

**ORDINANCE ADOPTING THE BUDGET OF  
THE TOWN OF PLEASANT GARDEN FOR  
FISCAL YEAR 2011-2012**

**BE IT ORDAINED BY THE TOWN COUNCIL OF  
THE TOWN OF PLEASANT GARDEN:**

Section 1. The attached General Fund Statement of Projected Revenues and Expenditures, Footnotes and Budget Message are hereby adopted and appropriated for the operation of the Town government and its activities for the fiscal year commencing July 1, 2011 and ending June 30, 2012.

Section 2. The ad valorem tax rate shall be 2.5-cents per \$100 valuation.

Section 3. The Finance Officer is hereby authorized to disburse funds adopted under this ordinance under the following conditions: She may not transfer any amounts between boards or line items except as approved by the Town Council in an amendment to the Budget Ordinance.


Section 4. Copies of this Budget Ordinance shall be kept on file by the Town Finance Officer for her direction in the disbursement of funds, as required by state law. The Clerk shall also post a copy of the budget on the Town's public bulletin board as soon as is practical.

The foregoing ordinance was adopted by the  
Town Council of the Town of Pleasant Garden  
on June 7, 2011.

  
Sandy Carmany, Town Administrator/Clerk

  
Bill Greene, Mayor

Approved as to form and legality

  
William Hill, Attorney



**Town of Pleasant Garden**  
4920 Alliance Church Road / PO Box 307  
Pleasant Garden, NC 27313

## **Fiscal Year 2011 - 2012 Budget Message**

### **GENERAL FUND**

The proposed FY 2011-2012 General Fund budget for the Town of Pleasant Garden as presented on the following pages is based on a continued ad valorem tax rate of \$.025/100. It proposes \$18,451 less in expenses than the 2010-11 budget, an overall reduction of 4.49% in spending. This budget is balanced with a fund balance allocation of \$13,017 which is less than one-half of the previous fiscal year's allocation.

**Revenues:** Tax revenues are projected to remain flat or increase only slightly in the 2011-2012 fiscal year due to the continued sluggish state of the economy. This revenue projection is based on the following two assumptions:

- That the NC General Assembly will not make any significant changes to the distribution of state-shared revenues that would reduce the town's share of those revenues.
- That the local cable television franchise with Time Warner will remain in place and generate approximately \$7,000 in local revenues in addition to those remitted through the state. With the entry of AT&T into the local video services market, it is only a matter of time before Time Warner converts to a state franchise which will negate the local franchise contract with the Town of Pleasant Garden and eliminate those local revenue payments.

No significant changes are expected in the town's other revenue sources which mainly consist of interest earnings on investments and income from registration fees and sponsorships from the youth soccer program. Privatization of the soccer program as has been proposed by a councilmember would reduce both projected revenues and expenses and would trigger related adjustments in the proposed budget.

Due to prudent financial management practices, the town's annual revenues have consistently exceeded expenses through the years, and the town has accumulated a significant undesignated fund balance. This large operating fund balance provides the ability to adequately meet the town's financial obligations and absorb unanticipated expenses as well as fund projects that the Town Council believes will benefit the town and its citizens without endangering the town's excellent financial position.

**Expenses:** Costs for routine business operations and upkeep of the Town facilities have held steady due to several multi-year service contracts with locked-in rates. The proposed budget continues the employment of two full-time staff members. Some savings are realized through revised contracts with Guilford County that eliminate the expense for the animal shelter and reduce the fee charged by the county to collect the town's taxes, but the full cost for animal control services still remains. The Blackboard Connect-CTY notification system is again funded as well as a small amount for stormwater education necessitated by the Jordan Lake watershed regulations.

Funding is allocated to cover the expenses of the youth soccer program and other events such as the Independence Day celebration, Christmas Parade, Farmer's Market, Pet Day, Community Concert, First Responders/Firemen's Appreciation Dinner, and Veteran's Appreciation Day. The budget also allocates funding to several community organizations for worthy projects and programs.

There have been periodic discussions in the NC General Assembly about shifting costs for maintenance of secondary roads and other state services to municipalities. This would have a significant negative impact on the town's expenses if such proposals were to be enacted. In the absence of state action on those proposals at this point, no allocations have been included in this budget proposal. If those costs were to be imposed on the town after the town's 2011-12 ad valorem tax rate has been adopted, the budget could be amended to allocate additional fund balance to cover those extra, unplanned expenses.

