

# *Administrative Services Department*

## **Department Overview**

The Administrative Services Department is responsible for all accounting and financial reporting requirements.

### **Accounting, Collections, and General Administration**

The Accounting, Collections, and General Administration section is responsible for general ledger accounting, budgeting, financial reporting, tax and utility billing and collection, treasury management, financial administration, inventory and fixed assets administration, payroll processing, and purchasing. This section is also responsible for greeting and assisting the public, answering all incoming calls and forwarding them to the appropriate persons, accepting and processing customer payments, bank deposits, and processing all Town mail.



**Goals**

Promote environmental stewardship through continued implementation of electronic payments. *(BOC Goals 1, 3, and 5)*

Promote maintenance and development of livable, well-maintained neighborhoods through planning activities that increase traffic safety, improve bicycle, pedestrian and wheelchair access, improve recreational opportunities, and meet infrastructure needs. *(BOC Goals 1, 3, 4, 5 and 6)*

Involve the public in decision-making which balances residential, tourism and business interests, is fiscally responsible and results in fair regulations and plans which are supportive of community needs and the Land use Plan. *(BOC Goals 2, 4, 5 and 6)*

Continually improve customer service and department communications with the public and with other Town departments. *(BOC Goals 1, 4 and 6)*

**Objectives**

- A. Increase the number of vendor payments via Automated Clearing House by 10% each year.

**Performance Indicators:**

- 1. Consolidate and clarify Definitions for consistency with CAMA and current legal guidance.

- B. Pursue grant and planning opportunities at the direction of the Town Manager and in cooperation with other Town Department to leverage federal, state and other resources in support of Town goals and infrastructure needs.

