

# ***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.



**Goal**

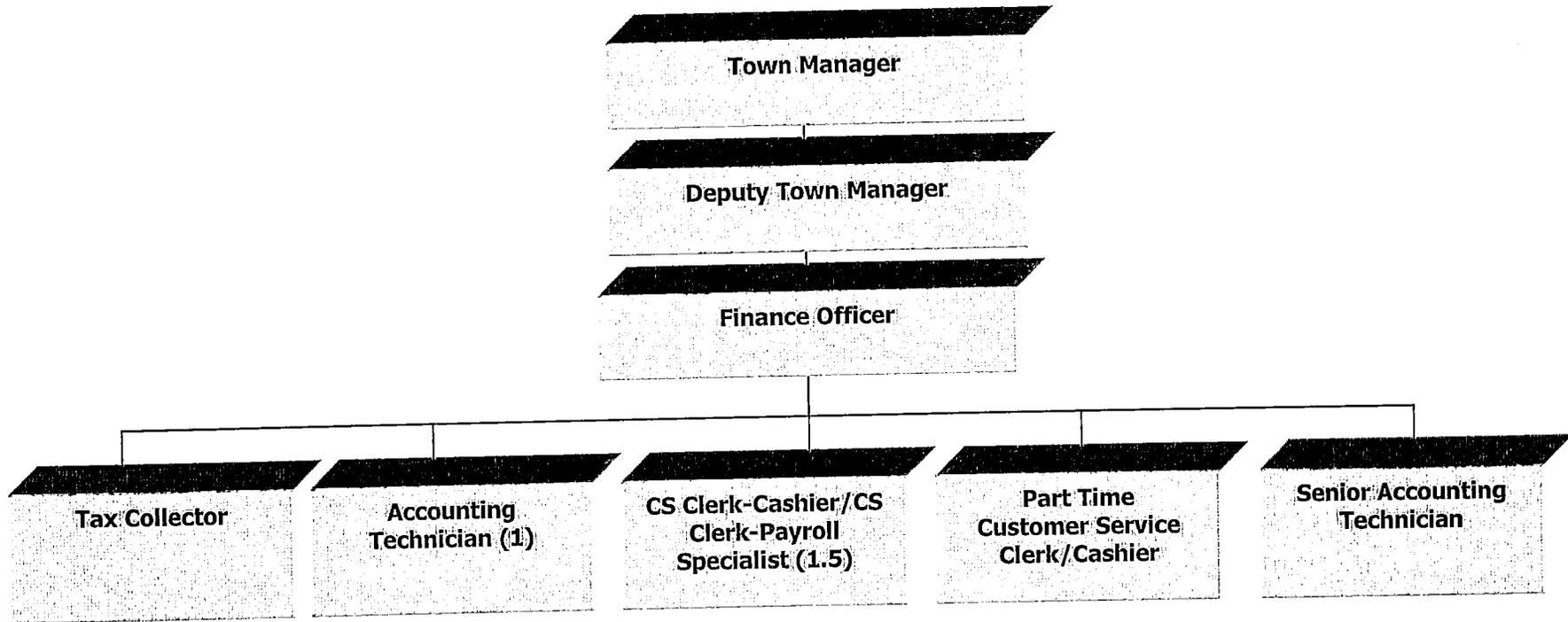
To promote quality customer service through the efficient and effective administration of cash management, collections, purchasing, personnel administration, and financial reporting.

