

NVC FINANCE COMMITTEE MEETING
THURSDAY MARCH 2, 2023, 5 PM Eastern
VIRTUAL ONLY (Zoom)

AGENDA:

- **BUDGET WORKSHOP (2024 GENERAL GOVERNMENT)**
- **2021 NVC AUDIT PREPARATION STATUS**
- **DISCUSS CURRENT COST SHARING PRACTICES AMONG GENERAL GOVT AND UTILITIES DEPTS AND POTENTIAL EFFICIENCY OPPORTUNITIES**
- **OTHER ITEMS AS NECESSARY**

Northport Village Corporation is inviting you to a scheduled Zoom meeting.

Topic: NVC Finance Committee Meeting

Time: Mar 2, 2023 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86412863375?pwd=cTM3REN4cWUvb0R3R2NBTWpYbFgzdz09>

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Current QBO Structure/Codes	2021	2022	2023	2024	2024 vs. 2023 Change	Current Notes/Comments (2024 Proposed Budget)
	Approved	Approved	Approved	Proposed		
	Budget	Budget	Budget	Budget		
4000 Revenue						
4100 General Government Revenue	-	-	-	-	-	QBO has \$625 actual in 2022 (2 Journal Entries dated Feb. 2022)
4200 General Operating Revenue						
4210 RE Tax revenue						Contact NVC Office for tax payments in arrears
4215 2021 RE Tax Revenue	232,238.00					
4216 2022 RE Tax Revenue		295,600.00				
421X 2023 RE Tax Revenue			406,440.00	406,440.00	-	Placeholder for 2024 Tax Revenue. Using 2023 Tax Revenue account code
Total 4210 RE Tax Revenue	232,238.00	295,600.00	406,440.00	406,440.00		
4230 Town of Northport Revenue	25,000.00	10,000.00	25,000.00	9,000.00	(16,000.00)	Assume Park maintenance from 2023 budget contribution; Roads and Wharf maintenance was removed from budget
4235 Rent from Utilities	3,000.00	3,000.00	3,000.00	3,000.00	-	Item for discussion; should rent reflect shared costs to simplify accounting processes
4240 Watercraft Registration Revenue		300.00	3,000.00	3,000.00	-	Confirm with Watercraft Registration; Assumed registration fees - 40dinghy's @ \$40 and 70 kayaks @ \$20
Total 4200 General Operating Revenue	260,238.00	308,900.00	437,440.00	421,440.00	(16,000.00)	
4300 General Non-Operating Revenue						
4310 Interest Income	2,800.00	900.00	200.00	200.00	-	Total 2022 for General Govt. is \$146 in QBO (check year end 2022BSB statements)
4320 Community Hall Rentals		700.00	1,500.00	1,500.00	-	Request anticipated use from Adhoc Committee; include Yacht Club, BHPS, and Bayside Arts donations?
4330 Donations						
4331 General Donations						Use of remaining Playground donations (acct. 4334 from 2023)? Library donations?
Total 4330 Donations						
4350 Grants						Any anticipated State or Federal grants for trees, general infrastructure projects, etc.?
Total 4300 General Non-Operating Revenue	2,800.00	1,600.00	1,700.00	1,700.00		
Total Revenue	263,038.00	310,500.00	439,140.00	423,140.00	(16,000.00)	
Expenditures						
6000 Expenses						
6010 1099 Contractors						
6015 Casual Labor						Check personnel assumptions for 2022
6020 Contracted Services						add \$\$ for 2024 Tech Support?
6021 Mowing & Trimming Service	12,495.00	12,495.00	12,550.00	12,550.00	-	James Knight Lawn Service - consult with Village Agent regarding 2024 contract price
6022 Trash Collection	19,950.00	19,950.00	22,500.00	22,500.00	-	Consult Village Agent regarding Pinkerton renewal; assumes 12 months but the contract is just for 9 months
Total 6020 Contracted Services	32,445.00	32,445.00	35,050.00	35,050.00		
6035 Finance Manager	6,000.00	5,000.00				
6036 Bookkeeping	4,200.00	3,300.00	6,806.80	6,806.80		Philbrook & Associates - recurring (Ref. Personnel Worksheet)
6037 Office Assistant	100.00					
Total 6010 1099 Contractors	42,745.00	40,745.00	41,856.80	41,856.80		
6050 Auto Expense						
6051 Auto Fuel Expense						
6052 Cruiser Fuel	500.00	500.00	1,000.00	1,000.00	-	Police Car (review 2022 actuals)
6053 Truck Fuel	1,000.00	1,000.00	2,000.00	2,000.00	-	Village Truck (cost shared with Utilities)
Total 6051 Auto Fuel Expense	1,500.00	1,500.00	3,000.00	3,000.00		
6055 Auto Repairs & Maintenance						
6056 Cruiser Maintenance	1,520.00	1,520.00	3,520.00	3,520.00	-	Create account for Cruiser replacement accrual (\$2K)? CY2023 incl. \$2,000 for Police - Other (old acct. 6520)
6067 Truck Maintenance	600.00	1,500.00	2,500.00	2,500.00	-	Check on expected maintenance costs for 2024
Total 6055 Auto Repairs & Maintenance	2,120.00	3,020.00	6,020.00	6,020.00		
6059 Accrue for Truck Replacement	2,000.00	2,000.00	6,350.00	6,350.00	-	Was \$2K for Truck, \$1,000 for Plow and \$1350 for sander in 2023
Total 6050 Auto Expense	5,620.00	6,520.00	15,370.00	15,370.00		
6060 Bank Charges & Fees						Stop Payment, Credit Card rush fee in 2022, etc.
6065 Community Events	400.00	400.00	600.00	600.00	-	Doughnuts & Dialogue, July 4th, etc. (\$600 in 2023 Budget)
6070 Employee Wages & Benefits						
6075 Employee Benefits						
6076 Company Paid Benefits	3,500.00	3,500.00	1,000.00	1,000.00	-	NVC currently pays \$11.40/mo. for Basic Life (1 employee)