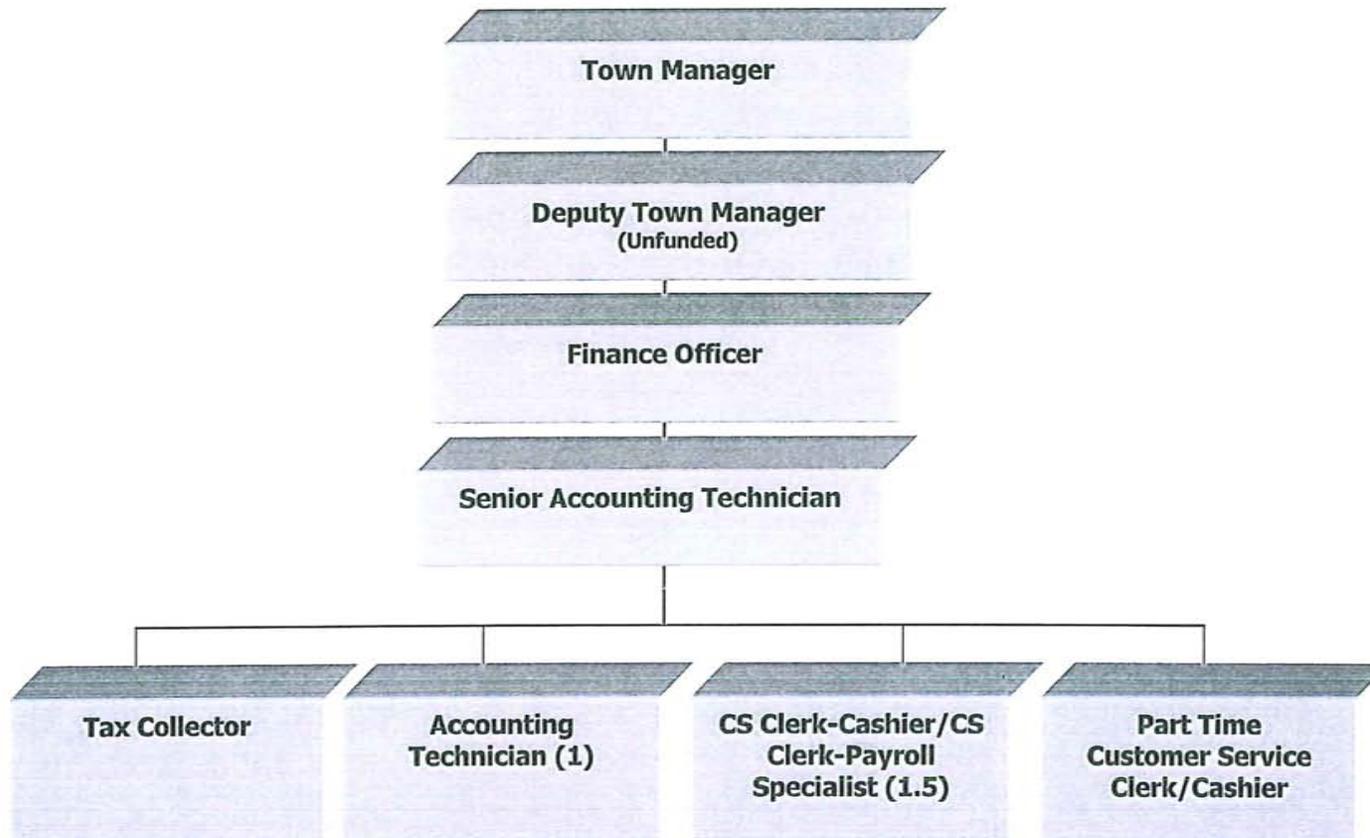
**Performance Indicators:**

- 1. Completion of a Comprehensive Pedestrian Master Plan
- 2. Completion of MUP to Villa Dunes Drive
- 3. Completion of Whalebone Park Playground and Recreational Elements
- 4. Beach and Sound access repair and improvements
- 5. Initiate planning activities in support of Safe Routes to School and an area plan for the Gallery Row Arts District.

- C. Maintain certifications, licenses and training requirements and pursue cross-training and advanced certifications for Department staff and utilize professional services in order to maximize Department capabilities within current staffing levels and budget.

**Performance Indicators:**

1. Septic Health Administrator completes Building Inspection Level 1 requirements
2. 1 Zoning staff achieving AICP membership
3. All building inspectors, septic health, AICP and zoning administrators certifications are current
4. All staff trained on use of Blue Prince and selective use of hand-held technologies in the field.



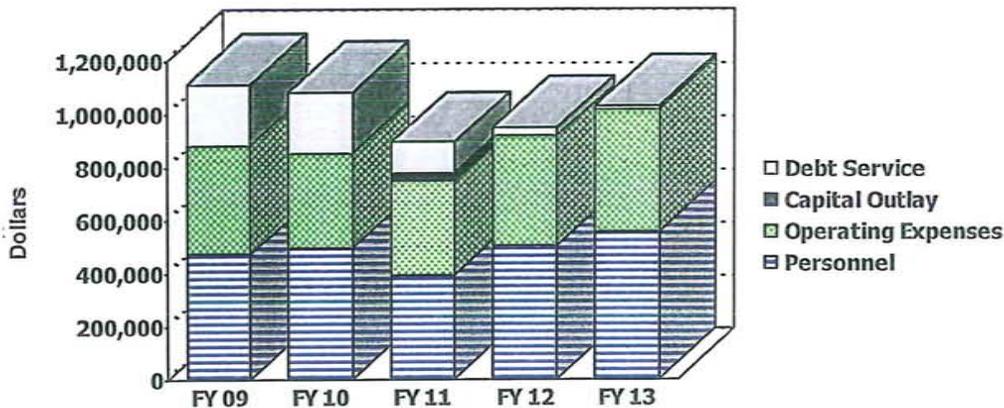
### Highlights

- An employee wellness line item is included (\$5,000), as well as funds to assist the Personnel Committee with its work (\$1,750).
- Funds are included for a 2% cost of living increase (\$106,442) and merit (\$36,682).

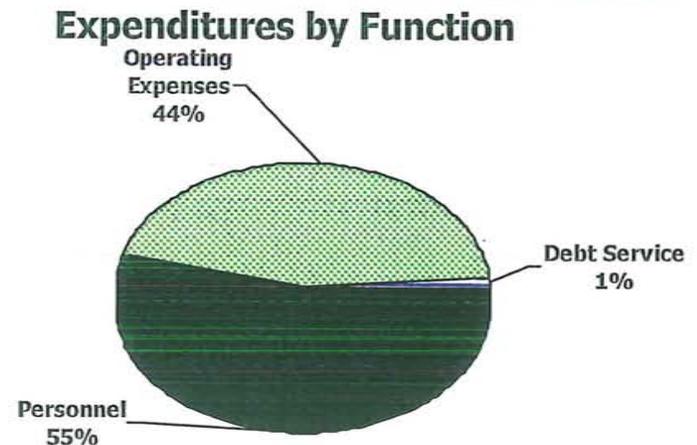
### Expenditures by Function

	FY 2011-2012 Adopted	FY 2012-2013 Recommended	Percent Change
Personnel Services	\$ 504,484	\$ 558,324	10.67%
Operating Expenses	\$ 408,395	\$ 456,968	11.89%
Debt Service	\$ 32,940	\$ 14,282	-56.64%
<b>Total</b>	<b>\$ 945,819</b>	<b>\$ 1,029,574</b>	<b>8.86%</b>