### **GENERAL FUND RESERVE**

State statute requires that all monies collected by the town have a specific designated use. The attached General Fund Reserve Ordinance specifies that the reserve fund will be used in accordance with the adopted 2011-12 General Fund Budget to provide reserve funds for additional expenses and sufficient cash flow capability.

This ordinance also restricts the \$19,054 in proceeds received from the road surety BB&T Letter of Credit for use in repairing or maintaining specified roads in the Hunters Hills subdivision. The authorized disbursement of these funds has not yet been determined.

### **CAPITAL RESERVE FUND**

State statutes require that all monies collected by the town have a specific designated use. The attached Capital Reserve Fund Ordinance specifies how the funds in this account might be used in the future. This ordinance is not an actual allocation of funds and a capital projects budget must be adopted to authorize any actual expenditure of these monies.

### **CAPITAL PROJECTS**

The town has two active capital project budgets in effect at this time, one for the soccer/multi-purpose driveway and parking area improvements and one for the picnic shelter restrooms. Those budgets have already been adopted and the approved funding is authorized for the duration of each project which may span several fiscal years. Therefore there is no need for the Town Council to vote on these capital project budgets again until such time there is a need to amend the authorized spending amounts or to closeout a project.

Copies of the two current capital projects ordinances are attached for informational purposes only.

Respectfully submitted,  
Sandy Carmany, Budget Officer  
May 13, 2011

**Town of Pleasant Garden  
General Fund Budget 2011-12  
Summary**

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**REVENUES**

Ad valorem Taxes (.025)	82,032
Local cable TV franchise tax	7,000
Sales & Use Tax refund	3,000
Unrestricted Intergovernmental	210,000
Miscellaneous Income	56,400
Investment Earnings	21,000
Fund Balance Allocation from prior year	13,017

**Total Revenues** **392,449**

**EXPENDITURES**

Operations

Facility	26,920
Payroll	104,800
Outside Services	70,034
Office & Administrative	30,455
Council	2,450
Community Outreach	23,380
Capital Purchases & Outlay	0
5% General Fund Contingency	16,245
Recreation	73,165
Transfers to Capital Reserve 20%	42,000
Sales Tax Paid	3,000

**Total Expenditures** **392,449**

**Town of Pleasant Garden  
General Fund Budget 2011-12  
Revenue**

**4000.00 Revenues**

4001.00	Ad valorem Taxes	
4001.01	Taxes @ .025	<u>82,032</u>
<b>Total Ad valorem Taxes</b>		<b>82,032</b>
4002.00	Other Taxes and Licenses	
4002.01	Cable TV Franchise Tax	7,000
4002.03	Sales & Use Tax refund	<u>3,000</u>
<b>Total Other Taxes and Licenses</b>		<b>10,000</b>
4003.00	Unrestricted Intergovernmental	
4003.01	Greensboro ABC Sales Tax	6,000
4003.02	Franchise Utilities Tax	165,000
4003.03	NC Beer and Wine Tax	21,000
4003.04	Sales Tax Revenue	<u>18,000</u>
<b>Total Unrestricted Intergovernmental</b>		<b>210,000</b>
4500.00	Miscellaneous Income	
4500.01	Event Revenue/Donations	400
4500.02	Guilford County Inspections	1,000
4500.04	Soccer Sponsorship	9,000
4500.05	Soccer Registration Fees	<u>46,000</u>
<b>Total Miscellaneous Income</b>		<b>56,400</b>
4600.00	Investment Earnings	<u>21,000</u>
<b>Total Investment Earnings</b>		<b>21,000</b>
<b>Fund Balance Allocation from prior year</b>		<u><b>13,017</b></u>

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**TOTAL REVENUES**

**392,449**

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**Town of Pleasant Garden  
General Fund Budget 2011-12  
Expenditures**

