

Town of Woodstock, Virginia



**Fiscal Year 2008
Adopted Budget**

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1. GENERAL FUND SUMMARY

General Fund Revenues

	FY 2008 Budget Amount
<i>Revenues:</i>	
<i>Local Revenues:</i>	
<i>General Property Taxes:</i>	
Real Property Taxes - Current	\$ 775,000
Real Property Taxes - Delinquent	24,500
Personal Property Taxes - Current	225,000
Personal Property Taxes - Delinquent	44,500
Machinery & Tools Taxes - Current	3,000
Machinery & Tools Taxes - Delinquent	200
Real Property Taxes Public Service Corp - Current	25,000
Real Property Taxes Public Service Corp - Delinquent	800
Penalties - All Property Taxes	6,000
Interest - All Property Taxes	<u>2,000</u>
	\$ 1,106,000
<i>Other Local Taxes:</i>	
County Sales Taxes	200,000
Consumer Utility Taxes	110,000
Telecommunications Tax	105,600
Franchise License Taxes	150,000
Cigarette Taxes	100,000
Transient Occupancy Taxes	120,000
Meals Taxes	910,000
Vehicle License Taxes	98,500
Penalties - All Other Local Taxes	5,500
Interest - All Other Local Taxes	<u>1,000</u>
	\$ 1,800,600
<i>Permits/Licenses:</i>	
Business, Professional, Occupational Licenses	390,000
Penalties - Business, Professional, Occupational Licenses	1,200
Development Permits and Fees	<u>45,000</u>
	\$ 436,200

	FY 2008 Budget Amount
<i>Fines/Forfeitures:</i>	
Court Fines and Forfeitures	60,000
Parking Fines	<u>2,500</u>
	\$ 62,500
<i>Revenue from the Use of Money & Property:</i>	
Interest on Bank Deposits	<u>60,000</u>
	\$ 60,000
<i>Charges for Services:</i>	
Refuse Collection Fees	76,900
Penalties - Refuse Collection	<u>1,100</u>
	\$ 78,000
<i>Miscellaneous Revenue:</i>	
Miscellaneous Receipts	40,000
Gifts and Donations	<u>5,000</u>
	\$ 45,000
<i>State Revenues:</i>	
<i>Non-categorical Aid:</i>	
ABC Profits	4,850
Rolling Stock Tax	3,500
Motor Vehicle Rental Tax	1,300
Personal Property Tax Reimbursement	<u>106,753</u>
	\$ 116,403
<i>Categorical Aid:</i>	
Law Enforcement Assistance Grant	123,797
Distribution of Fire Program Funds	10,000
Street and Highway Maintenance	<u>533,000</u>
	\$ 666,797
<i>Federal Revenues:</i>	
<i>Categorical Aid:</i>	
Bulletproof Vest Partnership Grant Program	850
Justice Assistance Grant Program	1,965
Homeland Security Grant Program	19,388
State and Community Highway Safety Grant Program	5,000
Alcohol Beverage Control Grant Program	1,750
Technology Transfer Program	40,000
Transportation Enhancement Program	<u>774,000</u>
	\$ 842,953

	FY 2008 Budget Amount
<i>Other Financing Sources:</i>	
<i>Non-Revenue Receipts:</i>	
Unreserved Fund Balance	<u>106,467</u>
	\$ 106,467
TOTAL REVENUES:	<u>\$ 5,320,920</u>

General Fund Expenditures

	FY 2008 Budget Amount
<i>Expenditures:</i>	
Legislative	\$ 61,250
Executive Administration	125,905
General Administration	92,280
Financial Administration	411,085
Board of Elections	1,040
Public Safety	1,439,325
Public Works	1,332,510
Planning and Community Development	236,375
Contributions	139,000
Capital Outlay	1,035,000
Debt Service	225,000
Transfers and Reserves	219,150
Service Charges	3,000
TOTAL EXPENDITURES:	<u>\$ 5,320,920</u>

2. LEGISLATIVE

2.1 TOWN COUNCIL EXPENDITURES

The Woodstock Town Council is comprised of an elected mayor and six Council members who function as the Town's legislative body. The Town Council meets regularly on the first Tuesday of each month.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4110-1100	Salaries & Wages – Regular	\$ 40,500
<i>Employee Benefits:</i>		
10-4110-2100	FICA/Medicare - Employer Contribution	3,100
<i>Contractual Services:</i>		
10-4110-3140	Legal Services	3,000
10-4110-3300	Printing	200
10-4110-3400	Advertising	2,000
10-4110-3800	Other Contractual Services	3,000
<i>Other Charges:</i>		
10-4110-4210	Postal Services	200
10-4110-4510	Mileage	500
10-4110-4520	Convention, Training, & Education	1,500
<i>Materials and Supplies:</i>		
10-4110-5100	Materials and Supplies	200
10-4110-5200	Office Supplies & Equipment	300
10-4110-5300	Food Supplies & Food Services	3,500
TOTAL EXPENDITURES:		\$ 58,000

2.2 TOWN CLERK EXPENDITURES

The Town Clerk is primarily responsible for taking and preparing minutes for all meetings of the Town Council and Planning Commission.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4111-1100	Salaries & Wages – Regular	\$ 2,925
<i>Employee Benefits:</i>		
10-4111-2100	FICA/Medicare - Employer Contribution	225
<i>Materials and Supplies:</i>		
10-4111-5200	Office Supplies & Equipment	100
TOTAL EXPENDITURES:		\$ 3,250