### Adopted Expenditure History



### Recommended FY 2012-2013 Expenditures by Function



Description	Budget Account Number	CLASS : 3-10-440-1-0000-00	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Requested	***** Admin. Recmnd	***** Budgeted	%PV
			ADMINISTRATIVE SERVICES						
ADMINISTRATIVE SERVICES	3-10-440-1-0000-00	C							
COMPUTER MAINTENANCE	3-10-440-1-3601-00	S	0.00	0.00	0.00				0.00
SALARIES/WAGES - REGULAR	3-10-440-1-5102-00	S	0.00	0.00	270,449.00	277,119.00	277,119.00		0.00
SALARIES - LONGEVITY PAY	3-10-440-1-5102-01	S	0.00	0.00	8,217.15	9,565.00	9,565.00		0.00
SALARIES/WAGES - PARTTIME	3-10-440-1-5103-00	S	0.00	0.00	11,586.91	14,104.00	14,104.00		0.00
OVERTIME PAY	3-10-440-1-5104-00	S	0.00	0.00	0.00				0.00
HOLIDAY PAY	3-10-440-1-5105-00	S	0.00	0.00	0.00				0.00
FICA TAX	3-10-440-1-5206-00	S	0.00	0.00	22,450.00	23,011.00	23,011.00		0.00
GROUP HEALTH INSURANCE	3-10-440-1-5207-00	S	0.00	0.00	40,814.00	47,124.00	47,377.00		0.00
RETIRES GROUP HEALTH INSUR	3-10-440-1-5207-01	S	0.00	0.00	32,656.17				0.00
EMPLOYEE DENTAL	3-10-440-1-5207-10	S	0.00	0.00	0.00				0.00
EMPLOYEE LIFE	3-10-440-1-5207-20	S	0.00	0.00	0.00				0.00
RETIREMENT	3-10-440-1-5208-00	S	0.00	0.00	19,481.00	19,925.00	19,323.00		0.00

Description Budget Account Number	2010		2011		2012		***** Requested	Year 2013 Admin. Recmnd	***** Budgeted	%PY
	Approp Actual	ADMINISTRATIVE SERVICES	Approp Actual	ADMINISTRATIVE SERVICES	Approp Actual	ADMINISTRATIVE SERVICES				
UNEMPLOYMENT 3-10-440-1-5209-00	S	0.00 0.00	0.00 0.00	6,000.00 4,735.07	15,084.00	15,084.00			0.00	
401 K 3-10-440-1-5210-00	S	0.00 0.00	0.00 0.00	2,801.00 2,533.83	2,867.00	2,867.00			0.00	
MERIT INCREASES 3-10-440-1-5212-00	S	0.00 0.00	0.00 0.00	0.00 0.00	37,750.00	36,682.00			0.00	
EMPLOYEE WELLNESS 3-10-440-1-5213-00	S	0.00 0.00	0.00 0.00	4,750.00 3,147.90	5,000.00	5,000.00			0.00	
IMPLEMENTATION OF PAY PLAN 3-10-440-1-5216-00	S	0.00 0.00	0.00 0.00	0.00 0.00	15,000.00				0.00	
PERSONNEL COMMITTEE 3-10-440-1-5217-00	S	0.00 0.00	0.00 580.00	2,150.00 1,800.13	1,750.00	1,750.00			0.00	
COST OF LYING ADJUSTMENT 3-10-440-1-5218-00	S	0.00 0.00	0.00 0.00	9,700.00 9,698.50	112,514.00	106,442.00			0.00	
SALARY MARKET ADJUSTMENT 3-10-440-1-5218-01	S	0.00 0.00	0.00 0.00	0.00 0.00					0.00	
STORM DAMAGES/REPAIRS/COSTS 3-10-440-1-5319-99	S	0.00 0.00	0.00 0.00	0.00 0.00					0.00	
TRAINING 3-10-440-1-5320-00	S	0.00 0.00	0.00 0.00	3,700.00 3,231.00	6,000.00	6,000.00			0.00	
COMPUTER TRAINING 3-10-440-1-5320-01	S	0.00 0.00	0.00 0.00	5,400.00 0.00					0.00	
Transfers		0.00	0.00	5,400.00-						
BUILDING/EQUIPMENT RENTAL 3-10-440-1-5321-00	S	0.00 0.00	0.00 0.00	0.00 4,478.23	4,488.00	4,488.00			0.00	
Transfers		0.00	0.00	5,400.00						