**OPERATIONS**

**5001.00 Facility**

5001.00	Cleaning Service	
5001.01	Building/Office Cleaning	4,000
5001.02	Window Cleaning	180
5002.00	Grounds Maintenance	5,240
5003.00	Repairs & Maintenance	4,500
5004.00	Heat & Air Maintenance	1,000
5005.00	Security Service	450
5006.00	Utilities	
5006.01	Electric	8,700
5006.02	Trash/recycling collection	1,350
5007.00	Interior Plant Care	1,200
5008.00	Extermination services	300

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**Total Facility** **26,920**

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**5100.00 Payroll**

5101.00	Salary & Wages	
5101.01	Town Administrator/Clerk	42,000
5101.02	Assistant Clerk/Admin. Asst.	36,000
5102.00	Employee Hospital Insurance	16,550
5103.00	Employee Retirement	1,800
5104.00	Payroll Taxes	6,100
5105.00	Payroll Service	1,850
5106.00	Workmans Compensation Insurance	500

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**Total Payroll** **104,800**

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**5200.00 Outside Services**

5201.00	Computer Network IT Services	1,800
5202.00	Financial Services	
5202.01	Accounting Services	1,000
5202.02	Audit Services	11,676
5203.00	Legal Fees - Attorney	28,000
5204.00	County Contract	5,000
5205.00	Election costs	7,500
5206.00	Emergency Services	3,500
5207.00	Animal Control	11,458
5208.00	Background checks	100

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**Total Outside Services** **70,034**

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**Town of Pleasant Garden  
General Fund Budget 2011-12  
Expenditures**

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**5300.00 Office & Administrative**

5301.00	Office Supplies	2,500
5303.00	Postage	1,400
5304.00	Telephone	3,700
5305.00	Time Warner Internet/Cable	1,380
5310.00	Equipment Repair	
5310.01	Computer	750
5310.02	Copy Machine Contract	600
5311.00	Equipment Lease	
5311.02	Copy Machine	1,625
5311.03	Postage Machine	500
5312.00	Equipment Purchase (less \$500)	500
5315.00	Bank Service Charges	1,000
5316.00	Continuing Education - Staff/boards	1,000
5317.00	Dues/Subscriptions/Honorariums	7,500
5318.00	Property & liability insurance	7,700
5319.00	Mileage Reimbursement	300

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**Total Office & Administrative** **30,455**

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**5400.00 Council**

5402.00	Council travel and expenses	500
5404.00	Essentials of Mun. Govt. training	1,000
5405.00	Educational materials	200
5416.00	Continuing Education	500
5420.00	Meeting Expense	250

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**Total Council** **2,450**

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**5500.00 Community Outreach**

5501.00	Community Communications	
5501.01	Legal notices	1,000
5501.02	Advertising/publicity	250
5501.03	Notification system	4,750
5502.00	Newsletters	
5502.01	Printing	3,600
5502.02	Postage	1,550
5503.00	Web Site Hosting	500
5505.00	Contributions/Outer Agency Funding	
5505.01	Senior Luncheon	6,500
5505.02	Kids Voting USA	100
5505.03	Explorer Post 592	200
5505.07	Pleasant Garden Community Center	750

**Town of Pleasant Garden  
 General Fund Budget 2011-12  
 Expenditures**

5507.00	E-cycling event	200
5511.00	First Responders dinner	600
5512.00	Board Appreciation	600
5513.00	Blood Drive/Health Fairs	250
5514.00	Benevolence	100
5518.00	Town flags and banners	1,800
5520.00	Jordan Lake Education	150
5521.00	Farmers Market	480
<b>Total Community Outreach</b>		<b>23,380</b>

**5800.00 Capital Purchase and Outlay**

5801.00	Equipment	0
5805.00	Engineering Services	0
5825.00	Town Improvements	0
<b>Total 5800.00</b>	<b>Capital Purchases &amp; Outlay</b>	<b>0</b>

**5999.00 GF Contingency/disaster 16,245**

**8000.00 Recreation**

**8500.00**

**Special Events**

8500.01	Christmas Parade Expenses	1,100
8500.02	Veterans Day	1,000
8500.03	Independence Day Expense	12,000
8500.05	Pet Day	100
8500.08	Community Concerts	1,200
8500.09	Advertising	1,240
<b>Total Special Events</b>		<b>16,640</b>