3. EXECUTIVE ADMINISTRATION

3.1 TOWN MANAGER EXPENDITURES

Appointed by the Town Council, the Town Manager is the chief executive officer of the Town and is responsible for overseeing all Town functions.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4120-1100	Salaries & Wages – Regular	\$ 30,500
<i>Employee Benefits:</i>		
10-4120-2100	FICA/Medicare - Employer Contribution	2,300
10-4120-2210	Virginia Retirement System	5,400
10-4120-2220	ICMA – Employer Contribution	1,000
10-4120-2300	Hospital/Medical Plans	14,400
10-4120-2400	Group Life Insurance	550
10-4120-2500	Unemployment Insurance	75
10-4120-2600	Workers’ Compensation	750
10-4120-2800	Employee Bonus	400
<i>Contractual Services:</i>		
10-4120-3120	Consulting Services	8,000
10-4120-3300	Printing	500
<i>Other Charges:</i>		
10-4120-4210	Postal Services	500
10-4120-4220	Telecommunications	1,600
10-4120-4520	Convention, Training, & Education	4,000
10-4120-4610	Association and Membership Dues	1,000
10-4120-4620	Books/Subscriptions/Educational Materials	500
<i>Materials and Supplies:</i>		
10-4120-5100	Materials and Supplies	200
10-4120-5200	Office Supplies & Equipment	300
10-4120-5300	Food Supplies & Food Services	3,500
TOTAL EXPENDITURES:		\$ 74,175

3.2 ASSISTANT TOWN MANAGER EXPENDITURES

The Assistant Town Manager, who also serves as the Town's Planner, supports the Town Manager in the administration of Town functions.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4121-1100	Salaries & Wages – Regular	\$ 34,500
<i>Employee Benefits:</i>		
10-4121-2100	FICA/Medicare - Employer Contribution	2,650
10-4121-2210	Virginia Retirement System	6,100
10-4121-2220	ICMA – Employer Contribution	250
10-4121-2300	Hospital/Medical Plans	2,675
10-4121-2400	Group Life Insurance	545
10-4121-2500	Unemployment Insurance	35
10-4121-2600	Workers' Compensation	350
10-4121-2800	Employee Bonus	125
<i>Contractual Services:</i>		
10-4121-3300	Printing	500
<i>Other Charges:</i>		
10-4121-4210	Postal Services	500
10-4121-4510	Mileage	500
10-4121-4520	Convention, Training, & Education	1,500
10-4121-4610	Association and Membership Dues	250
10-4121-4620	Books/Subscriptions/Educational Materials	250
<i>Materials and Supplies:</i>		
10-4121-5200	Office Supplies & Equipment	1,000
TOTAL EXPENDITURES:		\$ 51,730

4. GENERAL ADMINISTRATION

4.1 TOWN ATTORNEY EXPENDITURES

The Town Attorney provides legal counsel for the Town Council, Town Manager, and Town staff.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4130-1100	Salaries & Wages - Regular	\$ 38,250
<i>Employee Benefits:</i>		
10-4130-2100	FICA/Medicare - Employer Contribution	3,000
<i>Contractual Services:</i>		
10-4130-3140	Legal Services	6,000
10-4130-3160	Recording Costs	250
<i>Other Charges:</i>		
10-4130-4510	Mileage	100
10-4130-4520	Convention, Training, & Education	150
10-4130-4610	Association and Membership Dues	600
TOTAL EXPENDITURES:		\$ 48,350

4.2 RISK MANAGER EXPENDITURES

The Risk Manager, who also serves as the Town's Assistant Planner, is primarily responsible for the supervision, development, and coordination of a comprehensive safety and accident prevention program for the Town.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4131-1100	Salaries & Wages - Regular	\$ 22,000
<i>Employee Benefits:</i>		
10-4131-2100	FICA/Medicare - Employer Contribution	1,700
10-4131-2210	Virginia Retirement System	3,900
10-4131-2220	ICMA – Employer Contribution	250
10-4131-2300	Hospital/Medical Plans	2,675
10-4131-2400	Group Life Insurance	420
10-4131-2500	Unemployment Insurance	35
10-4131-2600	Workers' Compensation	350
10-4131-2800	Employee Bonus	100
<i>Contractual Services:</i>		
10-4131-3300	Printing	1,000
<i>Other Charges:</i>		
10-4131-4210	Postal Services	1,500
10-4131-4510	Mileage	500
10-4131-4520	Convention, Training, & Education	3,000
10-4131-4610	Association and Membership Dues	250
10-4131-4620	Books/Subscriptions/Educational Materials	250
10-4131-4630	Training – Sponsored by Locality	3,500
<i>Materials and Supplies:</i>		
10-4131-5200	Office Supplies & Equipment	1,000
10-4131-5300	Food Supplies & Food Service	1,500
TOTAL EXPENDITURES:		\$ 43,930

5. FINANCIAL ADMINISTRATION

5.1 DEPARTMENT OF FINANCE EXPENDITURES

The Department of Finance is primarily responsible for collecting and disbursing Town funds, developing the budget, and providing financial information and advice to the Town Council, Town Manager, and Town staff.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4140-1100	Salaries & Wages – Regular	\$ 147,600
10-4140-1200	Salaries & Wages – Overtime	800
<i>Employee Benefits:</i>		
10-4140-2100	FICA/Medicare - Employer Contribution	11,300
10-4140-2210	Virginia Retirement System	26,100
10-4140-2220	ICMA – Employer Contribution	1,300
10-4140-2300	Hospital/Medical Plans	21,960
10-4140-2400	Group Life Insurance	2,000
10-4140-2500	Unemployment Insurance	225
10-4140-2600	Workers’ Compensation	2,250
10-4140-2800	Employee Bonus	700
10-4140-2900	Accrued Annual and Sick Leave	12,000
<i>Contractual Services:</i>		
10-4140-3110	Accounting & Auditing Services	26,000
10-4140-3210	Repairs and Maintenance	6,000
10-4140-3220	Service Contracts	15,000
10-4140-3300	Printing	5,000
10-4140-3400	Advertising	650
<i>Other Charges:</i>		
10-4140-4210	Postal Services	16,000
10-4140-4220	Telecommunications	3,500
10-4140-4310	Vehicle Liability Insurance	17,800
10-4140-4320	General Liability Insurance	66,500
10-4140-4410	Lease of Equipment	4,500
10-4140-4510	Mileage	500
10-4140-4520	Convention, Training, & Education	2,000
10-4140-4610	Association and Membership Dues	4,000
10-4140-4620	Books/Subscriptions/Educational Materials	1,000

