



Office of the Town Manager
Frank Cassidy

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

STAFF REPORT

Council Meeting Date:	August 12, 2025
Agenda Title:	Legislative, Executive, and Communications 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

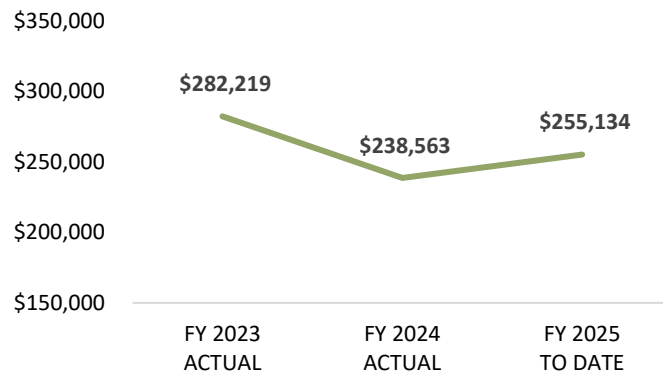
The legislative, executive, and communications departments are part of the General Government Administration functional area for budgetary purposes. The legislative budget includes funding for the mayor and council members' stipends and fringe benefits as well as advertising costs for council-related public hearings. The town clerk position is also captured in the legislative budget. The executive budget accounts for the operation of the town manager's office. The communications department captures the costs associated with communications efforts across all town departments.

The tables and charts on the following pages provide a financial summary of each department.

Expenditure - Legislative

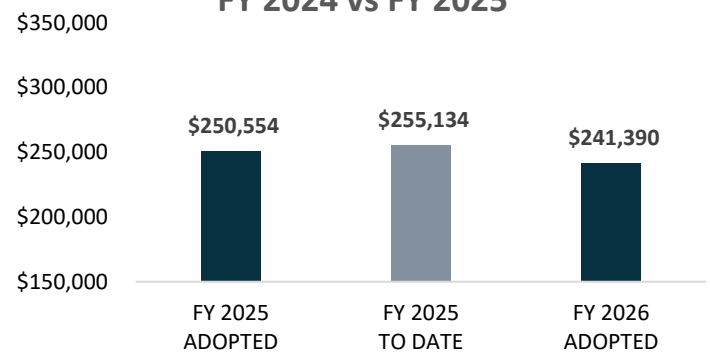
ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 TO DATE	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	168,370	185,113	196,804	189,348	196,039
PROFESSIONAL SERVICES	50,716	5,287	6,500	38,025	5,000
PRINTING	8,758	8,661	250	-	250
ADVERTISING/MARKETING	26,262	20,541	25,000	20,772	30,000
POSTAGE	6,238	10,024	500	110	250
PRINTER LEASE	601	601	1,000	601	601
COUNCIL RETREAT	5,000	-	10,000	-	-
TRAVEL	422	1,065	2,000	417	2,000
TRAINING	4,384	3,965	5,000	2,593	5,000
MEMBERSHIPS & DUES	-	365	250	100	250
PUBLIC RELATIONS	3,138	448	1,500	582	-
PURCHASING	8,332	2,494	1,750	2,586	2,000
TOTAL	\$ 282,219	\$ 238,563	\$ 250,554	\$ 255,134	\$ 241,390

Actual Expenditure Trend



In FY 2024, expenses decreased 15.5% or \$43,656 over FY 2023. FY 2025 expenses to date have increased 6.9% or \$16,572 over FY 2024.

Expenditure FY 2024 vs FY 2025

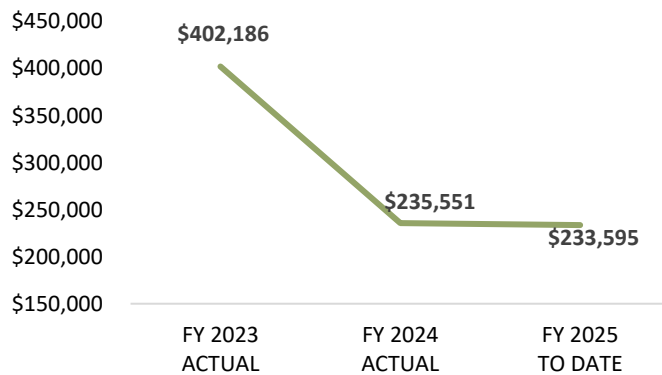


In FY 2025, the total adopted budget for the legislative department was \$250,554. FY 2025 expenses have totaled \$255,134 to date. The FY 2026 adopted budget for the department is \$241,390.

