

MINUTES OF A REGULAR MEETING OF THE MAYOR AND COUNCIL, TOWN OF  
SORRENTO, TUESDAY, OCTOBER 10, 2023, 6:00 P.M., SORRENTO COMMUNITY  
CENTER, SORRENTO, LOUISIANA

Members Present:

Councilmen: Duane Humphrey, Darnell Gilbert, Chad Domingue, Randy Anny, Wanda Bourgeois

Mayor: Christopher Guidry

Town Clerk: Paige Robert

Motion by Councilman Randy Anny and seconded by Councilman Chad Domingue to approve the minutes of the meeting of the mayor and council taken Tuesday, September 12, 2023. Motion carried. Vote as follows:

YEAS: Chad Domingue, Wanda Bourgeois, Darnell Gilbert, Duane Humphrey, Randy Anny

NAYS: None

Budget to actual reports were presented by Faulk and Winkler to the Mayor and Council for the month of August 2023. A copy is available at the town hall for review.

Upon recommendation by the Planning and Zoning Board, Councilman Chad Domingue introduced Ordinance 23-11 An Amendment to Ordinance #19-06, Section 17-2060, Drainage Studies: G. Placement of Fill to add to 2.a & b.: At no instance shall fill be placed more than 12 feet from foundation. A public hearing was called for Tuesday, November 14, 2023, at 6:00 pm at the Sorrento Community Center to consider adoption of this ordinance.

Motion by Councilman Randy Anny and seconded by Councilman Chad Domingue to approve the amendment for the maintenance agreement between the Town of Sorrento and State of Louisiana Department of Transportation and Development. Motion carried. Vote as follows:

YEAS: Chad Domingue, Wanda Bourgeois, Darnell Gilbert, Duane Humphrey, Randy Anny

NAYS: None

Motion by Councilman Randy Anny and seconded by Councilman Chad Domingue to set Trick or Treat hours from 6pm to 8pm on Tuesday October 31, 2023. Motion carried. Vote as follows:

YEAS: Darnell Gilbert, Duane Humphrey, Randy Anny, Chad Domingue, Wanda Bourgeois

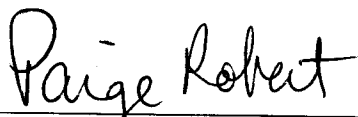
NAYS: None

Motion by Councilman Randy Anny and seconded by Councilman Chad Domingue to approve the retention policy for grant records. Motion carried. Vote as follows:

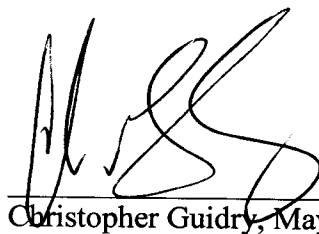
YEAS: Duane Humphrey, Randy Anny, Chad Domingue, Wanda Bourgeois, Darnell Gilbert

NAYS: None

There being no further business to be brought before the Mayor and Council, on motion duly made and seconded, the meeting was adjourned.



Paige Robert, Town Clerk



Christopher Guidry, Mayor

**Mayor and City Council Report**  
**City Calls and Arrest**  
**Sorrento, Louisiana**

	September 2023	October 2023	November 2023	December 2023	2023	2023	2023	2023
Veh. Accidents	10							
Burglaries	4							
Thefts	7							
Armed Robbery	0							
Simple Robbery	0							
Alarms	13							
Narcotics	0							
Shooting								
<b>Total Service C</b>	<b>99</b>							
SCO/Loud Musi	0							

Traffic Citations	44							
Adult Arrests	15							

*Capt. Roosevelt Hampton* #1633  
 Cpt. Roosevelt Hampton

<b>Row Labels</b>	<b>Count of Incident Number</b>
Accident	10
Alarm	13
Animal Complaint	3
Assist	2
Burglary	4
Check on Welfare	8
Civil Dispute	2
Computer Crimes	1
Disturbance	10
Suicide Investigation	2
Suspicious Person/Vehicle	12
Theft	7
Traffic Incident	19
Trespassing	4
Warrant Arrest	2
<b>Grand Total</b>	<b>99</b>

***Sorrento***<sup>®</sup>

LOUISIANA

FINANCIAL STATEMENTS

August 31, 2023

**Town of Sorrento**  
**Key stats**  
**August 31, 2023**

**1) Cash position**

	<u>Total</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Change from June 30th</u>	
				<u>Restricted</u>	<u>Unrestricted</u>
August 31, 2023	\$ 1,673,901	\$ 512,090	\$ 1,161,811		
June 30, 2023	1,436,866	468,322	968,543	\$ 43,768	\$ 193,268
June 30, 2022	730,632	109,571	621,061	402,519	540,750

Restricted breakdown

American Rescue Plan Grant	248,600
Recreation	162,999
Senior citizen programs	58,660
Public safety - fire	20,540
Public safety - police - restricted	2,651
Other	18,641

**2) Revenue trends**

Sales tax	<u>FYE</u>	<u>General Fund Collections</u>		<u>Rest. Fund Collections</u>	
	2024	\$ 154,683		\$ 27,297	
	2023	875,473	5%	154,495	5%
	2022	827,475	27%	146,025	27%
	2021	606,952		107,109	
	<b>2024 budget</b>	<b>\$ 830,000</b>	<b>18.6%</b>	<b>\$ 138,000</b>	<b>19.8%</b>

Utility charges	<u>FYE</u>	<u>Sewer</u>		<u>Garbage</u>	
	2024	\$ 12,047		\$ 27,076	
	2023	69,472	8%	157,536	13%
	2022	63,961	9%	136,752	7%
	2021	58,482		127,022	
	<b>2024 budget</b>	<b>\$ 81,200</b>	<b>14.8%</b>	<b>\$ 157,600</b>	<b>17.2%</b>