Materials and Supplies:

10-4140-5100	Materials & Supplies	6,400
10-4140-5200	Office Supplies & Equipment	9,500
10-4140-5300	Food Supplies & Food Service	500

TOTAL EXPENDITURES: \$ 411,085

6. BOARD OF ELECTIONS

6.1 ELECTORAL BOARD AND OFFICIALS

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4150-1100	Salaries & Wages - Regular	\$ 650
<i>Contractual Services:</i>		
10-4150-3300	Printing	100
10-4150-3400	Advertising	25
<i>Other Charges:</i>		
10-4150-4210	Postal Services	15
<i>Materials and Supplies:</i>		
10-4150-5100	Materials and Supplies	250
TOTAL EXPENDITURES:		\$ 1,040

7. PUBLIC SAFETY

7.1 POLICE DEPARTMENT

The Police Department is responsible for the enforcement of the laws of the Town of Woodstock and the Commonwealth of Virginia and the protection of Town citizens and property.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4210-1100	Salaries & Wages – Regular	\$ 780,000
10-4210-1200	Salaries & Wages – Overtime	73,000
10-4210-1300	Salaries & Wages – Holiday	45,000
<i>Employee Benefits:</i>		
10-4210-2100	FICA/Medicare - Employer Contribution	60,000
10-4210-2210	Virginia Retirement System	139,400
10-4210-2220	ICMA – Employer Contribution	8,600
10-4210-2300	Hospital/Medical Plans	134,000
10-4210-2400	Group Life Insurance	10,000
10-4210-2500	Unemployment Insurance	1,250
10-4210-2600	Workers’ Compensation	12,500
10-4210-2710	Allowance – Uniform Cleaning	6,800
10-4210-2800	Employee Bonus	3,700
<i>Contractual Services:</i>		
10-4210-3150	Translation Services	1,200
10-4210-3210	Repairs and Maintenance	12,000
10-4210-3220	Service Contracts	4,600
10-4210-3300	Printing	100
10-4210-3400	Advertising	100
<i>Other Charges:</i>		
10-4210-4210	Postal Services	400
10-4210-4220	Telecommunications	11,300
10-4210-4510	Mileage	500
10-4210-4520	Convention, Training, & Education	9,500
10-4210-4610	Association and Membership Dues	325
10-4210-4620	Books/Subscriptions/Educational Materials	400

<i>Materials and Supplies:</i>		
10-4210-5100	Materials & Supplies	11,350
10-4210-5200	Office Supplies & Equipment	7,600
10-4210-5500	Police Supplies & Equipment	53,200
10-4210-5600	Vehicle and Powered Equipment Fuels	25,000
10-4210-5700	Uniforms and Wearing Apparel	17,500
TOTAL EXPENDITURES:		\$ 1,429,325

7.2 FIRE & EMERGENCY MEDICAL SERVICES

Account Number	Account Name	FY 2008 Budget Amount
<i>Contractual Services:</i>		
10-4220-3610	Distribution of State Fire Program Funds	\$ 10,000
TOTAL EXPENDITURES:		\$ 10,000

8. PUBLIC WORKS

8.1 PUBLIC WORKS GENERAL ADMINISTRATION

The Public Works General Administration is responsible for the supervision and administration of the following functions: street maintenance, street lighting, street cleaning, snow and ice removal, refuse collection and disposal, general buildings and grounds maintenance, and vehicles, machinery, & equipment maintenance.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4310-1100	Salaries & Wages – Regular	\$ 31,550
10-4310-1200	Salaries & Wages – Overtime	150
<i>Employee Benefits:</i>		
10-4310-2100	FICA/Medicare - Employer Contribution	2,400
10-4310-2210	Virginia Retirement System	5,600
10-4310-2220	ICMA – Employer Contribution	1,000
10-4310-2300	Hospital/Medical Plans	15,186
10-4310-2400	Group Life Insurance	510
10-4310-2500	Unemployment Insurance	145
10-4310-2600	Workers’ Compensation	1,450
10-4310-2800	Employee Bonus	550
<i>Contractual Services:</i>		
10-4310-3210	Repairs and Maintenance	2,000
<i>Other Charges:</i>		
10-4310-4220	Telecommunications	7,500
10-4310-4510	Mileage	500
10-4310-4520	Convention, Training, & Education	2,200
<i>Materials and Supplies:</i>		
10-4310-5200	Office Supplies & Equipment	3,000
10-4310-5700	Uniforms and Wearing Apparel	500
TOTAL EXPENDITURES:		\$ 74,241

8.2 STREET MAINTENANCE

The Street Maintenance function is responsible for the maintenance of over sixty lane miles of streets and roads within the Town. These functions include street repairs and paving, road striping, pavement marking, sign maintenance, sidewalk, curb, and gutter repair, and storm sewer maintenance and repair. These functions also include mowing, trash and debris pickup, brush pickup, and leaf collection.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4320-1100	Salaries & Wages – Regular	\$ 227,500
10-4320-1200	Salaries & Wages – Overtime	52,000
10-4320-1300	Salaries & Wages – Holiday	16,000
<i>Employee Benefits:</i>		
10-4320-2100	FICA/Medicare - Employer Contribution	21,975
10-4320-2210	Virginia Retirement System	53,000
10-4320-2220	ICMA – Employer Contribution	2,920
10-4320-2300	Hospital/Medical Plans	41,754
10-4320-2400	Group Life Insurance	5,000
10-4320-2500	Unemployment Insurance	440
10-4320-2600	Workers’ Compensation	4,400
10-4320-2800	Employee Bonus	1,500
<i>Contractual Services:</i>		
10-4320-3110	Engineering & Architectural Services	3,000
10-4320-3210	Repairs and Maintenance – Equipment	20,000
10-4320-3211	Repairs and Maintenance – Streets, Curbs, and Sidewalks	111,950
10-4320-3220	Service Contracts	190,000
10-4320-3500	Laundry & Dry Cleaning	3,000
<i>Other Charges:</i>		
10-4320-4220	Telecommunications	3,000
10-4320-4510	Mileage	500
10-4320-4520	Convention, Training, & Education	2,000
<i>Materials and Supplies:</i>		
10-4320-5100	Materials and Supplies	31,500
10-4320-5200	Office Supplies & Equipment	500
10-4320-5300	Food Supplies and Food Service	2,500

