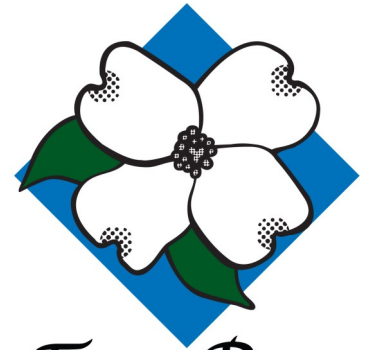


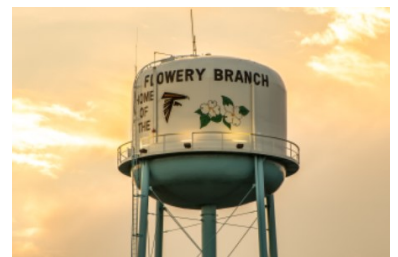
CITY OF FLOWERY BRANCH

FY2022 APPROVED ANNUAL OPERATING AND CAPITAL BUDGET



Flowery Branch

**APPROVED
JUNE 17, 2021**



Government Finance Officers Association Distinguished Budget Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Flowery Branch

Georgia

For the Fiscal Year Beginning

July 1, 2020



Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Flowery Branch, Georgia for its annual budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

CITY AT A GLANCE

The City of Flowery Branch was incorporated in 1874, one year before Richmond and Danville Air-Line Railroad Railway System built a rail line through Flowery Branch that connects Charlotte to Atlanta. The City was previously known as 'Anaguluskee,' which is the Cherokee Indian meaning for 'flowers on the branch.' Flowery Branch occupies 6.32 square miles (0.40% is water) in Hall County, on the shores of Lake Lanier and is part of the Gainesville Metropolitan area. As of the 2010 census, the estimated population was 5,679 and trends show Flowery Branch's population as rapidly growing due to its close proximity to the Atlanta Metropolitan area and its access to Lake Lanier.

The City has been working towards revitalizing its historic downtown area, now known as 'Old Town.' Old Town's location is unique in that it sits on the shore of Lake Lanier. The City of Flowery Branch has been diligent in preserving its historic features and working towards rehabilitating this area to appeal towards families and peoples of all ages. The City has been the home of the Atlanta Falcons training camp since 2005 and has turned its historic caboose into an exhibit and its historic train depot is now a museum.

Distance from Major Locations

➤ Aqualand	3.5 miles
➤ The University of Georgia	43 miles
➤ Chateau Elan Winery & Resort	11 miles
➤ Stone Mountain Park	37 miles
➤ Georgia World Congress Center	44 miles
➤ Dahlonega Wineries	33 miles
➤ Hartsfield-Jackson Atlanta International Airport	54 miles

Top 10 Employers

➤ SKF USA Inc.	270
➤ Atlanta Falcons Football Club	123
➤ Publix Super Market	119
➤ The Home Depot	104
➤ Target Store	98
➤ Kohls Department Store	62
➤ Contract Lumber Inc.	56
➤ Chick-Fil-A	50
➤ Chili's	41
➤ Vulcan Materials	35

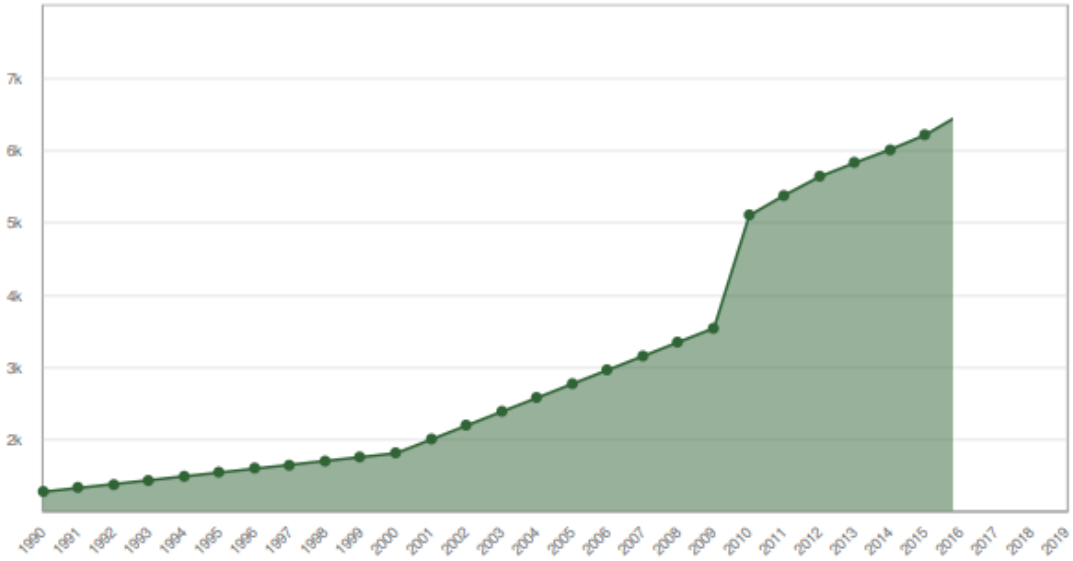
*Data derived from the following sources:

- City of Flowery Branch: <https://www.flowerybranchga.org/community/page/history-flowery-branch>
- Flowery Branch, Georgia Wikipedia: https://en.wikipedia.org/wiki/Flowery_Branch,_Georgia

DEMOGRAPHICS

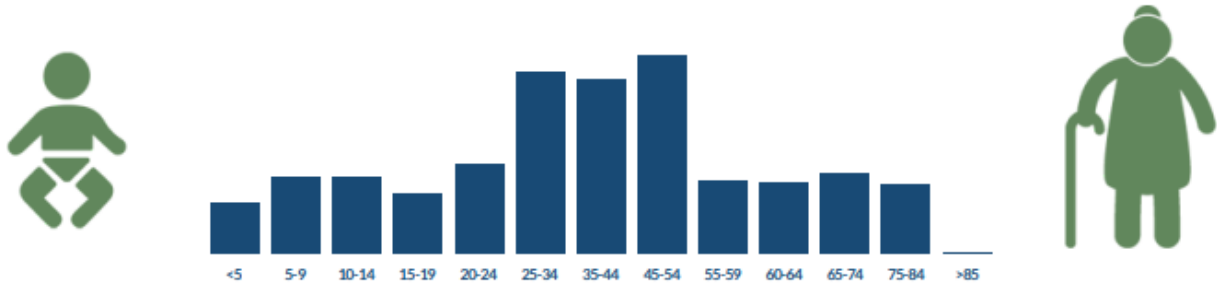
TOTAL POPULATION **7,497** → **+4.8% vs. 2018**

Growth Rank
113 OUT OF **537**
Municipalities in Georgia



*Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

POPULATION BY AGE GROUP



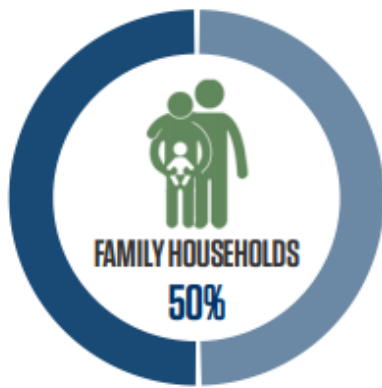
Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

DEMOGRAPHICS

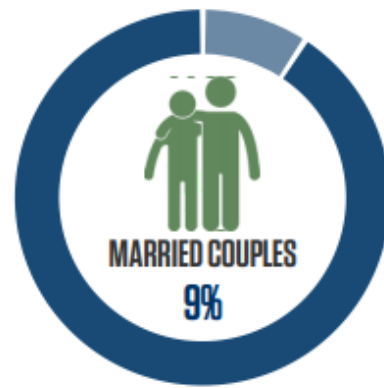
Household Analysis

TOTAL HOUSEHOLDS
2,976

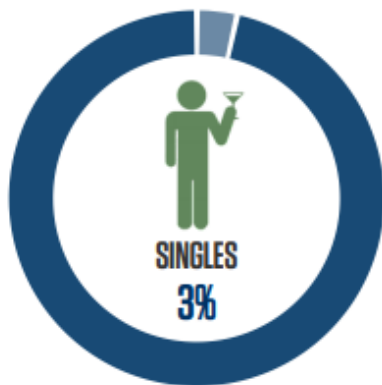
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



