



Council and Citizens of Montverde:

Submitted in the following packet is the Proposed Budget for the Town of Montverde for FY 2014. This packet provides baseline budget requests, by department, for the new year, as well as supplementary information to aid in decision-making.

Tab 1

Tab 1 provides an overview of the entire budget process for the Town. A budget calendar, with State deadlines and other significant events, is provided. An organizational chart of the Town is also included, reflecting each department and its employees. The third page in Tab 1 shows an overview of the Proposed FY 2014 Budget, with specific detail being provided in the Tabs that follow.

Tab 2

Summaries of the Town's Revenues are provided in Tab 2. In most cases, three years of data are presented: the FY 2012 actual revenues, the FY 2013 adopted budget, and the FY 2014 proposed budget. Revenues are presented separately for each fund. Some significant highlights within the Revenue Summaries are:

On July 1, 2013, the Lake County Property Appraiser provided the Town with the estimate of taxable value. The value provided was \$74,729,786, which represents a decrease of \$1,047,448 from the prior year. Assuming the same millage rate as the prior year, the result of this decrease in taxable value is a reduction of Ad Valorem Taxes for the Town of Montverde in the amount of \$2,080.

Gas Taxes and Sales Taxes are amounts projected by the State of Florida. After several years of reductions in these revenues, the amounts provided by the State for next year reflect no significant variations from the prior year.

Tab 3

Tab 3 presents Summaries of Expenditures within the Town. As with the Revenues, three years of data are presented: the FY 2012 actual expenditures, the FY 2013 adopted budget, and the FY 2014 proposed budget.

Few accounts within the Expenditure budgets for FY 2014 show significant variations from the prior year. The budget for Employee Health Insurance is an exception, with budgets increased by 13% as recommended by the Town's insurance provider.

Salaries for the five full-time and two part-time employees were budgeted with a 2% cost of living adjustment (COLA), effective October 1, and a merit increase of up to 3% on the employee's anniversary date.

Tab 4

Included in Tab 4 are each Department's budget requests for FY 2014. The top portion of each Department's page represents a summary of proposed revenues and expenditures, with specific line-item detail being provided in the bottom portion.

Tab 5

Tab 5 contains proposed budgets for Sections within the Town (i.e., those specific areas that have only a few line items and no employees). Summaries and details are also provided for Sectional budgets.

Tab 6

An analysis of Beginning Fund Balance is under Tab 6. Beginning Fund Balance represents the amount of money that a government starts the year with; it is an accumulation of all unspent funds since the inception of the governmental unit. It is important that a Beginning Fund Balance is included in an annual budget as it provides a true picture of a government's financial position. Beginning Fund Balance plus Current-Year Revenues equal the Total Revenues for FY 2014. Total Revenues, then, represents the complete amount that is available to fund all operations and projects of the Town of Montverde.

Tab 7

Under Tab 7 is an analysis of the Reserves ("savings") of the Town. Reserves are the amount of funding left, after departmental budget requests for the new year are put into the budget and subtracted from Total Revenues. A simple formula to note is:

$$\begin{array}{r} \text{Beginning Fund Balance} \\ + \text{Current Year Revenues} \\ = \\ \text{Current Year Expenditures} \\ + \text{Reserves} \end{array}$$

Included in Tab 7 is a recommendation from the Florida Government Finance Officers Association (FGFOA) regarding the appropriate level of Reserves for all Florida governmental units. It is noteworthy that the Town's Reserves, for both the General Fund and the Water Fund, are ten times greater than the amount recommended by the FGFOA.

Also included in Tab 7 is a break-out of Reserves proposed for FY 2014.

Tab 8

Included in Tab 8 is a small list of Enhancements and Capital Projects for consideration by the Town Council. As a note, it is customary to fund only one-time-only projects from Reserves. On-going operations or projects with significant recurring costs should not be funded from Reserves. Simply stated, it would be the equivalent of paying your monthly mortgage from your savings account.

Tab 9

Tab 9 contains a Schedule of Cash and Cash Equivalents to provide a picture of the Town's financial position on October 1, 2013.

Respectfully Submitted,



Mary Mason, CPA
Town of Montverde

Budget Adoption Timeline
FY 2014 Budget



July	
7/1/2013	Preliminary estimate of property tax value due from Property Appraiser.
7/30/2013	Budget Workshop: Overview of all departments, Town Hall Auditorium, 6:00 PM.

August	
8/4/2013	Property Appraiser must be notified of proposed millage rate, rollback rate, prior year millage rate, and date, time, and place of First Public Hearing. The First Public Hearing can be held: <ul style="list-style-type: none"> a. Monday thru Friday - must be after 5 pm b. Saturday - anytime c. Sunday - not allowed d. Not on the same day as the School District or County Commission.
8/24/2013	Property Appraiser must mail out Notice of Proposed Property Taxes (TRIM) to taxpayers.

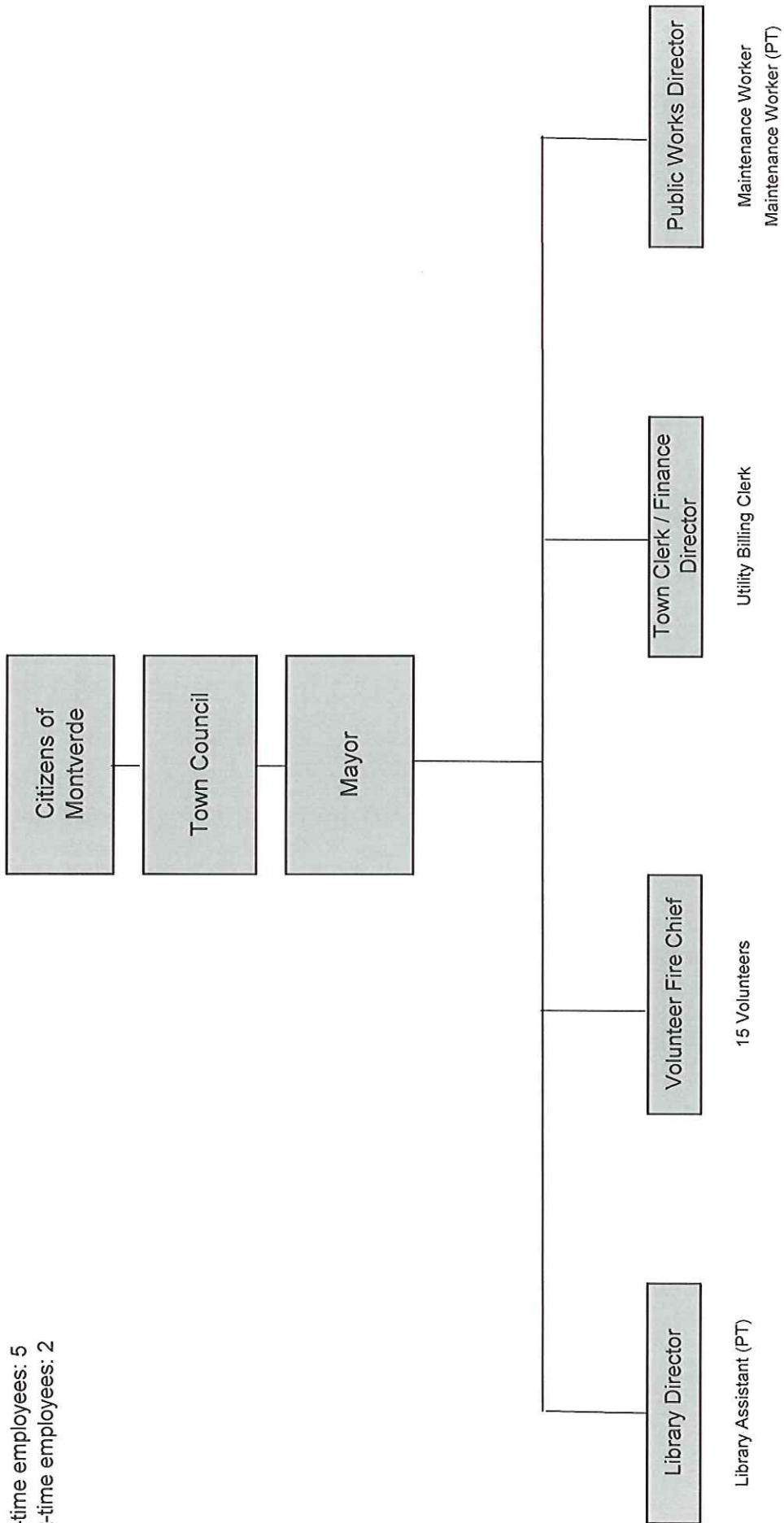
September	
9/3/2013 to 9/18/2013	First Public Hearing for the tentative budget and proposed millage must be held. The meeting is publicized via the TRIM notice. At the Hearing, the Council will amend and adopt the tentative budget, recompute the proposed millage rate, and publicly announce the percent that the recomputed proposed millage exceeds the rolled-back rate. The Council will also adopt a tentative millage and budget. <i>Suggested Public Hearing Date: September 12, 2013, 7:00 PM</i>
Within 15 Days After First Budget Hearing	Town must advertise the final millage and budget in a newspaper of general circulation. Advertisement must be published between 2-5 days of the Second Public Hearing. The Second Public Hearing must be held within 15 days after the First Budget Hearing. <i>Suggested Public Hearing Date: September 26, 2013, 7:00 PM</i>
Within 3 Days of Final Budget Hearing	Resolution or ordinance adopting the final millage rate must be sent to the Property Appraiser, Tax Collector, and Department of Revenue.

