



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	August 12, 2025
Agenda Title:	Finance Department Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance & Procurement
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Each month from August through January we will provide financial overviews of one or more departments as part of the council meeting agenda. The purpose of the financial overview is to provide a detailed look into each department's budget. Each financial overview will contain line-by-line detail on the relevant department's budget, a chart summarizing the trend in actual expenditures, and a chart summarizing budget versus actual spending. Departments will provide separate reports and presentations detailing their operations.

As a result, each department will have the opportunity to present, and the council will have the opportunity to review their financial information before the delivery of the proposed budget on April 1st.

BACKGROUND

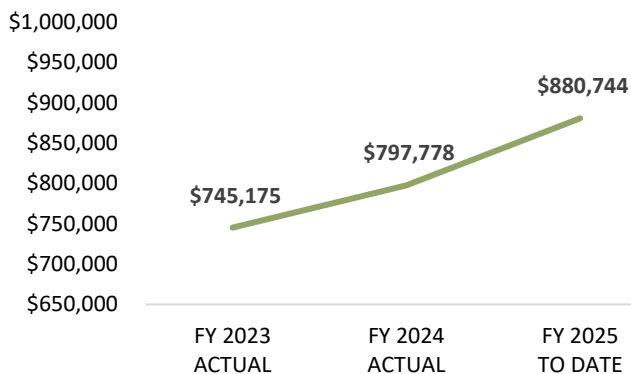
The finance department is part of the General Government Administration functional area for budgetary purposes. The finance budget captures the cost of operating the department as well as the cost of ten (10) full-time and one (1) part-time staff. Each of the eleven (11) positions in the department are allocated between the Town's funds according to the level of service provided.

The below tables and charts provide a financial summary of the finance department.

Expenditure

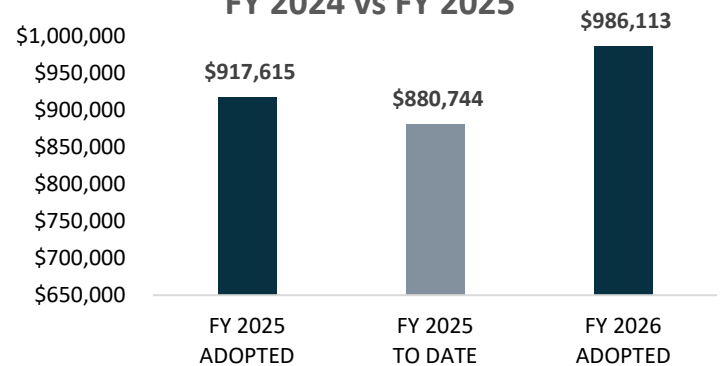
ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 TO DATE	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	579,317	658,952	763,705	727,223	787,103
PROFESSIONAL SERVICES	60,460	6,771	20,000	32,012	60,000
AUDIT SERVICES	29,175	40,275	31,710	29,890	34,000
PRINTING	8,735	9,703	10,000	10,564	10,000
ADVERTISING/MARKETING	-	5,170	-	-	-
INVESTMENT EXPENSE	4,028	4,131	5,000	4,326	5,000
POSTAGE	13,437	17,814	17,000	15,577	20,000
PRINTER LEASE	601	601	700	601	800
TRAVEL	1,908	3,254	5,000	2,564	5,000
TRAINING	2,259	5,870	10,000	825	10,000
MEMBERSHIPS & DUES	587	1,214	2,000	1,485	2,000
PURCHASING	2,959	985	3,300	3,743	3,000
NVCTB EXPENSES	13,335	17,572	17,000	22,092	19,000
BANK SERVICE CHARGES	28,198	25,260	32,000	29,702	30,000
CREDIT CARD FEES	176	205	200	141	210
TOTAL	\$ 745,175	\$ 797,778	\$ 917,615	\$ 880,744	\$ 986,113

Actual Expenditure Trend



In FY 2024, expenses increased 7.1% or \$52,603 over FY 2023. FY 2025 expenses to date have increased 10.4% or \$82,967 over FY 2024.

Expenditure FY 2024 vs FY 2025



In FY 2025, the total adopted budget for the finance department was \$917,811. FY 2025 expenses to date have totaled \$880,744. The FY 2026 adopted budget for the department is \$986,113.