**Objectives**

- Evaluate and update the Town’s financial policies for conformance with generally accepted accounting principles and efficiency in use of financial resources
- Maximize cash flow and investment earnings potential in accordance with Town policies and general statutes
- Monitor expenditures in accordance with the budget and ensure cost effective purchasing
- Monitor revenues in accordance with the budget to ensure adequacy of funding.
- Administer a comprehensive risk management program
- Utilize advanced collection techniques to maintain excellent tax collection rates
- Maintain professional presence at the Town Hall front desk to greet callers, citizens, and visitors

**Performance Objectives and Workload Indicators**

	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 08-09</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
Accounts Payable Checks Processed	3,954	3,722	3,076
Payroll Checks and Direct Deposits Processed	3,755	3,937	3,809
Purchase Orders Processed	1,279	1,240	1,040
Tax Bills Processed	6,044	6,014	6,061



<u>Position</u>	<u>Grade</u>	<u>Adopted Positions FY 09-10</u>	<u>Existing Positions</u>	<u>Requested Positions FY 10-11</u>	<u>Recommended Positions FY 10-11</u>
Finance Officer	26	1	1	1	1
Tax Collector	17	1	1	1	1
Senior Accounting Technician	13	1	1	1	1
Accounting Technician	11	1	1	1	1
Customer Service Clerk/Cashier	11	1	1	1	1
Customer Service Clerk/Cashier – Part Time	9	1	1	1	1
Customer Service/Payroll Specialist	11	.5	.5	.5	.5
<b>TOTAL FULL - TIME:</b>		<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>
<b>TOTAL PART - TIME:</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

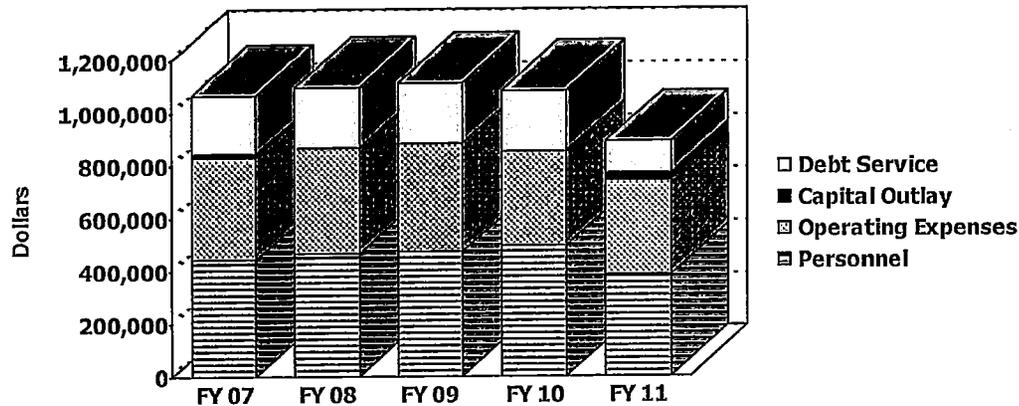
### Highlights

- An employee wellness line item is included, as well as funds to assist the Personnel Committee with its work.
- Capital outlay includes financial software costs of \$100,000 financed over three years.
- Debt service includes the final payment on the Municipal Complex debt.

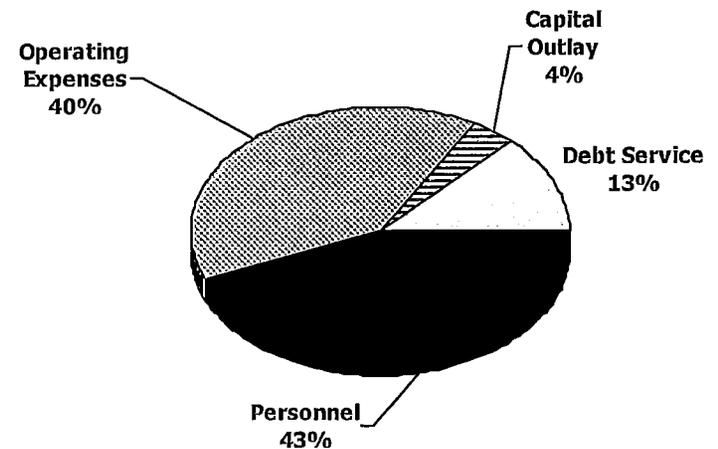
### Expenditures by Function

	<u>FY 2009-2010 Adopted</u>	<u>FY 2010-2011 Recommended</u>	<u>Percent Change</u>
<b>Personnel Services</b>	\$ 493,907	\$ 386,628	-21.72%
<b>Operating Expenses</b>	\$ 358,304	\$ 350,061	-2.30%
<b>Debt Service</b>	\$ 226,286	\$ 113,143	-50.00%
<b>Capital Outlay</b>	\$ 0	\$ 35,133	100.00%
<b>Total</b>	<b>\$ 1,078,497</b>	<b>\$ 884,965</b>	<b>-17.94%</b>

