$0.00**	**$4,000.00**	**100.0%**	**project tbd**
100-4121-4100. Grant Exp - YMCA Support	**$0.00**	**$5,000.00**	**$5,000.00**	**$5,000.00**	**0.0%**	
100-4121-4130. DHCD CDBG	**$520,987.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4150. Grant Exp - Emergency & Misc.	**$118,725.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4200. Fireworks	**$0.00**	**$15,000.00**	**$25,000.00**	**$20,000.00**	**33.3%**	**Longer show & increased cost**
100-4121-4210. Cape Charles Main Street Support	**$75,000.00**	**$80,000.00**	**$80,000.00**	**$90,000.00**	**12.5%**	
100-4121-5000. Tax Refund - Prior Yr Adjustment	**$443.00**	**$2,000.00**	**$538.00**	**$1,800.00**	**-10.0%**	
100-4121-5005. Refund - Misc. Fees	**$450.00**	**$1,000.00**	**$1,007.00**	**$1,200.00**	**20.0%**	
100-4121-5010. Refund - Tourism Zone BPOL Credit	**$0.00**	**$2,000.00**	**$0.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4121-5020. Refund-Trsm Zone Real & Bus. Prpty Tax	$0.00	$2,000.00	$0.00	$2,000.00	0.0%	
100-4121-5030. Refund - Tourism Zone Permit Fees	$0.00	$4,000.00	$0.00	$4,000.00	0.0%	
100-4121-5040. Phone Service	$6,748.00	$10,000.00	$5,378.00	$10,420.00	4.2%	Solicit quote for new phone system/provider
100-4121-5050. Internet & Cable	$520.00	$1,550.00	$1,067.00	$1,550.00	0.0%	Spectrum Town Hall
100-4121-5070. Postage	$5,302.00	$8,000.00	$5,355.00	$8,000.00	0.0%	
100-4121-5080. Lease, Bldgs & Prprty	$2,148.00	$0.00	$2,417.00	$2,500.00	#DIV/0!	
100-4121-5090. Lease, RIght of Way	$1,545.00	$6,200.00	$3,488.00	$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	$3,907.00	$7,025.00	3.3%	Copiers
100-4121-5200. Travel-MIleage & Tolls	$0.00	$400.00	$303.00	$800.00	100.0%	VML Conf-Richmond + event planning/education
100-4121-5210. Travel-Lodging & Meals	$0.00	$1,400.00	$682.00	$1,600.00	14.3%	VML Conf-Richmond
100-4121-5220. Conference	$30.00	$950.00	$400.00	$400.00	-57.9%	VML Conf-Richmond
100-4121-5230. Education	$125.00	$0.00	$0.00	$400.00	#DIV/0!	Julie
100-4121-5250. Dues & Memberships	$737.00	$1,350.00	$1,024.00	$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	$36,736.00	$38,205.44	4.0%	estimate only
100-4710-5340. Licensing	$715.00	$740.00	$715.00	$740.00	0.0%	Pier License
100-4121-6000. Office Supplies	$7,378.00	$9,400.00	$5,348.00	$9,400.00	0.0%	Add admin assistant
100-4121-6050. Uniforms Expense	$122.00	$500.00	$402.00	$600.00	20.0%	Beach Patrol & Event coord
100-4121-6100. Program & Event Supplies	$10,960.00	$20,000.00	$7,386.00	$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	$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	$5,027.00	$8,400.00	5.0%	Add 1 adobe subscrip
100-4121-6175. Vehicles & Powered Equip Fuel	$0.00	$600.00	$0.00	$600.00	0.0%	Admin car
100-4121-6200. Vehicles & Equip Repair	$0.00	$2,000.00	$0.00	$1,500.00	-25.0%	Admin car & golf cart
100-4121-6225. Repair & Maintenance	$155.00	$500.00	$185.00	$500.00	0.0%	soccer nets, equipment
100-4121-6800. Debt Service - Principal	$96,280.00	$0.00	$0.00	$0.00	#DIV/0!	to debt svc fund
100-4121-6850. Debt Service Interest	$24,830.00	$0.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4121-6900. Contingency Fund Exp	$0.00	$50,000.00	$0.00	$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	$0.00	$3,000.00	#DIV/0!	E-Summons revenue must be used toward future software purchase
100-4121-8110. Transfer to Gen Cap Proj Fund min 6%	$0.00	$186,215.00	$0.00	$221,531.00	19.0%	Min of 6% of core equalized op rev, before any tax increase if applic
100-4121-8111. Transfer .5% Meals Tax Gen Cap Fund	$0.00	$60,000.00	$49,316.00	$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	$0.00	-100.0%	Unused FY 22 contingency fund
100-4121-8120. Transfer to Gen Debt Svc Fund	$0.00	$258,614.00	$222,069.00	$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	$0.00	#DIV/0!	
100-4121-8510. Transfer Funds to Harbor Fund	$0.00	$0.00	$0.00	$0.00	#DIV/0!	for other than debt service
4121. TOWN MANAGER	$1,249,078.00	$1,253,686.00	$683,782.00	$1,297,376.70	3.5%	
4124. FINANCE						
100-4124-1000. Regular Salaries & Wages	$193,601.00	$233,533.00	$172,826.00	$253,666.96	8.6%	
100-4124-1100. Regular Salaries & Wages OT	$305.00	$837.00	$84.00	$837.37	0.0%	
100-4124-1200. PT Salaries & Wages	$861.00	$5,500.00	$8,637.00	$0.00	-100.0%	
100-4124-1300. PT Salaries & Wages OT	$0.00	$96.00	$96.00	$0.00	-100.0%	
100-4124-1800. Allocated Wages	-$16,283.00	-$16,762.00	-$13,969.00	-$17,266.00	3.0%	
100-4124-2000. FICA Expense	$14,687.00	$17,865.00	$12,879.00	$19,469.58	9.0%	
100-4124-2100. SUI Expense	$250.00	$398.00	$327.00	$212.00	-46.7%	rate reduction
100-4124-2200. Retirement-ER VRS & ICMRC Exp	$11,344.00	$14,608.00	$9,985.00	$19,216.95	31.6%	
100-4124-2210. Life Insurance	$2,542.00	$3,200.00	$2,237.00	$3,357.33	4.9%	
100-4124-2220. Disability Insurance, LT & ST	$1,039.00	$1,900.00	$700.00	$1,953.34	2.8%	
100-4124-2230. Worker's Comp	$126.00	$152.00	$295.00	$154.27	1.5%	
100-4124-2300. Health Insurance	$38,820.00	$27,582.00	$21,061.00	$37,406.30	35.6%	
100-4124-2310. Dental Insurance	$1,140.00	$1,332.00	$999.00	$1,446.00	8.6%	

Town of Cape Charles

Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4124-2320. Vision Insurance	$8.00	$61.00	$38.00	$91.32	49.7%	
100-4124-2325. AFLAC Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-2330. Benefits Adminstn	$2,867.00	$3,100.00	$1,676.00	$3,300.00	6.5%	
100-4124-2340. Employee Assist	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-2345. Employee/Volunteer	$0.00	$46.00	$46.00	$0.00	-100.0%	
100-4124-2360. Staff & Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-2800. Allocated Benefits	-$5,323.00	-$4,997.00	-$4,164.00	-$5,757.00	15.2%	
100-4124-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-3020. Maint Svc Contracts	$9,864.00	$11,800.00	$9,864.00	$11,800.00	0.0%	Southern Software support & tax file conversion
100-4124-3430. IT Services	$1,074.00	$1,075.00	$1,120.00	$1,200.00	11.6%	
100-4124-3500. Advertising Services	$0.00	$863.00	$1,187.00	$650.00	-24.7%	
100-4124-3600. Payroll Processing &	$8,191.00	$8,800.00	$5,889.00	$9,250.00	5.1%	time clocks aging - replace 2
100-4124-3700. Auditor & Accountant	$25,500.00	$26,000.00	$0.00	$30,000.00	15.4%	Single audit addt'l cost (federal grants)
100-4124-3710. Collections Services & DMV fees	$475.00	$1,000.00	$565.00	$1,000.00	0.0%	DMV and add Clear Skip Tracing
100-4124-3730. Bank Service Charges	$3,226.00	$3,800.00	$2,204.00	$4,600.00	21.1%	Add positive pay for account security
100-4124-3740. Merchant Service Costs	$7,634.00	$6,400.00	$8,360.00	$9,500.00	48.4%	increased taxes = increased CC payments
100-4124-3750. Late Fees	$45.00	$150.00	$52.00	$100.00	-33.3%	
100-4124-3760. Cash Short & Over	$20.00	$0.00	-$4.00	$0.00	#DIV/0!	
100-4124-5040. Phone Service	$1,360.00	$2,340.00	$1,170.00	$1,560.00	-33.3%	
100-4124-5110. Lease, Office Equip	$1,437.00	$1,230.00	$907.00	$1,250.00	1.6%	3 x credit card machines
100-4124-5200. Travel-MIleage & Tolls	$169.00	$527.00	$313.00	$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	$236.00	$3,297.00	84.9%	training & cert. classes for 5 staff members/2021-22 minimal travel
100-4124-5220. Conference	$0.00	$845.00	$250.00	$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	$1,235.00	$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	$150.00	0.0%	

Town of Cape Charles
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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4124-5250. Dues & Memberships	$832.00	$700.00	$429.00	$930.00	32.9%	SHRM, ICMA, TAV, GFOA, VGFOA
100-4124-5260. Employee Testing & Certification	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-5340. Licensing	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-5350. Fines & Penalties	$0.00	$4.00	$4.00	$0.00	-100.0%	
100-4124-6000. Office Supplies	$3,643.00	$5,000.00	$4,005.00	$5,250.00	5.0%	
100-4124-6150. Computer, Sftwr & Electronics < $10K < $10	$1,334.00	$539.00	$24.00	$650.00	20.6%	Adobe, monitor replacements
100-4124-6800. Debt Service - Principal	$7,834.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-6850. Debt Service Interest	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4124. FINANCE	$319,751.00	$364,091.00	$251,713.00	$404,766.42	11.2%	
4310. POLICE						
100-4310-1000. Regular Salaries & Wages	$319,073.00	$333,221.00	$264,137.00	$363,684.72	9.1%	There was a FY22 mid year classification increase
100-4310-1100. Regular Salaries & Wages OT	$3,597.00	$4,000.00	$2,872.00	$4,000.00	0.0%	
100-4310-1200. Part Time Wages	$16,681.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2000. FICA Expense	$25,108.00	$25,491.00	$19,827.00	$28,127.88	10.3%	
100-4310-2100. SUI Expense	$422.00	$465.00	$298.00	$296.80	-36.2%	rate decrease
100-4310-2200. Retirement-ER VRS & ICMRC Exp	$17,704.00	$19,179.00	$14,101.00	$26,764.78	39.6%	
100-4310-2210. Life Insurance	$3,967.00	$4,298.00	$3,160.00	$4,675.98	8.8%	
100-4310-2220. Disability Insurance, LT & ST	$2,195.00	$2,399.00	$1,252.00	$2,215.64	-7.6%	
100-4310-2230. Worker's Comp	$9,030.00	$9,776.00	$8,789.00	$11,114.52	13.7%	
100-4310-2300. Health Insurance	$52,646.00	$41,062.00	$32,114.00	$55,591.50	35.4%	
100-4310-2310. Dental Insurance	$1,854.00	$1,710.00	$1,285.00	$2,024.40	18.4%	
100-4310-2320. Vision Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2325. AFLAC Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4310-2340. Employee Assist	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2345. Employee/Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2360. Staff & Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3000. Contract Labor	$100.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3010. Vehcl & Equip	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3020. Maint Svc Contracts -	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3025. Repair Maint & Svc Contracts	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3410. Management Consulting	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3430. IT Services	$960.00	$2,875.00	$1,835.00	$2,300.00	-20.0%	
100-4310-3440. Interpreter Services	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3500. Advertising Services	$0.00	$0.00	$192.00	$195.00	#DIV/0!	
100-4310-4070. Grant - VML Risk	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-4080. Grant Exp - DCJS LOLE/Byrne	$0.00	$1,000.00	$940.00	$2,000.00	100.0%	
100-4310-4150. Grant Exp - Police Other	$6,021.00	$4,500.00	$0.00	$0.00	-100.0%	
100-4310-5040. Phone Service	$2,960.00	$6,000.00	$2,247.00	$4,196.00	-30.1%	
100-4310-5200. Travel-MIleage & Tolls	$193.00	$513.00	$171.00	$500.00	-2.5%	
100-4310-5205. Travel-MIleage & Tolls Academy	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5210. Travel-Lodging & Meals	$66.00	$500.00	$31.00	$500.00	0.0%	
100-4310-5215. Travel-Lodging & Meals Academy	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5220. Conference	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5230. Education	$2,334.00	$2,500.00	$2,338.00	$3,000.00	20.0%	Academy Annual Dues
100-4310-5240. Books & Subscriptions	$0.00	$200.00	$0.00	$200.00	0.0%	
100-4310-5250. Dues & Memberships	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5260. Employee Testing & Certification	$0.00	$0.00	$0.00	$0.00	#DIV/0!	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4310-5310. Insurance, Public Official Liab.	$4,902.00	$2,729.00	$5,457.00	$5,500.00	101.5%	estimate
100-4310-5330. Insurance, LODA	$5,605.00	$5,605.00	$5,605.00	$5,650.00	0.8%	estimate
100-4310-6000. Office Supplies	$3,292.00	$2,500.00	$3,177.00	$3,300.00	32.0%	increased per actual
100-4310-6050. Uniforms Expense	$3,927.00	$6,000.00	$2,772.00	$6,000.00	0.0%	
100-4310-6125. Departmental Supplies	$7,652.00	$10,270.00	$1,953.00	$10,000.00	-2.6%	
100-4310-6150. Computer, Sftwr & Electronics < $10K < $10	$3,210.00	$2,600.00	$290.00	$0.00	-100.0%	
100-4310-6175. Vehicles & Powered Veh Fuel	$15,876.00	$14,876.00	$12,008.00	$20,000.00	34.4%	10% over actual
100-4310-6200. Vehicle & Powered Repairs	$9,631.00	$13,000.00	$12,511.00	$13,000.00	0.0%	
100-4310-6225. Repair & Maintenance	$588.00	$1,000.00	$348.00	$1,500.00	50.0%	Radar & other equipment
100-4310-6800. Debt Service - Principal	$11,784.00	$0.00	$0.00	$0.00	#DIV/0!	moved to debt service fund
100-4310-6850. Debt Service Interest	$1,268.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-7070. Vehicles & Equipment	$173.00	$81,000.00	$37,201.00	$124,000.00	53.1%	3 x vehicles -1 c/o fm FY22, 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	$0.00	#DIV/0!	
4310. POLICE	$532,820.00	$599,269.00	$436,910.00	$700,337.22	16.9%	
4340. CODE ENFORCEMENT						
100-4340-1000. Regular Salaries & Wages	$95,739.00	$98,971.00	$76,185.00	$101,930.38	3.0%	
100-4340-1100. Regular Salaries & Wages	$0.00	$1,020.00	$421.00	$1,067.90	4.7%	
100-4340-1200. Part Time Salaries	$0.00	$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	$0.00	#DIV/0!	
100-4340-2000. FICA Expense	$7,172.00	$7,649.00	$5,631.00	$8,215.97	7.4%	
100-4340-2100. SUI Expense	$116.00	$133.00	$85.00	$127.20	-4.4%	
100-4340-2200. Retirement-ER VRS & ICMRC Exp	$5,702.00	$5,919.00	$4,439.00	$7,818.06	32.1%	1.68% increase
100-4340-2210. Life Insurance	$1,278.00	$1,326.00	$995.00	$1,365.87	3.0%	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4340-2220. Disability Insurance, LT & ST	$522.00	$772.00	$293.00	$793.66	2.8%	
100-4340-2230. Worker's Comp	$407.00	$441.00	$452.00	$457.65	3.8%	
100-4340-2300. Health Insurance	$8,882.00	$7,260.00	$6,222.00	$10,367.24	42.8%	
100-4340-2310. Dental Insurance	$570.00	$570.00	$428.00	$578.40	1.5%	
100-4340-2320. Vision Insurance	$91.00	$91.00	$68.00	$91.32	0.4%	
100-4340-2325. AFLAC Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-2340. Employee Assist	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-2345. Employee/Volunteer testing	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-2360. Staff & Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3010. Vehcl & Equip	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3020. Maint Svc Contracts -	$142.00	$800.00	$245.00	$800.00	0.0%	
100-4340-3025. Repair Maint & Svc Contracts	$600.00	$50,000.00	$855.00	$25,000.00	-50.0%	Grass/Other Code Enforcement Action
100-4340-3430. IT Services	$1,427.00	$3,600.00	$836.00	$3,600.00	0.0%	IT Support, BSA Support $650
100-4340-3450. Printing & Design	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3500. Advertising Services	$220.00	$500.00	$0.00	$500.00	0.0%	Advertising Code Enforcement Action
100-4340-3760. Cash Short & Over	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-5040. Phone Service	$930.00	$1,140.00	$855.00	$1,140.00	0.0%	
100-4340-5110. Lease, Office Equip	$0.00	$1,000.00	$471.00	$1,350.00	35.0%	1/2 Lease Contract for Wide Format Scanner
100-4340-5200. Travel-MIleage & Tolls	$0.00	$600.00	$0.00	$600.00	0.0%	
100-4340-5210. Travel-Lodging & Meals	$37.00	$600.00	$0.00	$600.00	0.0%	
100-4340-5220. Conference	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-5230. Education	$1,164.00	$1,000.00	$120.00	$1,000.00	0.0%	
100-4340-5240. Books & Subscriptions	$150.00	$1,000.00	$150.00	$1,000.00	0.0%	
100-4340-5250. Dues & Memberships	$210.00	$500.00	$210.00	$750.00	50.0%	

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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4340-5260. Employee Testing & Certification	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4340-5300. Insurance, Property & Liability	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4340-6000. Office Supplies	**$1,300.00**	**$1,900.00**	**$121.00**	**$2,500.00**	**31.6%**	**Increase Toner & Paper for Wide Format Scanner**
100-4340-6075. Hand Tools, & Small	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4340-6150. Computer, Sftwr & Electronics < $10K < $10	**$0.00**	**$1,000.00**	**$115.00**	**$1,000.00**	**0.0%**	**Jeb New Computer**
100-4340-6175. Vehicles & Powered Equip Fuel	**$1,011.00**	**$850.00**	**$567.00**	**$950.00**	**11.8%**	**Fuel Price Increase 10% over actual**
100-4340-6200. Vehicle & Powered Equip Repairs	**$0.00**	**$800.00**	**$0.00**	**$1,000.00**	**25.0%**	**General Maintenance/Tires**
100-4340-6800. Debt Service - Principal	**$5,388.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4340-6850. Debt Service Interest	**$176.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4340-7070. Vehicles & Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4340-7080. Computers, Software,	**$5,745.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
4340. CODE ENFORCEMENT	**$138,979.00**	**$189,443.00**	**$99,764.00**	**$179,003.65**	**-5.5%**	
4430. PUBLIC WORKS						
100-4430-1000. Regular Salaries & Wages	**$144,159.00**	**$182,303.00**	**$133,756.00**	**$212,041.87**	**16.3%**	**Classification increase, added PW foreman**
100-4430-1050. Salary & Wages-OT	**$0.00**	**$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**	**$0.00**	**-100.0%**	
100-4430-1200. PT Salaries & Wages	**$0.00**	**$0.00**	**$20,175.00**	**$17,674.80**	**#DIV/0!**	
100-4430-1300. PT Salaries & Wages	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-1400. Seasonal Wages	**$16,851.00**	**$23,058.00**	**$15,838.00**	**$11,440.00**	**-50.4%**	
100-4430-1500. Seasonal Wages OT	**$30.00**	**$491.00**	**$491.00**	**$0.00**	**-100.0%**	
100-4430-2000. FICA Expense	**$14,235.00**	**$17,182.00**	**$12,450.00**	**$19,978.48**	**16.3%**	
100-4430-2100. SUI Expense	**$404.00**	**$465.00**	**$371.00**	**$339.20**	**-27.1%**	
100-4430-2200. Retirement-ER VRS & ICMRC Exp	**$8,544.00**	**$10,902.00**	**$7,664.00**	**$16,378.66**	**50.2%**	**1.68% increase**

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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4430-2210. Life Insurance	**$1,909.00**	**$2,443.00**	**$1,717.00**	**$2,861.46**	**17.1%**	
100-4430-2220. Disability Insurance, LT & ST	**$820.00**	**$1,463.00**	**$539.00**	**$1,716.78**	**17.3%**	
100-4430-2230. Worker's Comp	**$3,516.00**	**$4,731.00**	**$4,530.00**	**$5,630.47**	**19.0%**	
100-4430-2300. Health Insurance	**$31,845.00**	**$30,411.00**	**$21,228.00**	**$39,040.14**	**28.4%**	
100-4430-2310. Dental Insurance	**$1,397.00**	**$1,912.00**	**$1,396.00**	**$2,046.00**	**7.0%**	
100-4430-2320. Vision Insurance	**$91.00**	**$91.00**	**$68.00**	**$91.32**	**0.4%**	
100-4430-2325. AFLAC Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-2340. Employee Assist	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-2345. Employee/Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-2360. Staff & Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3010. Vehcl & Equip	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3020. Maint Svc Contracts	**$1,161.00**	**$2,500.00**	**$882.00**	**$3,000.00**	**20.0%**	
100-4430-3025. Repair Maint & Svc Contracts	**$0.00**	**$0.00**	**$0.00**	**$1,000.00**	**#DIV/0!**	
100-4430-3030. Lease - Storage	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3040. Grounds Maintenance	**$59,060.00**	**$60,000.00**	**$35,562.00**	**$65,000.00**	**8.3%**	**Fuel increase**
100-4430-3060. Landfill Disposal	**$4,636.00**	**$3,500.00**	**$877.00**	**$2,000.00**	**-42.9%**	
100-4430-3070. Mosquito & Pest Control	**$0.00**	**$8,500.00**	**$1,600.00**	**$8,500.00**	**0.0%**	
100-4430-3200. Cleaning & Janitorial Svcs	**$315.00**	**$13,836.00**	**$10,436.00**	**$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**	**$120.00**	**$6,000.00**	**200.0%**	**Inversa Minds + NOVO Solutions software $4450**
100-4430-3500. Advertising Services	**$363.00**	**$500.00**	**$0.00**	**$500.00**	**0.0%**	
100-4430-4030. Grant Exp - Nrthmptn Tourism	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-4070. Grant Exp - VML Risk	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4430-5010. Electric Service	$47,248.00	$51,000.00	$33,192.00	$56,100.00	10.0%	
100-4430-5020. Propane & Fuel Oil	$3,211.00	$4,000.00	$1,528.00	$4,000.00	0.0%	
100-4430-5040. Phone Service	$1,920.00	$2,300.00	$1,755.00	$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	$747.00	$1,100.00	10.0%	
100-4430-5080. Lease, Bldgs &	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-5100. Lease, Vehicles & equipment	$0.00	$2,500.00	$0.00	$0.00	-100.0%	
100-4430-5110. Lease, Office Equip	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-5200. Travel-MIleage & Tolls	$117.00	$500.00	$408.00	$500.00	0.0%	
100-4430-5210. Travel-Lodging & Meals	$0.00	$500.00	$0.00	$500.00	0.0%	
100-4430-5220. Conference	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-5230. Education	$815.00	$400.00	$0.00	$3,000.00	650.0%	VA Procurement System Training for Ralph/John
100-4430-5240. Books & Subscriptions	$0.00	$100.00	$0.00	$100.00	0.0%	
100-4430-5250. Dues & Memberships	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-5260. Employee Testing & Certification	-$15.00	$225.00	$0.00	$225.00	0.0%	
100-4430-5300. Insurance, Property &	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-5340. Licensing	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-5350. Fines & Penalties	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-6000. Office Supplies	$1,181.00	$1,000.00	$1,044.00	$2,500.00	150.0%	
100-4430-6025. Janitorial & Kitchen Supplies	$7,159.00	$6,500.00	$2,348.00	$7,200.00	10.8%	increase to actual 2021
100-4430-6050. Uniforms Expense	$1,562.00	$1,000.00	$0.00	$2,000.00	100.0%	
100-4430-6075. Hand Tools, & LIght	$10,231.00	$1,000.00	$1,237.00	$1,500.00	50.0%	
100-4430-6080. Safety Equipment	$507.00	$2,000.00	$1,966.00	$2,000.00	0.0%	
100-4430-6150. Computer, Sftwr & Electronics < $10K	$0.00	$0.00	$8,875.00	$0.00	#DIV/0!	
100-4430-6175. Vehicles & Powered Equip Fuel	$12,956.00	$11,000.00	$7,657.00	$14,251.60	29.6%	Actual + 10%
100-4430-6200. Vehicle & Powered Equip Repairs	$6,156.00	$7,000.00	$3,178.00	$10,000.00	42.9%	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4430-6225. Repair & Maintenance	**$72,389.00**	**$74,600.00**	**$41,267.00**	**$74,600.00**	**0.0%**	
100-4430-6275. Beach & Pier Maintenance & Safety	**$18,871.00**	**$50,000.00**	**$12,783.00**	**$50,000.00**	**0.0%**	
100-4430-6800. Debt Service - Principal	**$4,728.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Debt Svc Fund**
100-4430-6850. Debt Service Interest	**$276.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Debt Svc Fund**
100-4430-7010. Buildings & Imprvmnts	**$6,528.00**	**$0.00**	**$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**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
100-4430-7050. Infrastructure - Streets & WaLkways	**$6,923.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
100-4430-7070. Vehicles & Equipment	**$36,707.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
100-4430-7080. Computers, Software	**$39,443.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
4430. PUBLIC WORKS	**$590,628.00**	**$601,662.00**	**$387,687.00**	**$685,510.78**	**13.9%**	

Town of Cape Charles

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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4730. LIBRARY						
100-4730-1000. Regular Salaries & Wages	$85,835.00	$83,579.00	$63,929.00	$74,160.00	-11.3%	
100-4730-1100. Regular Salaries & Wages OT	$0.00	$72.00	$215.00	$0.00	-100.0%	
100-4730-1200. PT Salaries & Wages	$0.00	$10,369.00	$6,165.00	$12,856.25	24.0%	
100-4730-1300. PT Salaries & Wages OT	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-2000. FICA Expense	$6,190.00	$7,187.00	$5,180.00	$6,656.74	-7.4%	
100-4730-2100. SUI Expense	$150.00	$199.00	$123.00	$169.60	-14.8%	
100-4730-2200. Retirement-ER VRS & ICMRC Exp	$4,871.00	$4,998.00	$3,745.00	$5,688.07	13.8%	1.68% increase
100-4730-2210. Life Insurance	$1,091.00	$1,120.00	$840.00	$993.74	-11.3%	
100-4730-2220. Disability Insurance, LT & ST	$454.00	$662.00	$253.00	$593.71	-10.3%	
100-4730-2230. Worker's Comp	$61.00	$57.00	$114.00	$52.91	-7.2%	
100-4730-2300. Health Insurance	$11,660.00	$11,957.00	$6,597.00	$15,313.62	28.1%	
100-4730-2310. Dental Insurance	$631.00	$570.00	$428.00	$578.40	1.5%	
100-4730-2320. Vision Insurance	$91.00	$91.00	$61.00	$0.00	-100.0%	
100-4730-2325. AFLAC Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-3005. Program & Event	$1,438.00	$4,000.00	$755.00	$4,000.00	0.0%	
100-4730-3020. Maint Svc Contracts -	$151.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-3025. Repair Maint & Svc Contracts	$291.00	$775.00	$742.00	$1,000.00	29.0%	
100-4730-3200. Cleaning & Janitorial Svcs	$0.00	$7,560.00	$6,300.00	$9,100.00	20.4%	Updated to actual cost
100-4730-3430. IT Services	$1,438.00	$2,200.00	$440.00	$2,200.00	0.0%	
100-4730-3500. Advertising Services	$106.00	$500.00	$583.00	$500.00	0.0%	
100-4730-3760. Cash Short & Over Lib	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-4090. Grant Exp - DEQ Litter	$790.00	$814.00	$0.00	$1,329.00	63.3%	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4730-4110. Grant Exp - Friends of Library	**$5,202.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**Moved to Special Activities Fund**
100-4730-4130. Litter Prevention	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-4150. Grant Exp - Library	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-5010. Electric Service	**$2,813.00**	**$7,250.00**	**$3,051.00**	**$7,975.00**	**10.0%**	
100-4730-5020. Propane & Fuel Oil	**$2,342.00**	**$2,400.00**	**$2,265.00**	**$3,737.25**	**55.7%**	**Actual + 10%**
100-4730-5040. Phone Service	**$627.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-5050. Internet & Cable	**$0.00**	**$1,000.00**	**$892.00**	**$1,500.00**	**50.0%**	
100-4730-5110. Lease, Office Equip	**$1,034.00**	**$1,200.00**	**$819.00**	**$1,200.00**	**0.0%**	
100-4730-5200. Travel-MIleage & Tolls	**$0.00**	**$100.00**	**$0.00**	**$150.00**	**50.0%**	
100-4730-5210. Travel-Lodging & Meals	**$0.00**	**$561.00**	**$0.00**	**$560.00**	**-0.2%**	
100-4730-5220. Conference	**$0.00**	**$400.00**	**$0.00**	**$400.00**	**0.0%**	
100-4730-5230. Education	**$60.00**	**$200.00**	**$0.00**	**$200.00**	**0.0%**	
100-4730-5240. Books & Subscriptions	**$50.00**	**$306.00**	**$0.00**	**$200.00**	**-34.6%**	
100-4730-5250. Dues & Memberships	**$749.00**	**$500.00**	**$30.00**	**$500.00**	**0.0%**	
100-4730-5300. Insurance, Property &	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-6000. Office Supplies	**$1,885.00**	**$1,800.00**	**$715.00**	**$1,800.00**	**0.0%**	
100-4730-6025. Janitorial & Kitchen	**$0.00**	**$200.00**	**$43.00**	**$200.00**	**0.0%**	
100-4730-6050. Uniforms - LIbrary	**$0.00**	**$200.00**	**$0.00**	**$200.00**	**0.0%**	
100-4730-6100. Program & Event	**$3,849.00**	**$1,530.00**	**$645.00**	**$1,500.00**	**-2.0%**	
100-4730-6125. Dept Sppls & Equip	**$10,253.00**	**$17,500.00**	**$10,027.00**	**$17,500.00**	**0.0%**	
100-4730-6150. Computer, Sftwr & Electronics < $10K < $10	**$0.00**	**$0.00**	**$0.00**	**$4,000.00**	**#DIV/0!**	
100-4730-6225. Repair & Maintenance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-7080. Computers, Software	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
4730. LIBRARY	**$144,113.00**	**$171,856.00**	**$114,957.00**	**$176,814.29**	**2.9%**	

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4811. PLANNING						
100-4811-1000. Regular Salaries & Wages	**$75,937.00**	**$94,219.00**	**$30,999.00**	**$104,796.30**	**11.2%**	
100-4811-1100. Regular Wages OT	**$1,301.00**	**$1,842.00**	**$1,117.00**	**$1,841.51**	**0.0%**	
100-4811-1200. PT Salaries & Wages	**$13,257.00**	**$54,100.00**	**$54,869.00**	**$50,158.40**	**-7.3%**	
100-4811-1300. PT Wages Planning - OT	**$0.00**	**$450.00**	**$1,290.00**	**$0.00**	**-100.0%**	
100-4811-2000. FICA Expense	**$7,901.00**	**$11,522.00**	**$6,735.00**	**$11,994.91**	**4.1%**	
100-4811-2100. SUI Expense	**$232.00**	**$217.00**	**$138.00**	**$180.73**	**-16.7%**	
100-4811-2200. Retirement-ER VRS & ICMRC Exp	**$1,842.00**	**$5,634.00**	**$1,684.00**	**$10,667.03**	**89.3%**	**1.68% increase**
100-4811-2210. Life Insurance	**$428.00**	**$1,263.00**	**$377.00**	**$1,162.16**	**-8.0%**	
100-4811-2220. Disability Insurance, LT & ST	**$141.00**	**$678.00**	**$114.00**	**$714.09**	**5.3%**	
100-4811-2230. Worker's Comp	**$37.00**	**$89.00**	**$175.00**	**$92.96**	**4.4%**	
100-4811-2300. Health Insurance	**$1,649.00**	**$10,377.00**	**$5,431.00**	**$20,027.52**	**93.0%**	
100-4811-2310. Dental Insurance	**$238.00**	**$425.00**	**$190.00**	**$867.60**	**104.1%**	
100-4811-2320. Vision Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-2345. Employee/Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-2350. Relocation Expense	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-2360. Staff & Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-3020. Maint Svc Contracts -	**$142.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-3025. Repair Maint & Svc Contracts	**$0.00**	**$600.00**	**$845.00**	**$0.00**	**-100.0%**	
100-4811-3410. Management Consulting	**$0.00**	**$95,000.00**	**$41,641.25**	**$50,000.00**	**-47.4%**	**Consulting Services as needed (Harbor, Future Land Use Map/Rezonings) CPG and Summit, comp plan contracts future costs**
100-4811-3430. IT Services	**$2,784.00**	**$3,000.00**	**$996.00**	**$3,500.00**	**16.7%**	New staff

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4811-3450. Printing & Design	$21.00	$300.00	$0.00	$300.00	0.0%	
100-4811-3500. Advertising Services	$3,737.00	$8,500.00	$4,449.00	$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	$0.00	#DIV/0!	
100-4811-5040. Phone Service	$638.00	$1,560.00	$270.00	$2,340.00	50.0%	3 staff phones
100-4811-5110. Lease - Equipment	$0.00	$1,000.00	$471.00	$1,351.00	35.1%	50% P&Z Share of Wide Format PRinter ($1,883.40) and Warranty ($799.50)
100-4811-5200. Travel-MIleage & Tolls	$268.00	$958.00	$40.00	$1,000.00	4.4%	Mileage for the associated conferences and training programs
100-4811-5210. Travel-Lodging & Meals	$303.00	$1,871.00	$66.00	$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	$100.00	$500.00	300.0%	VAZO, APA Annual Conference
100-4811-5230. Education	$595.00	$12,015.00	$300.00	$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	$150.00	$350.00	13.3%	
100-4811-5250. Dues & Memberships	$254.00	$595.00	$695.00	$600.00	0.8%	VAZO -2 Memberships; APA Membership
100-4811-5260. Employee Testing & Certification	$0.00	$200.00	$0.00	$250.00	25.0%	
100-4811-6000. Office Supplies	$2,953.00	$2,400.00	$1,117.00	$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	$2,916.00	$7,000.00	3788.9%	Replacement Computer & GIS software & BSA
4811. PLANNING	$117,327.00	$309,428.00	$145,607.00	$289,694.21	-6.4%	
Total General Fund Expense	$3,320,062.00	$3,724,394.00	$2,214,414.00	$3,898,748.90	4.7%	
Core General Fund Operating Expenses				$3,613,217.90		All expenditures less capital project transfers out
100. GENERAL FUND REVENUE LESS EXPENDITURES	$972,990.00	$0.00	$1,043,936.00	$881,500.43		

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
110. GENERAL CAPITAL PROJECTS FUND						
Revenue						
3700.						
110-3700-2200. Grant - USDA Rural Developtment	$0.00	$0.00	$0.00	$20,920.00	#DIV/0!	PWrks Gator & grounds maint equipment
3700.	$0.00	$0.00	$0.00	$20,920.00		
3800.						
110-3800-4000. Grant - VDOT Roads, Trails, Sidewalks	$0.00	$703,483.00	$0.00	$703,483.00	0.0%	Phase 3 Construction VDOT TEA-21
3800.	$0.00	$703,483.00	$0.00	$703,483.00	0.0%	
3850.						
110-3850-2000. Grant Other	$0.00	$0.00	$0.00	$21,750.00	#DIV/0!	CCP for Park
3850.	$0.00	$0.00	$0.00	$21,750.00	#DIV/0!	
3900.						
110-3900-6000. Reappropriation Gen Capital Fund	$0.00	$147,840.00	$0.00	$141,255.00	-4.5%	Reappropr for Trail project construction $66,215 & $75,040 fm FY22 Capital fund contingency not used
3900.	$0.00	$147,840.00	$0.00	$141,255.00	-4.5%	
3950.						
110-3950-1000. Loan Proceeds - BOND	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
110-3950-2000. Transfer from Gen Fund for Capital 6%	$0.00	$186,215.00	$0.00	$221,531.00	19.0%	6% of Core G Fund Revenue per policy
110-3950-2050. Transfer from Gen Fund Capital Meals Tax .5%	$0.00	$60,000.00	$49,316.00	$64,000.00	6.7%	
110-3950-2100. Loan Proceeds USDA RD	$0.00	$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	$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	$0.00	$160,224.00	0.0%	Re-approp from Sanitation Fund Bal, part of town match for Trail Project
3950.	$0.00	$406,439.00	$49,316.00	$1,068,606.00	162.9%	
Total Revenue	$0.00	$1,257,762.00	$49,316.00	$1,956,014.00	55.5%	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
Expense						
4121. TOWN MANAGER						
110-4121-7080. Computers, Software	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4121. TOWN MANAGER	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4430. PUBLIC WORKS						
110-4430-7010. Buildings & Improvements	$0.00	$130,000.00	$36,401.00	$714,000.00	449.2%	Municipal Building engineering/architecture $550,000; Mason Ave Restroom $110,000; storage facility $20,000;library condo-ization $34
110-4430-7020. Infrastructure-Open Space/Parks	$0.00	$73,600.00	$0.00	$29,000.00	-60.6%	Adult Game Area in Central Park
110-4430-7030. Insfrastructure - Signage	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
110-4430-7040. Insfrastructure - Parking Lots	$0.00	$19,200.00	$0.00	$20,000.00	4.2%	Mason Ave Municipal Lot Improvements
110-4430-7050. Infrastructure-Streets & Walkways	$0.00	$929,922.00	$6,724.00	$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	$0.00	-100.0%	
110-4430-7070 Vehicles & Equipment	$0.00	$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	$0.00	#DIV/0!	
110-4430-7999. Capital Project Contingencies	$0.00	$75,040.00	$0.00	$75,040.00	0.0%	Reapprop. fm FY22
4430. PUBLIC WORKS	$0.00	$1,257,762.00	$43,125.00	$1,827,732.00	45.3%	
Expense	$0.00	$1,257,762.00	$43,125.00	$1,827,732.00	45.3%	
GENERAL CAPITAL FUND REVENUE LESS EXPENSE	$0.00	$0.00	$6,191.00	$128,282.00	#DIV/0!	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
120. GENERAL DEBT SERVICE FUND						
Revenue						
3950.						
120-3950-2100. Transfer from Gen Fund for GF DS	$0.00	$155,958.00	$119,115.00	$144,620.90	-7.3%	
120-3950-2510. Transfer from Gen Fund for Harbor DS	$0.00	$102,657.00	$102,954.00	$104,950.25	2.2%	
3950.	$0.00	$258,614.00	$222,069.00	$249,571.15	-3.5%	
Revenue	$0.00	$258,614.00	$222,069.00	$249,571.15	-3.5%	
Expense						
4121. TOWN MANAGER						
120-4121-3730. Bank & Trustee Fees	$0.00	$0.00	$132.00	$0.00	#DIV/0!	Do not use - use gen service bank fees account
120-4121-6800. Debt Service Principal	$0.00	$97,346.00	$97,346.00	$99,853.29	2.6%	
120-4121-6850. Debt Service Interest	$0.00	$21,503.00	$21,637.00	$19,738.61	-8.2%	
120-4121-8510. Transfer to Harbor	$0.00	$102,657.00	$102,954.00	$104,950.25	2.2%	
4121. TOWN MANAGER	$0.00	$221,506.00	$222,069.00	$224,542.15	1.4%	

