

**Mayor**  
Walter Weeks

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Alton Bain



**Commissioners**

J.C. Allen  
Jerry Beasley  
Allen Mosby  
J.D. Raynor  
Dr. Linda Robinson

# The Town of Coats, North Carolina

## Regular Meeting of the Board of Commissioners

July 9, 2015 - 7:00 p.m.

25 East Main Street

### **I. Call to Order**

- A. Invocation
- B. Pledge of Allegiance
- C. Approval of Agenda

### **II. Approval of Consent Agenda**

- A. Approval of Minutes( June 2015)
- B. Approval of Attorney Bill
- C. Review of Financial Statement
- D. Purchase of Cemetery Plots 181C, 182C, 213C

### **III. Old Business**

- A. Disposal of Town Property – 243 McKinley Street.

### **IV. New Business**

- A. Approval of Town Purchasing Policy
- B. Closing of Streets Requested by Coats Chapel Free Will Church
- C. Contract Extension with Waste Industries for Recyclables
- D. Discussion of The Town's Financial Dashboard

### **V. Manager & Committee Report**

- A. Department Head Updates

### **VI. Public Forum**

(Please limit comments to 3 minutes in order to allow others to speak)

### **VII. Adjourn**

**Mayor**  
Walter Weeks

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Alton Bain



**Commissioners**

JC Allen  
Jerry Beasley  
Allen Mosby  
John Raynor  
Dr. Linda Robinson

## The Town of Coats, North Carolina

<b><u>Item Abstract:</u></b> Consent Agenda	<b><u>Item No.</u></b> II-A, B, C, D
<b><u>Meeting Date:</u></b> July 9, 2015	<b><u>Information</u></b> <input checked="" type="checkbox"/> <b><u>Action Item</u></b> <input type="checkbox"/> <b><u>Consent Agenda</u></b>

**DEPARTMENT:** Administration

**CONTACT PERSON:** Karen Wooten, Town Clerk

**REQUEST:** Review Consent Agenda

**SUMMARY:** Attached you will find the following:

Minutes (June 2015)

Attorney Bill

June 2015 Financial Statement

Purchase of Cemetery Plots: 213C - Randy Godwin  
181C - Jerry Weaver Sr.  
182C - Sandra Hoover Weaver

**Comments to Financial Statement:**

**REVENUES:** None

**EXPENSES:** None

**BUDGET IMPACT:** None

**ATTACHMENTS:** Minutes, Attorney Bill, Financial Statement, Cemetery Deeds

**PUBLIC HEARING:** NA

**PRIOR BOARD ACTION:** None

**RECOMMENDATION:** Review and approve the Consent Agenda.

TOWN OF COATS  
Board of Commissioners  
June 11, 2015

**OFFICIAL MINUTES**

**I. ABSTRACT:**

A regular scheduled meeting of the Board of Commissioners was held on June 11, 2015 in the Board of Commissioners' Meeting Room at Coats Town Hall.

**II. ROLL CALL:**

Mayor Walter Weeks, Mayor Pro-Tem Dr. Linda Robinson, Commissioner J C Allen, Commissioner John Raynor, Commissioner Jerry Beasley and Commissioner Allen Mosby were in attendance.

**III. CALL TO ORDER:**

A quorum being present, Mayor Weeks called the meeting to order at 7:00 p.m.

Mayor Weeks delivered the invocation and led those in attendance in the Pledge of Allegiance.

Attorney Alton Bain was present.

Amend Agenda to include under Old Business item C. Sale of Library

**RESOLVED**, to accept Agenda as amended.

**MOTION BY: MAYOR PRO-TEM DR. ROBINSON: SECOND BY: COMMISSIONER RAYNOR  
APPROVED, AYES (5), MAYOR PRO-TEM DR. ROBINSON, COMMISSIONERS ALLEN, BEASLEY,  
MOSBY AND RAYNOR  
NOES(0)**

**IV. APPROVAL OF CONSENT AGENDA:**

**RESOLVED**, to accept Consent Agenda.

**MOTION BY: MAYOR PRO-TEM DR. ROBINSON: SECOND BY: COMMISSIONER RAYNOR**

**APPROVED, AYES (5), MAYOR PRO-TEM DR. ROBINSON, COMMISSIONERS ALLEN, BEASLEY, MOSBY AND RAYNOR  
NOES (0)**

**V. PUBLIC HEARING:**

A. Consider a Rezoning Application for 183 McKinley Street.

**RESOLVED**, to open Public Hearing.

**MOTION BY: MAYOR PRO-TEM DR. ROBINSON: SECOND BY: COMMISSIONER RAYNOR  
APPROVED, AYES (5), MAYOR PRO-TEM DR. ROBINSON, COMMISSIONERS ALLEN, BEASLEY, MOSBY AND RAYNOR  
NOES (0)**

Durane Currin, 1044 Fleming Road, Coats requested that the Board consider the request to re-zone property located at 183 McKinley Street for a R-20 zoning. **(Reference #1)**

B. Approval of the 2015-16 Town's Fiscal Years Budget.

Mayor Weeks opened the Public Hearing for the 2015-16 Fiscal Years Budget.

Seeing none Mayor Weeks closed the Public Hearing.

**VI. OLD BUSINESS:**

A. Consider a Re-zoning Application for 183 McKinley Street.

**RESOLVED**, to accept the re-zoning request.

**MOTION BY: MAYOR PRO-TEM DR. ROBINSON: SECOND BY: COMMISSIONER RAYNOR  
APPROVED, AYES (5), MAYOR PRO-TEM DR. ROBINSON, COMMISSIONERS ALLEN, BEASLEY, MOSBY AND RAYNOR  
NOES(0)**

B. Approval of the Town 2015-16 Fiscal Year Budget.

Town Manager Kenny Cole presented to the Board the 2015-16 Fiscal Year Budget that was approved in the May work session with a 2% Cost of Living Adjustment for all full time and fulltime/part time employees. Mr. Cole shared the budget highlights as:

1. Tax rate remains the same.
2. 2% COLA for the employees

3. 8.26% increase in Health Benefits
4. Purchase of (1) Police Vehicle
5. Purchase of (1) Lawn Mower for Recreation
6. Funds to replace (2) roofs at Town Hall
7. Funds to replace (1) HVAC unit
8. Fee Increases:
  - Recreation Fees; In Town Residents \$25.00
  - Non-Residents \$50.00
  - Notary Public Fees: \$5.00 per document
  - Zoning Compliance Letters: \$50.00
  - Business Registration Fee - \$25.00 per business
9. Open Library one additional hour per day.

Mr. Cole also commented on the Appendix "A" a change that includes an Assistant Public Works Director under Grade 11 and a Library supervisor change to Library Director (title change only).

**RESOLVED**, to accept the 2015-2016 Fiscal Year Budget with the Fee Schedule attached.

**MOTION BY: MAYOR PRO-TEM DR. ROBINSON: SECOND BY: COMMISSIONER RAYNOR  
APPROVED, AYES (5), MAYOR PRO-TEM DR. ROBINSON, COMMISSIONERS ALLEN, BEASLEY,  
MOSBY AND RAYNOR  
NOES (0)**

**C. Sale of Library Property.**

Town Manager Kenny Cole updated the Board that a sign has been put up at the property which states that the sealed bids will be on July 14, 2015 at 3 p.m. Mr. Cole confirmed that Harnett County had appraisal around \$170,000.

**VII. NEW BUSINESS:**

**A. Computer Support Contract with Harnett County.**

Town Manager Kenny Cole requested that the Board approve Computer Support Services Agreement with Harnett County. Mr. Cole stated that the Information Technology Department has provided the Town of Coats with excellent and dependable service (**Reference #2**).

**RESOLVED**, to approve contract with Harnett County as presented.

**MOTION BY: MAYOR PRO-TEM DR. ROBINSON: SECOND BY: COMMISSIONER RAYNOR**

**APPROVED, AYES (5), MAYOR PRO-TEM DR. ROBINSON, COMMISSIONERS ALLEN, BEASLEY, MOSBY AND RAYNOR  
NOES (0)**

**VIII. MANAGER & COMMITTEE REPORT:**

Town Manager Kenny Cole updated the Board on the status that IGA has complied with the removal of debris and 134 Railroad Street container has been removed. Mr. Cole stated that the sidewalk project will be completed on June 18<sup>th</sup>. Mr. Cole informed the Board on June 18<sup>th</sup> that Smith Farms will be hosting a concert.

Recreation Director Mike Collins informed the Board of 126 ball games at the park and also thanked the Board for the budget and confirmed that it was what was needed.

Chief Jeremy Hall informed the Board of the stats from May 14<sup>th</sup> –June 11<sup>th</sup> (**Reference # 3**).

Library Supervisor Rebecca DallaMura informed the Board that May was a good month and that books have been donated to the Library. Mrs. DallaMura also thanked the Board for the new budget.

**IX. PUBLIC FORUM:**

Mayor Weeks opened the Public Forum.

Seeing none Mayor Weeks closed Public Forum.

**X. ADJOURN:**

**RESOLVED**, to adjourn meeting.

**MOTION BY: MAYOR PRO-TEM DR. ROBINSON: SECOND BY: COMMISSIONER RAYNOR  
APPROVED, AYES (5), MAYOR PRO-TEM DR. ROBINSON, COMMISSIONERS ALLEN, BEASLEY, MOSBY AND RAYNOR  
NOES (0)**

Mayor Weeks called meeting adjourned at 7:24.

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Karen F. Wooten, Town Clerk

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Walter Weeks, Mayor

July 2, 2015

The Town of Coats  
Post Office Box 675  
Coats, North Carolina 27521

Attn: Town Clerk

**Re: Statement of Services Rendered by Alton D. Bain – June 1, 2015 through June 30, 2015**

06-11-2015	Study email from Kenny Cole; Reply to email; Study agenda for meeting; Conference with Town Manager; Attend Town Board Meeting	1.1
	Study email from Kenny Cole regarding workers comp matters; Study documents sent by Kenny Cole for review; Reply to email	.2
	Study email regarding letter to employee; Reply to email	.2

**1.5 hrs @ \$150.00 per hour**

**\$ 225.00**

**TOTAL FOR TOWN OF COATS:**

**\$ 225.00**

*kw*

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Alton D. Bain, Attorney for Town of Coats