### Adopted Expenditure History



### Recommended FY 2010-2011 Expenditures by Function



TOWN OF NAGS HEAD  
EXPENDITURE BUDGET FY 2010-2011

GENERAL FUND	FY 09/10 ADOPTED BUDGET	FY 09/10 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 4/30/10	FY 10/11 REQUESTED BUDGET	FY 10/11 RECOMMENDED BUDGET	FY 10/11 ADOPTED BUDGET
<b>ADMINISTRATIVE SERVICES</b>						
<b>SALARIES</b>						
440 510200 SALARIES/WAGES - REGULAR	259,936.00	265,135.00	218,257.21	265,147.00	265,147.00	.00
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	7,816.00	7,972.00	6,776.34	7,971.00	7,971.00	.00
440 510300 SALARIES/WAGES - PARTTIME	13,557.00	13,828.00	10,670.34	13,251.00	13,251.00	.00
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	.00	.00	.00	.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	.00	.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	.00	.00	.00	.00	.00	.00
440 521801 SALARY MARKET ADJUSTMENT	.00	.00	.00	.00	.00	.00
<b>TOTAL SALARIES</b>	<b>281,309.00</b>	<b>286,935.00</b>	<b>235,703.89</b>	<b>286,369.00</b>	<b>286,369.00</b>	<b>.00</b>
<b>BENEFITS</b>						
440 520600 FICA TAX	21,526.00	21,957.00	17,322.79	21,911.00	21,911.00	.00
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	42,815.00	42,815.00	29,535.62	47,636.00	43,655.00	.00
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	13,069.00	13,330.00	10,981.48	17,562.00	17,562.00	.00
440 520800 1 RETIREMENT	.00	.00	.00	.00	.00	.00
440 520800 2 RETIREMENT	.00	.00	.00	.00	.00	.00
440 520900 UNEMPLOYMENT	9,000.00	9,000.00	7,439.97	7,500.00	7,500.00	.00
440 521000 401 K	8,034.00	8,195.00	6,751.05	8,197.00	2,731.00	.00
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	4,750.00	4,750.00	-1,340.45	4,750.00	4,750.00	.00
440 521600 IMPLEMENTATION OF PAY PLAN	.00	.00	.00	.00	.00	.00
440 521700 PERSONNEL COMMITTEE	2,150.00	2,150.00	1,293.30	2,150.00	2,150.00	.00
440 521800 COST OF LIVING ADJUSTMENT	111,254.00	.00	.00	.00	.00	.00
<b>TOTAL BENEFITS</b>	<b>212,598.00</b>	<b>102,197.00</b>	<b>71,983.76</b>	<b>109,706.00</b>	<b>100,259.00</b>	<b>.00</b>
<b>OPERATIONS</b>						