**3) Utility receivable aging**

	<u>Total</u>	<u>Current</u>	<u>30 days</u>	<u>60 days</u>	<u>90 days</u>	<u>120 days</u>
Amount owed - 08/31/2023	\$ 12,405	\$ 16,081	\$ 1,108	\$ 618	\$ (1,999)	\$ (3,402)
Amount owed - 06/30/2023	9,890	16,445	(2,492)	(541)	(146)	(3,377)
Amount owed - 06/30/2022	7,981	14,441	(1,772)	(355)	(37)	(4,295)
Amount owed - 06/30/2021	14,684	13,104	(2,723)	(501)	(93)	4,896

**4) Profitability - operating cash flows**

	<u>General Fund</u>	<u>Restricted</u>				
FYE 2024						
Surplus (deficit)	\$ 29,861	\$ 43,041				
Capital outlay activity, net of grants and proceeds	16,901	-				
Depreciation	-	-				
Operating cash flows	<b>\$ 46,762</b>	<b>\$ 43,041</b>				
<u>Utility</u>	<u>2024B</u>	<u>YTD 2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	
Operating deficit	\$ (72,500)	\$ (11,319)	\$ (62,425)	\$ (67,509)	\$ 37,722	
Capital outlay activity, net of grants and proceeds	15,000	-	(67,028)	(19,805)	(126,392)	
Proceeds from Legal Settlement	-	-	-	(77,500)	-	
Depreciation	72,500	12,083	85,000	85,000	80,000	
Net	<b>\$ 15,000</b>	<b>\$ 764</b>	<b>\$ (44,453)</b>	<b>\$ (79,814)</b>	<b>\$ (8,669)</b>	

**Town of Sorrento**  
**Overview**  
**August 31, 2023**

	YTD as of	Current Year - FYE 2023/2024			% of budget
	8/31/2022	Actual	Budget	Remaining	
<b>General:</b>					
Sales tax	\$ 147,970	\$ 154,683	\$ 830,000	\$ 675,317	
Property tax	-	781	82,000	81,219	
Franchise fees	29,659	25,292	105,000	79,708	
Beer Tax	862	-	1,000	1,000	
Licenses and permits	20,907	6,414	100,300	93,886	
Charges for Services	-	5,155	10,300	5,145	
Fines	436	20	2,500	2,480	
Planning & Zoning	245	180	-	(180)	
Intergovernmental grants - Operational	-	-	644,500	644,500	
Intergovernmental grants - Capital	-	-	-	-	
Highway & Streets State Grants	-	-	-	-	
FEMA	20,733	-	-	-	
Transfers In	4,367	8,600	51,600	43,000	
Proceeds from sale of assets	-	10,000	-	(10,000)	
Proceeds from capital lease	-	-	200,000	200,000	
Other	1,176	6,041	13,000	6,959	
<b>Total revenue</b>	<b>226,355</b>	<b>217,164</b>	<b>2,040,200</b>	<b>1,823,036</b>	<b>11%</b>
Administration	50,640	51,644	339,000	287,356	
Police	61,334	65,275	416,200	350,925	
Streets	62,733	53,484	1,235,900	1,182,416	
Capital outlay	-	16,901	-	(16,901)	
<b>Total expenditures</b>	<b>174,707</b>	<b>187,303</b>	<b>1,991,100</b>	<b>1,803,797</b>	<b>9%</b>
<b>Restricted:</b>					
Sales tax	26,112	27,297	138,000	110,703	
Other	7,601	34,086	27,500	(6,586)	
<b>Total revenue</b>	<b>33,714</b>	<b>61,383</b>	<b>165,500</b>	<b>104,117</b>	<b>37%</b>
Fire	9,585	5,247	46,000	40,753	
Senior citizen programs	3,552	4,312	36,000	31,688	
Recreation - Community Center	16,951	4,483	47,500	43,017	
Transfer Out	2,183	4,300	25,800	21,500	
Other	-	-	-	-	
Capital outlay	-	-	-	-	
<b>Total expenditures</b>	<b>32,271</b>	<b>18,342</b>	<b>155,300</b>	<b>136,958</b>	<b>12%</b>
<b>Utility Fund:</b>					
Garbage	23,106	26,104	157,600	131,496	
Sewer	11,224	12,047	81,200	69,153	
Sewer Grant	-	-	-	-	
Proceeds from Legal Settlement	-	-	-	-	
Other	2,744	5,087	17,500	12,413	
<b>Total revenue</b>	<b>37,074</b>	<b>43,238</b>	<b>256,300</b>	<b>213,062</b>	<b>17%</b>
Garbage	23,747	25,456	150,000	124,544	
Sewer maintenance	7,618	6,783	25,000	18,217	
Sewer operating costs	3,169	5,118	40,250	35,132	
Depreciation	14,167	12,083	72,500	60,417	
Transfer Out	2,183	4,300	25,800	21,500	
Capital outlay	-	-	15,000	15,000	
Other	326	816	250	(566)	
<b>Total expenditures</b>	<b>\$ 51,210</b>	<b>\$ 54,557</b>	<b>\$ 328,800</b>	<b>\$ 274,243</b>	<b>17%</b>
<b>Total:</b>					
Inflows	297,143	321,785			
Outflows	258,189	260,202			
<b>Net</b>	<b>38,954</b>	<b>61,583</b>			
Depreciation	14,167	12,083			
Capital outlay, net of grants and proceeds	-	16,901			
Proceeds from Legal Settlement	-	-			
Proceeds from Sale of Assets	-	(10,000)			
<b>Operating, net</b>	<b>\$ 53,120</b>	<b>\$ 80,567</b>			