07/02/15

Fiscal Year: 2015

14:09:38

Fiscal Month Range: 12-12

## Town of Coats

Selected Department

Page 1

## Revenue Statement

(ALL) All Departments

Period Ending: June 30, 2015

## 10 GENERAL FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Percent Collected %
PENALTIES & INTEREST	10-3100-1700	2,000.00	482.02	3,120.45	-1,120.45	156.02
TAXES COLLECTED 2005	10-3200-0005	0.00	0.00	65.08	-65.08	0.00
TAXES COLLECTED 2006	10-3200-0006	0.00	100.68	116.69	-116.69	0.00
TAXES COLLECTED 2007	10-3200-0007	0.00	0.00	38.19	-38.19	0.00
TAXES COLLECTED 2008	10-3200-0008	0.00	0.00	108.39	-108.39	0.00
TAXES COLLECTED 2009	10-3200-0009	0.00	0.00	87.02	-87.02	0.00
TAXES COLLECTED 2010	10-3200-0010	0.00	0.00	106.47	-106.47	0.00
TAXES COLLECTED 2011	10-3200-0011	0.00	27.34	1,058.14	-1,058.14	0.00
TAXES COLLECTED 2012	10-3200-0012	5,500.00	291.37	1,531.34	3,968.66	27.84
TAXES COLLECTED 2013	10-3200-0013	8,480.00	225.73	8,330.65	149.35	98.23
TAXES COLLECTED 2014	10-3201-0014	554,273.00	10,870.54	591,870.31	-37,597.31	106.78
NC SALES TAX (ARTICLE#39)	10-3231-3000	56,000.00	5,845.21	51,370.48	4,629.52	91.73
NC (ARTICLE #40) 1/2 CENT	10-3232-3000	60,000.00	5,086.24	54,818.25	5,181.75	91.36
NC (ARTICLE #42) 1/2 CENT	10-3233-3000	30,500.00	3,149.57	28,095.17	2,404.83	92.11
NC (ARTICLE #44) 1/2 CENT	10-3234-3000	66,000.00	5,394.82	61,321.64	4,678.36	92.91
PRIVILEGE LICENSE	10-3260-1000	2,600.00	0.00	2,560.00	40.00	98.46
AUTO & TRUCK LICENSE	10-3280-1000	5,000.00	30.00	532.09	4,467.91	10.64
BEER/WINE REVENUE (Y)	10-3322-3000	5,500.00	0.00	10,673.85	-5,173.85	194.07
OFFICERS' FEES COLLECTED	10-3323-1000	600.00	49.50	895.50	-295.50	149.25
NC FRANCHISE TAX ELECTRIC	10-3324-3000	50,000.00	23,787.84	56,568.24	-6,568.24	113.13
NC SALES TELECOM SERVICES	10-3324-3001	13,000.00	3,101.48	10,132.32	2,867.68	77.94
SALES TAX ON VIDEO PROGRAMMIN	10-3324-3002	20,000.00	5,162.06	15,914.32	4,085.68	79.57
ACCIDENT REPORT	10-3431-0000	100.00	8.00	117.00	-17.00	117.00
ZONING FEES	10-3491-0000	1,500.00	280.00	2,975.00	-1,475.00	198.33
HARNETT-CONTRIBUTION (2Y)	10-3612-8400	5,000.00	0.00	5,000.00	0.00	100.00
PARTICIPATION FEES	10-3612-8440	12,000.00	0.00	13,320.00	-1,320.00	111.00
CONCESSION STAND	10-3612-8500	500.00	0.00	0.00	500.00	0.00
RECREATION-MISCELLANEOUS	10-3612-8900	2,000.00	0.00	75.00	1,925.00	3.75
INTEREST EARNED	10-3830-4910	400.00	32.97	341.54	58.46	85.38
MISCELLANEOUS INCOME	10-3839-8000	5,000.00	24.00	7,429.02	-2,429.02	148.58

07/02/15 Fiscal Year: 2015  
 14:09:38 Fiscal Month Range: 12-12

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Percent Collected %
LIBRARY FEES	10-3839-8001	2,000.00	186.92	2,514.70	-514.70	125.73
FUEL SALES/FIRE DEPARTMENT	10-3839-8007	12,000.00	1,128.99	9,506.21	2,493.79	79.21
UNAPPROPRIATED SURPLUS	10-3990-9900	94,662.60	0.00	0.00	94,662.60	0.00
APPR.FROM FUND BAL TO CEMETER	10-3990-9910	4,750.00	0.00	0.00	4,750.00	0.00
APPR. FROM FUND BAL TO PROJEC	10-3990-9920	15,018.00	0.00	0.00	15,018.00	0.00
SURPLUS PROPERTY	10-3990-9950	1,000.00	0.00	77.00	923.00	7.70
CELL TOWER LEASE	10-3990-9955	0.00	6,591.84	6,591.84	-6,591.84	0.00
TOTAL FUND REVENUE:		1,035,383.60	71,857.12	947,261.90	88,121.70	91.48

07/02/15  
14:09:38

Fiscal Year: 2015  
Fiscal Month Range: 12-12

Town of Coats

Revenue Statement

Period Ending: June 30, 2015

Selected Department  
(ALL) All Departments

20 POWELL BILL FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Percent Collected %
STATE STREET AID	20-3001-0001	64,500.00	0.00	70,547.13	-6,047.13	109.37
UNAPPROPRIATED SURPLUS	20-3990-9900	4,472.00	0.00	0.00	4,472.00	0.00
TOTAL FUND REVENUE:		68,972.00	0.00	70,547.13	-1,575.13	102.28

# Revenue Statement

Period Ending: June 30, 2015

## 31 SOLID WASTE

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Percent Collected %
FURNITURE/YARD WASTE REVENUE	31-3323-1000	28,800.00	2,400.00	28,800.00	0.00	100.00
GARBAGE REVENUE	31-3323-2000	174,218.00	14,159.00	169,679.34	4,538.66	97.39
TOTAL FUND REVENUE:		203,018.00	16,559.00	198,479.34	4,538.66	97.76

# Revenue Statement

Period Ending: June 30, 2015

## 40 TOWN HALL PROJECT

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Percent Collected %
TRANSFER FROM GENERAL FUND	40-3300-3000	15,018.00	15,018.00	15,018.00	0.00	100.00
TRANSFER FROM WATER FUND	40-3300-4000	3,076.00	3,076.00	3,076.00	0.00	100.00
TOTAL FUND REVENUE:		18,094.00	18,094.00	18,094.00	0.00	100.00

07/02/15

Fiscal Year: 2015

14:09:38

Fiscal Month Range: 12-12

## Town of Coats

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## Revenue Statement

Period Ending: June 30, 2015

Selected Department

(ALL) All Departments

## 60 WATER FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Collected %
WATER REVENUE (SERVICE)	60-3710-5100	340,000.00	28,686.45	341,554.21	-1,554.21	100.45
SEWER REVENUE COLLECTED	60-3710-5101	0.00	-1,656.80	30,353.69	-30,353.69	0.00
GARBAGE REVENUE COLLECTED	60-3710-5102	0.00	0.00	0.00	0.00	0.00
TAP ON FEES	60-3710-5200	2,500.00	1,600.00	1,600.00	900.00	64.00
WATER DEPARTMENT FEES	60-3710-5800	21,523.00	3,568.77	37,369.60	-15,846.60	173.62
UNAPPROPRIATED SURPLUS	60-3710-5801	82,500.00	0.00	0.00	82,500.00	0.00
APPR.FROM FUND BAL TO PROJECT	60-3710-5900	3,076.00	0.00	0.00	3,076.00	0.00
MISCELLANEOUS	60-3710-8000	500.00	50.00	989.17	-489.17	197.83
TOTAL FUND REVENUE:		450,099.00	32,248.42	411,866.67	38,232.33	91.50

07/02/15 Fiscal Year: 2015  
 14:09:38 Fiscal Month Range: 12-12

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Collected %
INTEREST EARNED	72-3001-1002	0.00	0.00	0.00	0.00	0.00
INTEREST	72-3474-4910	25.00	2.12	25.00	0.00	100.00
C-SALE LTS 15%CK 85%M-MKT	72-3474-8900	1,000.00	1,500.00	4,500.00	-3,500.00	450.00
PERMITS: GRAVE OPENING-CK	72-3474-8910	500.00	0.00	400.00	100.00	80.00
APPROP. FROM GEN. FUND	72-3474-9000	4,750.00	0.00	4,750.00	0.00	100.00
TOTAL FUND REVENUE:		6,275.00	1,502.12	9,675.00	-3,400.00	154.18
TOTAL REVENUE:		1,781,841.60	140,260.66	1,655,924.04	125,917.56	92.93%

**Encumbrances & Expenditure Statement**

Period Ending: June 30, 2015

Fiscal Year: 2015

Fiscal Month Range: 12-12

07/02/15

14:09:22

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4110) GOVERNING BOARD:							
GOVERNING BOARD/SALARI	10-4110-1700	9,800.00	0.00	9,800.00	0.00	0.00	100.00
FICA	10-4110-1710	750.00	0.00	749.70	0.00	0.30	99.96
INSURANCE (WORKER'S CO	10-4110-1860	2,028.00	0.00	2,028.00	0.00	0.00	100.00
AUDIT/ACCOUNTING	10-4110-1910	8,300.00	0.00	7,900.00	0.00	400.00	95.18
LEGAL SERVICES	10-4110-1920	8,000.00	0.00	2,887.50	0.00	5,112.50	36.09
PROFESSIONAL SERVICE	10-4110-1990	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Surplus Property Listi	10-4110-2000	300.00	0.00	85.83	0.00	214.17	28.61
HARNETT L-GOVERMENT AS	10-4110-4000	461.80	0.00	400.00	0.00	61.80	86.61
MID-CAROLINA COUNCIL O	10-4110-4010	525.00	0.00	507.00	0.00	18.00	96.57
INSURANCE (MUNICIPAL P	10-4110-4500	3,867.00	0.00	3,825.39	0.00	41.61	98.92
DUES/SUBS (ADVERTISING	10-4110-4910	3,000.00	0.00	2,969.27	0.00	30.73	98.97
BENEVOLENCE	10-4110-4990	325.00	40.00	325.00	0.00	0.00	100.00
EMPLOYEE CHRISTMAS BON	10-4110-6000	4,063.20	0.00	4,063.20	0.00	0.00	100.00
COATS SENIOR CENTER	10-4110-6300	800.00	0.00	800.00	0.00	0.00	100.00
COATS MUSEUM	10-4110-7001	300.00	0.00	300.00	0.00	0.00	100.00

TOTAL DEPT: (4110) GOVERNING BOARD:

36,640.89

40.00

45,520.00

0.00

8,879.11

80.49

## Encumbrances &amp; Expenditure Statement

Fiscal Year: 2015

Fiscal Month Range: 12-12

Period Ending: June 30, 2015

(ALL) All Departments

(D)

## 10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4120) GENERAL MANAGEMENT:							
SALARIES/WAGES (GEN FU (FICA)	10-4120-1210	109,932.00	13,326.95	109,827.74	0.00	104.26	99.90
RETIREMENT (6.790%)	10-4120-1810	8,416.00	1,019.45	8,401.78	0.00	14.22	99.83
INSURANCE (MEDICAL)	10-4120-1820	7,804.00	963.45	7,782.53	0.00	21.47	99.72
EMPLOYMENT SECURITY CO	10-4120-1830	21,900.00	96.19	21,357.22	0.00	542.78	97.52
INSURANCE (WORKER'S CO	10-4120-1850	12,578.00	0.00	8,237.53	0.00	4,340.47	65.49
JANITORAL/SALARIES/MAI	10-4120-1860	2,755.00	0.00	1,486.67	0.00	1,268.33	53.96
PROFESSIONAL SERVICE	10-4120-1970	2,600.00	200.00	2,600.00	0.00	0.00	100.00
JANITORAL SUPPLIES	10-4120-1990	4,700.00	415.04	4,809.16	0.00	-109.16	102.32
AUTO (GAS & LUBRICANTS	10-4120-2110	635.00	0.00	622.51	0.00	12.49	98.03
OFFICE SUPPLIES	10-4120-2510	55,800.00	3,913.89	38,082.68	0.00	17,717.32	68.24
TRAVEL & PER DIEM	10-4120-2610	2,000.00	40.68	1,458.75	0.00	541.25	72.93
TELEPHONE/CHARTER	10-4120-3110	1,600.00	0.00	672.51	0.00	927.49	42.03
POSTAGE	10-4120-3210	4,300.00	406.70	3,358.90	0.00	941.10	78.11
ELECTRICITY BUILDING	10-4120-3250	1,000.00	150.70	434.87	0.00	565.13	43.48
SEWER	10-4120-3310	3,350.00	0.00	3,334.28	0.00	15.72	99.53
PRINTING	10-4120-3350	1,000.00	40.41	899.50	0.00	100.50	89.95
REPAIRS-BUILDING	10-4120-3400	1,000.00	0.00	0.00	0.00	1,000.00	0.00
REPAIRS-EQUIPMENT	10-4120-3510	4,000.00	0.00	3,901.63	0.00	98.37	97.54
ADVERTISING/LEGAL	10-4120-3520	500.00	0.00	405.12	0.00	94.88	81.02
TRAINING - SCHOOL	10-4120-3910	800.00	190.00	657.04	0.00	142.96	82.13
INSURANCE (MUNICIPAL)	10-4120-3950	2,595.00	13.46	2,579.87	0.00	15.13	99.41
DUES/SUBSCRIPTIONS	10-4120-4500	5,000.00	0.00	5,000.00	0.00	0.00	100.00
CAPITAL OUTLAY	10-4120-4910	1,500.00	50.00	1,351.00	0.00	149.00	90.06
COMPUTER/DATA EQUIPMEN	10-4120-5100	3,500.00	0.00	0.00	0.00	3,500.00	0.00
OUTSIDE CONTRACTS	10-4120-5200	2,000.00	309.00	1,993.83	0.00	6.17	99.69
COUNTY COLL (.015 & .0	10-4120-6000	9,150.00	0.00	8,300.25	0.00	849.75	90.71
FIRE CO (CODE INSPECTI	10-4120-6990	7,000.00	67.72	5,504.03	0.00	1,495.97	78.62
APPROP. TO CEMETERY FU	10-4120-6995	4,500.00	0.00	3,875.00	0.00	625.00	86.11
	10-4120-7000	4,750.00	0.00	4,750.00	0.00	0.00	100.00