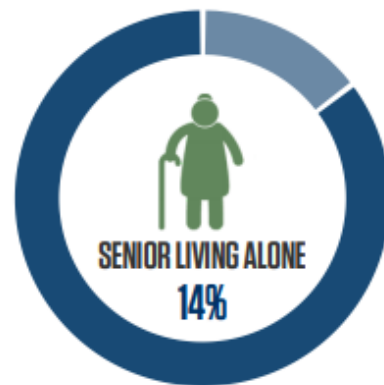
▲ 5% HIGHER THAN STATE AVERAGE



▼ 66% LOWER THAN STATE AVERAGE



▼ 57% LOWER THAN STATE AVERAGE



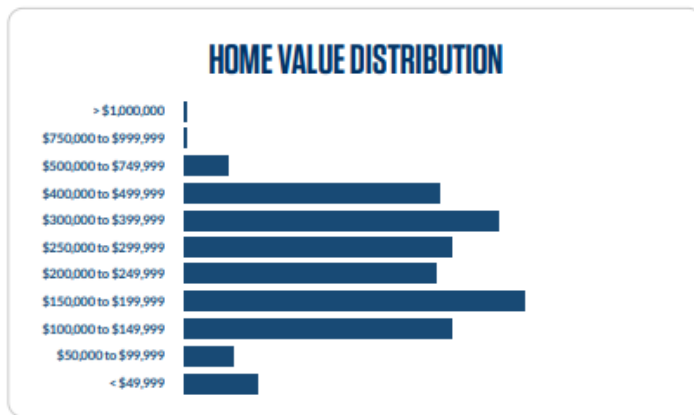
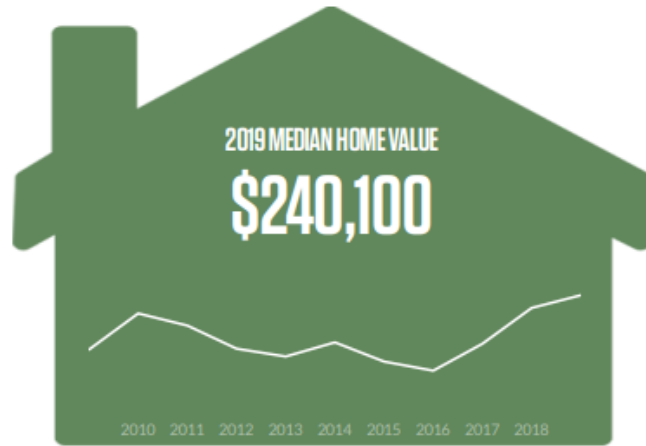
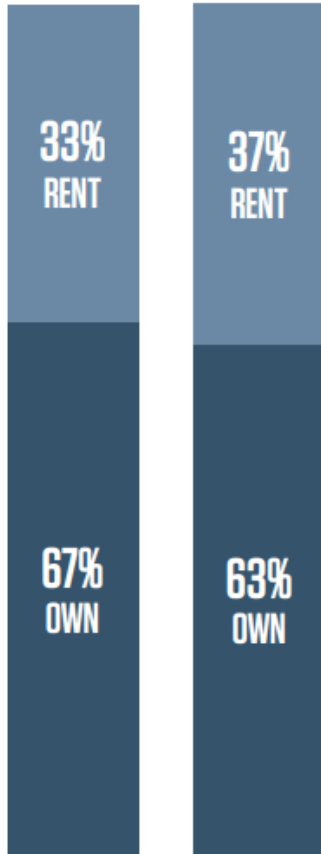
▼ 7% LOWER THAN STATE AVERAGE

DEMOGRAPHICS

Housing Overview

HOME OWNERS VS RENTERS

Flowery Branch State Avg.



* Data Source: 2019 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

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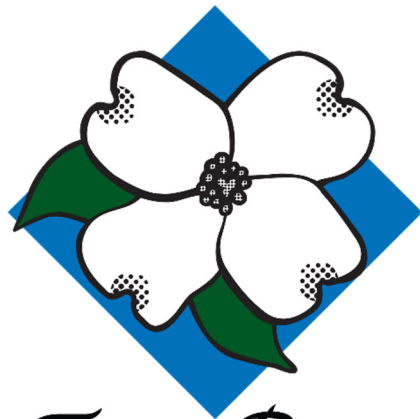
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SECTION 1

INTRODUCTION & OVERVIEW



Flowery Branch

BUDGET MESSAGE

June 17, 2021

The Adopted Budget Document for FY2022 provides annual funding levels and explains the relationship of the requested funding to the values, goals, and vision of the City. Our mission for the city is to provide the best possible service to the residents of the City of Flowery Branch at the least cost to the taxpayers.