**Town of Sorrento**  
**Sales and use tax collections**  
**Monthly analysis**

<b>General Fund</b>	<u>2022/2023</u>	<u>2023/2024</u>	<u>% change</u>
July	\$ 65,027	\$ 77,648	19.4%
August	82,943	77,034	-7.1%
September	68,893		-100.0%
October	71,233		-100.0%
November	74,175		-100.0%
December	86,706		-100.0%
January	71,067		-100.0%
February	73,920		-100.0%
March	67,952		-100.0%
April	57,794		-100.0%
May	79,145		-100.0%
June	76,617		-100.0%
	<u>\$ 875,473</u>	<u>\$ 154,683</u>	
Prior year to date		<u>\$ 147,970</u>	4.5% YoY Change
<b>FYE 2023/2024 Budget</b>		<u>\$ 830,000</u>	18.6% % of Budget

<b>Restricted Fund</b>	<u>2022/2023</u>	<u>2023/2024</u>	<u>% change</u>
July	\$ 11,475	\$ 13,703	19.4%
August	14,637	13,594	-7.1%
September	12,158		-100.0%
October	12,571		-100.0%
November	13,090		-100.0%
December	15,301		-100.0%
January	12,541		-100.0%
February	13,045		-100.0%
March	11,992		-100.0%
April	10,199		-100.0%
May	13,967		-100.0%
June	13,521		-100.0%
	<u>\$ 154,495</u>	<u>\$ 27,297</u>	
Prior year to date		<u>\$ 26,112</u>	4.5% YoY Change
<b>FYE 2023/2024 Budget</b>		<u>\$ 138,000</u>	19.8% % of Budget

**Town of Sorrento**  
**Utility charges & collections**  
**Monthly analysis**

<u>Sewer fees</u>	<u>Users</u>	<u>Charges</u>	<u>Collections</u>	<u>Variance</u>
July	210	\$ 6,012	\$ 5,629	\$ (383)
August	210	6,035	6,396	361
September				-
October				-
November				-
December				-
January				-
February				-
March				-
April				-
May				-
June				-
		<u>\$ 12,047</u>	<u>\$ 12,025</u>	<u>\$ (22)</u>

**FYE 2023/2024 Budget** \$ 81,200 15% % of Budget

<u>Garbage fees</u>	<u>Users</u>	<u>Charges</u>	<u>Collections</u>	<u>% Variance</u>
July	575	\$ 13,552	\$ 10,649	\$ (2,903)
August	578	13,524	14,607	1,083
September				-
October				-
November				-
December				-
January				-
February				-
March				-
April				-
May				-
June				-
		<u>\$ 27,076</u>	<u>\$ 25,255</u>	<u>\$ (1,821)</u>

**FYE 2023/2024 Budget** \$ 157,600 17% % of Budget

Collection rate \$ 39,123 \$ 37,280 95%



General Fund

Aug 31, 23

ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank Accounts	
10100 · Hancock Whitney Bank General	425,001.85
10200 · LAMP Savings Account	683,762.23
Total 10000 · Bank Accounts	<u>1,108,764.08</u>
Total Checking/Savings	<u>1,108,764.08</u>
Accounts Receivable	
12000 · Grants Receivable	49,269.45
13000 · Accounts Receivable	299.00
Total Accounts Receivable	<u>49,568.45</u>
Other Current Assets	
13100 · Accounts Receivable-Manual	
13200 · Allowance for Accounts Receivab	-100,000.00
13100 · Accounts Receivable-Manual - Other	149,276.00
Total 13100 · Accounts Receivable-Manual	<u>49,276.00</u>
14000 · Cash Drawer	
14100 · Cash Box	150.00
Total 14000 · Cash Drawer	<u>150.00</u>
Total Other Current Assets	<u>49,426.00</u>
Total Current Assets	<u>1,207,758.53</u>
Other Assets	
18000 · Due from other gov't agencies	65,027.00
Total Other Assets	<u>65,027.00</u>
TOTAL ASSETS	<u><u>1,272,785.53</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	35,201.46
Total Accounts Payable	<u>35,201.46</u>
Other Current Liabilities	
20100 · Accounts Payable-Manual	3,140.92
20300 · Deferred Inflows - Grants	19,600.00
21000 · Payroll Liabilities	-146.31
24000 · Accrued Payroll Expense	782.31
25000 · Bail Bonds Payable	14,011.50
28000 · Due to/from Utility account	-88,808.77
Total Other Current Liabilities	<u>-51,420.35</u>
Total Current Liabilities	<u>-16,218.89</u>
Total Liabilities	<u>-16,218.89</u>
Equity	
31000 · Fund Balance - Unreserved	1,259,143.40
Net Income	29,861.02
Total Equity	<u>1,289,004.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,272,785.53</u></u>