Expenditure - Executive

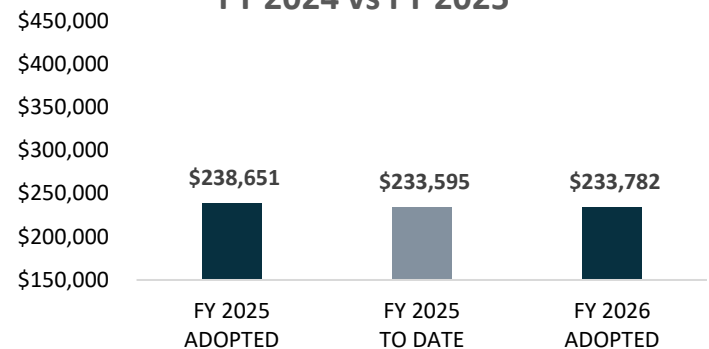
ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 TO DATE	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	380,119	208,884	209,301	219,215	210,432
PROFESSIONAL SERVICES	-	-	5,000	-	-
PRINTING	774	1,996	500	-	250
ADVERTISING/MARKETING	-	1,939	250	-	-
POSTAGE	105	280	200	97	200
PRINTER LEASE	913	601	1,000	601	1,000
TRAVEL	2	230	1,500	-	1,500
TRAINING	-	2,700	1,500	24	1,500
MEMBERSHIPS & DUES	711	430	1,500	-	1,000
PUBLIC RELATIONS	175	2,025	-	-	-
PURCHASING	19,388	16,466	17,900	13,657	17,900
TOTAL	\$ 402,186	\$ 235,551	\$ 238,651	\$ 233,595	\$ 233,782

Actual Expenditure Trend



In FY 2024, expenses decreased 41.4% or \$166,635 over FY 2023. FY 2025 expenses to date have decreased 0.8% or \$1,956 from FY 2024.

**Expenditure
FY 2024 vs FY 2025**

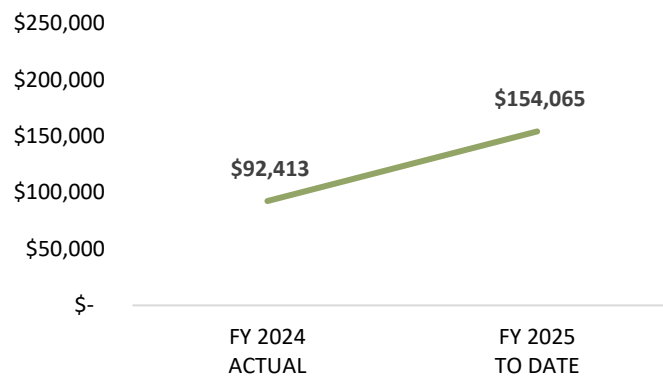


In FY 2025, the total adopted budget for the executive department was \$238,651. FY 2025 expenses have totaled \$233,595 to date. The FY 2026 adopted budget for the department is \$233,782.

Expenditure - Communications

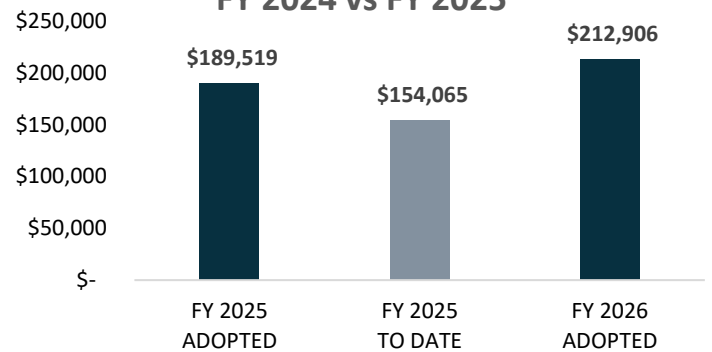
ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 TO DATE	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	-	92,413	158,619	131,013	169,306
PRINTING	-	-	16,000	12,648	18,000
ADVERTISING/MARKETING	-	-	2,000	903	2,000
POSTAGE	-	-	10,000	8,858	15,000
TRAVEL	-	-	-	-	1,000
TRAINING	-	-	2,000	-	3,000
MEMBERSHIPS & DUES	-	-	600	224	600
PUBLIC RELATIONS	-	-	200	22	-
PURCHASING	-	-	100	397	4,000
TOTAL	\$ -	\$ 92,413	\$ 189,519	\$ 154,065	\$ 212,906

Actual Expenditure Trend



The communications department was established in FY 2024. FY 2025 expenses to date have increased 66.7% or \$61,653 from FY 2024.

Expenditure FY 2024 vs FY 2025



In FY 2025, the total adopted budget for the communications department was \$189,519. FY 2025 expenses have totaled \$154,065 to date. The FY 2026 adopted budget for the department is \$212,906.