6.8%	Percent of Gen & Harbor Fund debt svc to Gen F core rev if taxes equalized
24.7%	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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4124. FINANCE						
120-4124-6800. Debt Service Principal	$0.00	$7,615.00	$0.00	$0.00	-100.0%	
120-4124-6850. Debt Service Interest	$0.00	$219.00	$0.00	$0.00	-100.0%	
4124. FINANCE	$0.00	$7,833.00	$0.00	$0.00	-100.0%	
4310. POLICE						
120-4310-6800. Debt Service Interest	$0.00	$11,784.00	$0.00	$19,407.65	64.7%	Vehicles
120-4310-6850. Debt Service Principal	$0.00	$1,268.00	$0.00	$1,741.80	37.4%	
4310. POLICE	$0.00	$13,052.00	$0.00	$21,149.45	62.0%	
4340. CODE ENFORCEMENT						
120-4340-6800. Debt Service Principal	$0.00	$984.00	$0.00	$589.42	-40.1%	For BS&A Software
120-4340-6850. Debt Service Interest	$0.00	$97.00	$0.00	$69.36	-28.5%	
4340. CODE ENFORCEMENT	$0.00	$1,081.00	$0.00	$658.78	-39.1%	
4430. PUBLIC WORKS						
120-4430-6800. Debt Service Principal	$0.00	$14,095.00	$0.00	$2,946.52	-79.1%	Groundskeeping Equipment
120-4430-6850. Debt Service Interest	$0.00	$1,047.00	$0.00	$274.25	-73.8%	
4430. PUBLIC WORKS	$0.00	$15,142.00	$0.00	$3,220.77	-78.7%	
Expense	$0.00	$258,614.00	$222,069.00	$249,571.15	-3.5%	
GENERAL DEBT SVC FUND REV LESS EXPENDITURES	$0.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
130. GENERAL SPECIAL ACTIVITIES FUND						
Revenue						
3650.						
130-3650-6000. Recovery Town Mgr - PPEA costs	$0.00	$100,000.00	$70,093.00	$0.00	-100.0%	
3650.	$0.00	$100,000.00	$70,093.00	$0.00	-100.0%	
3800.						
130-3800-3000. Grant-Fire Program Pass thru	$0.00	$15,000.00	$15,000.00	$15,000.00	0.0%	
130-3800-7000. Grant-VA State Arts - Pass Thru	$0.00	$4,500.00	$2,500.00	$4,500.00	0.0%	historic amount was $4,500 pre-covid
130-3800-8000. Grant - Friends of the Library	$0.00	$10,000.00	$2,301.00	$6,000.00	-40.0%	
130-3800-9000. Grant Parks/Rec CCP	$0.00	$7,818.00	$0.00	$0.00	-100.0%	
130-3800-9910. Federal Grant - DHCD SBR	$0.00	$300,000.00	$278,528.00	$0.00	-100.0%	
130-3800-9920. Federal Grant - ARPA	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3800.	$0.00	$337,317.00	$298,329.00	$25,500.00	-92.4%	
3850.						
130-3850-2000. Reappropriate Grant Previous Yr	$0.00	$528,615.00	$0.00	$935,850.00	77.0%	ARPA Less what is expended for Harbor FY2022 (120K)
3850.	$0.00	$528,615.00	$0.00	$935,850.00	77.0%	
Total Revenue Special Activities Fund	$0.00	$965,932.00	$368,422.00	$961,350.00	-0.5%	

Special Activities Fund Expense

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4121. TOWN MANAGER						
130-4121-4010. Grant Exp - Arts Enter	$0.00	$4,500.00	$2,500.00	$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	$15,000.00	0.0%	Pass Thru Grant from the State
130-4121-4030. Grant Northampton Tourism Infrastructure	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
130-4121-4125. Grant or Donation Misc Pass thru	$0.00	$100,000.00	$70,677.00	$0.00	-100.0%	
130-4121-4130. DHCD CDBG Small Bus Recov	$0.00	$300,000.00	$269,631.00	$0.00	-100.0%	
130-4121-4150. Federal Grant Exp - ARPA Expenditures	$0.00	$528,615.00	$0.00	$351,850.00	-33.4%	Projects TBD
130-4121-8110. Transfer to Capital Projects Fund 110	$0.00	$0.00	$0.00	$584,000.00	#DIV/0!	for Municipal Center/Library Design Work
4121. TOWN MANAGER	$0.00	$948,115.00	$357,808.00	$955,350.00	0.8%	
4430. PUBLIC WORKS						
130-4430-4110. Grant Exp - Citizens For Cent Park	$0.00	$7,818.00	$0.00	$0.00	-100.0%	
4430. PUBLIC WORKS	$0.00	$7,818.00	$0.00	$0.00	-100.0%	
4730. LIBRARY						
130-4730-4110. Grant Exp- Friends of	$0.00	$10,000.00	$2,301.00	$6,000.00	-40.0%	FOL projects
4730. LIBRARY	$0.00	$10,000.00	$2,301.00	$6,000.00	-40.0%	
Total Expense Special Activities Fund	$0.00	$965,932.00	$360,109.00	$961,350.00	-0.5%	
130. Gen Special Activities Rev less Expenses	$0.00	$0.00	-$8,313.00	$0.00	#DIV/0!	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501. PUBLIC UTILITIES FUND						
Revenue						
3100.						
501-3100-1201. Connection, Plumbing Water	$2,800.00	$1,000.00	$1,950.00	$4,000.00	300.0%	
501-3100-1202. Connection, Plumbing Sewer	$2,900.00	$1,000.00	$1,950.00	$4,000.00	300.0%	
501-3100-5360. Utility Permit (Main to Meter)	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3100.	$5,700.00	$2,000.00	$3,900.00	$8,000.00	300.0%	
3150.						
501-3150-1501. Miscellaneous	$280.00	$1,000.00	$395.00	$8,000.00	700.0%	Water & Sewer Review Fees
3150.	$280.00	$1,000.00	$395.00	$8,000.00	700.0%	
3300.						
501-3300-1000. Interest Earned on Bank Accounts	$370.00	$0.00	$0.00	$0.00	#DIV/0!	
501-3300-2000. Dividends & Int. on Investments	$229.00	$1,000.00	$883.00	$1,400.00	40.0%	
3300.	$599.00	$1,000.00	$883.00	$1,400.00	40.0%	
3500.						
501-3500-1501. Water Sales	$601,886.00	$607,817.00	$476,167.00	$650,000.00	6.9%	need rate increase to 36.44 (+$2.98) to balance
501-3500-1502. Sewer Charges	$1,096,285.00	$1,111,324.00	$858,910.00	$1,170,000.00	5.3%	need rate increase to 63.42 (+$.30) to balance
501-3500-3501. Penalties & Interest - Water	$86.00	$1,500.00	$6,278.00	$8,144.43	443.0%	
501-3500-3502. Penalties & Interest Sewer	$151.00	$2,000.00	$11,854.00	$15,378.16	668.9%	
501-3500-4501. Connection Fees - Bay Crk water	$46,000.00	$17,500.00	$29,750.00	$26,250.00	50.0%	
501-3500-4502. Connection Fees - Bay Crk sewer	$48,600.00	$17,500.00	$29,750.00	$26,250.00	50.0%	
501-3500-5501. Connection Fees - Historic water	$5,250.00	$3,500.00	$4,375.00	$8,750.00	150.0%	
501-3500-5502. Connection Fees - Historic sewer	$5,250.00	$3,500.00	$4,375.00	$8,750.00	150.0%	
501-3500-6501. Facility Fees, Rest. - Bay Crk Water	$184,000.00	$80,000.00	$139,288.00	$120,840.00	51.1%	
501-3500-6502. Facility Fees, Restr. - Bay Crk Sewer	$297,000.00	$132,000.00	$229,825.00	$197,160.00	49.4%	

Town of Cape Charles

Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-3500-7501. Facility Fees, Restr.- Historic Water	$26,760.00	$16,000.00	$26,577.00	$40,280.00	151.8%	
501-3500-7502. Facility Fees, Restr. - Historic Sewer	$53,450.00	$26,400.00	$52,203.00	$65,720.00	148.9%	
3500.	$2,364,717.00	$2,019,041.00	$1,869,352.00	$2,337,522.59	15.8%	
3600.						
501-3600-6000. Utility Fund Transfer	$0.00	$55,000.00	$0.00	$0.00	-100.0%	
3600.	$0.00	$55,000.00	$0.00	$0.00	-100.0%	
3650.						
501-3650-4000. Recovery Water & Sewer	380.00	380.00	50.00	$0.00	-100.0%	
3650.	380.00	380.00	50.00	$0.00	-100.0%	
3800.						
501-3800-1000. VDH Grant	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-3800-2001. USDA Grant Water	$0.00	$36,000.00	$0.00	$0.00	-100.0%	
501-3800-2002. USDA Grant Sewer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3800.	$0.00	$36,000.00	$0.00	$0.00	-100.0%	
3900.						
501-3900-6000. Appropriation from Fund Balance	$0.00	$0.00	$0.00	$147,625.00	#DIV/0!	$60K to cover Keck well & WWTP engineering , from facil fees in fund balance; $87,625 FY22 contingency brought fwd
3900.	$0.00	$0.00	$0.00	$147,625.00	#DIV/0!	
3950.						
501-3950-2101. USDA Loan Proceeds	$0.00	$68,751.00	$0.00	$0.00	-100.0%	
501-3950-2102. USDA Loan Proceeds	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3950.	$0.00	$68,751.00	$0.00	$0.00	-100.0%	
Total Utility Fund Revenue	$2,371,677.00	$2,183,172.00	$1,874,580.00	$2,502,547.59	14.6%	
Core Revenue				$1,930,922.59	24.7%	Debt service ratio to core revenue FY2023

Town of Cape Charles

Fiscal Year 2023

Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
Expense						
4500. UTILITY ADMIN.						
501-4500-1800. Allocated Wages	$20,298.00	$21,123.00	$17,603.00	$22,273.00	5.4%	
501-4500-2800. Allocated Benefits	$5,705.00	$5,470.00	$4,558.00	$6,211.00	13.5%	
501-4500-3430. IT Services	$0.00	$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	$22,000.00	$100,000.00	-9.1%	
501-4500-8100. Transfer to Fund Balance	$0.00	$62,310.00	$0.00	$0.00	-100.0%	
4500. UTILITY ADMIN.	$26,003.00	$198,903.00	$22,161.00	$278,484.00	40.0%	
4501. WATER						
501-4501-1000. Regular Salaries & Wages	$146,345.00	$154,000.00	$118,058.00	$186,644.15	21.2%	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	$2,548.00	$2,500.00	22.5%	
501-4501-1200. PT Salaries - Water	$19,925.00	$24,000.00	$19,815.00	$0.00	-100.0%	
501-4501-1300. Part Time Wages OT	$45.00	$0.00	$96.00	$0.00	#DIV/0!	
501-4501-2000. FICA Expense	$12,444.00	$13,485.00	$10,393.00	$14,469.53	7.3%	
501-4501-2100. SUI Expense	$275.00	$199.00	$215.00	$127.20	-36.1%	
501-4501-2200. Retirement-ER VRS & ICMRC Exp	$8,427.00	$8,720.00	$6,540.00	$14,315.61	64.2%	1.68% increase + COLA + new FT position
501-4501-2210. Life Insurance	$1,889.00	$1,954.00	$1,466.00	$2,501.03	28.0%	
501-4501-2220. Disability Insurance, LT & ST	$773.00	$1,140.00	$443.00	$1,463.36	28.4%	
501-4501-2230. Worker's Comp	$3,652.00	$4,166.00	$3,686.00	$4,682.39	12.4%	
501-4501-2300. Health Insurance	$25,252.00	$18,717.00	$10,793.00	$28,106.36	50.2%	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4501-2310. Dental Insurance	$855.00	$1,161.00	$642.00	$1,156.80	-0.4%	
501-4501-2320. Vision Insurance	$38.00	$91.00	$68.00	$91.32	0.4%	
501-4501-2345. Employee/Volunteer Testing	$0.00	$0.00	$0.00	$350.00	#DIV/0!	
501-4501-2360. Staff & Volunteer Appreciation	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3020. Maint Svc Contracts -	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3025. Repair Maint & Services	-$190.00	$6,000.00	$3,168.00	$6,000.00	0.0%	
501-4501-3060. Landfill Disposal	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3350. Water Sampling	$13,008.00	$11,000.00	$5,327.00	$11,000.00	0.0%	
501-4501-3420. Engineering & Architect Svcs	$4,916.00	$45,000.00	$5,061.00	$25,000.00	-44.4%	
501-4501-3430. IT Services	$1,120.00	$1,000.00	$800.00	$1,000.00	0.0%	
501-4501-3500. Advertising Services	$37.00	$600.00	$600.00	$600.00	0.0%	
501-4501-3730. Bank Service Charges	$52.00	$200.00	$49.00	$52.00	-74.0%	
501-4501-4150. Grant Exp - Water	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-5000. Refund - Tourism	$0.00	$3,000.00	$0.00	$3,000.00	0.0%	
501-4501-5010. Electric Service	$19,466.00	$22,440.00	$13,733.00	$24,684.00	10.0%	
501-4501-5020. Propane & Fuel Oil	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-5040. Phone Service	$1,242.00	$1,740.00	$1,043.00	$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	$892.00	$1,100.00	0.0%	
501-4501-5090. Lease, Right of Way	$2,111.00	$3,000.00	$5,287.00	$5,287.00	76.2%	Add water line east of water plant.
501-4501-5100. Lease, Vehicles &	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-5200. Travel-MIleage & Tolls	$60.00	$240.00	$40.00	$240.00	0.0%	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4501-5210. Travel-Lodging & Meals	**$0.00**	**$800.00**	**$0.00**	**$500.00**	**-37.5%**	
501-4501-5230. Education	**$190.00**	**$500.00**	**$150.00**	**$500.00**	**0.0%**	
501-4501-5250. Dues & Memberships	**$200.00**	**$400.00**	**$400.00**	**$400.00**	**0.0%**	
501-4501-5260. Employee Testing & Certification	**$290.00**	**$400.00**	**$0.00**	**$400.00**	**0.0%**	
501-4501-5300. Insurance, Property & Liability	**$8,263.00**	**$9,200.00**	**$9,200.00**	**$9,200.00**	**0.0%**	
501-4501-5340. Licensing	**$3,283.00**	**$4,000.00**	**$3,339.00**	**$4,000.00**	**0.0%**	
501-4501-5350. Fines & Penalties	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4501-6000. Office Supplies	**$298.00**	**$1,500.00**	**$455.00**	**$1,000.00**	**-33.3%**	
501-4501-6025. Janitorial & Kitchen	**$200.00**	**$300.00**	**$0.00**	**$0.00**	**-100.0%**	
501-4501-6050. Uniforms Expense	**$379.00**	**$1,000.00**	**$640.00**	**$1,000.00**	**0.0%**	
501-4501-6075. Hand Tools, & Small	**$1,282.00**	**$1,500.00**	**$1,251.00**	**$1,500.00**	**0.0%**	
501-4501-6080. Safety Equipment	**$240.00**	**$3,000.00**	**$250.00**	**$3,000.00**	**0.0%**	
501-4501-6150. Computer, Sftwr & Electronics < $10K	**$6,179.00**	**$520.00**	**$520.00**	**$500.00**	**-3.8%**	
501-4501-6175. Vehicles & Powered Equip Fuel	**$3,224.00**	**$5,000.00**	**$3,235.00**	**$62.25**	**-98.8%**	Actual + 10%
501-4501-6200. Vehicle & Powered Equip Repairs	**$373.00**	**$2,000.00**	**$67.00**	**$2,000.00**	**0.0%**	
501-4501-6225. Repair & Maintenance	**$18,158.00**	**$70,000.00**	**$20,222.00**	**$70,000.00**	**0.0%**	
501-4501-6300. Chemical Supplies	**$71,643.00**	**$73,000.00**	**$50,820.00**	**$73,000.00**	**0.0%**	
501-4501-6325. Laboratory Supplies	**$831.00**	**$2,900.00**	**$366.00**	**$2,900.00**	**0.0%**	
501-4501-6800. Debt Service - Principal	**$0.00**	**$78,964.00**	**$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**	**$30,606.00**	**$29,071.57**	**-4.9%**	
501-4501-7070. Vehicles & Equipment	**-$3.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4501-7080. Computers, Software	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4501-7090. Infrastructure - Waterlines, Tanks, Wells	**$0.00**	**$0.00**	**$0.00**	**$60,000.00**	**#DIV/0!**	Keck Well connection engineering $25; Water plant expansion refurb $35K

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4501-7095. Work in Progress	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-7100. Depreciation Expense	$674,466.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-8000. Reserve for Plant	$0.00	$96,000.00	$0.00	$161,120.00	67.8%	Facility Fees Reserved for Plant Expansion
501-4501-8100. Water Rate Increase Reserve	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4501. WATER	$1,088,041.00	$706,552.00	$411,247.00	$843,423.15	19.4%	
4502. SEWER						
501-4502-1000. Regular Salaries & Wages	$192,735.00	$175,954.00	$144,217.00	$194,946.21	10.8%	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	$1,299.00	$1,530.00	0.0%	
501-4502-1300. Regular Salaries & Wages PT	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-2000. FICA Expense	$14,128.00	$13,461.00	$11,042.00	$15,030.43	11.7%	
501-4502-2100. SUI Expense	$221.00	$232.00	$143.00	$148.40	-36.0%	
501-4502-2200. Retirement-ER VRS & ICMRC Exp	$10,990.00	$10,522.00	$8,196.00	$14,952.37	42.1%	1.68% increase
501-4502-2210. Life Insurance	$2,463.00	$2,447.00	$1,837.00	$2,612.28	6.8%	
501-4502-2220. Disability Insurance, LT & ST	$1,010.00	$1,489.00	$558.00	$1,523.13	2.3%	
501-4502-2230. Worker's Comp	$1,746.00	$1,866.00	$1,815.00	$1,911.81	2.5%	
501-4502-2300. Health Insurance	$29,528.00	$22,857.00	$14,933.00	$28,106.36	23.0%	
501-4502-2310. Dental Insurance	$1,319.00	$945.00	$1,015.00	$1,467.60	55.3%	
501-4502-2320. Vision Insurance	$53.00	$91.00	$68.00	$91.32	0.4%	
501-4502-2345. Employee/Volunteer Testing	$0.00	$0.00	$0.00	$45.00	#DIV/0!	
501-4502-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-3010. Vehcl & Equip	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-3020. Maint Svc Contracts -	$12,432.00	$22,300.00	$13,791.00	$22,300.00	0.0%	

Town of Cape Charles

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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4502-3060. Landfill Disposal -	$23,503.00	$42,000.00	$29,968.00	$42,000.00	0.0%	
501-4502-3200. Cleaning and	$600.00	$2,600.00	$1,800.00	$2,600.00	0.0%	
501-4502-3350. Water Sampling	$28,596.00	$21,000.00	$17,569.00	$21,000.00	0.0%	
501-4502-3420. Engineering & Architect Svcs	$0.00	$45,000.00	$1,435.00	$25,000.00	-44.4%	
501-4502-3430. IT Services	$240.00	$7,000.00	$4,025.00	$7,000.00	0.0%	
501-4502-3450. Printing & Design	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-3500. Advertising Services	$0.00	$500.00	$0.00	$0.00	-100.0%	
501-4502-3730. Bank Service Charges	$914.00	$1,550.00	$889.00	$1,550.00	0.0%	
501-4502-4150. Grant Exp - Sewer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5000. Refund - Tourism	$0.00	$5,000.00	$0.00	$0.00	-100.0%	
501-4502-5010. Electric Service	$93,413.00	$102,000.00	$63,853.00	$105,357.45	3.3%	10% increase over 2022 projected.
501-4502-5040. Phone Service	$7,847.00	$7,500.00	$5,407.00	$8,500.00	13.3%	Add new employee cell phone, work order system
501-4502-5050. Internet & Cable	$0.00	$600.00	$0.00	$600.00	0.0%	
501-4502-5060. Alarm & Security	$511.00	$650.00	$511.00	$650.00	0.0%	
501-4502-5090. Lease, Right of Way	$0.00	$4,000.00	$2,518.00	$4,000.00	0.0%	
501-4502-5100. Lease, Vehicles &	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5200. Travel-MIleage & Tolls	$3,196.00	$3,200.00	$291.00	$1,000.00	-68.8%	
501-4502-5210. Travel-Lodging & Meals	$0.00	$500.00	$0.00	$500.00	0.0%	
501-4502-5220. Conference	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5230. Education	$357.00	$2,000.00	$0.00	$2,000.00	0.0%	
501-4502-5240. Books & Subscriptions	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5250. Dues & Memberships	$1,250.00	$850.00	$0.00	$850.00	0.0%	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4502-5260. Employee Testing & Certification	**$80.00**	**$450.00**	**$0.00**	**$450.00**	**0.0%**	
501-4502-5300. Insurance, Property &	**$31,492.00**	**$32,725.00**	**$35,060.00**	**$35,060.00**	**7.1%**	
501-4502-5340. Licensing	**$2,969.00**	**$4,500.00**	**$3,620.00**	**$4,500.00**	**0.0%**	
501-4502-5350. Fines & Penalties	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-6000. Office Supplies	**$1,539.00**	**$1,500.00**	**$494.00**	**$1,500.00**	**0.0%**	
501-4502-6025. Janitorial & Kitchen	**$183.00**	**$100.00**	**$0.00**	**$100.00**	**0.0%**	
501-4502-6050. Uniforms Expense	**$725.00**	**$1,000.00**	**$392.00**	**$1,200.00**	**20.0%**	
501-4502-6075. Hand Tools, & Small	**$2,441.00**	**$2,500.00**	**$469.00**	**$2,500.00**	**0.0%**	
501-4502-6080. Safety Equipment	**$20.00**	**$250.00**	**$209.00**	**$250.00**	**0.0%**	
501-4502-6150. Computer, Sftwr & Electronics < $10K < $10	**$184.00**	**$1,200.00**	**$190.00**	**$1,200.00**	**0.0%**	
501-4502-6175. Vehicles & Powered Equip Fuel	**$3,269.00**	**$7,000.00**	**$3,257.00**	**$6,800.00**	**-2.9%**	**Actual + new employee +10%**
501-4502-6200. Vehicle & Powered Equip Repairs	**$499.00**	**$3,000.00**	**$3,340.00**	**$3,000.00**	**0.0%**	
501-4502-6225. Repair & Maintenance	**$80,525.00**	**$95,000.00**	**$59,584.00**	**$110,000.00**	**15.8%**	**Aging infrastructure**
501-4502-6300. Chemical Supplies	**$35,136.00**	**$39,675.00**	**$44,373.00**	**$60,000.00**	**51.2%**	
501-4502-6325. Laboratory Supplies	**$61.00**	**$1,000.00**	**$20.00**	**$1,000.00**	**0.0%**	
501-4502-6800. Debt Service - Principal	**$0.00**	**$329,170.00**	**$208,584.00**	**$331,819.92**	**0.8%**	
501-4502-6850. Debt Service Interest	**$32,545.00**	**$30,038.00**	**$30,326.00**	**$29,169.07**	**-2.9%**	
501-4502-7010. Infrastructure - Facility & Equip	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-7070. Vehicles & Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-7080. Computers, Software	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-7090. Infrastructure - Sewerlines & Pumpstations	**$0.00**	**$14,500.00**	**$0.00**	**$14,500.00**	**0.0%**	**Sewer Pod annual replacement**
501-4502-7095. Work in Progress -	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-8000. Reserve for Plant Expansion	**$0.00**	**$158,400.00**	**$0.00**	**$262,880.00**	**66.0%**	**Facility Fees Reserved**
501-4502-8100. Wastewater Rate & Capital Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
4502. SEWER	**$619,977.00**	**$1,221,653.00**	**$717,100.00**	**$1,373,201.35**	**12.4%**	

Town of Cape Charles
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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4503. UTILITY BILLING						
501-4503-1000. Regular Salaries & Wages	**$31,292.00**	**$32,014.00**	**$24,637.00**	**$33,067.71**	**3.3%**	
501-4503-1100. Regular Salaries & Wages OT	**$0.00**	**$0.00**	**$0.00**	**$200.00**	**#DIV/0!**	
501-4503-2000. FICA Expense	**$2,559.00**	**$2,449.00**	**$2,001.00**	**$2,544.98**	**3.9%**	
501-4503-2100. SUI Expense	**$68.00**	**$66.00**	**$41.00**	**$42.40**	**-35.8%**	
501-4503-2200. Retirement-ER VRS & ICMRC Exp	**$2,060.00**	**$2,101.00**	**$1,576.00**	**$2,775.60**	**32.1%**	**increase in rate + COLA**
501-4503-2210. Life Insurance	**$462.00**	**$471.00**	**$353.00**	**$484.92**	**3.0%**	
501-4503-2220. Disability Insurance, LT & ST	**$196.00**	**$260.00**	**$110.00**	**$267.97**	**3.1%**	
501-4503-2230. Worker's Comp	**$21.00**	**$22.00**	**$38.00**	**$22.64**	**2.9%**	
501-4503-2300. Health Insurance	**$7,743.00**	**$6,760.00**	**$4,947.00**	**$6,675.84**	**-1.2%**	
501-4503-2310. Dental Insurance	**$285.00**	**$285.00**	**$214.00**	**$304.50**	**6.8%**	
501-4503-3020. Maint Svc Contracts -	**$682.00**	**$650.00**	**$1,557.00**	**$0.00**	**-100.0%**	
501-4503-3025. Repair Maint & Svc Contracts	**$0.00**	**$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**	**$160.00**	**$0.00**	**-100.0%**	
501-4503-3500. Advertising Services	**$0.00**	**$0.00**	**$0.00**	**$135.00**	**#DIV/0!**	
501-4503-5040. Phone Service	**$360.00**	**$360.00**	**$270.00**	**$360.00**	**0.0%**	
501-4503-5070. Postage	**$3,000.00**	**$6,300.00**	**$4,000.00**	**$6,300.00**	**0.0%**	
501-4503-5110. Lease, Office Equip	**$2,186.00**	**$2,000.00**	**$1,311.00**	**$2,200.00**	**10.0%**	**copier and folder/stuffer**
501-4503-5200. Travel-MIleage & Tolls	**$0.00**	**$80.00**	**$0.00**	**$20.00**	**-75.0%**	
501-4503-5210. Travel-Lodging & Meals	**$0.00**	**$75.00**	**$0.00**	**$35.00**	**-53.3%**	
501-4503-5230. Education	**$0.00**	**$200.00**	**$0.00**	**$150.00**	**-25.0%**	
501-4503-6000. Office Supplies	**$1,173.00**	**$1,250.00**	**$1,281.00**	**$1,400.00**	**12.0%**	
4503. UTILITY BILLING	**$52,325.00**	**$56,064.00**	**$42,502.00**	**$59,236.56**	**5.7%**	
Total Utility Fund Expense	**$1,786,346.00**	**$2,183,172.00**	**$1,193,009.00**	**$2,554,345.06**	**17.0%**	
Core Utility Fund Operating Expenses				**$2,055,845.06**		**All expenditures less capital projects & facility fee reserves**
UTILITY FUND REVENUE LESS EXPENDITURES	**$585,331.00**	**$0.00**	**$681,571.00**	**-$51,797.47**		

Town of Cape Charles

Fiscal Year 2023

Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	
510. HARBOR FUND					
HARBOR FUND REVENUE					
3150.					
510-3150-1000. Harbor Fuel Sales	$532,213.00	$482,484.00	$237,161.00	$554,786.00	15.0%
510-3150-2000. Dockage Fees	$465,293.00	$406,559.00	$231,870.00	$406,559.00	0.0%
510-3150-2100. Harbor Electric Sales	$30,763.00	$25,000.00	$16,890.00	$31,000.00	24.0%
510-3150-2200. Lease/Storage	$4,627.00	$400.00	$132.00	$0.00	-100.0%
510-3150-3000. Wharfage Fees	$17,048.00	$13,000.00	$0.00	$8,000.00	-38.5%
3150.	$1,058,686.00	$927,443.00	$486,664.00	$1,000,345.00	7.9%
3400.					
510-3400-1000. Lease - Restaurant	$5,548.00	$6,000.00	$4,500.00	$6,000.00	0.0%
3400.	$5,548.00	$6,000.00	$4,500.00	$6,000.00	0.0%
3500.					
510-3500-1501. Harbor Water Sales	$0.00	$1,200.00	$680.00	$1,200.00	0.0%
3500.	$0.00	$1,200.00	$680.00	$1,200.00	0.0%
3650.					
510-3650-1000. Credit 1%/Debit$0.25	$347.00	$0.00	$0.00	$0.00	#DIV/0!
510-3650-1500. Recovery - Harbor	$0.00	$0.00	$0.00	$0.00	#DIV/0!
510-3650-4000. Recovery - Harbor	$424.00	$66.00	$66.00	$0.00	-100.0%
3650.	$771.00	$66.00	$66.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3700.						
510-3700-2200. Grant- Harbor USDA RD	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3700.	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3800.						
510-3800-2000. VA Port Authority	**$10,586.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-3800-3000. Grant - Federal Boating Infrstrctr (BIG)	**$0.00**	**$54,947.00**	**$30,754.00**	**$41,893.00**	**-23.8%**	**BIG Grant Proceeds, FY22 project closeout & FY23 list completion**
3800.	**$10,586.00**	**$54,947.00**	**$30,754.00**	**$41,893.00**	**-23.8%**	
3900.						
510-3900-6000. Appropriation From Fund Balance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3900.	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3950.						
510-3950-1000. Loan Proceeds	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-3950-2000. Transfer fm Debt Svc Fund	**$0.00**	**$102,657.00**	**$102,954.00**	**$104,950.25**	**2.2%**	
510-3950-2100. Loan Proceeds - USDA	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3950.	**$0.00**	**$102,657.00**	**$102,954.00**	**$104,950.25**	**2.2%**	
TOTAL HARBOR FUND REVENUE	**$1,075,595.00**	**$1,092,312.00**	**$625,617.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
510-4713-1800. Allocated Wages	$10,985.00	$11,389.00	$9,491.00	$11,989.00	5.3%	
510-4713-2800. Allocated Benefits	$3,235.00	$3,079.00	$2,566.00	$3,570.00	15.9%	
510-4713-3020. Maint Svc Contracts -	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
510-4713-3025. Service Contracts	$4,173.00	$3,800.00	$2,598.00	$4,300.00	13.2%	TFC recycling/Davis Disposa/Add pest control services
510-4713-3040. Grounds	$1,500.00	$1,500.00	$0.00	$1,500.00	0.0%	
510-4713-3410. Management Consulting Outside SVC	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
510-4713-3415. Management Consulting CCYC	$146,722.00	$319,571.00	$140,106.00	$320,000.00	0.1%	
510-4713-3420. Engineering & Architect Svcs	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
510-4713-3430. IT Services	$1,620.00	$1,700.00	$560.00	$1,700.00	0.0%	
510-4713-3450. Printing & Design	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
510-4713-3500. Advertising Services	$7,258.00	$0.00	$0.00	$0.00	#DIV/0!	
510-4713-3730. Bank Service Charges	$476.00	$700.00	$448.00	$700.00	0.0%	
510-4713-4150. Grant Exp -Harbor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
510-4713-4160. Grant Exp - VDH BIG	$0.00	$64,720.00	$0.00	$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	$0.00	#DIV/0!	
510-4713-5010. Electric Service	$22,021.00	$24,480.00	$16,484.00	$26,928.00	10.0%	+10% of actual
510-4713-5020. Propane & Fuel Oil	$210.00	$700.00	$0.00	$0.00	-100.0%	
510-4713-5030. Water Expense	$755.00	$750.00	$507.00	$750.00	0.0%	
510-4713-5035. Sewer Expense	$1,316.00	$1,400.00	$755.00	$1,400.00	0.0%	
510-4713-5040. Phone Service	$788.00	$139.00	$313.00	$0.00	-100.0%	
510-4713-5050. Internet & Cable	$45.00	$720.00	$512.00	$900.00	25.0%	
510-4713-5060. Security Monitoring	$0.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request			
510-4713-5300. Insurance, Property &	$24,155.00	$26,892.00	$26,891.00	$28,000.00	4.1%		
510-4713-6025. Janitorial & Kitchen	$1,154.00	$3,500.00	$1,696.00	$3,780.00	8.0%		
510-4713-6150. Computer, Sftwr & Electronics < $10K < $10	$1,095.00	$540.00	$0.00	$900.00	66.7%		
510-4713-6175. Vehicles & Powered Equip Fuel	$690.00	$1,200.00	$208.00	$800.00	-33.3%	2021 Actual +10%	
510-4713-6200. Vehicle & Powered Equip Repairs	$2,707.00	$8,000.00	$3,996.00	$8,640.00	8.0%		
510-4713-6225. Repair & Maintenance	$41,328.00	$85,900.00	$17,113.00	$53,831.00	-37.3%	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	$190,256.00	$443,750.00	25.0%		
510-4713-6800. Debt Service - Principal	$0.00	$78,693.00	$78,693.00	$81,430.45	3.5%		
510-4713-6850. Debt Service Interest	$26,421.00	$23,964.00	$24,261.00	$23,519.80	-1.9%		
510-4713-6900. Contingency Fund	$0.00	$13,875.00	$0.00	$20,000.00	44.1%		
510-4713-7010. Building, Equipment,	$0.00	$0.00	$0.00	$0.00	#DIV/0!		
510-4713-7060. Infrastructure - Breakwaters & Jetties	$0.00	$20,000.00	$68.00	$0.00	-100.0%		0.00
510-4713-7070. Vehicles & Equipment	$0.00	$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	$0.00	#DIV/0!		
510-4713-7085. Infrastructure - Docks	-$979.00	$40,100.00	$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	$0.00	#DIV/0!		
510-4713-7095. Work in Progress	$0.00	$0.00	$0.00	$0.00	#DIV/0!		
HARBOR FUND TOTAL EXPENDITURES	$1,022,293.00	$1,092,312.00	$557,774.00	$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	-$67,843.00	$0.00	#DIV/0!		