# Encumbrances & Expenditure Statement

Period Ending: June 30, 2015

07/02/15 Fiscal Year: 2015  
14:09:22 Fiscal Month Range: 12-12  
(D)

## 10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
APPROP. TO PROJECT FUN	10-4120-7002	15,018.00	15,018.00	15,018.00	0.00	0.00	100.00
TOTAL DEPT: (4120) GENERAL MANAGEMENT:		301,683.00	36,221.64	266,702.40	0.00	34,980.60	88.40

# Encumbrances & Expenditure Statement

Period Ending: June 30, 2015

## 10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4310) POLICE DEPARTMENT:							
SALARIES/WAGES (POLICE	10-4310-1210	210,982.00	25,445.69	203,277.26	0.00	7,704.74	96.34
SALARIES/WAGES (O.T.)	10-4310-1220	1,728.00	0.00	1,728.00	0.00	0.00	100.00
HOLIDAY PAY	10-4310-1230	9,243.00	794.64	9,237.29	0.00	5.71	99.93
SALARIES/WAGES (P.T.)	10-4310-1260	8,848.00	1,452.00	8,772.00	0.00	76.00	99.14
LONGEVITY (FORM 1099 M	10-4310-1270	330.00	0.00	330.00	0.00	0.00	100.00
5% RETIREMENT - 401(K)	10-4310-1330	11,107.00	1,062.89	9,298.53	0.00	1,808.47	83.71
(FICA)	10-4310-1810	17,682.00	2,105.11	16,951.03	0.00	730.97	95.86
RETIREMENT (7.150%)	10-4310-1820	15,495.00	1,795.04	14,027.23	0.00	1,467.77	90.52
INSURANCE (MEDICAL)	10-4310-1830	35,107.00	262.38	34,774.51	0.00	332.49	99.05
INSURANCE (WORKER'S CO	10-4310-1860	16,344.00	0.00	15,117.02	0.00	1,226.98	92.49
MEDICAL (DRUG TEST)	10-4310-1930	800.00	0.00	225.56	0.00	574.44	28.19
PROFESSIONAL SERVICE	10-4310-1990	2,000.00	0.00	400.00	0.00	1,600.00	20.00
JANITORIAL SUPPLIES	10-4310-2110	250.00	0.00	36.39	0.00	213.61	14.55
UNIFORMS	10-4310-2120	4,000.00	843.30	3,476.02	0.00	523.98	86.90
TIRES	10-4310-2520	4,000.00	50.00	2,258.32	0.00	1,741.68	56.45
VEHICLE MAIN/SUPPLIES	10-4310-2530	8,550.00	1,688.33	8,526.59	0.00	23.41	99.72
OFFICE SUPPLIES	10-4310-2610	1,200.00	0.00	689.68	0.00	510.32	57.47
TRAVEL & PER DIEM	10-4310-3110	600.00	25.60	196.10	0.00	403.90	32.68
TELEPHONE SERVICES	10-4310-3210	5,000.00	914.06	4,731.27	0.00	268.73	94.62
POSTAGE	10-4310-3250	200.00	0.00	191.72	0.00	8.28	95.86
COMMUNICATION EXPENSE	10-4310-3290	10,000.00	334.00	8,287.68	0.00	1,712.32	82.87
ELECTRICITY BUILDING	10-4310-3310	3,765.00	427.19	3,761.45	0.00	3.55	99.90
PRINTING	10-4310-3400	250.00	0.00	24.99	0.00	225.01	9.99
REPAIRS (EQUIPMENT)	10-4310-3520	2,500.00	166.87	1,639.76	0.00	860.24	65.59
ADVERTISING	10-4310-3910	100.00	0.00	0.00	0.00	100.00	0.00
TRAINING & SCHOOL	10-4310-3950	1,500.00	0.00	113.80	0.00	1,386.20	7.58
SERVICE MAIN CONTRACTS	10-4310-4420	15,000.00	0.00	9,801.01	0.00	5,198.99	65.34
INSURANCE-LIABILITY-AU	10-4310-4500	13,500.00	0.00	13,500.00	0.00	0.00	100.00
DUES & SUBSCRIPTIONS	10-4310-4910	250.00	0.00	0.00	0.00	250.00	0.00

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
AMMUNITION	10-4310-6000	2,500.00	0.00	2,500.00	0.00	0.00	100.00
DEBT SERVICE (PRINCIP	10-4310-7100	5,056.00	0.00	5,056.00	0.00	0.00	100.00
DEBT SERVICE (INTERE	10-4310-7210	1,035.00	0.00	1,035.00	0.00	0.00	100.00
TOTAL DEPT: (4310) POLICE DEPARTMENT:		408,922.00	37,367.10	379,964.21	0.00	28,957.79	92.91

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4510) STREET DEPARTMENT:							
SALARIES/WAGES (STREET	10-4510-1210	14,589.00	841.69	12,592.96	0.00	1,996.04	86.31
SALARIES/WAGES (P.T.)	10-4510-1260	3,595.00	1,368.00	3,586.75	0.00	8.25	99.77
(FICA)	10-4510-1810	1,294.00	169.06	1,232.47	0.00	61.53	95.24
RETIREMENT (6.790%)	10-4510-1820	1,031.00	60.87	910.56	0.00	120.44	88.31
INSURANCE (MEDICAL)	10-4510-1830	3,649.00	26.24	3,617.28	0.00	31.72	99.13
INSURANCE (WORKER'S CO	10-4510-1860	5,583.00	0.00	5,583.00	0.00	0.00	100.00
STREET SIGNS	10-4510-2230	2,110.00	0.00	1,860.13	0.00	249.87	88.15
SUPPLIES/MATERIALS	10-4510-2260	6,500.00	410.28	6,408.75	0.00	91.25	98.59
SAFETY/FIRST AID SUPPL	10-4510-2310	700.00	0.00	683.85	0.00	16.15	97.69
CHEMICALS/PESTICIDES	10-4510-2340	2,000.00	0.00	1,925.41	0.00	74.59	96.27
TIRES	10-4510-2520	1,200.00	0.00	549.52	0.00	650.48	45.79
VEHICLE MAINTENANCE &	10-4510-2530	3,500.00	0.00	1,748.56	0.00	1,751.44	49.95
TRAVEL & PER DIEM	10-4510-3110	200.00	0.00	15.68	0.00	184.32	7.84
PAGERS/CELL PHONES	10-4510-3211	1,100.00	105.90	809.50	0.00	290.50	73.59
ELECTRICITY-STREET LIG	10-4510-3311	52,000.00	3,935.52	47,305.56	0.00	4,694.44	90.97
REPAIRS (EQUIPMENT)	10-4510-3520	3,660.00	202.50	3,228.87	0.00	431.13	88.22
TRAINING - SCHOOL	10-4510-3950	50.00	0.00	0.00	0.00	50.00	0.00
UNIFORMS RENTAL FEES	10-4510-4140	1,805.00	69.28	1,804.50	0.00	0.50	99.97
INSURANCE(LIABILITY-VE	10-4510-4500	1,300.00	0.00	1,300.00	0.00	0.00	100.00
TIPPING FEES	10-4510-4990	4,000.00	0.00	0.00	0.00	4,000.00	0.00
DEBT SERVICE PRINCIPAL	10-4510-7100	11,107.00	0.00	10,954.24	0.00	152.76	98.62
TOTAL DEPT: (4510) STREET DEPARTMENT:		120,973.00	7,189.34	106,117.59	0.00	14,855.41	87.72

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4910) PLANNING/ZONING :							
ZONING BOARD MEMBER FE	10-4910-1710	2,100.00	125.00	1,950.00	0.00	150.00	92.85
PROFESSIONAL SERVICE	10-4910-1990	150.00	0.00	0.00	0.00	150.00	0.00
OFFICE SUPPLIES	10-4910-2610	300.00	0.00	173.20	0.00	126.80	57.73
ZONING (ADVERTISING)	10-4910-3910	1,000.00	99.60	702.20	0.00	297.80	70.22
ANIMAL CONTROL/VEHICLE	10-4910-5400	10,000.00	0.00	10,000.00	0.00	0.00	100.00
OUTSIDE CONTRACTS	10-4910-6000	22,500.00	0.00	9,000.00	0.00	13,500.00	40.00
TOTAL DEPT: (4910) PLANNING/ZONING :		36,050.00	224.60	21,825.40	0.00	14,224.60	60.54

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## Town of Coats

Selected Department

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**Encumbrances & Expenditure Statement**

Period Ending: June 30, 2015

(ALL) All Departments

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6110) LIBRARY:							
SALARIES/WAGES (LIBRAR	10-6110-1260	22,306.00	2,545.02	22,283.15	0.00	22.85	99.89
(FICA)	10-6110-1810	1,705.00	194.70	1,704.64	0.00	0.36	99.97
WORKER'S COMP	10-6110-1860	697.00	0.00	697.00	0.00	0.00	100.00
JANITORIAL SUPPLIES	10-6110-2110	400.00	0.00	203.68	0.00	196.32	50.92
OFFICE SUPPLIES/BOOKS	10-6110-2610	465.00	0.00	449.39	0.00	15.61	96.64
TRAVEL & PER DIEM	10-6110-3110	50.00	0.00	0.00	0.00	50.00	0.00
TELEPHONE	10-6110-3210	2,200.00	136.19	1,712.34	0.00	487.66	77.83
POSTAGE	10-6110-3250	50.00	0.00	9.80	0.00	40.20	19.60
ELECTRICITY BUILDING	10-6110-3310	3,600.00	472.03	3,288.67	0.00	311.33	91.35
SEWER	10-6110-3350	485.00	37.28	442.87	0.00	42.13	91.31
REPAIRS BUILDING	10-6110-3510	3,395.00	0.00	318.75	0.00	3,076.25	9.38
RENTAL OFFICE EQUIPMEN	10-6110-4310	1,500.00	117.59	1,475.54	0.00	24.46	98.36
INSURANCE (LIABILITY/B	10-6110-4500	450.00	0.00	450.00	0.00	0.00	100.00
DUES/SUBSCRIPTIONS	10-6110-4910	410.00	0.00	406.72	0.00	3.28	99.20
CAPITAL OUTLAY (BOOKS)	10-6110-5100	240.00	-0.89	134.90	0.00	105.10	56.20
CAPITAL IMPROVEMENT	10-6110-7110	16,923.60	0.00	16,123.60	0.00	800.00	95.27
TOTAL DEPT: (6110) LIBRARY:		54,876.60	3,501.92	49,701.05	0.00	5,175.55	90.56

