

# **Town of Mineral Springs**

# **PROPOSED BUDGET 2013-2014**

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III  
Budget Officer

**May 9, 2013**

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**TOWN OF MINERAL SPRINGS  
2013-2014 BUDGET**

**MESSAGE FROM THE BUDGET OFFICER**

I am pleased to present this recommended budget for the 2013-2014 fiscal year to the Mineral Springs town council.

The FY2013-14 budget reflects anticipated revenues and expenditures of \$304,280 including capital expenditures, which represents a \$3,230 increase over last year's final amended budget. General government expenditures total \$254,205, a decrease of \$9,440, while the capital budget has increased by \$12,670 to \$50,075.

Sales tax receipts and property tax receipts, including vehicle tax receipts, are expected to increase. Part of the reason for the fairly large capital increase is the fact that we amended our budget during FY2012-13 by transferring \$9,000 to the Fire Protection account, reducing the capital budget to \$37,405 in the final amended FY2012-13 budget. Capital project ordinances authorizing purchase and repair to the old school agriculture building and construction of the greenway parking lot will have been closed out by the end of FY2012-13.

Most general government expenditures have remained the close to last year's. Election expenses have increased due to the municipal election in 2013. "Community Projects", "Tax Collection", and "Employee Overhead" have increased slightly. "Planning and Zoning" has decreased slightly, and "Office" has decreased substantially, primarily due to the accounting for major capital equipment purchases in the capital budget rather than in the operating budget. Council has again recommended a 3% increase in staff salaries, and no change in elected official salaries.

The revenue side of the budget reflects a tax base of approximately \$266 million, an increase of approximately \$3 million over last year. Electric franchise tax receipts are estimated to be \$180,000, and remain our largest single revenue source. Of great concern is possible repeal of this tax by the North Carolina General Assembly as part of broader tax reform. Preliminary discussions in the Senate anticipate replacing the electric franchise tax with a sales tax, but due to the method by which sales tax is distributed to municipalities, such a change could reduce Mineral Springs' total revenue by as much as \$140,000, or 46%. The House Speaker has stated that his chamber intends to take an approach very different from the Senate's, one that would *not* have a negative effect on municipal revenues. Because there is absolutely no certainty at this time about future state-shared revenues, this budget reflects no change in the structure of those distributions. If legislative changes affecting our revenues occur during the fiscal year, Council may need to amend the budget to reflect those changes.

**I am pleased to recommend no change in the property tax rate. The proposed *ad valorem* tax rate for the 2013-14 fiscal year is 2.5 cents per \$100.**

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Frederick Becker III, Budget Officer

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Date

STATE OF NORTH CAROLINA  
TOWN OF MINERAL SPRINGS

**AN ORDINANCE TO ESTABLISH A BUDGET  
FOR FISCAL YEAR 2013-2014  
O-2012-xx**

Be it ordained by the Council of the Town of Mineral Springs, North Carolina, the following:

**Section I. Appropriations.** The following amounts are hereby approved in the General Fund for the operation of the Town government and its activities for the fiscal year beginning 7/1/2013 and ending 6/30/2014, in accordance with a Chart of Accounts to be established for the Town:

<b>ADMINISTRATIVE &amp; GENERAL GOVERNMENT:</b>	<b>\$254,205.00</b>
Advertising	\$1,800.00
Attorney	\$9,600.00
Audit	\$4,500.00
Community Projects	\$19,900.00
Contingency	\$3,000.00
Dues	\$4,725.00
Elections	\$4,200.00
Employee overhead	\$24,600.00
Fire Protection	\$12,000.00
Insurance	\$4,500.00
Newsletter	\$2,400.00
Office and Clerk	\$113,304.00
Planning and Zoning	\$37,776.00
Street Lighting	\$2,200.00
Tax collection	\$3,700.00
Training	\$3,000.00
Travel	\$3,000.00
<b>CAPITAL:</b>	<b>\$50,075.00</b>
Capital outlay	\$50,075.00
<b>TOTAL APPROPRIATIONS:</b>	<b>\$304,280.00</b>

**Section II. Estimated Revenues.** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning 7/1/2013 and ending 6/30/2014:

Franchise tax, utility & cable TV	\$182,400.00
Interest	\$1,200.00
Other income	\$3,000.00
Property taxes	\$67,280.00
Sales taxes	\$45,600.00
Vehicle taxes	\$4,800.00

**TOTAL ESTIMATED REVENUES: \$304,280.00**

**Section III. Project Ordinances.** Capital Project Ordinance O-2009-03 authorizing purchase and initial repair and renovation of the historic Mineral Springs School agriculture building adjacent to the town hall was adopted during the 2009-2010 fiscal year. Capital Project Ordinance O-2011-01 authorizing construction of a parking area at the McNeely Road Trailhead of the Mineral Springs Greenway, including clearing, grading, base course, gravel and/or asphalt surface course, signage, and landscaping, was adopted during the 2011-2012 fiscal year.

These projects will be completed and their authorizing project ordinances will be closed out prior to the end of the 2012-2013 fiscal year on June 30, 2013 and will not have any appropriations available for expenditure during the 2013-2014 budget year. No capital project ordinances are currently being considered for adoption during the 2013-2014 fiscal year.

**Section IV. Property Tax Levy.** A tax in the amount of \$0.025 per \$100.00 of assessed valuation is hereby levied on property within the Town of Mineral Springs which was listed for property taxes in Union County, North Carolina as of January 1, 2013.

ADOPTED this 13th day of June, 2013. Witness my hand and official seal:

\_\_\_\_\_  
Frederick Becker III, Mayor

Attest:

\_\_\_\_\_  
Vicky A. Brooks, Clerk

<b>REVENUES</b>			<b>\$ 304,280</b>
<i>TOTAL INCOME</i>			<i>\$ 304,280</i>
Franchise Fees		\$ 182,400	
TV Cable Franchise Fee	\$ 2,400		
Utility Franchise Taxes	\$ 180,000		
Interest		\$ 1,200	
Property Taxes		\$ 67,280	
Current Year	\$ 64,280		
Prior Years	\$ 3,000		
Other Income		\$ 3,000	
Zoning Fees	\$ 3,000		
Miscellaneous	\$ -		
Sales Tax		\$ 45,600	
General Sales & Use	\$ 17,700		
Natural Gas Excise	\$ 300		
Telecommunications	\$ 6,400		
TV Cable	\$ 21,200		
Vehicle Taxes		\$ 4,800	

<b>EXPENDITURES</b>			<b>\$ 304,280</b>
<i>ADMINISTRATIVE &amp; GENERAL GOVERNMENT</i>			<i>\$ 254,205</i>
Advertising		\$ 1,800	
Attorney		\$ 9,600	
Audit		\$ 4,500	
Community Projects		\$ 19,900	
Beautification, Maintenance	\$ 5,800		
Charities, Agencies	\$ 9,500		
Special events	\$ 1,000		
Park & Greenway Maint	\$ 3,600		
Contingency		\$ 3,000	
Dues		\$ 4,725	
Chamber	\$ 300		
COG	\$ 750		
IOG	\$ 300		
NCLM	\$ 3,000		
Other	\$ 375		
Elections		\$ 4,200	
Contract	\$ 600		
Municipal	\$ 3,600		
Employee Overhead (FICA, work comp, bonds)		\$ 24,600	
Fire Protection		\$ 12,000	
Insurance		\$ 4,500	
Newsletter		\$ 2,400	

Office				\$	113,304
Salary: Clerk		\$	29,808		
Salary: Deputy Clerk/Assistant		\$	10,500		
Salary: Finance Officer		\$	28,896		
Salary: Mayor		\$	4,800		
Salary: Council		\$	7,200		
Equipment & durable items		\$	2,400		
Supplies		\$	4,000		
Postage (General)		\$	800		
Telephone, Internet		\$	6,800		
Reserve/Misc		\$	1,000		
Town Hall Maintenance		\$	11,500		
Supplies	\$	2,500			
Services	\$	9,000			
Utilities		\$	5,600		
Planning				\$	37,776
Parks & Greenways		\$	3,000		
Zoning Ord. & Planning		\$	2,000		
Zoning Administration		\$	27,776		
Salary	\$	25,776			
Contract	\$	2,000			
Land Use Planning		\$	2,000		
Reserve/Misc		\$	3,000		
Street Lighting				\$	2,200
Tax Collection				\$	3,700
Salary		\$	1,800		
Contract (Union County)		\$	1,200		
Postage		\$	200		
Billing		\$	500		
Training				\$	3,000
Boards		\$	1,000		
Officials		\$	1,000		
Staff (Clerk, TC, FO)		\$	1,000		
Travel Expenses				\$	3,000
<b>CAPITAL</b>					<b>\$ 50,075</b>
Capital Outlay				\$	50,075



