

TOWN OF GARLAND

**BUDGET PLANNING SESSION
OF THE BOARD OF COMMISSIONERS
FRIDAY, MARCH 18, 2016
9:00 AM**

The budget planning session of the Board of Commissioners of the Town of Garland was held at the Garland Town Hall in Garland, N.C. on Friday, March 18, 2016 at 9:00 am.

The following members of the Board of Commissioners were present:

**Ralph Smith
Judy C. Smith
Haywood Johnson**

The following members of the Board of Commissioners were absent:

**S. J. Smith
Carolyn Melvin**

BUDGET PLANNING DISCUSSION

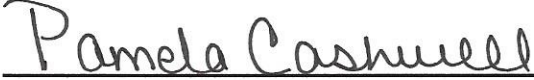
Finance Officer, Pamela Cashwell provided the Board with copies of a current Budget versus Actual Report as well as a Budget Preparation Worksheet for the General Fund, Water/Sewer Fund and Powell Bill Fund. Ms. Cashwell informed the Board she had baseline projections for revenue in each fund based on the current and last fiscal year's revenue. Ms. Cashwell stated she hadn't inserted any use of fund balance at present as this will be decided based on projected expenditures during the budget planning sessions.

Clerk Cashwell spoke with the Board regarding the statutory requirements of the Finance Officer to pre-audit all expenditures to make sure available funds are in the budget ordinance prior to the purchase or expenditure being made. The current purchase order system being used is ineffective and doesn't allow for this statutory requirement to be met. Calling for a P.O. number and later bringing in the receipts doesn't allow the Finance Officer the ability to pre-audit the expenditure as required by law. The purchase order system needs to be revised in order to notify the Finance Officer of the amount of the expenditure and the line item it is to be taken from prior to the encumbrance.

Clerk Cashwell began reviewing the estimated revenues in the general fund with the Board with the goal being to limit the use of fund balance revenue in order to continue to increase our fund balance percentages. Commissioner Ralph Smith recommended we have a capital outlay line item in each fund within the general fund to plan for larger expenditures. Expenditure line items were discussed up to the street fund.

ADJOURNMENT

Mayor Winifred Murphy adjourned the planning session at 12:15 pm.



Pamela Cashwell, Town Clerk/Finance Officer

BOARD APPROVED:



Winifred Hill Murphy, Mayor