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6120) RECREATION DEPARTMENT:							
SALARIES/WAGES (PARK)	10-6120-1260	20,809.00	2,400.93	20,808.06	0.00	0.94	99.99
SALARIES (OTHER) (1099 (FICA)	10-6120-1265	7,499.00	1,104.00	6,976.00	0.00	523.00	93.02
	10-6120-1810	2,166.00	268.12	2,125.43	0.00	40.57	98.12
INSURANCE (WORKER'S CO REFEREES/UMPIRES	10-6120-1860	1,785.00	0.00	1,785.00	0.00	0.00	100.00
JANITORAL/MAINT/SUPPLI	10-6120-1950	14,190.00	400.00	14,190.00	0.00	0.00	100.00
PROGRAM SUPPLIES	10-6120-1970	992.00	375.00	991.59	0.00	0.41	99.95
SAFETY/FIRST AID SUPPL	10-6120-2280	6,460.00	2,009.32	6,456.62	0.00	3.38	99.94
CHEMICALS, FERTILIZER	10-6120-2310	250.00	6.39	53.34	0.00	196.66	21.33
AUTO (GAS & MAINTENANC	10-6120-2340	1,080.00	0.00	1,076.92	0.00	3.08	99.71
TIRES	10-6120-2510	0.00	0.00	0.00	0.00	0.00	0.00
	10-6120-2520	0.00	0.00	0.00	0.00	0.00	0.00
VEHICLE MAIN SUPPLIES	10-6120-2530	300.00	0.00	300.00	0.00	0.00	100.00
OFFICE SUPPLIES	10-6120-2610	200.00	0.00	137.94	0.00	62.06	68.97
TELEPHONE	10-6120-3210	790.00	0.00	687.52	0.00	102.48	87.02
PAGERS/CELL PHONES	10-6120-3211	340.00	133.07	133.07	0.00	206.93	39.13
ELECTRICITY (PA	10-6120-3312	6,228.00	1,213.64	6,150.75	0.00	77.25	98.76
PRINTING/ADVERTISING	10-6120-3400	410.00	0.00	408.00	0.00	2.00	99.51
REPAIRS BUILDING	10-6120-3510	1,535.00	0.00	1,534.69	0.00	0.31	99.98
REPAIRS (EQUIPMENT & B	10-6120-3520	900.00	0.00	714.34	0.00	185.66	79.37
REPAIRS (VEHICLE)	10-6120-3530	425.00	414.01	414.01	0.00	10.99	97.41
INSURANCE(LIABILITY-VE	10-6120-4500	1,000.00	0.00	1,000.00	0.00	0.00	100.00
TOTAL DEPT: (6120) RECREATION DEPARTMENT:		67,359.00	8,324.48	65,943.28	0.00	1,415.72	97.89
TOTAL FUND: (10) GENERAL FUND		1,035,383.60	92,869.08	926,894.82	0.00	108,488.78	89.52

# **Encumbrances & Expenditure Statement**

Period Ending: June 30, 2015

## **20 POWELL BILL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (9001) POWELL BILL							
SALARIES	20-9001-1210	14,591.00	841.69	12,592.82	0.00	1,998.18	86.30
FICA EXPENSE	20-9001-1810	1,116.00	64.40	963.45	0.00	152.55	86.33
RETIREMENT EXPENSE	20-9001-1820	1,032.00	60.87	910.56	0.00	121.44	88.23
GROUP INSURANCE EXPENS	20-9001-1830	3,649.00	26.24	3,634.56	0.00	14.44	99.60
INSURANCE WORKERS COMP	20-9001-1860	3,084.00	0.00	3,084.00	0.00	0.00	100.00
CONTRACTED SERVICES	20-9001-6000	45,500.00	32,669.61	34,713.87	0.00	10,786.13	76.29
TOTAL DEPT: (9001) POWELL BILL							
		68,972.00	33,662.81	55,899.26	0.00	13,072.74	81.04
TOTAL FUND: (20) POWELL BILL FUND							
		68,972.00	33,662.81	55,899.26	0.00	13,072.74	81.04

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4810) SOLID WASTE							
SALARIES/WAGES	31-4810-1210	31,334.00	2,916.47	27,575.19	0.00	3,758.81	88.00
FICA	31-4810-1810	2,397.00	223.09	2,109.27	0.00	287.73	87.99
RETIREMENT(7.07%)	31-4810-1820	2,215.00	158.80	1,925.75	0.00	289.25	86.94
INSURANCE (MEDICAL)	31-4810-1830	6,368.00	48.11	5,946.09	0.00	421.91	93.37
INSURANCE (WORKER'S CO	31-4810-1860	3,084.00	0.00	3,084.00	0.00	0.00	100.00
TIPPING FEES	31-4810-3960	5,320.00	0.00	0.00	0.00	5,320.00	0.00
WASTE INDUSTRIES RECYC	31-4810-4410	41,300.00	3,142.44	35,590.52	0.00	5,709.48	86.17
SERVICE MAIN CONTRACT	31-4810-4420	111,000.00	8,865.18	99,833.38	0.00	11,166.62	89.94
TOTAL DEPT: (4810) SOLID WASTE		203,018.00	15,354.09	176,064.20	0.00	26,953.80	86.72
TOTAL FUND: (31) SOLID WASTE		203,018.00	15,354.09	176,064.20	0.00	26,953.80	86.72

## Encumbrances &amp; Expenditure Statement

Period Ending: June 30, 2015

07/02/15 Fiscal Year: 2015  
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## 40 TOWN HALL PROJECT

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (00000)							
CAPITAL OUTLAY - USDA	40-4120-5100	18,094.00	0.00	18,094.00	0.00	0.00	100.00
TOTAL DEPT: (00000)		18,094.00	0.00	18,094.00	0.00	0.00	100.00
TOTAL FUND: (40) TOWN HALL PROJECT		18,094.00	0.00	18,094.00	0.00	0.00	100.00

Encumbrances & Expenditure Statement

Period Ending: June 30, 2015

60 WATER FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (7110) WATER EXPENSE							
SALARIES	60-7110-1210	108,843.00	10,920.45	106,616.35	0.00	2,226.65	97.95
LONGEVITY	60-7110-1270	170.00	0.00	0.00	0.00	170.00	0.00
FICA/MEDICARE	60-7110-1810	8,326.00	835.44	8,156.10	0.00	169.90	97.95
RETIREMENT (7.07%)	60-7110-1820	7,695.00	789.55	7,541.50	0.00	153.50	98.00
INSURANCE-MEDICAL	60-7110-1830	23,437.00	109.33	22,823.76	0.00	613.24	97.38
INSURANCE (WORKER'S CO	60-7110-1860	9,250.00	0.00	9,250.00	0.00	0.00	100.00
PROFESSIONAL SERVICE	60-7110-1990	5,870.00	100.00	5,870.00	0.00	0.00	100.00
JANITORAL SUPPLIES	60-7110-2110	500.00	0.00	190.77	0.00	309.23	38.15
HAND TOOLS	60-7110-2220	1,000.00	0.00	254.74	0.00	745.26	25.47
MATERIALS & SUPPLIES	60-7110-2260	8,000.00	274.43	7,275.38	0.00	724.62	90.94
METERS & TAP MATERIALS	60-7110-2291	6,000.00	0.00	2,918.22	0.00	3,081.78	48.63
SAFETY FIRST AID	60-7110-2310	500.00	0.00	446.07	0.00	53.93	89.21
TIRES	60-7110-2520	1,200.00	0.00	484.24	0.00	715.76	40.35
VEHICLES MAINTENANCE	60-7110-2530	2,500.00	164.65	552.71	0.00	1,947.29	22.10
OFFICE SUPPLIES	60-7110-2610	1,000.00	0.00	910.85	0.00	89.15	91.08
WATER PURCHASES	60-7110-2700	119,950.00	10,049.66	105,618.03	0.00	14,331.97	88.05
TRAVEL	60-7110-3110	582.00	0.00	0.00	0.00	582.00	0.00
PAGERS/CELL PHONES	60-7110-3211	700.00	105.90	364.65	0.00	335.35	52.09
POSTAGE	60-7110-3250	5,000.00	129.00	1,636.88	0.00	3,363.12	32.73
ELECTRICITY BUILDING	60-7110-3310	5,455.00	562.46	5,452.44	0.00	2.56	99.95
GAS HEATING	60-7110-3330	1,234.00	0.00	1,233.36	0.00	0.64	99.94
SEWER	60-7110-3350	500.00	34.00	408.00	0.00	92.00	81.60
PRINTING	60-7110-3400	1,846.00	344.00	1,845.27	0.00	0.73	99.96
REPAIRS (BUILDING)	60-7110-3510	800.00	0.00	502.49	0.00	297.51	62.81
REPAIRS (EQUIPMENT)	60-7110-3520	2,000.00	0.00	450.36	0.00	1,549.64	22.51
REPAIRS (VEHICLE)	60-7110-3530	2,000.00	0.00	590.88	0.00	1,409.12	29.54
WATER SAMPLES TESTING	60-7110-3920	5,000.00	0.00	1,901.06	0.00	3,098.94	38.02
TRAINING SCHOOL	60-7110-3950	1,200.00	0.00	195.00	0.00	1,005.00	16.25
UNIFORM RENTAL FEES	60-7110-4140	1,780.00	69.30	1,779.91	0.00	0.09	99.99

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## Town of Coats

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## Encumbrances &amp; Expenditure Statement

Period Ending: June 30, 2015

(ALL) All Departments

## 60 WATER FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
SERVICE MAINTENANCE	60-7110-4420	20,347.00	101.43	20,346.10	0.00	0.90	99.99
INSURANCE LIABILITY/AU	60-7110-4500	6,400.00	0.00	6,400.00	0.00	0.00	100.00
DUES-SUBSCRIPTIONS	60-7110-4910	1,516.00	0.00	1,435.00	0.00	81.00	94.65
CAPITAL OUTLAY	60-7110-5100	2,000.00	0.00	498.99	0.00	1,501.01	24.95
COMPUTER/DATE (EQUIPME	60-7110-5200	1,000.00	0.00	934.38	0.00	65.62	93.43
CAPITAL IMPROVEMENT PL	60-7110-5250	82,500.00	0.00	1,400.00	0.00	81,100.00	1.69
EQUIPMENT RENTAL	60-7110-5500	922.00	0.00	0.00	0.00	922.00	0.00
APPROP. TO PROJECT FUN	60-7110-5600	3,076.00	3,076.00	3,076.00	0.00	0.00	100.00
TOTAL DEPT: (7110) WATER EXPENSE		450,099.00	27,665.60	329,359.49	0.00	120,739.51	73.17
TOTAL FUND: (60) WATER FUND		450,099.00	27,665.60	329,359.49	0.00	120,739.51	73.17

**Encumbrances & Expenditure Statement**

(ALL) All Departments

Fiscal Year: 2015

07/02/15

Fiscal Month Range: 12-12

Period Ending: June 30, 2015

14:09:22

(D)

**72 CEMETERY**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4740) CEMETERY (EXPENSE):							
CEMETERY CAREGIVER	72-4740-1260	800.00	0.00	360.00	0.00	440.00	45.00
CUTTING GRASS/MAINTENA	72-4740-1970	4,800.00	320.00	4,480.00	0.00	320.00	93.33
ELECTRICITY STREET LIG	72-4740-3311	476.00	36.62	475.56	0.00	0.44	99.90
REPAIRS	72-4740-3510	199.00	0.00	0.00	0.00	199.00	0.00
TOTAL DEPT: (4740) CEMETERY (EXPENSE):		6,275.00	356.62	5,315.56	0.00	959.44	84.71
TOTAL FUND: (72) CEMETERY		6,275.00	356.62	5,315.56	0.00	959.44	84.71
TOTAL EXPENDITURES		1,781,841.60	169,908.20	1,511,627.33	0.00	270,214.27	84.83

# INTERMENT DEED

674

## COATS CEMETERY TOWN OF COATS HARNETT COUNTY, NORTH CAROLINA

THIS INDENTURE, made on the date hereinafter set out by and between the TOWN OF COATS, a municipal corporation existing under the laws of the State of North Carolina, hereinafter called "Town"; and Bandy Godwin, hereinafter called "Buyer (s);  
Witnesseth:

That for and in consideration of the sum of five hundred dollars (\$ 500.00), the receipt of which is hereby acknowledged, the Town does hereby give, grant, bargain, sell and convey, subject to conditions hereinafter set out, unto the Buyer (s), his, (her) (their) heirs and assigns, the right of burial of the remains of human beings in the lot No. (s) 213, Section C of the Coats Cemetery as shown on a plat entitled "The Coats Cemetery" and recorded in Plat Book \_\_\_\_\_, Page \_\_\_\_\_, Harnett County Registry, to which reference is hereby made and incorporated therein as a part of this description.