General Fund

Ordinary Income/Expense	<u>Aug 23</u>	<u>Jul - Aug 23</u>
<b>Income</b>		
40000 · Fines & Forfeits		
40100 · Court Costs	20.00	20.00
Total 40000 · Fines & Forfeits	<u>20.00</u>	<u>20.00</u>
42000 · Grass Cutting Revenue		5,155.00
44000 · Licenses & Permits		
44200 · Occupational Licenses	150.00	6,338.60
44300 · Permits	75.00	75.00
Total 44000 · Licenses & Permits	<u>225.00</u>	<u>6,413.60</u>
45000 · Planning & Zoning Fees		180.00
46000 · Taxes		
46100 · Advalorem Taxes	3.51	780.69
46300 · Franchise Tax	17,438.66	25,291.76
46400 · Sales and Use Tax	77,034.44	154,682.61
Total 46000 · Taxes	<u>94,476.61</u>	<u>180,755.06</u>
48000 · Interest Income	3,072.98	6,040.73
Total Income	<u>97,794.59</u>	<u>198,564.39</u>
<b>Expense</b>		
50000 · General Government		
50200 · Conventions and Training		204.60
50300 · Dues		179.00
50400 · Insurance		
50410 · Liability Ins	685.34	1,370.68
50430 · Workers Comp.	129.63	259.26
Total 50400 · Insurance	<u>814.97</u>	<u>1,629.94</u>
50500 · Miscellaneous	200.00	200.00
50600 · Office Expense		
50618 · Planning & Zoning-OG (Capital)	400.00	400.00
50620 · Repairs & Maintenance	2,429.41	2,705.15
50630 · Supplies	1,171.14	2,812.42
50640 · Telephone	238.59	477.15
50650 · Utilities	428.14	809.26
50660 · Other		550.00
Total 50600 · Office Expense	<u>4,667.28</u>	<u>7,753.98</u>
50700 · Professional Services		
50710 · Accounting Fees	8,300.00	10,600.00
50720 · Attorney Fees	1,400.00	1,400.00
50740 · IT Services	475.17	950.34
50750 · Payroll Fees	169.00	334.00
Total 50700 · Professional Services	<u>10,344.17</u>	<u>13,284.34</u>
50800 · Office P/R Expense		
50810 · Admin	10,139.06	20,166.28
50820 · Medicare	146.97	292.37
50830 · Social Securty	628.43	1,250.10
Total 50800 · Office P/R Expense	<u>10,914.46</u>	<u>21,708.75</u>
50900 · Tourism and Promotion	5,534.31	5,534.31
50999 · Bank Service fee	539.17	1,148.87
Total 50000 · General Government	<u>33,014.36</u>	<u>51,643.79</u>

General Fund

	<u>Aug 23</u>	<u>Jul - Aug 23</u>
51000 · Highway & Streets		
51200 · Capital outlay	16,900.76	17,256.76
51500 · Engineering Fees	8,447.50	9,482.50
51600 · Insurance		
51620 · Liability Ins.	509.98	1,019.96
51640 · Workers Comp	506.57	1,013.14
Total 51600 · Insurance	<u>1,016.55</u>	<u>2,033.10</u>
51700 · Operating		
51710 · Fuel Expense	3,680.46	5,865.46
51720 · Repairs	2,700.64	2,700.64
51730 · Supplies	2,471.90	5,259.16
51740 · Telephone	196.36	392.71
51750 · Utilities	245.96	2,142.42
Total 51700 · Operating	<u>9,295.32</u>	<u>16,360.39</u>
51800 · P/R Expense		
51810 · Salaries	7,405.30	13,472.80
51820 · Medicare	107.33	195.31
51830 · Social Security	458.93	835.13
51850 · Contract Expense	3,242.16	7,029.42
Total 51800 · P/R Expense	<u>11,213.72</u>	<u>21,532.66</u>
51950 · Street Lights	2,665.16	3,719.06
Total 51000 · Highway & Streets	<u>49,539.01</u>	<u>70,384.47</u>
52000 · Public Safety		
52100 · Telephone	477.18	954.29
52200 · Utilities	233.51	460.19
52800 · P/R Expense		
52820 · Medicare	3.54	7.07
52835 · Judge's Supplemental Pay	246.92	490.84
52840 · Judges Retirement	104.89	209.78
52850 · Contract Labor	31,576.47	63,152.94
Total 52800 · P/R Expense	<u>31,931.82</u>	<u>63,860.63</u>
Total 52000 · Public Safety	<u>32,642.51</u>	<u>65,275.11</u>
Total Expense	<u>115,195.88</u>	<u>187,303.37</u>
Net Ordinary Income	-17,401.29	11,261.02
Other Income/Expense		
Other Income		
71000 · Proceeds from sale of assets		10,000.00
71400 · Transfers In	4,300.00	8,600.00
Total Other Income	<u>4,300.00</u>	<u>18,600.00</u>
Net Other Income	<u>4,300.00</u>	<u>18,600.00</u>
Net Income	<u>-13,101.29</u>	<u>29,861.02</u>

