

**VILLAGE OF MARTIN'S ADDITIONS
BUDGET LINE ITEMS AND DESCRIPTIONS - FISCAL YEAR 2017**

LINE ITEM		BRIEF DESCRIPTION
Income		
	4000 - Revenue	
	4010 - Permit Fees	Fees VMA collects pursuant to its own Code (e.g., building permits and construction bonds). They are collected as required by the Code.
	4020 - Cable TV Franchise Fees	Franchise Fees VMA receives pursuant to Montgomery County negotiated franchise agreements with the service providers to include Verizon, Comcast and RCN. Funds are received by Montgomery County and disbursed quarterly to the village.
	4040 - County Revenue Sharing	Montgomery County property taxes returned to VMA, pursuant to a formula, for services that VMA provides itself (e.g., waste removal). Funds are received annually as a lump sum.
	4050 - Highway Users Fees	Funds allocated to municipalities from the State. Funding source includes the gasoline tax, vehicle titling tax, vehicle rentals and use tax and vehicle registration fees. Village is allocated a portion of these fees based on a formula. Funds can only be used to pay or finance the cost of transportation facilities or related debt service. Funds are received on a monthly basis.
	4060 - Income Tax	VMA receives a portion of State of Maryland income tax paid by its residents. The amount is equal to the greater of 17% of the county income tax liability or .37% of the State taxable income of the residents within the Village. Funds are received eight times per year.
	4080 - Personal Property Tax	VMA receives a portion of the Personal Property tax assessed on the assets and inventory of a company or business located within the corporate boundaries of the Village. Assessed value is based on Personal Property tax return filed by the business with the State of Maryland each year.
	4090 - Real Property Tax	Real property Taxes received by the Village based upon the levy set by the Village on real property within the incorporated limits of the Village.

	4095 - Utility Property Tax	Property Taxes received by the Village based upon the levy set by the Village on Public Utility Company property that is located within the incorporated limits of the Village
	4100 - Holiday Fund	Holiday donations for Waste Management workers from Village residents.
	4110 - Interest	Interest Income received based on village Investments. This is mainly from investments with the Maryland Local Government Investment Pool and other Certificates of Deposits and investments. Funds are invested in accordance with State Investment Policies.
	4135 - Other Revenue	Includes miscellaneous revenues to include the Village share of State issued business licenses.
	4200 - Prior Years Surplus	Cumulative effect of the excess of revenue over expenditures that are carried over from one fiscal year to the next.

Total Income

Expense		
	5000 - General Government	
	5010 - Office Expenses	Expenses for things like: Constant Contact, Ricoh (printer/copier), office cleaning, deer park (water), utilities
	5025 - Office Furniture & Equipment	Expenses incurred by the office for new furniture or equipment.
	5030 - Insurance	Payments made to Local Government Insurance Trust and US Insurance Services
	5040 - Printing & Mailing	Spectrum printing, stamps
	5050 - Dues & Subscriptions/Confer	Maryland Municipal League, International City/County Management Association
	5055 - Storage Rental	Extra Space Storage in Kensington, MD
	5060 - Office Lease	Shirazi Enterprises
	5065 - Telephone	Verizon
	5080 - Holiday Fund	VMA's payment of resident contributions to Waste Management workers.
	5100 - Salaries & Benefits	
	5110 - Managerial & Office Salaries	1 full-time Village Manager and 1 part-time Assistant Manager (up to 30 hours per week)

	5120 · Payroll Taxes & Benefits	Payroll Taxes and Benefits associated with the Managerial and Office Staff. Includes payroll taxes, health insurance and retirement plan contributions for these employees when applicable.
	5200 · Professional Fees	
	5210 · Accounting & Auditing	The Village contracts with Daniel R. Baden CPA for accounting services. The Village also uses the firm of Linton Shafer Warfield & Garret for its annual financial audit.
	5220 · Building & Permitting	
	5222 · Building Review & Permits	Montgomery Consulting (building administration contract): reviews building permits for compliance with the Village Code; recommends revisions to Code and related forms, as needed.
	5224 · Enforcement & Oversight	Blue Crab Contracting, LLC: assists with building code compliance by conducting building site visits, clearing sites for bond return
	5226 · Municipal Operations	Blue Crab Contracting, LLC: assists with various tasks to ensure Village operations are running smoothly (e.g., street light checks and reporting outages, posting signs, leaf bag delivery, recycle bin delivery)
	5230 · Legal	Ron Bolt legal counsel, Funk & Bolten compliance review in FY 2016
	5240 · Police	2 Montgomery County Police Officers contract with the Village to provide 10 hours per week (i.e., 5 hours each): monitor village, inform staff of issues, provide crime prevention tips
	5242 · Lighting Consultant	Scott M. Watson, Inc. (lighting consultant): consulting on street light project
	5244 · Traffic Engineering	Joseph Cutro (transportation/traffic engineering consultant) report on street signs, sign inventory
	5300 · Streets	
	5305 · Streets - General	
	5310 · Street Lighting - PEPCO	This is our utility bill for our street lights.
	5322 · Street Cleaning - Fall/Spring	Rolling Acres Landscaping cleans the streets approximately 4 times per year.
	5324 · Street Maintenance - Other	Verges Construction work with Joe Cutro
	5349 · Snow Removal Services	
	5350 · Snow Shovel Bkv. Road	Rolling Acres Landscaping (snow plow and street cleaning contract) shovels the Brookville Road sidewalks as needed.

		5351 · Snow Removal - Plowing	Rolling Acres Landscaping (snow plow and street cleaning contract) plows VMA streets as needed.
		Total 5300 · Streets	
		5400 · Waste & Recycling	
		5410 · Waste Collection & Recycling	Waste Management (each week: 2 household waste pick-ups, 1 recycling pick-up, and 1 yard-waste pick-up), Shred event (usually in June)
		5420 · Leaf Bags	VMA purchases and delivers leaf bags to residents who do not opt-out of receiving them.
		5425 · Recycling Bins	New recycling bins are purchased on an as-needed basis.
		5500 · Other	
		5510 · Tree Maintenance	Integrated Plant Care provides ROW tree trimming/fertilizing/watering
		5515 · Tree Replacement	Integrated Plant Care provides ROW tree planting
		5518 · Right-of-Way Maintenance	Abraham Landscaping (lawn and landscaping contract) services the VMA ROW including butterfly garden, several dead-ends with mowing, mulching, edging as needed.
		5520 · Community Events	Halloween Event (crafts, food, decorations, entertainment); Centennial Celebration (rental, caterer, food trucks, entertainment, AV, recording); Annual Celebration on the Sidewalk
		5530 · Website	Calvert Design Group hosts the Village website, conducts site maintenance, and updates as needed
		Operating Expenditures	
		5800 · Designated Funds	
		5810 · Designated Street	The are funds VMA anticipates using for street repaving throughout the Village.
		5812 · Designated Sidewalk	These are funds VMA anticipates using for a sidewalk repair/replacement project.
		5811 · Designated Street Lighting	These are funds VMA anticipates using for the street lighting replacement project.
		5900 · Unassigned Fund Balance	This is the VMA general fund that includes all spendable amounts not designated for specific purposes.