TO HAVE AND TO HOLD unto the buyer (s), (his) (her) (their) heirs and assigns forever, subject however to the following conditions, limitations, and restrictions:

The right hereby conveyed is subject in all respects and at all times to the by-laws, rules, and regulations now existing or which may hereafter be recommended by the "Town of Coats-Cemetery Commission" and adopted by the Town or its successors and assigns.

This indenture and the rights conveyed herein are subject to the limitations above mentioned and for the uses and purposes hereinbefore expressed and no other; and the rights herein granted may be sold, transferred or assigned by the buyer (s) but such sale or transfer shall not be binding in any event upon the "Town of Coats-Cemetery Commission" or the Town until this original indenture shall have been presented at its offices in Coats, North Carolina, and the transfer hereof duly recorded upon this indenture and upon the records of the Coats Cemetery, and a transfer fee paid to the Cemetery Perpetual Care Fund, all being subject to the by-laws in existence or hereafter adopted by the Town upon recommendation of the "Town of Coats-Cemetery Commission."

The above described property shall have the benefit of a perpetual care fund existing or hereafter created by the Town and in addition, all the rights and privileges set forth in the by-laws, rules and regulations of the Coats Cemetery as above mentioned.

IN WITNESS WHEREOF, The Town has caused its name to be executed by its Mayor and attested by its Clerk and its Seal affixed, all as authorized by the Board of Commissioners for the Town of Coats, and approved by the Chairman of the "Town of Coats-Cemetery Commission", this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

ATTEST:

TOWN OF COATS

By \_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

APPROVED:

\_\_\_\_\_  
Chairman

Town of Coats-Cemetery Commission

# INTERMENT DEED

676

## COATS CEMETERY TOWN OF COATS HARNETT COUNTY, NORTH CAROLINA

THIS INDENTURE, made on the date hereinafter set out by and between the TOWN OF COATS, a municipal corporation existing under the laws of the State of North Carolina, hereinafter called "Town"; and Sandra Hoover Weaver, hereinafter called "Buyer (s);  
Witnesseth:

That for and in consideration of the sum of five hundred dollars  
(\$ 500.00), the receipt of which is hereby acknowledged, the Town does hereby give, grant, bargain, sell and convey, subject to conditions hereinafter set out, unto the Buyer (s), his, (her) (their) heirs and assigns, the right of burial of the remains of human beings in the lot No. (s) 182, Section C of the Coats Cemetery as shown on a plat entitled "The Coats Cemetery" and recorded in Plat Book \_\_\_\_\_, Page \_\_\_\_\_, Harnett County Registry, to which reference is hereby made and incorporated therein as a part of this description.

TO HAVE AND TO HOLD unto the buyer (s), (his) (her) (their) heirs and assigns forever, subject however to the following conditions, limitations, and restrictions:

The right hereby conveyed is subject in all respects and at all times to the by-laws, rules, and regulations now existing or which may hereafter be recommended by the "Town of Coats-Cemetery Commission" and adopted by the Town or its successors and assigns.

This indenture and the rights conveyed herein are subject to the limitations above mentioned and for the uses and purposes hereinbefore expressed and no other; and the rights herein granted may be sold, transferred or assigned by the buyer (s) but such sale or transfer shall not be binding in any event upon the "Town of Coats-Cemetery Commission" or the Town until this original indenture shall have been presented at its offices in Coats, North Carolina, and the transfer hereof duly recorded upon this indenture and upon the records of the Coats Cemetery, and a transfer fee paid to the Cemetery Perpetual Care Fund, all being subject to the by-laws in existence or hereafter adopted by the Town upon recommendation of the "Town of Coats-Cemetery Commission."

The above described property shall have the benefit of a perpetual care fund existing or hereafter created by the Town and in addition, all the rights and privileges set forth in the by-laws, rules and regulations of the Coats Cemetery as above mentioned.

IN WITNESS WHEREOF, The Town has caused its name to be executed by its Mayor and attested by its Clerk and its Seal affixed, all as authorized by the Board of Commissioners for the Town of Coats, and approved by the Chairman of the "Town of Coats-Cemetery Commission", this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

ATTEST:

TOWN OF COATS

Clerk

By \_\_\_\_\_

Mayor

APPROVED:

Chairman

Town of Coats-Cemetery Commission

# INTERMENT DEED

675

## COATS CEMETERY TOWN OF COATS HARNETT COUNTY, NORTH CAROLINA

THIS INDENTURE, made on the date hereinafter set out by and between the TOWN OF COATS, a municipal corporation existing under the laws of the State of North Carolina, hereinafter called "Town"; and Jerry W Weaver Sr., hereinafter called "Buyer (s);  
Witnesseth:

That for and in consideration of the sum of five hundred dollars

(\$ 500.00), the receipt of which is hereby acknowledged, the Town does hereby give, grant, bargain, sell and convey, subject to conditions hereinafter set out, unto the Buyer (s), his, (her) (their) heirs and assigns, the right of burial of the remains of human beings in the lot No. (s)

181, Section C of the Coats Cemetery as shown on a plat entitled "The Coats Cemetery" and recorded in Plat Book \_\_\_\_\_, Page \_\_\_\_\_, Harnett County Registry, to which reference is hereby made and incorporated therein as a part of this description.

TO HAVE AND TO HOLD unto the buyer (s), (his) (her) (their) heirs and assigns forever, subject however to the following conditions, limitations, and restrictions:

The right hereby conveyed is subject in all respects and at all times to the by-laws, rules, and regulations now existing or which may hereafter be recommended by the "Town of Coats-Cemetery Commission" and adopted by the Town or its successors and assigns.

This indenture and the rights conveyed herein are subject to the limitations above mentioned and for the uses and purposes hereinbefore expressed and no other; and the rights herein granted may be sold, transferred or assigned by the buyer (s) but such sale or transfer shall not be binding in any event upon the "Town of Coats-Cemetery Commission" or the Town until this original indenture shall have been presented at its offices in Coats, North Carolina, and the transfer hereof duly recorded upon this indenture and upon the records of the Coats Cemetery, and a transfer fee paid to the Cemetery Perpetual Care Fund, all being subject to the by-laws in existence or hereafter adopted by the Town upon recommendation of the "Town of Coats-Cemetery Commission."

The above described property shall have the benefit of a perpetual care fund existing or hereafter created by the Town and in addition, all the rights and privileges set forth in the by-laws, rules and regulations of the Coats Cemetery as above mentioned.

IN WITNESS WHEREOF, The Town has caused its name to be executed by its Mayor and attested by its Clerk and its Seal affixed, all as authorized by the Board of Commissioners for the Town of Coats, and approved by the Chairman of the "Town of Coats-Cemetery Commission", this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

ATTEST:

TOWN OF COATS

Clerk

By

Mayor

APPROVED:

Chairman

Town of Coats-Cemetery Commission

**Mayor**  
Walter Weeks

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Alton Bain



**Commissioners**

JC Allen  
Jerry Beasley  
Allen Mosby  
J.D. Raynor  
Dr. Linda Robinson

## The Town of Coats, North Carolina

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**Item Abstract:**

Disposal of Town Property

**Item No.**

III-A

**Meeting Date:**

July 9, 2015

X      **Information**

     **Action Item**

     **Consent Agenda**

**SUBJECT:** Disposal of Town Property

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**REQUEST:** Update on disposal of 243 N. McKinley Street.

**SUMMARY:** Bids will be received July 14, 2015. Attached you will find an ad that was posted in the Daily Record.

**BUDGET IMPACT:** None

**ATTACHMENTS:** Map.

**PUBLIC HEARING:** N/A

**PRIOR BOARD ACTION:** None

**RECOMMENDATION:** N/A

## FOR SALE BY SEALED BIDS

### Town of Coats



The Town of Coats will be accepting sealed bids on the building located on 243 McKinley Street. The building is approximately 1,710 square feet and located on 0.38 acres. For more information or to obtain the proper bid form, please contact the Town Clerk at 910-897-5183. The Town of Coats is requesting bids to sale the afore-mentioned property on July 14, 2015 at 3:00 pm at the Coats Town Hall, 25 East Main Street, Coats N.C.

**Mayor**  
Walter Weeks

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Alton Bain



**Commissioners**

JC Allen  
Jerry Beasley  
Allen Mosby  
John Raynor  
Dr. Linda Robinson

## The Town of Coats, North Carolina

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**Item Abstract:**

Approval of Town Purchasing Policy

**Item No.**

IV-A

**Meeting Date:**

July 9, 2015

Information

X Action Item

Consent Agenda

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**REQUEST:** Review and discuss the Town's Purchasing Policy.

**SUMMARY:** Attached you will find a draft copy of the Town's Purchasing Policy. The intent is to give guidance to Town Staff on the proper procedures for purchasing. Most of this policy is from NC General Statutes. However, I am requesting that we raise our purchase order requirements from \$100 to \$300.

**BUDGET IMPACT:** None

**ATTACHMENTS:** Draft Policy

**PUBLIC HEARING:** N/A

**PRIOR BOARD ACTION:** None

**RECOMMENDATION:** Review and approve policy as presented.



## **Purchasing Policy Town of Coats**

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#### EXHIBITS

Request for Qoutation  
Purchasing Guidelines  
Price Qoute Sheet  
Standard Contract

## **1.0 Forward**

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The Town of Coats Purchasing Policy is intended to serve as a guide for all departments in obtaining supplies, materials, equipment, apparatus, and services. Town of Coats's purchasing program is based on the principle of competitive bidding. When it is not sought or obtained, the reason must be valid and be documented. In public purchasing and contracting, utmost fairness is required in expending public funds. Generally, purchases shall be made from vendors with the lowest prices. If requested to use a vendor with a higher price, the reason must be documented. The Town shall not be required to choose a vendor which has shown previous history of substandard work or equipment, or past history of not completing or standing behind their services or products. The practice of favoritism whether to the user department or to the seller is not permissible. Purchasing primary obligation in a governmental environment is commitment and adherence to fair and open competition.