Town of Mineral Springs  
2013-2014 BUDGET ANALYSIS

I. Appropriations

*Administrative & General Government*

**Advertising** **\$1,800.00**  
Included are required notifications of public hearings and special meetings involving the town council, planning board, and board of adjustment, and advertising in the 2014 Queen's Cup Race Program. This appropriation is unchanged from last year.

**Attorney** **\$9,600.00**  
This appropriation includes \$3,600.00 for retainer and general expense, and remains the same as last year's appropriation.

**Audit** **\$4,500.00**  
This amount has been agreed to by Robert M. Burns, CPA, and is a \$300 increase over last year.

**Community Projects** **\$19,900.00**  
This appropriation is to be used for projects intended to benefit the quality of life in Mineral Springs, including landscaping, maintenance, and beautification. Funds are also allocated for charitable contributions to community organizations. This appropriation has been increased by \$1,000 over last year's appropriation, reflecting an additional \$1,000 allocated to beautification and maintenance efforts.

**Contingency** **\$3,000.00**  
This appropriation is intended to cover small unforeseen expenses in miscellaneous categories which might arise during the fiscal year. The contingency appropriation will not necessarily be expended.

**Dues** **\$4,725.00**

Chamber of Commerce	\$300.00
Centralina COG	\$750.00
Institute of Government	\$300.00
NC League of Municipalities	\$3,000.00
Other organizations	\$375.00

**Elections** **\$4,200.00**  
Our election contract with the county is estimated to be \$600.00, based on previous years' assessments. An additional \$3,600 has been allocated to the November 2013 municipal election.

**Employee Overhead****\$24,600.00**

Includes Scheduled bonds for Tax Collector at \$100.00, Finance Officer at \$450.00, workers compensation at \$850.00, and standard payroll obligations consisting of FICA, Medicare, and payroll processing. In addition, employee dental, vision, and life insurance are estimated at \$1,600, and our required contribution to the NC Local Governmental Employees' Retirement System is estimated at \$9,950.

**Fire Protection****\$12,000.00**

Our regular annual payment to the Mineral Springs Volunteer Fire and Rescue Department remains \$10,000, and our Fire Suppression Agreement with the Waxhaw Volunteer Fire Department includes an annual payment of \$2,000.00.

**Insurance****\$4,500.00**

This appropriation covers the premium for our General Liability, Public Officials' Liability, and Property policy. Property coverage includes both the Town Hall and the old agriculture building.

**Newsletter****\$2,400.00**

The newsletter, first appearing quarterly in April 2002, should continue publication during fiscal year 2013-2014 at an estimated printing and mailing cost of \$800 per issue.

**Office****\$113,304.00**

We are proposing increasing the clerk's base salary to \$29,808.00 and the finance officer's base salary to \$28,896.00, representing a 3% cost-of-living increase. Council has re-authorized the part-time position of deputy clerk/office assistant for at least 12 hours per week, and has established an hourly rate for that position of \$13.00/hr. This hourly rate is subject to change at the discretion of Council. This position has been budgeted at \$10,500 allowing for flexibility in the number of hours worked. Council members' salaries will remain \$100.00 per month for FY2013-14, and the mayor's salary will remain \$400.00 per month. Proposed expenditures for postage, telephone and internet (including alarm system monitoring), utilities, and maintenance of the town hall, including landscaping and janitorial service, remain the same as last year. Projected expenditures for supplies and for miscellaneous requirements have been reduced for FY2013-14. The allocation to equipment and durable items has been substantially reduced, from \$7,200 to \$2,400, because any large equipment purchases (over \$500) will be accounted for as "Capital" rather than in the "Office" appropriation.

