

Budget Variance Report

The Town Manager has reviewed departmental budget requests and has concluded that any additional reduction in the General Fund operating budgets will result in the reduction of services.

GL	Account Name	Department	FY 2025 PROJECTED	FY 2026 PROPOSED	FY25-FY26 VARIANCE	Note
100-012230-3320	MAINTENANCE CONTRACTS	INFORMATION TECHNOLOGY	724,276	891,118	166,842	This line item funds all of the recurring software fees for the town (Microsoft Office, Paylocity, Silent Partner, etc.). A full listing of the software applications is available for council review at the IT office. To reduce this line, one or more of these software applications would need to be removed.
100-012230-3100	PROFESSIONAL SERVICES	INFORMATION TECHNOLOGY	21,926	81,900	59,974	This line item funds professional services utilized by the IT department including AV services for council meetings and server maintenance. A full listing of the professional services is available for council review at the IT office. To reduce this line, one or more of these services would need to be removed.
100-081100-3100	PROFESSIONAL SERVICES	PLANNING	41,064	90,000	48,936	This line item funds professional services related to the planning department such as transportation engineering services, plan reviews, transportation impact analysis reviews, pre-bid support. To reduce this line, planned professional services for FY26 would need to be reduced.
100-012230-5230	COMMUNICATIO N	INFORMATION TECHNOLOGY	98,203	143,000	44,797	This line item funds the Town's internet service, fax service, and phone services. To reduce this line, one or more of these services would need to be removed.
100-071600-3357	PARK MAINTENANCE	MAINTENANCE - PARKS	24,000	56,000	32,000	This line item funds various maintenance activities at the Town's parks including mulch, fertilizer, asphalt/gravel for small repairs, etc. Projected spending in the current year is lower as maintenance issues at the WARF required budget transfers from this line. To reduce this line, planned park maintenance for FY26 would need to be reduced.
100-042300-3815	SHARE LANDFILL OPERATIONS	REFUSE COLLECTION	12,000	40,000	28,000	This line item funds tipping fees paid to Fauquier County's landfill. The county waives the first \$200,000 for household refuse collected by the Town, so this line funds fees paid over the amount waived by the county as well as fees associated with brush and recycling. To reduce this line, the volume and type of refuse collected from residents (and then dumped at the landfill) would need to be reduced.
100-043200-3310	CONTRACTUAL REPAIR	FACILITIES	63,500	90,000	26,500	This line item funds repairs to Town-owned facilities that are contracted out including HVAC repairs, repairs to fire alarm & detection systems, inspection of emergency lights at the police department, and repairs to traffic lights. To reduce this line, planned services in these areas for FY26 would need to be reduced.
100-071300-5410	LEASE OF EQUIPMENT	AQUATIC CENTER	2,935	28,500	25,565	The increase in FY26 in this line item is due to the rental of fitness equipment at the WARF. The purchase of fitness equipment was previously captured in Fund 305 as part of the CARP. Reduction of this line would mean reducing the equipment available at the WARF.