October	
10/1/2013	FY 2014 Adopted Budget goes into effect.
Beginning of Month	Property Appraiser issues Certification of Final Taxable Value (DR 422).
Within 3 Days of Receipt of DR 422	Town must complete the Certification of Final Taxable Value and return to the Property Appraiser.
Within 30 Days of Final Budget Hearing	Final TRIM package must be submitted to the State of Florida, Department of Revenue.

**Reporting Structure
FY 2014 Budget**



Full-time employees: 5
Part-time employees: 2



**Current Revenue & Expenditure Summary - Overview
FY 2014 Budget**



The amounts shown below represent Current Revenues and Expenditures; accumulated fund balances are ignored (i.e. Beginning Fund Balance and Reserves are excluded). This page, therefore, represents simply the amount of money that will be received in FY 2014 and the amount of money budgeted to be spent in FY 2014.

General Fund	FY 2014 Budget
Ad Valorem Taxes	\$ 204,026
Fuel Taxes	27,766
Franchise Fees	78,700
Utility Service Taxes	93,315
Licenses and Permits	950
Grants	27,000
Sales Taxes - Collected by the State	227,489
Fines and Forfeits	1,300
Charges for Services	185,375
Interest	14,000
Other Revenue Sources	50,373
TOTAL CURRENT REVENUES	\$ 910,294
Personal Services	\$ 193,953
Operating Expenditures	561,072
Capital Outlay	77,790
Grants and Aids	650
TOTAL CURRENT EXPENDITURES	\$ 833,465
INCREASE TO RESERVES	\$ 76,829

Water Fund	FY 2014 Budget
Charges for Services	\$ 260,040
Interest	3,990
TOTAL CURRENT REVENUES	\$ 264,030
Personal Services	\$ 156,197
Operating Expenditures	120,792
Capital Outlay	97,000
TOTAL CURRENT EXPENDITURES	\$ 373,989
DECREASE TO RESERVES	\$ (109,959) *

* There is a budgeted decrease to Reserves in the Water Fund because Council approved the one-time enhancement purchase of backflow check valves, SCADA alarm, and a water/sewer impact fee study in the next fiscal year. These enhancements total \$87,000. The decrease in Reserves is also due to the fact that three items scheduled to be purchased in FY 2013 will not be purchased until FY 2014. These items, totaling \$30,000, are for the water generator move and generator housing. The re-budgeting of these items, as well as the additional expenditures approved by Council, has caused the FY 2014 expenditures to exceed 2014 revenues in the Water Fund.

**General Fund Revenue Summary
FY 2014 Budget**



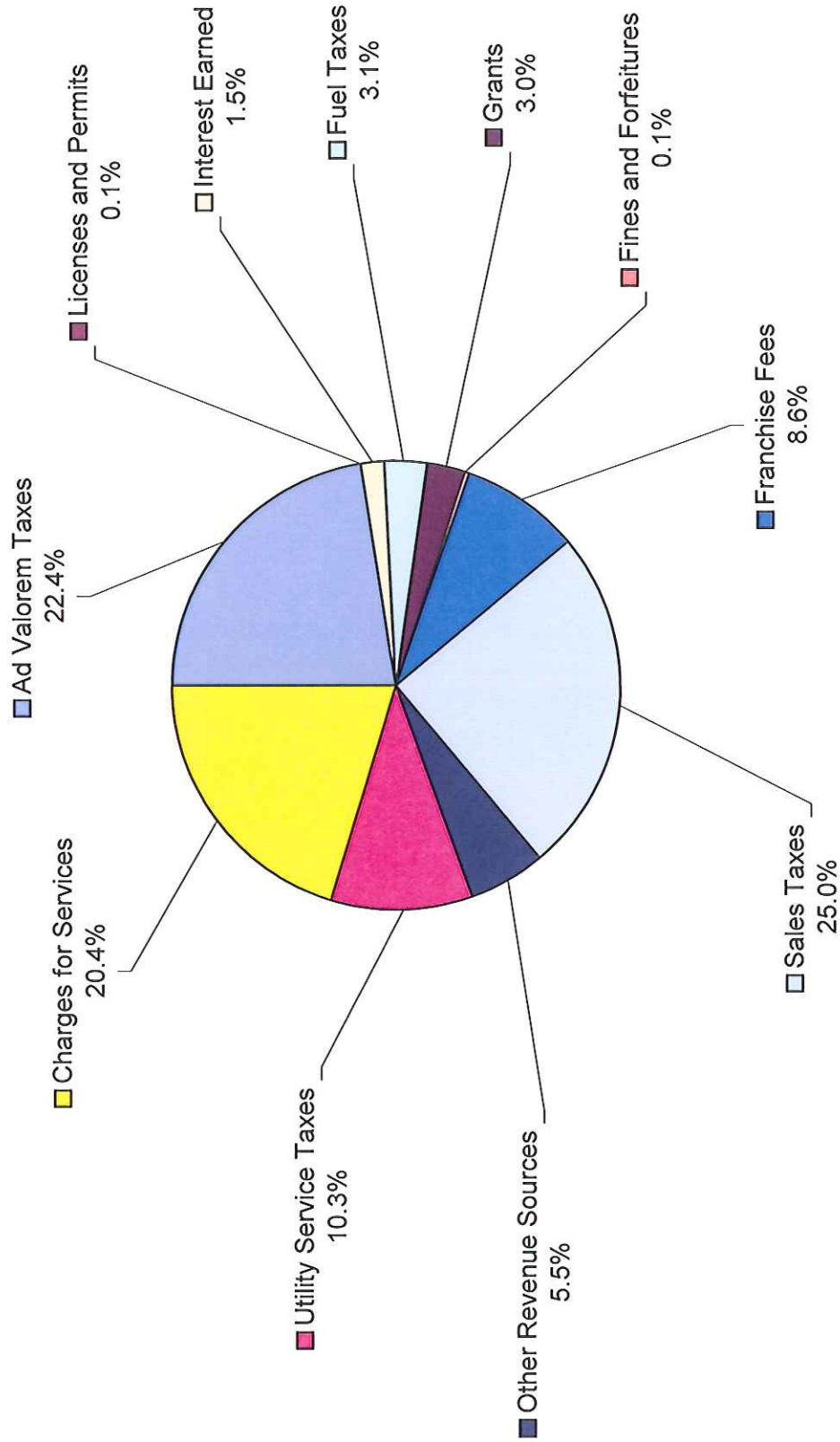
	FY 2012 Actual	FY 2013 Budget	FY 2014 Budget
Ad Valorem Taxes			
Current Ad Valorem Taxes	\$ 197,098	\$ 200,946	\$ 203,026
Delinquent Ad Valorem Taxes	11,726	1,000	1,000
Fuel Taxes			
Local Option Gas Tax	20,812	23,461	22,666
One Cent Gas Tax	5,231	5,600	5,100
Franchise Fees			
Electricity Franchise	86,033	77,000	77,000
Gas Franchise	1,490	1,600	1,700
Utility Service Taxes			
Electricity Service Tax	46,075	44,000	44,000
Natural Gas Service Tax	1,186	1,000	1,200
Communications Service Tax	49,859	50,178	48,115
Licenses and Permits			
Professional and Occupational Licenses	1,511	800	700
Mobile Home Licenses	647	225	250
Alcoholic Beverage Licenses	-	50	-
Grants			
Community Development Block Grant (CDBG)	-	52,500	-
Lake County Board of County Commissioners - Library	30,741	30,000	27,000
Lake County Water Authority - aeration project	20,000	-	-
Sales Taxes - Collected by the State			
Discretionary Sales Tax	92,488	93,761	118,977
Half Cent Sales Tax	66,297	68,147	71,926
State Revenue Sharing	33,952	35,645	36,586
Fines and Forfeits			
Court Fines	621	600	500
Library Fines	906	600	800
Charges for Services			
Fire Assessment	44,975	42,000	44,000
Garbage Collection	137,179	137,000	137,000
Recycling Revenue	392	375	375
Zoning Fees	1,900	2,500	4,000
Other Revenue Sources			
Interest	10,286	23,255	14,000
Donations - Cemetery	170	150	-
Booth Fees - Montverde Day	14,286	12,000	10,000
Rental of Community Building	210	200	200
License Plate Revenues	70	70	100
Library Book Sales	701	400	1,000
Cell Tower Income	18,450	19,004	19,573