**Planning****\$37,776.00**

Council has recommended increasing the planning director/zoning administrator's salary by 3% to \$25,776. The proposed \$2,000.00 appropriation for contract services associated with providing assistance with administration, either from Centralina Council of Governments or another planning consultant, has been reduced from last year's \$5,000. Also included in that appropriation is an amount of approximately \$1,000 to cover an interlocal agreement with Union County for joint funding of the Urban Forester position. There is a \$2,000 allowance for ordinance revisions and modifications (the same as last year), and a \$3,000.00 allowance for miscellaneous expenditures, including clerical and mapping services. Finally, last year's \$6,000 appropriation for beginning development of

a park and greenway master plan, which was not used, has been reduced to \$3,000 for FY2013-14.

**Street Lighting** **\$2,200.00**

This appropriation covers the cost of providing roadway lighting in the downtown area. This amount has been increased by \$200, reflecting Duke Power's overall rate increase.

**Tax Collection** **\$3,700.00**

Last fiscal year was our first year operating under contract with Union County for property tax collection at a cost of 1.5% of the gross collections, which has worked very well for the town. Total commissions to Union County for FY 2013-14 are estimated at \$1,200. The current deputy clerk position has been expanded to include delinquent tax collection, and is estimated to consume \$1,800 in hourly pay. The costs of postage and billing will be limited to delinquent accounts prior to tax year 2012, and are estimated at \$700. The Deputy Tax Collector has been very successful at collecting back taxes, but efforts for the upcoming fiscal year will involve third-party assistance such as the North Carolina Debt Setoff Program, which will entail additional billing, correspondence, data-gathering, and postage expenses.

**Training** **\$3,000.00**

Ongoing training sessions for the governing board, citizen boards, and staff are offered throughout the year by the Institute of Government, the NC League of Municipalities, and other professional organizations.

**Travel Expenses** **\$3,000.00**

Included are expenses for travel to off-site training sessions, and any necessary meals and overnight accommodations. Also included are reimbursements for expenses incurred by council and staff in the course of ordinary business. This appropriation remains the same as last year's.

*Capital*

**Capital Outlay** **\$50,075.00**

These funds are designated for capital needs such as major equipment purchases, furniture and fixtures, and improvements to real property.

II. Estimated Revenues

**Utility and Cable TV franchise taxes** **\$182,400.00**

Electric franchise distributions have fluctuated this past year, but should remain steady for the upcoming year. As for cable television, although most of this revenue source has been redesignated as a sales tax by the state, a small amount of cable television billing is still considered a franchise tax. Cable franchise income is expected to be close to last year's.

**Interest Earned** **\$1,200.00**

Short-term interest rates have remained very low and have actually continued to decrease due to Federal Reserve policy, and are expected to remain as low as 0.2% throughout FY2013-14. The finance officer will investigate placing some funds into certificates of deposit in order to achieve slightly higher yields, but even such CD's are currently yielding little more than the best money-market interest rates.

**Other** **\$3,000.00**

Includes zoning and subdivision fees, estimated at \$3,000. Other miscellaneous fees, such as Gross Receipts taxes on vehicle rentals, have dwindled to zero. Zoning receipts were very close to what was forecast last year, and we expect approximately the same level of zoning activity in FY 2013-14.

**2013 Property Tax Receipts** **\$64,280.00**

The estimated tax base, based on data from the Union County Assessor's office is \$260,443,070. In addition, we estimate that our Public Service Property tax base will be \$5,462,920.