**8800.00**

**8810.00 Fall Soccer**

8810.01	Jerseys/Uniforms	3,420
8810.02	Equipment	1,000
8810.03	Field Maintenance/Supplies	7,700
8810.04	Insurance	190
8810.05	Portable Restrooms	750
8810.06	Printing	150
8810.07	Referee/Linesman	5,500
8810.08	Trophies	2,520
8810.09	Office Supplies	100
8810.10	Postage	200
8810.12	Background checks	270
<b>Total Fall Soccer</b>		<b>21,800</b>

**Town of Pleasant Garden  
General Fund Budget 2011-12  
Expenditures**

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**8820.00 Spring Soccer**

8820.01	Jerseys/Uniforms	4,500
8820.02	Equipment	1,700
8820.03	Field Maintenance/Supplies	5,900
8820.04	Insurance	500
8820.05	Portable Restrooms	1,000
8820.06	Printing	250
8820.07	Referee/Linesman	8,000
8820.08	Trophies	4,000
8820.09	Office Supplies	200
8820.10	Postage	275
8820.11	Soccer Camp	0
8820.12	Background checks	400

**Total Spring Soccer** 26,725

8825.00 Soccer Improvements 8,000

**Total Soccer** **56,525**

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**TOTAL RECREATION** **73,165**

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**9925.0 Sales tax paid** **3,000**

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**9900.00 Statutory Transfers to CRFund**

9900.01	Greensboro ABC Tax	1,200
9900.02	Franchise and Utilities Tax	32,000
9900.03	Beer and Wine Tax	4,200
9900.04	Sales Tax Revenue	4,600

**Total Statutory Transfers to CRFund** **42,000**

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**Total Operations Budget** **392,449**

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**Town of Pleasant Garden  
General Fund Budget 2011-12  
Summary**

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**REVENUES**

Ad valorem Taxes (.025)	82,032
Local cable TV franchise tax	7,000
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Miscellaneous Income	56,400
Investment Earnings	21,000
Fund Balance Allocation from prior year	13,017

**Total Revenues** **392,449**

**EXPENDITURES**

Operations	
Facility	26,920
Payroll	104,800
Outside Services	70,034
Office & Administrative	30,455
Council	2,450
Community Outreach	23,080
Capital Purchases & Outlay	0
5% General Fund Contingency	16,545
Recreation	73,165
Transfers to Capital Reserve 20%	42,000
Sales Tax Paid	3,000

**Total Expenditures** **392,449**

**Town of Pleasant Garden  
General Fund Budget 2011-12  
Revenue**

<b>4000.00 Revenues</b>		
4001.00	Ad valorem Taxes	
4001.01	Taxes @ .025	82,032
<b>Total Ad valorem Taxes</b>		<b>82,032</b>
4002.00	Other Taxes and Licenses	
4002.01	Cable TV Franchise Tax	7,000
4002.03	Sales & Use Tax refund	3,000
<b>Total Other Taxes and Licenses</b>		<b>10,000</b>
4003.00	Unrestricted Intergovernmental	
4003.01	Greensboro ABC Sales Tax	6,000
4003.02	Franchise Utilities Tax	165,000
4003.03	NC Beer and Wine Tax	21,000
4003.04	Sales Tax Revenue	18,000
<b>Total Unrestricted Intergovernmental</b>		<b>210,000</b>
4500.00	Miscellaneous Income	
4500.01	Event Revenue/Donations	400
4500.02	Guilford County Inspections	1,000
4500.04	Soccer Sponsorship	9,000
4500.05	Soccer Registration Fees	46,000
<b>Total Miscellaneous Income</b>		<b>56,400</b>
4600.00	Investment Earnings	21,000
<b>Total Investment Earnings</b>		<b>21,000</b>
<b>Fund Balance Allocation from prior year</b>		<b>13,017</b>

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**TOTAL REVENUES**

**392,449**

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**Town of Pleasant Garden  
General Fund Budget 2011-12  
Expenditures**

**OPERATIONS****5001.00 Facility**

5001.00	Cleaning Service	
5001.01	Building/Office Cleaning	4,000
5001.02	Window Cleaning	180
5002.00	Grounds Maintenance	5,240
5003.00	Repairs & Maintenance	4,500
5004.00	Heat & Air Maintenance	1,000
5005.00	Security Service	450
5006.00	Utilities	
5006.01	Electric	8,700
5006.02	Trash/recycling collection	1,350
5007.00	Interior Plant Care	1,200
5008.00	Extermination services	300

