

Town Manager, Deborah Botchie

ADMINISTRATIVE REPORT FOR THE MONTH OF DECEMBER 2011

➤ **Financial Report YTD DECEMBER 2011**

- General Funds Balance \$951,301; Restricted Funds Balance \$2,635,677
- General Revenue \$578,509; Budget \$452,946; 127.72% of budget
- General Expenses \$249,205; Budget \$452,946; 55.02% of budget
- Restricted Revenue \$238,928; Budget \$171,066; 139.67% of budget
- Restricted Expenses \$18,262; Budget \$23,068; 79.17% of budget
- Grants/Other Expenses \$13,329; Budget \$19,702; 52.48% of budget
- Total Assets \$3,596,664
- Total Liabilities \$12,109

Notes:

- Transfer tax received in December; 4 Lots Windhurst \$1,800; 1 Coventry (not posted to G/L at the time financials were completed for December) \$3,045.41.
- Eric issued 12 building permits in December; \$30,478.75 (report attached)

➤ **Administrative Department**

- Eric and Councilman Gordon have spent many hours working on all the elements that had to go along with the ham radio set up. Kudos to both of them.
- Anna has spent a great of time in collecting our delinquent taxes. She is down to two (2); one property was taken over by PNC Bank and she is working with another property owner to hopefully finish up by the end of January. Kudos to her for not turning over to Town Attorney as that is very costly.

Respectfully submitted,
Deborah Botchie
Town Manager