Description Budget Account Number	CLASS: 3-10-440-1-0000-00	2010		2011		2012		***** Year 2013 *****		%PY
		Approp Actual	ADMINISTRATIVE SERVICES	Approp Actual	Approp Actual	Approp Actual	Requested	Admin. Recmnd	Budgeted	
TELEPHONE 3-10-440-1-5322-00	S	0.00	0.00	0.00	3,240.00	2,940.00	2,940.00	_____	0.00	
		0.00	0.00	0.00	1,895.42					
INTERNET COSTS 3-10-440-1-5322-05	S	0.00	0.00	0.00	0.00	_____	_____	_____	0.00	
		0.00	0.00	0.00	0.00	_____	_____	_____		
TRAVEL 3-10-440-1-5324-00	S	0.00	0.00	0.00	4,200.00	_____	5,000.00	_____	0.00	
		0.00	0.00	0.00	2,770.33	_____	_____	_____		
POSTAGE 3-10-440-1-5325-00	S	0.00	0.00	0.00	10,250.00	10,250.00	10,250.00	_____	0.00	
		0.00	0.00	0.00	6,866.09	_____	_____	_____		
ADVERTISING 3-10-440-1-5326-00	S	0.00	0.00	0.00	1,050.00	1,100.00	1,100.00	_____	0.00	
		0.00	0.00	0.00	555.40	_____	_____	_____		
PRINTING 3-10-440-1-5327-00	S	0.00	0.00	0.00	3,800.00	3,800.00	3,800.00	_____	0.00	
		0.00	0.00	0.00	3,616.00	_____	_____	_____		
FUEL COSTS 3-10-440-1-5431-00	S	0.00	0.00	0.00	1,800.00	2,000.00	2,000.00	_____	0.00	
		0.00	0.00	0.00	944.31	_____	_____	_____		
DEPARTMENT SUPPLIES 3-10-440-1-5433-00	S	0.00	0.00	0.00	11,000.00	13,300.00	13,300.00	_____	0.00	
		0.00	0.00	0.00	7,683.29	_____	_____	_____		
OTHER SUPPLIES 3-10-440-1-5434-00	S	0.00	0.00	0.00	0.00	_____	_____	_____	0.00	
		0.00	0.00	0.00	0.00	_____	_____	_____		
OTHER SUPPLIES - COMPUTER 3-10-440-1-5434-05	S	0.00	0.00	0.00	4,304.00	_____	_____	_____	0.00	
		0.00	0.00	0.00	4,304.28	_____	_____	_____		
MAINT/REPAIR EQUIPMENT 3-10-440-1-5436-00	S	0.00	0.00	0.00	2,000.00	3,600.00	3,600.00	_____	0.00	
		0.00	0.00	0.00	117.13	_____	_____	_____		
MAINT/REPAIR COMPUTER EQUIP. 3-10-440-1-5436-01	S	0.00	0.00	0.00	0.00	_____	_____	_____	0.00	
		0.00	0.00	0.00	0.00	_____	_____	_____		
VEHICLE MAINTENANCE 3-10-440-1-5437-00	S	0.00	0.00	0.00	1,700.00	2,000.00	2,000.00	_____	0.00	
		0.00	0.00	0.00	324.38	_____	_____	_____		



Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	*****		*****		Budgeted	%PY
				Requested	Admin. Recmnd	Year 2013	*****		
CLASS: 3-10-440-1-0000-00 ADMINISTRATIVE SERVICES									
CAPITAL OUTLAY OTHER 3-10-440-1-5773-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	_____	0.00
CAPITAL OUTLAY EQUIPMENT 3-10-440-1-5774-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	_____	0.00
CAPITAL OUTLAY BUDGETARY 3-10-440-1-5774-33	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	_____	0.00
L/P PRINCIPAL 3-10-440-1-5781-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	_____	0.00
L/P INTEREST 3-10-440-1-5782-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	_____	0.00
VENDOR FINANCING 3-10-440-1-5785-00	S	0.00 0.00	0.00 0.00	13,437.00 13,437.50	14,282.00	14,282.00	_____	_____	0.00
Control Total		0.00 0.00	0.00 1,336.00	685,283.00 581,779.57	1,053,563.00	1,029,574.00	_____	_____	0.00
CLASS Total		0.00 0.00	0.00 1,336.00	685,283.00 581,779.57	1,053,563.00	1,029,574.00	_____	_____	0.00

