



TOWN OF HILLSBOROUGH

Administrative Services Report May 2026

Budget

- FY27 Budget and Financial Forecast
 - Presented on May 11.
 - Public hearing and Workshop 1 held May 18.
 - Workshop 2 held May 27.
 - Budget adoption anticipated June 8.

Communications

- Website — Moved information to be spotlighted to the hero slideshow section on the home page for better visibility. Placed static items under the quick link buttons. Static items newcomers, Riverwalk, tourism and utilities information. Updated stormwater page and added additional information on ponds maintenance and geese.
- Emergency Management — Rolled out internal alerts system for staff.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.
- 2025 Innovation and Service Excellence Awards Ceremony

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator	Offer pending.
IT Intern	Started 5/26.
Police Officer	Continuous recruitment.
Wastewater Plant Operator	Offer accepted, start date TBD.
Water Plant Operator (night shift)	Started 5/18.

Information Technology

- Approval for moving forward with Tanium.
- Approval for moving forward with Access Control project for FY25-26.
- New IT Intern onboarded.
- Laptop refresh schedule set.

Safety and Risk Management

- Workers' Comp and Property Liability insurance renewal applications completed and submitted to NCLM.
- County and town Heat Action Plan was completed and adopted by the Board of Commissioners.

Detail vs Budget Report

Account Detail

Town of Hillsborough, NC

Date Range: 07/01/2025 - 06/30/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10 - GENERAL								
Expense								
10-10-4100-5300080		TRAINING/CONF/CONV	0.00	17,160.00	0.00	7,244.30	7,244.30	9,915.70 57.78%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2025	GLPKT03396	JN00811		RECLASS DARAB/ENGLISH LEADERSHIP CO...			3,750.00	
08/10/2025	APPKT00199	HUGHES,M-\$175.00	10336	INT'L LGBTQ LEADERS CONF REGIS.-12/4-6...	224 - BANK OF AMERICA NA		175.00	
10/14/2025	APPKT00299	DARAB,M-\$265.00	DFT0000268	AFFORDABLE HOUSING SEMINAR-10/16/25	224 - BANK OF AMERICA NA		265.00	
10/14/2025	APPKT00299	ENGLISH,R-\$265.00	DFT0000268	AFFORDABLE HOUSING SEMINAR-R.ENGLI...	224 - BANK OF AMERICA NA		265.00	
10/14/2025	APPKT00299	KIMREY,S-\$265.00	DFT0000268	AFFORDABLE HOUSING SEMINAR-KFERGU...	224 - BANK OF AMERICA NA		265.00	
11/10/2025	APPKT00346	HUGHES,M-\$19.25	DFT0000321	ALLIANZ TRAVEL INS-2025LGBTQ CONF12...	224 - BANK OF AMERICA NA		19.25	
11/10/2025	APPKT00346	HUGHES,M-\$277.97	DFT0000321	AIR FARE-2025 LGBTQ LEADERS CONF 12/...	224 - BANK OF AMERICA NA		277.97	
11/10/2025	APPKT00346	HUGHES,M-\$4.99	DFT0000321	DELTA SEAT RESERVATION FEE-12/03,07/...	224 - BANK OF AMERICA NA		4.99	
01/10/2026	APPKT00439	HUGHES,M-\$1,108.48	DFT0000400	ROOM TAX	224 - BANK OF AMERICA NA		152.48	
01/10/2026	APPKT00439	HUGHES,M-\$1,108.48	DFT0000400	HOTEL-2025 LGBTQ CONF-WASH DC,12/3-...	224 - BANK OF AMERICA NA		956.00	
02/10/2026	APPKT00485	FERGUSON,K-\$28.53	DFT0000470	TRAVEL INSURANCE-NCLM CITYVISION-RA...	224 - BANK OF AMERICA NA		28.53	
02/10/2026	APPKT00485	FERGUSON,K-\$425.00	DFT0000470	REGISTER-NCLM CITY VISION-RALEIGH5/5...	224 - BANK OF AMERICA NA		425.00	
04/13/2026	APPKT00573	HUGHES,M-\$500.00	DFT0000540	2026 CITYVISION CONF-RALEIGH,NC-5/5-7...	224 - BANK OF AMERICA NA		500.00	
05/22/2026	APPKT00610	05-07	11614	MILEAGE-2026 CITY VISION CONF-RALEIGH..	092579 - HUGHES, MATTHEW		160.08	
10-10-4100-5300530		DUES & SUBSCRIPTIONS	0.00	26,870.00	0.00	26,584.24	26,584.24	285.76 1.06%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/11/2025	APPKT00126	I00048480	73117	SERVICE FEE-FY 2025-2026	1355 - N C LEAGUE OF MUNICIPALITIES		11,262.00	
08/01/2025	APPKT00158	7751	73156	2025-2026 SOG MEMBERSHIP DUES	928 - SCHOOL OF GOVERNMENT		1,590.00	
08/10/2025	APPKT00199	KIMREY,S-\$1,314.00	10336	FY26 MEMBER DUES - NAT'L LEAGUE OF C...	224 - BANK OF AMERICA NA		1,314.00	
09/10/2025	APPKT00244	KIMREY,S-\$300.00	DFT0000253	FY25/26-MAYORS ASSN DUES - MARK BELL	224 - BANK OF AMERICA NA		300.00	
09/19/2025	APPKT00239	130235	73207	BUSINESS BUILDER MEMBERSHIP-FY25-26	2884 - CHAPEL HILL-CARRBORO CHAMBER OF...		1,495.00	
09/19/2025	APPKT00239	I0002671	73209	FY2025/2026 MEMBERSHIP DUES-MATTH...	1267 - N C BLACK ELECTED		75.00	
10/10/2025	APPKT00281	8679485	10500	TRUSTEE MEMBER -FY 2026	825 - HILLSBOROUGH/OC CHAMBER OF CO...		6,000.00	
11/26/2025	APPKT00347	15551	73292	2025-2026 MEMBERSHIP DUES	3242 - CENTRAL PINES REGIONAL COUNCIL		4,398.24	
12/19/2025	APPKT00376	I00001534	73332	2026 MEMBERSHIP DUES-KATHLEEN FER...	3154 - NC WOMEN IN MUNICIPAL GOVERN...		75.00	
01/30/2026	APPKT00437	I00001543	73378	2026 MEMBERSHIP DUES-MEAGHUN DAR...	3154 - NC WOMEN IN MUNICIPAL GOVERN...		75.00	
Expense Totals:			0.00	44,030.00	0.00	33,828.54	33,828.54	10,201.46 23.17%
10 - GENERAL Totals:			0.00	44,030.00	0.00	33,828.54	33,828.54	10,201.46 23.17%
Report Total:			0.00	44,030.00	0.00	33,828.54	33,828.54	10,201.46 23.17%

Detail vs Budget Report

Date Range: 07/01/2025 - 06/30/2026

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10 - GENERAL	0.00	44,030.00	0.00	33,828.54	33,828.54	10,201.46	23.17%
Report Total:	0.00	44,030.00	0.00	33,828.54	33,828.54	10,201.46	23.17%