The revenue estimate was arrived at as follows:

County Estimate	\$260,443,070
Public Service Property (est.)	\$5,462,920
<b>Total tax base</b>	<b>\$265,905,990</b>

Tax rate: \$0.025/\$100 assessed valuation  
Total levy: \$66,476.50  
Estimated collection rate: 96.7% → \$64,282.78

**Property Taxes, prior years** **\$3,000.00**

**Sales Taxes** **\$45,600.00**

Based on current fiscal year performance and accounting for anticipated economic conditions, the estimated breakdown is as follows:

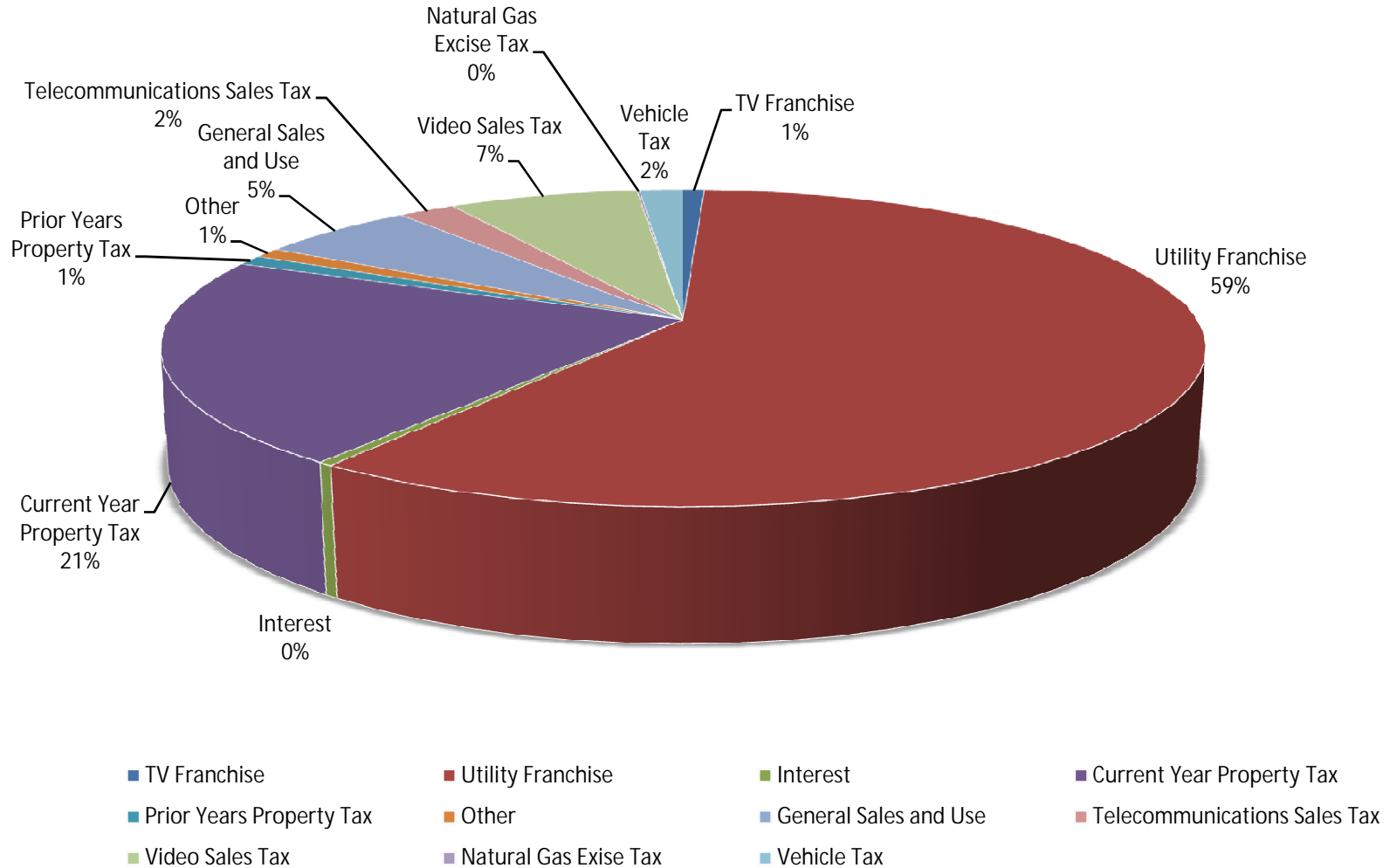
Cable TV sales tax	\$21,200.00
Natural Gas excise tax	\$300.00
General sales and use tax	\$17,700.00
Telecommunications sales tax	\$6,400.00
<b>Total</b>	<b>\$45,600.00</b>

**Vehicle taxes** **\$4,800.00**

The Union County Tax Administrator will collect the motor vehicle property tax on our behalf and make monthly payments to the town. Estimated receipts, based on a tax base of \$19,223,686, are expected to be slightly above last year's.