TOWN OF NAGS HEAD  
EXPENDITURE BUDGET FY 2010-2011

GENERAL FUND	FY 09/10 ADOPTED BUDGET	FY 09/10 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 4/30/10	FY 10/11 REQUESTED BUDGET	FY 10/11 RECOMMENDED BUDGET	FY 10/11 ADOPTED BUDGET
440 360100 COMPUTER MAINTENANCE	.00	.00	.00	.00	.00	.00
440 522011 CAREER DEVELOPMENT OTHER COSTS	.00	.00	.00	.00	.00	.00
440 532000 TRAINING	3,100.00	3,100.00	1,035.95	3,345.00	2,000.00	.00
440 532001 COMPUTER TRAINING	.00	.00	.00	.00	.00	.00
440 532100 BUILDING/EQUIPMENT RENTAL	5,400.00	5,400.00	4,813.25	5,400.00	5,400.00	.00
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	3,300.00	3,300.00	2,345.16	3,300.00	3,324.00	.00
440 532200 1 TELEPHONE	.00	.00	.00	.00	.00	.00
440 532200 2 TELEPHONE	.00	.00	.00	.00	.00	.00
440 532205 INTERNET COSTS	.00	.00	.00	.00	.00	.00
440 532400 TRAVEL	3,600.00	3,600.00	2,660.29	6,400.00	4,000.00	.00
440 532500 POSTAGE	10,250.00	10,250.00	5,991.75	10,250.00	10,250.00	.00
440 532600 ADVERTISING	1,050.00	1,050.00	837.20	1,050.00	1,050.00	.00
440 532700 PRINTING	3,800.00	3,800.00	1,746.00	3,800.00	3,800.00	.00
440 543100 FUEL COSTS	2,100.00	2,100.00	740.89	1,320.00	1,320.00	.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	12,500.00	12,940.00	6,570.84	13,925.00	11,000.00	.00
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	.00	.00	.00	.00	.00	.00
440 543405 OTHER SUPPLIES - COMPUTER	.00	.00	.00	.00	.00	.00
440 543600 MAINT/REPAIR EQUIPMENT	5,256.00	5,256.00	123.87	5,256.00	2,000.00	.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	1,700.00	1,700.00	1,127.75	1,700.00	1,700.00	.00
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	32,800.00	32,800.00	21,600.00	32,800.00	28,800.00	.00
440 544500 CONTRACTED SERVICES	9,242.00	9,242.00	9,136.29	6,112.00	6,112.00	.00
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	.00	.00	.00	.00	.00	.00
440 544506 CONTRACTED SERVICES - GIS	.00	.00	.00	.00	.00	.00
440 544508 CONTRACTED ANNUAL SUPPORT/MAIN	.00	.00	.00	.00	.00	.00
440 544541 SPECIAL CONTRACTED SERVICES	915.00	915.00	514.32	855.00	855.00	.00
440 544800 PURCHASES FOR RESALE	1,445.00	1,445.00	1,365.50	1,575.00	1,575.00	.00
440 555300 DUES AND SUBSCRIPTIONS	2,056.00	2,056.00	630.92	825.00	875.00	.00
440 555400 INSURANCE	259,790.00	259,337.00	243,699.02	259,790.00	266,000.00	.00
440 555400 1 INSURANCE	.00	.00	.00	.00	.00	.00
440 555400 2 INSURANCE	.00	.00	.00	.00	.00	.00
440 569900 COST REIMBURSEMENT	.00	-143,596.00	-143,596.00	.00	.00	.00
440 577433 CAPITAL OUTLAY BUDGETARY	.00	.00	.00	.00	.00	.00

TOWN OF NAGS HEAD  
EXPENDITURE BUDGET FY 2010-2011

GENERAL FUND	FY 09/10 ADOPTED BUDGET	FY 09/10 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 4/30/10	FY 10/11 REQUESTED BUDGET	FY 10/11 RECOMMENDED BUDGET	FY 10/11 ADOPTED BUDGET
TOTAL OPERATIONS	358,304.00	214,695.00	161,343.00	357,703.00	350,061.00	.00
CAPITAL OUTLAY						
440 577400 CAPITAL OUTLAY EQUIPMENT	.00	.00	.00	.00	35,133.00	.00
TOTAL CAPITAL OUTLAY	.00	.00	.00	.00	35,133.00	.00
DEBT SERVICE						
440 578100 L/P PRINCIPAL	213,274.00	213,274.00	105,372.54	110,491.00	110,491.00	.00
440 578200 LEASE PURCHASE INTEREST	13,012.00	13,012.00	7,770.37	2,652.00	2,652.00	.00
TOTAL DEBT SERVICE	226,286.00	226,286.00	113,142.91	113,143.00	113,143.00	.00
TOTAL ADMINISTRATIVE SERVICES	1,078,497.00	830,113.00	582,173.56	866,921.00	884,965.00	.00

