

# Town of Windsor

## Memorandum

May 30, 2024

**TO:** The Honorable Mayor and Town Council  
**FROM:** William G. Saunders, IV, Town Manager  
**SUBJECT:** FY25 Budget and Capital Improvement Plan Review

### Background

Following review of the draft FY25 Budget and Capital Improvement Plans (CIP) at the May 14, 2024, Town Council meeting, further amendments have been made to the budget and CIP drafts.

### Specifics

The budget drafts enclosed are balanced in all funds.

Changes since the May 14, 2024, meeting are outlined below:

#### General Fund Budget

Revenues -Personal Property revenue increased by \$3,000.  
-Water Fund reimbursement for salaries adjusted.

Expenditures -Legislative Travel and Training decreased by \$5,000.  
-General Management Travel and Training decreased by \$7,000.  
-Planning and Zoning Advertising decreased by \$1,000.  
-Planning and Zoning Travel and Training decreased by \$1,000.  
-Police Capital Technology and Police Maintenance Contracts were merged.  
-Police Capital Technology decreased to \$0.  
-Office365 (\$2,000) transferred from Police Operations Tech to Police Maintenance Contracts.  
-Police Operations Technology decreased by \$1,000.  
-July 4th Celebration/Christmas Parade/Other Town Events increased by \$15,000.  
- General Management Salaries adjusted per Council's direction.  
-Contingency decreased by \$119.14.

#### Water Fund Budget

Expenses -Water Salaries adjusted per Council's direction.  
-Water Fund reimbursement for salaries adjusted.  
-Depreciation decreased by \$3,305.41.

Capital Improvement Plan

General – Police Capital Technology decreased to \$0.

Unknowns

Police 599 Grant funding amount was received since the May 15<sup>th</sup> draft was created; this results in an additional \$6,000 of revenue over FY24.

The Virginia Risk Sharing Association insurance premium amount has still not been received.

Public Hearings

Public hearings on the tax and water rates for FY25 will be held at the regular Town Council meeting on Tuesday, June 11, 2024.

**Recommendation**

For Council's review and consideration

**Enclosures**

-Slip sheets for Draft FY25 Budget and CIP (Rev. 05/15/2024)