



**TO:** The Honorable Mayor and Town Council  
**FROM:** Ms. Tomeka Morgan, Interim Town Treasurer  
**COPY:** India Adams-Jacobs, Town Manager; Jeff Gore  
**SUBJECT:** **Budget Amendment- Supplemental Appropriations for Cleanup Entries**  
**DATE:** May 28, 2026

**SUMMARY:**

The purpose of this memorandum is to request approval of a budget amendment in the amount of \$1,008,062.50 to provide supplemental appropriations necessary to complete year-end cleanup entries for the Town of Bowling Green.

During the ongoing review of the Town's financial records, certain accounts were identified that require adjustment to properly align expenditures and revenues with generally accepted accounting principles (GAAP) and to ensure accurate financial reporting. These cleanup entries primarily reflect sewer infrastructure repair costs and increased expenditures for financial advisory services related to debt analysis for various utility projects.

The proposed supplemental appropriations will allow staff to record these adjustments appropriately within the affected funds and departments, ensuring that account balances accurately reflect actual financial activity. The amendments here are supported by available fund balances. Approval of this budget amendment will allow the Town to maintain accurate financial records and will support the completion of audits and other financial reporting requirements.

**ALTERNATIVES:**

Not applicable.

**RECOMMENDATION:**

Staff respectfully recommend approval of the attached budget amendment as presented.



Town of Bowling Green, Virginia

**Budget Amendment - Supplemental Appropriations**

*(Code of Virginia §15.2-2507)*

**Fiscal Year:** 2025-2026

Budget Amendment No.: 2

**Date Presented to Council:** 5/28/2026

**Purpose**

To approve supplemental appropriations of \$1,008,062.50 as authorized under **§15.2-2507 of the Code of Virginia** to record cleanup entries necessary for accurate financial reporting and compliance with generally accepted accounting principles (GAAP).

**Background**

As part of the Town's ongoing financial review and year-end close process, certain accounts require adjustment to properly reflect revenues and expenditures. These cleanup entries address sewer infrastructure repair costs and increased expenditures for financial advisory services related to debt analysis for various utility projects.

**Budget Amendment Detail**

Fund	Department	Account	Description	Increase	Decrease
520	500300	3334	Maintenance - Mains	962,062.50	
520	041050	0002	Use of Fund Balance		962,062.50

*Note: To cover cost of major sewer infrastructure repairs*

100	012410	3151	Professional Services – Financial Advisors	46,000.00	
100	041050	0002	Use of Fund Balance		46,000.00

*Note: To cover cost of financial advisors*



**Source of Funding**

Pursuant to §15.2-2507, the supplemental appropriations are funded by:

- Available Fund Balance of \$1,008,062.50 (General - \$46,000.00 and Sewer - \$962,062.50)

**Fiscal Impact**

This amendment is fully supported by available fund balance and does not adversely affect the Town's overall financial position. The amendment is administrative in nature and intended to ensure accurate financial reporting.

**Recommendation**

Staff recommends that the Town Council approve the supplemental appropriations as presented.