The Town's purchasing operations are governed by North Carolina General Statutes and, therefore, must seek competitive offers from qualified suppliers unless the items can be obtained through existing contracts established by North Carolina State Purchasing and Contracts Division. Town of Coats participates in North Carolina State Contracts whenever feasible and cost-effective.

Local government purchasing is recommended by the North Carolina Department of State Treasurer to be a centralized function in order to ensure legal compliance and to obtain the most competitive pricing. The Town Clerk/Treasurer is responsible for issuing all purchase orders for supplies, services, materials, and equipment. Town of Coats does not currently have a full-time purchasing agent, and must rely on departmental staff to identify their needs, obtain competitive pricing, and follow sound and legal purchasing practices. The Town Clerk/Treasurer and the Town Manager will provide assistance to department heads as needed. Departmental needs should be communicated to the Town Clerk/Treasurer via a purchase requisition on a timely basis and should document the department's efforts to obtain the correct items at the best possible price.

The basic goals of the Town's purchasing program are:

1. To comply with the legal and ethical requirements of public purchasing and procurement.
2. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Town.
3. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance, and other relevant factors.
4. To provide Town departments the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.
5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
6. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards

## **2.0 General Guidelines for Purchasing Supplies and Materials**

### **2.1 Local Buying**

The Board of Commissioners supports a local vendor preference which applies to all competitive bids for equipment, materials, supplies and contractual services in which the services are procured using a bid solicitation process based solely on price. The preference will not apply to construction projects which must be awarded to the lowest responsible bidder. It must be noted that town employees have a responsibility to the taxpayers of the Town to ensure that bids are awarded to vendors offering their products or services at the “best value” to the Town.

### **2.2 Buying Proper Quality**

Quality and service are as important as price; it is the duty of the requesting department to secure the best, most economical, quality that will meet but not exceed the requirements for which the goods or services are intended. In some instances the lowest price does not necessarily mean the lowest cost.

### **2.3 Planning**

Planning for purchases should be done on both a short-term and long-term basis, thereby minimizing small orders and last minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

### **2.4 Purchase Cut-Off Date**

Purchase requests for materials, supplies, services and equipment (not included in blanket purchase orders or service contracts) for the current fiscal year must be in the Town Clerk no later than June 1. Purchase requests of a routine nature that could have been scheduled prior to June 1, and are not critical, will be returned to the department for disposition in the new fiscal year. This procedure affords the Town Clerk/Treasurer the opportunity to complete fiscal year end activities in a timely and proper manner.

### **2.5 Future Commitments to Vendors**

Employees do not have the authorization to commit in writing, or verbally, future Town business to vendors. If a department wishes to add a specific vendor or contractor to the bid list, the Town Clerk/Treasurer must be contacted.

## **2.6 Town Board and Staff**

The purchasing related activities of the Town Board and staff of the Town of Coat's shall be conducted in a manner that complies with these general purchasing policies. All town personnel shall:

- a)** G.S. 159-28(a) requires the Town Clerk/Treasurer to determine if a sufficient balance remains in the budget to pay the invoice when it is received, and the Town Clerk/Treasurer shall certify this by signing a "pre-audit certificate and place it on the contract, agreement, or purchase order before it can become an obligation to the Town.
- b)** G.S 159-28(e), if an officer or employee of the Town incurs an obligation or pays out or cause to be paid out any funds which have not been appropriated, they and their sureties on their official bond are liable for any sums so committed or disbursed. This liability also occurs if the Town Clerk/Treasurer or deputy Town Clerk/Treasurer gave a false pre-audit certificate to any contract, agreement, purchase order, check, draft, or other document.
- c)** Open and effective competition and obtaining value for money should be observed in the purchasing of goods and services to ensure optimum quality, price, delivery and service.
- d)** Council and staff expect its contractors and suppliers to comply with ethical business standards and practices in its purchasing activities.
- e)** All staff is required to consistently apply and implement the purchasing policies and procedures contained within this document. Appropriate remedial action shall be taken for non-compliance.
- f)** Commissioner's accepts the responsibility to consistently apply and implement the purchasing policies and procedures contained within this document, pursuant to N.C.G.S. 160A-83 "Local Governing Boards' Code of Ethics."
- g)** Splitting of purchases to circumvent the limit or the multiple purchases of the same items over a period of time is not permitted.
- h)** The Board of Commissioners supports a local vendor preference which applies to all competitive bids for equipment, materials, supplies and contractual services in which the services are procured using a bid solicitation process based solely on price. The preference will not apply to construction projects which must be awarded to the lowest responsible bidder. It must be noted that town employees have a responsibility to the taxpayers of the Town to ensure that bids are awarded to vendors offering their products or services at the "best value" to the Town.

### **3.0 Vendor Selection & Contract Types**

#### **3.1 Selection Policy**

Vendors will be selected on a competitive basis. Formal bids, informal bids, or telephone quotations will be solicited by the Department Head. Bid awards, purchase orders and/or contracts will be issued to the lowest responsible bidder as outlined in Section II.

#### **3.2 Types of Contracts**

- a. Purchase – purchase of supplies, materials, apparatus, and equipment
- b. Construction and repair
- c. Mini-Brooks Act services – surveying, architectural, engineering, construction management-at-risk, design-build, design-build bridging, and public-private

### **4.0 Purchasing Procedures of Supplies and Materials**

This procedure covers the purchase of *apparatus, supplies, materials, and equipment*. The Department Head or his/her designee must approve all requests within the department. **All purchase over \$5,000 must have Board of Commissioner approval.**

#### **4.1 Supplies, Materials, Equipment, or Services (Less Than \$300)**

The employee ordering the product must request that the vendor put the employee name and phone number on the invoice. Upon receipt of the item, the invoice must be submitted to Accounts Payable in a timely manner. Department Head shall accept quotes and make every effort to obtain **three quotes** for purchases. Under no circumstances may an order be split to stay under the \$300 threshold.

#### **4.2 Supplies, Materials, Equipment, or Services (\$300—\$29,999.99)**

The Department Head shall accept quotes and make every effort to obtain **three written quotes** for purchases. A Purchase Requisition Form must be submitted along with the quote form to the Town Manager before a purchase order can be issued.

Once the quote deemed to be in the best interest of the Town is determined, the Department Head shall obtain the purchase order and contact the successful bidder(s).

#### **4.3 Informal Bids-Supplies, Materials, Equipment or Equipment (\$30,000 - \$89,999.99)**

The Department Head shall utilize the informal bidding process for purchases of \$30,000 to \$89,999.99. The informal bidding process requires that competitive pricing be obtained in a written manner using a Request for Quotation (RFQ). These requests are sent to several sources who can supply the product(s) desired, with the goal of gaining three (3) quotes.

Informal bids do not have to be publicly opened. However, **the quotes received for an informal bid are not public knowledge until after the deadline for receipt of bids.** Once all available quotes are received, and the quote deemed in the best interest of the Town is determined, the Department Head shall obtain the purchase order and contact the successful bidder(s). It is not permissible to divide a proposal in order to avoid formal bid requirements in favor of informal bids. Under no circumstances may an order be split to stay under the \$90,000 threshold.

#### **4.4. Formal Bids-Supplies and Materials (\$90,000 and Greater)**

The Department Head shall work to develop and prepare specifications for bidding on supplies, apparatus, materials and equipment with an expenditure of \$90,000 or more.

The Department Head shall be responsible for ensuring that all North Carolina General Statutes are satisfied, including, but not limited to, newspaper advertisement and receipt of sealed bids.

After receipt of a bid, the Town Manager, Town Attorney with the Department Head or his/her designee, shall review all bid responses to determine the bid deemed in the best interest of the Town. The Department Head or his/her designee shall make a formal recommendation of award, with supporting documentation to the Town Manager, Town Clerk/Treasurer and the Board of Commissioners.

### **5.0 Purchasing Procedures for Construction and Repair**

This procedure covers construction and repair work. The Department Head or his/her designee must approve all requests within the department. **All purchase over \$5,000 must have Board of Commissioner approval.**

#### **5.1 Construction or Repair Work (\$0—\$29,999.99)**

The Department Head shall accept quotes and make every effort to obtain **three written quotes** for purchases. A Purchase Requisition Form must be submitted along with the quote form to the Town Manager before a purchase order can be issued.

Once the quote deemed to be in the best interest of the Town is determined, the Department Head shall obtain the purchase order and contact the successful bidder(s).

#### **5.2 Informal Construction or Repair Work (\$30,000 - \$499,999.99)**

Construction, renovation or repair work of less than \$500,000 shall be the responsibility of the Department Head, the contracted engineer and other Town officials as deemed

necessary. The Department Head shall utilize the informal bidding process. The Department Head shall be responsible for ensuring that all North Carolina General Statutes are satisfied.

The informal bidding process requires that competitive pricing be obtained in a written manner using a Request For Quotation (RFQ). These requests are sent to several sources who are capable of performing the work desired, with the goal of gaining three (3) quotes.

Informal bids do not have to be publicly opened. However, **the quotes received for an informal bid are not public knowledge until after the deadline for receipt of bids.** Once all available quotes are received, and the quote deemed in the best interest of the Town is determined, the Department Head shall obtain the purchase order and contact the successful bidder(s). It is not permissible to divide a proposal in order to avoid formal bid requirements in favor of informal bids. Under no circumstances may an order be split to stay under the \$500,000 threshold.

The bid award will be made to the lowest responsible bidder deemed in the best interest of the Town. Upon approval by the Town Manager and execution of the contract, the Department Head or his/her designee shall initiate a Purchase Requisition form so that a purchase order can be generated to encumber the expenditure accounts and contact the successful bidder(s).

### **5.3 Formal Construction or Repair Work (\$500,000 and greater)**

Construction contracts within this range shall be the responsibility of the Department Head and contracted engineer and other Town officials as deemed necessary. These officials are responsible for specification development. After the formal bidding process is completed, the Department Head or his/her designee shall recommend to the Board of Commissioners the lowest responsible bidder deemed in the best interest of the Town. Upon award by the Board of Commissioners and execution of the contract, the Department Head shall initiate a Purchase Requisition form so that a purchase order can be generated to encumber the expenditure account.

The Department Head shall be responsible for ensuring that all North Carolina General Statutes are satisfied, including, but not limited to, newspaper advertisement and receipt of sealed bids.

## **6.0 Purchase Orders**

To be valid, a Town Purchase Order must be completed and signed by the Town Clerk/Treasurer, or the Town Manager.

### **6.1 The Purchase Order Process**

A Purchase Order is a contract between the Town and a vendor and is not binding until accepted by the vendor. Purchase orders are available only through the Town Clerk/Treasurer. The issuance of purchase orders by unauthorized Town employees or officials will not be recognized by the Town and payment of these obligations will not be approved. Obtaining supplies, materials, equipment or services over \$300 without a purchase order is also an

unauthorized purchase. (Except in emergency situations as outlined in Section 9.3.)

**Unauthorized purchases are classified as a personal expense and will be paid for by the employee.**

The purchase order is a numbered two part form with copies to be distributed as follows:

White - Buyers Copy  
Yellow – Finance copy

In order to properly process the vendor's invoice(s) for payment, the packing slips must indicate the purchase order number, be signed by an authorized Town employee, and forwarded to Finance. This must be done immediately after the item(s) have been received, inspected and accepted by the user department.

If the purchase is to be charged to an account other than the one indicated on the purchase order, the account number to be charged for the expenditure must be indicated.

## **6.2 Purchases Not Requiring a Purchase Requisition Form/Purchase Order**

Advertising (*legal ads, radio announcements, etc.*)  
Annual dues  
Claim payments  
Insurance premiums  
Medical examinations  
Memberships  
Land purchases  
Professional services  
(*accounting, legal, architectural, etc*)  
Petty cash - replenishment of funds  
Postage permits and expenses  
Refunds  
Rental of buildings  
Service contracts (*maintenance, janitorial, etc.*)  
Subscriptions  
Tuition fees for educational purposes

This list is not all inclusive, contact the Town Clerk/Treasurer with any questions.