General Fund Revenue Summary (continued)
FY 2014 Budget



	FY 2012 Actual	FY 2013 Budget	FY 2014 Budget
Other Revenue Sources (continued)			
Rental Income from Post Office	\$ 15,000	\$ 15,000	\$ 15,000
Rental Income from Ballfield	878	850	850
Rental Income from Tennis Court	10	-	-
Notary, Copy, Fax Fees	473	300	500
Reimbursement for T-1 Lines	3,009	2,520	3,000
Other	341	50	150
TOTAL CURRENT REVENUES	\$ 915,003	\$ 942,787	\$ 910,294
Beginning Fund Balance	\$ -	\$ 1,268,622	\$ 1,247,489
Cash Carried Forward From Prior Year	-	(21,133)	70,888
TOTAL BEGINNING FUND BALANCE (CASH CARRIED FORWARD)	\$ -	\$ 1,247,489	\$ 1,318,377
TOTAL GENERAL FUND REVENUES	\$ 915,003	\$ 2,190,276	\$ 2,228,671

**FY 2014
GENERAL FUND REVENUES, EXCLUDING FUND BALANCE**



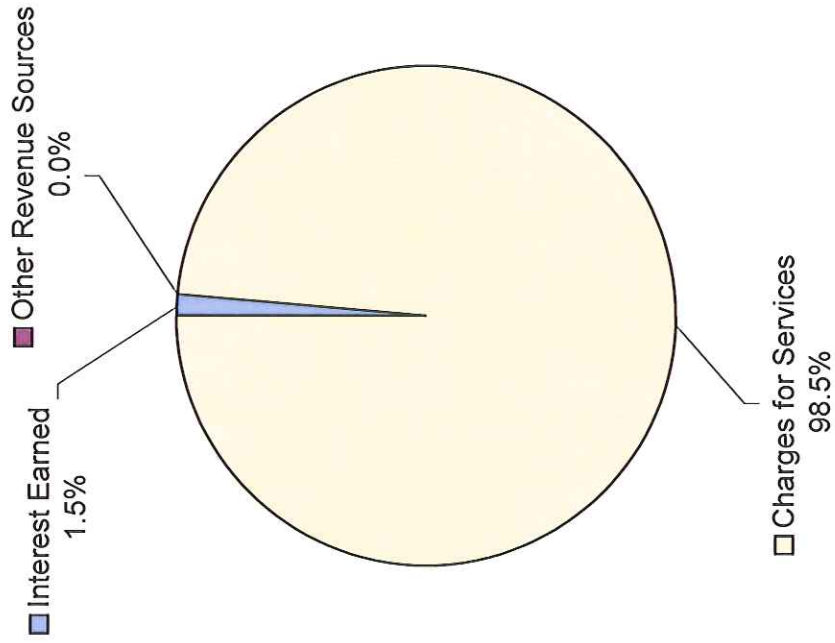
*Chart above reflects current revenues only. Excluded is the Cash Carried Forward (Beginning Fund Balance), estimated to be \$1,318,377 for FY 2014.

**Water Fund Revenue Summary
FY 2014 Budget**



	FY 2012 Actual	FY 2013 Budget	FY 2014 Budget
Charges for Services			
Water Services Charges	\$ 265,424	\$ 268,000	\$ 257,000
Cut On/Off Fees	3,787	3,000	3,000
Installation Charges	2,360	-	-
Other Revenue Sources			
Interest	322	3,990	3,990
Other	27	40	40
TOTAL CURRENT REVENUES	\$ 271,920	\$ 275,030	\$ 264,030
Beginning Fund Balance	\$ -	\$ 321,661	\$ 392,293
Cash Carried Forward From Prior Year (Depleted)	-	70,632	20,474
TOTAL BEGINNING FUND BALANCE (CASH CARRIED FORWARD)	\$ -	\$ 392,293	\$ 412,767
TOTAL WATER FUND REVENUES	\$ 271,920	\$ 667,323	\$ 676,797

FY 2014 WATER FUND REVENUES, EXCLUDING FUND BALANCE



*Chart above reflects current revenues only. Excluded is the Cash Carried Forward (Beginning Fund Balance), estimated to be \$412,767 for FY 2014.

**Expenditure Summary by Classification
FY 2014 Budget**



General Fund	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2014 Budget Request
Classification			
Personal Services	\$ 230,216	\$ 181,763	\$ 193,953
Operating Expenditures	496,850	536,053	561,072
Capital Outlay	412,499	119,250	77,790
Grants and Aids	410	650	650
Total Expenditures, before Reserves	\$ 1,139,975	\$ 837,716	\$ 833,465
Reserves	-	1,352,560	1,395,206
Total Expenditures	\$ 1,139,975	\$ 2,190,276	\$ 2,228,671

Water Fund	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2014 Budget Request
Classification			
Personal Services	\$ 104,610	\$ 135,289	\$ 156,197
Operating Expenditures	70,837	109,610	120,792
Capital Outlay	1,003	90,000	97,000
Total Expenditures, before Reserves	\$ 176,450	\$ 334,899	\$ 373,989
Reserves	-	332,424	302,808
Total Expenditures	\$ 176,450	\$ 667,323	\$ 676,797

Town Total	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2014 Budget Request
Classification			
Personal Services	\$ 334,826	\$ 317,052	\$ 350,150
Operating Expenditures	567,687	645,663	681,864
Capital Outlay	413,502	209,250	174,790
Grants and Aids	410	650	650
Total Expenditures, before Reserves	\$ 1,316,425	\$ 1,172,615	\$ 1,207,454
Reserves	-	1,684,984	1,698,014
Total Expenditures	\$ 1,316,425	\$ 2,857,599	\$ 2,905,468

