

Debbie Hall

From: Sheila Nicholson
Sent: Monday, May 15, 2023 5:02 PM
To: Debbie Hall
Cc: Ed Parvin; Bruce Oakley
Subject: Budget Transfer Request to cover year end expenses for Marina

Debbie,
I respectfully request a budget transfer in the amount of \$775 from 10-420-033 to 10-550-033 to cover year end expenses related to supplies for the Marina. Please let me know if you have any questions. Thanks!

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

DISCLAIMER:

E-mail correspondence to and from this address may be confidential and/or subject to the North Carolina Public Records Law and may be disclosed to third parties.

Debbie Hall

From: Kim Ward
Sent: Monday, May 15, 2023 8:12 AM
To: Debbie Hall
Cc: Linsey Manning
Subject: Budget Transfer Request

Debbie,

I would like to request a budget transfer to cover an overage in the 10-430-045 Clerk Contract Services line item. This account covers the meeting minute transcription service for Town Council and Planning Board meetings.

Please move \$800 from 10-430-012 (Printing and Publishing) to 10-430-045 (Contract Services).

Thank you,

Kim Ward

Town Clerk
Town of Carolina Beach
1121 N Lake Park Blvd
Carolina Beach, NC 28428
Phone 910-458-2992



Memorandum

To: Bruce Oakley
From: Debbie Hall (Finance Department)
Date: 5/25/2023
Re: Budget Transfer

I would like to transfer \$10 from 10-440-033 Finance Supplies to account 10-440-012 Finance Printing & Publishing to cover copy machine color copy overages.

Regards,

Debbie Hall
Finance Director

debbie.hall



CAROLINA BEACH POLICE DEPARTMENT

1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2540
Fax: (910) 458-2988



TO: Debbie Hall, Finance Director
Bruce Oakley, Town Manager

FROM: Chief C.V. Ward

C. V. Ward

DATE: May 12, 2023

RE: Budget Transfer Request

I would like to request that \$5,000.00 be transferred from 10-510-011 to 10-510-017 to offset the cost of maintenance and potential repairs to fleet vehicles for May/June.

\$5,000.00

From 10-510-011 Communications-Phone/Cell/Data

To 10-510-017 Maintenance & Repair - Vehicles

Thank you for your consideration.

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 133,050.00

From: 30-810-050 \$ 30,000

30-810-047 \$ 23,900

30-810-046 \$ 30,000

30-812-019 \$ 41,000

30-800-014 \$5,000

30-800-016 \$3,150

To: 30-810-045 (WWTP – (Contract Services))

Explanation: Additional budget needed to cover (increase) in Sludge Removal

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 1,500.00

From: 30-810-015 \$ 1,500.00

To: 30-810-033 (WWTP – (Supplies))

Explanation: Additional budget needed to cover (increase) in Supplies

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
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Joe Benson
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Deb LeCompte
Council Member



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Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 15,700.00

From: 30-811-019 \$ 15,700.00

To: 30-810-018 (WWTP – (Grounds))

Explanation: Additional budget needed to cover (increase) in Grounds Maintenance, Clearing of MOTSU grounds

Mark Meyer

A handwritten signature in black ink, appearing to read "Meyer".

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 14,000.00

From: 30-811-019 \$ 14,000.00

To: 30-810-016 (WWTP – (Equipment))

Explanation: Additional budget needed to cover (increase) in Equipment Maintenance,

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
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Town Manager

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1121 N. Lake Park Boulevard
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 150.00

From: 30-810-014 \$ 150.00

To: 30-810-011 (WWTP -- (Communications))

Explanation: Additional budget needed to cover (increase) in Cell Phones Communications,

Mark Meyer

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Lynn Barbee
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Bruce Oakley
Town Manager

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 1,200.00

From: 30-811-019 \$ 1,200.00

To: 30-812-033 (Water – Supplies)

Explanation: Additional budget needed to cover needed water Supplies.

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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1121 N. Lake Park Boulevard
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 22,928.00

From: 30-811-019 \$ 22,928.00

To: 30-812-026 (Water -- (Maint and repair Material)

Explanation: Additional budget needed to cover needed water materials.

Mark Meyer

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 30,285.00

From: 30-8¹²~~11~~-016 \$ 30,285.00

To: 30-812-020 (Water – (Infrastructure))

Explanation: Additional budget needed to cover needed water infrastructure materials.

Mark Meyer

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 35,200.00

From: 30-813-017 \$ 27,200.00

30-812-067 \$8,000.00

To: 30-813-016 (W&S Fleet – M&R Equipment)

Explanation: Additional budget needed to cover needed W&S Equipment repairs.

Mark Meyer

A handwritten signature in black ink, appearing to read 'Mark Meyer', written over a horizontal line.

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2023

Budget transfer amount: \$ 1,600.00

From: 10-565-017 \$ 1,600.00

To: 10-565-016 (G/F Fleet – M&R Equipment)

Explanation: Additional budget needed to cover needed G/F Equipment repairs.

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Fund Or Attrib	Type	Dept Desc	Disp Acct	Budget	YTD	Variance
Fund Or Attrib: 10 General Fund						
Type: Revenues						
10 General Fund	Revenues	10-397-003 Reimbursement from W&S Fund		\$750,000.00	\$0.00	(\$750,000.00)
				\$750,000.00	\$0.00	\$0.00
				\$750,000.00	\$0.00	\$0.00
Fund Or Attrib: 30 Utilities Fund						
Type: Expenses						
30 Utilities Fund	Expenses	W&S Administrative 30-800-080 Reimbursement to General Fund		\$750,000.00	\$0.00	\$750,000.00
				\$750,000.00	\$0.00	\$0.00
				\$750,000.00	\$0.00	\$0.00