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<b>Total Facility</b>		<b>26,920</b>
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**5100.00 Payroll**

5101.00	Salary & Wages	
5101.01	Town Administrator/Clerk	42,000
5101.02	Assistant Clerk/Admin. Asst.	36,000
5102.00	Employee Hospital Insurance	16,550
5103.00	Employee Retirement	1,800
5104.00	Payroll Taxes	6,100
5105.00	Payroll Service	1,850
5106.00	Workmans Compensation Insurance	500

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<b>Total Payroll</b>		<b>104,800</b>
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**5200.00 Outside Services**

5201.00	Computer Network IT Services	1,800
5202.00	Financial Services	
5202.01	Accounting Services	1,000
5202.02	Audit Services	11,676
5203.00	Legal Fees - Attorney	28,000
5204.00	County Contract	5,000
5205.00	Election costs	7,500
5206.00	Emergency Services	3,500
5207.00	Animal Control	11,458
5208.00	Background checks	100

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<b>Total Outside Services</b>		<b>70,034</b>
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**Town of Pleasant Garden  
General Fund Budget 2011-12  
Expenditures**

**5300.00 Office & Administrative**

5301.00	Office Supplies	2,500
5303.00	Postage	1,400
5304.00	Telephone	3,700
5305.00	Time Warner Internet/Cable	1,380
5310.00	Equipment Repair	
5310.01	Computer	750
5310.02	Copy Machine Contract	600
5311.00	Equipment Lease	
5311.02	Copy Machine	1,625
5311.03	Postage Machine	500
5312.00	Equipment Purchase (less \$500)	500
5315.00	Bank Service Charges	1,000
5316.00	Continuing Education - Staff/boards	1,000
5317.00	Dues/Subscriptions/Honorariums	7,500
5318.00	Property & liability insurance	7,700
5319.00	Mileage Reimbursement	300

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**Total Office & Administrative** **30,455**

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**5400.00 Council**

5402.00	Council travel and expenses	500
5404.00	Essentials of Mun. Govt. training	1,000
5405.00	Educational materials	200
5416.00	Continuing Education	500
5420.00	Meeting Expense	250

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**Total Council** **2,450**

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**5500.00 Community Outreach**

5501.00	Community Communications	
5501.01	Legal notices	1,000
5501.02	Advertising/publicity	250
5501.03	Notification system	4,750
5502.00	Newsletters	
5502.01	Printing	3,600
5502.02	Postage	1,550
5503.00	Web Site Hosting	500
5505.00	Contributions/Outer Agency Funding	
5505.01	Senior Luncheon	6,500
5505.02	Kids Voting USA	100
5505.03	Operation Safe County	200
5505.07	Pleasant Garden Community Center	750

**Town of Pleasant Garden  
General Fund Budget 2011-12  
Expenditures**

5507.00	E-cycling event	200
5511.00	First Responders dinner	600
5512.00	Board Appreciation	600
5513.00	Blood Drive/Health Fairs	250
5514.00	Benevolence	100
5518.00	Town flags and banners	1,500
5520.00	Jordan Lake Education	150
5521.00	Farmers Market	480
<b>Total Community Outreach</b>		<b>23,080</b>

**5800.00 Capital Purchase and Outlay**

5801.00	Equipment	0
5805.00	Engineering Services	0
5825.00	Town Improvements	0
<b>Total 5800.00</b>	<b>Capital Purchases &amp; Outlay</b>	<b>0</b>

**5999.00 GF Contingency/disaster 16,545**

**8000.00 Recreation**

**8500.00**

**Special Events**

8500.01	Christmas Parade Expenses	1,100
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8500.03	Independence Day Expense	12,000
8500.05	Pet Day	100
8500.08	Community Concerts	1,200
8500.09	Advertising	1,240
<b>Total Special Events</b>		<b>16,640</b>