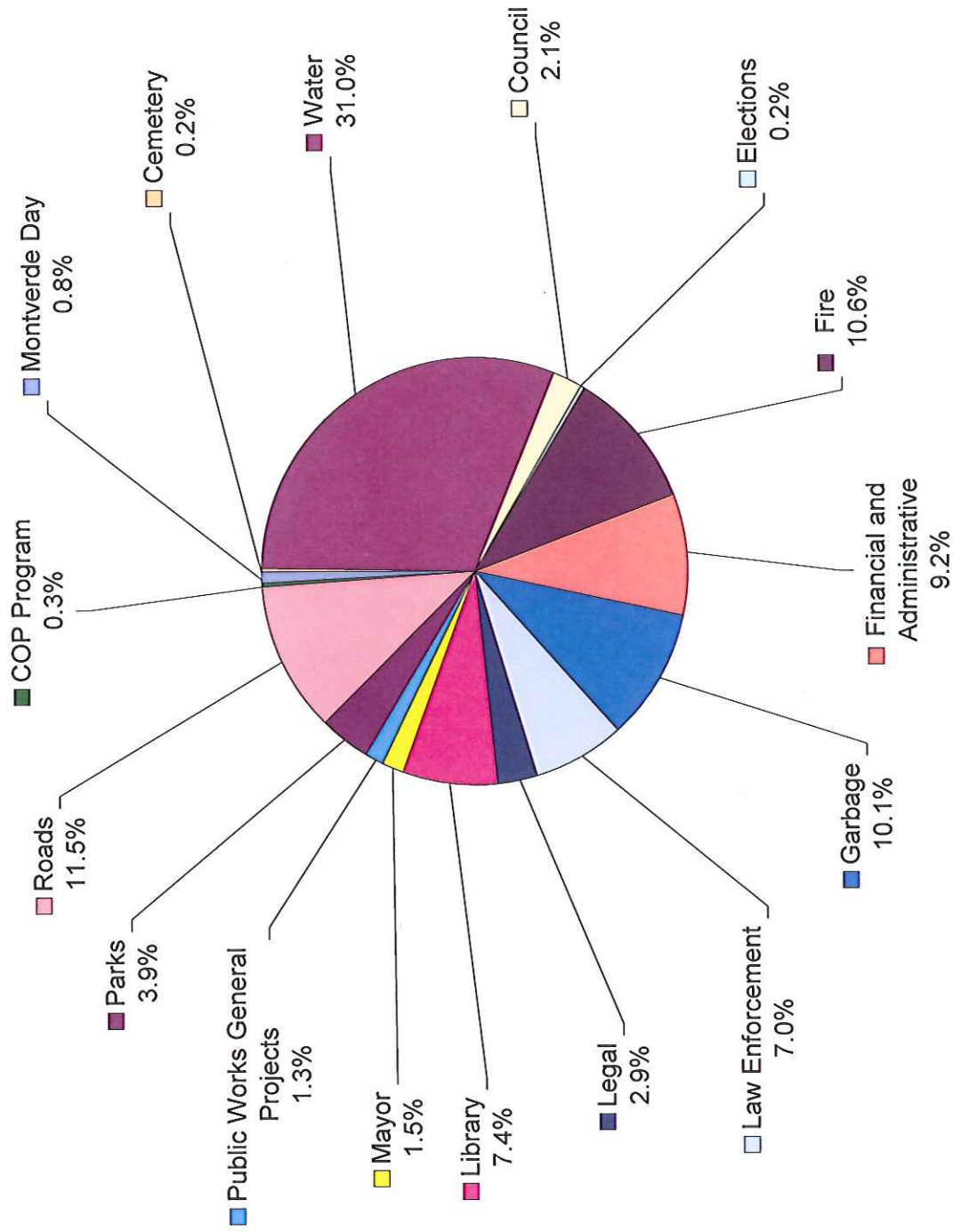
**Expenditure Summary by Department
FY 2014 Budget**



General Fund Expenditures by Department	FY 2012 Actual	FY 2013 Budget	FY 2014 Budget
Cemetery	\$ -	\$ 2,000	\$ 2,000
COP Program	2,136	3,465	3,525
Council	24,769	25,765	25,765
Elections	1,879	2,500	2,500
Financial and Administrative	408,649	155,802	111,243
Fire	79,969	76,825	127,577
Garbage	127,505	121,878	121,878
Law Enforcement	82,611	86,929	84,429
Legal	27,374	35,600	35,600
Library	93,703	102,100	89,276
Mayor	14,893	17,825	17,825
Montverde Day Special Project	8,934	9,500	10,000
Parks	80,983	129,892	47,027
Public Works General Projects	14,643	16,050	16,050
Roads	171,927	51,585	138,771
TOTAL GENERAL FUND, BEFORE RESERVES	\$ 1,139,975	\$ 837,716	\$ 833,465
Reserves	-	1,352,560	1,395,206
TOTAL GENERAL FUND	\$ 1,139,975	\$ 2,190,276	\$ 2,228,671

Water Fund Expenditures by Department	FY 2012 Actual	FY 2013 Budget	FY 2014 Budget
Water	\$ 176,450	\$ 334,899	\$ 373,989
TOTAL WATER FUND, BEFORE RESERVES	\$ 176,450	\$ 334,899	\$ 373,989
Reserves	-	332,424	302,808
TOTAL WATER FUND	\$ 176,450	\$ 667,323	\$ 676,797

**FY 2014
BUDGETED EXPENDITURES, EXCLUDING RESERVES**



*Chart above reflects current expenditures only. Excluded are the Reserve balances, budgeted at \$1,395,206 for the General Fund, and \$302,808 for the Water Fund.

**Council's Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Operating Expenditures	\$ 24,769	\$ 25,765	\$ 27,140	\$ 25,765
Total Expenditures	\$ 24,769	\$ 25,765	\$ 27,140	\$ 25,765

FY 2014 Department Detail

Operating Expenditures

Contractual Services	\$ 24,600	Councilmen's stipend budgeted at \$400 per month, stipend of Council President budgeted at \$450 per month.
Travel	100	Workshop retreats, etc.
Printing and Binding	200	Business cards and name plates for new Councilmen, if necessary.
Office Supplies	50	Binders for Council books.
Membership	650	South Lake County Chamber of Commerce, annual dues.
Membership	150	Lake County League of Cities, annual dues.
Membership	15	Other, as necessary.
Total Expenditures	<u>\$ 25,765</u>	

**Financial and Administrative Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Personal Services	\$ 68,790	\$ 36,102	\$ 33,675	\$ 35,913
Operating Expenditures	77,033	76,700	73,175	75,330
Capital Outlay	262,825	43,000	45,168	-
Aids to Government Agencies	-	-	1,829	-
Total Expenditures	\$ 408,649	\$ 155,802	\$ 153,847	\$ 111,243

FY 2014 Department Detail

Personal Services

Salaries	\$ 28,372	Town Clerk/Finance Director position, General Fund portion.
Health Insurance	3,299	Insurance for .5 position; 13% increase budgeted.
Retirement	1,972	Florida Retirement System for .5 position.
FICA Matching	2,170	7.65% of total salaries.
Workers' Compensation	100	

Operating Expenditures

Planning Consultant	\$ 12,000	Consulting fees for various projects; reimbursed by applicant.
Town Engineer	5,000	Engineering services, non-project related.
Bank Fees	200	
Surveys	1,000	Surveys, if necessary.
Audit Fees	9,500	Annual audit fees, General Fund portion.
Municode Fees	3,000	Fees for Ordinance codification.
Janitorial Services	2,000	Cleaning of Town Hall and auditorium.
Website	200	Internet domain.
Recording Services	4,200	Recording of minutes of Town Council meetings.
Visioning Committee	2,500	Concerts or movies; match of Montverde Day income, up to \$2,500.
Travel	500	Mileage for any travel.
Cell Phone	35	
Telephone Service	3,420	Town Hall phone service.
Internet/Cable Service	1,140	Town Hall internet/cable service.
Postage	2,500	Rental of postage meter (\$540), refilling postage meter (\$1,500), PO Box fee (\$50), overnight/certified mail (\$410).
Utilities	5,000	Electricity at Town Hall and auditorium.
Copier Rental	2,200	Lease contract for copier/scanner/fax/printer.
Insurance	7,200	Property insurance, 5% increase budgeted.
Pest Control	550	Terminix yearly contract for termite inspections (\$275), pest control (\$275).
Software Maintenance	2,350	Financial software maintenance contract, backup maintenance contract, and Code software maintenance.
Alarm System Maint.	1,050	Quarterly maintenance contract for alarm system at Town Hall.
Computer/Server Maint.	1,700	Computer set-up and repair, server maintenance.
Repair and Maintenance	1,650	Replacement of mechanical and electrical fixtures, as needed.
Fire Equipment Inspect.	375	



FY 2014 Department Detail (continued)

Operating Expenditures (continued)

Printing and Copying	\$ 1,225	Color copies for Council books, printing of Code Enforcement tickets, etc.
Food/Beverages	400	Food and beverages for the public at Town Hall meetings, workshops.
Recording Fees	100	Recording with Lake County and the State of Florida.
Office Supplies	2,600	
Operating Supplies	775	Janitorial supplies.
Subscriptions, Dues	860	Florida League of Cities dues (\$410), FL Government Finance Officers Association membership (\$35), FL Association of City Clerks dues (\$150), International Institute of Municipal Clerks dues (\$165), other (\$100).
Donations	<u>100</u>	If necessary.
Total Expenditures	<u><u>\$ 111,243</u></u>	

**Fire Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Revenues				
Fire Assessment	\$ 44,975	\$ 42,000	\$ 44,272	\$ 44,000
Total Revenues	\$ 44,975	\$ 42,000	\$ 44,272	\$ 44,000
Expenditures				
Personal Services	\$ 48,271	\$ 36,642	\$ 33,676	\$ 38,038
Operating Expenditures	31,698	34,083	39,011	61,749
Capital Outlay	-	6,100	6,100	27,790
Total Expenditures	\$ 79,969	\$ 76,825	\$ 78,787	\$ 127,577

FY 2014 Department Detail

Personal Services

Officers' Stipends	\$ 17,400	Stipends per month: Fire Chief - \$625, Assistant Chief - \$375, Captain - \$250, Lieutenant - \$200
Uniforms and Clothing	4,100	Allowance of \$250 per firefighter.
Call Pay	7,500	Pay for firefighters to respond to calls: officers - \$15 per call, all others - \$12 per call
Training Pay	7,488	Pay for firefighters to attend training sessions once per week: officers - \$15 per session, all others - \$12 per session
Workers' Compensation	1,550	