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
GENERAL FUND						
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ADMINISTRATIVE SERVICES						
SALARIES						
440 510200 SALARIES/WAGES - REGULAR	331,009.50	285,508.54	302,262.83	316,052.41	267,576.27	271,360.89
440 510200 1 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
440 510200 2 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
440 510201 SALARIES - LONGEVITY PAY	8,369.60	8,691.89	10,055.35	11,133.52	7,597.45	7,969.39
440 510300 SALARIES/WAGES - PARTTIME	26,343.91	12,337.29	12,884.79	12,952.88	13,138.09	14,114.05
440 510300 1 SALARIES/WAGES - PARTTIME	.00	.00	.00	.00	.00	.00
440 510300 2 SALARIES/WAGES - PARTTIME	.00	.00	.00	.00	.00	.00
440 510400 OVERTIME PAY	1,954.61	33.82	571.22	.00	.00	.00
440 510400 1 OVERTIME PAY	.00	.00	.00	.00	.00	.00
440 510400 2 OVERTIME PAY	.00	.00	.00	.00	.00	.00
440 510500 HOLIDAY PAY	293.47	.00	.00	.00	.00	.00
440 510500 1 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
440 510500 2 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
440 521100 CAREER DEVELOPMENT	871.43	126.10	475.80	5,363.81	.00	.00
440 521801 SALARY MARKET ADJUSTMENT	.00	.00	.00	.00	.00	.00
TOTAL SALARIES	368,842.52	306,697.64	326,249.99	345,502.62	288,311.81	293,444.33
BENEFITS						
440 520600 FICA TAX	26,656.75	22,353.75	23,795.51	25,373.99	21,171.55	21,433.66
440 520600 1 FICA TAX	.00	.00	.00	.00	.00	.00
440 520600 2 FICA TAX	.00	.00	.00	.00	.00	.00
440 520700 GROUP HEALTH INSURANCE	58,759.98	44,475.35	44,461.58	41,058.98	35,747.27	39,207.73
440 520701 RETIREE'S GROUP HEALTH INSUR	.00	.00	.00	.00	.00	.00
440 520710 EMPLOYEE DENTAL	.00	.00	.00	.00	.00	.00
440 520720 EMPLOYEE LIFE	.00	.00	.00	.00	.00	.00
440 520800 RETIREMENT	16,713.26	14,409.78	15,261.59	16,227.09	13,554.72	17,960.75
440 520800 1 RETIREMENT	.00	.00	.00	.00	.00	.00
440 520800 2 RETIREMENT	.00	.00	.00	.00	.00	.00
440 520900 UNEMPLOYMENT	26,438.57	2,832.00	15,064.00	19,835.56	7,439.97	7,233.00
440 521000 401 K	10,253.75	8,859.92	9,401.14	9,975.91	8,255.26	2,834.03
440 521000 1 401 K	.00	.00	.00	.00	.00	.00
440 521000 2 401 K	.00	.00	.00	.00	.00	.00
440 521200 MERIT INCREASES	.00	.00	.00	.00	.00	.00
440 521300 EMPLOYEE WELLNESS	.00	285.79	1,001.35	543.61	-486.83	2,447.44
440 521600 IMPLEMENTATION OF PAY PLAN	.00	.00	.00	.00	.00	.00
440 521700 PERSONNEL COMMITTEE	2,457.44	1,651.52	1,797.39	1,740.60	1,293.30	601.59
440 521800 COST OF LIVING ADJUSTMENT	.00	.00	.00	.00	.00	.00
TOTAL BENEFITS	141,279.75	94,868.11	110,782.56	114,755.74	86,975.24	91,718.20
OPERATIONS						