10-4320-5700	Uniforms and Wearing Apparel	1,000
TOTAL EXPENDITURES:		\$ 795,439

8.3 STREET LIGHTING

The Street Lighting function is responsible for the installation and maintenance of new and existing street lights and the cost of electricity for the lighting.

Account Number	Account Name	FY 2008 Budget Amount
<i>Other Charges:</i>		
10-4321-4110	Electrical Services	\$ 48,000
<i>Materials and Supplies:</i>		
10-4321-5100	Materials and Supplies	2,500
TOTAL EXPENDITURES:		\$ 50,500

8.4 STREET CLEANING

The Street Cleaning function is responsible for the street sweeping operations of the Town.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4322-1100	Salaries & Wages – Regular	\$ 5,000
10-4322-1200	Salaries & Wages – Overtime	500
<i>Employee Benefits</i>		
10-4322-2100	FICA/Medicare – Employer Contribution	450
<i>Materials and Supplies:</i>		
10-4322-5100	Materials and Supplies	1,250
TOTAL EXPENDITURES:		\$ 7,200

8.5 SNOW AND ICE REMOVAL

The Snow and Ice Removal function consists of the plowing, scraping, and removing of snow and ice on the Town's streets and roads.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4323-1100	Salaries & Wages – Regular	\$ 11,000
10-4323-1200	Salaries & Wages – Overtime	3,000
10-4323-1200	Salaries & Wages – Holiday	1,000
<i>Employee Benefits</i>		
10-4323-2100	FICA/Medicare – Employer Contribution	1,200
<i>Materials and Supplies:</i>		
10-4323-5100	Materials and Supplies	1,000
10-4323-5300	Chemical Supplies	8,000
10-4323-5400	Food Service & Food Supplies	250
TOTAL EXPENDITURES:		\$ 25,450

8.6 REFUSE COLLECTION AND DISPOSAL

The Refuse Collection and Disposal function is responsible for residential trash pick-up and disposal.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4330-1100	Salaries & Wages – Regular	\$ 60,000
10-4330-1200	Salaries & Wages – Overtime	10,000
<i>Employee Benefits:</i>		
10-4330-2100	FICA/Medicare - Employer Contribution	5,400
10-4330-2210	Virginia Retirement System	13,500
10-4330-2220	ICMA – Employer Contribution	1,260
10-4330-2300	Hospital/Medical Plans	17,000
10-4330-2400	Group Life Insurance	1,200
10-4330-2500	Unemployment Insurance	220

10-4330-2600	Workers' Compensation	2,200
10-4330-2800	Employee Bonus	700
<i>Contractual Services:</i>		
10-4330-3130	Engineering & Architectural Services	550
10-4330-3210	Repairs and Maintenance	2,000
10-4330-3400	Advertising	850
10-4330-3500	Laundry and Dry Cleaning	3,200
10-4330-3800	Other Contractual Services	55,000
<i>Other Charges:</i>		
10-4330-4220	Telecommunications	1,200
10-4330-4410	Lease of Equipment	6,000
<i>Materials and Supplies:</i>		
10-4330-5100	Materials and Supplies	3,500
10-4330-5700	Uniforms and Wearing Apparel	1,800
TOTAL EXPENDITURES:		\$ 185,580

8.7 MAINTENANCE OF GENERAL BUILDINGS AND GROUNDS

The General Building and Grounds Maintenance function is responsible for the maintenance of all Town-owned and operated buildings except for the recreation and public utilities facilities. This includes expenditures for general maintenance, custodial maintenance, and electric and heating services for those facilities.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4340-1100	Salaries & Wages – Regular	\$ 3,500
10-4340-1200	Salaries & Wages – Overtime	500
<i>Employee Benefits:</i>		
10-4340-2100	FICA/Medicare - Employer Contribution	350
<i>Contractual Services:</i>		
10-4340-3210	Repairs and Maintenance	23,200
10-4340-3220	Service Contracts	27,050

<i>Other Charges:</i>		
10-4340-4110	Electrical Services	15,000
10-4340-4120	Heating Services	14,000
<i>Materials and Supplies:</i>		
10-4340-5100	Materials and Supplies	5,300
10-4340-5800	Janitorial Supplies	3,500
TOTAL EXPENDITURES:		\$ 92,400

8.8 MAINTENANCE OF VEHICLES, MACHINERY, AND EQUIPMENT

The Vehicles, Machinery, and Equipment maintenance function is responsible for the maintenance and repair of Town-owned vehicles, machinery, and equipment.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4350-1100	Salaries & Wages – Regular	\$ 20,000
10-4350-1200	Salaries & Wages – Overtime	2,000
<i>Employee Benefits:</i>		
10-4350-2100	FICA/Medicare - Employer Contribution	1,700
<i>Contractual Services:</i>		
10-4350-3210	Repairs and Maintenance	34,000
<i>Materials and Supplies:</i>		
10-4350-5100	Materials and Supplies	14,000
10-4350-5600	Vehicle and Powered Equipment Fuels	30,000
TOTAL EXPENDITURES:		\$ 101,700