6077 Income Protection Plan	300.00	300.00	300.00	300.00	-	Optional Employee Paid Benefits (currently \$62.04/mo.) - how is this reconciled with NVC - split as part of payroll?
Total 6075 Employee Benefits	3,800.00	3,800.00	1,300.00	1,300.00	-	
6080 Employee Salaries & Wages						
6083 Lifeguard Wages	8,400.00	8,400.00	8,100.00	8,100.00	-	Input from Safety and Personnel Committees (will reference Personnel Worksheet)
6084 Office Personnel Wages	3,000.00	10,200.00	23,308.50	23,308.50	-	Input from Personnel Committee (will reference Personnel Worksheet)
6085 Police Wages	13,000.00	13,000.00	13,100.00	13,100.00	-	Input from Safety and Personnel Committees (will reference Personnel Worksheet)
6088 Village Agent Wages	20,000.00	21,000.00	37,960.00	37,960.00	-	Input from Personnel Committee (will reference Personnel Worksheet)
6089 Village Officials Wages	1,100.00	1,100.00	650.00	650.00	-	Input from Personnel Committee (will reference Personnel Worksheet)
6090 Winter Roads Wages	0	0	0	-	-	No longer applicable? Has not been discretely budgeted in recent years
Total 6080 Employee Salaries & Wages	45,500.00	53,700.00	83,118.50	83,118.50	-	
6095 Payroll Processing Expenses	1,545.00	1,545.00	2,200.00	2,200.00	-	Bangor Savings Bank Payroll was \$2,700 in 2022 - consult with NVC office
6096 Payroll Tax Expenses	2,650.00	3,600.00	5,500.00	5,500.00	-	Dependent on total 2024 NVC Employee payroll estimate
Total 6096 Payroll Payroll Tax Expenses	4,195.00	5,145.00	7,700.00	7,700.00	-	
Total 6070 Employee Wages & Benefits	53,495.00	62,645.00	92,118.50	92,118.50	-	
6150 Information & Notices	2,500.00	2,500.00	3,250.00	3,250.00	-	Actuals in 2022 include \$1,140 for Annual Report and roughly \$800 in classified job ads
6160 Insurance						
6161 Property & Casualty Insurance	4,400.00	4,705.00	5,095.00	5,095.00	-	Consult with NVC Office - shared Expense with Utilities
6162 Workers Comp Insurance	1,900.00	2,400.00	3,400.00	3,400.00	-	see above
Total 6160 Insurance	6,300.00	7,105.00	8,495.00	8,495.00	-	
6190 Legal & Professional Services						
6191 Auditing Services	2,800.00	2,800.00	3,500.00	3,500.00	-	Purdy Powers - annual accounting audit of NVC Financial Statements (shared with Utilities)
Total 6190 Legal & Professional Services	2,800.00	2,800.00	6,000.00	6,000.00	-	
6210 Licenses, Permits and Fees						
6240 Membership Dues	234.00	231.00	231.00	231.00	-	MMA Membership
6260 Office Supplies	750.00	750.00	3,500.00	2,000.00	(1,500.00)	Reduced since software is included elsewhere
6285 Postage	350.00	350.00	550.00	550.00	-	
6345 Reimbursable Expense						Not needed for budgeting purposes
6330 Repairs & Maintenance						
6331 Building Repairs & Maintenance						
6332 Cleaning	400.00	650.00	1,750.00	1,750.00	-	Ask Village Agent about current birds (use as 2024 basis)
6333 Grounds General Maintenance	2,000.00	7,000.00	7,000.00	7,000.00	-	Excludes recurring lawn maint. Ask Infrastructure Committee for expenses
6334 Road Maintenance	10,000.00	10,000.00	37,000.00	15,000.00	(22,000.00)	Consult with Village Agent - Infrastructure; Pre-2023 plus increased cost for catch basins
6336 Tree Maintenance	8,500.00	7,800.00	7,800.00	7,800.00	-	Consult with Tree Committee Chair
6337 Wharf & Floats Maintenance	16,500.00	16,500.00	41,000.00	25,000.00	(16,000.00)	Reduced from 2023 amount; consult with Village Agent
6338 Winter Roads	6,000.00	6,000.00	-	-	-	
6341 Browntail Moth Expenses	5,000.00	2,500.00	-	-	-	Seek input from Tree Committee regarding anticipate cycle for 2024; rename for general tree treatment purposes
6342 General Repairs & Maintenance	1,500.00	4,500.00	3,550.00	3,550.00	-	Review Village Agent report and consult with Village Agent, Overseers
6343 Library Operations & Maintenance	275.00	275.00	903.25	903.25	-	Infrastructure
Total 6330 Repairs & Maintenance	50,175.00	55,225.00	99,003.25	61,003.25	(38,000.00)	
6344 Safety Committee Operations	150.00	150.00	150.00	150.00	-	Seek input from Safety Committee Chair
6345 Software	-	-	-	2,160.00	2,160.00	Previously lumped with 6001 (Office Supplies) - OBO, Bluehost, etc. - consult w/ NVC Tech. Officer; Estimated costs
6350 Supplies	200.00	200.00	0.00	-	-	Was this account necessary as a default catch-all?
6360 Tax Collection Fees	4,520.00	4,650.00	8,225.00	8,225.00	-	Town of Northport - 2% of tax revenue collected? Compute once tax revenue amount is known
6370 Training	-	-	-	-	-	Consult with Safety Committee - \$500 budgeted for 2023
6371 Police Training	500.00	500.00	500.00	500.00	-	
Total 6370 Training	500.00	500.00	500.00	500.00	-	
6390 Uniforms, Equipment & Supplies						
6391 Lifeguard Uni/Equip/Supp	750.00	750.00	750.00	750.00	-	Seek input from Safety Committee Chair
6392 Police Uni/Equip/Supp	500.00	500.00	750.00	750.00	-	Seek input from Safety Committee Chair
Total 6390 Uniforms, Equipment & Supplies	1,250.00	1,250.00	1,500.00	1,500.00	-	
6400 Utilities						
6401 Electricity Expense	700.00	700.00	1,281.00	1,281.00	-	Excludes Street Lights - consult with CMP worksheet
6402 Oil/Propane	500.00	500.00	1,000.00	1,000.00	-	Assumes no change in Propane/Oil costs
6403 Hydrant Rental	4,700.00	5,600.00	5,600.00	6,500.00	900.00	Includes additional hydrant; check with Village Agent
6405 Street Light	6,650.00	6,650.00	10,000.00	10,000.00	-	Ref. CMP worksheet and account for 2023 Supply increase
6406 Telephone & Internet Expense	675.00	675.00	800.00	800.00	-	
6407 Water & Sewer	3,200.00	3,200.00	3,520.00	3,520.00	-	Ref. Utilities Worksheet and account for significant Sewer rate increase in 2024
Total 6400 Utilities	16,425.00	17,325.00	22,201.00	23,101.00	900.00	