General Fund

Ordinary Income/Expense	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40000 · Fines & Forfeits				
40100 · Court Costs	20.00	500.00	-480.00	4.0%
40200 · Fines		2,000.00	-2,000.00	
Total 40000 · Fines & Forfeits	20.00	2,500.00	-2,480.00	0.8%
41000 · General Gov. Misc. Income				
41100 · Capital Grants		591,000.00	-591,000.00	
41500 · State LGAP Grant		41,000.00	-41,000.00	
41600 · State Tourism Grant		12,500.00	-12,500.00	
Total 41000 · General Gov. Misc. Income		644,500.00	-644,500.00	
42000 · Grass Cutting Revenue	5,155.00	10,300.00	-5,145.00	50.05%
44000 · Licenses & Permits				
44100 · Beer & Liquor Licenses		1,000.00	-1,000.00	
44200 · Occupational Licenses	6,338.60	100,000.00	-93,661.40	6.34%
44300 · Permits	75.00	300.00	-225.00	25.0%
Total 44000 · Licenses & Permits	6,413.60	101,300.00	-94,886.40	6.33%
45000 · Planning & Zoning Fees	180.00		180.00	100.0%
46000 · Taxes				
46100 · Advalorem Taxes	780.69	82,000.00	-81,219.31	0.95%
46200 · Beer Tax		3,000.00	-3,000.00	
46300 · Franchise Tax	25,291.76	105,000.00	-79,708.24	24.09%
46400 · Sales and Use Tax	154,682.61	830,000.00	-675,317.39	18.64%
Total 46000 · Taxes	180,755.06	1,020,000.00	-839,244.94	17.72%
48000 · Interest Income	6,040.73	10,000.00	-3,959.27	60.41%
<b>Total Income</b>	<b>198,564.39</b>	<b>1,788,600.00</b>	<b>-1,590,035.61</b>	<b>11.1%</b>
<b>Expense</b>				
50000 · General Government				
50110 · Capital outlay-buildings		21,000.00	-21,000.00	
50200 · Conventions and Training	204.60	5,000.00	-4,795.40	4.09%
50300 · Dues	179.00	1,500.00	-1,321.00	11.93%
50400 · Insurance				
50410 · Liability Ins	1,370.68	10,000.00	-8,629.32	13.71%
50420 · Property and bonds		4,000.00	-4,000.00	
50430 · Workers Comp.	259.26	2,000.00	-1,740.74	12.96%
Total 50400 · Insurance	1,629.94	16,000.00	-14,370.06	10.19%
50500 · Miscellaneous	200.00	500.00	-300.00	40.0%
50600 · Office Expense				
50610 · Planning & Zoning		1,000.00	-1,000.00	
50618 · Planning & Zoning-OG (Capital)	400.00			
50620 · Repairs & Maintenance	2,705.15	7,500.00	-4,794.85	36.07%
50630 · Supplies	2,812.42	10,000.00	-7,187.58	28.12%
50640 · Telephone	477.15	2,800.00	-2,322.85	17.04%
50650 · Utilities	809.26	8,000.00	-7,190.74	10.12%
50660 · Other	550.00	3,000.00	-2,450.00	18.33%
Total 50600 · Office Expense	7,753.98	32,300.00	-24,546.02	24.01%
50700 · Professional Services				
50710 · Accounting Fees	10,600.00	65,000.00	-54,400.00	16.31%
50720 · Attorney Fees	1,400.00	16,800.00	-15,400.00	8.33%
50730 · Building Inspector		3,000.00	-3,000.00	
50740 · IT Services	950.34	8,000.00	-7,049.66	11.88%
50750 · Payroll Fees	334.00	2,500.00	-2,166.00	13.36%
50760 · Professional Services - Other		1,000.00	-1,000.00	
Total 50700 · Professional Services	13,284.34	96,300.00	-83,015.66	13.8%

General Fund

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50800 · Office P/R Expense				
50810 · Admin	20,166.28	135,000.00	-114,833.72	14.94%
50820 · Medicare	292.37	2,000.00	-1,707.63	14.62%
50830 · Social Securiry	1,250.10	8,400.00	-7,149.90	14.88%
Total 50800 · Office P/R Expense	<u>21,708.75</u>	<u>145,400.00</u>	<u>-123,691.25</u>	<u>14.93%</u>
50900 · Tourism and Promotion	5,534.31	12,500.00	-6,965.69	44.27%
50995 · Public Notice Fees		1,500.00	-1,500.00	
50999 · Bank Service fee	1,148.87	7,000.00	-5,851.13	16.41%
Total 50000 · General Government	<u>51,643.79</u>	<u>339,000.00</u>	<u>-287,356.21</u>	<u>15.23%</u>
51000 · Highway & Streets				
51200 · Capital outlay	17,256.76	770,000.00	-752,743.24	2.24%
51300 · Debt Service - Lease Payments		40,000.00	-40,000.00	
51400 · Drainage maintenance		40,000.00	-40,000.00	
51500 · Engineering Fees	9,482.50	9,000.00	482.50	105.36%
51600 · Insurance				
51610 · Auto		5,000.00	-5,000.00	
51620 · Liability Ins.	1,019.96	9,500.00	-8,480.04	10.74%
51630 · Tractors		4,000.00	-4,000.00	
51640 · Workers Comp	1,013.14	8,500.00	-7,486.86	11.92%
Total 51600 · Insurance	<u>2,033.10</u>	<u>27,000.00</u>	<u>-24,966.90</u>	<u>7.53%</u>
51700 · Operating				
51710 · Fuel Expense	5,865.46	20,000.00	-14,134.54	29.33%
51720 · Repairs	2,700.64	20,000.00	-17,299.36	13.5%
51730 · Supplies	5,259.16	25,000.00	-19,740.84	21.04%
51740 · Telephone	392.71	2,500.00	-2,107.29	15.71%
51750 · Utilities	2,142.42	4,000.00	-1,857.58	53.56%
Total 51700 · Operating	<u>16,360.39</u>	<u>71,500.00</u>	<u>-55,139.61</u>	<u>22.88%</u>
51800 · P/R Expense				
51810 · Salaries	13,472.80	175,000.00	-161,527.20	7.7%
51820 · Medicare	195.31	2,500.00	-2,304.69	7.81%
51830 · Social Security	835.13	10,900.00	-10,064.87	7.66%
51850 · Contract Expense	7,029.42			
Total 51800 · P/R Expense	<u>21,532.66</u>	<u>188,400.00</u>	<u>-166,867.34</u>	<u>11.43%</u>
51900 · Road Maintenance and repairs		40,000.00	-40,000.00	
51950 · Street Lights	3,719.06	50,000.00	-46,280.94	7.44%
Total 51000 · Highway & Streets	<u>70,384.47</u>	<u>1,235,900.00</u>	<u>-1,165,515.53</u>	<u>5.7%</u>
52000 · Public Safety				
52100 · Telephone	954.29	5,700.00	-4,745.71	16.74%
52200 · Utilities	460.19	4,500.00	-4,039.81	10.23%
52800 · P/R Expense				
52820 · Medicare	7.07			
52835 · Judge's Supplemental Pay	490.84	3,000.00	-2,509.16	16.36%
52840 · Judges Retirement	209.78	3,000.00	-2,790.22	6.99%
52850 · Contract Labor	63,152.94	400,000.00	-336,847.06	15.79%
Total 52800 · P/R Expense	<u>63,860.63</u>	<u>406,000.00</u>	<u>-342,139.37</u>	<u>15.73%</u>
Total 52000 · Public Safety	<u>65,275.11</u>	<u>416,200.00</u>	<u>-350,924.89</u>	<u>15.68%</u>
Total Expense	<u>187,303.37</u>	<u>1,991,100.00</u>	<u>-1,803,796.63</u>	<u>9.41%</u>
Net Ordinary Income	11,261.02	-202,500.00	213,761.02	-5.56%
Other Income/Expense				
Other Income				
71000 · Proceeds from sale of assets	10,000.00		10,000.00	100.0%
71300 · Proceeds from Capital Lease		200,000.00	-200,000.00	
71400 · Transfers In	8,600.00	51,600.00	-43,000.00	16.67%
Total Other Income	<u>18,600.00</u>	<u>251,600.00</u>	<u>-233,000.00</u>	<u>7.39%</u>
Net Other Income	18,600.00	251,600.00	-233,000.00	7.39%
Net Income	<u>29,861.02</u>	<u>49,100.00</u>	<u>-19,238.98</u>	<u>60.82%</u>