## **6.3 Change Orders**

In order to change, modify, or cancel an existing purchase order, the user department must request a Change Order from the Town Clerk/Treasurer. Purchasing will be responsible for the distribution of paperwork to the vendor and requesting department. The Board of Commissioners must approve change orders (in excess of the contingency amounts) for purchases and/or contracts which it originally awarded.

**Change orders will not be allowed:**

- 1. That would alter the procurement procedures that were used in the original process. (i.e., from informal to formal).**
- 2. After the scope of services have been rendered or materials have been received.**
- 3. That increase a blanket purchase order.**
- 4. That add additional items to the purchase order.**

## **7.0 Credit Cards**

The use of Town-issued credit cards for purchases does not eliminate the need to follow purchasing procedures outlined in this policy, and the use of competitive pricing, purchase requisitions, and purchase orders is still required.

The Town Clerk/Treasurer shall retain all Town-issued credit cards and distribute these cards for use on a case-by-case basis when requested, **unless the permanent issuance of a credit card is authorized by the Town Manager.** Town personnel shall request use of a Town-issued credit card through the Town Clerk/Treasurer, and town personnel shall be required to sign-out the credit card before usage. The credit card shall be returned to the Town Clerk/Treasurer after use, along with receipts for all transactions completed using the credit card.

Town personnel placing credit card orders via telephone or the internet, thus requiring only the credit card number, must still request the use of the credit card through the Town Clerk/Treasurer. Town personnel shall be required to sign-out the credit card in the same manner as if the actual card is used. Orders placed using the Town credit card via telephone or the internet shall be documented with an order confirmation obtained via facsimile transmission or by printing the order confirmation from the internet. The order confirmation shall be submitted to the Town Clerk/Treasurer after the order has been placed.

The employee must sign the “Cardholder’s Agreement” verifying agreement to conditions of use.

### **7.1 Use of Credit Card.**

- a) Each card will include a transaction limit, daily limit and monthly limit. Under no circumstances may a purchase be split into multiple parts in order to circumvent card limits.
- b) A Purchase Order is required for all non-emergency purchases over \$300.00, excluding the exceptions listed in section 6.2 of this manual, *Purchases Not Requiring a Purchase Requisition Form.*

- c) It is the cardholder's responsibility to provide a detailed receipt for each transaction on the billing statement. Telephone orders that do not generate receipts shall be evidenced by a catalog page and supplemented by any documentation that becomes available once the transaction is complete. Internet purchases should be evidenced by a printout of the order confirmation page. Cardholders must give all documentation to their supervisors for future reconciliation of the purchase card statement by Accounts Payable.
- d) Undocumented transactions (transactions turned in to be paid without a receipt) are not allowed and will be considered personal transactions. If the cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall attach an explanation that includes a description of the item(s) purchased, date of purchase, vendor's name, and reason for the lack of documentation. The Town Clerk/Treasurer may request additional information or may disallow the transaction and the cardholder will be personally responsible for the transaction amount.
- e) Any disputed transactions are to be first resolved by the department, and if this fails, then referred to Finance. If a disputed transaction results in a credit being issued, Accounts Payable must be notified that this will appear on the bill.
- f) Finance and Administration may at any time review individual card activity and may revoke the purchasing card privileges from the employee, if deemed necessary.

## **7.2 Card Transactions**

### **a) Authorized Transactions**

- Lodging reservations and payment when attending Town-approved conferences or meetings.
- Meal purchases as allowed in the Travel Policy.
- Online and telephone purchases.

### **b) Unauthorized Transactions**

- Personal use
- Alcoholic beverages
- Any nonofficial purpose
- Gasoline for private automobiles. Travel is reimbursed at the mileage rate.

**The list of authorized uses and unauthorized uses is not exhaustive. The guiding principle is to determine whether the expenditure is necessary for the cardholder to carry out his/her duties in the Town. All purchases must be carried out within the guidelines of this manual, and be part of the normal budgeting process.**

## **7.3 Cardholder Responsibilities**

The employee must sign the "Cardholder's Agreement verifying agreement to conditions of use.

- a) The satisfactory receipt of goods or services is the responsibility of the cardholder.

- b) It is the cardholder's responsibility to provide a detailed receipt for each transaction on the billing statement.
- c) A cardholder shall not permit another person to use his/her Credit Card.
- d) Credit Cards may never be used for personal use or any other unauthorized transaction. If a cardholder uses the card for personal purchases, he/she must reimburse the Town of Coats for all incurred charges and fees.
- e) If any item purchased with the purchasing card is returned, the merchant must credit the card account. Employees are not to accept cash or gift cards for returned items. Accounts Payable must be notified of the credit amount that will appear on the bill.
- f) All lost or stolen cards must be reported immediately to the Town Clerk/Treasurer.

## **8.0 Invoices**

Invoices for payment by the Town should adhere to the following regulations with the exception of monthly or previously agreed upon contracted services (utilities, phones, insurance, etc).

- a) An invoice must be presented for all purchases made on behalf of the Town.
- b) No invoice will be paid until services are rendered or product is received.
- c) All invoices to be paid by the Town shall be approved by the applicable Department Head with the expenditure line noted, prior to submission for payment.
- d) All invoices, including contracted services, shall be signed by the Town Clerk/Treasurer as being pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.
- e) All invoices shall be approved and submitted for payment by the department heads in a timely matter, such that the invoice can be paid and received by the contractor or supplier on or before the due date.

## **9.0 Special procurement Procedures**

### **9.1 Blanket Purchase Orders**

The Town Clerk/Treasurer will issue blanket purchase orders to selected vendors for the procurement of large volume items such as landscaping supplies, rock, sand and asphalt. Blanket purchase orders should not be used for items normally carried in stock at the warehouse and will not be issued for items that can/should be purchased with a purchasing card or petty cash.

Requests for blanket purchase orders must, in addition to the required information, indicate the following: items covered by the blanket purchase order, a Not to Exceed (NTE) amount in the appropriate column, and an attached listing of all personnel approved to purchase from the blanket PO. The issued purchase order will instruct the vendor that unauthorized purchases will not be allowed. It is the responsibility of the individual authorized to purchase under a blanket purchase order to ensure that an unspent balance remains to cover the purchase to be made. **Any purchase that exceeds the funds available under a blanket purchase order will be**

**classified as an unauthorized purchase.**

**Any purchases made by personnel not authorized by the blanket purchase order request will be classified as a personal expense and will be paid by the employee.**

The vendor's delivery ticket must be signed by an authorized Town employee and the purchase order number must be indicated. If the purchase is to be charged to an account other than that indicated by the purchase order, the account number to be charged for the expenditure must be indicated. Departments will immediately forward these delivery tickets to Accounts Payable for payment.

## **9.2 Service Contracts**

All service contracts for which the contractor will perform work while on Town property must be accompanied by a standard contract form. The contract must follow all signature procedures and contain all necessary insurance and payment options. The completed and signed contract must be forwarded to the Town Clerk/Treasurer prior to the release of the requisition to the purchase order.

## **9.3 Emergency Purchases**

In cases of emergencies, the Department Head or his/her designee may purchase directly from any vendor supplies or services whose immediate procurement is essential to prevent delays in work which may affect the life, health, or either safety or convenience of Town of Coats employees or citizens.

The user department shall exercise good judgment and use established vendors when making emergency purchases. Emergency purchases, although sometimes necessary, are costly both in time and money. Always obtain the best possible price and limit purchases to those items emergency related. **Not anticipating needs does not constitute an emergency situation.** The use of emergency purchases should be limited and will be monitored for abuse.

### **a) Emergency Purchase Procedure during Business Hours**

Contact the Town Clerk/Treasurer and give all pertinent information to obtain a purchase order. The information needed will include vendor name, item(s) to be purchased with quantities, expenditure account to which the item(s) will be charged and the reason for the emergency purchase. After verifying available funds, a purchase order number will be issued for the expenditure and a confirming purchase order will be mailed to the vendor.

### **b) Emergency Purchase Procedure After Business Hours**

The packing slip or invoice received should be coded with the account(s) to be charged and signed. Please attach a brief explanation of the nature of the emergency, and forward immediately to the Town Clerk/Treasurer for payment. The Department Head must be notified of the purchase and the circumstances the morning of the next business day.

#### **9.4 Sole Source of Supply**

If there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the Town Manager. Whenever a Department Head or his/her designee determines it is necessary to purchase goods or services from a "sole source," he/she shall document on the request why only one company or individual is capable of providing the goods or services required. The provisions of G.S. 143-129 will be followed, requiring the Board of Commissioners to approve any contract with a sole source supplier.

#### **9.5 State of North Carolina Purchase Contract**

The Town Clerk/Treasurer may utilize the State of North Carolina Department of Administration Purchase and Contract Division whenever possible for procurement of capital and non-capital items. This system expedites the purchase of goods, offers pricing comparable with quotes received from formal and informal bids, and satisfies North Carolina General Statutes. Examples of goods on state contract are: law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, and light bulbs. Contact the Town Clerk/Treasurer with questions about goods available on State Contract.

#### **9.6 Piggybacking**

The Town Clerk/Treasurer may use the piggybacking process whenever necessary to purchase apparatus, supplies, materials and equipment. Contracts in the informal range can be used as a tool to solicit additional bids, but no board action is necessary. For purchases of \$90,000 and above, the provisions of G.S. 143-129 will be followed.

#### **9.7 Professional Services**

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the Town is established, a purchase order with a NTE amount shall be issued to satisfy accounting and statutory requirements.

#### **9.8 Petty Cash Expenditures**

A petty cash fund has been established for the purchase of expendable items (including but not limited to car washes, office supplies, etc.) costing less than \$25.00. Employees wishing to purchase items and be reimbursed with petty cash must provide a receipt for the purchase to the Town Clerk/Treasurer.

##### **a) Examples**

Examples of acceptable petty cash purchases include the following:

- Meeting supplies;
- Postage;
- Special event supplies;
- ***Office supplies;***
- ***Other small items;***

## 10.0 Specifications

When goods or services are procured under the formal or informal bidding process, specifications must be prepared. All specifications should do at least four things:

- a) Identify minimum requirements
- b) Encourage competitive bids
- c) Be capable of objective review
- d) Provide for an equitable award at the lowest possible cost.

Specifications should be as simple as possible while maintaining the degree of exactness required to assure that bidders are offering the quality of goods and services required. Such exactness also prevents bidders from taking advantage of their competitors by not offering the quality of goods and level of service required by the Town.

All specifications utilizing a name brand must include the term "or approved equal" to avoid being restrictive and to allow fair competition in the bidding process. Departments should supply photocopies and any other documentation that may assist the Town Clerk/Treasurer in procuring the desired item(s).

Different methods of structuring specifications include:

- a) Qualified products on acceptable vendor list
- b) Specification by blueprint or dimension sheet
- c) Specification by chemical analysis or physical properties
- d) Specification by performance, purpose or use
- e) Specification by identification with industry standards
- f) Specification by samples

## **11.0 Delivery and Performance**

A completed and accepted purchase order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies or equipment.

If several items are required by the purchase order, there may be a different delivery schedule for each item. It is necessary to clearly indicate the delivery location on the Purchase Requisition form.

### **11.1 Partial Deliveries**

Some purchase orders may list several items. It is possible the vendor may complete timely delivery on some items, which are referred to as "partial deliveries". Upon receipt of a partial delivery, photocopy the purchase order, attach a copy of the signed delivery receipt and forward to Accounts Payable.

