

**ADMINISTRATIVE REPORT FOR THE MONTH OF JANUARY 2012**

➤ **Financial Report YTD JANUARY 2012**

- General Funds Balance \$998,118; Restricted Funds Balance \$2,653,987
- General Revenue \$646,516; Budget \$452,946; 142.74% of budget
- General Expenses \$272,823; Budget \$452,946; 62.23% of budget
- Restricted Revenue \$260,466; Budget \$171,066; 152.26% of budget
- Restricted Expenses \$18,341; Budget \$23,068; 79.51% of budget
- Grants/Other Expenses \$14,519; Budget \$19,702; 73.69% of budget
- Total Assets \$3,660,987; Total Liabilities \$11,879

**Notes:**

- We did our first Supplemental Billing in December; totaled billed \$6,465.22 on 40 new properties since our May billing. The total surpassed our expectations.
- Transfer tax received in January; \$15,037 – 4 MBTS Homes
- Eric issued 16 building permits in January; \$44,887.50 (report attached)

➤ **Administrative Department**

- I was invited to speak at the Windhurst Manor's Home Owners Association meeting this month. It was a good experience and I had the opportunity to meet several of our new property owners.
- Brenda Fegalien, one of our volunteers, and I have been working diligently re-organizing the folders on each volunteer, drafting new and improved applications and forms, and we also met with April Willey from RSVP to get their updated applications and publications. Richard Shoobridge volunteered to take the "Chair" for the volunteers. Brenda will remain as the Secretary; however, beginning now, she will type and post the agenda and also transcribe the meeting minutes.
- Ms. Margaret J. Kay, EdD, NCSP/Delaware Licensed Psychologist, opened a new business in Millville, on the corner of Central and Reba RD.
- I have spoken with the new Manager at Wells Fargo stating we were very unhappy with the interest or lack thereof on the \$3.2 million we have in their bank. January, we earned \$18.72 on \$3,209,475.05. He called me on Friday stating they are analyzing our accounts and hope to put together a proposal for us. It is my understanding that M&T Bank were interested in talking with us on some of their products as well.

Respectfully submitted,  
Deborah Botchie  
Town Manager