Operating Expenditures

Professional Services	\$ 280	Background checks.
Fire Assessment Study	20,000	
Telephone	2,940	Internet/cable service (\$1,140), Fire Department telephone (\$1,800).
Postage	350	Refills on postage meter for mailings of Fire Assessments.
Utilities	2,700	Electricity for Fire Department.
Insurance	7,883	Property insurance.
Apparatus Maintenance	3,200	General repair and maintenance on all apparatus and equipment.
(total \$7,315)	1,100	E-85 PM annual service.
	200	E-85 PM annual pump test.
	360	A-85 annual inspection and pump service.
	300	A-85 PM annual service.
	2,350	A85 new tires
Equipment Maintenance	475	Annual homatro service.
(total \$6,861)	700	Annual airpak flow testing.
	180	SCBA cylinder hydrostatic testing.
	2,050	Annual hose and ladder testing.
	2,256	Annual radio maintenance.
	500	Maintenance of turnout gear.
	500	Annual SCBA mask fit testing.
	550	Annual ice machine service.
Firehouse Maintenance	1,500	Repairs as necessary.
Fire Extinguisher Insp.	300	Inspections on fire extinguishers.
Computer Repair	400	Maintenance on computer and printer, as necessary.
Termite Protection	230	
Printing and Binding	300	Printing of training manuals.
Promotional Activities	650	Fire prevention materials, annual Santa Run, other promotional items.
Other Charges and Obl.	100	
Office Supplies	400	Paper, toner cartridges, etc.

**Fire Department
FY 2014 Budget**



FY 2014 Department Detail (continued)

Operating Expenditures (continued)

Operating Supplies	\$ 3,500	Hand tools, fire hoses, hurricane supplies, household items.
Fuel	3,500	
Training	150	Training materials and classes
Subscriptions	1,845	Fire Programs Software (\$1,500), Lake Sumter Fire Chief Association (\$60), Active 911 Subscription for 15 firefighters (\$165), Florida Fire Chief's Association membership (\$120).

Capital Outlay

Turnout Gear \$ 27,790

Total Expenditures \$ 127,577

** Fire Department has Reserves of \$350,000 for replacement of fire apparatus and apparatus equipment.*

**Library Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Revenues				
Library Fines - late return fees	\$ 906	\$ 600	\$ 1,084	\$ 800
Library Book Sales	701	400	1,000	1,000
Lake County Library Services Annual Grant	31,030	30,000	30,782	27,000
Total Revenues	\$ 32,637	\$ 31,000	\$ 32,866	\$ 28,800
Expenditures				
Personal Services	\$ 71,244	\$ 72,126	\$ 57,568	\$ 61,802
Operating Expenditures	19,512	24,974	19,554	22,474
Capital Outlay	2,947	5,000	500	5,000
Total Expenditures	\$ 93,703	\$ 102,100	\$ 77,622	\$ 89,276

FY 2014 Department Detail

Personal Services

Salaries	\$ 37,006	Library Director.
Other Salaries & Wages	9,768	Part-time Library Assistant.
Health Insurance	7,874	Insurance for Library Director position; 13% increase budgeted.
Retirement	3,251	Florida Retirement System for two positions.
FICA Matching	3,578	7.65% of total salaries.
Workers' Compensation	325	5% increase budgeted.

Operating Expenditures

Collection service	\$ 250	Collection service for library fines.
Alarm System Fees	350	
Special Program Speakers	1,175	
Cleaning Service	1,128	
Travel	750	
Telephone Service	5,200	Centurylink monthly charges, as well as T-1 Line charge.
Postage	500	Refill postage meter twice per year.
Utilities	4,500	
Insurance	3,921	Property insurance.
Pest Control	300	
Repair and Maintenance	500	General repair and maintenance, as needed at the Library.
Fire Extinguisher Insp.	150	
Other Charges	800	Coffee and food for public consumption.
Office Supplies	1,850	General office supplies.
Operating Supplies	600	Games, labels, light bulbs, flood lights, janitorial supplies, etc.
Subscriptions, Training	500	

Capital Outlay

Books, Magazines	\$ 5,000	General books, magazines, newspapers for library.
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Total Expenditures **\$ 89,276**

**Mayor's Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Year-to-Date	FY 2014 Budget Request
Expenditures				
Operating Expenditures	\$ 14,893	\$ 17,825	\$ 17,650	\$ 17,825
Total Expenditures	\$ 14,893	\$ 17,825	\$ 17,650	\$ 17,825

FY 2014 Department Detail

Operating Expenditures

Contractual Services	\$ 14,400	Mayor's Salary.
Employee Recognition	3,000	As approved by Council during FY 2013 budget.
Membership	275	Florida League of Mayors membership.
Membership	150	Other, as necessary.
Total Expenditures	\$ 17,825	

**Parks Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Revenues				
Rental of Community Building	\$ 221	\$ 200	\$ 125	\$ 200
Rental of Ballfield	960	1,450	850	850
CDBG Grant	42,100	52,500	52,500	-
Department of Agriculture Grant	18,075	-	-	-
Recreational Trails Grant	-	148,000	148,000	-
Total Revenues	\$ 61,356	\$ 202,150	\$ 201,475	\$ 1,050
Expenditures				
Personal Services	\$ 41,911	\$ 36,893	\$ 52,899	\$ 18,895
Operating Expenditures	22,961	27,849	23,744	28,133
Capital Outlay	16,111	65,150	250,150	-
Total Expenditures	\$ 80,983	\$ 129,892	\$ 326,793	\$ 47,027

FY 2014 Department Detail

Personal Services

Salaries	\$ 15,858	Part-time Facilities Maintenance Worker.
Retirement	1,102	Florida Retirement System.
Uniforms and Clothing	100	
FICA Matching	1,213	7.65% of total salaries.
Workers' Compensation	621	

Operating Expenditures

Engineering Services	\$ 1,000	For non-grant related engineering services.
Contractual Services	1,000	Tree removal in parks.
Janitorial Services	2,088	Services at the Community Building.
Telephone	840	Cell phone (\$180), phone at Community Building (\$660).
Utilities	3,760	Electricity at Kirk Ballfield (\$1,560) and Community Building (\$1,800), gas at Community Building (\$400).
Insurance	2,615	Property Insurance.
Pest Control	550	Pest control and termite protection for Community Building.
Rentals and Leases	200	Rental of tools, if necessary.
Clearing of Lakes	650	Monthly service from Florida Wetlands Enhancement.
Fire Extinguisher Insp.	55	
Maintenance on Vehicles	350	Repairs on Ford Ranger (\$250), oil changes (\$100).
Repairs at Comm. Bldg.	700	Redo wood floors (\$200), landscaping (\$500).
Maintenance on Parks	3,225	Sealer for wood in parks (\$500), tree trimming in parks (\$1,000), various repairs in all parks (\$1,725).
Mowing	5,000	Repair parts and maintenance for mowers, bush hog, etc.
Other Current Charges	100	Permits, vehicle tags, keys, etc.
Operating Supplies	2,400	Hand tools, fire extinguishers, janitorial supplies, rakes, shovels, etc.
Weed eater	600	
Fuel	3,000	Fuel for Ranger and all mowing equipment.

Total Expenditures **\$ 47,027**

**Roads Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Personal Services	\$ -	\$ -	\$ -	\$ 39,306
Operating Expenditures	43,731	50,935	47,261	53,815
Capital Outlay	127,786	-	6,463	45,000
Grants and Aids	410	650	369	650
Total Expenditures	\$ 171,927	\$ 51,585	\$ 54,093	\$ 138,771

FY 2014 Department Detail

Personal Services

Salaries	\$ 31,356	Facilities Maintenance Worker.
Health Insurance	2,651	Health Insurance for Facilities Maintenance Worker.
Retirement	2,179	Florida Retirement System.
Uniforms and Clothing	100	
FICA Matching	2,399	7.65% of total salaries.
Workers' Compensation	621	

Operating Expenditures

Utilities	\$ 11,440	Street lighting - SECO (\$4,523), Ridgewood Avenue (\$881), Porter Avenue (\$114), and Magnolia Terrace (\$1,153), all other (prior Clermont grid - \$4,769).
Rentals and Leases	23,343	Street light pole rental - SECO (\$1,387), Ridgewood Avenue (\$4,789), Porter Avenue (\$90), and Magnolia Terrace (\$6,240), all other (prior Clermont grid - \$10,837).
Insurance	5,882	Property insurance.
Repair and Maintenance	1,500	Truck service.
Tree trimming	2,500	Tree trimming on various roads.
Operating Supplies	750	Hand tools, fire extinguishers, janitorial supplies, rakes, shovels, etc.
Fuel	600	Fuel for dump truck.
Road Materials, Supplies	7,800	Signs, temporary barriers, asphalt, concrete, striping, as needed.