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
520. SANITATION FUND						
Revenue						
3150.						
520-3150-1000. Refuse Collection	$202,364.00	$229,771.00	$181,021.00	$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	$425.00	$600.00	0.0%	
520-3150-3000. Miscellaneous Refuse	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
520-3150-4000. Penalties & Interest -	$15.00	$0.00	$2,540.00	$3,500.00	#DIV/0!	
3150	$202,864.00	$230,371.00	$183,986.00	$282,029.12		
3900.						
520-3900-6000. Appropriation from	$0.00	$168,952.00	$0.00	$160,224.00	-5.2%	To transfer to Gen Fund for Trail Project, fund bal is$238,963
3900.	$0.00	$168,952.00	$0.00	$160,224.00	-5.2%	
SANITATION FUND TOTAL REVENUE	$202,864.00	$399,323.00	$183,986.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
Expense						
4520. SANITATION						
520-4520-3010. Vehcl & Equip	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
520-4520-3020. Maint Svc Contracts	**$213,268.00**	**$223,613.00**	**$139,594.00**	**$265,309.80**	**18.6%**	**1230 cans at 17.45/mo now**
520-4520-3500. Advertising Services	**$0.00**	**$81.00**	**$81.00**	**$0.00**	**-100.0%**	
520-4520-5300. Insurance, Property &	**$722.00**	**$1,000.00**	**$804.00**	**$1,000.00**	**0.0%**	
520-4520-6225. Repair & Maintenance	**$11,796.00**	**$14,405.00**	**$14,405.00**	**$15,719.32**	**9.1%**	**replacement cans**
520-4520-8110. Transfer to Capital	**$0.00**	**$160,224.00**	**$0.00**	**$160,224.00**	**0.0%**	
4520. SANITATION TOTAL EXPENSE	**$228,158.00**	**$399,323.00**	**$154,884.00**	**$442,253.12**	**10.8%**	
520. SANITATION FUND REVENUE LESS EXPENDITURES	**$25,294.00**	**$0.00**	**$29,102.00**	**$0.00**		

Town of Cape Charles

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Budget Prep Worksheet

As of: 5/2/2022

Salaries and benefits with 3% COLA

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	2022/2023 Percentage Budget Incr/(Decr)	2022/2023 Initial Budget NOTES
100. GENERAL FUND						
Revenue						
3010.						
100-3010-1000. Real Property Tax <=2014	$0.00	$2,000.00	$0.00	$0.00		
100-3010-2015. Real Property Tax 2015	$248.00	$2,000.00	$0.00	$0.00		
100-3010-2016. Real Property Tax 2016	$212.00	$800.00	$0.00	$1,000.00	25.0%	
100-3010-2017. Real Property Tax 2017	$1,609.00	$1,000.00	$0.00	$1,000.00	0.0%	
100-3010-2018. Real Property Tax 2018	$7,631.00	$5,000.00	$613.00	$3,000.00	-40.0%	
100-3010-2019. Real Property Tax 2019	$22,100.00	$7,500.00	$2,629.00	$6,000.00	-20.0%	
100-3010-2020. Real Property Tax 2020	$1,271,106.00	$15,000.00	$12,563.00	$8,000.00	-46.7%	
100-3010-2021. Real Property Tax 2021	$0.00	$1,484,511.00	$1,485,749.00	$15,000.00	-99.0%	
100-3010-2022. Real Property Tax 2022	$0.00	$0.00	$0.00	$2,213,797.00	49.1%	$1,569,242 if equalize incl 1% allowable increase & new construction
3010.	$1,302,906.00	$1,517,811.00	$1,501,555.00	$2,247,797.00	48.1%	
3020.						
100-3020-1000. Personal Property Tax <=2014	$2,023.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3020-2015. Personal Property Tax 2015	$76.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3020-2016. Personal Property Tax 2016	$1,483.00	$1,000.00	$265.00	$0.00	-100.0%	
100-3020-2017. Personal Property Tax 2017	$1,816.00	$1,500.00	$341.00	$1,000.00	-33.3%	
100-3020-2018. Personal Property Tax 2018	$2,292.00	$4,500.00	$623.00	$1,000.00	-77.8%	
100-3020-2019. Personal Property Tax 2019	$7,325.00	$8,000.00	$3,367.00	$2,000.00	-75.0%	
100-3020-2020. Personal Property Tax 2020	$169,853.00	$10,000.00	$12,260.00	$6,000.00	-40.0%	
100-3020-2021. Personal Property Tax 2021	$0.00	$153,000.00	$190,086.00	$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	$0.00	$190,000.00	24.2%	Equalized revenue would be $171,054.47
3020.	$184,869.00	$178,000.00	$206,941.00	$207,000.00	16.3%	

Town of Cape Charles

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	2022/2023 Percentage Budget Incr/(Decr)	
3025.						
100-3025-1000. License Tax Prior	**$656.00**	**$49.00**	**$100.00**	**$0.00**	**-100.0%**	
100-3025-2017. License Tax 2017	**$749.00**	**$49.00**	**$173.00**	**$0.00**	**-100.0%**	
100-3025-2018. License Tax 2018	**$954.00**	**$750.00**	**$266.00**	**$0.00**	**-100.0%**	
100-3025-2019. License Tax 2019	**$5,964.00**	**$1,000.00**	**$448.00**	**$150.00**	**-85.0%**	
100-3025-2020. License Tax 2020	**$27,101.00**	**$2,000.00**	**$2,218.00**	**$1,000.00**	**-50.0%**	
100-3025-2021. LIcense Tax 2021	**$0.00**	**$21,000.00**	**$20,875.00**	**$2,000.00**	**-90.5%**	
100-3025-2022. License Tax 2022	**$0.00**	**$0.00**	**$0.00**	**$21,000.00**	**0.0%**	
3025.	**$35,423.00**	**$24,848.00**	**$24,080.00**	**$24,150.00**	**-2.8%**	
3035.						
100-3035-2020. Machinery & Tools 2020	**$4,110.00**	**$0.00**	**$0.00**	**$0.00**		
100-3035-2021. Machinery & Tools 2021	**$0.00**	**$6,000.00**	**$23,670.00**	**$0.00**		
100-3035-2022. Machinery & Tools 2022	**$0.00**	**$0.00**	**$0.00**	**$22,750.00**	**279.2%**	**Primarily Coastal Precast Systems Equipment**
3035.	**$4,110.00**	**$6,000.00**	**$23,670.00**	**$22,750.00**	**279.2%**	

Town of Cape Charles

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3040.						
100-3040-1000. Penalties All Property	**$27,816.00**	**$25,000.00**	**$16,734.00**	**$22,312.00**	**-10.8%**	
3040.	**$27,816.00**	**$25,000.00**	**$16,734.00**	**$22,312.00**	**-10.8%**	
3050.						
100-3050-1000. Golf Cart Decals	**$19,928.00**	**$10,000.00**	**$2,666.00**	**$17,500.00**	**75.0%**	
100-3050-1100. Consumer Utility Tax	**$57,102.00**	**$54,500.00**	**$44,660.00**	**$59,000.00**	**8.3%**	
100-3050-1200. Communications Tax	**$34,706.00**	**$35,000.00**	**$25,296.00**	**$33,500.00**	**-4.3%**	
100-3050-1300. BPOL - ALL	**$209,124.00**	**$200,000.00**	**$109,314.00**	**$220,000.00**	**10.0%**	**Current yr revenue +FY21 last 4 mos**
100-3050-1400. Admission Taxes	**$11,100.00**	**$13,000.00**	**$9,854.00**	**$14,000.00**	**7.7%**	
100-3050-1500. Transient Occupancy	**$258,854.00**	**$278,332.00**	**$291,662.00**	**$475,000.00**	**70.7%**	**.3% rate increase + $4/$1 per night**
100-3050-1600. Meals Tax	**$543,518.00**	**$600,000.00**	**$492,513.00**	**$640,000.00**	**6.7%**	**Current yr revenue +FY21 last 4 mos**
100-3050-1650. Meals Tax .5% for	**$0.00**	**$60,000.00**	**$49,316.00**	**$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**	**$11,098.00**	**$12,000.00**	**0.0%**	
100-3050-1800. Rolling Stock Taxes	**$2.00**	**$4.00**	**$4.00**	**$4.00**	**0.0%**	
3050.	**$1,144,062.00**	**$1,262,835.00**	**$1,036,384.00**	**$1,535,004.00**	**21.6%**	
3075.						
100-3075-1000. Penalties & Int Misc	**$456.00**	**$600.00**	**$552.00**	**$700.00**	**16.7%**	
3075.	**$456.00**	**$600.00**	**$552.00**	**$700.00**	**16.7%**	
3100.						
100-3100-1000. Harbor Development	**$0.00**	**$1,500.00**	**$0.00**	**$0.00**	**-100.0%**	
100-3100-1050. Land Use/Conditional	**$0.00**	**$3,500.00**	**$4,000.00**	**$5,000.00**	**42.9%**	
100-3100-1060. Zoning Variance Advt	**$0.00**	**$2,000.00**	**$0.00**	**$1,000.00**	**-50.0%**	
100-3100-1070. Miscellaneous Planning/Zoning Fees	**$14,350.00**	**$5,000.00**	**$5,000.00**	**$7,500.00**	**50.0%**	
100-3100-1080. Subdivision Fees P/Z	**$0.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	
100-3100-1100. Historic Review Fees	**$1,550.00**	**$6,000.00**	**$6,100.00**	**$8,133.33**	**35.6%**
100-3100-1110. Building Permits	**$128,521.00**	**$90,000.00**	**$125,034.00**	**$115,000.00**	**27.8%**
100-3100-1150. Planning & Review Fees	**$13,600.00**	**$20,000.00**	**$15,670.00**	**$19,500.00**	**-2.5%**
100-3100-1160. Electrical Permits	**$10,067.00**	**$10,000.00**	**$9,245.00**	**$10,000.00**	**0.0%**
100-3100-1200. Plumbing Permits	**$7,183.00**	**$6,500.00**	**$6,461.00**	**$6,500.00**	**0.0%**
100-3100-1250. Mechanical Permits	**$8,726.00**	**$6,500.00**	**$5,844.00**	**$6,500.00**	**0.0%**
100-3100-1260. Elevator Permits	**$729.00**	**$500.00**	**$205.00**	**$500.00**	**0.0%**
100-3100-1300. UST/AST Permit	**$750.00**	**$1,600.00**	**$1,692.00**	**$1,600.00**	**0.0%**
100-3100-1350. Occupancy Permits,	**$1,200.00**	**$1,600.00**	**$2,000.00**	**$2,000.00**	**25.0%**
100-3100-1360. Permit After Fact	**$1,500.00**	**$2,000.00**	**$600.00**	**$2,000.00**	**0.0%**
100-3100-1400. Building Plan Review	**$14,300.00**	**$10,000.00**	**$7,438.00**	**$10,000.00**	**0.0%**
100-3100-1410. Shallow Well Permits	**$700.00**	**$800.00**	**$700.00**	**$800.00**	**0.0%**
100-3100-1460. Erosion & Sediment	**$8,860.00**	**$6,000.00**	**$5,250.00**	**$6,000.00**	**0.0%**
100-3100-1470. Erosion & Sediment	**$300.00**	**$1,000.00**	**$2,475.00**	**$1,500.00**	**50.0%**
100-3100-1500. Demolition Permit	**$0.00**	**$100.00**	**$150.00**	**$100.00**	**0.0%**
100-3100-1510. Gas Permit	**$2,384.00**	**$4,000.00**	**$4,220.00**	**$4,000.00**	**0.0%**
100-3100-1550. Misc Building Dept	**$20,630.00**	**$12,000.00**	**$6,250.00**	**$10,000.00**	**-16.7%**
100-3100-1560. Fire Permit	**$854.00**	**$700.00**	**$100.00**	**$500.00**	**-28.6%**
100-3100-1570. Sign Permit P/Z	**$150.00**	**$50.00**	**$100.00**	**$200.00**	**300.0%**
100-3100-1600. Rental Inspections	**$13,900.00**	**$6,500.00**	**$9,900.00**	**$12,500.00**	**92.3%**
3100.	**$250,254.00**	**$197,850.00**	**$218,434.00**	**$230,833.33**	**16.7%**

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3200.						
100-3200-1600. Court Fines and	**$39,848.00**	**$40,000.00**	**$22,042.00**	**$30,000.00**	**-25.0%**	
100-3200-1640. Planning/Zoning Fines/Fees	**$0.00**	**$2,000.00**	**$1,300.00**	**$2,000.00**	**0.0%**	
100-3200-1650. Code Enfrcmnt Admin Fees	**$7,648.00**	**$3,500.00**	**$3,250.00**	**$3,500.00**	**0.0%**	
100-3200-1660. Traffic & Parking Fines	**$2,020.00**	**$8,500.00**	**$9,959.00**	**$12,000.00**	**41.2%**	
100-3200-1700. E-Summons $5	**$2,837.00**	**$8,000.00**	**$1,685.00**	**$3,000.00**	**-62.5%**	**Must be saved toward new police ticketing software**
100-3200-1710. Police Nexis Lexis	**$20.00**	**$50.00**	**$75.00**	**$50.00**	**0.0%**	
3200.	**$52,373.00**	**$62,050.00**	**$38,311.00**	**$50,550.00**	**-18.5%**	
3300.						
100-3300-1700. Interest on Bank	**$3,551.00**	**$2,000.00**	**$664.00**	**$2,300.00**	**15.0%**	
100-3300-1750. Dividends & Interest	**$509.00**	**$4,000.00**	**$687.00**	**$2,300.00**	**-42.5%**	
3300.	**$4,060.00**	**$6,000.00**	**$1,351.00**	**$4,600.00**	**-23.3%**	
3400.						
100-3400-1750. Rental of Parks/Rec	**$100.00**	**$750.00**	**$400.00**	**$750.00**	**0.0%**	
100-3400-1800. Lease Revenue - Harbor Lot	**$26,226.00**	**$34,000.00**	**$21,532.00**	**$32,000.00**	**-5.9%**	
100-3400-1810. Lease Revenue - Water Tower	**$3,600.00**	**$2,400.00**	**$1,800.00**	**$2,400.00**	**0.0%**	
3400.	**$29,926.00**	**$37,150.00**	**$23,732.00**	**$35,150.00**	**-5.4%**	
3500.						
100-3500-1800. Sale of Surplus	**$0.00**	**$0.00**	**$10.00**	**$0.00**	**#DIV/0!**	
100-3500-1850. Library Service & Copies	**$0.00**	**$1,000.00**	**$280.00**	**$300.00**	**-70.0%**	
100-3500-1900. Recreation & Event Fees	**$450.00**	**$800.00**	**$0.00**	**$800.00**	**0.0%**	
100-3500-1910. Sale of Maps, Plats,	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-3500-1920. Notary Services	**$0.00**	**$30.00**	**$60.00**	**$100.00**	**233.3%**	
100-3500-1950. FOIA Service Fees	**$206.00**	**$350.00**	**$277.00**	**$350.00**	**0.0%**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-3500-1960. Credit 1%/Debit .$.25	$5.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3500-1970. DMV Stop Fee	$1,200.00	$1,000.00	$247.00	$500.00	-50.0%	
100-3500-2000. Sale of Town Real	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3500.	$1,861.00	$3,180.00	$624.00	$2,050.00	-35.5%	
3600.						
100-3600-1000. Gifts & Donations REC	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3600-2000. Gifts & Donations Police	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3600-3000. Gifts & Donations Librry Non-FOL	$0.00	$100.00	$100.00	$0.00	-100.0%	
100-3600-4000. Insurance Proceeds,	$1,263.00	$5,642.00	$5,642.00	$0.00	-100.0%	
100-3600-5000. Surplus & Salvage	$0.00	$1,200.00	$0.00	$0.00	-100.0%	
100-3600-6000. Appropriation From Fund Balance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3600-9000. Reapprprtd Funding - Carryover Projects	$0.00	$119,110.00	$0.00	$80,000.00	-32.8%	carryover for legisl tng $10K; $50K unused TMgr contingency;$20K planning consulting
3600.	$5,858.00	$126,052.00	$5,742.00	$80,000.00	-36.5%	
3650.						
100-3650-1500. Recovery Misc. Costs	$825.00	$1,200.00	$515.00	$0.00	-100.0%	
100-3650-3000. Recovery, Misc.-Code	$24,068.00	$0.00	$120.00	$0.00	#DIV/0!	
100-3650-4000. Recovery Public Works	$240.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3650-6000. Recovery Town Manager	$10,053.00	$175.00	$24,137.00	$0.00	-100.0%	Self-insured health ins. cost refund for prev. plan year
3650.	$35,185.00	$1,375.00	$24,772.00	$0.00	-100.0%	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3700.						
100-3700-1000. Grant - FEMA	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3700-2200. Grant Gen Fund - USDA RD	$0.00	$28,350.00	$0.00	$43,400.00	53.1%	Police vehicle x 3 - 1 from FY2022, 2 for FY 2023 to
100-3700-3000. Proceeds of Loan/ Bond Issuance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	get back into replacement cycle, one per year.
3700.	$0.00	$28,350.00	$0.00	$43,400.00	53.1%	
3750.						
100-3750-1000. Rolling Stock Taxes	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3750-2000. Personal Prop. Tax	$35,424.00	$35,424.00	$35,424.00	$35,424.00	0.0%	
100-3750-3000. Local Sales & Use Tax	$73,667.00	$81,159.00	$66,835.00	$74,000.00	-8.8%	Monthly receipts are decreasing vs FY2021, early FY22
3750.	$109,091.00	$116,583.00	$102,258.00	$109,424.00	-6.1%	
3800.						
100-3800-1000. Assistance to Local Law Enforcement	$37,972.00	$31,252.00	$23,439.00	$31,250.00	0.0%	599 Fund
100-3800-2000. Grant - DCJS LOLE/Byrne	$720.00	$1,000.00	$172.00	$2,000.00	100.0%	
100-3800-3000. Grant - Fire Program Passthru	$15,000.00	$0.00	$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	$0.00	#DIV/0!	See Capital Projects Fund
100-3800-5000. Grant - Litter	$935.00	$935.00	$1,329.00	$1,329.00	42.1%	Library to oversee
100-3800-6000. Grant - Misc Other	$0.00	$7,460.00	$0.00	$0.00	-100.0%	
100-3800-7000. Grant - VA State Arts Passthru	$4,500.00	$0.00	$0.00	$0.00	#DIV/0!	See Special Activity Fund
100-3800-8000. Grant -VA Library Program	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3800-9000. Grant - Parks/Rec	$6,309.00	$0.00	$0.00	$0.00	#DIV/0!	

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Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-3800-9910. DHCD CDBG Small Bus. Rcvry	$529,610.00	$0.00	$0.00	$0.00	#DIV/0!	See Special Activity Fund
100-3800-9920. COVID related Federal	$172,864.00	$0.00	$0.00	$0.00	#DIV/0!	See Special Activity Fund
3800.	$994,105.00	$40,647.00	$24,940.00	$34,579.00	-14.9%	
3850.						
100-3850-1000. Grant - Northampton Cty Library	$19,500.00	$30,000.00	$0.00	$30,000.00	0.0%	Annual Library Support
100-3850-2000. Grant Other - Northampton Cty	$25,000.00	$0.00	$0.00	$10,000.00	#DIV/0!	County cigarette tax contribution
3850.	$44,500.00	$30,000.00	$0.00	$40,000.00	33.3%	
3900.						
100-3900-1000. Grant - VML Risk Mgmnt	$0.00	$5,163.00	$3,163.00	$4,000.00	-22.5%	
3900.	$0.00	$5,163.00	$3,163.00	$4,000.00	-22.5%	
3950.						
100-3950-1000. Loan Proceeds Previous Year	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3950-1050. Loan Proceeds Current Year	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3950-2000. Reappropriate Grant prev yr	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-3950-2100. Loan Proceeds USDA RD	$64,021.00	$52,650.00	$0.00	$80,600.00	53.1%	3 x police vehicles
3950.	$64,021.00	$52,650.00	$0.00	$80,600.00	53.1%	
3975.						
100-3975-1000. Misc Rev Proceeds fm Fair/Event	$0.00	$0.00	$3,100.00	$3,100.00	#DIV/0!	
100-3975-1100. Misc. Rev & NSF fees	$2,176.00	$2,250.00	$2,005.00	$2,250.00	0.0%	Credit Card Point redemption & NSF fees
3975.	$2,176.00	$2,250.00	$5,105.00	$5,350.00	137.8%	
Total General Fund Revenue	$4,293,052.00	$3,724,394.00	$3,258,350.00	$4,780,249.33		
* Total Core Operating Revenue		$3,103,578.00		$4,336,738.33		Revenue (Taxes equalized) less reappropriations & USDA RD & Bond proceeds, & .5% Meals tax would be $3,673,237.80

Town of Cape Charles
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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
Expense						
4110. LEGISLATIVE						
100-4110-1200. PT Salaries & Wages	**$4,800.00**	**$4,800.00**	**$3,600.00**	**$9,600.00**	**100.0%**	**raise eff 2/2/23; $200 mayor, $100 TC**
100-4110-2000. FICA Expense	**$390.00**	**$367.00**	**$293.00**	**$734.40**	**100.1%**	
100-4110-2100. SUI Expense	**$36.00**	**$30.00**	**$28.00**	**$25.44**	**-15.2%**	**rate decrease**
100-4110-2230. Worker's Comp	**$0.00**	**$3.00**	**$0.00**	**$0.00**	**-100.0%**	
100-4110-3025. Repair Maint & Svc Contracts	**$0.00**	**$1,800.00**	**$105.00**	**$2,200.00**	**22.2%**	**11/22 election board exp; misc Civ Ctr repairs**
100-4110-3430. IT Services	**$161.00**	**$300.00**	**$80.00**	**$250.00**	**-16.7%**	
100-4110-3450. Printing & Design	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4110-3500. Advertising Services	**$2,096.00**	**$3,200.00**	**$2,426.00**	**$5,000.00**	**56.3%**	**incr pub hrg ads + budget adopt & amend**
100-4110-5040. Phone Service	**$453.00**	**$500.00**	**$338.00**	**$500.00**	**0.0%**	**mayor cell phone line (forwarded to personal cell)**
100-4110-5050. Internet & Cable	**$953.00**	**$1,080.00**	**$992.00**	**$1,360.00**	**25.9%**	**Spectrum internet @ Civ Ctr ($113/mo)**
100-4110-5200. Travel-MIleage & Tolls	**$0.00**	**$2,350.00**	**$1,118.00**	**$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**	**$696.00**	**$9,300.00**	**25.3%**	**same items as #5200**
100-4110-5220. Conference	**$30.00**	**$4,300.00**	**$715.00**	**$5,250.00**	**22.1%**	**same items as #5200**
100-4110-5230. Education	**$0.00**	**$1,200.00**	**$0.00**	**$1,200.00**	**0.0%**	**consultant/facilitator**
100-4110-5240. Books & Subscriptions	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4110-5250. Dues & Memberships	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4110-5310. Insurance, Public Official Liab.	**$6,195.00**	**$6,587.00**	**$6,897.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4110-6000. Office Supplies	**$661.00**	**$700.00**	**$536.00**	**$800.00**	**14.3%**	**iPad supplies (chargers, styli, cables); misc items**
100-4110-6125. Departmental	**$1,552.00**	**$4,300.00**	**$426.00**	**$2,300.00**	**-46.5%**	**11/22 election equipment/supplies; misc**
100-4110-6150. Computer, Sftwr & Electronics < $10K < $10	**$955.00**	**$4,670.00**	**$853.00**	**$6,500.00**	**39.2%**	**new ipads/cases; iCloud; Dropbox; Zoom; apps**
100-4110-6225. Repair & Maintenance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
4110. LEGISLATIVE	**$19,557.00**	**$43,612.00**	**$19,102.00**	**$55,169.84**	**26.5%**	
4112. TOWN CLERK						
100-4112-1000. Regular Salaries & Wages	**$74,359.00**	**$62,200.00**	**$47,846.00**	**$64,066.00**	**3.0%**	
100-4112-2000. FICA Expense	**$4,996.00**	**$4,758.00**	**$3,681.00**	**$4,901.05**	**3.0%**	
100-4112-2100. SUI Expense	**$86.00**	**$66.00**	**$42.00**	**$42.40**	**-35.8%**	
100-4112-2200. Retirement-ER VRS & ICMRC Exp	**$4,505.00**	**$3,720.00**	**$2,790.00**	**$4,913.86**	**32.1%**	**1.68% increase**
100-4112-2210. Life Insurance	**$994.00**	**$834.00**	**$625.00**	**$858.48**	**2.9%**	
100-4112-2220. Disability Insurance, LT & ST	**$414.00**	**$478.00**	**$179.00**	**$491.16**	**2.8%**	
100-4112-2230. Worker's Comp	**$130.00**	**$38.00**	**$68.00**	**$38.96**	**2.5%**	
100-4112-2300. Health Insurance	**$7,719.00**	**$500.00**	**$375.00**	**$1,612.56**	**222.5%**	
100-4112-2310. Dental Insurance	**$686.00**	**$591.00**	**$444.00**	**$600.00**	**1.5%**	
100-4112-2320. Vision Insurance	**$91.00**	**$91.00**	**$68.00**	**$91.32**	**0.4%**	
100-4112-2325. AFLAC Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4112-2340. Employee Assist	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4112-2345. Employee/Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4112-2360. Staff & Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4112-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4112-3020. Maint Svc Contracts -	**$0.00**	**$600.00**	**$0.00**	**$600.00**	**0.0%**	**Carlson Group Annual Fee**
100-4112-3025. Repair Maint & Svc Contracts	**$912.00**	**$2,000.00**	**$889.00**	**$2,000.00**	**0.0%**	**shredding (records & CC Day)**

Town of Cape Charles
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Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4112-3030. Lease - Storage	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-3430. IT Services	$6,701.00	$5,600.00	$6,755.00	$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	$0.00	#DIV/0!	
100-4112-3500. Advertising Services	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-5040. Phone Service	$990.00	$780.00	$585.00	$780.00	0.0%	LH cell phone reimb
100-4112-5110. Lease, Office Equip	$0.00	$0.00	$0.00	$65.00	#DIV/0!	DMV Extranet
100-4112-5200. Travel-MIleage & Tolls	$0.00	$1,350.00	$0.00	$1,000.00	-25.9%	IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5210. Travel-Lodging & Meals	$0.00	$1,300.00	$122.00	$1,550.00	19.2%	IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5220. Conference	$0.00	$850.00	$350.00	$1,200.00	41.2%	IIMC Reg 2; VMCA; VML; VAGARA
100-4112-5230. Education	$647.00	$0.00	$0.00	$0.00	#DIV/0!	Fred Pryor VIP (unl online classes)
100-4112-5240. Books & Subscriptions	$4,846.00	$8,350.00	$3,050.00	$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	$161.00	$515.00	3.0%	IIMC, VMCA, VAGARA, NAGARA, ELGL
100-4112-5260. Employee Testing & Certification	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4112-6000. Office Supplies	$929.00	$1,300.00	$105.00	$1,300.00	0.0%	minutes bks & archival paper, misc supplies
100-4112-6150. Computer, Sftwr & Electronics < $10K < $10	$623.00	$250.00	$655.00	$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	$68,791.00	$110,075.79	14.5%	
4121. TOWN MANAGER						
100-4121-1000. Regular Salaries & Wages	$99,495.00	$107,500.00	$81,731.00	$154,498.35	43.7%	Move Event Coordinator to TMgr dept from recreation
100-4121-1200. PT Salaries & Wages	$31,810.00	$32,000.00	$21,641.00	$44,198.35	38.1%	Project Mgr + Beach Patrol
100-4121-1800. Allocated Wages	-$15,000.00	-$15,750.00	-$13,125.00	-$16,995.00	7.9%	
100-4121-1900. Personnel Lapse	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4121-2000. FICA Expense	$10,067.00	$10,481.00	$7,977.00	$16,123.16	53.8%	

Town of Cape Charles

Fiscal Year 2023

Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4121-2100. SUI Expense	**$109.00**	**$133.00**	**$79.00**	**$169.60**	**27.5%**	
100-4121-2200. Retirement-ER VRS & ICMRC Exp	**$5,980.00**	**$6,279.00**	**$4,759.00**	**$11,850.02**	**88.7%**	**1.68% increase**
100-4121-2210. Life Insurance	**$1,340.00**	**$1,407.00**	**$1,066.00**	**$2,070.28**	**47.1%**	
100-4121-2220. Disability Insurance, LT & ST	**$517.00**	**$786.00**	**$294.00**	**$1,172.15**	**49.1%**	
100-4121-2230. Worker's Comp	**$86.00**	**$132.00**	**$95.00**	**$970.12**	**634.9%**	
100-4121-2300. Health Insurance	**$7,303.00**	**$6,760.00**	**$4,733.00**	**$13,351.68**	**97.5%**	
100-4121-2310. Dental Insurance	**$285.00**	**$285.00**	**$214.00**	**$578.40**	**102.9%**	
100-4121-2340. Employee Assist	**$220.00**	**$250.00**	**$187.00**	**$250.00**	**0.0%**	
100-4121-2345. Employee/Volunteer testing	**$0.00**	**$120.00**	**$0.00**	**$120.00**	**0.0%**	
100-4121-2360. Staff & Volunteer Appreciation	**$954.00**	**$4,000.00**	**$4,954.00**	**$7,500.00**	**87.5%**	
100-4121-2800. Allocated Benefits	**-$3,617.00**	**-$3,552.00**	**-$2,960.00**	**-$4,023.00**	**13.3%**	
100-4121-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3005. Program & Event Performers	**$10,000.00**	**$10,000.00**	**$3,650.00**	**$12,000.00**	**20.0%**	**Concerts in the Park, requested by CCP**
100-4121-3020. Maint Svc Contracts -	**$528.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3025. Repair Maint & Svc Contracts	**$3,366.00**	**$7,200.00**	**$3,164.00**	**$8,700.00**	**20.8%**	**Copier - increased color copies for events & presentations**
100-4121-3400. Legal Services TM	**$94,777.00**	**$100,000.00**	**$21,227.00**	**$75,000.00**	**-25.0%**	
100-4121-3401. Legal Services Finance	**$603.00**	**$1,500.00**	**$871.00**	**$1,500.00**	**0.0%**	
100-4121-3402. Legal Srvs Code Env	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3404. Legal Services Police	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3405. Legal Svcs Planner	**$0.00**	**$0.00**	**$0.00**	**$6,000.00**	**#DIV/0!**	
100-4121-3406. Legal Services Public Wks	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-3410. Professional Services	**$23,662.00**	**$20,000.00**	**$0.00**	**$30,000.00**	**50.0%**	
100-4121-3420. Engineering & Architect Svcs	**$1,990.00**	**$25,000.00**	**$1,640.00**	**$0.00**	**-100.0%**	

Town of Cape Charles
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100-4121-3430. IT Services	**$6,185.00**	**$7,500.00**	**$1,461.00**	**$8,000.00**	**6.7%**	**Add Assistant costs**
100-4121-3500. Advertising Services	**$1,275.00**	**$1,500.00**	**$223.00**	**$2,000.00**	**33.3%**	**Add new event ads**
100-4121-4015. Grant Exp - Town Match VCA	**$4,500.00**	**$2,500.00**	**$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**	**$35,000.00**	**40.0%**	**annual support of $25K for $10K for new air packs**
100-4121-4030. Grant Exp - Nrthmptn Trsm Exp	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4040. Grant Exp - Star Transit Support	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4045. Grant Exp - Cape Charles Museum	**$0.00**	**$0.00**	**$0.00**	**$5,000.00**	**#DIV/0!**	
100-4121-4050. Grant Exp-Eastern Shore Trsm Comm	**$5,000.00**	**$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**	**$0.00**	**$4,000.00**	**100.0%**	**project tbd**
100-4121-4100. Grant Exp - YMCA Support	**$0.00**	**$5,000.00**	**$5,000.00**	**$5,000.00**	**0.0%**	
100-4121-4130. DHCD CDBG	**$520,987.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4150. Grant Exp - Emergency & Misc.	**$118,725.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4121-4200. Fireworks	**$0.00**	**$15,000.00**	**$25,000.00**	**$20,000.00**	**33.3%**	**Longer show & increased cost**
100-4121-4210. Cape Charles Main Street Support	**$75,000.00**	**$80,000.00**	**$80,000.00**	**$90,000.00**	**12.5%**	
100-4121-5000. Tax Refund - Prior Yr Adjustment	**$443.00**	**$2,000.00**	**$538.00**	**$1,800.00**	**-10.0%**	
100-4121-5005. Refund - Misc. Fees	**$450.00**	**$1,000.00**	**$1,007.00**	**$1,200.00**	**20.0%**	
100-4121-5010. Refund - Tourism Zone BPOL Credit	**$0.00**	**$2,000.00**	**$0.00**	**$2,000.00**	**0.0%**	

Town of Cape Charles

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100-4121-5020. Refund-Trsm Zone Real & Bus. Prpty Tax	$0.00	$2,000.00	$0.00	$2,000.00	0.0%	
100-4121-5030. Refund - Tourism Zone Permit Fees	$0.00	$4,000.00	$0.00	$4,000.00	0.0%	
100-4121-5040. Phone Service	$6,748.00	$10,000.00	$5,378.00	$10,420.00	4.2%	Solicit quote for new phone system/provider
100-4121-5050. Internet & Cable	$520.00	$1,550.00	$1,067.00	$1,550.00	0.0%	Spectrum Town Hall
100-4121-5070. Postage	$5,302.00	$8,000.00	$5,355.00	$8,000.00	0.0%	
100-4121-5080. Lease, Bldgs & Prprty	$2,148.00	$0.00	$2,417.00	$2,500.00	#DIV/0!	
100-4121-5090. Lease, RIght of Way	$1,545.00	$6,200.00	$3,488.00	$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	$3,907.00	$7,025.00	3.3%	Copiers
100-4121-5200. Travel-MIleage & Tolls	$0.00	$400.00	$303.00	$800.00	100.0%	VML Conf-Richmond + event planning/education
100-4121-5210. Travel-Lodging & Meals	$0.00	$1,400.00	$682.00	$1,600.00	14.3%	VML Conf-Richmond
100-4121-5220. Conference	$30.00	$950.00	$400.00	$400.00	-57.9%	VML Conf-Richmond
100-4121-5230. Education	$125.00	$0.00	$0.00	$400.00	#DIV/0!	Julie
100-4121-5250. Dues & Memberships	$737.00	$1,350.00	$1,024.00	$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	$36,736.00	$38,205.44	4.0%	estimate only
100-4710-5340. Licensing	$715.00	$740.00	$715.00	$740.00	0.0%	Pier License
100-4121-6000. Office Supplies	$7,378.00	$9,400.00	$5,348.00	$9,400.00	0.0%	Add admin assistant
100-4121-6050. Uniforms Expense	$122.00	$500.00	$402.00	$600.00	20.0%	Beach Patrol & Event coord
100-4121-6100. Program & Event Supplies	$10,960.00	$20,000.00	$7,386.00	$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	$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	$5,027.00	$8,400.00	5.0%	Add 1 adobe subscrip
100-4121-6175. Vehicles & Powered Equip Fuel	$0.00	$600.00	$0.00	$600.00	0.0%	Admin car
100-4121-6200. Vehicles & Equip Repair	$0.00	$2,000.00	$0.00	$1,500.00	-25.0%	Admin car & golf cart
100-4121-6225. Repair & Maintenance	$155.00	$500.00	$185.00	$500.00	0.0%	soccer nets, equipment
100-4121-6800. Debt Service - Principal	$96,280.00	$0.00	$0.00	$0.00	#DIV/0!	to debt svc fund
100-4121-6850. Debt Service Interest	$24,830.00	$0.00	$0.00	$0.00	#DIV/0!	to debt svc fund

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4121-6900. Contingency Fund Exp	$0.00	$50,000.00	$0.00	$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	$0.00	$3,000.00	#DIV/0!	E-Summons revenue must be used toward future software purchase
100-4121-8110. Transfer to Gen Cap Proj Fund min 6%	$0.00	$186,215.00	$0.00	$221,531.00	19.0%	Min of 6% of core equalized op rev, before any tax increase if applic
100-4121-8111. Transfer .5% Meals Tax Gen Cap Fund	$0.00	$60,000.00	$49,316.00	$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	$0.00	-100.0%	Unused FY 22 contingency fund
100-4121-8120. Transfer to Gen Debt Svc Fund	$0.00	$258,614.00	$222,069.00	$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	$0.00	#DIV/0!	
100-4121-8510. Transfer Funds to Harbor Fund	$0.00	$0.00	$0.00	$0.00	#DIV/0!	for other than debt service
4121. TOWN MANAGER	$1,249,078.00	$1,253,686.00	$683,782.00	$1,297,376.70	3.5%	
4124. FINANCE						
100-4124-1000. Regular Salaries & Wages	$193,601.00	$233,533.00	$172,826.00	$253,666.96	8.6%	
100-4124-1100. Regular Salaries & Wages OT	$305.00	$837.00	$84.00	$837.37	0.0%	
100-4124-1200. PT Salaries & Wages	$861.00	$5,500.00	$8,637.00	$0.00	-100.0%	
100-4124-1300. PT Salaries & Wages OT	$0.00	$96.00	$96.00	$0.00	-100.0%	
100-4124-1800. Allocated Wages	-$16,283.00	-$16,762.00	-$13,969.00	-$17,266.00	3.0%	
100-4124-2000. FICA Expense	$14,687.00	$17,865.00	$12,879.00	$19,469.58	9.0%	
100-4124-2100. SUI Expense	$250.00	$398.00	$327.00	$212.00	-46.7%	rate reduction
100-4124-2200. Retirement-ER VRS & ICMRC Exp	$11,344.00	$14,608.00	$9,985.00	$19,216.95	31.6%	
100-4124-2210. Life Insurance	$2,542.00	$3,200.00	$2,237.00	$3,357.33	4.9%	
100-4124-2220. Disability Insurance, LT & ST	$1,039.00	$1,900.00	$700.00	$1,953.34	2.8%	
100-4124-2230. Worker's Comp	$126.00	$152.00	$295.00	$154.27	1.5%	
100-4124-2300. Health Insurance	$38,820.00	$27,582.00	$21,061.00	$37,406.30	35.6%	
100-4124-2310. Dental Insurance	$1,140.00	$1,332.00	$999.00	$1,446.00	8.6%	