## Restricted Fund

	<u>Aug 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>10000 · Bank accounts</b>	
10100 · Hancock Whitney Rest. Oper.	245,068.79
10200 · Hancock Whitney SCC Deposit	18,421.94
10300 · Savings Account-LAMP	0.16
<b>Total 10000 · Bank accounts</b>	<u>263,490.89</u>
<b>Total Checking/Savings</b>	263,490.89
<b>Other Current Assets</b>	
12000 · Due from other govt. units	11,485.02
<b>Total Other Current Assets</b>	<u>11,485.02</u>
<b>Total Current Assets</b>	<u>274,975.91</u>
<b>TOTAL ASSETS</b>	<u><u>274,975.91</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	1,757.57
<b>Total Accounts Payable</b>	<u>1,757.57</u>
<b>Other Current Liabilities</b>	
21000 · Accounts Payable - Manual	11,057.00
23000 · Community Center Deposit	18,000.00
25000 · Unclaimed Forfeitures	2,650.69
<b>Total Other Current Liabilities</b>	<u>31,707.69</u>
<b>Total Current Liabilities</b>	<u>33,465.26</u>
<b>Total Liabilities</b>	33,465.26
<b>Equity</b>	
30000 · Fund Balance - Reserved	198,469.42
Net Income	43,041.23
<b>Total Equity</b>	<u>241,510.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>274,975.91</u></u>

## Restricted Fund

	<u>Aug 23</u>	<u>Jul - Aug 23</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>40000 · Restricted Fund Income</b>		
<b>41000 · Community Center Income</b>		
41010 · Community Center Rental Income	2,800.00	4,000.00
41040 · Community Center Capital Outlay	30,076.17	30,076.17
<b>Total 41000 · Community Center Income</b>	<u>32,876.17</u>	<u>34,076.17</u>
<b>44000 · Interest Income</b>	4.91	9.79
<b>46000 · Sales &amp; Use Taxes</b>		
46010 · Fire Department	4,531.44	9,098.98
46020 · Recreation	4,531.43	9,098.97
46030 · Senior Citizens	4,531.44	9,098.98
<b>Total 46000 · Sales &amp; Use Taxes</b>	<u>13,594.31</u>	<u>27,296.93</u>
<b>Total 40000 · Restricted Fund Income</b>	<u>46,475.39</u>	<u>61,382.89</u>
<b>Total Income</b>	<u>46,475.39</u>	<u>61,382.89</u>
<b>Gross Profit</b>	46,475.39	61,382.89
<b>Expense</b>		
<b>50000 · Restricted Fund Expense</b>		
<b>51000 · Fire Department</b>		
51010 · Operating Expense	2,579.21	5,246.89
<b>Total 51000 · Fire Department</b>	<u>2,579.21</u>	<u>5,246.89</u>
<b>52000 · Recreation</b>		
52010 · Operating Expense	55.00	85.00
52030 · Engineering Expense	400.00	428.75
52045 · Maintenance & Repairs	0.00	100.00
52050 · Supplies	115.38	398.52
52060 · Utilities	1,552.20	3,470.50
<b>Total 52000 · Recreation</b>	<u>2,122.58</u>	<u>4,482.77</u>
<b>53000 · Senior Citizen</b>	2,128.00	4,312.00
<b>50000 · Restricted Fund Expense - Other</b>	0.00	0.00
<b>Total 50000 · Restricted Fund Expense</b>	<u>6,829.79</u>	<u>14,041.66</u>
<b>56000 · Transfers Out - Personnel</b>	2,150.00	4,300.00
<b>Total Expense</b>	<u>8,979.79</u>	<u>18,341.66</u>
<b>Net Ordinary Income</b>	<u>37,495.60</u>	<u>43,041.23</u>
<b>Net Income</b>	<u><u>37,495.60</u></u>	<u><u>43,041.23</u></u>