9. PLANNING AND COMMUNITY DEVELOPMENT

9.1 PLANNING AND ZONING

The Planning and Zoning function consists of conducting reviews and analyses over comprehensive land use and planning, zoning, subdivision, and growth management. This function includes the enforcement of zoning and subdivision ordinances as well as the review and approval of preliminary and final plats, site plans, special use permits, sign permits, and zoning, rezoning, and variance applications.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4410-1100	Salaries & Wages – Regular	\$ 72,500
<i>Employee Benefits:</i>		
10-4410-2100	FICA/Medicare - Employer Contribution	5,600
10-4410-2210	Virginia Retirement System	10,000
10-4410-2220	ICMA – Employer Contribution	420
10-4410-2300	Hospital/Medical Plans	5,350
10-4410-2400	Group Life Insurance	775
10-4410-2500	Unemployment Insurance	75
10-4410-2600	Workers’ Compensation	750
10-4410-2800	Employee Bonus	225
<i>Contractual Services:</i>		
10-4410-3130	Engineering & Architectural Services	15,000
<i>Materials and Supplies:</i>		
10-4410-5100	Materials and Supplies	2,000
TOTAL EXPENDITURES:		\$ 112,695

9.2 PLANNING COMMISSION

The Planning Commission is comprised of six members appointed by Council, one of whom is a member of Council. The Commission oversees the Town's planning and development process, reviews land development applications, and makes recommendations to the Town Council. The Commission meets regularly on the fourth Tuesday of each month.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4411-1100	Salaries & Wages – Regular	\$ 12,600
<i>Employee Benefits:</i>		
10-4411-2100	FICA/Medicare - Employer Contribution	975
<i>Contractual Services:</i>		
10-4411-3130	Engineering & Architectural Services	500
10-4411-3400	Advertising	1,500
<i>Other Charges:</i>		
10-4411-4510	Mileage	125
10-4411-4520	Convention, Training, and Education	125
<i>Materials and Supplies:</i>		
10-4411-5100	Materials and Supplies	150
10-4411-5200	Office Supplies and Equipment	150
TOTAL EXPENDITURES:		\$ 16,125

9.3 BOARD OF ZONING APPEALS

The Board of Zoning Appeals is comprised of five members who are appointed by the Circuit Court. The Board hears and decides cases on citizens' variance requests and appeals of administrative decisions. The Board meets on an as-needed basis.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4412-1100	Salaries & Wages – Regular	\$ 1,200

<i>Employee Benefits:</i>		
10-4412-2100	FICA/Medicare - Employer Contribution	100
<i>Contractual Services:</i>		
10-4412-3400	Advertising	350
TOTAL EXPENDITURES:		\$ 1,650

9.4 COMMUNITY AND ECONOMIC DEVELOPMENT

The Community and Economic Development function is responsible for the coordination of the Town's enhancement program, which includes planning and organizing activities and events for the Town and fostering and advocating economic development, beautification, and preservation of the Town.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4420-1100	Salaries & Wages – Regular	\$ 30,130
<i>Employee Benefits:</i>		
10-4420-2100	FICA/Medicare - Employer Contribution	2,300
<i>Contractual Services:</i>		
10-4420-3220	Service Contracts	13,000
10-4420-3300	Printing	3,500
10-4420-3400	Advertising	3,500
<i>Other Charges:</i>		
10-4420-4210	Postal Services	1,000
10-4420-4510	Mileage	500
10-4420-4520	Convention, Training, and Education	1,000
<i>Materials and Supplies:</i>		
10-4420-5100	Materials and Supplies	36,500
10-4420-5200	Office Supplies and Equipment	2,000
10-4420-5300	Food Supplies and Food Service	2,000
TOTAL EXPENDITURES:		\$ 95,430

9.5 WOODSTOCK ENHANCEMENT COMMITTEE

The Woodstock Enhancement Committee consists of ten members and has a mission of strengthening and building upon the assets and unique character of Woodstock, a historically important town of the Shenandoah Valley. The Committee meets regularly throughout the year.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4421-1100	Salaries & Wages – Regular	\$ 2,500
<i>Employee Benefits:</i>		
10-4421-2100	FICA/Medicare - Employer Contribution	200
TOTAL EXPENDITURES:		\$ 2,700

9.6 ECONOMIC DEVELOPMENT AUTHORITY

The Economic Development Authority is comprised of seven members and is responsible for promoting and attracting industry and developing trade within the Town. The Authority meets on an as-needed basis.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
10-4422-1100	Salaries & Wages – Regular	\$ 1,000
<i>Employee Benefits:</i>		
10-4422-2100	FICA/Medicare - Employer Contribution	75
<i>Materials and Supplies:</i>		
10-4422-5100	Materials and Supplies	5,000
TOTAL EXPENDITURES:		\$ 6,075

9.7 TREE BOARD

The Tree Board consists of nine members and was established to protect, preserve, and increase the Town's tree population for the enhancement and beautification of the Town and the enjoyment of the Town citizens. The Tree Board meets regularly throughout the year.

Account Number	Account Name	FY 2008 Budget Amount
<i>Contractual Services:</i>		
10-4423-3120	Consulting Services	\$ 1,000
<i>Other Charges:</i>		
10-4423-4510	Mileage	300
10-4423-4520	Convention, Training, and Education	400
TOTAL EXPENDITURES:		\$ 1,700

10. NON-DEPARTMENTAL

Non-departmental consists of contributions, capital outlay, debt service, transfers and reserves, and service charges.

10.1 CONTRIBUTIONS

The Town makes contributions to local fire and rescue volunteer organizations that serve Town citizens.

Account Number	Account Name	FY 2008 Budget Amount
10-4900-4710	Contribution to Rescue Squad	\$ 47,000
10-4900-4720	Contribution to Fire Department	92,000
TOTAL EXPENDITURES:		\$ 139,000

10.2 CAPITAL OUTLAY

The Capital Outlay function accounts for expenditures related to the Town's fixed asset additions and construction projects.