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100-4124-2320. Vision Insurance	**$8.00**	**$61.00**	**$38.00**	**$91.32**	**49.7%**	
100-4124-2325. AFLAC Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4124-2330. Benefits Adminstn	**$2,867.00**	**$3,100.00**	**$1,676.00**	**$3,300.00**	**6.5%**	
100-4124-2340. Employee Assist	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4124-2345. Employee/Volunteer	**$0.00**	**$46.00**	**$46.00**	**$0.00**	**-100.0%**	
100-4124-2360. Staff & Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4124-2800. Allocated Benefits	**-$5,323.00**	**-$4,997.00**	**-$4,164.00**	**-$5,757.00**	**15.2%**	
100-4124-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4124-3020. Maint Svc Contracts	**$9,864.00**	**$11,800.00**	**$9,864.00**	**$11,800.00**	**0.0%**	Southern Software support & tax file conversion
100-4124-3430. IT Services	**$1,074.00**	**$1,075.00**	**$1,120.00**	**$1,200.00**	**11.6%**	
100-4124-3500. Advertising Services	**$0.00**	**$863.00**	**$1,187.00**	**$650.00**	**-24.7%**	
100-4124-3600. Payroll Processing &	**$8,191.00**	**$8,800.00**	**$5,889.00**	**$9,250.00**	**5.1%**	time clocks aging - replace 2
100-4124-3700. Auditor & Accountant	**$25,500.00**	**$26,000.00**	**$0.00**	**$30,000.00**	**15.4%**	Single audit addt'l cost (federal grants)
100-4124-3710. Collections Services & DMV fees	**$475.00**	**$1,000.00**	**$565.00**	**$1,000.00**	**0.0%**	DMV and add Clear Skip Tracing
100-4124-3730. Bank Service Charges	**$3,226.00**	**$3,800.00**	**$2,204.00**	**$4,600.00**	**21.1%**	Add positive pay for account security
100-4124-3740. Merchant Service Costs	**$7,634.00**	**$6,400.00**	**$8,360.00**	**$9,500.00**	**48.4%**	increased taxes = increased CC payments
100-4124-3750. Late Fees	**$45.00**	**$150.00**	**$52.00**	**$100.00**	**-33.3%**	
100-4124-3760. Cash Short & Over	**$20.00**	**$0.00**	**-$4.00**	**$0.00**	**#DIV/0!**	
100-4124-5040. Phone Service	**$1,360.00**	**$2,340.00**	**$1,170.00**	**$1,560.00**	**-33.3%**	
100-4124-5110. Lease, Office Equip	**$1,437.00**	**$1,230.00**	**$907.00**	**$1,250.00**	**1.6%**	3 x credit card machines
100-4124-5200. Travel-MIleage & Tolls	**$169.00**	**$527.00**	**$313.00**	**$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**	**$236.00**	**$3,297.00**	**84.9%**	training & cert. classes for 5 staff members/2021-22 minimal travel
100-4124-5220. Conference	**$0.00**	**$845.00**	**$250.00**	**$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**	**$1,235.00**	**$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**	**$150.00**	**0.0%**	

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100-4124-5250. Dues & Memberships	$832.00	$700.00	$429.00	$930.00	32.9%	SHRM, ICMA, TAV, GFOA, VGFOA
100-4124-5260. Employee Testing & Certification	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-5340. Licensing	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-5350. Fines & Penalties	$0.00	$4.00	$4.00	$0.00	-100.0%	
100-4124-6000. Office Supplies	$3,643.00	$5,000.00	$4,005.00	$5,250.00	5.0%	
100-4124-6150. Computer, Sftwr & Electronics < $10K < $10	$1,334.00	$539.00	$24.00	$650.00	20.6%	Adobe, monitor replacements
100-4124-6800. Debt Service - Principal	$7,834.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4124-6850. Debt Service Interest	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4124. FINANCE	$319,751.00	$364,091.00	$251,713.00	$404,766.42	11.2%	
4310. POLICE						
100-4310-1000. Regular Salaries & Wages	$319,073.00	$333,221.00	$264,137.00	$363,684.72	9.1%	There was a FY22 mid year classification increase
100-4310-1100. Regular Salaries & Wages OT	$3,597.00	$4,000.00	$2,872.00	$4,000.00	0.0%	
100-4310-1200. Part Time Wages	$16,681.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2000. FICA Expense	$25,108.00	$25,491.00	$19,827.00	$28,127.88	10.3%	
100-4310-2100. SUI Expense	$422.00	$465.00	$298.00	$296.80	-36.2%	rate decrease
100-4310-2200. Retirement-ER VRS & ICMRC Exp	$17,704.00	$19,179.00	$14,101.00	$26,764.78	39.6%	
100-4310-2210. Life Insurance	$3,967.00	$4,298.00	$3,160.00	$4,675.98	8.8%	
100-4310-2220. Disability Insurance, LT & ST	$2,195.00	$2,399.00	$1,252.00	$2,215.64	-7.6%	
100-4310-2230. Worker's Comp	$9,030.00	$9,776.00	$8,789.00	$11,114.52	13.7%	
100-4310-2300. Health Insurance	$52,646.00	$41,062.00	$32,114.00	$55,591.50	35.4%	
100-4310-2310. Dental Insurance	$1,854.00	$1,710.00	$1,285.00	$2,024.40	18.4%	
100-4310-2320. Vision Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2325. AFLAC Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4310-2340. Employee Assist	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2345. Employee/Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-2360. Staff & Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3000. Contract Labor	$100.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3010. Vehcl & Equip	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3020. Maint Svc Contracts -	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3025. Repair Maint & Svc Contracts	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3410. Management Consulting	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3430. IT Services	$960.00	$2,875.00	$1,835.00	$2,300.00	-20.0%	
100-4310-3440. Interpreter Services	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-3500. Advertising Services	$0.00	$0.00	$192.00	$195.00	#DIV/0!	
100-4310-4070. Grant - VML Risk	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-4080. Grant Exp - DCJS LOLE/Byrne	$0.00	$1,000.00	$940.00	$2,000.00	100.0%	
100-4310-4150. Grant Exp - Police Other	$6,021.00	$4,500.00	$0.00	$0.00	-100.0%	
100-4310-5040. Phone Service	$2,960.00	$6,000.00	$2,247.00	$4,196.00	-30.1%	
100-4310-5200. Travel-MIleage & Tolls	$193.00	$513.00	$171.00	$500.00	-2.5%	
100-4310-5205. Travel-MIleage & Tolls Academy	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5210. Travel-Lodging & Meals	$66.00	$500.00	$31.00	$500.00	0.0%	
100-4310-5215. Travel-Lodging & Meals Academy	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5220. Conference	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5230. Education	$2,334.00	$2,500.00	$2,338.00	$3,000.00	20.0%	Academy Annual Dues
100-4310-5240. Books & Subscriptions	$0.00	$200.00	$0.00	$200.00	0.0%	
100-4310-5250. Dues & Memberships	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-5260. Employee Testing & Certification	$0.00	$0.00	$0.00	$0.00	#DIV/0!	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4310-5310. Insurance, Public Official Liab.	$4,902.00	$2,729.00	$5,457.00	$5,500.00	101.5%	estimate
100-4310-5330. Insurance, LODA	$5,605.00	$5,605.00	$5,605.00	$5,650.00	0.8%	estimate
100-4310-6000. Office Supplies	$3,292.00	$2,500.00	$3,177.00	$3,300.00	32.0%	increased per actual
100-4310-6050. Uniforms Expense	$3,927.00	$6,000.00	$2,772.00	$6,000.00	0.0%	
100-4310-6125. Departmental Supplies	$7,652.00	$10,270.00	$1,953.00	$10,000.00	-2.6%	
100-4310-6150. Computer, Sftwr & Electronics < $10K < $10	$3,210.00	$2,600.00	$290.00	$0.00	-100.0%	
100-4310-6175. Vehicles & Powered Veh Fuel	$15,876.00	$14,876.00	$12,008.00	$20,000.00	34.4%	10% over actual
100-4310-6200. Vehicle & Powered Repairs	$9,631.00	$13,000.00	$12,511.00	$13,000.00	0.0%	
100-4310-6225. Repair & Maintenance	$588.00	$1,000.00	$348.00	$1,500.00	50.0%	Radar & other equipment
100-4310-6800. Debt Service - Principal	$11,784.00	$0.00	$0.00	$0.00	#DIV/0!	moved to debt service fund
100-4310-6850. Debt Service Interest	$1,268.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4310-7070. Vehicles & Equipment	$173.00	$81,000.00	$37,201.00	$124,000.00	53.1%	3 x vehicles -1 c/o fm FY22, 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	$0.00	#DIV/0!	
4310. POLICE	$532,820.00	$599,269.00	$436,910.00	$700,337.22	16.9%	
4340. CODE ENFORCEMENT						
100-4340-1000. Regular Salaries & Wages	$95,739.00	$98,971.00	$76,185.00	$101,930.38	3.0%	
100-4340-1100. Regular Salaries & Wages	$0.00	$1,020.00	$421.00	$1,067.90	4.7%	
100-4340-1200. Part Time Salaries	$0.00	$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	$0.00	#DIV/0!	
100-4340-2000. FICA Expense	$7,172.00	$7,649.00	$5,631.00	$8,215.97	7.4%	
100-4340-2100. SUI Expense	$116.00	$133.00	$85.00	$127.20	-4.4%	
100-4340-2200. Retirement-ER VRS & ICMRC Exp	$5,702.00	$5,919.00	$4,439.00	$7,818.06	32.1%	1.68% increase
100-4340-2210. Life Insurance	$1,278.00	$1,326.00	$995.00	$1,365.87	3.0%	

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100-4340-2220. Disability Insurance, LT & ST	$522.00	$772.00	$293.00	$793.66	2.8%	
100-4340-2230. Worker's Comp	$407.00	$441.00	$452.00	$457.65	3.8%	
100-4340-2300. Health Insurance	$8,882.00	$7,260.00	$6,222.00	$10,367.24	42.8%	
100-4340-2310. Dental Insurance	$570.00	$570.00	$428.00	$578.40	1.5%	
100-4340-2320. Vision Insurance	$91.00	$91.00	$68.00	$91.32	0.4%	
100-4340-2325. AFLAC Insurance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-2340. Employee Assist	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-2345. Employee/Volunteer testing	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-2360. Staff & Volunteer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3010. Vehcl & Equip	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3020. Maint Svc Contracts -	$142.00	$800.00	$245.00	$800.00	0.0%	
100-4340-3025. Repair Maint & Svc Contracts	$600.00	$50,000.00	$855.00	$25,000.00	-50.0%	Grass/Other Code Enforcement Action
100-4340-3430. IT Services	$1,427.00	$3,600.00	$836.00	$3,600.00	0.0%	IT Support, BSA Support $650
100-4340-3450. Printing & Design	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-3500. Advertising Services	$220.00	$500.00	$0.00	$500.00	0.0%	Advertising Code Enforcement Action
100-4340-3760. Cash Short & Over	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-5040. Phone Service	$930.00	$1,140.00	$855.00	$1,140.00	0.0%	
100-4340-5110. Lease, Office Equip	$0.00	$1,000.00	$471.00	$1,350.00	35.0%	1/2 Lease Contract for Wide Format Scanner
100-4340-5200. Travel-MIleage & Tolls	$0.00	$600.00	$0.00	$600.00	0.0%	
100-4340-5210. Travel-Lodging & Meals	$37.00	$600.00	$0.00	$600.00	0.0%	
100-4340-5220. Conference	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-5230. Education	$1,164.00	$1,000.00	$120.00	$1,000.00	0.0%	
100-4340-5240. Books & Subscriptions	$150.00	$1,000.00	$150.00	$1,000.00	0.0%	
100-4340-5250. Dues & Memberships	$210.00	$500.00	$210.00	$750.00	50.0%	

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100-4340-5260. Employee Testing & Certification	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-5300. Insurance, Property & Liability	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-6000. Office Supplies	$1,300.00	$1,900.00	$121.00	$2,500.00	31.6%	Increase Toner & Paper for Wide Format Scanner
100-4340-6075. Hand Tools, & Small	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-6150. Computer, Sftwr & Electronics < $10K < $10	$0.00	$1,000.00	$115.00	$1,000.00	0.0%	Jeb New Computer
100-4340-6175. Vehicles & Powered Equip Fuel	$1,011.00	$850.00	$567.00	$950.00	11.8%	Fuel Price Increase 10% over actual
100-4340-6200. Vehicle & Powered Equip Repairs	$0.00	$800.00	$0.00	$1,000.00	25.0%	General Maintenance/Tires
100-4340-6800. Debt Service - Principal	$5,388.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-6850. Debt Service Interest	$176.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-7070. Vehicles & Equipment	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4340-7080. Computers, Software,	$5,745.00	$0.00	$0.00	$0.00	#DIV/0!	
4340. CODE ENFORCEMENT	$138,979.00	$189,443.00	$99,764.00	$179,003.65	-5.5%	
4430. PUBLIC WORKS						
100-4430-1000. Regular Salaries & Wages	$144,159.00	$182,303.00	$133,756.00	$212,041.87	16.3%	Classification increase, added PW foreman
100-4430-1050. Salary & Wages-OT	$0.00	$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	$0.00	-100.0%	
100-4430-1200. PT Salaries & Wages	$0.00	$0.00	$20,175.00	$17,674.80	#DIV/0!	
100-4430-1300. PT Salaries & Wages	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4430-1400. Seasonal Wages	$16,851.00	$23,058.00	$15,838.00	$11,440.00	-50.4%	
100-4430-1500. Seasonal Wages OT	$30.00	$491.00	$491.00	$0.00	-100.0%	
100-4430-2000. FICA Expense	$14,235.00	$17,182.00	$12,450.00	$19,978.48	16.3%	
100-4430-2100. SUI Expense	$404.00	$465.00	$371.00	$339.20	-27.1%	
100-4430-2200. Retirement-ER VRS & ICMRC Exp	$8,544.00	$10,902.00	$7,664.00	$16,378.66	50.2%	1.68% increase

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4430-2210. Life Insurance	**$1,909.00**	**$2,443.00**	**$1,717.00**	**$2,861.46**	**17.1%**	
100-4430-2220. Disability Insurance, LT & ST	**$820.00**	**$1,463.00**	**$539.00**	**$1,716.78**	**17.3%**	
100-4430-2230. Worker's Comp	**$3,516.00**	**$4,731.00**	**$4,530.00**	**$5,630.47**	**19.0%**	
100-4430-2300. Health Insurance	**$31,845.00**	**$30,411.00**	**$21,228.00**	**$39,040.14**	**28.4%**	
100-4430-2310. Dental Insurance	**$1,397.00**	**$1,912.00**	**$1,396.00**	**$2,046.00**	**7.0%**	
100-4430-2320. Vision Insurance	**$91.00**	**$91.00**	**$68.00**	**$91.32**	**0.4%**	
100-4430-2325. AFLAC Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-2340. Employee Assist	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-2345. Employee/Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-2360. Staff & Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3010. Vehcl & Equip	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3020. Maint Svc Contracts	**$1,161.00**	**$2,500.00**	**$882.00**	**$3,000.00**	**20.0%**	
100-4430-3025. Repair Maint & Svc Contracts	**$0.00**	**$0.00**	**$0.00**	**$1,000.00**	**#DIV/0!**	
100-4430-3030. Lease - Storage	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-3040. Grounds Maintenance	**$59,060.00**	**$60,000.00**	**$35,562.00**	**$65,000.00**	**8.3%**	**Fuel increase**
100-4430-3060. Landfill Disposal	**$4,636.00**	**$3,500.00**	**$877.00**	**$2,000.00**	**-42.9%**	
100-4430-3070. Mosquito & Pest Control	**$0.00**	**$8,500.00**	**$1,600.00**	**$8,500.00**	**0.0%**	
100-4430-3200. Cleaning & Janitorial Svcs	**$315.00**	**$13,836.00**	**$10,436.00**	**$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**	**$120.00**	**$6,000.00**	**200.0%**	**Inversa Minds + NOVO Solutions software $4450**
100-4430-3500. Advertising Services	**$363.00**	**$500.00**	**$0.00**	**$500.00**	**0.0%**	
100-4430-4030. Grant Exp - Nrthmptn Tourism	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-4070. Grant Exp - VML Risk	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4430-5010. Electric Service	**$47,248.00**	**$51,000.00**	**$33,192.00**	**$56,100.00**	**10.0%**	
100-4430-5020. Propane & Fuel Oil	**$3,211.00**	**$4,000.00**	**$1,528.00**	**$4,000.00**	**0.0%**	
100-4430-5040. Phone Service	**$1,920.00**	**$2,300.00**	**$1,755.00**	**$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**	**$747.00**	**$1,100.00**	**10.0%**	
100-4430-5080. Lease, Bldgs &	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-5100. Lease, Vehicles & equipment	**$0.00**	**$2,500.00**	**$0.00**	**$0.00**	**-100.0%**	
100-4430-5110. Lease, Office Equip	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-5200. Travel-MIleage & Tolls	**$117.00**	**$500.00**	**$408.00**	**$500.00**	**0.0%**	
100-4430-5210. Travel-Lodging & Meals	**$0.00**	**$500.00**	**$0.00**	**$500.00**	**0.0%**	
100-4430-5220. Conference	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-5230. Education	**$815.00**	**$400.00**	**$0.00**	**$3,000.00**	**650.0%**	**VA Procurement System Training for Ralph/John**
100-4430-5240. Books & Subscriptions	**$0.00**	**$100.00**	**$0.00**	**$100.00**	**0.0%**	
100-4430-5250. Dues & Memberships	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-5260. Employee Testing & Certification	**-$15.00**	**$225.00**	**$0.00**	**$225.00**	**0.0%**	
100-4430-5300. Insurance, Property &	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-5340. Licensing	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-5350. Fines & Penalties	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4430-6000. Office Supplies	**$1,181.00**	**$1,000.00**	**$1,044.00**	**$2,500.00**	**150.0%**	
100-4430-6025. Janitorial & Kitchen Supplies	**$7,159.00**	**$6,500.00**	**$2,348.00**	**$7,200.00**	**10.8%**	**increase to actual 2021**
100-4430-6050. Uniforms Expense	**$1,562.00**	**$1,000.00**	**$0.00**	**$2,000.00**	**100.0%**	
100-4430-6075. Hand Tools, & LIght	**$10,231.00**	**$1,000.00**	**$1,237.00**	**$1,500.00**	**50.0%**	
100-4430-6080. Safety Equipment	**$507.00**	**$2,000.00**	**$1,966.00**	**$2,000.00**	**0.0%**	
100-4430-6150. Computer, Sftwr & Electronics < $10K	**$0.00**	**$0.00**	**$8,875.00**	**$0.00**	**#DIV/0!**	
100-4430-6175. Vehicles & Powered Equip Fuel	**$12,956.00**	**$11,000.00**	**$7,657.00**	**$14,251.60**	**29.6%**	**Actual + 10%**
100-4430-6200. Vehicle & Powered Equip Repairs	**$6,156.00**	**$7,000.00**	**$3,178.00**	**$10,000.00**	**42.9%**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4430-6225. Repair & Maintenance	**$72,389.00**	**$74,600.00**	**$41,267.00**	**$74,600.00**	**0.0%**	
100-4430-6275. Beach & Pier Maintenance & Safety	**$18,871.00**	**$50,000.00**	**$12,783.00**	**$50,000.00**	**0.0%**	
100-4430-6800. Debt Service - Principal	**$4,728.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Debt Svc Fund**
100-4430-6850. Debt Service Interest	**$276.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Debt Svc Fund**
100-4430-7010. Buildings & Imprvmnts	**$6,528.00**	**$0.00**	**$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**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
100-4430-7050. Infrastructure - Streets & WaLkways	**$6,923.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
100-4430-7070. Vehicles & Equipment	**$36,707.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
100-4430-7080. Computers, Software	**$39,443.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	**See General Capital Improvement Fund**
4430. PUBLIC WORKS	**$590,628.00**	**$601,662.00**	**$387,687.00**	**$685,510.78**	**13.9%**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4730. LIBRARY						
100-4730-1000. Regular Salaries & Wages	**$85,835.00**	**$83,579.00**	**$63,929.00**	**$74,160.00**	**-11.3%**	
100-4730-1100. Regular Salaries & Wages OT	**$0.00**	**$72.00**	**$215.00**	**$0.00**	**-100.0%**	
100-4730-1200. PT Salaries & Wages	**$0.00**	**$10,369.00**	**$6,165.00**	**$12,856.25**	**24.0%**	
100-4730-1300. PT Salaries & Wages OT	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-2000. FICA Expense	**$6,190.00**	**$7,187.00**	**$5,180.00**	**$6,656.74**	**-7.4%**	
100-4730-2100. SUI Expense	**$150.00**	**$199.00**	**$123.00**	**$169.60**	**-14.8%**	
100-4730-2200. Retirement-ER VRS & ICMRC Exp	**$4,871.00**	**$4,998.00**	**$3,745.00**	**$5,688.07**	**13.8%**	**1.68% increase**
100-4730-2210. Life Insurance	**$1,091.00**	**$1,120.00**	**$840.00**	**$993.74**	**-11.3%**	
100-4730-2220. Disability Insurance, LT & ST	**$454.00**	**$662.00**	**$253.00**	**$593.71**	**-10.3%**	
100-4730-2230. Worker's Comp	**$61.00**	**$57.00**	**$114.00**	**$52.91**	**-7.2%**	
100-4730-2300. Health Insurance	**$11,660.00**	**$11,957.00**	**$6,597.00**	**$15,313.62**	**28.1%**	
100-4730-2310. Dental Insurance	**$631.00**	**$570.00**	**$428.00**	**$578.40**	**1.5%**	
100-4730-2320. Vision Insurance	**$91.00**	**$91.00**	**$61.00**	**$0.00**	**-100.0%**	
100-4730-2325. AFLAC Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-3005. Program & Event	**$1,438.00**	**$4,000.00**	**$755.00**	**$4,000.00**	**0.0%**	
100-4730-3020. Maint Svc Contracts -	**$151.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-3025. Repair Maint & Svc Contracts	**$291.00**	**$775.00**	**$742.00**	**$1,000.00**	**29.0%**	
100-4730-3200. Cleaning & Janitorial Svcs	**$0.00**	**$7,560.00**	**$6,300.00**	**$9,100.00**	**20.4%**	**Updated to actual cost**
100-4730-3430. IT Services	**$1,438.00**	**$2,200.00**	**$440.00**	**$2,200.00**	**0.0%**	
100-4730-3500. Advertising Services	**$106.00**	**$500.00**	**$583.00**	**$500.00**	**0.0%**	
100-4730-3760. Cash Short & Over Lib	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4730-4090. Grant Exp - DEQ Litter	**$790.00**	**$814.00**	**$0.00**	**$1,329.00**	**63.3%**	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
100-4730-4110. Grant Exp - Friends of Library	$5,202.00	$0.00	$0.00	$0.00	#DIV/0!	Moved to Special Activities Fund
100-4730-4130. Litter Prevention	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-4150. Grant Exp - Library	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-5010. Electric Service	$2,813.00	$7,250.00	$3,051.00	$7,975.00	10.0%	
100-4730-5020. Propane & Fuel Oil	$2,342.00	$2,400.00	$2,265.00	$3,737.25	55.7%	Actual + 10%
100-4730-5040. Phone Service	$627.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-5050. Internet & Cable	$0.00	$1,000.00	$892.00	$1,500.00	50.0%	
100-4730-5110. Lease, Office Equip	$1,034.00	$1,200.00	$819.00	$1,200.00	0.0%	
100-4730-5200. Travel-MIleage & Tolls	$0.00	$100.00	$0.00	$150.00	50.0%	
100-4730-5210. Travel-Lodging & Meals	$0.00	$561.00	$0.00	$560.00	-0.2%	
100-4730-5220. Conference	$0.00	$400.00	$0.00	$400.00	0.0%	
100-4730-5230. Education	$60.00	$200.00	$0.00	$200.00	0.0%	
100-4730-5240. Books & Subscriptions	$50.00	$306.00	$0.00	$200.00	-34.6%	
100-4730-5250. Dues & Memberships	$749.00	$500.00	$30.00	$500.00	0.0%	
100-4730-5300. Insurance, Property &	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-6000. Office Supplies	$1,885.00	$1,800.00	$715.00	$1,800.00	0.0%	
100-4730-6025. Janitorial & Kitchen	$0.00	$200.00	$43.00	$200.00	0.0%	
100-4730-6050. Uniforms - LIbrary	$0.00	$200.00	$0.00	$200.00	0.0%	
100-4730-6100. Program & Event	$3,849.00	$1,530.00	$645.00	$1,500.00	-2.0%	
100-4730-6125. Dept Sppls & Equip	$10,253.00	$17,500.00	$10,027.00	$17,500.00	0.0%	
100-4730-6150. Computer, Sftwr & Electronics < $10K < $10	$0.00	$0.00	$0.00	$4,000.00	#DIV/0!	
100-4730-6225. Repair & Maintenance	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
100-4730-7080. Computers, Software	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4730. LIBRARY	$144,113.00	$171,856.00	$114,957.00	$176,814.29	2.9%	

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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4811. PLANNING						
100-4811-1000. Regular Salaries & Wages	**$75,937.00**	**$94,219.00**	**$30,999.00**	**$104,796.30**	**11.2%**	
100-4811-1100. Regular Wages OT	**$1,301.00**	**$1,842.00**	**$1,117.00**	**$1,841.51**	**0.0%**	
100-4811-1200. PT Salaries & Wages	**$13,257.00**	**$54,100.00**	**$54,869.00**	**$50,158.40**	**-7.3%**	
100-4811-1300. PT Wages Planning - OT	**$0.00**	**$450.00**	**$1,290.00**	**$0.00**	**-100.0%**	
100-4811-2000. FICA Expense	**$7,901.00**	**$11,522.00**	**$6,735.00**	**$11,994.91**	**4.1%**	
100-4811-2100. SUI Expense	**$232.00**	**$217.00**	**$138.00**	**$180.73**	**-16.7%**	
100-4811-2200. Retirement-ER VRS & ICMRC Exp	**$1,842.00**	**$5,634.00**	**$1,684.00**	**$10,667.03**	**89.3%**	**1.68% increase**
100-4811-2210. Life Insurance	**$428.00**	**$1,263.00**	**$377.00**	**$1,162.16**	**-8.0%**	
100-4811-2220. Disability Insurance, LT & ST	**$141.00**	**$678.00**	**$114.00**	**$714.09**	**5.3%**	
100-4811-2230. Worker's Comp	**$37.00**	**$89.00**	**$175.00**	**$92.96**	**4.4%**	
100-4811-2300. Health Insurance	**$1,649.00**	**$10,377.00**	**$5,431.00**	**$20,027.52**	**93.0%**	
100-4811-2310. Dental Insurance	**$238.00**	**$425.00**	**$190.00**	**$867.60**	**104.1%**	
100-4811-2320. Vision Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-2345. Employee/Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-2350. Relocation Expense	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-2360. Staff & Volunteer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-3000. Contract Labor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-3020. Maint Svc Contracts -	**$142.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
100-4811-3025. Repair Maint & Svc Contracts	**$0.00**	**$600.00**	**$845.00**	**$0.00**	**-100.0%**	
100-4811-3410. Management Consulting	**$0.00**	**$95,000.00**	**$41,641.25**	**$50,000.00**	**-47.4%**	**Consulting Services as needed (Harbor, Future Land Use Map/Rezonings) CPG and Summit, comp plan contracts future costs**
100-4811-3430. IT Services	**$2,784.00**	**$3,000.00**	**$996.00**	**$3,500.00**	**16.7%**	New staff

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100-4811-3450. Printing & Design	$21.00	$300.00	$0.00	$300.00	0.0%	
100-4811-3500. Advertising Services	$3,737.00	$8,500.00	$4,449.00	$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	$0.00	#DIV/0!	
100-4811-5040. Phone Service	$638.00	$1,560.00	$270.00	$2,340.00	50.0%	3 staff phones
100-4811-5110. Lease - Equipment	$0.00	$1,000.00	$471.00	$1,351.00	35.1%	50% P&Z Share of Wide Format PRinter ($1,883.40) and Warranty ($799.50)
100-4811-5200. Travel-MIleage & Tolls	$268.00	$958.00	$40.00	$1,000.00	4.4%	Mileage for the associated conferences and training programs
100-4811-5210. Travel-Lodging & Meals	$303.00	$1,871.00	$66.00	$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	$100.00	$500.00	300.0%	VAZO, APA Annual Conference
100-4811-5230. Education	$595.00	$12,015.00	$300.00	$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	$150.00	$350.00	13.3%	
100-4811-5250. Dues & Memberships	$254.00	$595.00	$695.00	$600.00	0.8%	VAZO -2 Memberships; APA Membership
100-4811-5260. Employee Testing & Certification	$0.00	$200.00	$0.00	$250.00	25.0%	
100-4811-6000. Office Supplies	$2,953.00	$2,400.00	$1,117.00	$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	$2,916.00	$7,000.00	3788.9%	Replacement Computer & GIS software & BSA
4811. PLANNING	$117,327.00	$309,428.00	$145,607.00	$289,694.21	-6.4%	
Total General Fund Expense	$3,320,062.00	$3,724,394.00	$2,214,414.00	$3,898,748.90	4.7%	
Core General Fund Operating Expenses				$3,613,217.90		All expenditures less capital project transfers out
100. GENERAL FUND REVENUE LESS EXPENDITURES	$972,990.00	$0.00	$1,043,936.00	$881,500.43		

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
110. GENERAL CAPITAL PROJECTS FUND						
Revenue						
3700.						
110-3700-2200. Grant - USDA Rural Developtment	$0.00	$0.00	$0.00	$20,920.00	#DIV/0!	PWrks Gator & grounds maint equipment
3700.	$0.00	$0.00	$0.00	$20,920.00		
3800.						
110-3800-4000. Grant - VDOT Roads, Trails, Sidewalks	$0.00	$703,483.00	$0.00	$703,483.00	0.0%	Phase 3 Construction VDOT TEA-21
3800.	$0.00	$703,483.00	$0.00	$703,483.00	0.0%	
3850.						
110-3850-2000. Grant Other	$0.00	$0.00	$0.00	$21,750.00	#DIV/0!	CCP for Park
3850.	$0.00	$0.00	$0.00	$21,750.00	#DIV/0!	
3900.						
110-3900-6000. Reappropriation Gen Capital Fund	$0.00	$147,840.00	$0.00	$141,255.00	-4.5%	Reappropr for Trail project construction $66,215 & $75,040 fm FY22 Capital fund contingency not used
3900.	$0.00	$147,840.00	$0.00	$141,255.00	-4.5%	
3950.						
110-3950-1000. Loan Proceeds - BOND	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
110-3950-2000. Transfer from Gen Fund for Capital 6%	$0.00	$186,215.00	$0.00	$221,531.00	19.0%	6% of Core G Fund Revenue per policy
110-3950-2050. Transfer from Gen Fund Capital Meals Tax .5%	$0.00	$60,000.00	$49,316.00	$64,000.00	6.7%	
110-3950-2100. Loan Proceeds USDA RD	$0.00	$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	$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	$0.00	$160,224.00	0.0%	Re-approp from Sanitation Fund Bal, part of town match for Trail Project
3950.	$0.00	$406,439.00	$49,316.00	$1,068,606.00	162.9%	
Total Revenue	$0.00	$1,257,762.00	$49,316.00	$1,956,014.00	55.5%	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
Expense						
4121. TOWN MANAGER						
110-4121-7080. Computers, Software	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4121. TOWN MANAGER	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4430. PUBLIC WORKS						
110-4430-7010. Buildings & Improvements	$0.00	$130,000.00	$36,401.00	$714,000.00	449.2%	Municipal Building engineering/architecture $550,000; Mason Ave Restroom $110,000; storage facility $20,000;library condo-ization $34
110-4430-7020. Infrastructure-Open Space/Parks	$0.00	$73,600.00	$0.00	$29,000.00	-60.6%	Adult Game Area in Central Park
110-4430-7030. Insfrastructure - Signage	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
110-4430-7040. Insfrastructure - Parking Lots	$0.00	$19,200.00	$0.00	$20,000.00	4.2%	Mason Ave Municipal Lot Improvements
110-4430-7050. Infrastructure-Streets & Walkways	$0.00	$929,922.00	$6,724.00	$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	$0.00	-100.0%	
110-4430-7070 Vehicles & Equipment	$0.00	$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	$0.00	#DIV/0!	
110-4430-7999. Capital Project Contingencies	$0.00	$75,040.00	$0.00	$75,040.00	0.0%	Reapprop. fm FY22
4430. PUBLIC WORKS	$0.00	$1,257,762.00	$43,125.00	$1,827,732.00	45.3%	
Expense	$0.00	$1,257,762.00	$43,125.00	$1,827,732.00	45.3%	
GENERAL CAPITAL FUND REVENUE LESS EXPENSE	$0.00	$0.00	$6,191.00	$128,282.00	#DIV/0!	

Town of Cape Charles

Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
120. GENERAL DEBT SERVICE FUND						
Revenue						
3950.						
120-3950-2100. Transfer from Gen Fund for GF DS	$0.00	$155,958.00	$119,115.00	$144,620.90	-7.3%	
120-3950-2510. Transfer from Gen Fund for Harbor DS	$0.00	$102,657.00	$102,954.00	$104,950.25	2.2%	
3950.	$0.00	$258,614.00	$222,069.00	$249,571.15	-3.5%	
Revenue	$0.00	$258,614.00	$222,069.00	$249,571.15	-3.5%	
Expense						
4121. TOWN MANAGER						
120-4121-3730. Bank & Trustee Fees	$0.00	$0.00	$132.00	$0.00	#DIV/0!	Do not use - use gen service bank fees account
120-4121-6800. Debt Service Principal	$0.00	$97,346.00	$97,346.00	$99,853.29	2.6%	
120-4121-6850. Debt Service Interest	$0.00	$21,503.00	$21,637.00	$19,738.61	-8.2%	
120-4121-8510. Transfer to Harbor	$0.00	$102,657.00	$102,954.00	$104,950.25	2.2%	
4121. TOWN MANAGER	$0.00	$221,506.00	$222,069.00	$224,542.15	1.4%	

6.8%	Percent of Gen & Harbor Fund debt svc to Gen F core rev if taxes equalized
24.7%	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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4124. FINANCE						
120-4124-6800. Debt Service Principal	**$0.00**	**$7,615.00**	**$0.00**	**$0.00**	**-100.0%**	
120-4124-6850. Debt Service Interest	**$0.00**	**$219.00**	**$0.00**	**$0.00**	**-100.0%**	
4124. FINANCE	**$0.00**	**$7,833.00**	**$0.00**	**$0.00**	**-100.0%**	
4310. POLICE						
120-4310-6800. Debt Service Interest	**$0.00**	**$11,784.00**	**$0.00**	**$19,407.65**	**64.7%**	**Vehicles**
120-4310-6850. Debt Service Principal	**$0.00**	**$1,268.00**	**$0.00**	**$1,741.80**	**37.4%**	
4310. POLICE	**$0.00**	**$13,052.00**	**$0.00**	**$21,149.45**	**62.0%**	
4340. CODE ENFORCEMENT						
120-4340-6800. Debt Service Principal	**$0.00**	**$984.00**	**$0.00**	**$589.42**	**-40.1%**	**For BS&A Software**
120-4340-6850. Debt Service Interest	**$0.00**	**$97.00**	**$0.00**	**$69.36**	**-28.5%**	
4340. CODE ENFORCEMENT	**$0.00**	**$1,081.00**	**$0.00**	**$658.78**	**-39.1%**	
4430. PUBLIC WORKS						
120-4430-6800. Debt Service Principal	**$0.00**	**$14,095.00**	**$0.00**	**$2,946.52**	**-79.1%**	**Groundskeeping Equipment**
120-4430-6850. Debt Service Interest	**$0.00**	**$1,047.00**	**$0.00**	**$274.25**	**-73.8%**	
4430. PUBLIC WORKS	**$0.00**	**$15,142.00**	**$0.00**	**$3,220.77**	**-78.7%**	
Expense	**$0.00**	**$258,614.00**	**$222,069.00**	**$249,571.15**	**-3.5%**	
GENERAL DEBT SVC FUND REV LESS EXPENDITURES	**$0.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
130. GENERAL SPECIAL ACTIVITIES FUND						
Revenue						
3650.						
130-3650-6000. Recovery Town Mgr - PPEA costs	$0.00	$100,000.00	$70,093.00	$0.00	-100.0%	
3650.	$0.00	$100,000.00	$70,093.00	$0.00	-100.0%	
3800.						
130-3800-3000. Grant-Fire Program Pass thru	$0.00	$15,000.00	$15,000.00	$15,000.00	0.0%	
130-3800-7000. Grant-VA State Arts - Pass Thru	$0.00	$4,500.00	$2,500.00	$4,500.00	0.0%	historic amount was $4,500 pre-covid
130-3800-8000. Grant - Friends of the Library	$0.00	$10,000.00	$2,301.00	$6,000.00	-40.0%	
130-3800-9000. Grant Parks/Rec CCP	$0.00	$7,818.00	$0.00	$0.00	-100.0%	
130-3800-9910. Federal Grant - DHCD SBR	$0.00	$300,000.00	$278,528.00	$0.00	-100.0%	
130-3800-9920. Federal Grant - ARPA	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3800.	$0.00	$337,317.00	$298,329.00	$25,500.00	-92.4%	
3850.						
130-3850-2000. Reappropriate Grant Previous Yr	$0.00	$528,615.00	$0.00	$935,850.00	77.0%	ARPA Less what is expended for Harbor FY2022 (120K)
3850.	$0.00	$528,615.00	$0.00	$935,850.00	77.0%	
Total Revenue Special Activities Fund	$0.00	$965,932.00	$368,422.00	$961,350.00	-0.5%	