# Mineral Springs Proposed Revenues 2013-2014

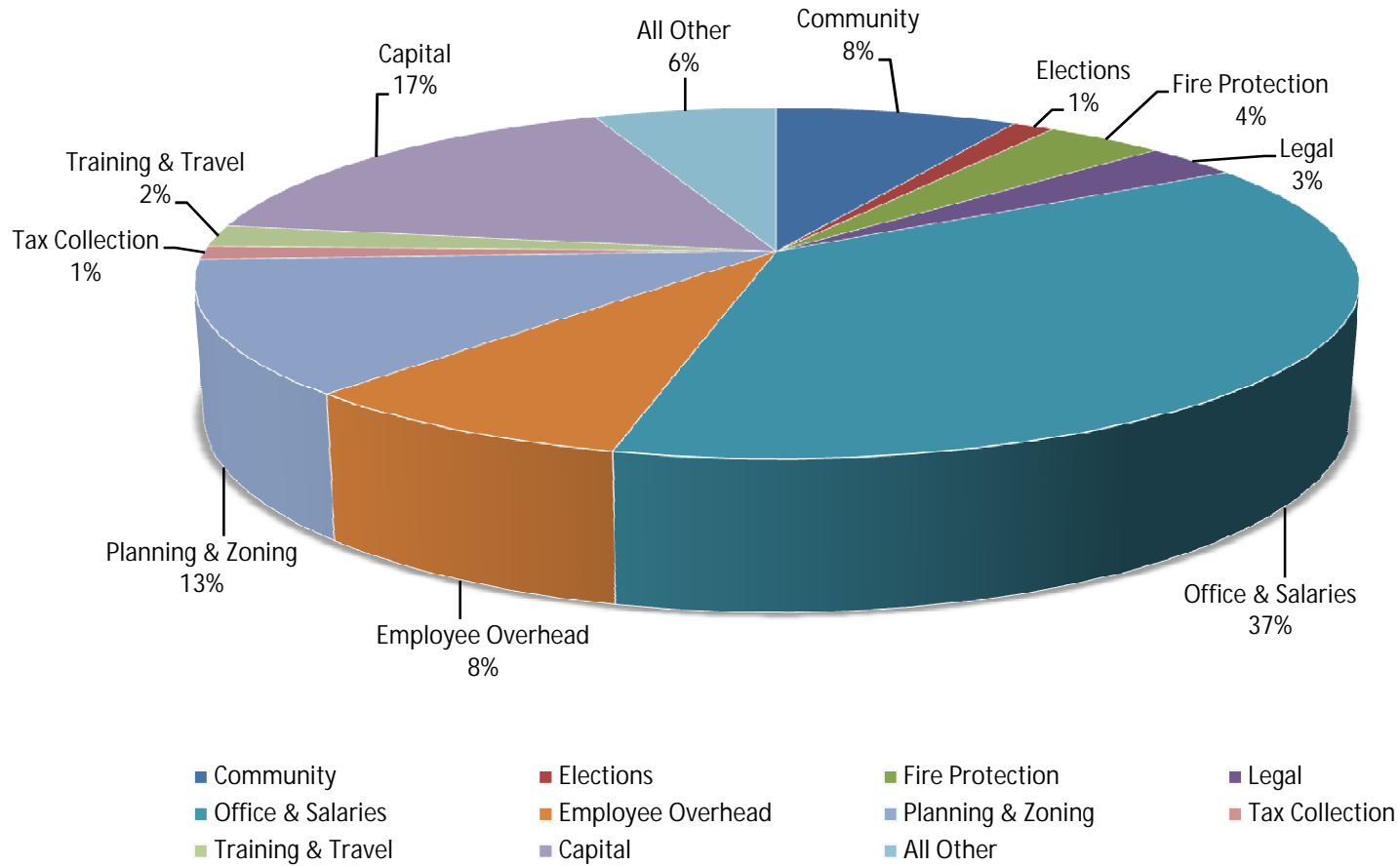
## \$304,280



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# Mineral Springs Proposed Expenditures 2013-2014