Capital Outlay

Road Repair \$ 45,000

Grants and Aids

Grants \$ 650 Annual contribution to the Lake Sumter MPO.

Total Expenditures \$ 138,771

**Water Department
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Revenues				
Water Service Charges	\$ 265,424	\$ 268,000	\$ 250,000	\$ 257,000
Cut On/Off Fees	3,787	3,000	3,000	3,000
Installation Charges	2,360	-	4,200	-
Credit Card Usage Fee	27	40	36	40
Interest Earnings	322	3,990	1,200	3,990
Water Impact Fees	-	-	45,055	-
Beginning Fund Balance	-	392,293	417,130	412,767
Total Revenues	\$ 271,919	\$ 667,323	\$ 720,621	\$ 676,797
Expenditures				
Personal Services	\$ 104,610	\$ 135,289	\$ 139,912	\$ 156,197
Operating Expenditures	70,837	109,610	100,942	120,792
Capital Outlay	1,003	90,000	67,000	97,000
Reserves	-	332,424	-	302,808
Total Expenditures	\$ 176,450	\$ 667,323	\$ 307,854	\$ 676,797

FY 2014 Department Detail

Personal Services

Salaries	\$ 120,985	Town, Clerk (Water Fund portion), Utility Billing Clerk, Facilities Supervisor.
Health Insurance	15,191	Insurance for 1.5 positions; 13% increase budgeted.
Uniforms and Clothing	200	
Retirement	8,409	Florida Retirement System for 2.5 positions.
FICA Matching	9,255	7.65% of total salaries.
Workers' Compensation	2,157	5% increase budgeted.

Operating Expenditures

Engineering Services	\$ 2,000	As necessary.
Professional Services	20,000	Water/Sewer Impact Fee Study
Bank Fees	1,750	
Audit Fees	9,500	Water Fund portion of audit fees.
Water/well Testing	7,975	Performed by Plant Technicians.
Digging for Water Lines	200	Sunshine State One Call - monthly charge.
Software Payments	480	Software charges for eBill and ePay services for Water Utility bills.
Travel	700	Annual Florida Rural Water Conference.
Telephone	3,000	Cell phone charges for Director (\$900), phone at Water Department and 2 wells (\$1,200), phone at Public Works Office (\$900).
Postage	3,800	Rental of postage machine (\$542), refills for postage meter (\$3,208), PO Box fees (\$50).
Utilities	14,480	Well 2 (\$6,500), Well 3 (\$7,500), Stecher property (\$480).
Copier Lease	2,100	
Insurance	8,169	Property insurance.
Pest Control	175	
Well, Water Main Repairs	4,238	As necessary.
Software Maintenance	3,300	Water Department software - EZRoute (\$900), Financial software - USTI (\$2,400).
Water Tank Maintenance	11,400	Contracted services - Hill Tank (\$9,100) and Hydro Tank (\$2,300).
Pipe Repairs	2,000	Repairs for water pipe breaks, as necessary.
Vehicle Repairs	1,500	F150 repairs and maintenance.
Water Pump Motor Maint.	1,050	Annual motor maintenance on both wells.

**Water Department
FY 2014 Budget**



FY 2014 Department Detail (continued)

Operating Expenditures (continued)

Fire Extinguisher Insp.	\$ 75	
Computer Repair	1,200	
APS Major PMI Insp.	900	Annually, on both wells.
Printing and Binding	1,300	Color copies for Council books, printing of newsletter.
Licenses	2,200	Drinking water license fee.
Other Current Charges	400	Recording of water liens, etc.
Office Supplies	2,000	General office supplies.
Operating Supplies	8,100	Aquamag - 4 drums (\$3,600), water meters, water boxes, back flows, fittings (\$3,000), hand tools (\$1,000), and janitorial supplies (\$500).
Fuel	4,800	Fuel for F150 (\$1,600), fuel for Wells 2 and 3 (\$3,200).
Training	2,000	For software and water training, as necessary.

Capital Outlay

Storage Shed	\$ 5,000	Storage shed for generator (rebudgeted from FY 2013).
Generator Move	20,000	Well 2 (rebudgeted from FY 2013).
Line Locator	5,000	Rebudgeted from FY 2013.
Backflow Check Valves	27,000	
SCADA Alarm	40,000	

Reserves

Water	<u>\$ 302,808</u>	This account represents the accumulation of Water revenues. Funds can be used for any Water Department-related purpose. After the transfer of funds for the Stetcher Property (\$235,000) in August, the total Reserves in this account will be \$537,808.
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Total Expenditures \$ 676,797

**Cemetery Section
FY 2014 Budget**



Section Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Revenues				
Donations	\$ 170	\$ 150	\$ 25	\$ 150
Total Revenues	\$ 170	\$ 150	\$ 25	\$ 150
Expenditures				
Operating Expenditures	\$ -	\$ 2,000	\$ 77	\$ 2,000
Total Expenditures	\$ -	\$ 2,000	\$ 77	\$ 2,000

FY 2014 Section Detail

Operating Expenditures

 Repair & Maintenance \$ 2,000

Repair sprinkler system, replace sod, trim trees, or other repair and maintenance as needed.

Total Expenditures \$ 2,000

** There is a Reserve of \$8,783 for Cemetery operations. This account reflects citizen donations for the repair and maintenance of the Cemetery that have been accumulating over the years. Funds can be spent for any Cemetery-related purpose.*

**COP Program Section
FY 2014 Budget**



Section Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Operating Expenditures	\$ 2,136	\$ 3,465	\$ 1,580	\$ 3,525
Total Expenditures	\$ 2,136	\$ 3,465	\$ 1,580	\$ 3,525

FY 2014 Section Detail

Operating Expenditures

Telephone	\$ 75	Cell phone for volunteers
Repair and Maint.	2,000	Repairs and maintenance on COP vehicle (oil changes, brake repair, etc.)
Operating Supplies	50	Flashlights, keys, etc.
Fuel	1,400	Fuel for COP vehicle.
Total Expenditures	\$ 3,525	

**Elections Section
FY 2014 Budget**



Section Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Operating Expenditures	\$ 1,879	\$ 2,500	\$ -	\$ 2,500
Total Expenditures	\$ 1,879	\$ 2,500	\$ -	\$ 2,500

FY 2014 Section Detail

Operating Expenditures		
Election	<u>\$ 2,500</u>	Expenses for Town election, if necessary.
Total Expenditures	<u><u>\$ 2,500</u></u>	

**Garbage Section
FY 2014 Budget**



Section Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Revenues				
Garbage Service Charges	\$ 137,179	\$ 137,000	\$ 139,347	\$ 139,000
Total Revenues	\$ 137,179	\$ 137,000	\$ 139,347	\$ 139,000
Expenditures				
Operating Expenditures	\$ 127,505	\$ 121,878	\$ 121,713	\$ 121,878
Total Expenditures	\$ 127,505	\$ 121,878	\$ 121,713	\$ 121,878

FY 2014 Section Detail

Operating Expenditures

Garbage Collection \$ 121,878

The Town is currently being charged for residential collections for 587 households, twice per week, at a rate of \$16.48 per month. In addition, the Town is charged for roll-off disposals each month for various residents and businesses.

Total Expenditures \$ 121,878

**Law Enforcement Section
FY 2014 Budget**



Section Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Operating Expenditures	\$ 82,611	\$ 86,929	\$ 82,527	\$ 84,429
Total Expenditures	\$ 82,611	\$ 86,929	\$ 82,527	\$ 84,429

FY 2014 Section Detail

Operating Expenditures

Contractual Services	\$ 81,134	Lake County Sheriff's Office Deputy. Salary and benefits - \$58,299, operating expenses - \$22,835.
	2,500	Weekend duty for Deputy, if necessary.
Electricity	475	Electricity costs at substation.
Telephone	45	Cellular phone for deputy.
Pest Control	150	Pest control for Sheriff substation.
Fire Extinguisher Insp.	75	Inspections on fire extinguishers.
Operating Supplies	50	Cleaning supplies for Sheriff substation.