Special Activities Fund Expense

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4121. TOWN MANAGER						
130-4121-4010. Grant Exp - Arts Enter	**$0.00**	**$4,500.00**	**$2,500.00**	**$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**	**$15,000.00**	**0.0%**	**Pass Thru Grant from the State**
130-4121-4030. Grant Northampton Tourism Infrastructure	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
130-4121-4125. Grant or Donation Misc Pass thru	**$0.00**	**$100,000.00**	**$70,677.00**	**$0.00**	**-100.0%**	
130-4121-4130. DHCD CDBG Small Bus Recov	**$0.00**	**$300,000.00**	**$269,631.00**	**$0.00**	**-100.0%**	
130-4121-4150. Federal Grant Exp - ARPA Expenditures	**$0.00**	**$528,615.00**	**$0.00**	**$351,850.00**	**-33.4%**	**Projects TBD**
130-4121-8110. Transfer to Capital Projects Fund 110	**$0.00**	**$0.00**	**$0.00**	**$584,000.00**	**#DIV/0!**	**for Municipal Center/Library Design Work**
4121. TOWN MANAGER	**$0.00**	**$948,115.00**	**$357,808.00**	**$955,350.00**	**0.8%**	
4430. PUBLIC WORKS						
130-4430-4110. Grant Exp - Citizens For Cent Park	**$0.00**	**$7,818.00**	**$0.00**	**$0.00**	**-100.0%**	
4430. PUBLIC WORKS	**$0.00**	**$7,818.00**	**$0.00**	**$0.00**	**-100.0%**	
4730. LIBRARY						
130-4730-4110. Grant Exp- Friends of	**$0.00**	**$10,000.00**	**$2,301.00**	**$6,000.00**	**-40.0%**	**FOL projects**
4730. LIBRARY	**$0.00**	**$10,000.00**	**$2,301.00**	**$6,000.00**	**-40.0%**	
Total Expense Special Activities Fund	**$0.00**	**$965,932.00**	**$360,109.00**	**$961,350.00**	**-0.5%**	
130. Gen Special Activities Rev less Expenses	**$0.00**	**$0.00**	**-$8,313.00**	**$0.00**	**#DIV/0!**	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501. PUBLIC UTILITIES FUND						
Revenue						
3100.						
501-3100-1201. Connection, Plumbing Water	$2,800.00	$1,000.00	$1,950.00	$4,000.00	300.0%	
501-3100-1202. Connection, Plumbing Sewer	$2,900.00	$1,000.00	$1,950.00	$4,000.00	300.0%	
501-3100-5360. Utility Permit (Main to Meter)	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3100.	$5,700.00	$2,000.00	$3,900.00	$8,000.00	300.0%	
3150.						
501-3150-1501. Miscellaneous	$280.00	$1,000.00	$395.00	$8,000.00	700.0%	Water & Sewer Review Fees
3150.	$280.00	$1,000.00	$395.00	$8,000.00	700.0%	
3300.						
501-3300-1000. Interest Earned on Bank Accounts	$370.00	$0.00	$0.00	$0.00	#DIV/0!	
501-3300-2000. Dividends & Int. on Investments	$229.00	$1,000.00	$883.00	$1,400.00	40.0%	
3300.	$599.00	$1,000.00	$883.00	$1,400.00	40.0%	
3500.						
501-3500-1501. Water Sales	$601,886.00	$607,817.00	$476,167.00	$650,000.00	6.9%	need rate increase to 36.44 (+$2.98) to balance
501-3500-1502. Sewer Charges	$1,096,285.00	$1,111,324.00	$858,910.00	$1,170,000.00	5.3%	need rate increase to 63.42 (+$.30) to balance
501-3500-3501. Penalties & Interest - Water	$86.00	$1,500.00	$6,278.00	$8,144.43	443.0%	
501-3500-3502. Penalties & Interest Sewer	$151.00	$2,000.00	$11,854.00	$15,378.16	668.9%	
501-3500-4501. Connection Fees - Bay Crk water	$46,000.00	$17,500.00	$29,750.00	$26,250.00	50.0%	
501-3500-4502. Connection Fees - Bay Crk sewer	$48,600.00	$17,500.00	$29,750.00	$26,250.00	50.0%	
501-3500-5501. Connection Fees - Historic water	$5,250.00	$3,500.00	$4,375.00	$8,750.00	150.0%	
501-3500-5502. Connection Fees - Historic sewer	$5,250.00	$3,500.00	$4,375.00	$8,750.00	150.0%	
501-3500-6501. Facility Fees, Rest. - Bay Crk Water	$184,000.00	$80,000.00	$139,288.00	$120,840.00	51.1%	
501-3500-6502. Facility Fees, Restr. - Bay Crk Sewer	$297,000.00	$132,000.00	$229,825.00	$197,160.00	49.4%	

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-3500-7501. Facility Fees, Restr.- Historic Water	$26,760.00	$16,000.00	$26,577.00	$40,280.00	151.8%	
501-3500-7502. Facility Fees, Restr. - Historic Sewer	$53,450.00	$26,400.00	$52,203.00	$65,720.00	148.9%	
3500.	$2,364,717.00	$2,019,041.00	$1,869,352.00	$2,337,522.59	15.8%	
3600.						
501-3600-6000. Utility Fund Transfer	$0.00	$55,000.00	$0.00	$0.00	-100.0%	
3600.	$0.00	$55,000.00	$0.00	$0.00	-100.0%	
3650.						
501-3650-4000. Recovery Water & Sewer	380.00	380.00	50.00	$0.00	-100.0%	
3650.	380.00	380.00	50.00	$0.00	-100.0%	
3800.						
501-3800-1000. VDH Grant	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-3800-2001. USDA Grant Water	$0.00	$36,000.00	$0.00	$0.00	-100.0%	
501-3800-2002. USDA Grant Sewer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3800.	$0.00	$36,000.00	$0.00	$0.00	-100.0%	
3900.						
501-3900-6000. Appropriation from Fund Balance	$0.00	$0.00	$0.00	$147,625.00	#DIV/0!	$60K to cover Keck well & WWTP engineering , from facil fees in fund balance; $87,625 FY22 contingency brought fwd
3900.	$0.00	$0.00	$0.00	$147,625.00	#DIV/0!	
3950.						
501-3950-2101. USDA Loan Proceeds	$0.00	$68,751.00	$0.00	$0.00	-100.0%	
501-3950-2102. USDA Loan Proceeds	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
3950.	$0.00	$68,751.00	$0.00	$0.00	-100.0%	
Total Utility Fund Revenue	$2,371,677.00	$2,183,172.00	$1,874,580.00	$2,502,547.59	14.6%	
Core Revenue				$1,930,922.59	24.7%	Debt service ratio to core revenue FY2023

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
Expense						
4500. UTILITY ADMIN.						
501-4500-1800. Allocated Wages	$20,298.00	$21,123.00	$17,603.00	$22,273.00	5.4%	
501-4500-2800. Allocated Benefits	$5,705.00	$5,470.00	$4,558.00	$6,211.00	13.5%	
501-4500-3430. IT Services	$0.00	$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	$22,000.00	$100,000.00	-9.1%	
501-4500-8100. Transfer to Fund Balance	$0.00	$62,310.00	$0.00	$0.00	-100.0%	
4500. UTILITY ADMIN.	$26,003.00	$198,903.00	$22,161.00	$278,484.00	40.0%	
4501. WATER						
501-4501-1000. Regular Salaries & Wages	$146,345.00	$154,000.00	$118,058.00	$186,644.15	21.2%	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	$2,548.00	$2,500.00	22.5%	
501-4501-1200. PT Salaries - Water	$19,925.00	$24,000.00	$19,815.00	$0.00	-100.0%	
501-4501-1300. Part Time Wages OT	$45.00	$0.00	$96.00	$0.00	#DIV/0!	
501-4501-2000. FICA Expense	$12,444.00	$13,485.00	$10,393.00	$14,469.53	7.3%	
501-4501-2100. SUI Expense	$275.00	$199.00	$215.00	$127.20	-36.1%	
501-4501-2200. Retirement-ER VRS & ICMRC Exp	$8,427.00	$8,720.00	$6,540.00	$14,315.61	64.2%	1.68% increase + COLA + new FT position
501-4501-2210. Life Insurance	$1,889.00	$1,954.00	$1,466.00	$2,501.03	28.0%	
501-4501-2220. Disability Insurance, LT & ST	$773.00	$1,140.00	$443.00	$1,463.36	28.4%	
501-4501-2230. Worker's Comp	$3,652.00	$4,166.00	$3,686.00	$4,682.39	12.4%	
501-4501-2300. Health Insurance	$25,252.00	$18,717.00	$10,793.00	$28,106.36	50.2%	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4501-2310. Dental Insurance	$855.00	$1,161.00	$642.00	$1,156.80	-0.4%	
501-4501-2320. Vision Insurance	$38.00	$91.00	$68.00	$91.32	0.4%	
501-4501-2345. Employee/Volunteer Testing	$0.00	$0.00	$0.00	$350.00	#DIV/0!	
501-4501-2360. Staff & Volunteer Appreciation	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3020. Maint Svc Contracts -	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3025. Repair Maint & Services	-$190.00	$6,000.00	$3,168.00	$6,000.00	0.0%	
501-4501-3060. Landfill Disposal	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-3350. Water Sampling	$13,008.00	$11,000.00	$5,327.00	$11,000.00	0.0%	
501-4501-3420. Engineering & Architect Svcs	$4,916.00	$45,000.00	$5,061.00	$25,000.00	-44.4%	
501-4501-3430. IT Services	$1,120.00	$1,000.00	$800.00	$1,000.00	0.0%	
501-4501-3500. Advertising Services	$37.00	$600.00	$600.00	$600.00	0.0%	
501-4501-3730. Bank Service Charges	$52.00	$200.00	$49.00	$52.00	-74.0%	
501-4501-4150. Grant Exp - Water	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-5000. Refund - Tourism	$0.00	$3,000.00	$0.00	$3,000.00	0.0%	
501-4501-5010. Electric Service	$19,466.00	$22,440.00	$13,733.00	$24,684.00	10.0%	
501-4501-5020. Propane & Fuel Oil	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-5040. Phone Service	$1,242.00	$1,740.00	$1,043.00	$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	$892.00	$1,100.00	0.0%	
501-4501-5090. Lease, Right of Way	$2,111.00	$3,000.00	$5,287.00	$5,287.00	76.2%	Add water line east of water plant.
501-4501-5100. Lease, Vehicles &	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-5200. Travel-MIleage & Tolls	$60.00	$240.00	$40.00	$240.00	0.0%	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4501-5210. Travel-Lodging & Meals	**$0.00**	**$800.00**	**$0.00**	**$500.00**	**-37.5%**	
501-4501-5230. Education	**$190.00**	**$500.00**	**$150.00**	**$500.00**	**0.0%**	
501-4501-5250. Dues & Memberships	**$200.00**	**$400.00**	**$400.00**	**$400.00**	**0.0%**	
501-4501-5260. Employee Testing & Certification	**$290.00**	**$400.00**	**$0.00**	**$400.00**	**0.0%**	
501-4501-5300. Insurance, Property & Liability	**$8,263.00**	**$9,200.00**	**$9,200.00**	**$9,200.00**	**0.0%**	
501-4501-5340. Licensing	**$3,283.00**	**$4,000.00**	**$3,339.00**	**$4,000.00**	**0.0%**	
501-4501-5350. Fines & Penalties	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4501-6000. Office Supplies	**$298.00**	**$1,500.00**	**$455.00**	**$1,000.00**	**-33.3%**	
501-4501-6025. Janitorial & Kitchen	**$200.00**	**$300.00**	**$0.00**	**$0.00**	**-100.0%**	
501-4501-6050. Uniforms Expense	**$379.00**	**$1,000.00**	**$640.00**	**$1,000.00**	**0.0%**	
501-4501-6075. Hand Tools, & Small	**$1,282.00**	**$1,500.00**	**$1,251.00**	**$1,500.00**	**0.0%**	
501-4501-6080. Safety Equipment	**$240.00**	**$3,000.00**	**$250.00**	**$3,000.00**	**0.0%**	
501-4501-6150. Computer, Sftwr & Electronics < $10K	**$6,179.00**	**$520.00**	**$520.00**	**$500.00**	**-3.8%**	
501-4501-6175. Vehicles & Powered Equip Fuel	**$3,224.00**	**$5,000.00**	**$3,235.00**	**$62.25**	**-98.8%**	Actual + 10%
501-4501-6200. Vehicle & Powered Equip Repairs	**$373.00**	**$2,000.00**	**$67.00**	**$2,000.00**	**0.0%**	
501-4501-6225. Repair & Maintenance	**$18,158.00**	**$70,000.00**	**$20,222.00**	**$70,000.00**	**0.0%**	
501-4501-6300. Chemical Supplies	**$71,643.00**	**$73,000.00**	**$50,820.00**	**$73,000.00**	**0.0%**	
501-4501-6325. Laboratory Supplies	**$831.00**	**$2,900.00**	**$366.00**	**$2,900.00**	**0.0%**	
501-4501-6800. Debt Service - Principal	**$0.00**	**$78,964.00**	**$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**	**$30,606.00**	**$29,071.57**	**-4.9%**	
501-4501-7070. Vehicles & Equipment	**-$3.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4501-7080. Computers, Software	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4501-7090. Infrastructure - Waterlines, Tanks, Wells	**$0.00**	**$0.00**	**$0.00**	**$60,000.00**	**#DIV/0!**	Keck Well connection engineering $25; Water plant expansion refurb $35K

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4501-7095. Work in Progress	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-7100. Depreciation Expense	$674,466.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4501-8000. Reserve for Plant	$0.00	$96,000.00	$0.00	$161,120.00	67.8%	Facility Fees Reserved for Plant Expansion
501-4501-8100. Water Rate Increase Reserve	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
4501. WATER	$1,088,041.00	$706,552.00	$411,247.00	$843,423.15	19.4%	
4502. SEWER						
501-4502-1000. Regular Salaries & Wages	$192,735.00	$175,954.00	$144,217.00	$194,946.21	10.8%	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	$1,299.00	$1,530.00	0.0%	
501-4502-1300. Regular Salaries & Wages PT	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-2000. FICA Expense	$14,128.00	$13,461.00	$11,042.00	$15,030.43	11.7%	
501-4502-2100. SUI Expense	$221.00	$232.00	$143.00	$148.40	-36.0%	
501-4502-2200. Retirement-ER VRS & ICMRC Exp	$10,990.00	$10,522.00	$8,196.00	$14,952.37	42.1%	1.68% increase
501-4502-2210. Life Insurance	$2,463.00	$2,447.00	$1,837.00	$2,612.28	6.8%	
501-4502-2220. Disability Insurance, LT & ST	$1,010.00	$1,489.00	$558.00	$1,523.13	2.3%	
501-4502-2230. Worker's Comp	$1,746.00	$1,866.00	$1,815.00	$1,911.81	2.5%	
501-4502-2300. Health Insurance	$29,528.00	$22,857.00	$14,933.00	$28,106.36	23.0%	
501-4502-2310. Dental Insurance	$1,319.00	$945.00	$1,015.00	$1,467.60	55.3%	
501-4502-2320. Vision Insurance	$53.00	$91.00	$68.00	$91.32	0.4%	
501-4502-2345. Employee/Volunteer Testing	$0.00	$0.00	$0.00	$45.00	#DIV/0!	
501-4502-3000. Contract Labor	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-3010. Vehcl & Equip	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-3020. Maint Svc Contracts -	$12,432.00	$22,300.00	$13,791.00	$22,300.00	0.0%	

Town of Cape Charles
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	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4502-3060. Landfill Disposal -	$23,503.00	$42,000.00	$29,968.00	$42,000.00	0.0%	
501-4502-3200. Cleaning and	$600.00	$2,600.00	$1,800.00	$2,600.00	0.0%	
501-4502-3350. Water Sampling	$28,596.00	$21,000.00	$17,569.00	$21,000.00	0.0%	
501-4502-3420. Engineering & Architect Svcs	$0.00	$45,000.00	$1,435.00	$25,000.00	-44.4%	
501-4502-3430. IT Services	$240.00	$7,000.00	$4,025.00	$7,000.00	0.0%	
501-4502-3450. Printing & Design	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-3500. Advertising Services	$0.00	$500.00	$0.00	$0.00	-100.0%	
501-4502-3730. Bank Service Charges	$914.00	$1,550.00	$889.00	$1,550.00	0.0%	
501-4502-4150. Grant Exp - Sewer	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5000. Refund - Tourism	$0.00	$5,000.00	$0.00	$0.00	-100.0%	
501-4502-5010. Electric Service	$93,413.00	$102,000.00	$63,853.00	$105,357.45	3.3%	10% increase over 2022 projected.
501-4502-5040. Phone Service	$7,847.00	$7,500.00	$5,407.00	$8,500.00	13.3%	Add new employee cell phone, work order system
501-4502-5050. Internet & Cable	$0.00	$600.00	$0.00	$600.00	0.0%	
501-4502-5060. Alarm & Security	$511.00	$650.00	$511.00	$650.00	0.0%	
501-4502-5090. Lease, Right of Way	$0.00	$4,000.00	$2,518.00	$4,000.00	0.0%	
501-4502-5100. Lease, Vehicles &	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5200. Travel-MIleage & Tolls	$3,196.00	$3,200.00	$291.00	$1,000.00	-68.8%	
501-4502-5210. Travel-Lodging & Meals	$0.00	$500.00	$0.00	$500.00	0.0%	
501-4502-5220. Conference	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5230. Education	$357.00	$2,000.00	$0.00	$2,000.00	0.0%	
501-4502-5240. Books & Subscriptions	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
501-4502-5250. Dues & Memberships	$1,250.00	$850.00	$0.00	$850.00	0.0%	

Town of Cape Charles

Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
501-4502-5260. Employee Testing & Certification	**$80.00**	**$450.00**	**$0.00**	**$450.00**	**0.0%**	
501-4502-5300. Insurance, Property &	**$31,492.00**	**$32,725.00**	**$35,060.00**	**$35,060.00**	**7.1%**	
501-4502-5340. Licensing	**$2,969.00**	**$4,500.00**	**$3,620.00**	**$4,500.00**	**0.0%**	
501-4502-5350. Fines & Penalties	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-6000. Office Supplies	**$1,539.00**	**$1,500.00**	**$494.00**	**$1,500.00**	**0.0%**	
501-4502-6025. Janitorial & Kitchen	**$183.00**	**$100.00**	**$0.00**	**$100.00**	**0.0%**	
501-4502-6050. Uniforms Expense	**$725.00**	**$1,000.00**	**$392.00**	**$1,200.00**	**20.0%**	
501-4502-6075. Hand Tools, & Small	**$2,441.00**	**$2,500.00**	**$469.00**	**$2,500.00**	**0.0%**	
501-4502-6080. Safety Equipment	**$20.00**	**$250.00**	**$209.00**	**$250.00**	**0.0%**	
501-4502-6150. Computer, Sftwr & Electronics < $10K < $10	**$184.00**	**$1,200.00**	**$190.00**	**$1,200.00**	**0.0%**	
501-4502-6175. Vehicles & Powered Equip Fuel	**$3,269.00**	**$7,000.00**	**$3,257.00**	**$6,800.00**	**-2.9%**	**Actual + new employee +10%**
501-4502-6200. Vehicle & Powered Equip Repairs	**$499.00**	**$3,000.00**	**$3,340.00**	**$3,000.00**	**0.0%**	
501-4502-6225. Repair & Maintenance	**$80,525.00**	**$95,000.00**	**$59,584.00**	**$110,000.00**	**15.8%**	**Aging infrastructure**
501-4502-6300. Chemical Supplies	**$35,136.00**	**$39,675.00**	**$44,373.00**	**$60,000.00**	**51.2%**	
501-4502-6325. Laboratory Supplies	**$61.00**	**$1,000.00**	**$20.00**	**$1,000.00**	**0.0%**	
501-4502-6800. Debt Service - Principal	**$0.00**	**$329,170.00**	**$208,584.00**	**$331,819.92**	**0.8%**	
501-4502-6850. Debt Service Interest	**$32,545.00**	**$30,038.00**	**$30,326.00**	**$29,169.07**	**-2.9%**	
501-4502-7010. Infrastructure - Facility & Equip	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-7070. Vehicles & Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-7080. Computers, Software	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-7090. Infrastructure - Sewerlines & Pumpstations	**$0.00**	**$14,500.00**	**$0.00**	**$14,500.00**	**0.0%**	**Sewer Pod annual replacement**
501-4502-7095. Work in Progress -	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
501-4502-8000. Reserve for Plant Expansion	**$0.00**	**$158,400.00**	**$0.00**	**$262,880.00**	**66.0%**	**Facility Fees Reserved**
501-4502-8100. Wastewater Rate & Capital Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
4502. SEWER	**$619,977.00**	**$1,221,653.00**	**$717,100.00**	**$1,373,201.35**	**12.4%**	

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
4503. UTILITY BILLING						
501-4503-1000. Regular Salaries & Wages	**$31,292.00**	**$32,014.00**	**$24,637.00**	**$33,067.71**	**3.3%**	
501-4503-1100. Regular Salaries & Wages OT	**$0.00**	**$0.00**	**$0.00**	**$200.00**	**#DIV/0!**	
501-4503-2000. FICA Expense	**$2,559.00**	**$2,449.00**	**$2,001.00**	**$2,544.98**	**3.9%**	
501-4503-2100. SUI Expense	**$68.00**	**$66.00**	**$41.00**	**$42.40**	**-35.8%**	
501-4503-2200. Retirement-ER VRS & ICMRC Exp	**$2,060.00**	**$2,101.00**	**$1,576.00**	**$2,775.60**	**32.1%**	**increase in rate + COLA**
501-4503-2210. Life Insurance	**$462.00**	**$471.00**	**$353.00**	**$484.92**	**3.0%**	
501-4503-2220. Disability Insurance, LT & ST	**$196.00**	**$260.00**	**$110.00**	**$267.97**	**3.1%**	
501-4503-2230. Worker's Comp	**$21.00**	**$22.00**	**$38.00**	**$22.64**	**2.9%**	
501-4503-2300. Health Insurance	**$7,743.00**	**$6,760.00**	**$4,947.00**	**$6,675.84**	**-1.2%**	
501-4503-2310. Dental Insurance	**$285.00**	**$285.00**	**$214.00**	**$304.50**	**6.8%**	
501-4503-3020. Maint Svc Contracts -	**$682.00**	**$650.00**	**$1,557.00**	**$0.00**	**-100.0%**	
501-4503-3025. Repair Maint & Svc Contracts	**$0.00**	**$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**	**$160.00**	**$0.00**	**-100.0%**	
501-4503-3500. Advertising Services	**$0.00**	**$0.00**	**$0.00**	**$135.00**	**#DIV/0!**	
501-4503-5040. Phone Service	**$360.00**	**$360.00**	**$270.00**	**$360.00**	**0.0%**	
501-4503-5070. Postage	**$3,000.00**	**$6,300.00**	**$4,000.00**	**$6,300.00**	**0.0%**	
501-4503-5110. Lease, Office Equip	**$2,186.00**	**$2,000.00**	**$1,311.00**	**$2,200.00**	**10.0%**	**copier and folder/stuffer**
501-4503-5200. Travel-MIleage & Tolls	**$0.00**	**$80.00**	**$0.00**	**$20.00**	**-75.0%**	
501-4503-5210. Travel-Lodging & Meals	**$0.00**	**$75.00**	**$0.00**	**$35.00**	**-53.3%**	
501-4503-5230. Education	**$0.00**	**$200.00**	**$0.00**	**$150.00**	**-25.0%**	
501-4503-6000. Office Supplies	**$1,173.00**	**$1,250.00**	**$1,281.00**	**$1,400.00**	**12.0%**	
4503. UTILITY BILLING	**$52,325.00**	**$56,064.00**	**$42,502.00**	**$59,236.56**	**5.7%**	
Total Utility Fund Expense	**$1,786,346.00**	**$2,183,172.00**	**$1,193,009.00**	**$2,554,345.06**	**17.0%**	
Core Utility Fund Operating Expenses				**$2,055,845.06**		**All expenditures less capital projects & facility fee reserves**
UTILITY FUND REVENUE LESS EXPENDITURES	**$585,331.00**	**$0.00**	**$681,571.00**	**-$51,797.47**		

Town of Cape Charles

Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request	
510. HARBOR FUND					
HARBOR FUND REVENUE					
3150.					
510-3150-1000. Harbor Fuel Sales	$532,213.00	$482,484.00	$237,161.00	$554,786.00	15.0%
510-3150-2000. Dockage Fees	$465,293.00	$406,559.00	$231,870.00	$406,559.00	0.0%
510-3150-2100. Harbor Electric Sales	$30,763.00	$25,000.00	$16,890.00	$31,000.00	24.0%
510-3150-2200. Lease/Storage	$4,627.00	$400.00	$132.00	$0.00	-100.0%
510-3150-3000. Wharfage Fees	$17,048.00	$13,000.00	$0.00	$8,000.00	-38.5%
3150.	$1,058,686.00	$927,443.00	$486,664.00	$1,000,345.00	7.9%
3400.					
510-3400-1000. Lease - Restaurant	$5,548.00	$6,000.00	$4,500.00	$6,000.00	0.0%
3400.	$5,548.00	$6,000.00	$4,500.00	$6,000.00	0.0%
3500.					
510-3500-1501. Harbor Water Sales	$0.00	$1,200.00	$680.00	$1,200.00	0.0%
3500.	$0.00	$1,200.00	$680.00	$1,200.00	0.0%
3650.					
510-3650-1000. Credit 1%/Debit$0.25	$347.00	$0.00	$0.00	$0.00	#DIV/0!
510-3650-1500. Recovery - Harbor	$0.00	$0.00	$0.00	$0.00	#DIV/0!
510-3650-4000. Recovery - Harbor	$424.00	$66.00	$66.00	$0.00	-100.0%
3650.	$771.00	$66.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
3700.						
510-3700-2200. Grant- Harbor USDA RD	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3700.	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3800.						
510-3800-2000. VA Port Authority	**$10,586.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-3800-3000. Grant - Federal Boating Infrstrctr (BIG)	**$0.00**	**$54,947.00**	**$30,754.00**	**$41,893.00**	**-23.8%**	**BIG Grant Proceeds, FY22 project closeout & FY23 list completion**
3800.	**$10,586.00**	**$54,947.00**	**$30,754.00**	**$41,893.00**	**-23.8%**	
3900.						
510-3900-6000. Appropriation From Fund Balance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3900.	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3950.						
510-3950-1000. Loan Proceeds	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-3950-2000. Transfer fm Debt Svc Fund	**$0.00**	**$102,657.00**	**$102,954.00**	**$104,950.25**	**2.2%**	
510-3950-2100. Loan Proceeds - USDA	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
3950.	**$0.00**	**$102,657.00**	**$102,954.00**	**$104,950.25**	**2.2%**	
TOTAL HARBOR FUND REVENUE	**$1,075,595.00**	**$1,092,312.00**	**$625,617.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
510-4713-1800. Allocated Wages	**$10,985.00**	**$11,389.00**	**$9,491.00**	**$11,989.00**	**5.3%**	
510-4713-2800. Allocated Benefits	**$3,235.00**	**$3,079.00**	**$2,566.00**	**$3,570.00**	**15.9%**	
510-4713-3020. Maint Svc Contracts -	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-4713-3025. Service Contracts	**$4,173.00**	**$3,800.00**	**$2,598.00**	**$4,300.00**	**13.2%**	**TFC recycling/Davis Disposa/Add pest control services**
510-4713-3040. Grounds	**$1,500.00**	**$1,500.00**	**$0.00**	**$1,500.00**	**0.0%**	
510-4713-3410. Management Consulting Outside SVC	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-4713-3415. Management Consulting CCYC	**$146,722.00**	**$319,571.00**	**$140,106.00**	**$320,000.00**	**0.1%**	
510-4713-3420. Engineering & Architect Svcs	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-4713-3430. IT Services	**$1,620.00**	**$1,700.00**	**$560.00**	**$1,700.00**	**0.0%**	
510-4713-3450. Printing & Design	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-4713-3500. Advertising Services	**$7,258.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-4713-3730. Bank Service Charges	**$476.00**	**$700.00**	**$448.00**	**$700.00**	**0.0%**	
510-4713-4150. Grant Exp -Harbor	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
510-4713-4160. Grant Exp - VDH BIG	**$0.00**	**$64,720.00**	**$0.00**	**$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**	**$0.00**	**#DIV/0!**	
510-4713-5010. Electric Service	**$22,021.00**	**$24,480.00**	**$16,484.00**	**$26,928.00**	**10.0%**	**+10% of actual**
510-4713-5020. Propane & Fuel Oil	**$210.00**	**$700.00**	**$0.00**	**$0.00**	**-100.0%**	
510-4713-5030. Water Expense	**$755.00**	**$750.00**	**$507.00**	**$750.00**	**0.0%**	
510-4713-5035. Sewer Expense	**$1,316.00**	**$1,400.00**	**$755.00**	**$1,400.00**	**0.0%**	
510-4713-5040. Phone Service	**$788.00**	**$139.00**	**$313.00**	**$0.00**	**-100.0%**	
510-4713-5050. Internet & Cable	**$45.00**	**$720.00**	**$512.00**	**$900.00**	**25.0%**	
510-4713-5060. Security Monitoring	**$0.00**	**$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request			
510-4713-5300. Insurance, Property &	$24,155.00	$26,892.00	$26,891.00	$28,000.00	4.1%		
510-4713-6025. Janitorial & Kitchen	$1,154.00	$3,500.00	$1,696.00	$3,780.00	8.0%		
510-4713-6150. Computer, Sftwr & Electronics < $10K < $10	$1,095.00	$540.00	$0.00	$900.00	66.7%		
510-4713-6175. Vehicles & Powered Equip Fuel	$690.00	$1,200.00	$208.00	$800.00	-33.3%	2021 Actual +10%	
510-4713-6200. Vehicle & Powered Equip Repairs	$2,707.00	$8,000.00	$3,996.00	$8,640.00	8.0%		
510-4713-6225. Repair & Maintenance	$41,328.00	$85,900.00	$17,113.00	$53,831.00	-37.3%	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	$190,256.00	$443,750.00	25.0%		
510-4713-6800. Debt Service - Principal	$0.00	$78,693.00	$78,693.00	$81,430.45	3.5%		
510-4713-6850. Debt Service Interest	$26,421.00	$23,964.00	$24,261.00	$23,519.80	-1.9%		
510-4713-6900. Contingency Fund	$0.00	$13,875.00	$0.00	$20,000.00	44.1%		
510-4713-7010. Building, Equipment,	$0.00	$0.00	$0.00	$0.00	#DIV/0!		
510-4713-7060. Infrastructure - Breakwaters & Jetties	$0.00	$20,000.00	$68.00	$0.00	-100.0%		0.00
510-4713-7070. Vehicles & Equipment	$0.00	$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	$0.00	#DIV/0!		
510-4713-7085. Infrastructure - Docks	-$979.00	$40,100.00	$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	$0.00	#DIV/0!		
510-4713-7095. Work in Progress	$0.00	$0.00	$0.00	$0.00	#DIV/0!		
HARBOR FUND TOTAL EXPENDITURES	$1,022,293.00	$1,092,312.00	$557,774.00	$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	-$67,843.00	$0.00	#DIV/0!		

Town of Cape Charles
Fiscal Year 2023
Budget Prep Worksheet

	2020/2021 Full Year Actuals	2021/2022 Annual Current Budget	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
520. SANITATION FUND						
Revenue						
3150.						
520-3150-1000. Refuse Collection	$202,364.00	$229,771.00	$181,021.00	$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	$425.00	$600.00	0.0%	
520-3150-3000. Miscellaneous Refuse	$0.00	$0.00	$0.00	$0.00	#DIV/0!	
520-3150-4000. Penalties & Interest -	$15.00	$0.00	$2,540.00	$3,500.00	#DIV/0!	
3150	$202,864.00	$230,371.00	$183,986.00	$282,029.12		
3900.						
520-3900-6000. Appropriation from	$0.00	$168,952.00	$0.00	$160,224.00	-5.2%	To transfer to Gen Fund for Trail Project, fund bal is$238,963
3900.	$0.00	$168,952.00	$0.00	$160,224.00	-5.2%	
SANITATION FUND TOTAL REVENUE	$202,864.00	$399,323.00	$183,986.00	$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	2021/2022 As Of 3/31/2022 Actuals	2022/2023 Initial Budget Request		
Expense						
4520. SANITATION						
520-4520-3010. Vehcl & Equip	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**#DIV/0!**	
520-4520-3020. Maint Svc Contracts	**$213,268.00**	**$223,613.00**	**$139,594.00**	**$265,309.80**	**18.6%**	**1230 cans at 17.45/mo now**
520-4520-3500. Advertising Services	**$0.00**	**$81.00**	**$81.00**	**$0.00**	**-100.0%**	
520-4520-5300. Insurance, Property &	**$722.00**	**$1,000.00**	**$804.00**	**$1,000.00**	**0.0%**	
520-4520-6225. Repair & Maintenance	**$11,796.00**	**$14,405.00**	**$14,405.00**	**$15,719.32**	**9.1%**	**replacement cans**
520-4520-8110. Transfer to Capital	**$0.00**	**$160,224.00**	**$0.00**	**$160,224.00**	**0.0%**	
4520. SANITATION TOTAL EXPENSE	**$228,158.00**	**$399,323.00**	**$154,884.00**	**$442,253.12**	**10.8%**	
520. SANITATION FUND REVENUE LESS EXPENDITURES	**$25,294.00**	**$0.00**	**$29,102.00**	**$0.00**		

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: 2/25/22

Name of Project/Program/Event: Cape Charles Main St.

Name of Organization: CAPE Charles Main St

Address: 718 Randolph Ave
Cape Charles, VA 23310

Contact Person & Title: Karen ZAMORSKi

Telephone Number: 757-210-8083

Email Address: KarenZ.ccms@gmail.com

Are you a non-profit organization? yes

If so, what is your ID number? 0824974-0

Town of Cape Charles Funding Request
Fiscal Year 2023

A. Describe Project/Program/Event, including location, time, and details of an entrance/Admission Fee if required.

This is an ongoing program running under an MOA (Memorandum of Agreement) with the Town of Cape Charles.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

Cape Charles Main Street services the Town of Cape Charles through various projects/programs and events throughout the year. We are in the process of developing our Strategic Workplans for 2023 which cover each of the four points of our program – Organization/Economic Vitality/Design/Promotion. We have drafted a budget (attached) that outlines planned programs for fiscal year 2023. Many of our programs and events are on-going so I have included some samples of our advertising done for Fiscal year 2022.

C. Total Estimated cost of Project/Program/Event:

I have attached our projected budget for 2023. While there will always be some projects/promotions/events that are undertaken throughout the year as needed, we have outlined those that are recurring.

The Cape Charles Main Street (CCMS) program has accomplished many goals set for the program and experienced incredible year over year growth in a short period of time. Attached to this application is a summary of projects that were accomplished in our last fiscal year as well as some of the projects that are in process currently. These projects require a tremendous effort by the board to not only find the funding to accomplish the project through writing grants and fundraising through sponsorship sales, but also to manage, and complete the project. The sheer number of completed projects along with the benefits achieved are remarkable given the fact that they have been accomplished by a board of dedicated people who have committed their time as unpaid volunteers, who strongly believe in the value of the program.

Due to the continual increase in hours needed to keep up with the growth of the CCMS program, we are on the brink of burnout of our board. Many of our events occur on evenings, weekends and holidays which puts a great strain on their time away from their personal lives. Some of our board members also have full time jobs. We currently have a full-time Executive Director and a part-time (15 hours per week) admin who has the additional duties of secretary and treasurer of our program. The overflow of hours needed to continue to run this program often fall on these two individuals who have already exhausted their paid hours and end up donating their time to get the tasks completed. This cannot continue to run in this manner. It would be a shame to lose any of these dedicated individuals and the experience they bring to this program.

We believe the way to keep great board members and complete our projects is to hire another person to serve as a Marketing Assistant/Event coordinator. This person would report to the Executive Director and perform many of the duties our board is currently doing for many of our programs and events. This will allow our board members to better focus their efforts on more meaningful individual projects that coincide with the Town Strategic Plan and grants to continue economic development and infrastructure, marketing/projects for our shoulder seasons and beautification efforts that benefit residents and visitors alike.

In the attached budget proposal, we have included this position as a 20 hour per week position. Our Executive Director and Admin Assistant/treasurer are each giving up 5 hours of their salaries to help make this financially feasible but we still fall short in funding. We have included the need for this additional funding in our request.

D. Amount of funds requested in this application: $90,000

E. Is this a one-time Project/Program/Event or is it recurring: This is a recurring program

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities?

Yes, the CCMS program is coordinated with many other programs, events and tourism activities. Because we perform the function of marketing for the Town of Cape Charles, we have invested in both new website development with the functionality to give all programs and events a venue to promote their projects, social media marketing to not only promote our projects but tagging and cross promoting other important projects to help build awareness, work closely with ESVA tourism as well as Virginia Tourism Corporation as a Virginia Main Street community as well as Citizens for Central Park on annual events. We have formed a relationship with the Rotary who also volunteers at our annual events that bring many tourists to the town.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify is cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

CCMS applies for many grants to fund projects as well as conducting an annual fundraising program that reaches out to our residents as well as our business communities. Our sources of income are clearly outlined in our financials and proposed budgets. Please see attached for details.

The list of grants for Fiscal Year 2022:

1. **Small Business Relief Fund: $895,000**
   Applied for through Town and managed by CCMS. Ending this fiscal year.
2. **Northampton County Grants $33,000:** Train Car renovation, new cart path to the CC Brewery, CC video for marketing purposes, Annual Love Run, Annual LoveFest, Annual Festive Fridays, additional benches for town beautification and Historic Walking Tour

3. **Virginia Tourism Grants $30,000**: Wanderlove Grant(extended from 2020 due to Covid) and the VTC/MLP grant which was also extended due to covid). These grants were used completely for marketing activities such as the WBOC TV program which we are repurposing for other marketing initiatives such as the website, electronic newsletters such as the one published by Virginia Living Magazine (attached) and placement in the annual Virginia Living Magazine to market our Best of Virginia winners.
4. **DHCD Grant $10,000**: This was awarded upon receiving our full Designation Status with the State of Virgina. This grant is going toward beautification efforts on Strawberry Street. (Benches, planters and awnings.

H. Required Items to supply with application are attached.

I. Give a description of how the Project/Program/event meets the Strategic Goals or Objectives of the Town:

CCMS is only in existence as a Virginia Main Street designated town because it was brought to the town council as a tool that could align with and impact the strategic growth goals of the Town of Cape Charles as a tourism destination. The Town entered into this program guaranteeing financial support.