100-012230-5240	MOBILE DEVICES/CELL PHONES	INFORMATION TECHNOLOGY	80,326	99,600	19,274	This line item funds cell phone and iPad service for Town Council. To reduce this line, one or more of these services would need to be removed.
100-043200-5410	LEASE OF EQUIPMENT	FACILITIES	3,500	20,780	17,280	This increase in FY26 in this line item is due to the lease of AEDs in Town-owned facilities. To reduce this line, some or all of these AEDs would need to be removed.
100-081720-5210	POSTAGE	COMMUNICATIONS	3,552	15,000	11,448	This line item funds postage for communications to Town residents such as the Town crier. To reduce this line, some or all of these communications would need to be reduced for FY26.
100-041600-8261	TREE MAINTENANCE	COLLECTOR STREET	5,000	15,000	10,000	This line items funds the maintenance of trees along collector streets. To reduce this line, planned tree maintenance for FY26 would need to be reduced.
100-071300-8201	EQUIPMENT	AQUATIC CENTER	10,000	20,000	10,000	This line item funds equipment for the WARF including equipment for swim meets, exhaust fans for the HVAC in the pool area, and pumps and motors for the leisure pool. To reduce this line, planned equipment purchases for the WARF in FY26 would need to be reduced.
100-071300-6000	PURCHASING	AQUATIC CENTER	78,837	88,480	9,643	This line item funds general purchasing for the WARF including materials for lifeguard training, materials purchased for maintenance and repairs done by staff. To reduce this line, planned purchases for FY26 would need to be reduced.
100-031100-3100	PROFESSIONAL SERVICES	POLICE DEPARTMENT	5,158	14,450	9,292	This line item funds professional testing for pre-employment screening of police applicants such as polygraph examination services; psychologist examination services; and physical examinations as well as costs associated with investigation of crimes, such as document requests pursuant to subpoena, transcription of statements, copying of audio and video footage, expert witness fees, etc. To reduce this line item planned services in these areas would need to be reduced for FY26.
100-031100-3310	CONTRACTUAL REPAIR	POLICE DEPARTMENT	17,892	26,725	8,833	This line item funds items such as calibrations on radar and speedometer equipment and repairs for cruiser lights and sirens that are beyond warranty. To reduce this line item planned services in these areas would need to be reduced for FY26.
100-012230-5540	TRAINING	INFORMATION TECHNOLOGY	2,503	10,840	8,337	This line item funds certifications and trainings for IT department personnel including CTS and ANP certifications and training on Axon. To reduce this line, one or more of these planned trainings would need to be removed for FY26.
100-031100-6010	POLICE SUPPLIES	POLICE DEPARTMENT	35,000	43,150	8,150	This line items funds the purchase of police supplies such as range ammunition, taser batteries, radar units, crime scene processing materials, trauma kits, and ballistic shields. To reduce this line item planned purchases in these areas would need to be reduced for FY26.
100-043200-8266	COLLECTOR TRAFFIC SIGNS	FACILITIES	7,500	15,000	7,500	This line item funds the purchase of traffics signs on collector streets throughout Town. To reduce this line item, purchases of traffic signs for collector streets would need to be reduced for FY26.

100-041600-5110	ELECTRICITY	COLLECTOR STREET	103,200	110,000	6,800	This line item funds electric for street lights on collector streets throughout Town. To reduce this line item, the use of electric would need to be reduced for FY26.
100-071600-6000	PURCHASING	MAINTENANCE - PARKS	4,226	10,400	6,174	This line item funds general purchasing for the Town's parks including dog waste bags, smaller additions to playgrounds to classified as equipment, and materials for repairs and maintenance performed by Town staff. To reduce this line, planned purchases in these areas would need to be reduced for FY26.
100-043200-8262	TRAFFIC CALMING	FACILITIES	8,159	14,000	5,841	This line item funds items related to traffic calming and safety including traffic radar equipment and speed signs. To reduce this line item, planning purchases of these items would need to be reduced for FY26.
100-043200-3330	JANITORIAL SERVICES	FACILITIES	113,703	119,390	5,687	This line item funds the Janitorial services for Town owned facilities. To reduce this line item for FY26 the contract would need to be cancelled for one or more of the facilities.
100-031100-5540	TRAINING	POLICE DEPARTMENT	31,926	37,500	5,574	This line item funds the Town's share of support for the Rappahannock Regional Criminal Justice Academy. IT also funds training seminars which are not offered by our academy such as interviewing and interrogation, domestic and child abuse, forensic science, photography, narcotics interdiction, computer training, supervisor training for first line and mid-level supervisors as well as gang investigation. To reduce this line item planned trainings or academy participation would need to be reduced for FY26.
100-041600-6000	PURCHASING	COLLECTOR STREET	85,000	90,300	5,300	This line item funds purchasing related to collector streets maintenance including asphalt aggregates, cold asphalt patch, erosion control materials, grates. To reduce this line item planned maintenance activities for collector streets would need to be reduced for FY26.
100-031100-6001	OFFICE SUPPLIES	POLICE DEPARTMENT	6,587	11,750	5,163	This line item funds typical office supplies expenses for the police department. To reduce this line item planned purchases in these areas would need to be reduced for FY26.
100-031100-2885	TUITION REIMBURSEMENT	POLICE DEPARTMENT	-	5,000	5,000	This line funds tuition reimbursements for officers obtaining a bachelor's degree or an advanced degree. To reduce this line item, the number of officers taking courses in FY26 would need to be reduced.
100-041100-5540	TRAINING	GENERAL ADMINISTRATION	1,651	6,000	4,349	This line item funds training for the public works administration department including trainings put on by VDOT and JJ Keller. To reduce this line item planned trainings for FY26 would need to be reduced.
100-071700-6000	PURCHASING	P&R ADMINISTRATION	822	5,000	4,178	This line item funds purchasing for the parks and recreation administration department including office supplies, and various overhead expenses associated with the administration of the parks & recreation function. To reduce this line item, planned purchases in this area for FY26 would need to be reduced.