### **11.2 Non-performance**

If a vendor fails to meet any requirements(s) of the specifications or terms and conditions of the contract or purchase order, the vendor can be cited for non-performance. The seriousness of non-performance will be evaluated based upon the circumstances of each violation.

## **12.0 Inspection and Testing**

Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with the specifications. If damage is found or the goods fail to comply with the specifications, the item(s) shall be rejected as outlined below.

### **12.1 Rejection**

In order to protect the Town's rights in the event of rejection, for whatever reason, the vendor shall be informed immediately. Reasons for the rejection must be documented in memo form, attached to a copy of the purchase order and forwarded to the Town Clerk/Treasurer in a timely manner. Finance will notify the vendor of the reason for the rejection.

### **12.2 Damaged Goods**

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. When it is apparent that the extent of the damage causes the goods to be worthless, they will not be accepted. If the damage is not apparent until after the goods have been accepted, then Finance will contact the vendor.

It is necessary that all damage, including evidence of concealed damage, be documented by memo, attached to a copy of the purchase order and forwarded to the Town Clerk/Treasurer so that Finance can inform the vendor of the damaged goods.

### **12.3 Latent Defects**

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for the defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the Town may file a claim against all parties. A memo attached to a photocopy of the purchase order must be forwarded to the Town Clerk/Treasurer so all parties involved can be properly informed.

### **13.0 After the Order**

The Town Clerk/Treasurer shall on a regular basis review outstanding purchase orders to determine if vendors are delinquent in shipping the items requested and contact these vendors if necessary. Purchasing shall also contact vendors concerning invoice discrepancies and shall have the authorization, along with the Town Clerk/Treasurer and Town Manager, to dispute invoice amounts.

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_, Walter Weeks, Mayor

## **REQUEST FOR QUOTATION (RFQ)**

**Town of Coats, North Carolina**  
**P.O. Box 675, 25 East Main Street**  
Coats, NC 27521  
Phone: (910) 897-5183

To:

Vendor Name

Vendor Address

Vendor City, State and Zip

The Town of Coats is currently accepting informal sealed bids for the item(s) listed below. If you are interested in supplying the item(s) to the town, please complete this form and return to the Town Hall, Attn: Town Clerk, P.O. Box 675, 25 East Main Street by the date and time listed below.

**Do not include sales tax in your bid. Please include the description listed below on your envelope.**

**Bid Due Date and Time:**

**Item(s) needed  
by:**

**Description to Put on Sealed Envelope:**

Item Description	Qty.	Price	Extended Amount
Delivery/Other Charges (Please explain):			
<b>Total</b>			

**Vendor Signature**

**Date**

# **PURCHASING GUIDELINES**

## **TOWN OF COATS, NORTH CAROLINA**

**(Any expenditure greater than \$5,000 must have Board of Commissioner Approval)**

### **I. Construction or Repair Work**

- |                          |  |
|--------------------------|--|
| A. \$0-\$29,999.99       | Purchase order required / Bid Sheet<br>Required /<br>Most reasonable price   |
| B. \$30,000-\$499,999.99 | Purchase order required / Informal bid<br>procedures / Board of Commissioner<br>approval / Contract required       |
| C. \$500,000 or more     | Purchase order required /<br><b>Formal bid procedure</b> / Board of<br>Commissioner approval/ Contract<br>required |

### **II. Purchase or Lease - Purchase of Apparatus, Supplies, Materials or Equipment**

- |                           |   |
|---------------------------|---|
| A. Under \$299.99         | No purchase order required<br>Most reasonable price   |
| B. \$300 - \$29,999.99    | Purchase order required / Price<br>Quote Sheet Required /<br>Most reasonable price                                  |
| C. \$30,000 - \$89,999.99 | Purchase order required / Informal<br>bid procedure / Board of<br>Commissioner approval/ Contract<br>required       |
| D. \$90,000 or more       | Purchase order required /<br><b>Formal bid procedure</b> /<br>Board of Commissioner approval /<br>Contract required |

# TOWN OF COATS PRICE QUOTE SHEET

DATE: \_\_\_\_\_

BUDGET LINE ITEM: \_\_\_\_\_

<b>First Vendor:</b>	<b>Second Vendor:</b>	<b>Third Vendor:</b>
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
Telephone: _____	Telephone: _____	Telephone: _____
Salesperson: _____	Salesperson: _____	Salesperson: _____

=====									
Item #	Quantity	Description	Vendor # 1			Vendor # 2			
		Vendor # 3		Unit Cost	Total		Unit Cost	Total	
Unit Cost	Total								

Signature: \_\_\_\_\_ I certify that the above information is true and

**TOWN OF COATS**  
**PURCHASE ORDER REQUISITION**

**VENDOR:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

DATE	ITEM	LINE ITEM #	AMOUNT

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

*Please attach all vendor quotes with requisition*

**Mayor**  
Walter Weeks

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Alton Bain



**Commissioners**

JC Allen  
Jerry Beasley  
Allen Mosby  
J.D. Raynor  
Dr. Linda Robinson

## The Town of Coats, North Carolina

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**Item Abstract:**

**Item No.**

Closing of Streets Requested by Coats  
Chapel Free Will Church

IV-B

**Meeting Date:**

July 9, 2015

**Information**

X **Action Item**

**Consent Agenda**

**SUBJECT:** Street Closures

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**REQUEST:** Consider closing East Lemon and North Mason Streets.

**SUMMARY:** Coats Chapel Free Will Church has requested street closures for their church anniversary. The anniversary will be held July 25, 2015 from 12 until 6 pm. The request is to close East Lemon Street east of the intersection of N. Orange and E. Lemon and close N. Mason Street south of the intersection of E. Dooley and N. Mason Streets.

**BUDGET IMPACT:** None

**ATTACHMENTS:** Map.

**PUBLIC HEARING:** N/A

**PRIOR BOARD ACTION:** None

**RECOMMENDATION:** Close streets as presented.

# HARNETT COUNTY, NORTH CAROLINA GIS/LAND RECORDS



- AddressPoints
- Road Centerlines
- MajorRoads
- Rivers
- Parcels
- County\_Boundary
- CityLimits
- Harnett\_2013.sid
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

Harnett County GIS  
305 W Cornelius Harnett Blvd, Suite 100  
Lillington NC 27546  
Phone: 910-893-7523 www.harnett.org

Any use of this map shall be at the sole risk of the user of this map. Although, all effort has been taken to insure accuracy of the data presented, Harnett County does not warrant or imply, as to the accuracy of this information represented herein. Any user of this product shall release Harnett County, its elected officials, employees and agents from and against any claim, damage, loss, action, cause of action, or liability arising from the use of this GIS product.



**Mayor**  
Walter Weeks

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Alton Bain



**Commissioners**

JC Allen  
Jerry Beasley  
Allen Mosby  
J.D. Raynor  
Dr. Linda Robinson

## The Town of Coats, North Carolina

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<b><u>Item Abstract:</u></b>	<b><u>Item No.</u></b>
Contract Extension with Waste Industries For Recyclables	IV-C
<b><u>Meeting Date:</u></b>	<b><u>Information</u></b>
July 9, 2015	X <b><u>Action Item</u></b>
	<b><u>Consent Agenda</u></b>

**SUBJECT:** Contract Extension with Waste Industries

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**REQUEST:** Contract Extension with Waste Industries

**SUMMARY:** Attached you will find the annual (1 year) contract extension with Waste Industries to collect the Town's recyclables. Waste Industries continues to provide the residents with good service.

**BUDGET IMPACT:** None

**ATTACHMENTS:** Agreement

**PUBLIC HEARING:** None

**PRIOR BOARD ACTION:** None

**RECOMMENDATION:** Approve agreement as presented.

**State North Carolina  
Harnett County**

**Amendment**

This Amendment is made between the Town of Coats, a North Carolina municipal corporation (the "Town") and Waste Industries, LLC. ("Contractor"), amending the Agreement between the parties made on December 10, 2009.

**Witnesseth:**

WHEREAS, the Town and Contractor have entered into a legal contract specifying the terms and conditions under which the Contractor provides services to the Town for recycling collection within the Town limits; and

WHEREAS, the Town and Contractor now mutually desire to extend the term of the contract for a set period and change the rate:

NOW, THEREFORE, in consideration of the promises and agreements set forth below, to be performed by the Town and Contractor, the Town and Contractor agree to amend the Agreement as follows:

1. Contract Duration (page 1 of 2009 Curbside Recycling Collection Agreement):

The effective date of this extension shall be July 1, 2015

The term of this extension shall be twelve (12) months.

The term of this Amendment may be extended by mutual agreement for successive one (1) year terms.

All other sections and terms remain the same as the original contract dated December 10, 2009.

- A. This Amendment may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Town and Contractor have caused this Amendment to be executed by their duly authorized officials.

WASTE INDUSTRIES, LLC  
"Contractor"

THE TOWN OF COATS, NC

By: \_\_\_\_\_  
Ben Habets  
Regional Manager

By: \_\_\_\_\_  
Kenneth Cole  
Town Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

AND

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Notary

SEAL

SEAL

Mayor  
Walter Weeks

Town Manager  
Kenneth C. Cole

Town Attorney  
Alton Bain



**Commissioners**

JC Allen  
Jerry Beasley  
Allen Mosby  
J.D. Raynor  
Dr. Linda Robinson

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## The Town of Coats, North Carolina

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**Item Abstract:**  
Financial Dashboard

**Item No.**  
IV-D

**Meeting Date:**  
July 9, 2015

X      **Information**  
     **Action Item**  
     **Consent Agenda**

**SUBJECT:** Financial Dashboard

**DEPARTMENT:** General Management

**CONTACT PERSON:** Karen Wooten, Town Clerk/ Treasurer

**REQUEST:**

**SUMMARY:** Attached is a Financial Dashboard of revenues and expenses recorded as of June 30, 2015. Also included are the Town's CD balances as of June 30, 2015.

**BUDGET IMPACT:** None

**ATTACHMENTS:** None

**PUBLIC HEARING:** None

**PRIOR BOARD ACTION:** None

**RECOMMENDATION:**

## June Financial Dashboard

	Fund Cash		Expected		
	Fund Balance Cash & CD's 6/30/15	Balance 6/30/15	Fund Budget 2014/2015	Expected Revenues 2014/2015	Expenditures 2014/2015
<b>General Fund</b>	719,948	327,357	1,035,384	1,069,262	926,895
<b>Powell Bill Fund</b>	81,110	81,110	68,972	70,547	55,899
<b>Solid Waste Fund</b>	51,878	51,878	203,018	198,479	176,064
<b>Water Fund</b>	700,421	385,171	450,099	381,513	340,359
<b>Cemetery Fund</b>	46,518	6,918	6,275	9,675	5,676
<b>Central Depository-Cash</b>					
<b>CD Cash &amp; CD's</b>	<b>1,599,875</b>	<b>852,434</b>			
<b>CD Balances</b>					
First Citizens Bank	Cemetery		\$ 25,000.00	CD balances are actual as of June 30, 2015, auditors to update	
First Citizens Bank	Cemetery		\$ 14,599.80		
	Cemetery		\$ 39,599.80		
First Citizens Bank	General		\$ 95,423.44		
First Citizens Bank	General		\$ 5,869.86		
First Citizens Bank	General		\$ 53,222.09		
Select Bank	General		\$ 238,075.98		
	General		\$ 392,591.37		
Select Bank	Water		\$ 126,195.73		
BB&T	Water		\$ 189,054.13		
	Water		315,249.86		

est. revenue

est. water exp.  
est. streamline