Restricted Fund

Ordinary Income/Expense	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>40000 · Restricted Fund Income</b>				
<b>41000 · Community Center Income</b>				
41010 · Community Center Rental Income	4,000.00	27,000.00	-23,000.00	14.82%
41040 · Community Center Capital Outlay	30,076.17			
<b>Total 41000 · Community Center Income</b>	<u>34,076.17</u>	<u>27,000.00</u>	<u>7,076.17</u>	<u>126.21%</u>
44000 · Interest Income	9.79			
45000 · Miscellaneous	0.00	500.00	-500.00	0.0%
<b>46000 · Sales &amp; Use Taxes</b>				
46010 · Fire Department	9,098.98	46,000.00	-36,901.02	19.78%
46020 · Recreation	9,098.97	46,000.00	-36,901.03	19.78%
46030 · Senior Citizens	9,098.98	46,000.00	-36,901.02	19.78%
<b>Total 46000 · Sales &amp; Use Taxes</b>	<u>27,296.93</u>	<u>138,000.00</u>	<u>-110,703.07</u>	<u>19.78%</u>
<b>Total 40000 · Restricted Fund Income</b>	<u>61,382.89</u>	<u>165,500.00</u>	<u>-104,117.11</u>	<u>37.09%</u>
<b>Total Income</b>	<u>61,382.89</u>	<u>165,500.00</u>	<u>-104,117.11</u>	<u>37.09%</u>
<b>Gross Profit</b>	<u>61,382.89</u>	<u>165,500.00</u>	<u>-104,117.11</u>	<u>37.09%</u>
<b>Expense</b>				
<b>50000 · Restricted Fund Expense</b>				
<b>51000 · Fire Department</b>				
51010 · Operating Expense	5,246.89	20,000.00	-14,753.11	26.23%
51040 · Personnel Reimbursement	0.00	26,000.00	-26,000.00	0.0%
<b>Total 51000 · Fire Department</b>	<u>5,246.89</u>	<u>46,000.00</u>	<u>-40,753.11</u>	<u>11.41%</u>
<b>52000 · Recreation</b>				
52010 · Operating Expense	85.00			
52030 · Engineering Expense	428.75			
52040 · Insurance - Community Center	0.00	18,000.00	-18,000.00	0.0%
52045 · Maintenance & Repairs	100.00	6,000.00	-5,900.00	1.67%
52050 · Supplies	398.52	3,000.00	-2,601.48	13.28%
52060 · Utilities	3,470.50	20,000.00	-16,529.50	17.35%
<b>Total 52000 · Recreation</b>	<u>4,482.77</u>	<u>47,000.00</u>	<u>-42,517.23</u>	<u>9.54%</u>
53000 · Senior Citizen	4,312.00	36,000.00	-31,688.00	11.98%
<b>Total 50000 · Restricted Fund Expense</b>	<u>14,041.66</u>	<u>129,000.00</u>	<u>-114,958.34</u>	<u>10.89%</u>
54000 · Holiday Celebration Expense	0.00	500.00	-500.00	0.0%
56000 · Transfers Out - Personnel	4,300.00	25,800.00	-21,500.00	16.67%
<b>Total Expense</b>	<u>18,341.66</u>	<u>155,300.00</u>	<u>-136,958.34</u>	<u>11.81%</u>
<b>Net Ordinary Income</b>	<u>43,041.23</u>	<u>10,200.00</u>	<u>32,841.23</u>	<u>421.97%</u>
<b>Net Income</b>	<u>43,041.23</u>	<u>10,200.00</u>	<u>32,841.23</u>	<u>421.97%</u>



Utility Fund

Aug 31, 23

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Bank Accounts	
10100 · Hancock Whitney Operating	26,551.77
10200 · Hancock Whitney Utility Deposit	25,176.80
10300 · LAMP Savings Account	249,817.63
Total 10000 · Bank Accounts	<u>301,546.20</u>
10400 · Cash on hand	100.00
Total Checking/Savings	<u>301,646.20</u>
Accounts Receivable	
13000 · Accounts Receivable	
13100 · Accounts Receivable	7,427.00
13000 · Accounts Receivable - Other	13,709.65
Total 13000 · Accounts Receivable	<u>21,136.65</u>
14000 · Allowance for Bad Debts	-2,200.00
14500 · Grants Receivable	9,777.00
Total Accounts Receivable	<u>28,713.65</u>
Other Current Assets	
15000 · Construction In Progress	393,201.87
Total Other Current Assets	<u>393,201.87</u>
Total Current Assets	<u>723,561.72</u>
Fixed Assets	
15100 · Fixed Assets	1,271,041.39
15200 · Land	60,366.00
15300 · Water Tower	773,283.00
15400 · Accum. Depreciation-Water Tower	-1,252,345.18
Total Fixed Assets	<u>852,345.21</u>
<b>TOTAL ASSETS</b>	<u><u>1,575,906.93</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	15,894.37
Total Accounts Payable	<u>15,894.37</u>
Other Current Liabilities	
21000 · Accounts Payable-Audit	21,617.00
24000 · Customer Prepayments	5,722.00
25000 · Due to General Fund	88,808.77
26000 · Garbage Deposits Liabilty	25,456.12
28000 · Unearned Revenue - ARPA Grant	248,599.56
Total Other Current Liabilities	<u>390,203.45</u>
Total Current Liabilities	<u>406,097.82</u>
Total Liabilities	406,097.82
Equity	
30000 · Retained Earnings	1,181,128.19
Net Income	-11,319.08
Total Equity	<u>1,169,809.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,575,906.93</u></u>