Account Number	Account Name	FY 2008 Budget Amount
10-4910-6300	Communications Equipment	\$ 10,000
10-4910-6400	Motor Vehicles and Equipment	30,000
10-4910-6600	Capital Leases	22,500
10-4910-6800	Comprehensive Plan Update	5,000
10-4910-6910	Streetscape Project	967,500
TOTAL EXPENDITURES:		\$ 1,035,000

10.3 DEBT SERVICE

The Debt Service function accounts for the payment of principal and interest on the Town's general long-term debt.

Account Number	Account Name	FY 2008 Budget Amount
10-4920-7110	Principal Payments	\$ 206,500
10-4920-7120	Interest Payments	18,500
TOTAL EXPENDITURES:		\$ 225,000

10.4 TRANSFERS AND RESERVES

The General Fund largely subsidizes the Recreation Fund through transfers of funds.

Account Number	Account Name	FY 2008 Budget Amount
10-4930-8300	Transfer to Recreation Fund	\$ 219,150
TOTAL EXPENDITURES:		\$ 219,150

10.5 SERVICE CHARGES

Service Charges accounts for the bank fees incurred by the Town.

Account Number	Account Name	FY 2008 Budget Amount
10-4940-4800	Bank Service Charges	\$ 3,000
TOTAL EXPENDITURES:		\$ 3,000

11. RECREATION FUND SUMMARY

Recreation Fund Revenues

	FY 2008 Budget Amount
<i>Revenues:</i>	
<i>Revenue from the Use of Money and Property:</i>	
Rental of Recreational Properties and Facilities	\$ <u>2,100</u>
	\$ 2,100
<i>Charges for Services:</i>	
Swimming Pool Fees	41,000
Swimming Lessons	2,800
Concessions	<u>800</u>
	\$ 44,600
<i>Miscellaneous Revenue:</i>	
Gifts and Donations	<u>500</u>
	\$ 500
<i>Other Financing Sources:</i>	
<i>Non-Revenue Receipts:</i>	
Transfers from General Fund	<u>219,150</u>
	\$ 219,150
TOTAL REVENUES:	<u>\$ 266,350</u>

Recreation Fund Expenditures

	FY 2008 Budget Amount
<i>Expenditures:</i>	
Field Maintenance	\$ 9,000
Parks	94,600
Park Commission	1,000
Swimming Pool	81,650
Capital Outlay	10,000
Debt Service	70,100
TOTAL EXPENDITURES:	<u>\$ 266,350</u>

12. FIELD MAINTENANCE

12. FIELD MAINTENANCE EXPENDITURES

The Field Maintenance function preserves and maintains the little league fields located at Riverview Park.

Account Number	Account Name	FY 2008 Budget Amount
<i>Materials and Supplies:</i>		
80-4820-3210	Repairs and Maintenance	\$ 9,000
TOTAL EXPENDITURES:		\$ 9,000

13. PARKS

13. PARKS EXPENDITURES

The Parks function is responsible for the ongoing maintenance and renovation of the Town's parks and related facilities.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
80-4830-1100	Salaries & Wages - Regular	\$ 50,000
80-4830-1200	Salaries & Wages - Overtime	4,000
<i>Employee Benefits:</i>		
80-4830-2100	FICA/Medicare - Employer Contribution	4,000
<i>Contractual Services:</i>		
80-4830-3110	Consulting Services	5,000
80-4830-3210	Repairs and Maintenance	4,750
80-4830-3400	Advertising	1,000
80-4830-3800	Other Contractual Services	18,500
<i>Materials and Supplies:</i>		
80-4830-5100	Materials and Supplies	4,850
80-4830-5600	Vehicle and Powered Equipment Fuels	200
80-4830-5700	Uniforms and Wearing Apparel	300
80-4830-5800	Janitorial Supplies	2,000
TOTAL EXPENDITURES:		\$ 94,600

14. PARK COMMISSION

14. PARK COMMISSION

The Park Commission is comprised of five members and advises the Town Council on parks and recreation related matters. The Park Commission meets on an as-needed basis.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
80-4831-1100	Salaries & Wages - Regular	\$ 900
<i>Employee Benefits:</i>		
80-4831-2100	FICA/Medicare - Employer Contribution	100
TOTAL EXPENDITURES:		\$ 1,000

15. SWIMMING POOL

15. SWIMMING POOL EXPENDITURES

The Swimming Pool function provides for the upkeep and maintenance of the Town's swimming pool and related facilities. It also includes the employment of lifeguards to protect citizens attending the pool and to teach swimming lessons.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
80-4840-1100	Salaries & Wages - Regular	\$ 52,500
80-4840-1200	Salaries & Wages - Overtime	3,000
<i>Employee Benefits:</i>		
80-4840-2100	FICA/Medicare - Employer Contribution	4,000
<i>Contractual Services:</i>		
80-4840-3210	Repairs and Maintenance	3,000
80-4840-3800	Other Contractual Services	200
<i>Other Charges</i>		
80-4840-4110	Electrical Services	8,000
80-4840-34220	Telecommunications	650
<i>Materials and Supplies:</i>		
80-4840-5100	Materials and Supplies	1,100
80-4840-5400	Chemical Supplies	8,500
80-4840-5700	Uniforms and Wearing Apparel	200
80-4840-5800	Janitorial Supplies	500
TOTAL EXPENDITURES:		\$ 81,650

16. NON-DEPARTMENTAL

16.1 CAPITAL OUTLAY

The Capital Outlay function accounts for expenditures related to the Town's fixed asset additions and construction projects.

Account Number	Account Name	FY 2008 Budget Amount
80-4910-6100	Machinery and Equipment	\$ 10,000
TOTAL EXPENDITURES:		\$ 10,000

16.2 DEBT SERVICE

The Debt Service function accounts for the payment of principal and interest on the Town's parks and recreation related long-term debt.