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

GENERAL FUND	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
440 360100 COMPUTER MAINTENANCE	.00	.00	.00	.00	.00	.00
440 522011 CAREER DEVELOPMENT OTHER COSTS	3,548.69	277.34	1,066.97	2,176.62	.00	.00
440 532000 TRAINING	1,911.55	7,553.55	7,005.06	5,526.00	1,435.95	1,700.00
440 532001 COMPUTER TRAINING	.00	1,700.00	.00	.00	.00	.00
440 532100 BUILDING/EQUIPMENT RENTAL	12,542.06	4,820.28	5,194.23	5,160.96	4,097.28	4,862.36
440 532100 1 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
440 532100 2 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
440 532200 TELEPHONE	12,637.65	3,553.57	3,162.96	3,298.46	3,015.36	2,793.82
440 532200 1 TELEPHONE	.00	.00	.00	.00	.00	.00
440 532200 2 TELEPHONE	.00	.00	.00	.00	.00	.00
440 532205 INTERNET COSTS	2,758.20	.00	.00	.00	.00	.00
440 532400 TRAVEL	5,917.76	7,735.90	5,634.29	8,905.32	3,056.04	2,674.18
440 532500 POSTAGE	10,370.99	7,148.86	10,717.53	10,641.51	8,420.28	7,418.39
440 532600 ADVERTISING	670.00	519.00	420.00	576.60	837.20	548.70
440 532700 PRINTING	7,408.00	1,942.00	9,875.50	6,984.00	3,492.00	3,552.00
440 543100 FUEL COSTS	468.33	1,162.00	1,682.14	1,748.03	763.40	1,207.00
440 543100 1 FUEL COSTS	.00	.00	.00	.00	.00	.00
440 543100 2 FUEL COSTS	.00	.00	.00	.00	.00	.00
440 543300 DEPARTMENT SUPPLIES	20,613.73	11,473.14	11,806.67	9,633.58	7,993.87	9,516.61
440 543300 1 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
440 543300 2 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
440 543400 OTHER SUPPLIES	8,837.51	2,441.28	.00	.00	.00	.00
440 543405 OTHER SUPPLIES - COMPUTER	2,731.43	4,556.88	5,862.32	1,445.00	.00	1,934.00
440 543600 MAINT/REPAIR EQUIPMENT	4,102.48	1,356.09	598.00	527.06	123.87	.00
440 543600 1 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
440 543600 2 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
440 543601 MAINT/REPAIR COMPUTER EQUIP.	.00	.00	.00	.00	.00	.00
440 543700 MAINT/REPAIR VEHICLES	170.59	473.54	831.27	921.63	1,127.75	653.46
440 543700 1 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
440 543700 2 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
440 543701 VEHICLE REPAIRS	.00	.00	.00	.00	.00	.00
440 544000 PROFESSIONAL FEES	26,516.00	34,000.00	28,321.20	29,300.00	28,900.00	28,800.00
440 544500 CONTRACTED SERVICES	66,502.93	14,457.80	14,015.85	11,928.64	9,500.66	5,612.09
440 544500 1 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
440 544500 2 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
440 544505 CONTRACTED SERVICES - WEBSITE	9,936.14	.00	.00	.00	.00	.00
440 544506 CONTRACTED SERVICES - GIS	15,160.41	500.00	.00	.00	.00	.00
440 544508 CONTRACTED ANNUAL SUPPORT/MAIN	.00	.00	.00	.00	.00	.00
440 544541 SPECIAL CONTRACTED SERVICES	1,186.88	837.03	821.53	724.27	623.80	732.10
440 544800 PURCHASES FOR RESALE	734.64	962.00	1,432.64	1,181.64	1,365.50	1,371.00
440 555300 DUES AND SUBSCRIPTIONS	1,630.69	1,718.62	1,911.24	1,180.73	751.73	654.81
440 555400 INSURANCE	242,905.02	250,290.48	262,337.81	243,403.28	245,194.01	266,345.59
440 555400 1 INSURANCE	.00	.00	.00	.00	.00	.00
440 555400 2 INSURANCE	.00	.00	.00	.00	.00	.00
440 569900 COST REIMBURSEMENT	-212,035.00	-127,056.00	-176,327.00	-149,044.00	-143,596.00	-143,596.00
440 577433 CAPITAL OUTLAY BUDGETARY	3,960.95	.00	.00	.00	.00	.00