To assure that we do align with the strategic goals of the town, we participate in strategic town planning, our Executive Director attends weekly staff meetings to understand and convey projects and priorities of the town to the CCMS board and the Town Manager participates on our board to ensure there is a cohesive approach to our planned activities. The vision statements of the town and CCMS are closely aligned:

Town Strategic Plan Vision:
Preserve our historical, natural, and cultural resources, while fostering a sense of community that enhances well-being and prosperity, now and for generations to come.

CCMS Vision (desired end state):

Historically unique and vibrant bayside downtown that enriches the business community, preserves history and our natural environment, celebrates the arts and instills a “sense of place” in all hearts.

The partnership between the Town and Cape Charles Main Street has been working well and taxes have been rising significantly:

	FY 21	FY22 as of (12/21)
Meals	$311,079	$420,301
TOT	$167,686	$267,633
BPOL	$32,252	$15,802. (not due until April 15th)

The CCMS organization is looking forward to another successful year working with the Town of Cape Charles.

Form **8879-EO**

Department of the Treasury
Internal Revenue Service

IRS *e-file* Signature Authorization for an Exempt Organization

For calendar year 2020, or fiscal year beginning Jul 1, 2020, and ending Jun 30, 2021

▶ Do not send to the IRS. Keep for your records.
▶ Go to *www.irs.gov/Form8879EO* for the latest information.

OMB No. 1545-0047

2020

Name of exempt organization or person subject to tax: Cape Charles Va Main Street Inc

Taxpayer identification number: 82-3611632

Name and title of officer or person subject to tax: Karen Zamorski, Executive Director

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a,** or **7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b,** or **7b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	**Form 990** check here ▶ ☒	**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b	160,445.
2a	**Form 990-EZ** check here ▶ ☐	**b Total revenue,** if any (Form 990-EZ, line 9)	2b	
3a	**Form 1120-POL** check here ▶ ☐	**b Total tax** (Form 1120-POL, line 22)	3b	
4a	**Form 990-PF** check here ▶ ☐	**b Tax based on investment income** (Form 990-PF, Part VI, line 5)	4b	
5a	**Form 8868** check here ▶ ☐	**b Balance due** (Form 8868, line 3c)	5b	
6a	**Form 990-T** check here ▶ ☐	**b Total tax** (Form 990-T, Part III, line 4)	6b	
7a	**Form 4720** check here ▶ ☐	**b Total tax** (Form 4720, Part III, line 1)	7b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) __________, (EIN) ________ and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☐ I authorize __________ (ERO firm name) to enter my PIN ☐☐☐☐☐ as my signature (Enter five numbers, but do not enter all zeros)

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☒ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ Karen Zamorski Date ▶ 11/2/2021

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

5	4	1	4	3	6	4	5	6	8	3

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns.

ERO's signature ▶ __________ Date ▶ 11/02/2021

ERO Must Retain This Form — See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

FGH, PLC
Finn • Gartman • Hart
certified public accountants

November 2, 2021

Cape Charles Va Main Street Inc
PO Box 567
Cape Charles, VA 23310

Dear Client,

Enclosed is the 2020 U.S. Form 990, Return of Organization Exempt from Income Tax, for Cape Charles Va Main Street Inc for the tax year ending June 30, 2021.

Your 2020 U.S. Form 990, Return of Organization Exempt from Income Tax, return will be electronically filed.

We very much appreciate the opportunity to serve you. If you have any questions regarding this return, please do not hesitate to call.

Sincerely,

Michael D Gartman

- Develop workplans for 2023
- Complete Covid Relief Grant
- Develop website marketing plan
- Annual Love Run
- Easter Bunny on Main
- Annual sidewalk Sale
- Beautification of Strawberry St.
- Permanent Cart Path to Brewery
- Reprinting of the Map
- Historic Walking Tour AND . . .
- Historic Train Car

What Cape Charles Main Street has achieved In our past Fiscal Year (July 1, 2020 to June 30, 2021)

BUSINESS/TOWN Mkt.SUPPORT - $64,638*

- Received Full VA Mainstreet Designation
- Applied for and received $845,115 for small business Covid Relief
- Supplied 2200 Free masks to businesses and helped acquire hand sanitizing stations for town
- Produced Signage for the town and businesses on Covid Protocols
- Hold Monthly Main Street Connect calls for businesses
- Delivered new Town Map
- Launched new website for CCVC with CCMS Microsite
- Buy Local Campaign on WESR
- Produced a new Business Brochure
- Added new Banners on Mason
- Produced a one-hour TV show on Cape Charles with WBOC that aired 2x
- Marketed Cape Charles through various print ad campaigns

BEAUTIFICATION/SPONSORED PROJECTS - $34,258*

- Added new benches to Strawberry Street Plaza
- Purchased New Christmas banners and Garland for Holidays
- Added new planters
- Temporary Golf Cart Path to the Brewery
- Funded the new portable bathrooms at Peach and Mason through a grant
- Mural at 207 Mason lot
- New signage for Designation as VA Mainstreet ready to be installed

EVENTS -$15,575*

- Started Porch Happy Hours to help restaurants and residents during covid
- Organized Spring Sidewalk Sale
- Sponsored the Easter Bunny event and hunt
- Celebrated THIRD THURSDAYS through the summer
- Celebrated 27 Best of Virginia Winners in 2020 and 34 in 2021
- LOVEFEST in the Park
- Held Halloween Decorating Contest (2020)
- Held Christmas Decorating Contest (2020)

Cape Charles VA Main Street, Inc.

Profit and Loss

July 2020 - June 2021

	TOTAL
Expenses	
5201 Payroll Expenses	
5202 Wages	68,308.56
5203 Taxes	5,225.61
Total 5201 Payroll Expenses	**73,534.17**
5500 Fundraising Expenses	136.53
5530 Legal and Corporation expense	2,052.60
6000 Office Supplies & Printing	1,362.77
6010 DHCD COVID Relief Grant Expenses	1,510.40
6101 Bank Charges & Square Fees	371.69
6120 Postage for mailings	81.50
6134 IT, Software, Scan & Website Services	6,240.59
6200 Facility and Equipment Expenses	830.00
6210 Office space rental	9,550.00
6220 Office Utilities	905.75
6230 Phone Service, Landline & Wireless	1,055.68
6300 Travel - Airfare, Mileage, Parking & Tolls	20.00
6320 Conference	-366.00
6350 Dues & Memberships	548.25
6360 Local Meeting & Conference Expense	1,879.56
6420 Insurance	2,502.84
7040 Marketing Expenses	
7050 Marketing-Printed	639.95
7055 Marketing-Promotional Items	1,665.00
7092 Marketing - Social Media & Website	17,176.20
7093 Marketing - Miscellaneous Other	10,875.01
7094 Marketing-Discovery Map Exp	10,688.50
7095 Marketing-Festive Fridays	825.00
Total 7040 Marketing Expenses	**41,869.66**
7056 Shipping, Freight & Delivery	775.95
7099 Love Sign Maintenance Expense	1,125.00
7200 Event Expenses	175.00
7230 Festive Fridays Expenses	7,296.43
7245 Third Thursdays	212.66
Total 7200 Event Expenses	**7,684.09**
7300 Grant covered expenses	
7310 WanderLove	5,354.81
7380 LoveFest expenses	2,392.42
Total 7300 Grant covered expenses	**7,747.23**
8000 Streetscape Design/Beautification	2,139.94
8501 Marketing-Economic Vitality-Cart Path (NC)	307.50
9870 Unapplied Cash Bill Payment Expense	100.00

Cape Charles VA Main Street, Inc.

Profit and Loss

July 2020 - June 2021

	TOTAL
9880 Uncategorized Expense	498.53
Total Expenses	**$164,464.23**
NET OPERATING INCOME	**$8,806.61**
Other Expenses	
8100 Other Miscellaneous Expense	25,000.00
Total Other Expenses	**$25,000.00**
NET OTHER INCOME	**$ -25,000.00**
NET INCOME	**$ -16,193.39**

Cape Charles VA Main Street, Inc.
DRAFT BUDGET
July 1, 2022 - June 30, 2023

	Total
Income	
4010 Town of Cape Charles Funding	90,000.00
4030 Individual Donations	15,000.00
4050 Business Donations	10,000.00
4060 Corporate Sponsorships	18,000.00
4070 Events/Projects Income	
4076 Festive Fridays Sponsor	12,459.00
4077 LOVE Run	5,000.00
4078 LoveFest	
4079 Shop & Stroll Valentines	
4080 Map	27,000.00
4081 Walking Tour	
Total 4071 Events/Projects	$ 44,459.00
4200 GRANT INCOME-Non Gov	
4240 Grant-DESIGN	
4241 Downtown Investment Grant	25,000.00
Total 4240 Grant-DESIGN	$ 25,000.00
Total 4200 GRANT INCOME-Non Gov	$ 25,000.00
4400 GRANT INCOME -GOV	
4406 LoveFest	3,000.00
4410 Train Grant	20,000.00
4412 Festive Fridays	6,000.00
4414 LOVE Run	5,000.00
4416 Map	10,000.00
4418 Walking Tour	7,500.00
Total 4400 GRANT INCOME -GOV	$ 51,500.00
4610 Savings Account Interest	2.25
4730 Sales of Product Income	
4731 Beverages	6,300.00
4732 Clothing	5,000.00
4733 Maps	300.00
4734 Ornaments	14,000.00
Total 4730 Sales of Product Income	$ 25,600.00
4737 Shipping & handling Income	1,100.00
Total Income	$ 280,661.25
Cost of Goods Sold	
5000 Cost of Goods Sold	
5010 CoG--Beverages	3,000.00
5020 CoG--clothing	3,000.00
5025 CoG--ornaments	9,000.00
Total 5000 Cost of Goods Sold	$ 15,000.00
Total Cost of Goods Sold	$ 15,000.00

Gross Profit	$	265,661.25
Expenses		
5201 Payroll Expenses		
5202 Wages		77,415.00
5203 Taxes		5,922.25
Total 5201 Payroll Expenses	$	83,337.25
5400 Advertising	$	7,000.00
5500 Fundraising Expenses		2,205.00
5530 Legal and Corporation expense		2,450.00
6000 Office Supplies & Printing		1,350.00
6001 Volunteer Management		
6101 Bank, Square or PayPal Fees		1,050.00
6120 Postage for mailings letters & gen mail		675.00
6131 Office Furnishings / Equipment		500.00
6134 IT, Software, Scan & Website Services		6,640.00
6200 Facility and Equipment Expenses		2,142.00
6210 Office space rental		9,650.00
6220 Office Utilities		1,110.00
6230 Phone Service, Landline & Wireless		900.00
6320 Conference		1,250.00
6350 Dues & Memberships		200.00
6360 Local Meeting & Conference Expense		425.00
6420 Insurance		2,020.00
7040 Marketing Expenses		
7050 Marketing-Printed		1,450.00
7060 Marketing - Map (Design & Print)		12,000.00
7092 Marketing - Social Media & Website		3,350.00
7093 Marketing - Miscellaneous Other		10,450.00
Total 7040 Marketing Expenses	$	15,250.00
7056 Shipping merchandise/maps, Freight/Delivery expense		1,550.00
7200 Events/Projects Expenses		
7230 Festive Fridays Expenses		17,000.00
3000 Contract Labor		3,000.00
7231 Grant Expense		6,000.00
7241 Love Fest		5,000.00
3000 Contract Labor		1,500.00
7242 Grant Expense		3,500.00
7245 LOVE Run		8,000.00
3000 Contract Labor		1,500.00
7246 Grant Expense		5,000.00
7250 Shop & Stroll Valentines Event		500.00
7251 Grant Expense		
7260 Walking Tour		7,500.00
7261 Grant Expense		7,500.00
7270 Train		22,000.00

3000 Contract Labor		2,000.00
7271 Grant Expense		20,000.00
7280 RevUp		500.00
Total 7200 Event Expenses	$	60,500.00
8000 Streetscape Design/Beautification		
8010 Downtown Investment Grant		37,500.00
8020 Banners		
8030 Benches/Planters/Smoking Urn		8,000.00
Total 8000 Streetscape Design/Beautification	$	45,500.00
8500 Economic Vitality		
8502 Main Street Connect		600.00
Total 8500 Economic Vitality	$	600.00
Total Expenses	$	246,304.25
Net Operating Income	$	19,357.00
Net Income	$	19,357.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 07 2018

CAPE CHARLES VA MAIN STREET INC
2 PLUM STREET
CAPE CHARLES, VA 23310-0000

Employer Identification Number:
82-3611632
DLN:
26053451004208
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 20, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

CAPE CHARLES VA MAIN STREET INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

1711090772

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

Office of the Clerk

November 20, 2017

PETE BAUMANN
JOHN W. BURDISS, ESQ.
718 RANDOLPH AVENUE
PO BOX 310
CAPE CHARLES, VA 23310

RECEIPT

RE: CAPE CHARLES, VA MAIN STREET, INC.

ID: 0824974 - 0

DCN: 17-11-02-5643

Dear Customer:

This is your receipt for $75.00, to cover the fees for filing articles of incorporation with this office.

The effective date of the certificate of incorporation is November 20, 2017.

If you have any questions, please call (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

Sincerely,

Joel H. Peck
Clerk of the Commission

CORPRCPT
NEWCD
CIS0336

1711090772

Laura Dunivan

From:	SCCeFile
Sent:	Thursday, November 02, 2017 11:54 AM
To:	eFile_Operations
Subject:	1711025643 - CAPE CHARLES, VA MAIN STREET, INC.

171102 5643

Document Control No.:	**171102 5643**
Document Type:	Articles of Incorporation (New Virginia Nonstock Corporation)
Company Name:	CAPE CHARLES, VA MAIN STREET, INC.
Name Distinguishable?:	lw Yes / No Conflict ID ______________
Requested Processing:	**Regular**
Evidence Return:	**Email**
Submitted Date:	11/2/2017 11:54 AM
Amount Paid to SCC:	$75.00
Contact Name:	Pete Baumann
Firm Name:	John W. Burdiss, Esq.
Address:	718 Randolph Avenue PO Box 310
City/State/Zip:	Cape Charles, Virginia 23310
Country:	United States of America
Phone:	(757) 331-4331
Email:	johnburdiss@baycrk.net

CHARTER FEE	50	**Special Effective Date/Time**
FILING FEE	25	
EXPEDITE FEE(S)	______	INDUSTRY CODE: ______
TOTAL FEES	75	SEND COPY TO: ______
INITIALS/DATE	JBO / 11/16/17 OK	

1711060772

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
ARTICLES OF INCORPORATION
OF A VIRGINIA NONSTOCK CORPORATION

SCC819
(06/14)

The undersigned, pursuant to Chapter 10 of Title 13.1 of the Code of Virginia, state(s) as follows:

1. The name of the corporation is

   CAPE CHARLES, VA MAIN STREET, INC.

2. **(Mark appropriate box or insert applicable provisions; see instructions.)**
   ☐ The corporation shall have no members. **OR**
   X The corporation shall have one or more classes of members with such designations, qualifications and rights as set forth in the bylaws. **OR**
   ☐ The designation of the class(es) of members and the members' qualifications and rights are as follows:
   ____
   ____

3. **(Mark appropriate box or insert applicable provisions; see instructions.)**
   ☐ The directors shall elect their successors. **OR**
   X The directors shall be elected by the members. **OR**
   ☐ The directors shall be elected or appointed as follows: ____________________
   ____
   ____.

4. A. The name of the corporation's initial registered agent is

   JOHN W. BURDISS, ESQ.

   B. The initial registered agent is **(mark appropriate box)**:

   (1) an individual who is a resident of Virginia and
   ☐ an initial director of the corporation.
   X a member of the Virginia State Bar.

   OR

   (2) ☐ a domestic or foreign stock or nonstock corporation, limited liability company or registered limited liability partnership authorized to transact business in Virginia.

5. A. The corporation's initial registered office address, including the street and number, if any, which is identical to the business office of the initial registered agent, is

   718 Randolph Avenue, PO Box 310, Cape Charles, VA 23310.
   (number/street) (city or town) (zip)

   B. The registered office is located in the County of Northampton.

6. The initial directors are (see instructions):

NAME(S)	ADDRESS(ES)
Andrew J. Buchholz, Chairman	704 Preswick Turn Cape Charles, VA 23310
Tammy Holloway, Vice Chairman	403 Tazewell Avenue Cape Charles, VA 23310
John Caton, Director	654B Tazewell Avenue Cape Charles, VA 23310
Elizabeth Dodd Russell, Secretary	PO Box 158 Eastville, VA 23347
Carol Evans, Direcrtor	645 Tazewell Avenue Cape Charles, VA 23310

1711 0 6172

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

AT RICHMOND, NOVEMBER 20, 2017

The State Corporation Commission has found the accompanying articles submitted on behalf of

CAPE CHARLES, VA MAIN STREET, INC.

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it is ORDERED that this

CERTIFICATE OF INCORPORATION

be issued and admitted to record with the articles of incorporation in the Office of the Clerk of the Commission, effective November 20, 2017.

The corporation is granted the authority conferred on it by law in accordance with the articles, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By Judith Williams Jagdmann

Judith Williams Jagdmann
Commissioner

CORPACPT
CIS0336
17-11-02-5643

David Gay, Director | 506 Monroe Avenue
Cape Charles, VA 23310

Donna Moyer, Director | 100 Churchill Downs
Cape Charles, VA 23310

Mollie S. Pickron, Director | 501 Monroe Avenue
Cape Charles, VA 23310

William R. Stramm, Director | 302 Arnie's Loop
Cape Charles, VA 23310

7. Statement of Purpose for Cape Charles, VA Main Street, Inc.

The corporation is organized to operate exclusively for charitable and educational purposes within the meaning of Section 50l(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law) and more specifically:

(a) To promote the historic preservation, protection and use of Cape Charles' traditional downtown areas including those areas that are commercial, civic, religious enterprises and residences;

(b) To take remedial actions to eliminate the physical, economic and social deterioration of Cape Charles' traditional downtown area and thereby promote Cape Charles' historic preservation, contribute to its community betterment while lessening the burdens of Cape Charles' government;

(c) To disseminate information of, and promote interest in, the preservation, history, culture, architecture and public use of Cape Charles' traditional downtown area;

(d) To hold meetings, seminars and other activities for the instruction of members and the public in those activities such as building rehabilitation and design, economic restructuring and planning management that foster the preservation of Cape Charles' traditional downtown area and enhance the understanding and appreciation of its history, culture and architecture;

(e) To aid, work with and participate in, the activities of other organization's individuals and public and private entities located within and outside Cape Charles engaged in similar purposes;

(f) To solicit, receive and administer funds for educational and charitable purposes, and to that end, to take and hold by bequest, devise, gift, grant, purchase, lease or otherwise, either absolutely or jointly with another person or corporation, any property, real, personal, tangible or intangible, or any undivided interest therein, without limitation as to amount of value; to sell, convey or otherwise dispose of any such property and to invest, reinvest or deal with the principal or the income thereof in such manner as, in the judgement of the corporation's directors, will best promote the purposes of the corporation without limitation, except such limitation, if any, as may be contained in the instrument under which such property is received, the bylaws of the corporation, or any laws applicable thereto.

In addition, in furtherance but not in limitation thereof:

1711967172

17110772

The corporation shall not carry on propaganda or otherwise attempt to influence legislation except as an insubstantial part of its activities. The corporation shall not engage in any transaction or permit any act or omission which shall operate to deprive it of its tax-exempt status under section 501(c)(3) of the Code. The corporation shall not in any manner or to any extent participate in, or intervene in (including the publishing or distribution of statements), any

political campaign on behalf of any candidate for public office; nor shall it engage in any "prohibited transaction" as defined in Section 503 (b) of the Internal Revenue Code of 1986. In the event of dissolution or liquidation of the corporation, any assets then remaining shall be distributed among such other organizations as shall qualify at the time as exempt organizations described in Code Section 501(c)(3) as the Board of Directors shall determine, such assets to be used for purposes consistent with those described in the immediately preceding subparagraphs lettered (a) through (e).

No part of the net earnings of the corporation shall inure to the benefit of any member of the corporation or to other private individuals except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered herein. None of the property of the corporation shall be distributed directly or indirectly to any member of the corporation except in fulfillment of its charitable and educational purposes enumerated herein. The corporation also has such powers as are now or may hereafter be granted under the laws of Virginia that are in furtherance of the corporation's exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future federal tax codes.

INCORPORATOR(S):

SIGNATURE	John W. Burdiss, Esq. PRINTED NAME
November 16, 2017 DATE	(757) 331-4331 TELEPHONE NUMBER

REVIEW THE INSTRUCTIONS THAT FOLLOW BEFORE SUBMITTING THIS FORM.

NORTHAMPTON COUNTY JOB FAIR

& FOOD TRUCK RODEO

Brought to you by Cape Charles Main Street

Saturday, April 2nd

10:00 am - 3:00 pm

Meet with employers in Cape Charles Civic Center and Trinity Methodist Church

Position types available:

Full-Time
Part-Time
Seasonal
Permanent

Bring friends and family to enjoy the

FOOD TRUCK RODEO

at the corner of Plum St. and Tazewell Ave. in Historic Cape Charles

Participating Food Trucks:

Dogs by the Bay
Gordos Tacos
Don Valerios
Panzottis
Cake Charles

Cape Charles
MAIN STREET

Gmail

Karen Zamorski <karenz.ccms@gmail.com>

SIGN UP FOR THE LOVE RUN 2022!

1 message

Cape Charles Main Street <capecharlesmainstreet@gmail.com> Fri, Feb 25, 2022 at 8:15 AM
Reply-To: capecharlesmainstreet@gmail.com
To: karenz.ccms@gmail.com

Sign up for LOVE RUN 2022!

Register Here

Download and Share the LOVERUN Flyer

DEADLINE TO REGISTER: APRIL 2, 2022

Cape Charles Main Street | POBox 567, Cape Charles, VA 23310

Gmail

Karen Zamorski <karenz.ccms@gmail.com>

2022 Main Street America Survey
4 messages

Cape Charles Main Street <capecharlesmainstreet@gmail.com>
Reply-To: ccmainstreetaa@gmail.com
To: karenz.ccms@gmail.com

Thu, Feb 3, 2022 at 12:59 PM

Test 2: let me know if I missed anything. :)

Cape Charles, Virginia

A MESSAGE FROM MAIN STREET AMERICA - PLEASE TAKE THE SURVEY

Dear Main Street America Friends,

Almost two years ago, Main Street America launched a small business survey that focused on understanding the early impacts of the COVID-19 pandemic on Main Streets and Main Street business owners. Through the power of our network, more than 5,000 small business owners responded, enabling us to launch targeted advocacy campaigns and voice the fears and concerns of local business owners in cities and towns, big and small.

Today, we're kicking off our 2022 Small Business Survey. We want to hear how businesses are adapting and how they're feeling about their futures. As we come through a very difficult period, we know that small businesses continue to animate our downtowns and neighborhood commercial corridors. We'd like to know how we can help.

We encourage you to participate in the survey through this link: https://www.surveymonkey.com/r/mainstreet-smallbiz-winter2022. We're asking for responses by 5:00pm PT on Thursday, February 17. It should take each small business owner about ten minutes to go through the questions.

Thank you for participating in this important survey.

Mike Powe, Ph.D.
Director of Research
Main Street America
***

Let your voice be heard. Please take the survey.
Thank you,
Karen Zamorski, Executive Director
Cape Charles Main Street

Gmail

Karen Zamorski <karenz.ccms@gmail.com>

SHOP & STROLL REMINDER

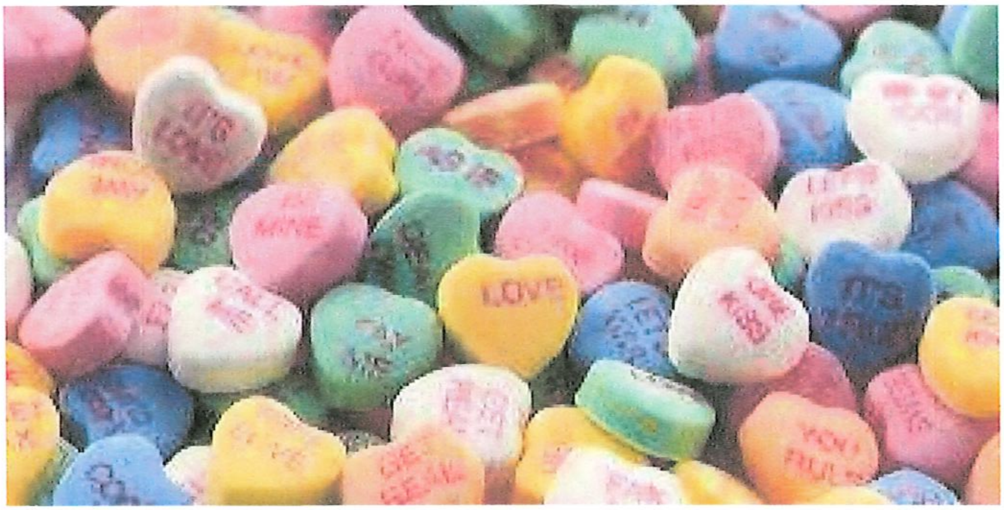
2 messages

Cape Charles Main Street <capecharlesmainstreet@gmail.com> Wed, Feb 9, 2022 at 10:58 AM
Reply-To: capecharlesmainstreet@gmail.com
To: karenz.ccms@gmail.com

Test 1 for review

Cape Charles MAIN STREET

SHOP & STROLL SATURDAY, FEB. 12TH REMINDER



Hello Merchants,

Saturday's **Shop & Stroll** is quickly approaching! Continue reading for details.

Love Passports, stamps and outdoor signage will be dropped off in advance of the event.

Donations for raffle prizes (not required to participate) can be dropped off at the Main Street office between **9AM & 1PM by Friday**, or they can be picked
up when the signage is dropped off.

If you aren't listed below and intend to participate please let us know!

Participating Vendors for Saturday's Event:

- Lemon Tree
- Hotel Cape Charles
- Asbury Collective
- Drizzles
- Periwinkles
- Table & Tonic
- CC Distillery
- At Altitude
- Buoy 56
- Long & Foster
- Focus Optical

- Love Letters
- Like A Sailor
- Cowlick's Creamery
- CC Candy Store
- Gull Hummock
- Moonrise
- Voiajer
- Chuckletown
- Bayside Kids
- Love & Canna

With love,
Ahren & Sarah
CCMS Promotions
Cape Charle Main Street

RSVP: CapeCharlesMainStreet@gmail.com

4 NIGHTS OF FREE, FAMILY-FRIENDLY FESTIVITIES - 5-8 PM

NOVEMBER 26 · DECEMBER 3 · DECEMBER 10 · DECEMBER 17

Festive Fridays

CELEBRATE A COASTAL HOLIDAY IN HISTORIC CAPE CHARLES, VA

CARRIAGE RIDES · STREET PERFORMERS · LIVE LOCAL MUSIC
SANTA'S WORKSHOP · KIDS' ACTIVITIES · MAIL LETTERS TO SANTA
SEASONAL SALES · RESTAURANT SPECIALS · HISTORIC B&BS · SNOW

CHRISTMAS MOVIES AT THE HISTORIC PALACE THEATRE

NOVEMBER 26	DECEMBER 3	DECEMBER 10	DECEMBER 17
8:00 P.M.	8:00 P.M.	8:00 P.M.	8:00 P.M.
elf	A Christmas Story	White Christmas	Lampoon's Christmas Vacation
presented by Vacation Homeowners of Cape Charles, VA	presented by	presented by Chesapeake Properties	presented by DCCI Dominion Concrete

EVENTS IN ADDITION TO FESTIVE FRIDAYS

GRAND ILLUMINATION - DECEMBER 4TH
LIGHTED GOLF CART PARADE - DECEMBER 4TH
LIGHTED BOAT PARADE - DECEMBER 4TH
HISTORIC COOKIE TRAIL - DECEMBER 11TH
DROPPING OF THE CRAB POT - DECEMBER 31ST
FIRST DAY IN THE BAY - JANUARY 1ST

PRESENTED BY THE CAPE CHARLES MAIN STREET

Cape Charles Main Street

IN PARTNERSHIP WITH

You'll Love our Nature Eastern Shore, VA

SPONSORED BY

Simpson Builders · Bay Creek Realty · Hall MileOne Autogroup

FOR MORE INFORMATION VISIT:
WWW.CAPECHARLESVIRGINIASCAPE.COM/EVENTS/

Gmail

Karen Zamorski <karenz.ccms@gmail.com>

FW: Celebrate an Old-Fashioned Christmas in Cape Charles

3 messages

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matthewmarjenhoff@capefear.com <matthewmarjenhoff@capefear.com> Wed, Nov 10, 2021 at 10:06 AM
To: Karen Zamorski <karenz.ccms@gmail.com>

Just deployed! Have a great Hump Day!

Matt

From: Virginia Living <virginialiving@capefear.com>
Sent: Wednesday, November 10, 2021 10:05 AM
To: matthewmarjenhoff@capefear.com
Subject: Celebrate an Old-Fashioned Christmas in Cape Charles

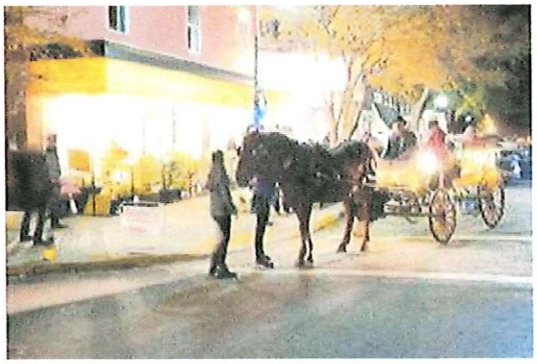
Celebrate an Old-Fashioned Christmas in Cape Charles

You've probably heard of Cape Charles as a family-friendly summer vacation destination on Virginia's Eastern Shore. With its lovingly preserved historic homes, acclaimed restaurants, and pristine Bay beaches, this little town is building a big reputation among travelers in Virginia and beyond.

But here's a little secret: Cape Charles shines extra bright during the holiday season. Its grand homes are decked out in their holiday finery, shop windows tempt holiday shoppers, and a full calendar of festive events stretches from Thanksgiving through New Year's Day.

Cape Charles' small-town charm goes into overdrive on Festive Fridays, when events like outdoor holiday movie screenings, a lighted golf cart parade, and live music performances gather friends for some holiday cheer. Events take place every Friday in December (except for Christmas Eve). The season wraps up with the town's iconic Crab Pot Drop on Mason Avenue on New Year's Eve followed by a brisk and joyful dip in the Chesapeake Bay on New Year's Day to welcome 2022.


Festive Fridays
Free Family Fun!
Join us in Cape Charles for holiday charm!
Each Friday will feature entertainers, carriage rides, holiday movies and a visit from Santa.
NOV 26
DEC 3
DEC 10
DEC 17
PLAN YOUR VISIT!



And when you're not in celebration mode? You'll be discovering the perks of visiting this popular destination in the off-season — when you can search for shells on the deserted beaches, warm up with a bowl of local clam chowder at your favorite waterfront restaurant, and cap off your day with a seasonal cocktail at the distillery.

Start planning your festive weekend getaway to Cape Charles now by booking a stay in one of the town's romantic inns or hotels, or opt for more space by choosing a vacation home in the town's historic district or in nearby Bay Creek. Be sure to rent a golf cart to get around in true Cape Charles style, and prepare yourself for an old-fashioned Christmas experience you won't find anywhere else.

Karen Zamorski <karenz.ccms@gmail.com> Wed, Nov 10, 2021 at 10:07 AM
To: Matthew Marjenhoff <matthewmarjenhoff@capefear.com>

You too! Thank you so much for everything you do for us.
Karen
[Quoted text hidden]

Citizens for Central Park
P.O. Box 624
Cape Charles, Virginia 23310

February 24, 2022

Julie & John,

I am enclosing 5 individual Central Park related project proposals that Citizens for Central Park would like to pursue and complete in the Town's FY 2023. Their total estimated cost is $104,200 including the 2023 Summer Concerts in the Park. CCP proposes to fund $69,900, or approximately two-thirds of these costs, from its existing financial resources, concert sponsorships, and additional fundraising this summer.

The largest individual project funding request of the Town is for $12,000, which is to support the annual Harbor for the Arts Summer Concerts in the Park in 2023. The other four projects propose long-term physical and aesthetic improvements to Central Park which meet several of the Town's recently adopted Strategic Objectives and add long-term value to this important Cape Charles asset.

This is a summary of the projects, their costs, and the share of costs proposed for the Town and CCP. All are important and should be caried out in the new fiscal year, but they are listed in order of priority as requested.

Proposed FY 2023 Central Park Projects

Project	Total Cost	Town	CCP
2023 Concerts	$35,000	$12,000	$23,000
Family Games Area	29,000	7,250	21,750
Park Landscaping	10,200	2,550	7,650
Drainage Swales	10,000	2,500	7,500
Peach Street Median	20,000	10,000	10,000
Total All Projects	***$104,200***	***$34,300***	***$69,900***
Total Excluding Concerts	***$69,200***	***$22,300***	***$46,900***

Thank you for your consideration,

Hank

Henry Mayer, Chairman

#1

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 22, 2022

Name of Project/Program/Event: 2023 Harbor for the Arts Summer Concerts

Name of Organization: Citizens for Central Park

Address: P.O. Box 624, Cape Charles, VA 23310

Contact Person & Title: Hank Mayer, Chairperson

Telephone Number: 908-209-3804

Email Address: hankmayer95@gmail.com

Are you a non-profit organization? Yes

If so, what is your ID number? 54-2037051

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

The 2023 HFA Summer Concert program will include 12 free Saturday evening (7:00-9:00pm) concerts in Central Park running from June 24th to September 9th. This will be the 9th year that CCP and the town have presented such a concert program in the park. It is the largest concert program on the Virginia eastern shore.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials: ***See Attached***

C. Total estimated cost of Project/Program/Event: $35,000

D. Amount of funds requested in the grant application: $12,000

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

This is an annual concert program

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.

The concert program has become a major summer attraction for Cape Charles and Northampton County tourism, and is actively promoted by our rental home, hotel, restaurant, and real estate brokerage sponsors.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. $16,500 - Business Sponsors & donations
2. $5,000 – County Tourism Grant
3. $1,500 – Cape Charles Main Street for Love Fest

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

This project meets two of the town's nine strategic objectives:

- To maintain the small-town character of Cape Charles by providing music on Saturday evenings in the summer in a relaxed park setting for residents and visitors.
- To meet our resident's expectation for Town services by providing families with relaxing opportunities to enjoy Central Park on summer evenings.

The concerts also further these Tourism Strategies adopted by the Eastern Shore of Virginia Tourism Commission:

- Use events and festivals to enhance the arts profile of the region
- Continue to develop and enhance outdoor experiences at parks, forests, recreation areas, nature areas, and preserves.

J. Please provide any other details relevant to the Town's deliberation of this request:

This request is $2,000 or 20% more than grants in 2021 and 2022 and needed to cover the increased costs of the 20% increase in concert dates (12 vs 10 in the past) and overall increase in the cost of the performers and print marketing expenses. Our Gold level Sponsors in 2022 include: Vacation Rental Homeowners of Cape Charles, Chesapeake Properties, Blue Heron Realty, Hotel Cape Charles, the Coffee House, and Table & Tonic.

It is important for the town's leaders to understand that these concerts provide the primary identity of CCP to the public, and that the increasing success of the concerts has resulted in CCP receiving large private donations for improvements to the playground and park in the past 2 years. CCP also uses the concerts to raise additional funds for both by selling Margaritas and passing the donation jar around the audience.

#2

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 22, 2022

Name of Project/Program/Event: Park Family Games Area

Name of Organization: Citizens for Central Park

Address: P.O. Box 624, Cape Charles, VA 23310

Contact Person & Title: Hank Mayer, Chairperson

Telephone Number: 908-209-3804

Email Address: hankmayer95@gmail.com

Are you a non-profit organization? Yes

If so, what is your ID number? 54-2037051

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

Create a Family Games Area with shade trees, benches and picnic tables in the southeast corner of the park. We believe that horseshoes, cornhole and chess/checker games have the greatest family interest, and importantly would be easiest for the town to maintain. The area would be fully open to public use. See attached diagram.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials: N/A

C. Total estimated cost of Project/Program/Event: $29,000

D. Amount of funds requested in the grant application: $7,250 (25%)

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

This is a one-time investment in the park, with the town being responsible for its ongoing maintenance.

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.

This project expands the uses of the park by residents and visitors by providing games for teens and adults in a relaxed park setting.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. $21,750 – Citizens for Central Park existing funds. Memorial donations will be solicited for the trees, benches, tables and games, the proceeds of which will be used for other improvements to the park.
2.
3.

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

This project meets three of the town's nine strategic objectives:

- To maintain the small-town character of Cape Charles by providing games and a relaxed park setting for residents and visitors.
- To protect and improve public green/open space infrastructure by providing low activity games and additional trees, benches, and tables in an unused open area of the park
- To meet our resident's expectation for Town services by providing diverse games for teens and adults that are not publicly available in Cape Charles

J. Please provide any other details relevant to the Town's deliberation of this request:

The useable area is about 75' x 75' , with land sloping toward the west as part of the park's stormwater retention design. The horseshoe, cornhole and chess/checker games were chosen after extensive discussion with the public and town officials because of their popularity with teen and adult groups, being the easiest for the town to maintain, and could be installed at a reasonable cost and funded primarily with public donations. The cornhole and chess/checker games are made of concrete to provide easier maintenance and longer life. A fence along the Plum St sidewalk will be installed to minimize bike and other unwanted traffic going through the games. Eleven shade trees, 3 picnic tables and 5 oak wood park benches will be placed around the games to create a relaxing family area.