BUDGET PROJECTION 2011    FY 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Recommend	PERCENT CHANGE
440	577400	CAPITAL OUTLAY EQUIPMENT	.00	.00	35,133.00	.00
	010 -1-440-577400-	FINANCIAL SOFTWARE COST OF 100,000 FINANCED OVER THREE YEARS	1.00	35,133.00	35,133.00	
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	35,133.00	.00

## 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	RECOMMENDED 2010-11
Total Budgeted in Administrative Services	\$80,526	\$78,865	\$81,730	\$85,000	\$0	\$0	\$0	\$0	\$0
Allocated To:									
Town Manager	\$3,979	\$7,548	\$12,243	\$1,504	\$4,090	\$996	\$0	\$0	\$0
Administrative Services	\$5,381	\$5,889	\$19,396	\$9,974	\$5,670	\$2,502	\$1,662	\$0	\$0
IT (included in Admin. Serv	\$0	\$0	\$0	\$0	\$2,026	\$1,241	\$1,084	\$0	\$0
Planning & Development	\$2,794	\$5,645	\$7,276	\$6,501	\$7,838	\$3,043	\$2,370	\$0	\$0
P/W Administration	\$1,764	\$3,312	\$4,567	\$466	\$3,011	\$1,637	\$1,043	\$0	\$0
P/W Buildings & Grounds	\$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
P/W Facilities Maintenance	\$4,197	\$6,912	\$2,468	\$1,360	\$3,825	\$2,348	\$1,614	\$0	\$0
P/W Streets	\$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
Police	\$22,932	\$18,007	\$17,273	\$5,718	\$13,718	\$10,755	\$10,374	\$0	\$0
Animal Control	\$0	\$2,096	\$1,485	\$416	\$661	\$0	\$0	\$0	\$0
Fire	\$14,136	\$10,213	\$8,987	\$5,388	\$17,841	\$12,470	\$10,054	\$0	\$0
Ocean Rescue	\$807	\$1,695	\$68	\$451	\$718	\$879	\$806	\$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>

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.

## ADMINISTRATIVE SERVICES - Career Development Funds \*

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ADOPTED 2009-10	RECOMMENDED 2010-11
Town Manager	\$3,388	\$5,563	\$8,698	\$10,428	\$9,556	\$9,626	\$0	\$0
Administrative Services	\$8,349	\$14,045	\$10,379	\$6,723	\$8,392	\$7,540	\$0	\$0
IT (incl in Admin. Services prior to 06/07)	\$0	\$742	\$2,322	\$7,756	\$7,151	\$4,815	\$0	\$0
Planning & Development	\$6,487	\$3,385	\$5,395	\$10,072	\$6,867	\$1,239	\$0	\$0
P/W Administration	\$13,144	\$7,404	\$7,910	\$8,917	\$5,720	\$4,262	\$0	\$0
P/W Garage	\$0	\$0	\$0	\$0	\$4,502	\$2,140	\$0	\$0
P/W Facilities Maintenance	\$197	\$0	\$3,887	\$3,369	\$1,796	\$4,456	\$0	\$0
P/W Sanitation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police	\$35,586	\$35,439	\$41,163	\$40,321	\$38,740	\$29,689	\$0	\$0
Animal Control	\$0	\$502	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$28,324	\$38,604	\$46,893	\$52,761	\$51,276	\$38,727	\$0	\$0
Ocean Rescue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>TOTAL ALLOCATED</u></b>	<b><u>\$95,475</u></b>	<b><u>\$105,684</u></b>	<b><u>\$126,647</u></b>	<b><u>\$140,347</u></b>	<b><u>\$134,000</u></b>	<b><u>\$102,494</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

\* Costs include salaries and benefits for all participants, in addition to, all costs for training and travel.