As the budget was developed, consideration was given to accomplishing the Strategic Goals for FY2022 discussed by the Mayor and Council in March 2021 during our annual Council Retreat. The Comprehensive Plan was reviewed to assure progress has continued toward the vision for the future of our city. Council and City management provided information on their recommended needs and priorities for City funding. Finally, Department Heads considered service needs and regulatory implications associated with their operations.

Although this Budget establishes short term funding (1 year), each annual budget has long term implications in maintaining the fiscal and physical condition of the City. Therefore, forecasting of revenue is based upon a look back at historic trends for each specific source, and a forward projection which is informed by current economic activity and adjusted by potential future impacts. Similarly, planned expenditures are based upon both historic trends, and analyses of current and emerging cost implications. In the budget preparation, City staff considers and recommends revenues and expenditures that will maintain and enhance the City's future condition.

The Budget is comprised of an Operating Budget that includes costs which can be expected to recur every year such as regular maintenance, office supplies, fuel and personnel costs, and a Capital Improvement Plan that includes larger one-time expenditures such as new facilities, infrastructure or major equipment.

The Capital Improvement Plan was presented to Council in May, with public comment in June. This plan includes a six-year horizon (to coincide with SPLOST VIII term) so large expenditures may be planned and funded appropriately. Funding for Capital projects proposed in the first year of the Six-Year Capital Improvement Plan is included in the adopted Budget.

The City Operations Budget is comprised of two major funds, the General Fund, and the Water & Wastewater Fund. In addition, the SPLOST (Special Purpose Local Option Sales Tax), Local Resources Fund and Water/Wastewater Capital Projects Fund provides funding for Capital Projects.

The City Budget process allows for Administration and Department Directors' input and work sessions to enable the Mayor and Council to delve into the details of the proposed

budget and identify amendments that will better conform the recommended budget to the priorities and goals of the governing body. An overview of the Operating Budget for FY2022 was presented at the June 10th and June 17th Public Hearings and Regular Council Meeting. The Operating Budget has been available online and in hard copy since June 3, 2021, and was the focus of evaluation, three work sessions, and three public hearings as the Mayor and Council considered the city-wide budget.

The Adopted Operating Budget for FY2022 reflects a detailed and transparent consideration process. In accordance with the direction of the Mayor and City Council, the following amendments were made to the recommended Budget through the process:

1. The recommended millage rate advertised and adopted at the scheduled public hearings was 3.264 mills. That is the same millage rate in effect from FY2016-FY2021.
2. Seven new positions were recommended and approved with the FY2022 General Fund Operating Budget. Three new positions were recommended and approved with the FY2022 Water and Sewer Operating Budget.
3. All major revenues were reduced were increased to normal collection levels since the COVID-19 Pandemic.
4. The proposed allocation of SPLOST VIII funds, for the proposed FY2021-FY2026 SPLOST continuation, has been finalized as follows:
 - Roads, streets, bridges, sidewalks, and related improvements \$5,718,230
 - Public works facilities, land, vehicles, and equipment \$383,384
 - Parks and leisure facilities, land, and equipment \$415,000
 - Public safety vehicles and equipment \$276,000

Changes and initiatives in the Adopted Operating Budget for FY2022 are highlighted below. No significant changes are noted other than the items noted above.

General Fund

Police Services and Municipal Court account for 32.3% of all the general fund expenditures. These services are highly valued by the community and serve to create a safe and secure environment. Community engagement and interaction is a priority of the Police Department and is a signature of its operations culture. The city public safety staff are professional, well trained, and engaged with the community. Programs such as the Explorers Post, Shop with a Cop, traffic safety events, and establishing and maintaining Neighborhood Watch Programs reinforce these connections which serves to make our community safer. This is a level of service highly valued by the community.

Public Works services account for approximately 16.5% of the general fund expenditures. This work includes street maintenance, mowing, and cemetery and property maintenance. Weekly collection of brush and leaves or grass clippings is provided by this staff. This budget funds these services at their current level. Staff continues to improve operational efficiency of these services with scheduling and route management. Significant increases in street paving were achieved in the current year by

saving three years of Local Maintenance Improvement Grant (LMIG) funding and the 30% match plus the annual SPLOST VIII paving allocation.