## \$304,280



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<b>REVENUES</b>				<b>\$ 301,050</b>
<i>TOTAL INCOME</i>				<i>\$ 301,050</i>
Franchise Fees			\$ 182,400	
TV Cable Franchise Fee	\$ 2,400			
Utility Franchise Taxes	\$ 180,000			
Gross Receipts Tax			\$ -	
Interest			\$ 1,200	
Property Taxes			\$ 64,350	
Current Year	\$ 61,950			
Prior Years	\$ 2,400			
Other Income			\$ 3,500	
Zoning Fees	\$ 3,000			
Miscellaneous	\$ 500			
Sales Tax			\$ 45,200	
General Sales & Use	\$ 16,800			
Telecommunications	\$ 6,800			
TV Cable	\$ 21,600			
Vehicle Taxes			\$ 4,400	

<b>EXPENDITURES</b>				<b>\$ 301,050</b>
<i>ADMINISTRATIVE &amp; GENERAL GOVERNMENT</i>				<i>\$ 263,645</i>
Advertising			\$ 1,800	
Attorney			\$ 9,600	
Audit			\$ 4,200	
Community Projects			\$ 18,900	
Beautification, Maintenance	\$ 4,800			
Charities, Agencies	\$ 9,500			
Special events	\$ 1,000			
Park & Greenway Maint	\$ 3,600			
Contingency			\$ 2,900	
Dues			\$ 4,625	
Chamber	\$ 300			
COG	\$ 750			
IOG	\$ 300			
NCLM	\$ 2,900			
UC Partnership for Progress	\$ -			
Other	\$ 375			
Elections			\$ 600	
Contract	\$ 600			
Municipal	\$ -			
Employee Overhead (FICA, work comp, bonds)			\$ 22,900	
Fire Protection			\$ 21,000	
Insurance			\$ 4,500	
Newsletter			\$ 2,400	

Office				\$	118,412
Salary: Clerk		\$	28,956		
Salary: Deputy Clerk/Assistant		\$	10,500		
Salary: Finance Officer		\$	28,056		
Salary: Mayor		\$	4,800		
Salary: Council		\$	7,200		
Equipment & durable items		\$	7,200		
Supplies		\$	5,000		
Postage (General)		\$	800		
Telephone, Internet		\$	6,800		
Reserve/Misc		\$	2,000		
Town Hall Maintenance		\$	11,500		
Supplies	\$	2,500			
Services	\$	9,000			
Utilities		\$	5,600		
Planning				\$	41,008
Parks & Greenways		\$	6,000		
Zoning Ord. & Planning		\$	2,000		
Zoning Administration		\$	30,008		
Salary	\$	25,008			
Contract	\$	5,000			
Land Use Planning		\$	-		
Reserve/Misc		\$	3,000		
Street Lighting				\$	2,000
Tax Collection				\$	2,800
Salary		\$	1,500		
Contract (Union County)		\$	1,000		
Postage		\$	100		
Billing		\$	200		
Training				\$	3,000
Boards		\$	1,000		
Officials		\$	1,000		
Staff (Clerk, TC, FO)		\$	1,000		
Travel Expenses				\$	3,000
<b>CAPITAL</b>					<b>\$ 37,405</b>
Capital Outlay				\$	37,405

