



Town of Mineral

P.O. Box 316
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Mineral, Virginia 23117
Phone 540-894-5100

April 14, 2025

Treasurer's Notes:

Budget Analysis Report:

- Total revenues and expenditures for the month of March 2025 are accurately reflected in this report.
- The only exception to YTD revenues and expenditures reporting is for the month of July 2024, the month of our software conversion, which is still in our old software system. We are working with the auditor to achieve and report these transactions using best practices.

Transaction Report:

- This reflects all bills paid this month by check and cash disbursement

Monthly Water Consumption:

- Water loss was down again this month as we continue to work on identifying and repairing leaks.

Other Items:

- We have received more than 20 requests from residents to begin receiving utility bills by email. If you are interested, please let the Town office know.
- Past Due water bill notices were mailed March 14, 2025, for bills that were due February 15, 2025 (and prior). Disconnect notices were delivered April 7, 2025. Staff is working with customers who have difficulty paying their outstanding water bill by establishing a six-month payment plan with them. We have collected approximately 37% of the past due amounts since March 14. With clearer reporting through our new software, staff is actively engaged in collecting all past due balances.
- Late notices for real estate taxes were mailed out to property owners on March 21, 2025. Tax bills were generated and mailed out in November and were due February 15, 2025, which was a Saturday. Monday, February 17, 2025, was President's Day. No late penalties were assessed until Wednesday, February 19, 2025. Interest was charged beginning March 15, 2025, as stated on the tax bills.
 - In 2026 our goal is to mail out late notices to those property owners whose taxes are not paid by February 15, 2026. A late penalty will be assessed, but property owners will have until March 15, 2026, to pay the total bill and late penalty before interest begins to accrue.
- Staff is researching proper procedure for creating DMV stops for delinquent personal property taxes.
- Staff has enrolled the Town in our health insurance plan for participating employees. Insurance rates rose by 12% this year. Moving to a higher deductible plan kept our premiums at about the same rate with little to no effect on employee's cost.

Respectfully submitted,

Kelly Singletary
Treasurer