Account Number	Account Name	FY 2008 Budget Amount
80-4920-7110	Principal Payments	\$ 64,000
80-4920-7120	Interest Payments	6,100
TOTAL EXPENDITURES:		\$ 70,100

17. PUBLIC UTILITIES FUND SUMMARY

Public Utilities Fund Revenues

	FY 2008 Budget Amount
<i>Revenues:</i>	
<i>Revenue from the Use of Money and Property:</i>	
Interest on Bank Deposits	\$ 17,000
Dividends on Investments	<u>3,000</u>
	\$ 20,000
<i>Charges for Services:</i>	
Water Receipts	1,000,000
Sewer Receipts	1,264,000
Water Connection Charges	310,000
Sewer Connection Charges	600,000
Penalties – Water and Sewer	<u>30,500</u>
	\$ 3,204,500
<i>Fines and Forfeitures:</i>	
FOG Program Fines and Surcharges	<u>500</u>
	\$ 500
<i>Miscellaneous Revenue:</i>	
Miscellaneous Receipts	<u>1,000</u>
	\$ 1,000
<i>Federal Revenues:</i>	
<i>Categorical Aid:</i>	
Virginia Clean Water Revolving Loan Fund Program	4,820,000
Water Quality Improvement Fund Grant Program	<u>3,200,000</u>
	\$ 8,020,000
<i>Other Financing Sources:</i>	
<i>Non-Revenue Receipts:</i>	
Proceeds from Indebtedness	<u>1,000,000</u>
	\$ 1,000,000
TOTAL REVENUES:	<u><u>\$ 12,246,000</u></u>

Public Utilities Fund Expenditures

	FY 2008 Budget Amount
<i>Expenditures:</i>	
Water Treatment Plant	\$ 843,200
Water Transmission and Distribution	314,350
Wastewater Treatment Plant	904,750
Sanitary Sewer Maintenance	210,850
Capital Outlay	9,165,000
Debt Service	677,850
Transfers and Reserves	127,000
Service Charges	3,000
TOTAL EXPENDITURES:	<u>\$ 12,246,000</u>

18. WATER TREATMENT PLANT

WATER TREATMENT PLANT EXPENDITURES

The Water Treatment Plant is responsible for the safe and efficient operation, production, and treatment of water distributed to the Town's residents in accordance with all federal, state, and local regulations.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
60-4710-1100	Salaries & Wages – Regular	\$ 263,000
60-4710-1200	Salaries & Wages – Overtime	40,000
60-4710-1300	Salaries & Wages – Holiday	6,500
<i>Employee Benefits:</i>		
60-4710-2100	FICA/Medicare - Employer Contribution	25,000
60-4710-2210	Virginia Retirement System	45,000
60-4710-2220	ICMA – Employer Contribution	2,500
60-4710-2300	Hospital/Medical Plans	41,000
60-4710-2400	Group Life Insurance	3,100
60-4710-2500	Unemployment Insurance	200
60-4710-2600	Workers' Compensation	5,000
60-4710-2800	Employee Bonus	1,000
<i>Contractual Services:</i>		
60-4710-3110	Accounting and Auditing Services	6,000
60-4710-3130	Engineering and Architectural Services	25,200
60-4710-3140	Legal Services	10,000
60-4710-3210	Repairs and Maintenance	55,700
60-4710-3220	Service Contracts	37,000
60-4710-3300	Printing	500
60-4710-3400	Advertising	2,000
60-4710-3500	Laundry and Dry Cleaning	4,000
60-4710-3700	Sludge Removal	68,000
<i>Other Charges:</i>		
60-4710-4110	Electrical Services	60,000
60-4710-4120	Heating Services	25,000
60-4710-4210	Postal Services	1,400
60-4710-4220	Telecommunications	4,300
60-4710-4510	Mileage	500

60-4710-4520	Convention, Training, & Education	5,000
60-4710-4610	Association and Membership Dues	500
60-4710-4620	Books/Subscriptions/Educational Materials	500
<i>Materials and Supplies:</i>		
60-4710-5100	Materials & Supplies	25,000
60-4710-5200	Office Supplies & Equipment	2,100
60-4710-5300	Food Supplies and Food Service	500
60-4710-5400	Chemical and Laboratory Supplies	75,000
60-4710-5600	Vehicle and Powered Equipment Fuels	1,700
60-4710-5700	Uniforms and Wearing Apparel	500
60-4710-5800	Janitorial Supplies	500
TOTAL EXPENDITURES:		\$ 843,200

19. WATER TRANSMISSION AND DISTRIBUTION

WATER TRANSMISSION AND DISTRIBUTION EXPENDITURES

The Water and Transmission and Distribution function is responsible for the operation and maintenance of the Town's water distribution system.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
60-4720-1100	Salaries & Wages – Regular	\$ 110,500
60-4720-1200	Salaries & Wages – Overtime	32,500
60-4720-1300	Salaries & Wages – Holiday	8,000
<i>Employee Benefits:</i>		
60-4720-2100	FICA/Medicare - Employer Contribution	11,000
60-4720-2210	Virginia Retirement System	20,000
60-4720-2220	ICMA – Employer Contribution	2,500
60-4720-2300	Hospital/Medical Plans	30,000
60-4720-2400	Group Life Insurance	1,500
60-4720-2500	Unemployment Insurance	150
60-4720-2600	Workers' Compensation	5,000
60-4720-2720	Allowance – Educational Assistance	500
60-4720-2800	Employee Bonus	800
<i>Contractual Services:</i>		
60-4720-3210	Repairs and Maintenance	2,250
60-4720-3220	Service Contracts	1,300
60-4720-3400	Advertising	600
60-4720-3500	Laundry and Dry Cleaning	2,500
<i>Other Charges:</i>		
60-4720-4210	Postal Services	4,500
60-4720-4220	Telecommunications	1,000
60-4720-4510	Mileage	200
60-4720-4520	Convention, Training, & Education	300

Materials and Supplies:

60-4720-5100	Materials & Supplies	72,200
60-4720-5200	Office Supplies & Equipment	250
60-4720-5300	Food Supplies and Food Service	2,800
60-4720-5600	Vehicle and Powered Equipment Fuels	3,500
60-4720-5700	Uniforms and Wearing Apparel	500