# PRIOR YEAR

2012 BUDGET AMOUNTS				ACTUAL (5/13 & 6/13 PROJECTED)		VARIANCE
<b>REVENUES</b>				<b>\$ 301,050</b>	<b>\$ 313,456.00</b>	<b>\$ 12,406</b>
Interest			\$ 1,200		\$ 960.00	\$ (240)
Property Taxes			\$ 64,350		\$ 70,470.00	\$ 6,120
Sales Tax			\$ 45,200		\$ 49,366.00	\$ 4,166
TV Cable Franchise Fee			\$ 2,400		\$ 3,200.00	\$ 800
Utility Franchise Taxes			\$ 180,000		\$ 182,000.00	\$ 2,000
Vehicle Taxes			\$ 4,400		\$ 4,530.00	\$ 130
Zoning Fees			\$ 3,000		\$ 2,930.00	\$ (70)
Gross Receipts Tax			\$ -		\$ -	\$ -
Other			\$ 500		\$ -	\$ (500)
<b>EXPENDITURES</b>				<b>\$ 301,050</b>	<b>\$ 235,376.00</b>	<b>\$ (65,674)</b>
<b>ADMINISTRATIVE &amp; GENERAL GOVERNMENT</b>				<b>\$ 263,645</b>	<b>\$ 214,290.00</b>	<b>\$ (49,355)</b>
Advertising			\$ 1,800		\$ 800.00	\$ (1,000)
Attorney			\$ 9,600		\$ 4,051.00	\$ (5,549)
Audit			\$ 4,200		\$ 4,200.00	\$ -
Community Projects			\$ 18,900		\$ 17,100.00	\$ (1,800)
Beaut., Maint.	\$ 4,800			\$ 5,055		
Charities	\$ 9,500			\$ 9,300		
Special Events	\$ 1,000			\$ 65		
Park & Greenway	\$ 3,600			\$ 2,680		
Contingency			\$ 2,900		\$ -	\$ (2,900)
Dues			\$ 4,625		\$ 4,530.00	\$ (95)
Elections			\$ 600		\$ 523.00	\$ (77)
Contract	\$ 600			\$ 523		
Municipal	\$ -			\$ -		
Employee overhead			\$ 22,900		\$ 20,584.00	\$ (2,316)
Fire Department grant			\$ 21,000		\$ 20,691.00	\$ (309)
Insurance			\$ 4,500		\$ 3,649.00	\$ (851)
Newsletter			\$ 2,400		\$ 1,300.00	\$ (1,100)
Office			\$ 118,412		\$ 102,990.00	\$ (15,422)
Sal.: Clerk	\$ 28,956			\$ 28,956		
Sal: Deputy	\$ 10,500			\$ 8,315		
Sal.: Fin. Off.	\$ 28,056			\$ 28,056		
Sal: Mayor	\$ 4,800			\$ 4,800		
Sal: Council	\$ 7,200			\$ 7,200		
Equip. & dur.	\$ 7,200			\$ 1,525		
Supplies	\$ 5,000			\$ 3,665		
Postage	\$ 800			\$ 991		
Tel., Internet	\$ 6,800			\$ 6,153		
Reserve	\$ 2,000			\$ 539		
Town Hall Maint	\$ 11,500			\$ 8,647		
Supplies	\$ 2,500			\$ 1,685		
Services	\$ 9,000			\$ 6,962		
Utilities	\$ 5,600			\$ 4,143		
Planning			\$ 41,008		\$ 26,031.00	\$ (14,977)
Parks & Greenways	\$ 6,000			\$ 1,765		
Zoning Ord.	\$ 2,000			\$ -		
Zoning Admin	\$ 30,008			\$ 25,604		
Salary	\$ 25,008			\$ 25,008		
Contract	\$ 5,000			\$ 596		
Land Use Plan	\$ -			\$ -		
Reserve/Misc	\$ 3,000			\$ 427		
Street Lighting			\$ 2,000		\$ 1,735.00	\$ (265)
Tax Collection			\$ 2,800		\$ 2,535.00	\$ (265)
Salary	\$ 1,500			\$ 1,560		
Contract (Union County)	\$ 1,000			\$ 975		
Postage	\$ 100			\$ -		
Billing	\$ 200			\$ -		
Training			\$ 3,000		\$ 1,159.00	\$ (1,841)
Officials	\$ 1,000			\$ 875		
Planning Org.	\$ 1,000			\$ -		
Staff	\$ 1,000			\$ 284		
Travel Expenses			\$ 3,000		\$ 2,412.00	\$ (588)
<b>CAPITAL</b>			<b>\$ 37,405</b>		<b>\$ 21,086.00</b>	<b>\$ (16,319)</b>
Capital Outlay			\$ 37,405		\$ 21,086.00	\$ (16,319)
<b>NET INCOME (Applied to Fund Balance)</b>				<b>\$ -</b>	<b>\$ 78,080.00</b>	