#3

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 22, 2022

Name of Project/Program/Event: Updating Central Park's Landscaping

Name of Organization: Citizens for Central Park

Address: P.O. Box 624, Cape Charles, VA. 23310

Contact Person & Title: Hank Mayer, Chairperson

Telephone Number: 908-209-3804

Email Address: hankmayer95@gmail.com

Are you a non-profit organization? Yes

If so, what is your ID number? 54-2037051

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

Updating of Central Park's landscaping to produce a coordinated landscape that emphasizes shrubs that provide interest from frost to frost, are drought resistant, and when possible native. The plan leaves in place the current landscaping that is doing well and reworks the beds in each of the entrance nodes and the areas around the gazebo and bathrooms.

The plan also includes the placement of large landscape-size planters at the four entrances to the Park for the planting of annuals. In addition, it also includes removal of a portion of the plant beds that currently separate the bricked and grassed areas of the Park's south node and replacement with sod or mulch to better connect the areas used by vendors and customers during large park events. CCP may purchase and install picnic tables in the grassed area in conjunction with this change or at a later date.

If the town Public Works will provide a golfcart and water tank attached to the cart, CCP volunteers will water the new plants 1-2 times each week in the months April to October.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials: N/A

C. Total estimated cost of Project/Program/Event: $10,200

D. Amount of funds requested in the grant application: $2,550 (25%)

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

This is a one-time request for the plantings and planters.

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.

N/A

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. $7,650 – Citizens for Central Park fund-raising proceeds
2.
3.

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most

recent fiscal year)

3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

This project is directly related to three of the strategic goals:
To retain the small-town character of Cape Charles – continuing the development of a place to stroll, play and listen to a concert.
To protect and maintain the beach – native plantings and annuals in self-contained planters minimizes the potential for algae blooms by reducing nutrients.
To protect and improve public green/open space infrastructure – replanting the park with an eye toward native plants and others that are drought and pest resistant.

J. Please provide any other details relevant to the Town's deliberation of this request:

The plantings are a refreshing of the park landscaping (only the second time in 20+ years) replanting where we have lost shrubs. The replacements will be as much as possible native plants (drought and insect resistant plantings) and should reduce water usage and the use of pesticides and fertilizing needed over time. CCP volunteers will water the plants if the town's Public Works will provide a golfcart with attached water tank during the months April – October.

#4

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 22, 2022

Name of Project/Program/Event: Improve Drainage Swales in Central Park

Name of Organization: Citizens for Central Park

Address: PO Box 624, Cape Charles, VA 23310

Contact Person & Title: Hank Mayer, Chairman

Telephone Number: 908-209-3804

Email Address: hankmayer95@gnail.com

Are you a non-profit organization? Yes

If so, what is your ID number? 54-2037051

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

Plant water loving shrubs, grasses, etc., in the drainage swales on the west side of Central Park to complement the bald cypress trees previously planted. This will result in additional uptake of stormwater, effectively increasing the holding capacity of the swales and reducing the volume discharged into the bay. Additional amounts of nutrients will be sequestered by the vegetation, thereby reducing the potential for algae blooms in the water off the beach.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials: N/A

C. Total estimated cost of Project/Program/Event: $10,000

D. Amount of funds requested in the grant application: $2,500 (25%)

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

One time, but we recommend that the town consider similar plantings in the swales on the east side of the park.

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.

N/A

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. $7,500 - Citizens for Central Park fund-raising proceeds
2.
3.

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

This project is directly related to three of the town's nine strategic goals:

To protect and maintain the beach – minimizes the potential for algae blooms by reducing nutrients.

To plan for coastal resiliency – reduces the potential for street flooding caused by stormwater by effectively increasing the holding capacity of the drainage swales.

To protect and improve public green/open space infrastructure – improves the effectiveness of the existing stormwater infrastructure in Central Park

J. Please provide any other details relevant to the Town's deliberation of this request:

Will also reduce mowing costs as turf is replaced by other vegetation in the swales.

#5

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 22, 2022

Name of Project/Program/Event: Improve Peach Street Median South of Central Park

Name of Organization: Citizens for Central Park

Address: PO Box 624, Cape Charles, VA 23310

Contact Person & Title: Hank Mayer, Chairman

Telephone Number: 908-209-3804

Email Address: hankmayer95@gnail.com

Are you a non-profit organization? Yes

If so, what is your ID number? 54-2037051

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:
Regrade the Peach Street median just south of Central Park from a convex to a slightly concave contour. Remove the almost dead crape myrtles at both ends of the median, as well as the few random shrubs, and replace with appropriate water absorbing trees, shrubs and grasses. This will create a shallow swale to hold stormwater, thereby reducing street flooding and the volume discharged into the bay. Additional amounts of nutrients will be sequestered by the vegetation, thereby reducing the potential for algae blooms in the water off the beach.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials: N/A

C. Total estimated cost of Project/Program/Event: $20,000

D. Amount of funds requested in the grant application: $10,000 (50%)

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?
Demonstration project. Could be replicated at other medians on south Peach Street and Monroe Avenue.

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.
N/A

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. $10,000 - Citizens for Central Park fund-raising proceeds.
2. ____
3. ____

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

This project is directly related to three of the town's nine strategic goals:
To protect and maintain the beach – minimizes the potential for algae blooms by reducing nutrients.
To plan for coastal resiliency – reduces the potential for street flooding caused by stormwater by eliminating runoff from the median.
To protect and improve public green/open space infrastructure – creates additional stormwater management infrastructure in an existing public green space.

J. Please provide any other details relevant to the Town's deliberation of this request:

Will also improve the appearance of a main Central Park entrance and reduce mowing costs as turf is replaced by other vegetation on the median.

The town should consider linking this new stormwater retention area with the large swale system in the park via the existing drop inlet in the grassy area of the southern node.

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: March 5, 2022

Name of Project/Program/Event: Replace air pack cylinders SCBA

Name of Organization: Cape Charles Volunteer Fire Company

Address: Mailing: PO box 427, Cape Charles, Va 23310
Physical: 501 Mason Ave, Cape Charles, VA 23310

Contact Person & Title: Hope Wolff-Wilson, Treasurer

Telephone Number: (757) 710-2760

Email Address: hopeannewolff@gmail.com

Are you a non-profit organization? YES

If so, what is your ID number? 54-1678839

FY 2023 DEPARTMENT REQUEST

FIRE PREVENTION & DETECTION

DEPARTMENTAL BUDGET SUMMARY & PERFORMANCE SNAPSHOT			
DEPARTMENT NAME:	FIRE PREVENTION & DETECTION		
DEPARTMENT #:	3204		
FUND:	GENERAL	**FUNCTION:**	Public Safety
BUDGET YEAR:	FISCAL YEAR 2020 (July 1, 2022 - June 30, 2023)		

DESCRIPTION OF SERVICES PROVIDED:

Northampton County does not operate a paid fire department but contributes annually to each of the local volunteer fire departments located in individual towns within the County. The County contributes to fire departments in Nassawadox, Eastville, Exmore, Cape Charles, and Cheriton. There is also an annual contribution to the VA Dept. of Forestry and contributions to the Northampton Fire & Rescue Commission composed of an operating contribution for a regional fire training center located in Accomack County as well as each fire company's annual membership dues to the regional fire training center.

Cape Charles Volunteer Fire Company, Inc.

We provide fire protection and rescue operations through the use of one pumper, a tractor trailer tanker, an engine tanker with vehicle extrication tools and air cascade system, and a smaller tanker. The current roster shows approximately 20 active fire-fighters. Our first due district includes the Town of Cape Charles, and all points south to the Chesapeake Bay Bridge Tunnel. Mutual Aid is provided as needed throughout the rest of the county.

CURRENT DEPARTMENTAL GOALS:

Cape Charles Volunteer Fire Company, Inc.

1. Replace 1989 GMC Brush Truck.
2. Purchase Ladder Truck..

ACCOMPLISHMENTS AND CHALLENGES IN THE LAST 2 FISCAL YEARS:

Cape Charles Volunteer Fire Company, Inc.

1. Replace air bottle for SCBA.
2. Held an extremely successful fund raiser (Tool Mania) & Letter Drive.
3. Got our newest tanker in service.

MAJOR ISSUES TO ADDRESS IN THE NEXT 2 FISCAL YEARS:
Cape Charles Volunteer Fire Company, Inc. 1. Purchase of Ladder Truck to service multi-story buildings on the construction horizon. 2. New building to house ladder truck. 3. Replace air bottle for SCBA.

REQUEST for FY23
Cape Charles Volunteer Fire Company, Inc. 1. Increase County Contribution to $35,000. 2. Continue VDFP pass through funds split between the 5 volunteer fire companies (amount changes annually): $6,577 for FY21. 3. Continue Building Levy paid to NCFRC - split between the 5 volunteer fire companies. 4. Continue contributions to the Fire Training Center to support training, capital improvements, and operational costs.

CONTACT INFORMATION			
Name:	William Powell	Address 1:	P O Box 427
Title:	President, Cape Charles Fire Volunteer Company, Inc.	Address 2	
E-mail:	Sand7p@aol.com	City/State:	Cape Charles, VA
Telephone:	757-695-1608	Zip Code:	23310

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: 2/25/22

Name of Project/Program/Event: Web Page, Facebook, MS Tour, Computer Upgrades

Name of Organization: Cape Charles Historical Society

Address: P.O. Box 11, 814 Randolph Ave, Cape Charles VA 23310

Contact Person & Title: Marion Naar, Treasurer

Telephone Number: 757-442-2821

Email Address: madnaar2@gmail.com

Are you a non-profit organization? yes

If so, what is your ID number? 54-1410566 (EIN number)

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

There are four elements in our request.

1. Ongoing work to maintain and enhance CCHS museum web site, Facebook, Instagram and other online marketing sources to provide more historical information, enhanced coverage of upcoming events and museum exhibits, and sale of newly released book, *Cape Charles: A Railroad Town*. This includes paid work hours plus 'boosting' of Facebook posts via paid ads which greatly extends their marketing reach. Access to these sites is free, as is museum admission.

2. Reimbursement of essential technical work by Laura Smith to the Main St. Smartphone Walking Tour App in 2021 which was paid for by CCHS. For purposes of technical work at the museum, Laura is paid as a contract employee of CCHS. She also serves as a CCHS board member.

3. Upgrade of museum computer operating system : Upgrade Microsoft Windows 7 to Win 10. This upgrade is required by Microsoft to receive regular security and other O/S updates. The upgrade requires services of an IT professional. We use NETWAVZ who also provides daily backups and other technical support.

4. Upgrade our Filemaker (FM) s/w Version 11 (2011) to Version 19 Cloud (2020/21). CCHS archives are catalogued using FM s/w. The new version of FM is required by the Win 10 upgrade. The upgrade to the FM cloud version enables shared access to the databases by 5 or more people from different home or office locations. FM also used for the Membership and other CCHS Databases, which are essential to CCHS and museum operations. CCHS treasurer provides unpaid technical expertise on FM s/w.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

1. Our target audience is all lovers of local history wherever they may be. Many public sites on the Internet directly reference the CCHS website. Facebook and Instagram receive large numbers of hits. Apart from the cost of Facebook post boosting by purchasing ads, no additional marketing is required.

2. Main St. is responsible to market the Smartphone app.

3. n/a

4. n/a

C. Total estimated cost of Project/Program/Event:

1. $3600. 12 hrs/month (minimum) technical work @ $20/ hr: $3000 per year. Cost of boosting posts of events and offers by purchasing additional Facebook ads will cost about $600 per year.

2. $300. Reimbursement of Main St. technical work in 2021 by Laura Smith: 15 hr@$20 paid for by CCHS. Any future technical work will be charged to Main St.

3. $700. Upgrade to Win 10: est 6 hr NETWAVZ work @ $65/hr + $300 (s/w fees) = $700.

4. $1300. FM 19 cloud version with 5 users: license $1140/yr; plus conversion support.

D. Amount of funds requested in the grant application:

$5900. Of course we understand that the town may choose to fund selected elements of this request.

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

Two elements are one-time; two are recurring annual

One-time: (2) Main St. Smartphone app and (3) Win 10 upgrade
Recurring : (1) Online marketing and (4) annual s/w licensing

One time cost (2) & (3): $1000
Recurring cost (1) & (4): $4900

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.

Yes, with some clarification. CCHS is a 501c3 non-profit exempt organization. This status was granted in 1990 and must be maintained by, among other things, operating 'in accordance with the charitable purpose or purposes outlined in its application for recognition of tax-exempt status.' This is true for all organizations which have been granted 501c3 status. Strictly speaking, business activities such as tourism do not fall into our exempt purposes as stated in our mission. See below. However, education is a key element of our mission, and as a museum and welcome center what we provide to visitors (4,000 in 2021) is education and information, consistent with our mission. It also happens that the vast majority of our visitors are tourists so we do in fact support tourism. Exhibits, some new each year, are built from well maintained and catalogued archives requiring up to date software; they also support research and requests for information from residents and non-residents, again consistent with our mission.

The Main St. Smartphone app is a tourism project for which Main St. received a Tourism Infrastructure grant of $9000 in 2020. In addition to Laura's technical hours, volunteer work attending meetings and providing Cape Charles history and related materials were contributed at no cost by Laura other CCHS board members.

CCHS Mission Statement

To build awareness and pride in the cultural, technical and historical diversity of the Eastern Shore, particularly Cape Charles.

To create a community center for the presentation of educational programs of interest and importance to the community, energizing residents to build a stronger future.

To preserve local and regional historic structures, artifacts, and oral history for tomorrow's citizens.

To support a regional historic archive and research office for collecting, organizing, documenting and analyzing historic materials.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. CCHS funding as needed – see revenue sources in the P&L

2. Note: Unlike arts organizations, for museums there is no VCA Local Government Challenge grant for up to $4500 available

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting this application). *Not attached as this is our second year submitting by application method.*

2. A copy of the organization's most recent financial statement (close of the most recent fiscal year). *2021 Year End P&L. Attached. Current balance sheet available upon request.*

3. A copy of the organization's most recent *IRS Form 990 (2020) - attached*

4. A copy of the organization's tax-exempt status. 501c3 designation – *attached, but also included in prior year application*

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

The town's Vision, Strategic Goals and Objectives center around building a strong local economy; tourism is identified as a key element in achieving that goal.

A welcome center is a key amenity for visitors to any city or town. Ours is an Internet hot spot and also provides printed information about town and area attractions including free maps, which are consistently requested. Most important, there is on site a local person who answers questions and converses with visitors. The welcome center run by Cape Charles Historical Society in conjunction with the Cape Charles Museum is presently the only town welcome center and has been for more than 20 years. Our statistics consistently reflect that about 40% of visitors cite the combination of museum and welcome center as their primary interest. It is conveniently located at the entrance into town with safe parking.

The town's rich transportation history is also noted as a unique and important element of the town's tourism attraction and its cultural resources. Our museum presents that history with the five historic rail cars and pilot house, 10 or more large ship models, crater display, exhibits of PRR and town artifacts, and the ever popular diesel engine and generator which runs in demo mode. The Cape Charles Walking Tour brochure republished by CCHS in 2020 is also a valuable contributor to tourism. Of course, nothing beats the beach...except on rainy or very hot days when people love the museum for the a/c. Our Visitor Summary for the past 5 years shows 4,000 visitors in 2021 and even 680 (excluding fundraisers) in 2020 when we were open only on Saturdays. The majority of these visitors are tourists who leave very positive and thankful comments in our visitor register.

J. Please provide any other details relevant to the Town's deliberation of this request:

The town has provided no funding to CCHS for the past two fiscal years. Previously it supported operations of the museum and welcome center with annual funding.

We consider our Museum and Welcome Center to be an important asset for the Town's citizens and tourism amenities and, as such, a worthy enterprise for the Town's investment. Running the museum and welcome center – being open to visitors during the season with rotating exhibits and cataloguing and preserving the historic archives entrusted to our organization, is a year-round, labor intensive operation. Capable dedicated volunteers are harder and harder to find. With an endowment of less than $20,000, costly utilities, insurance, and occasional major capital expenses supported largely by memberships, individual donations, and fundraisers, our existence is fragile. If the museum and welcome center are to continue to operate in the coming years we should also be looking to employ a paid professional general manager, a significant additional expense.

Therefore, we are requesting town funding for the coming fiscal year.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning 01/01 , 2020, and ending 12/31 , 20 20

B Check if applicable:
☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization CAPE CHARLES HISTORICAL SOCIETY

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) 814 Randolph Ave PO Box 11 Room/suite

City or town, state or province, country, and ZIP or foreign postal code Cape Charles, VA, 23310

D Employer identification number 54-1410566

E Telephone number 757-331-1008

G Gross receipts $ 60,579

F Name and address of principal officer: Cape Charles Historical Society
814 Randolph Ave, PO Box 11, Cape Charles, VA 23310

H(a) Is this a group return for subordinates? ☐ Yes ☑ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

I Tax-exempt status: ☑ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ capecharlesmuseum.org

H(c) Group exemption number ▶

K Form of organization: ☑ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1986

M State of legal domicile: VA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: Education on local history and older technology using museum exhibits, archives and instruction. Preservation and cataloging of historical artifacts, documents, and oral (Continued on Schedule O, Statement 1)

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	14
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	14
5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	1
6	Total number of volunteers (estimate if necessary)	6	20
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	-20
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	80,752	56,848
	9	Program service revenue (Part VIII, line 2g)	3,784	0
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,269	1,422
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,906	-20
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	88,711	58,250
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	0	0
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	0	9,697
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		0
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	85,879	17,892
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	85,879	27,589
	19	Revenue less expenses. Subtract line 18 from line 12	2,832	30,661
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	736,714	767,375
	21	Total liabilities (Part X, line 26)	0	0
	22	Net assets or fund balances. Subtract line 21 from line 20	736,714	767,375

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer Date

Marion Naar, treasurer
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ▶			Firm's EIN ▶	
Firm's address ▶			Phone no.	

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III . . . . ☑

1 Briefly describe the organization's mission:

To build awareness and pride in the cultural, technical and historical diversity of the Eastern Shore, particularly Cape Charles. To create a community center for the presentation of educational programs of interest and importance to the community, energizing residents to build a stronger future. To preserve local and regional historic structures, artifacts, and oral history for tomorrow's

(Continued on Schedule O, Statement 2)

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . ☐ Yes ☑ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . ☑ Yes ☐ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 8,677 including grants of $ 0) (Revenue $ 0)

Maintain museum building, research and storage facilities, and grounds, including utilities, repairs, etc. Support members with 3 annual newsletters and activities. Maintain organizational presence with website, Facebook, museum organizations (Virginia Association of Museums, local museum network).

4b (Code:) (Expenses $ 6,596 including grants of $ 0) (Revenue $ 0)

Create and provide museum exhibits to visitors. Stock museum shop for sales of relevant items to visitors. Hold fundraising events and activities.

4c (Code:) (Expenses $ 11,043 including grants of $ 0) (Revenue $ 0)

Accept donations of relevant items of local historic relevance. Catalogue in Collections Database including description, photo or scan of item, donor etc. Provide Deed of Gift to donor. Store item at archive facility. Maintain outdoor exhibit items, e.g. railroad cars.

4d Other program services (Describe on Schedule O.)

(Expenses $ 0 including grants of $ 0) (Revenue $ 0)

4e Total program service expenses ▶ 26,316

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	✓	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* See instructions?	2	✓	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		✓
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		✓
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		✓
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		✓
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		✓
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8	✓	
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		✓
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10	✓	
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	✓	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		✓
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		✓
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d	✓	
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		✓
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		✓
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		✓
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		✓
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		✓
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		✓
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		✓
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		✓
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		✓
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* See instructions	17		✓
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		✓
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		✓
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		✓
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		✓

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		✓
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		✓
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		✓
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		✓
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		✓
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		✓
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		✓
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		✓
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		✓
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		✓
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		✓
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		✓
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		✓
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		✓
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		✓
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		✓
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		✓
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		✓
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		✓
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	✓	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

					Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	3			
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0			
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c	✓	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 1			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b	✓	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		✓
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a		✓
b	If "Yes," enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		✓
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		✓
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		6a		✓
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a		✓
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		✓
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		✓
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		✓
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		✓
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?		13a		
	Note: See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		✓
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year?		15		✓
	If "Yes," see instructions and file Form 4720, Schedule N.				
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income?		16		✓
	If "Yes," complete Form 4720, Schedule O.				

Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI . . . . ☑

Section A. Governing Body and Management

			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . . 1a: 14 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.			
b	Enter the number of voting members included on line 1a, above, who are independent . 1b: 14			
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	✓	
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3		✓
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		✓
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5		✓
6	Did the organization have members or stockholders?	6	✓	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a	✓	
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		✓
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a	The governing body?	8a	✓	
b	Each committee with authority to act on behalf of the governing body?	8b	✓	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9		✓

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		✓
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		✓
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a		✓
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c		
13	Did the organization have a written whistleblower policy?	13		✓
14	Did the organization have a written document retention and destruction policy?	14		✓
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		✓
b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	15b		✓
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		✓
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ None

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☑ Own website ☑ Another's website ☑ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

Marion Naar, (757)442-2821

814 Randolph Ave PO Box 11, Cape Charles, VA 23310

Part VII **Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

• List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

• List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."

• List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.

• List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.

• List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
Laura Smith Director	6.00 0.00	✓						2,028	0	0
Jennifer Ash Director	2.00 0.00	✓						0	0	0
Michael Ash Director	4.00 0.00	✓						0	0	0
Brittany Cannon Secretary	2.00 0.00	✓		✓				0	0	0
Regina Davis Director	0.00 0.00	✓						0	0	0
John Griffith President	12.00 0.00	✓		✓				0	0	0
Melinda McPeek Director	0.50 0.00	✓						0	0	0
Lenora Mitchell Director	1.00 0.00	✓						0	0	0
Marion Naar Treasurer	13.00 0.00	✓		✓				0	0	0
Bill Neville Director	8.50 0.00	✓						0	0	0
Junius Neville Director	1.00 0.00	✓						0	0	0
Barbara O'Hare Director	2.50 0.00	✓						0	0	0
Carolyn Spencer Director	0.00 0.00	✓						0	0	0
Dora Sullivan Vice President	1.00	✓		✓				0	0	0

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
1b Subtotal ▶								2,028	0	0
c Total from continuation sheets to Part VII, Section A ▶										
d Total (add lines 1b and 1c) ▶								2,028	0	0

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		✓
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		✓
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		✓

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
None		

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . ☐

Contributions, Gifts, Grants and Other Similar Amounts

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
1a	Federated campaigns	1a	1,700				
b	Membership dues	1b	19,980				
c	Fundraising events	1c	3,908				
d	Related organizations	1d	0				
e	Government grants (contributions)	1e	3,000				
f	All other contributions, gifts, grants, and similar amounts not included above	1f	28,260				
g	Noncash contributions included in lines 1a–1f	1g	$ 0				
h	**Total.** Add lines 1a–1f ▶			56,848			

Program Service Revenue

		Business Code	(A) Total revenue	(B)	(C)	(D)
2a						
b						
c						
d						
e						
f	All other program service revenue					
g	**Total.** Add lines 2a–2f ▶		0			

Other Revenue

			(i)	(ii)	(A) Total revenue	(B)	(C)	(D)
3	Investment income (including dividends, interest, and other similar amounts) ▶				111	111	0	0
4	Income from investment of tax-exempt bond proceeds ▶				0	0	0	0
5	Royalties ▶				0	0	0	0
			(i) Real	(ii) Personal				
6a	Gross rents	6a	0	0				
b	Less: rental expenses	6b	0	0				
c	Rental income or (loss)	6c	0	0				
d	Net rental income or (loss) ▶				0	0	0	0
			(i) Securities	(ii) Other				
7a	Gross amount from sales of assets other than inventory	7a	0	1,710				
b	Less: cost or other basis and sales expenses	7b	0	399				
c	Gain or (loss)	7c	0	1,311				
d	Net gain or (loss) ▶				1,311	1,311	0	0
8a	Gross income from fundraising events (not including $ 3,908 of contributions reported on line 1c). See Part IV, line 18	8a		1,910				
b	Less: direct expenses	8b		1,930				
c	Net income or (loss) from fundraising events ▶				-20		-20	0
9a	Gross income from gaming activities. See Part IV, line 19	9a		0				
b	Less: direct expenses	9b		0				
c	Net income or (loss) from gaming activities ▶				0	0	0	0
10a	Gross sales of inventory, less returns and allowances	10a		0				
b	Less: cost of goods sold	10b		0				
c	Net income or (loss) from sales of inventory ▶				0	0	0	0

Miscellaneous Revenue

		Business Code	(A) Total revenue	(B)	(C)	(D)
11a						
b						
c						
d	All other revenue					
e	**Total.** Add lines 11a–11d ▶		0			
12	**Total revenue.** See instructions ▶		58,250	1,422	-20	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . ☑

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	0	0		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	0	0		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16	0	0		
4 Benefits paid to or for members	0	0		
5 Compensation of current officers, directors, trustees, and key employees	9,100	8,190	910	0
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0	0	0	0
7 Other salaries and wages	0	0	0	0
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	0	0	0	0
9 Other employee benefits	0	0	0	0
10 Payroll taxes	597	537	60	0
11 Fees for services (nonemployees):				
a Management	0	0	0	0
b Legal	0	0	0	0
c Accounting	250	0	250	0
d Lobbying	0	0	0	0
e Professional fundraising services. See Part IV, line 17	0			0
f Investment management fees	0	0	0	0
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	2,843	2,843	0	0
12 Advertising and promotion	0	0	0	0
13 Office expenses	2,058	2,005	53	0
14 Information technology	1,296	1,296	0	0
15 Royalties	0	0	0	0
16 Occupancy	6,005	6,005	0	0
17 Travel	0	0	0	0
18 Payments of travel or entertainment expenses for any federal, state, or local public officials	0	0	0	0
19 Conferences, conventions, and meetings	0	0	0	0
20 Interest	0	0	0	0
21 Payments to affiliates	0	0	0	0
22 Depreciation, depletion, and amortization	0	0	0	0
23 Insurance	2,174	2,174	0	0
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Dues and Subscriptions	135	135	0	0
b Exhibits and Archival Supplies	1,676	1,676	0	0
c Publishing brochure; letterhead for membership m	1,399	1,399	0	0
d eBay fees	56	56	0	0
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	27,589	26,316	1,273	0
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X . . . . ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		45,022	1	75,683
	2	Savings and temporary cash investments		0	2	0
	3	Pledges and grants receivable, net		0	3	0
	4	Accounts receivable, net		0	4	0
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		0	5	0
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		0	6	0
	7	Notes and loans receivable, net		0	7	0
	8	Inventories for sale or use		0	8	0
	9	Prepaid expenses and deferred charges		0	9	0
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 565,486			
	b	Less: accumulated depreciation	10b 0	565,486	10c	565,486
	11	Investments—publicly traded securities		0	11	0
	12	Investments—other securities. See Part IV, line 11		0	12	0
	13	Investments—program-related. See Part IV, line 11		0	13	0
	14	Intangible assets		0	14	0
	15	Other assets. See Part IV, line 11		126,206	15	126,206
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		736,714	16	767,375
Liabilities	17	Accounts payable and accrued expenses		0	17	0
	18	Grants payable		0	18	0
	19	Deferred revenue		0	19	0
	20	Tax-exempt bond liabilities		0	20	0
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		0	21	0
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		0	22	0
	23	Secured mortgages and notes payable to unrelated third parties		0	23	0
	24	Unsecured notes and loans payable to unrelated third parties		0	24	0
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D		0	25	
	26	**Total liabilities.** Add lines 17 through 25		0	26	0
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ ☑ and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		736,714	27	767,375
	28	Net assets with donor restrictions		0	28	0
		Organizations that do not follow FASB ASC 958, check here ▶ ☐ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		736,714	32	767,375
	33	Total liabilities and net assets/fund balances		736,714	33	767,375

Part XI **Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	58,250
2	Total expenses (must equal Part IX, column (A), line 25)	2	27,589
3	Revenue less expenses. Subtract line 2 from line 1	3	30,661
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	736,714
5	Net unrealized gains (losses) on investments	5	0
6	Donated services and use of facilities	6	0
7	Investment expenses	7	0
8	Prior period adjustments	8	0
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	767,375

Part XII **Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☑ Cash ☐ Accrual ☐ Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a	✓	
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☑ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		✓
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	✓	
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		✓
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits .	3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047
2020
Open to Public Inspection

Name of the organization	Employer identification number
CAPE CHARLES HISTORICAL SOCIETY	54-1410566

Part I **Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☑ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 ☐ An organization that normally receives (1) more than 33⅓% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33⅓% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . .

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	41,137	72,608	54,155	80,752	56,847	305,499
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	0	0	0	0	0	0
3 The value of services or facilities furnished by a governmental unit to the organization without charge	550	550	550	600	600	2,850
4 **Total.** Add lines 1 through 3	41,687	73,158	54,705	81,352	57,447	308,349
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						41,445
6 **Public support.** Subtract line 5 from line 4						266,904

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4	41,687	73,158	54,705	81,352	57,447	308,349
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	173	177	180	64	111	705
9 Net income from unrelated business activities, whether or not the business is regularly carried on	0	0	0	0	0	0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	0	0	0	0	0	0
11 **Total support.** Add lines 7 through 10						309,054

12 Gross receipts from related activities, etc. (see instructions) . . . **12** 0

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)) . . . **14** 86.36 %

15 Public support percentage from 2019 Schedule A, Part II, line 14 . . . **15** 89.8 %

16a **33⅓% support test—2020.** If the organization did not check the box on line 13, and line 14 is 33⅓% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ▶ ☑

b **33⅓% support test—2019.** If the organization did not check a box on line 13 or 16a, and line 15 is 33⅓% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ▶ ☐

17a **10%-facts-and-circumstances test—2020.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . ▶ ☐

b **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . ▶ ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**
(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . .						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons .						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2020** (line 10c, column (f), divided by line 13, column (f)) . . .	17	%
18 Investment income percentage from **2019** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization . ▶ ☐

b **33 1/3% support tests—2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in **Part VI** when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in **Part VI** what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in **Part VI** what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in **Part VI**, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in **Part VI.***	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in **Part VI.***	9a		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in **Part VI.***	9b		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in **Part VI.***	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?	11a		
b	A family member of a person described in line 11a above?	11b		
c	A 35% controlled entity of a person described in line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* ***Part VI.***	11c		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* ***(see instructions).***

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer lines 2a and 2b below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. ***Answer lines 3a and 3b below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in* ***Part VI.***	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in **Part VI***). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

	Section A—Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1		
2	Recoveries of prior-year distributions	2		
3	Other gross income (see instructions)	3		
4	Add lines 1 through 3.	4		
5	Depreciation and depletion	5		
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7	Other expenses (see instructions)	7		
8	**Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

	Section B—Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a	Average monthly value of securities	1a		
b	Average monthly cash balances	1b		
c	Fair market value of other non-exempt-use assets	1c		
d	**Total** (add lines 1a, 1b, and 1c)	1d		
e	**Discount** claimed for blockage or other factors (explain in detail in **Part VI**):	1e		
2	Acquisition indebtedness applicable to non-exempt-use assets	2		
3	Subtract line 2 from line 1d.	3		
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6	Multiply line 5 by 0.035.	6		
7	Recoveries of prior-year distributions	7		
8	**Minimum Asset Amount** (add line 7 to line 6)	8		

	Section C—Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1		
2	Enter 0.85 of line 1.	2		
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4	Enter greater of line 2 or line 3.	4		
5	Income tax imposed in prior year	5		
6	**Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D—Distributions			Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required—*provide details in **Part VI***)	5	
6	Other distributions (*describe in **Part VI***). See instructions.	6	
7	**Total annual distributions.** Add lines 1 through 6.	7	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in **Part VI***). See instructions.	8	
9	Distributable amount for 2020 from Section C, line 6	9	
10	Line 8 amount divided by line 9 amount	10	

	Section E—Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1	Distributable amount for 2020 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required—*explain in **Part VI***). See instructions.			
3	Excess distributions carryover, if any, to 2020			
a	**From 2015**			
b	**From 2016**			
c	From 2017			
d	From 2018			
e	From 2019			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2020 distributable amount			
i	Carryover from 2015 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2020 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2020 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in **Part VI***. See instructions.			
6	Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in **Part VI***. See instructions.			
7	**Excess distributions carryover to 2021.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	**Excess from 2016** . . .			
b	Excess from 2017 . . .			
c	Excess from 2018 . . .			
d	Excess from 2019 . . .			
e	Excess from 2020 . . .			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047
2020
Open to Public Inspection

Name of the organization: CAPE CHARLES HISTORICAL SOCIETY
Employer identification number: 54-1410566

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.
Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.
Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ ____

4 Number of states where property subject to conservation easement is located ▶ ____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ ____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $ ____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.
Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $ 0

(ii) Assets included in Form 990, Part X ▶ $ 126,206

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $ 0

b Assets included in Form 990, Part X ▶ $ 126,206

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☑ Public exhibition
b ☑ Scholarly research
c ☑ Preservation for future generations
d ☑ Loan or exchange program
e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☑ No

Part IV Escrow and Custodial Arrangements.
Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

			Amount
c	Beginning balance	1c	
d	Additions during the year	1d	
e	Distributions during the year	1e	
f	Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.
Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

		(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a	Beginning of year balance	19,253	19,087	16,636	15,130	13,841
b	Contributions	170	166	2,270	1,330	1,115
c	Net investment earnings, gains, and losses	62	0	181	176	174
d	Grants or scholarships	0	0	0	0	0
e	Other expenditures for facilities and programs	0	0	0	0	0
f	Administrative expenses	0	0	0	0	0
g	End of year balance	19,485	19,253	19,087	16,636	15,130

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ 100 %

b Permanent endowment ▶ 0 %

c Term endowment ▶ 0 %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

			Yes	No
	(i) Unrelated organizations	3a(i)		✓
	(ii) Related organizations	3a(ii)		✓
b	If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

	Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a	Land	260,000	0		260,000
b	Buildings	240,344	0	0	240,344
c	Leasehold improvements	0	0	0	0
d	Equipment	12,754	0	0	12,754
e	Other	52,388	0	0	52,388

Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ▶ 565,486

Part VII Investments—Other Securities.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* ▶		

Part VIII Investments—Program Related.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)* ▶		

Part IX Other Assets.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Archives and display cases	51,206
(2) Country Store collection	75,000
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	126,206

Part X Other Liabilities.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII . ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return. Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return. Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line **1**:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Schedule D, Part III, Line 4 - Collections include railroad rolling stock: 7 historic RR cars, barge pilot house, assorted tools, signs and documents. Also ship and train models; crater artifacts; railroad china; diesel engine and generator; local school memorabilia ; country store collection; hundreds of archival photographs and postcards. These items form museum displays for education and enjoyment of visitors, provide research materials for scholars and authors. The items are preserved for future generations.

Schedule D, Part V, Line 4 - Interest from Endowment will ultimately be used to provide operating funds for the museum.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization	Employer identification number
CAPE CHARLES HISTORICAL SOCIETY	54-1410566

Form 990, Part III, Line 3 - CCHS discontinued its weekly Farmers Market held in 3 previous years from May to October.

Form 990, Part VI, Section A, Line 2 - Michael Ash and Jennifer Ash are married. Bill Neville and Jan Neville are brothers.

Form 990, Part VI, Section A, Line 6 - The organization has about 230 members -- individual, household and business

Form 990, Part VI, Section A, Line 7a - The organization's members elect the board.

Form 990, Part VI, Section B, Line 11b - A few board members review the f990.

Form 990, Part VI, Section C, Line 19 - Governing documents are available to anyone upon request. Financial statements for prior month and YTD are presented to board members every month and are reviewed at monthly meetings that are open to the public. They are available to anyone upon request.

Form 990, Part IX, Line 11g - $ 2028 for cataloguing accessions $ $815 for assembling mailings to members

Activity Or Mission Description

Description

history. Provide images, documents, and information to individuals, teachers, researchers and authors. Host school and senior field trips to the museum.

Mission Description

Description

citizens. To support a regional historic archive and research office for collecting, organizing, documenting and analyzing historic materials.

CAPE CHARLES HISTORICAL SOCIETY 11:37 AM
Profit and Loss Budget vs. Actual 01/06/22
January through December 2021

	Jan - Dec '21	Budget
Income		
4090 — Membership Dues	16,119.09	19,000.00
4050 — Contributions at Museum	7,678.99	2,000.00
4150 — Contributions-mail, online etc	10,717.96	4,300.00
4040 — Designated contributions	1,582.50	1,600.00
4190 — Museum Shop Sales	2,564.89	2,000.00
4195 — Online & Other Sales	545.45	2,000.00
9003 — Town of Cape Charles Funding	0.00	0.00
4010 — Fundraising Income	9,816.25	3,000.00
4062 — Dividends -Checking Acct	187.83	100.00
9300 — Railroad Project Contributions	5,144.47	2,000.00
Total Income	54,357.43	36,000.00
Expense		
6310 — Building Repairs & Maintenance	5,695.94	1,400.00
6330 — Equipment Repairs & Small Equip	1,436.16	100.00
6670 — Museum Shop Expense	971.63	300.00
6140 — Credit Card & eBay Fees	67.77	300.00
6125 — Computer, Web Site, Internet	784.66	900.00
6130 — Contract Services	4,590.25	17,500.00
6190 — Insurance	2,309.00	2,200.00
6160 — Dues and Subscriptions	235.00	150.00
6180 — Exhibits & Archival Supplies	12.52	200.00
6260 — Printing and Reproduction	3,003.49	2,000.00
6550 — Office Supplies & Equipment	0.00	300.00
6390 — Utilities-ANEC, Security, Town	5,307.44	5,000.00
6400 — Telephone	412.82	500.00
6250 — Postage and Delivery	681.35	700.00
6680 — Fund Raising Expenses	2,574.90	1,400.00
6240 — Miscellaneous-programs, bank...	0.00	50.00
6305 — Travel, Conferences & Education	80.00	
9350 — Railroad Projects Expenditures	1,123.99	
9355 — RR Fund Allocation	0.00	3,000.00
Total Expense	29,286.92	36,000.00
Net Income	25,070.51	0.00

Non-Operating Funds	Rev	Exp
1205 — Archives Fund	0.00	0.00
1210 — Endowment Fund	35.00	0.00
1204 — Buildg Annex/Pilot House	40,000.00	0.00

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 21, 2022

Name of Project/Program/Event: Eastern Shore of Virginia Tourism Promotion

Name of Organization: Eastern Shore of Virginia Tourism Commission

Address: 19056 Parkway, PO Box 450, Melfa, Virginia 23410

Contact Person & Title: Robert Sabbatini, Executive Director

Telephone Number: 757-787-8268

Email Address: executivedirector@esvatourism.org

Are you a non-profit organization? Yes, we are a 501c-6

If so, what is your ID number? 37-1795027

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:
See attached Appendix 1

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of Project/Program/Event: *$50,000*

D. Amount of funds requested in the grant application: $5,000

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?
Annually recurring

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.
Yes, this promotes the Eastern Shore regionally, as a primary tourism destination with endless possibilities to experience, stay, play, taste, and sip to keep all visitors coming back year after year and attract new visitors.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. Accomack County- $129,438
2. Northampton county- $157,500
3. Onancock- $4620
4. Virginia Tourism Corporation-$30,000- Grants

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

Increase TOT tax revenue for the town.