Utility Fund

	<u>Aug 23</u>	<u>Jul - Aug 23</u>
Ordinary Income/Expense		
Income		
40000 · Utility Income		
40100 · Garbage Fee	13,524.00	26,104.00
40300 · Late Payment Penalties	329.70	644.70
40400 · Return Fee	325.00	475.00
40500 · Sewer Fee	6,035.00	12,047.00
40700 · Water Franchise fees	0.00	1,746.00
Total 40000 · Utility Income	<u>20,213.70</u>	<u>41,016.70</u>
41000 · Interest Income		
42000 · LAMP Account	1,122.73	2,204.49
41000 · Interest Income - Other	8.02	16.97
Total 41000 · Interest Income	<u>1,130.75</u>	<u>2,221.46</u>
Total Income	<u>21,344.45</u>	<u>43,238.16</u>
Expense		
52000 · Depreciation Expense	6,041.67	12,083.34
53000 · Garbage Department Expenses		
53010 · Garbage Service	12,748.87	25,456.06
Total 53000 · Garbage Department Expenses	<u>12,748.87</u>	<u>25,456.06</u>
54000 · General Administrative		
54010 · Billing Supplies	0.00	426.28
54030 · Postage	195.33	390.15
Total 54000 · General Administrative	<u>195.33</u>	<u>816.43</u>
55000 · Sewer Department Expenses		
55010 · Engineering	2,402.00	2,402.00
55050 · Sewer System Maintenance	2,468.50	6,783.10
55070 · Utility Bills	1,358.19	2,716.31
Total 55000 · Sewer Department Expenses	<u>6,228.69</u>	<u>11,901.41</u>
61000 · Transfers Out - Payroll	2,150.00	4,300.00
Total Expense	<u>27,364.56</u>	<u>54,557.24</u>
Net Ordinary Income	<u>-6,020.11</u>	<u>-11,319.08</u>
Net Income	<u>-6,020.11</u>	<u>-11,319.08</u>

Utility Fund

Ordinary Income/Expense	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · Utility Income				
40100 · Garbage Fee	26,104.00	157,600.00	-131,496.00	16.56%
40300 · Late Payment Penalties	644.70	3,500.00	-2,855.30	18.42%
40400 · Return Fee	475.00	1,500.00	-1,025.00	31.67%
40500 · Sewer Fee	12,047.00	81,200.00	-69,153.00	14.84%
40700 · Water Franchise fees	1,746.00	7,500.00	-5,754.00	23.28%
Total 40000 · Utility Income	<u>41,016.70</u>	<u>251,300.00</u>	<u>-210,283.30</u>	<u>16.32%</u>
41000 · Interest Income				
42000 · LAMP Account	2,204.49			
41000 · Interest Income - Other	16.97	5,000.00	-4,983.03	0.34%
Total 41000 · Interest Income	<u>2,221.46</u>	<u>5,000.00</u>	<u>-2,778.54</u>	<u>44.43%</u>
Total Income	<u>43,238.16</u>	<u>256,300.00</u>	<u>-213,061.84</u>	<u>16.87%</u>
Expense				
50000 · Bank Service charges	0.00	250.00	-250.00	0.0%
51000 · Capital Outlay - Sewer	0.00	15,000.00	-15,000.00	0.0%
52000 · Depreciation Expense	12,083.34	72,500.00	-60,416.66	16.67%
53000 · Garbage Department Expenses				
53010 · Garbage Service	25,456.06	150,000.00	-124,543.94	16.97%
Total 53000 · Garbage Department Expenses	<u>25,456.06</u>	<u>150,000.00</u>	<u>-124,543.94</u>	<u>16.97%</u>
54000 · General Administrative				
54010 · Billing Supplies	426.28	750.00	-323.72	56.84%
54020 · Dues & Memberships	0.00	1,500.00	-1,500.00	0.0%
54030 · Postage	390.15	2,000.00	-1,609.85	19.51%
Total 54000 · General Administrative	<u>816.43</u>	<u>4,250.00</u>	<u>-3,433.57</u>	<u>19.21%</u>
55000 · Sewer Department Expenses				
55010 · Engineering	2,402.00	9,000.00	-6,598.00	26.69%
55015 · Fire Hydrant Maintenance	0.00	8,500.00	-8,500.00	0.0%
55040 · Sewer Supplies	0.00	500.00	-500.00	0.0%
55050 · Sewer System Maintenance	6,783.10	25,000.00	-18,216.90	27.13%
55070 · Utility Bills	2,716.31	18,000.00	-15,283.69	15.09%
Total 55000 · Sewer Department Expenses	<u>11,901.41</u>	<u>61,000.00</u>	<u>-49,098.59</u>	<u>19.51%</u>
61000 · Transfers Out - Payroll	4,300.00	25,800.00	-21,500.00	16.67%
Total Expense	<u>54,557.24</u>	<u>328,800.00</u>	<u>-274,242.76</u>	<u>16.59%</u>
Net Ordinary Income	<u>-11,319.08</u>	<u>-72,500.00</u>	<u>61,180.92</u>	<u>15.61%</u>
Net Income	<u>-11,319.08</u>	<u>-72,500.00</u>	<u>61,180.92</u>	<u>15.61%</u>

### Retention Policy for Grant Records

Financial records, supporting documents, statistical records, and all other records pertinent to a grant award must be retained for a period of five years from the date of submission of the final expenditure report (closeout report) or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Grant awarding agencies and pass-through entities must not impose any other record retention requirements upon the Town.

The only exceptions are the following:

- a) If any litigation, claim, or audit is started before the expiration of the 5-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- c) Records for real property and equipment acquired with Federal funds must be retained for 5 years after final disposition.
- d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 5-year retention requirement is not applicable to the non-Federal entity.
- e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
- f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
  - a. *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 5-year retention period for its supporting records starts from the date of such submission.

All negotiated contracts shall include a provision that makes it possible for the granting agency (OCD/DRU, HUD, etc.), the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm that are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions. Further, the contract must include a provision that all required records will be maintained by the contractor/firm for a period of five years after the Town formally closes out each grant program (Disaster Recovery CDBG program, etc).

- b. *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal government (or to the pass-through entity) for negotiation purposes, then the 5-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.