Total Expenditures **\$ 84,429**

**Legal Section
FY 2014 Budget**



Section Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Operating Expenditures	\$ 27,374	\$ 35,600	\$ 27,600	\$ 35,600
Total Expenditures	\$ 27,374	\$ 35,600	\$ 27,600	\$ 35,600

FY 2014 Section Detail

Operating Expenditures

Professional Services	\$ 31,300	Town Attorney: legal guidance as needed to prepare and review ordinances, resolutions, and other documents.
Special Master Funds	1,200	Fees for a Code Enforcement Attorney, if necessary.
Legal Ads	<u>3,100</u>	Advertisements for Public Hearings, Ordinances, etc.
Total Expenditures	<u>\$ 35,600</u>	

**Montverde Day Special Event
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Revenues				
Montverde Day Event	\$ 13,935	\$ 12,000	\$ 12,000	\$ 12,000
Total Revenues	\$ 13,935	\$ 12,000	\$ 12,000	\$ 12,000
Expenditures				
Operating Expenditures	\$ 8,934	\$ 9,500	\$ 16,206	\$ 10,000
Total Expenditures	\$ 8,934	\$ 9,500	\$ 16,206	\$ 10,000

FY 2014 Department Detail

Operating Expenditures

Montverde Day \$ 10,000 Montverde Day Income covers all expenditures.

Total Expenditures \$ 10,000

**Public Works General Projects
FY 2014 Budget**



Department Summary	FY 2012 Year-End Actual	FY 2013 Adopted Budget	FY 2013 Estimated Actual	FY 2014 Budget Request
Expenditures				
Operating Expenditures	\$ 11,813	\$ 16,050	\$ 11,300	\$ 16,050
Capital Outlay	2,830	-	-	-
Total Expenditures	\$ 14,643	\$ 16,050	\$ 11,300	\$ 16,050

FY 2014 Department Detail

Operating Expenditures

Lake Florence Maintenance	\$ 2,700	Yearly maintenance contract on Lake Florence restoration.
Lake Florence Electricity	11,000	Yearly electricity cost on Lake Florence restoration.
Electricity at PW Bldg.	600	
Landscape at PW Bldg.	1,000	Replace sod, sprinklers, other landscaping.
Operating Supplies	750	
Total Expenditures	<u>\$ 16,050</u>	

Beginning Fund Balance FY 2014 Budget



DESCRIPTION:

The Beginning Fund Balance represents the amount of dollars remaining in a fund as of the close of the fiscal year; it is the amount of revenue that is carried forward into the new fiscal year. Simply stated, it is the accumulation of unspent dollars since the beginning of a Town's existence. For example, if the Town of Montverde collected \$1 million in revenue in Year 1, and spent \$800,000 in Year 1, the Beginning Fund Balance for Year 2 would be \$200,000. The Town's budget for Year 2 should then include \$200,000 of revenue, plus the new-year budgeted revenues and the new-year budgeted expenditures.

Fund Balance is intended to serve as a measure of the financial resources available in a governmental fund.

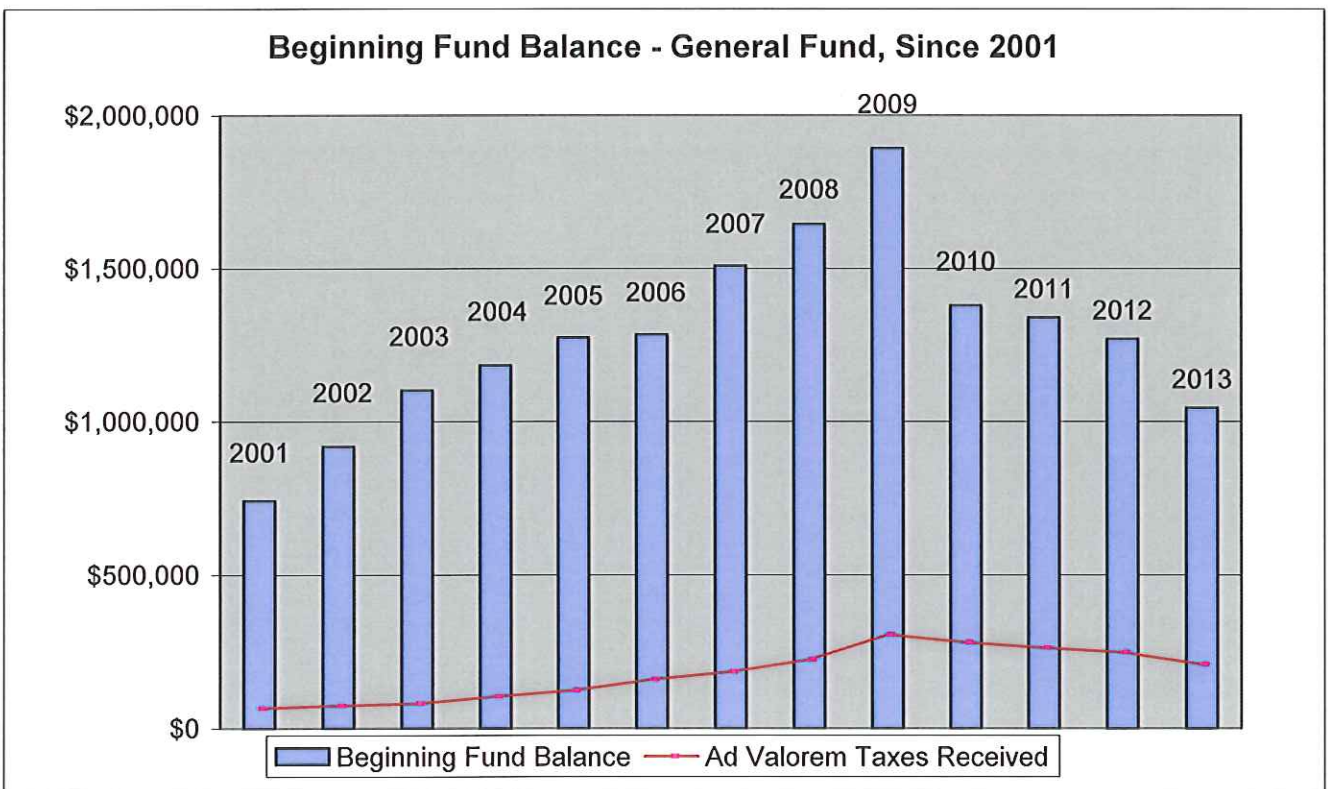
RESERVED AND UNRESERVED FUND BALANCE:

Fund Balances can either be put into Reserve accounts ("savings" accounts) for unexpected events ("emergencies"), or they can be classified as unreserved and be used for anything deemed appropriate by the Town Council.

Please see Tab 7 for a complete analysis on Reserved Fund Balance ("Reserves").

HISTORY OF MONTVERDE'S BEGINNING FUND BALANCE:

The chart below shows the correlation between Beginning Fund Balance and the amount of Ad Valorem Taxes collected each year. As reflected in the chart, as Ad Valorem Taxes rose, the Beginning Fund Balance ("savings") increased in a corresponding manner:



The next page shows how the Beginning Fund Balance is calculated and estimated each fiscal year.

CALCULATING THE ESTIMATED BEGINNING FUND BALANCE FOR FY 2014:

The Beginning Fund Balance for FY 2014 was calculated based on the Beginning Fund Balance for the current year, the estimated revenues that will be collected in the current year, and the estimated expenditures that will be paid in the current year:

	<u>GENERAL FUND</u>	<u>WATER FUND</u>
2013 Actual Beginning Fund Balance:	<u>\$ 1,043,651</u>	<u>\$ 417,130</u>
Plus: 2013 Estimated Total Revenues	<u>\$ 1,271,661</u>	<u>\$ 303,491</u>
Less: 2013 Estimated Total Expenditures		
Cemetery	\$ 77	\$ -
COP Program	1,580	
Council	27,140	
Elections	-	
Fire	78,787	
Financial and Administrative	153,847	
Garbage	121,713	
Law Enforcement	82,527	
Legal	27,600	
Library	77,622	
Mayor	17,650	
Montverde Day	16,206	
Parks	326,793	
Public Works General	11,300	
Roads	54,093	
Water	-	307,854
Total 2013 Estimated Expenditures	<u>\$ 996,935</u>	<u>\$ 307,854</u>
2014 Estimated Beginning Fund Balance	<u>\$ 1,318,377</u>	<u>\$ 412,767</u>
Total 2014 Beginning Fund Balance for Town: \$1,731,144		

It can be noted that the estimated Beginning Fund Balance for both the General and Water Funds in FY 2014 reflects an increase of \$270,363 from the prior year. This increase is attributable to the restructuring of Town Hall staff, including the deletion of 2 full-time positions and 3 part-time positions. This restructuring allowed for the elimination of salaries and the related benefits of health insurance, retirement, workers' compensation, and payroll taxes.