6800 Bond Expenses							Solicit confirmation from NVC Treasurer re. 2024 Bond payments attributable to General Govt.
6xxx 2013 MMBB Refi Principal	5,261.00	5,534.50	5,534.50	5,534.50	-	-	need acct. code
6xxx 2013 MMBB Refi Inerest	3,537.00	3,263.50	3,263.50	3,263.50	-	-	need acct. code
6812 2009 MMBB Bond Principal	30,260.00	32,613.00	32,613.00	32,613.00	-	-	
6813 2009 MMBB Bond Interest	4,431.00	2,078.00	2,078.00	2,078.00	-	-	
6818 2015 BHBT Bond Principal	19,573.00	19,573.00	19,573.00	19,573.00	-	-	
6819 2015 BHBT Bond Interest	2,492.00	2,492.00	2,492.00	2,492.00	-	-	
Seawall Bond Principal	-	31,500.00	45,161.00	45,161.00	-	-	add account code
Seawall Bond Interest	-	-	12,874.00	12,874.00	-	-	add account code
Total 6800 Bond Expense	65,554.00	97,054.00	123,589.00	123,589.00	-	-	
Total Expenditures	253,968.00	300,400.00	427,139.55	390,699.55	(36,440.00)		Will add totals once 2024 Expenditure accounts are finalized
Other Expenditures							
xxxx Contingencies	9,070.00	10,000.00	10,000.00	-	-	-	
	0.00	100.00	2,000.45	32,440.45	20,440.00		