Increases Sales Tax and Food & Beverage tax for the town.

ESVA Tourism Commission advertising targets Cape Charles's primary visitor locations such as Hampton Roads, Richmond, Charlottesville, Northern Virginia, Washington D.C., Maryland, Pennsylvania, and New York.

Compliments efforts the Town of Cape Charles is already doing to promote the town, which maximizes marketing dollars.

J. Please provide any other details relevant to the Town's deliberation of this request:

Example: it only takes 192 visitors to Cape Charles staying 1 night(avg. $200/night) and enjoying 1 Meal totaling $100 to generate $5,000 of tax revenue for Cape Charles. That is an outstanding ROI for the town.

<u>Appendix 1:</u>

<u>Mission Statement</u>: The mission of the Eastern Shore of Virginia Tourism Commission is to attract visitors, stimulate economic development, and protect the regions unspoiled ecosystems and local communities.

<u>Description of Services Provided</u>:

A. Produces an annual print visitor guide distributed throughout the state and at key out-of-state distribution points. This guide is distributed to potential visitors through the Virginia Tourism Corporation's statewide Welcome Centers, at military bases, at private town and regional visitor centers across Virginia, at the ESVATC Welcome Center, and at local onshore businesses. The guide is also mailed to potential visitors who request it. The guide provides readers with compelling reasons to visit the Eastern Shore in order to explore attractions, towns and natural beauty located off Route 13.

B. Manages a comprehensive website that visitors use to plan a trip to the region, with attractions, hotels/motels/B&Bs, restaurants, itineraries, and events. This website lists all tourism-related businesses and events for free. VISITESVA.com continues to be our regional tourism digital platform. The ESVATC also manages a second website devoted to long feature stories about the destination. To date, 40 plus custom landing pages highlight outdoors, culinary, events, and other key products, with links to local businesses.

C. Produces content for five social media platforms, Facebook, YouTube, Pinterest, TikTok, and Instagram.

D. Produces a quarterly consumer email distributed to opt-in consumers.

E. Operates the Eastern Shore of Virginia Welcome Center, which attracts on average 10,000 visitors a month, and is open seven days a week and 363 days a year and directs them into Eastern Shore towns and venues. The Welcome Center was certified by the Virginia Tourism Corporation in 2013, giving the ESVATC free guide distribution in 76 Welcome Centers around Virginia. The Welcome Center provides the local tourism industry, which often has little or no marketing budget, with a means to promote their business to a large group of potential customers.

F. Generates positive publicity about the Eastern Shore by planning and conducting media tours for individual travel writers and groups, leading to stories that appear in local, regional and nationwide newspapers, magazines and web sites. The Tourism Commission is recognized by the Virginia Tourism Corporation as the official Destination Marketing Organization (DMO) for the Eastern Shore.

G. Collaborates with local and regional businesses, tourism organizations and towns on regional tourism marketing and development programs.

H. Manages a local industry relations program, an annual Tourism Summit in the winter months, which includes workshops for local tourism business owners and acts as a collaborative think tank for the industry. Manages an industry email program to keep tourism industry partners better informed. The ESVATC continues to manage an Industry Facebook Group to increase collaborative efforts among tourism partners across the ESVA. Both the Industry email program and the industry Facebook Group have been essential to keeping industry partners up to date during the COVID-19 pandemic with Executive Orders, funding opportunities, and recovery/resiliency trainings.

I. A new marketing director was hired in March 2021 and a new executive director was hired in April 2021. A new logo "Virginia is for Shore Lovers" was submitted and received approval from the Virginia Tourism Commission. The Eastern Shore of Virginia website has seen significant increases with 57,276 total unique users (55,880 new users) visiting the site from January 2021-November 2021. July 2021 saw the largest unique users at 10,011 which is a first for the ESVA Tourism webpage. Social media continues to see the same positive increases with engagement and page views increasing steadily throughout the 2021 year. Through November 30, 2021, the ESVA Tourism Commission has over 28,000 followers on Facebook and 4078 followers on Instagram. Our Hashtag #VisitESVA has been used 10,400 times on Instagram and our Hashtage #Off13 has been used 1050 times on Instagram. In addition, the ESVA Tourism Commission has utilized and created YouTube and TikTok accounts. The ESVA Tourism Commission's YouTube page has seen 19,838 viewers through November and our TikTok account has received over 4 million views!

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 7, 2022

Name of Project/Program/Event: Tree Planting in Historic District

Name of Organization: Tree Advisory Board (TAB)

Address: Town of Cape Charles, VA

Contact Person & Title: Jane McKinley, TAB Member

Telephone Number: 804-337-9060

Email Address: cctab02@gmail.com

Are you a non-profit organization? no

If so, what is your ID number? n/a

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required: This is a request for a budget to enable the purchase of trees to be planted in the historic district. The trees will be planted by TAB volunteers in locations agreed upon by the Town.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of Project/Program/Event: $1,000

D. Amount of funds requested in the grant application: n/a

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring? This is a one-time request for FY2023

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain. There are no plans at this time to coordinate this project with any other projects or programs.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. n/a
2.
3.

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

A copy of the TAB charter is included with this application.

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town: This project supports the 2021 Community Strategic Plan to "Protect and improve public green/open space infrastructure" by planting appropriate native trees in designated public spaces to create shade, add beauty, support wildlife, contribute to the management of stormwater runoff, and enhance the historic value of our town.

J. Please provide any other details relevant to the Town's deliberation of this request: Locations for the new trees will be determined through a collaborative effort between the TAB and Town management. This project will serve to replace some of the older, sick trees that have been removed over the past several years as well as to bring new trees to areas in need of shade and beautification. An article notifying the residents of Cape Charles of this project and its value to the community will be submitted to the Town for publication in the Gazette. We recognize that these funds may be budgeted through a Town entity such as Public Works.

TOWN OF CAPE CHARLES FUNDING APPLICATION

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Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 7, 2022

Name of Project/Program/Event: 2022 Arbor Day Event

Name of Organization: Tree Advisory Board (TAB)

Address: Town of Cape Charles, VA

Contact Person & Title: Phil Goetkin, TAB Member

Telephone Number: 703-282-4405

Email Address: cctab02@gmail.com

Are you a non-profit organization? no

If so, what is your ID number? n/a

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required: To maintain its designation as an Arbor Day Foundation "Tree City," Cape Charles must host an annual Arbor Day event to educate the community on all aspects of trees. This event, being planned jointly with the Eastern Shore Soil & Water Conservation District (ESSWCD) and Eastern Shore of Virginia Master Gardeners (ESVMG), will include, among other things, literature on the benefits of trees, children's activities, free native tree and plant giveaways, a plant clinic, and experts available to answer questions and provide advice.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of Project/Program/Event: $200

D. Amount of funds requested in the grant application: n/a

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring? This is a one-time request for FY2023

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain. This project will adhere to guidance provided by the Arbor Day Foundation and will be planned & executed in coordination with ESSWCD and ESVMG. It will be promoted to residents and visitors.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. ESSWCD (amount to be used for purchase of trees is TBD)
2. ESVMG (up to $500 to be used to purchase plants)
3.

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).

2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

A copy of the TAB charter is included with this application.

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town: This project supports the 2021 Community Strategic Plan to "Protect and improve public green/open space infrastructure" by holding an event that educates the public on the variety and value of trees in Cape Charles and the individual's role in their prservation. It will also inform residents of the services available to them by the Tree Advisory Board.

J. Please provide any other details relevant to the Town's deliberation of this request: The funds requested for this project will cover the expense of literature given to event participants (including children's prizes) and a banner to identify the TAB. The banner will be a one-time expense. Previously, these expenses were covered by individual TAB volunteers. We recognize that these funds may be budgeted through a Town entity such as Public Works.

DRAFT CHARTER

Cape Charles Advisory Tree Board – November 2019

General Purpose:

To help assure the maintenance and expansion of the city's tree canopy and the health and safe condition of trees in the community, the Cape Charles Tree Board shall advise the mayor, Town Council and Town staff regarding selection, preservation, protection and management of the community forest, act as an appellate body for review and advisement pursuant to the Cape Charles Master Tree Plan and shall coordinate the Plan's activities regarding public and private-property trees.

The Tree Board will work toward establishing and maintaining the designation of Cape Charles as a Tree City USA as sponsored by the Arbor Day Foundation.

Board Membership:

The minimum number of members is five (5), including a Chairperson and Vice-Chairperson, with the addition of at least one person representing the Town of Cape Charles administration who will be a non-voting member.

In addition to Board members, a trained expert in urban forestry (such as a certified arborist) will be hired on an as-needed consulting basis.

How Appointments are Made:

With the input of existing Board members, new members shall be appointed by the Town Council. Members will serve three years, except for the members of the first Board. Members may be reappointed. If a vacancy shall occur during the term of any member, his or her successor shall be appointed for the unexpired portion of the term.

Board member terms will overlap to preserve the continuity of knowledge and experience. Each of the 5 voting members of the first Board will serve for at least three years with some members serving longer to establish overlapping terms. Rotation will begin in year four, as defined in the Cape Charles Advisory Tree Board By-Laws. The Chairperson will serve a one-year term preceded by a one-year term as Vice-Chairperson

Member Qualifications:

Each member should be a resident of the Town of Cape Charles, be willing to commit for a three-year term, and serve on no other Town Boards. Members should have some background in local ecology, gardening, landscaping, or special interest in trees and how they benefit the Town of Cape Charles. In all cases, a sincere interest in trees and how they benefit the community is the primary requirement for being a contributing Board member.

Specific Duties of the Board:

1. Advise the mayor, Town council and Town staff on matters concerning trees and related resources. This may include annual work plans of the Town to manage trees of concern on VDOT property and trees that are trimmed to meet ANEC requirements.

2. Serve as an appeals panel regarding decisions to remove or allow the removal of trees in the Town, as reviewed under the terms of the Town Tree Ordinance.
3. Assist the Town administration in reviewing annually and updating as necessary the Cape Charles Master Tree Plan to manage the Town's urban forest.
4. Participate in educational campaigns among Town residents to increase the understanding of the benefits of a healthy and diverse tree canopy in Town.
5. Act as a community resource to identify trees of concern on private or public property. At the request of Town residents, advise on the selection, preservation and maintenance of trees on their personal property.
6. Plan and conduct an annual celebration in support of Arbor Day.

Operational Procedures:

Operational provisions are defined in the Cape Charles Advisory Tree Board By-Laws, including the frequency of meetings, how officers are selected, what constitutes a quorum, what records are required, and what city staff may be appointed for liaison or support.

Funding:

All members of the Board will serve without compensation except for allowable expenses as approved by the Town Council. Town budget will include expenses to cover the urban forestry consultant and the Arbor Day celebration.

TOWN OF CAPE CHARLES FUNDING APPLICATION

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Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: 2/28/22

Name of Project/Program/Event: First Day in the Bay

Name of Organization: Vacation Rental Homeowners of Cape Charles

Address: ______

Contact Person & Title: Sarah Fullam, Treasurer

Telephone Number: 484-949-5548

Email Address: sarahjfullam@gmail.com

Are you a non-profit organization? Yes, 501(c)(6)

If so, what is your ID number? Paperwork in progress

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

A polar plunge to ring in the New Year! The event will feature a polar plunge for adults and a little dip for kids. Breakfast pastries and beverages will be available for purchase. The plunge takes place on the beach at Bay and Madison Avenues on January 1, 2023 from 11:00am to 1:00pm. The plunge itself is free but participants can choose to purchase branded event merchandise for a fee.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

- Print ads in Eastern Shore Post and Eastern Shore First
- Social media targeted ads
- Free online event listings (a la Joan's Cape Charles Happenings)
- Facebook event
- Printed fliers in select locations
- Posting in private Vacation Rental Homeowners Facebook group (prior to 2022 this was the only advertising that was done)

C. Total estimated cost of Project/Program/Event: *$6,000*

D. Amount of funds requested in the grant application: $2,000

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

Recurring event each New Years Day

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.

This event is applicable to the ESVA Tourism Strategy for the following: Promote the connection to the Chesapeake Bay, Promote lodging options, Develop shoulder seasons built around recreational activities

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. Northampton County Tourism Grant - $2,000 in 2022
2.
3.

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).

2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

This event aligns with the following goals in the town's strategic plan: Promote community/quirky events; Promote the arts, entertainment, and recreation

J. Please provide any other details relevant to the Town's deliberation of this request:

Funds raised during this event will be donated to other non-profit organizations in the town of Cape Charles. For the 2022 event we donated $3,000 from this event to Citizens for Central Park to support their ongoing efforts.

Commonwealth of Virginia
State Corporation Commission
Office of the Clerk
Entity ID: 11248794
Filing Number: 2106303410888
Filing Date/Time: 06/30/2021 01:01 PM
Effective Date/Time: 06/30/2021 01:01 PM

Nonstock Corporation - Articles of Incorporation

Entity Information

Entity Name:	Vacation Rental Home Owners of Cape Charles	Entity Type:	Nonstock Corporation

Business Type

Industry Code: 0 - General

Duration

Perpetual(forever)

Member - Director Information

Member Information:

The corporation shall have one or more classes of members with such designations, qualifications and rights as set forth in the bylaws.

Director Selection:

The directors shall be elected by the members.

Registered Agent Information

RA Type:	An Individual who is a resident of Virginia	Locality:	RICHMOND CITY
RA Qualification:	Member of the Virginia State Bar		
Name:	Jeffrey Palmore	Email Address:	N/A

The corporation's initial registered office address, including the street and number, if any, which is identical to the business office of the initial registered agent, is:

Registered Office Address:	901 E Byrd St Ste 1900, Richmond, VA, 23219 - 4068, USA	Contact Number:	N/A

Principal Office Address

Address: PO Box 552, Cape Charles, VA, 23310, USA

Principal Information

Title	Director	Name	Address
	Yes	Phillip Dail	13065 Bayside Road, Machipongo, VA, 23405, USA
	Yes	Ahren Foster	1511 Palmyra Ave, Richmond, VA, 23227, USA
	Yes	Sarah Fullam	953 Ivy Lane, Pottstown, PA, 19464, USA
	Yes	J. Scott Faircloth	23736 Hensley Hunt Ct, Ashburn, VA, 20148, USA
	Yes	Ryan Foster	1511 Palmyra Ave, Richmond, VA, 23227, USA
	Yes	Matthew Cochrane	4809 7th Street N, Arlington, VA, 22203, USA

Title	Director	Name	Address
	Yes	Maria Cochrane	4809 7th Street N, Arlington, VA, 22203, USA
	Yes	Ken Butta	245 Mason Ave, Unit 202, Cape Charles, VA, 23310, USA
	Yes	Ami Butta	245 Mason Ave, Unit 202, Cape Charles, VA, 23310, USA

Signature Information

Date Signed: 06/30/2021

Entity Name	Entity Type	Printed Name	Signature	Title
Vacation Rental Home Owners of Cape Charles	Nonstock Corporation	Jeffrey S Palmore	Jeffrey S Palmore	Incorporator

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

AT RICHMOND, JUNE 30, 2021

The State Corporation Commission has found the accompanying articles of incorporation submitted on behalf of

Vacation Rental Home Owners of Cape Charles

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it is ORDERED that this

CERTIFICATE OF INCORPORATION

be issued and admitted to record with the articles of incorporation in the Office of the Clerk of the Commission, effective June 30, 2021.

The corporation is granted the authority conferred on it by law in accordance with the articles of incorporation, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By Angela Navarro

Angela L. Navarro
Commissioner

TOWN OF CAPE CHARLES FUNDING APPLICATION

While the Town of Cape Charles continues to strive toward a bright future, we must also acknowledge that Town finances have been under severe fiscal distress for the past several years. Therefore, while the Town still encourages third party funding requests that could help contribute to the Town's new strategic vision and goals; we must also encourage prudence and restraint when making such requests. So, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2022.

SECTION A: APPLICANT INFORMATION

Date: February 28, 2022

Name of Project/Program/Event: Northampton County YMCA Gymnasium

Name of Organization: Northampton County YMCA (an affiliate of the YMCA of South Hampton Roads)

Address: 22257 Parsons Circle, Cape Charles Va. 23310

Contact Person & Title: Andre Elliott

Telephone Number: (757) 710-9504

Email Address: aelliott@ymcashr.org

Are you a non-profit organization? yes

If so, what is your ID number? 54-0445205

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

The Northampton County YMCA, newly opened in the spring of 2021, supports healthy living for all our residents, providing fitness classes and equipment, youth programming, and an outdoor pool. We are continuing to grow our impact and service to the community by building a full size gymnasium. This project will increase the YMCA's ability to offer programming in and for the community, including summer camps, youth sports, Teen Leaders club and a host of other activities that support the community at large.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of Project/Program/Event: $1.2 Million for the gymnasium

D. Amount of funds requested in the grant application: $25,000

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

We are currently in the capital phase of fundraising specifically for the gymnasium. Our goal is to complete our fundraising goal by the end of 2022 to start building in 2023.

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so please explain.

The Northampton County YMCA offers membership opportunities that support the tourism industry in the area. These include Vacation Passes, where individuals and families can enjoy all Y amenities for the day or the week; and the Y-Home Program, which allows hotels and rental properties to offer Y access as part of their amenities. These offerings ensure that tourists can enjoy activities on the Eastern Shore rain or shine. The addition of the gym would enhance our ability to be able to serve both locals and visitors alike, including opportunities to host events in a large venue.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. $500,000 confirmed from individual donor
2. $50,000 pending in grants
3. ______

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of the most recent fiscal year)

3. A copy of the organization’s most recent IRS from 990
4. A copy of the organization’s tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

The Northampton County YMCA gymnasium will add a resource in our area that currently does not exist. As mentioned above, the gymnasium will increase our capacity to provide healthy activities for residents, including children and youth, and visitors to our area. We are also excited to support efforts by the Town of Cape Charles and other civic groups by offering a large gathering space for events. We envision this space, located so close to town, as an asset for the entire community.

We have already begun to utilize our Y in support of the community. In 2021, we were able to support the Kiptopeke elementary school Kindergarten camp when the school wasn’t available. A bigger space that can accommodate larger groups would create more opportunities to support efforts like this that aren’t currently available.

J. Please provide any other details relevant to the Town’s deliberation of this request:

The campaign to open this Northampton County YMCA was the fastest widely supported capital campaign in the history of the YMCA of South Hampton Roads. It’s clear that our community had a need and desire for space for healthy living activities, and we are excited to expand this with a gymnasium. The Northampton County YMCA has had a great first year, and we are excited add more activities for our community, such as indoor basketball courts, pickle ball courts, group sports, and summer camps. We are confident that this gymnasium will be a great addition to an already amazing community!

Commonwealth of Virginia
Department of Taxation
www.tax.virginia.gov/nonprofit

Retail Sales and Use Tax Certificate of Exemption

YMCA of South Hampton Roads
920 Corporate Lane
Chesapeake, VA 23320

Issued Date:	05/06/2019
Expiration Date:	05/06/2024
Exemption Number:	SE540445205F05062024

This letter confirms that your organization qualifies under *Code of Virginia* § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. The exemption also applies to purchases of meals, prepared food and catering by the organization for its use or consumption on or after April 22, 2016. The exemption is not applicable to the purchase of taxable services, such as hotel and motel accommodations.

To purchase tangible personal property without paying Virginia sales and use tax:

- Present a copy of this letter to each dealer.
- Pay directly from the organization's funds (i.e., debit card, credit card or checking account). Purchases by a member of the organization from his personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization, these types of transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.
- The organization must establish: 1) that the provision of meals, prepared food and catering to individuals furthers an official function, mission, service or purpose of the nonprofit organization; and 2) that the organization has determined to whom, when, and how the meals or food are served or consumed.

Dealers, please note the following:

- The dealer is required to have a valid certificate of exemption from each organization on file.

I certify that the item(s) being purchased will be used or consumed by the organization named above and that payment for this purchase is made to the vendor from the organization's funds.

Organization's Authorized Representative: ______

Printed Name: Christine Duncan

Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the *Code of Virginia*.

Form **W-9** (Rev. October 2018) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

YOUNG MENS CHRISTIAN ASSOCIATION OF SOUTH HAMPTON ROADS

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

920 CORPORATE LANE

6 City, state, and ZIP code

CHESAPEAKE, VA 23320

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

5 4 – 0 4 4 5 2 0 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ 2/3/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Budget Management Policy

Municipal budgets are more than just allocations of authorized expenditures; they are also policy documents from the governing body which outline an expected service level and capital investment for the time period covered.

While only the Town Council has the authority to approve annual budgets/policy and to appropriate the funds necessary to support them; it is the responsibility of the Town Manager and Town Treasurer to implement and manage these budgets/appropriations.

However, it is not possible to accurately anticipate all operational conditions or external influences that may occur throughout the budgeted period at the time budget documents are developed. Therefore, it is necessary to allow the Town Manager and Town Treasurer some level of discretion to react to actual circumstances in real time.

This necessitates the need for clear guidance provided by the governing body to its management personnel, that provides for the needed discretion without subverting the policy goals of the document. Therefore, the following budget management policy is hereby adopted for the Town of Cape Charles:

- Appropriations to specific accounting Funds* will remain within those Funds unless transferred to another Fund by the Town Council via budget resolution

- Creation of new line items within any accounting Fund* requires Town Council approval

- Transfers between line items within an accounting Fund* may be made by the Town Manager subject to the following limitations:
    - Transfers of greater than $20,000 will be reported to the Town Council at their next regular meeting
    - Transfers between capital project line items of greater than $10,000 will be reported to the Town Council at their next regular meeting
    - Transfers between capital project line items of greater than $20,000 or 10% of total budgeted amount, whichever is smaller, requires Town Council approval
    - Transfers will not be artificially divided into smaller amounts to circumvent the limits of this policy

*Note: For purposes of this policy, accounting Funds are defined as the General Fund, the Special Activities Fund, the Capital Projects Fund, the Debt Service Fund, the Harbor Fund, the Utility Fund, and the Sanitation Fund.

DRAFT

Strategic Revenue Program (SRP)

The SRP will attempt to project future revenue needs beyond the current spending cycle based on strategic goals/projects predetermined by the Council and other planning processes. All revenue sources will be considered in this planning exercise, however real estate property tax remains the largest source of potential funds.

Before rebalancing the Town real estate property tax rate, a strategic revenue projection should be in place, so that rebalancing can still achieve long-term goals.

Considerations for SRP planning discussion:

- What is our long-term projected inflation rate
- Will any additional services be added
- Will there be any reduction in current services
- Are there any anticipated special projects
- When will current debt be retired
- Will any new debt be required
    - Debt Service limited to 8% of general core operating revenues
- What capital funding is needed above programmed amounts:
    - 6% general core operating revenues
    - 0.5% meals tax
- Account for any one-time grant proceeds

Potential Debt Service Needs

General Fund:		
New Municipal Building	$	3,600,000
Harbor Fund:		
Inter Harbor King Pile and Whaler Replacement	$	540,000
Outer Harbor Concrete Bulkhead Repair	$	150,000
	$	690,000
Utility Fund:		
Keck Wells Tie-in	$	460,000
WWTP Membrane Replacement	$	500,000
WTP Expansion/Refurbishment	$	2,000,000
	$	2,960,000
Total Potential New Debt:	**$**	**7,250,000**

Debt Service vs. Expenditures

This key ratio measures Debt Affordability, i.e. how much of the annual budget is bring spent to pay for debt, and can show how much additional revenue needs to be raised to pay for new debt being considered. However, it is more commonly used by the rating agencies as a measure of capacity. It answers the "Can I Afford This?" question.

The medians for both Virginia cities and counties remains below the industry standard 10% policy.

- National City Median Debt Service vs. Exp. 9.5%
- Virginia City Median Debt Service vs. Exp. 8.1%

- National County Median Debt Service vs. Exp. 7.9%
- Virginia County Median Debt Service vs. Exp. 8.2%

Another measurement of *annual debt sercive as a percent of current year's budgeted expenditures,* is as follows:

2 - 7% is considered low; 8 - 12% medium; over 12% is considered a high tax burden

The Town of Cape Charles has set a debt service limit of 8% of core revenues

Town Manager Memorandum
March 17, 2022
RE: Town Priorities

At their March 17, 2022 regular Council meeting, the Town Council validated the following prioritized Town work plan for calendar year 2022:

1. Continue to evaluate the merits of a potential sale of our water/wastewater utilities
    a. Negotiate terms for final agreements
    b. Continue public process
    c. If deemed beneficial, file with the SCC

2. Work with consultant to finish revision of the Historic District Design Guidelines and associated zoning

3. Work with consultant to finish Comprehensive Plan update
    a. Determine Harbor District vision for inclusion in Comp Plan

4. Trail Project – Phase 3 – Peach Street

5. Work with consultant to finish Zoning Ordinance updates (outside of historic district updates)

6. Work with consultant to finish overall municipal code update (outside of zoning)

7. Work with consultant to finish addressing options regarding Town office space deficiencies/safety

8. Put together options for public discussion of ARPA funding

9. Develop comprehensive parking strategies for the historic and commercial districts

10. Develop short-term rental regulations/ordinances

11. Work with developers/agencies to develop options for workforce housing

12. Pursue development of shared revenue agreement with the County

13. Put together comprehensive beach/dune development and maintenance plan

14. Pursue legislative priorities

15. 2022 Strategic Plan end-of-year annual survey and update

Community Strategic Plan Report Card - 2021

The **2021 Community Strategic Plan**, adopted on March 18, 2021, was organized into a vision, nine (9) goals, twenty-seven (27) objectives, and twenty-eight (28) milestones, using the following definitions:

Vision A brief statement that looks to the future; is a source of inspiration; and serves to identify the ideals or characteristics desired in a future state

Goals End results; general and overarching desires expressed as clearly, concisely, and descriptively as possible. Represents component parts needed to achieve the Vision.

Objectives Specific strategies toward attaining a Goal. They are discreet, measurable, deliverables that must also be affordable and implementable

Milestones Specific, short-term tasks that are sometimes necessary to complete a complex Objective. The "what, who, how, and when" that are needed to achieve progress and can be included as part of an annual budget planning process

The implementation of this plan was expected to take **6 years**. However, in the 8 months since adoption we have completed or made progress on 13 of the 27 objectives, and 13 of the 28 milestones (highlighted in yellow below). Note: items grayed out were specifically deferred beyond this year until sufficient resources were made available.

- Retain the small-town character of Cape Charles:

  a. Encourage a sense of engagement and inclusion among our community service organizations:
     i. Boards and Commissions asked to provide a semi-annual briefing to Council
     ii. Create a social volunteer appreciation event – volunteer of the year award
     iii. Hold an annual strategic plan forum to get input from all civic groups
     iv. Quarterly recognition of a board or commission member in the Gazette

  b. Encourage Citizen Engagement:
     i. Create Facebook events for public events (continue post COVID)
     ii. Add calendar of public meetings to monthly water bills
     iii. Name badges or Town clothing for officials to wear during public events
     iv. Hold a State of the Town – Town Hall annual meeting

c. Maintain/improve walkability:
   i. Continue Community Trail
   ii. Improve and add sidewalks
      a. Press for state maintenance
      b. Explore ordinance changes for rehabilitation and resale
   iii. Support Rails to Trails project

d. Promote community/quirky events:
   i. Centralized calendar of events (sharing information)

e. Promote the arts, entertainment, and recreation:
   i. Providing services and venues at low or no cost to local non-profits
   ii. Develop volleyball/basketball courts

f. Study short-term rental regulations and make recommendations

g. Foster a safe golf cart culture:
   i. Better signage
   ii. Better enforcement (Information to Rentals)
   iii. Designate golf cart parking spots
   iv. Foster positive relationship with golf cart rental companies

- Maintain the authentic character of the historic district:

  a. Review and update the ordinances and guidelines of the Historic District Review Board

  b. Encourage the mission of historic preservation organizations/efforts
     i. Invite to provide Council briefings

  c. Review the Christopher Newport University perception on Cape Charles preservation

- Protect and maintain the beach:

  a. Update beach/dune management plan to include specifc parameters for beach management and desired beach size/characteristics

  b. Continue annual surveys and sand replenishment budget

  c. Evaluate survey data to determine erosion protection strategy

- Protect and maintain the harbor:

  a. Research market forces (i.e. Co-Op markets) necessary to promote a healthy balance of commercial and recreational users

  b. Develop long-term major maintenance and replacement plan

- Plan for coastal resiliency:

  a. Develop an implementable plan, to include the Resilience Adaptation Feasibility Tool (RAFT) recommendations

- Protect and improve public green/open space infrastructure:

  a. Review existing/previous plans and develop an implementable plan

- Retain and expand businesses in a business-friendly environment:

  a. Develop a public/private collaboration effort to guide business development and help remove obstacles (i.e. Cape Charles Main Street (CCMS))
     i. Review ordinances, regulations, and processes to identify business impediments
     ii. Work with CCMS to develop a business tool kit to assist with common questions/concerns

  b. Improve business access to workforce resources:
     i. Develop programs with high schools & Eastern Shore Community College (ESCC)
     ii. Job Fairs through Northampton County Chamber of Commerce, Eastern Shore Chamber of Commerce, and/or Eastern Shore Tourism
     iii. Develop internships and apprenticeships (Dept of Labor & Industry - DOLI)

  c. Improve availability of a variety of workforce housing options (see below)

- Advance a variety of housing options for younger families and workforce:

  a. Participate in regional housing study and evaluate recommendations

  b. Participate in ordinance barriers to workforce housing study and develop recommendations

  c. Explore the viability of a workforce housing ordinance

- Meet our residents' expectation for Town services:

    a. Establish service standards

    b. Improve employee training (cross training, customer service training, etc.)

    c. Develop citizen concerns tracking system
        i. Promote citizen use of tracking system
        ii. Follow up public comments expressed during council meetings and through emails received from citizens

    d. Evaluate the need for additional services
        i. Recycling
        ii. Electric automobile charging stations

Fund Balance Reserves

General Operating Reserve

1. Committed Reserve
2. Adjusted each year during budget adoption to ensure maintenance of a balance equal to 20% of general operating expenses
3. Intended to remain in perpetuity to maintain cash flow and liquidity needs of the Town
4. Withdrawal or appropriation of this reserve requires a super majority approval of the Town Council

Contingency Reserve

1. Assigned Reserve
2. Adjusted each year during the budget process as feasible, with the goal of maintaining a balance equal to 10% of general operating expenses
3. A simple majority of the Town Council may appropriate up to 50% of the available reserve balance as part of the annual budget so that it is readily available for use under the following circumstances:
    a. At the discretion of the Town Manager for necessary unbudgeted expenses associated with an Emergency as certified by the Mayor; all such expenditures will be reported to the Town Council as soon as practicable
    b. At the discretion of the Town Manager to offset an overall budgeted general operating revenue shortfall of greater than one percent (1%); all such transfers will be reported to the Town Council as soon as practicable
4. A simple majority of the Town Council may appropriate up to 50% of the available reserve balance, less funds that may be known or anticipated for use in 3 above, for an unforeseen and immediate opportunity that the Town Council determines to be in the best interest of the Town
5. Appropriation of funds greater than 50% of what was projected to be available within the current fiscal year, may only be done with the concurrence of a super majority of the Town Council
6. All expenditures that cause this balance to fall below an amount of $250,000 will be accompanied with a plan to replenish such funds to this level within three years

Unassigned Reserve

There are no special restrictions on the use of an unassigned fund balance, and may be appropriated by a simple majority of the Town Council for any purpose.

Fund Balance Reserve Status

General Fund

Audited Fund Balance (June 30, 2021):	$	2,156,754
Draft FY23 Budget - Core Operating Expenses:	$	3,613,218
Operating Reserve (20%):	$	722,644
Contingency Reserve (10%):	$	361,322
Total Required Reserve:	$	1,083,965
GF Fund Balance less required reserve:	**$**	**1,072,789**
If Harbor Covered by GF - Core Operating Expenses:	$	1,062,388
Operating Reserve (20%):	$	212,478
Contingency Reserve (10%):	$	106,239
Harbor Reserve:	$	318,716
GF Fund Balance less required combined reserve:	**$**	**754,072**

Utility Fund

Audited Fund Balance - Unrestricted (June 30, 2021):	$	668,758
Draft FY23 Budget - Core Operating Expenses:	$	2,055,845
Operating Reserve (20%):	$	411,169
Contingency Reserve (10%):	$	205,585
Total Required Reserve:	$	616,754
Utility Fund Balance less required reserve:	$	52,005

Budget Work Session Tally Sheet

Initial Draft Budget Revenue Less Expenditures

General Fund $ 881,500 (description)

+/-

Capital Projects Fund $ 128,282 (description)

+/-

Special Activities Fund $ 351,850 (description)

+/-

Public Utilities Fund $ (51,797) (description)

+/-

Primary Revenue Trends

	% of GF core revenue	20/21 Actuals	22/23 Budgeted	Increases	
Real Property*	48%	$ 1,302,906	$ 2,247,797	$ 944,891	73%
Personal Property	4%	$ 184,869	$ 207,000	$ 22,131	12%
BPOL	5%	$ 209,124	$ 220,000	$ 10,876	5%
TOT*	10%	$ 258,854	$ 475,000	$ 216,146	84%
Meals	14%	$ 543,518	$ 640,000	$ 96,482	18%

* Large increases due to current year rate or assessment change, future revenue will not increase at this rate

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Real Property**	43%	$ 1,302,906	$ 1,569,242	$ 266,336	20%

** If Real Property was equalized to 1% plus new construction

---

Personal Property***	4%	$ 169,853	$ 171,055	$ 1,202	1%

*** If Personal Property was equalized to prior year

GF Core Revenue equalizing both Real and Personal Property tax:	$ 3,673,238
Current Draft GF Core Expenditures:	$ 3,613,218

TO BE ADVERTISED AS A **DISPLAY ADVERTISEMENT** IN THE MAY 6, 2022 EDITION OF THE EASTERN SHORE POST.

NOTICE OF PROPOSED EQUALIZED REAL PROPERTY TAX RATE INCREASE

The Board of Supervisors of Northampton County, Virginia, proposes to equalize property tax levies.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, is greater than last year's total assessed value of real property by 14.89 percent.

2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be $0.7268 per $100 of assessed value. The Code of Virginia allows for a 1% growth of the levy which results in an equalized rate of $0.7341.

3. Effective Rate: The Board of Supervisors of Northampton County, Virginia, proposes to adopt a tax rate of $0.785 per $100 of assessed value. The difference between the lowered tax rate and the proposed rate would be $0.0582 per $100 or 8.01% This difference will be known as the "effective tax rate increase".

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

A public hearing on the Equalized Tax Rate will be held on May 24, 2022, commencing at 5:00 p.m. in the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia.

4. The Board will convene a separate public hearing on June 21, 2022, commencing at 5:00 p.m., in the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, to consider the proposed FY 2023 budget which may increase, decrease or retain the Equalized Tax Rate.

Handicapped assistance available: Call 757/678-0440.

Reassessment - 2022

Equalized Tax Rate Calculation

	Tax Year	Land Value	Improvements Value	Public Service Co.s Value	Total Real Estate Value	LAND USE Value Reductions
OLD	2021	**$994,617,600**	$1,085,171,800	$58,286,800	$2,138,076,200	$108,662,000
NEW	2022	**$1,187,386,200**	$1,238,537,400	$58,286,800	$2,484,210,400	$108,662,000
% Change		19.38%	14.13%	0.00%	16.19% 14.89% *w/o new const.*	0.00%

CALCULATION OF EQUALIZED TAX RATE			
2021 Real Property Tax Levy (Real Estate and Public Service Co. Real Estate)	A	$	17,852,936
1% of 2021 Levy per State Code §58.1-3321	B	$	178,529
TOTAL 2021 Real Property Tax Levy plus allowed 1% Increase	**A+B=C**	**$**	**18,031,466**
2022 Total Taxable Assessed Value	D	$	2,484,210,400
Assessed Value growth due to New Construction	E	$	27,864,200
2022 Net Taxable Assessed Value less New Construction	**D-E=F**	**$**	**2,456,346,200**
Equalized Tax Rate			
Total 2021 Real Property Tax Levy plus allowed 1% Increase divided by 2022 Net Taxable	**(C ÷ F) x $100**	$	0.7341

w/o 1% growth	$	0.7268