The increase can also be attributable to the fact that the work on the Energy Grant project was performed and paid by the Town in FY 2012. The project was not reimbursed by the State until FY 2013.

**Reserve for Operations
FY 2014 Budget**



DESCRIPTION:

Reserves are the amounts remaining in a fund after current year revenues and current year expenditures have been budgeted.

APPROPRIATE LEVEL OF RESERVES:

"Best Practices" of the Florida Government Finance Officers Association (FGFOA) indicate that the amount put into Reserve for Operations (or the amount that is "saved") be "of no less than 5-15% of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures." Following these methods, Montverde's Reserves should be:

<u>Method 1</u>	<u>General Fund</u>	<u>Water Fund</u>
Operating Revenues:	\$ 910,294	\$264,030
5% of Operating Revenues:	\$ 45,515	\$ 13,202
15% of Operating Revenues:	\$ 136,544	\$ 39,605
Recommended Reserves:	\$45,515 to \$136,544	\$13,202 to \$39,605

<u>Method 2</u>	<u>General Fund</u>	<u>Water Fund</u>
Operating Expenditures:	\$ 833,465	\$373,989
1 Month of Operating Exp.:	\$ 69,455	\$ 31,166
2 Months of Operating Exp.:	\$ 138,911	\$ 62,332
Recommended Reserves:	\$69,455 to \$138,911	\$31,166 to \$62,332

MONTVERDE'S LEVEL OF TOTAL RESERVES:

For FY 2014, the Total Reserves budgeted for the General Fund are \$1,395,206. Under FGFOA Best Practices, a level of Reserves between \$45,515 and \$138,911 is adequate.

For the Water Fund, Reserves are budgeted at \$302,808. Under FGFOA Best Practices, Reserves between \$13,202 and \$62,332 is appropriate.

Because Montverde has Reserve balances ten times greater than the recommended levels, some of these funds could be expended to fund capital projects, studies, and other one-time-only expenditures. It is typically NOT recommended that a government use Reserves to fund recurring or on-going expenses.

(Please see a listing of the capital projects and other one-time-only expenditures that the Town of Montverde can fund in Tab 8.)

RESERVE ACCOUNTS TO PREPARE FOR FUTURE CAPITAL REPLACEMENT:

During the budget adoption process for FY 2010, Council approved the establishment of certain Reserve accounts within the General Fund and Water Fund to specifically designate funds for the eventual replacement of significant capital items, as well as segregate unspent donations to their proper department.

In addition, a Reserve for Operations account was established to provide funds for cost overruns during the year, or to provide funds for projects that come up unexpectedly after the adoption of the budget.

General Fund		
Reserve Accounts	Amount	Purpose
Reserve for Fire Department	\$ 350,000	Future value of replacement of Fire Apparatus and equipment on Apparatus.
Reserve for COP	1,000	Replacement of COP car.
Reserve for Library	150,000	Replacement building.
Reserve for Parks	200,000	Infrastructure replacement.
Reserve for Roads	215,000	Infrastructure repair and drainage improvements.
Reserve for Town Hall	125,000	Building repair.
Reserve for Cemetery	8,783	Accumulated unspent Cemetery donations; can be used only for Cemetery-related expenditures.
Reserve for Historical Assoc.	2,525	Accumulated unspent Historical Association donations; can be used only for Historical-related expenditures.
Reserve for Operations	107,898	Cost overruns during the year, or projects identified after the adoption of the budget.
Transfer to Water Fund	235,000	Transfer of funding for Stetcher Property, which will occur in October 2012.
Total Reserves	\$ <u>1,395,206</u>	

Water Fund		
Reserve Accounts	Amount	Purpose
Reserve for Public Works	\$ 121,500	Future value of replacement of tractor, dump truck, various tools, and pumps on wells.
Reserve for Impact Fees	54,119	Represents Impact Fees received, to be used only for purposes specified in Impact Fee Ordinance.
Reserve for Black Still East	250,000	Prepaid water connection fees (\$225,000) and prepaid legal fees (\$25,000).
Reserve for Operations	12,189	Cost overruns during the year, or projects identified after the adoption of the budget.
Reserve for Project List	<u>100,000</u>	Partial funding for Highland and Lowry Road replacement (\$140,000), Porter and Third Street replacement (\$104,000), and other Paving Project (\$50,000).
Total Reserves	\$ <u>537,808</u>	This amount includes the transfer from the General Fund that will be performed in October 2012 for the Stetcher Property. Reserves before this transfer total \$302,808.

**Unfunded Enhancements and Capital Improvements
FY 2014 Budget**



DESCRIPTION:

The following Enhancements and Capital Improvements have been identified as possible additions to the FY 2014 budget. The items listed below require a one-time-only expenditure, with no recurring funding.

ENHANCEMENTS IDENTIFIED IN FIRE DEPARTMENT:			Approved:
Fire Assessment Study	\$ 20,000		\$ 20,000
Turnout Gear	42,000	25 sets.	27,790
Additional Operating Expenditures	2,210		2,210
Hosebed Cover	1,750	For E85.	
Structural Firefighter Boots	1,400	Four sets.	
Replace Helmets	1,500	Seven helmets.	
RIT Pack	2,200		
SCBA Bottle	1,200		
New Ice Machine	3,500		
Upgrade Paging System	1,000		
New Batteries for Portable Radios	1,500		
TOTAL ENHANCEMENTS:	\$ 78,260		TOTAL APPROVED: \$ 50,000

ENHANCEMENTS IDENTIFIED IN ROADS DEPARTMENT:			Approved:
Road Repair	\$ 45,000	Road repair for multiple deficient roads in Town.	\$ 45,000
TOTAL ENHANCEMENTS:	\$ 45,000		TOTAL APPROVED: \$ 45,000

ENHANCEMENTS IDENTIFIED IN WATER DEPARTMENT:			Approved:
Backflow Check Valves	\$ 27,000		\$ 27,000
SCADA Alarm	40,000	For Town wells.	40,000
Water/Sewer Fee Study	20,000		20,000
TOTAL ENHANCEMENTS:	\$ 87,000		TOTAL APPROVED: \$ 87,000

Current Cash and Cash Equivalents FY 2014 Budget



DESCRIPTION:

A good measure of a local government's short-run financial condition is its cash position. Cash position includes cash on hand and in the bank, as well as other assets that can easily be converted to cash ("cash equivalents"). These types of cash determine a government's ability to pay for short-term obligations.

CHECKING ACCOUNTS:

The Town of Montverde has three checking accounts:

Banking Institution	Balance at 7/26/2013	Account Type	Interest
United Southern Bank	\$498,318.45	Money Market	0.80%
United Southern Bank (Operating)	\$16,789.86	Checking	N/A
United Southern Bank (Deposits)	\$42,682.12	Checking	N/A
	<u>\$557,790.43</u>		

CERTIFICATES OF DEPOSIT:

The Town of Montverde currently has two CD's outstanding:

Banking Institution	Guaranteed Value	Term	Date of Re-Issuance	Maturity Date	Interest	APY	Compounding Frequency	Estimated Value at 10/1/12
Fifth Third	253,664.77	13 months/automatic renewal	3/19/2013	4/12/2014	0.30%	0.33%	Monthly	254,425.76
SunTrust Bank	273,794.60	* 10 years/automatic renewal	3/5/2013	3/5/2023	0.40%	0.44%	Monthly	274,889.78
	<u>\$ 527,459.37</u>							<u>\$ 529,315.54</u>

* This amount represents the value of the CD as of 10/1/2012.

INVESTMENT PORTFOLIOS:

The Town of Montverde currently has two Investment Portfolios. The portfolios are in the process of being transferred to CD's:

Portfolio	Balance at 7/26/2013
Lifewealth Group	\$400,124.63
United Southern Bank	\$400,082.55
	<u>\$800,207.18</u>

CONCLUSION:

The Town of Montverde is currently in a sound cash position, with cash on hand as of July 26, 2013 of \$1,885,457. In addition, approximately \$1,856 of interest revenue can be recognized in FY 2013 when the Certificates of Deposit mature.