Note: Prior to FY 06-07 career development was budgeted in Administrative Services and allocated to general fund departments as needed by budget adjustments.  
For FY 06-07 and forward, career development has been budgeted in individual general fund departments with eligible employees.

## ADMINISTRATIVE SERVICES - Allocation of Computer Training 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	RECOMMENDED 2010-11
Total Budgeted in Administrative Services/IT	\$6,000	\$6,000	\$6,000	\$6,000	\$7,000	\$11,150	\$7,000	\$7,000	\$2,500
Allocated To:									
Town Manager	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Services	\$3,555	\$6,529	\$3,921	\$1,700	\$0	\$0	\$0	\$0	\$0
IT (included in Admin. Services prior to 06/07)					\$2,850	\$4,150	\$4,264	\$0	\$0
Planning & Development	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Administration	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Buildings & Grounds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Garage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Facilities Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Streets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
P/W Sanitation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Animal Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>TOTAL ALLOCATED</u></b>	<b><u>\$5,805</u></b>	<b><u>\$6,529</u></b>	<b><u>\$3,921</u></b>	<b><u>\$1,700</u></b>	<b><u>\$2,850</u></b>	<b><u>\$4,150</u></b>	<b><u>\$4,264</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

TOWN OF NAGS HEAD  
EXPENDITURE BUDGET FY 2010-2011

GENERAL FUND	FY 09/10 ADOPTED BUDGET	FY 09/10 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 4/30/10	FY 10/11 REQUESTED BUDGET	FY 10/11 RECOMMENDED BUDGET	FY 10/11 ADOPTED BUDGET
CONTINGENCY						
CONTINGENCY						
CONTINGENCY						
10799 599900 CONTINGENCY	125,000.00	125,000.00	.00	125,000.00	125,000.00	.00
TOTAL CONTINGENCY	125,000.00	125,000.00	.00	125,000.00	125,000.00	.00
TOTAL CONTINGENCY	125,000.00	125,000.00	.00	125,000.00	125,000.00	.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	RECOMMENDED 2010-11
99 NON-OPERATING CONTINGENCY	\$70,000	\$70,000	\$75,000	\$75,000	\$75,000	\$125,000	\$125,000	\$125,000	\$125,000
<b><u>TOTAL</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$75,000</u></b>	<b><u>\$75,000</u></b>	<b><u>\$75,000</u></b>	<b><u>\$125,000</u></b>	<b><u>\$125,000</u></b>	<b><u>\$125,000</u></b>	<b><u>\$125,000</u></b>

Summary of year to date transfers: (through 4/30/10)

\$0 Increase to Legal professional fees for partial funding of insurance appeal.

\$125,000 Remaining at 4/30/10

TOWN OF NAGS HEAD  
EXPENDITURE BUDGET FY 2010-2011

GENERAL FUND	FY 09/10 ADOPTED BUDGET	FY 09/10 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 4/30/10	FY 10/11 REQUESTED BUDGET	FY 10/11 RECOMMENDED BUDGET	FY 10/11 ADOPTED BUDGET
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INTERFUND TRANSACTIONS						
INTERFUND						
INTERFUND TRANSFERS						
10795 590082 CONTRIB. TO CAP RESERVE FUND	100,000.00	100,000.00	18,110.12	100,000.00	100,000.00	.00
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	.00	.00	.00	.00	.00	.00
10795 590091 TRANSFER TO BEACH NOURISHMENT	.00	125,000.00	125,000.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS	100,000.00	225,000.00	143,110.12	100,000.00	100,000.00	.00
TOTAL INTERFUND	100,000.00	225,000.00	143,110.12	100,000.00	100,000.00	.00