**8800.00**

**8810.00 Fall Soccer**

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8810.02	Equipment	1,000
8810.03	Field Maintenance/Supplies	7,700
8810.04	Insurance	190
8810.05	Portable Restrooms	750
8810.06	Printing	150
8810.07	Referee/Linesman	5,500
8810.08	Trophies	2,520
8810.09	Office Supplies	100
8810.10	Postage	200
8810.12	Background checks	270
<b>Total Fall Soccer</b>		<b>21,800</b>

0/31/2011

**Town of Pleasant Garden  
General Fund Budget 2011-12  
Expenditures**

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**8820.00 Spring Soccer**

8820.01	Jerseys/Uniforms	4,500
8820.02	Equipment	1,700
8820.03	Field Maintenance/Supplies	5,900
8820.04	Insurance	500
8820.05	Portable Restrooms	1,000
8820.06	Printing	250
8820.07	Referee/Linesman	8,000
8820.08	Trophies	4,000
8820.09	Office Supplies	200
8820.10	Postage	275
8820.11	Soccer Camp	0
8820.12	Background checks	400

**Total Spring Soccer** 26,725

8825.00 Soccer Improvements 8,000

**Total Soccer** **56,525**

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**TOTAL RECREATION** **73,165**

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**9925.0 Sales tax paid** **3,000**

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**9900.00 Statutory Transfers to CRFund**

9900.01	Greensboro ABC Tax	1,200
9900.02	Franchise and Utilities Tax	32,000
9900.03	Beer and Wine Tax	4,200
9900.04	Sales Tax Revenue	4,600

**Total Statutory Transfers to CRFund** **42,000**

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**Total Operations Budget** **392,449**

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**2011-12 CAPITAL RESERVE FUND BUDGET ORDINANCE**

BE IT ORDAINED by the governing Board of the Town of Pleasant Garden, North Carolina, that pursuant to Chapter 159-18 of the General Statutes of North Carolina, the budget for the Capital Reserve Fund is hereby established for fiscal year 2011-12.

Section 1. The Capital Reserve Fund is established for the purpose of providing seed capital for substantial improvements in Town infrastructure as provided in the adopted Financial Policy last revised on May 11, 2010.

Section 2. Twenty percent (20%) of all shared revenues received from the state and county government shall be deposited promptly into the Capital Reserve Fund. Additional funds may be added to the Capital Reserve Fund at the discretion of the Town Council.

Section 3. These funds and the accrued interest on them shall remain in the Capital Reserve Fund and may only be disbursed for capital improvements through transfers to a Capital Project Fund for a specific infrastructure improvement approved by the Town Council.

Section 4. The funds currently contained in the following accounts shall be designated as the Capital Reserve Fund:

Bank of America Business Interest Maximizer ...6283  
Bank of America CD...1225  
Bank of America CD...3388  
Community One CD...5699  
Community One CD...9389

Section 5. The infrastructure improvements currently under consideration by the Town Council include the following:

Authorized capital projects unspent allocation as of June 7, 2011  
Soccer/multi-purpose fields improvements \$ 12,535.06  
Picnic shelter restrooms 6,675.00  
Other possible projects:  
Jordan Lake Rules implementation \$ 250,000.00  
Municipal Complex 1,710,221.77  
TOTAL \$1,979,431.83

Section 6. The following revenues are available in the Capital Reserve Fund Balance as of June 7, 2011 to fund these projects:

Bank of America Business Interest Maximizer ...6283 \$ 607,199.78  
Bank of America CD...1225 545,331.54  
Bank of America CD...3388 207,168.25  
Community One CD...5699 293,780.37  
Community One CD...9389 325,951.89  
TOTAL \$ 1,979,431.83

Section 7. The Finance Officer is hereby directed to maintain within the Capital Reserve Fund sufficient specific detailed accounting records to satisfy the requirements of federal regulation.

Section 8. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 9. The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element.

Section 10. The Budget Officer is directed to include a detailed report on the Capital Reserve Fund at every budget submission made to this Board.

Section 11. Copies of this capital project ordinance shall be furnished to the Clerk, to the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Amended and adopted this seventh day of June 2011.

  
\_\_\_\_\_  
Bill Greene, Mayor

Attest:

  
\_\_\_\_\_  
Sandy Carmany, Town Administrator/Clerk

  
\_\_\_\_\_  
William Hill, Town Attorney