TOTAL EXPENDITURES:		\$ 314,350
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20. WASTEWATER TREATMENT PLANT

WASTEWATER TREATMENT PLANT EXPENDITURES

The Wastewater Treatment Plant is responsible for the safe and efficient treatment of all wastewater produced by the Town and the stabilization and disposal of solid wastes generated in accordance with federal, state, and local regulations.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
60-4730-1100	Salaries & Wages – Regular	\$ 346,000
60-4730-1200	Salaries & Wages – Overtime	45,000
60-4730-1300	Salaries & Wages – Holiday	13,500
<i>Employee Benefits:</i>		
60-4730-2100	FICA/Medicare - Employer Contribution	34,000
60-4730-2210	Virginia Retirement System	53,000
60-4730-2220	ICMA – Employer Contribution	2,500
60-4730-2300	Hospital/Medical Plans	57,000
60-4730-2400	Group Life Insurance	4,200
60-4730-2500	Unemployment Insurance	150
60-4730-2600	Workers’ Compensation	5,000
60-4730-2800	Employee Bonus	2,000
<i>Contractual Services:</i>		
60-4730-3110	Accounting and Auditing Services	6,000
60-4730-3130	Engineering and Architectural Services	15,000
60-4730-3140	Legal Services	15,000
60-4730-3210	Repairs and Maintenance	48,500
60-4730-3220	Service Contracts	15,000
60-4730-3300	Printing	700
60-4730-3400	Advertising	5,000
60-4730-3500	Laundry and Dry Cleaning	6,000
60-4730-3700	Sludge Removal	75,000
<i>Other Charges:</i>		
60-4730-4110	Electrical Services	52,000
60-4730-4120	Heating Services	2,000
60-4730-4210	Postal Services	400
60-4730-4220	Telecommunications	2,800

60-4730-4510	Mileage	500
60-4730-4520	Convention, Training, & Education	6,500
60-4730-4610	Association and Membership Dues	500
60-4730-4620	Books/Subscriptions/Educational Materials	500
<i>Materials and Supplies:</i>		
60-4730-5100	Materials & Supplies	12,900
60-4730-5200	Office Supplies & Equipment	2,500
60-4730-5300	Food Supplies and Food Service	500
60-4730-5400	Chemical and Laboratory Supplies	67,500
60-4730-5600	Vehicle and Powered Equipment Fuels	5,500
60-4730-5700	Uniforms and Wearing Apparel	1,500
60-4730-5800	Janitorial Supplies	600
TOTAL EXPENDITURES:		\$ 904,750

21. SANITARY SEWER MAINTENANCE

SANITARY SEWER MAINTENANCE EXPENDITURES

The Sanitary Sewer Maintenance function is responsible for the operation and maintenance of the Town's wastewater collection system.

Account Number	Account Name	FY 2008 Budget Amount
<i>Salaries & Benefits:</i>		
60-4740-1100	Salaries & Wages – Regular	\$ 80,000
60-4740-1200	Salaries & Wages – Overtime	18,000
60-4740-1300	Salaries & Wages – Holiday	2,000
<i>Employee Benefits:</i>		
60-4740-2100	FICA/Medicare - Employer Contribution	11,000
60-4740-2210	Virginia Retirement System	18,500
60-4740-2220	ICMA – Employer Contribution	2,500
60-4740-2300	Hospital/Medical Plans	28,000
60-4740-2400	Group Life Insurance	1,500
60-4740-2500	Unemployment Insurance	150
60-4740-2600	Workers' Compensation	5,000
60-4740-2800	Employee Bonus	800
<i>Contractual Services:</i>		
60-4740-3210	Repairs and Maintenance	15,000
60-4740-3500	Laundry and Dry Cleaning	2,500
<i>Other Charges:</i>		
60-4740-4110	Electrical Services	5,100
60-4740-4210	Postal Services	3,500
60-4740-4220	Telecommunications	1,000
60-4740-4510	Mileage	200
60-4740-4520	Convention, Training, & Education	300
<i>Materials and Supplies:</i>		
60-4740-5100	Materials & Supplies	9,600
60-4740-5200	Office Supplies & Equipment	1,200
60-4740-5300	Food Supplies and Food Service	1,000
60-4740-5600	Vehicle and Powered Equipment Fuels	3,500
60-4740-5700	Uniforms and Wearing Apparel	500
TOTAL EXPENDITURES:		\$ 210,850

22. NON-DEPARTMENTAL

22.1 CAPITAL OUTLAY

The Capital Outlay function accounts for expenditures related to the Town's fixed asset additions and construction projects.

Account Number	Account Name	FY 2008 Budget Amount
60-4910-6100	Machinery and Equipment	\$ 30,000
60-4910-6400	Motor Vehicles and Equipment	35,000
60-4910-6911	Trunk Sewer Expansion	1,000,000
60-4910-6912	WWTP Expansion	8,100,000
TOTAL EXPENDITURES:		\$ 9,165,000

22.2 DEBT SERVICE

The Debt Service function accounts for the payment of principal and interest on the Town's utilities-related long-term debt.

Account Number	Account Name	FY 2008 Budget Amount
60-4920-7110	Principal Payments	\$ 315,000
60-4920-7120	Interest Payments	362,850
TOTAL EXPENDITURES:		\$ 677,850

22.3 TRANSFERS AND RESERVES

The Public Utilities Fund contains a reserve for any unanticipated expenditures that may arise during the year.

Account Number	Account Name	FY 2008 Budget Amount
60-4930-8500	Reserve for Contingency	\$ 219,150
TOTAL EXPENDITURES:		\$ 219,150

22.4 SERVICE CHARGES

Service Charges accounts for the bank fees incurred by the Town.

Account Number	Account Name	FY 2008 Budget Amount
60-4940-4800	Bank Service Charges	\$ 3,000
TOTAL EXPENDITURES:		\$ 3,000