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
GENERAL FUND						
TOTAL OPERATIONS	251,187.63	232,423.36	196,370.21	196,219.33	177,102.70	196,780.11
CAPITAL OUTLAY						
440 577400 CAPITAL OUTLAY EQUIPMENT	15,394.15	12,598.00	.00	.00	.00	57,127.00
TOTAL CAPITAL OUTLAY	15,394.15	12,598.00	.00	.00	.00	57,127.00
DEBT SERVICE						
440 578100 L/P PRINCIPAL	176,416.14	184,985.73	193,971.60	203,393.96	213,274.02	110,491.29
440 578200 LEASE PURCHASE INTEREST	49,869.68	41,300.09	32,314.22	22,891.86	13,011.80	2,418.49
440 578500 VENDOR FINANCING PAYMENT	.00	.00	.00	.00	.00	15,126.00
TOTAL DEBT SERVICE	226,285.82	226,285.82	226,285.82	226,285.82	226,285.82	128,035.78
TOTAL ADMINISTRATIVE SERVICES	1,002,989.87	872,872.93	859,688.58	882,763.51	778,675.57	767,105.42

## ADMINISTRATIVE SERVICES - Allocation of Merit Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ADOPTED 2009-10	ADOPTED 2010-11	ADOPTED 2011-12	RECOMMENDED 2012-13
Total Budgeted in Administrative Services	\$80,526	\$78,865	\$81,730	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$36,682
Allocated To:											
Town Manager	\$3,979	\$7,548	\$12,243	\$1,504	\$4,090	\$996	\$0	\$0	\$0	\$0	\$0
Administrative Services	\$5,381	\$5,889	\$19,396	\$9,974	\$5,670	\$2,502	\$1,662	\$0	\$0	\$0	\$0
IT (included in Admin. Serv	\$0	\$0	\$0	\$0	\$2,026	\$1,241	\$1,084	\$0	\$0	\$0	\$0
Planning & Development	\$2,794	\$5,645	\$7,276	\$6,501	\$7,838	\$3,043	\$2,370	\$0	\$0	\$0	\$0
P/W Administration	\$1,764	\$3,312	\$4,567	\$466	\$3,011	\$1,637	\$1,043	\$0	\$0	\$0	\$0
P/W Buildings & Grounds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Garage	\$596	\$12,613	\$409	\$714	\$2,775	\$1,572	\$1,358	\$0	\$0	\$0	\$0
P/W Facilities Maintenance	\$4,197	\$6,912	\$2,468	\$1,360	\$3,825	\$2,348	\$1,614	\$0	\$0	\$0	\$0
P/W Streets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Sanitation	\$3,203	\$4,935	\$7,558	\$1,721	\$6,583	\$3,659	\$5,657	\$0	\$0	\$0	\$0
Police	\$22,932	\$18,007	\$17,273	\$5,718	\$13,718	\$10,755	\$10,374	\$0	\$0	\$0	\$0
Animal Control	\$0	\$2,096	\$1,485	\$416	\$661	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$14,136	\$10,213	\$8,987	\$5,388	\$17,841	\$12,470	\$10,054	\$0	\$0	\$0	\$0
Ocean Rescue	\$807	\$1,695	\$68	\$451	\$718	\$879	\$806	\$0	\$0	\$0	\$0
<b>TOTAL ALLOCATED</b>	<b>\$59,789</b>	<b>\$78,865</b>	<b>\$81,730</b>	<b>\$34,213</b>	<b>\$68,756</b>	<b>\$41,102</b>	<b>\$36,022</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Note: During FY 00/01 an additional \$14,181 was used to provide additional funding for insurance deductibles.

Note: During FY 02/03 an additional \$14,117 was used to provide additional funding for a new position and part-time staffing for extended absences and vacancies.

Note: During FY 03/04 an additional \$17,906 was used to provide additional funding for additional Police and ACO holiday pay and benefits, leave payout in Garage, and position reclassification in PW Facilities.

Note: During FY 04/05 an additional \$19,972 was used to provide funding for changes to Manager's contract, leave payout in Administrative Services, and adjustments to longevity in Planning, P/W Administration, P/W Facilities, P/W Sanitation, Police, Animal Control, and Fire for the affect of the cost of living adjustment.

Note: Funding for merit has historically been budgeted in Administrative Services and allocated to individual general fund departments by budget adjustment during the year. For FY 06-07 and subsequent years, merit has been budgeted in each department.

Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Year 2013 *****		Budgeted	%P Y
				Requested	Admin. Recmd		
CLASS: 3-10-900-9-0000-00 CAPITAL IMPVMT							
CONTINGENCY							
3-10-900-9-5999-00 S	0.00	0.00	1,324.00	125,000.00	129,363.00	_____	0.00
Control Total	0.00	0.00	866,441.00	1,694,791.00	1,671,385.00	0.00	0.00
CLASS Total	0.00	0.00	677,707.55	125,000.00	129,363.00	0.00	0.00
Budgeted Total	0.00	0.00	16,160,373.44	17,392,868.00	16,817,348.00	0.00	0.00
Non-Budget Total	0.00	0.00	441,879.56	13,719,386.49	16,817,348.00	0.00	0.00
Budget Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year Total	0.00	0.00	441,879.56	16,160,373.44	17,392,868.00	16,817,348.00	0.00
	0.00	0.00	13,719,386.49	16,160,373.44	17,392,868.00	16,817,348.00	0.00

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
GENERAL FUND						
-----						
CONTINGENCY						
CONTINGENCY						
CONTINGENCY						
10799 599900 CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL CONTINGENCY	.00	.00	.00	.00	.00	.00

## GF CONTINGENCY

	ADOPTED 2002-03	ADOPTED 2003-04	ADOPTED 2004-05	ADOPTED 2005-06	ADOPTED 2006-07	ADOPTED 2007-08	ADOPTED 2008-09	ADOPTED 2009-10	ADOPTED 2010-11	ADOPTED 2011-12	RECOMMENDED 2012-13
99 NON-OPERATING CONTINGENCY	\$70,000	\$70,000	\$75,000	\$75,000	\$75,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$129,363
<b>TOTAL</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$129,363</b>

Summary of year to date transfers: (through 4/30/12)

\$118,000 Increase to Legal professional fees.

\$5,312 Land acquisition costs for recording/titling property (Britthaven)

\$1,364 Roof repairs not covered by FEMA reimbursement.

\$324 Remaining at 4/30/12

Description Budget Account Number	CLASS: 3-10-900-8-0000-00	2010		2011		2012		***** Year 2013 *****		%PY
		Approp Actual	INTERFUND	Approp Actual	Approp Actual	Requested	Admin. Recmnd	Budgeted		
CONTRIB. TO GENERAL FUND 3-10-900-8-5900-81	S	0.00		0.00	0.00					0.00
CONTRIB. TO CAP RESERVE FUND 3-10-900-8-5900-82	S	0.00		0.00	358,517.00	1,002,747.00	1,002,747.00			0.00
CONTRIB TO WATER FUND 3-10-900-8-5900-85	S	0.00		0.00	0.00					0.00
CONTRIB TO NAGS HEAD LEASING 3-10-900-8-5900-86	S	0.00		0.00	0.00					0.00
REPAY INTERFUND DEBT PRINCIPAL 3-10-900-8-5900-88	S	0.00		0.00	0.00					0.00
INTERFUND INTEREST ON DEBT 3-10-900-8-5900-89	S	0.00		0.00	0.00					0.00
CONTRIBUTION TO STORM WATER 3-10-900-8-5900-90	S	0.00		0.00	0.00					0.00
TRANSFER TO BEACH NOURISHMENT 3-10-900-8-5900-91	S	0.00		0.00	0.00					0.00
CLASS Total		0.00		0.00	358,517.00	1,002,747.00	1,002,747.00			0.00
		0.00		0.00	366,954.60					0.00

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

GENERAL FUND	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
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INTERFUND TRANSACTIONS						
INTERFUND						
INTERFUND TRANSFERS						
10795 590082 CONTRIB. TO CAP RESERVE FUND	146,496.86	84,947.54	96,891.64	65,222.52	26,377.42	27,156.89
10795 590086 CONTRIB TO NAGS HEAD LEASING	.00	.00	.00	.00	.00	.00
10795 590088 REPAY INTERFUND DEBT PRINCIPA	.00	.00	.00	.00	.00	.00
10795 590089 INTERFUND INTEREST ON DEBT	.00	.00	.00	.00	.00	.00
10795 590090 CONTRIBUTION TO STORM WATER	100,000.00	41,765.80	.00	.00	.00	.00
10795 590091 TRANSFER TO BEACH NOURISHMENT	700,000.00	.00	.00	.00	145,000.00	182,251.00
TOTAL INTERFUND TRANSFERS	946,496.86	126,713.34	96,891.64	65,222.52	171,377.42	209,407.89
TOTAL INTERFUND	946,496.86	126,713.34	96,891.64	65,222.52	171,377.42	209,407.89