100-031100-5510	TRAVEL	POLICE DEPARTMENT	16,000	20,000	4,000	This line funds travel expenses associated with trainings, the FBI National Academy Conference, and investigative activities. To reduce this line item, the items associated with travel would have to be reduced in FY26.
100-081720-6000	PURCHASING	COMMUNICATIONS	100	4,000	3,900	This line funds purchasing for the communications department for events and initiatives related to communicating with Town resident including materials & supplies for Your Town Academy, and Town Talks. To reduce this line, planned purchases in this area would need to be reduced for FY26.
100-071600-6005	PROGRAM SUPPLIES	MAINTENANCE - PARKS	85	3,000	2,915	This line item funds supplies purchased for recreation programs held in the parks by the department. To reduce this line, planned recreation programs for FY26 would need to be reduced.
100-081100-5540	TRAINING	PLANNING	2,500	5,000	2,500	This line item funds training for the department. To reduce this line item, planned trainings for FY26 would need to be reduced.
100-081300-3100	PROFESSIONAL SERVICES	PLANNING COMMISSION	-	2,500	2,500	This line item funds professional services for the planning commission, such as the engagement of consultants. To reduce this line item, planned professional services would need to be reduced for FY26.
100-043200-5540	TRAINING	FACILITIES	1,586	3,815	2,229	This line item funds trainings for the facilities department staff. To reduce this line item, planned trainings in FY26 would need to be reduced.
100-071600-6100	SPECIAL EVENTS	MAINTENANCE - PARKS	45,000	47,000	2,000	This line item funds expenses related to special events held by the department. The largest of which are related to the annual Town Limits 4th of July Celebration. Expenses include the fireworks display and Porta Potty rentals. To reduce this line, planned special events for FY26 would need to be reduced.
100-081720-5540	TRAINING	COMMUNICATIONS	1,000	3,000	2,000	This line funds trainings for the communications department. To reduce this line, planned trainings for FY26 would need to be reduced.
100-081100-5510	TRAVEL	PLANNING	200	2,000	1,800	This line item funds travel associated with trainings for the department. To reduce this line item, planned trainings for FY26 would need to be reduced.
100-041100-3100	PROFESSIONAL SERVICES	GENERAL ADMINISTRATION	8,396	10,000	1,604	This line items funds DOT Drug & Alcohol clearinghouse requirements for the public works department. To reduce this line item, DOT-required testing would have to be reduced for FY26.
100-081600-3100	PROFESSIONAL SERVICES	ARCHITECTURAL REVIEW BOARD	-	1,500	1,500	This line item funds professional services for the ARB, such as the engagement of consultants. To reduce this line item, planned professional services would need to be reduced for FY26.
100-081100-3500	PRINTING	PLANNING	-	1,000	1,000	This line item funds printing services for the planning department for FY26. To reduce this line item, planned expenses in this area would need to be reduced.
100-081100-3600	ADVERTISING/MARKETING	PLANNING	-	1,000	1,000	This line item funds advertising/marketing services for the planning department for FY26. To reduce this line item, planned advertisements would need to be reduced.

100-081100-6000	PURCHASING	PLANNING	2,000	3,000	1,000	This line item funds general purchasing for the planning department. To reduce this line item, planned expenses in this area would need to be reduced for FY26.
100-081720-5510	TRAVEL	COMMUNICATIONS	-	1,000	1,000	This line funds travel expense associated with trainings for the department. To reduce this line, planned trainings for FY26 would need to be reduced.
100-041100-5510	TRAVEL	GENERAL ADMINISTRATION	500	1,000	500	This line funds travel expense associated with trainings for the department. To reduce this line, planned trainings for FY26 would need to be reduced.