Parks account for approximately 1.4% of the general fund expenditures. The budget maintains the current maintenance levels plus additional funding for demolition at a new park site located in the downtown area.

Administration and Financial Services account for approximately 34.9% of the general fund expenditures. There are no changes to current services in these functional areas.

Planning and Community Development services comprise the balance of the general fund at 14.8%. There are no changes to current services in these functional areas. All new developments are expected to continue as normal with no effect from COVID-19.

Tax Allocation District Fund

Much work has been done in planning and addressing the new development and growth within the city. In March 2020, the City of Flowery Branch entered a contract with the Gainesville and Hall County Development Authority to issue tax-exempt revenue bonds, Series 2020, in the amount of \$4,995,000. This bond will be used for Old Town redevelopment projects within our Tax Allocation District. The projects include the following:

1. Downtown streetscaping
2. A farmer's market pavilion with additional parking
3. A one-half acre park featuring an amphitheater.
4. Development of an Old Town bike-pedestrian path, connecting surrounding communities to the downtown area.

The interest and principal payments will be paid with tax allocation district funds. The projects began June 2021 and expected to be completed by December 2021, with the exception of the Old Towne bike pedestrian path. This project estimate start date is Spring of 2022.

Hotel Motel Fund

The City's Hotel Motel Fund shows a decrease of 18% in the FY2021 budget due to the COVID-19 pandemic. For FY2022, this fund shows an increase to normal levels as rentals and activities proceed to increase to normal activity. This fund contributes resources to the Lake Lanier Convention Visitors Bureau to help promote events within our city and provide planning services for our downtown events.

Capital Projects Funds

The City of Flowery Branch currently has three Capital Project Funds. The Local Resources Capital Projects Fund is for general capital needs within our city and is funded through our General Operating Fund. For FY2022, the Local Resources Fund will provide road paving and maintenance and generators for the City buildings. The SPLOST VIII Capital Projects Fund began a six-year term July 1, 2020, and the project categories were

noted above. The Water/Wastewater Capital Project Fund accumulates system development charges for water and wastewater, which in turn is used on water/wastewater infrastructure within our city. This fund will contribute to the wastewater plant expansion and water system improvement projects scheduled to begin in the Fall of 2021. The water/wastewater system improvements coincide with all the new residential developments currently in progress over the next three years. These improvements are necessary to provide quality utility services to our residents.

Water and Sewer Fund

Much work has been done in planning and addressing the infrastructure challenges of the city. System evaluation and analysis of the City's water and wastewater systems were completed. A detailed plan of water and wastewater projects was developed and prioritized to address current service issues as well as future service issues and provide for the growth anticipated in the Comprehensive Plan. A financial plan was developed to identify how to make these investments in the City infrastructure with minimum impact on utility rates. Investment of \$6m per year in infrastructure projects for the next 5 years is planned to achieve the condition, sustainability, and service levels needed to support the community and the long-term planned economic growth. The budget anticipates annual GEFA loans at less than 2% with a 25-year period to spread the cost of these improvements over current and future customers. Many of these projects will result in operational cost savings in future years.

Rates and Fees

The **General Fund** revenues are projected to increase 18%, but keep in mind major revenues streams were reduced 10%-25% last fiscal year for the COVID-19 pandemic. Current projections for Property Tax revenue from the County Assessor's office indicate an 4.75% increase in the Tax Digest due to growth and reassessments. The city tax rate will remain at the current rate, 3.264 mils. The Water and Sewer Fund revenues are projected to be stable from the current year, and without significant increase. A water rate increase of 5% and a wastewater rate increase of 7% for FY 2022 is projected for Fall of 2021 and is necessary to fund the debt service for the recommended \$6m per year investment in water and sewer system improvements in FY2022. Water and sewer rates were last increased in FY2021.

Conclusion

The adopted operating budget maintains current programs, maintains current level of responsiveness and effectiveness of City services, and continues to improve the cost efficiency of how services are provided. This budget was compiled with jointly with the effort of the Department Directors, Finance Director, Alisha Gamble, and finance staff. With the Mayor and Council's guidance, we present to you the FY2022 Budget.

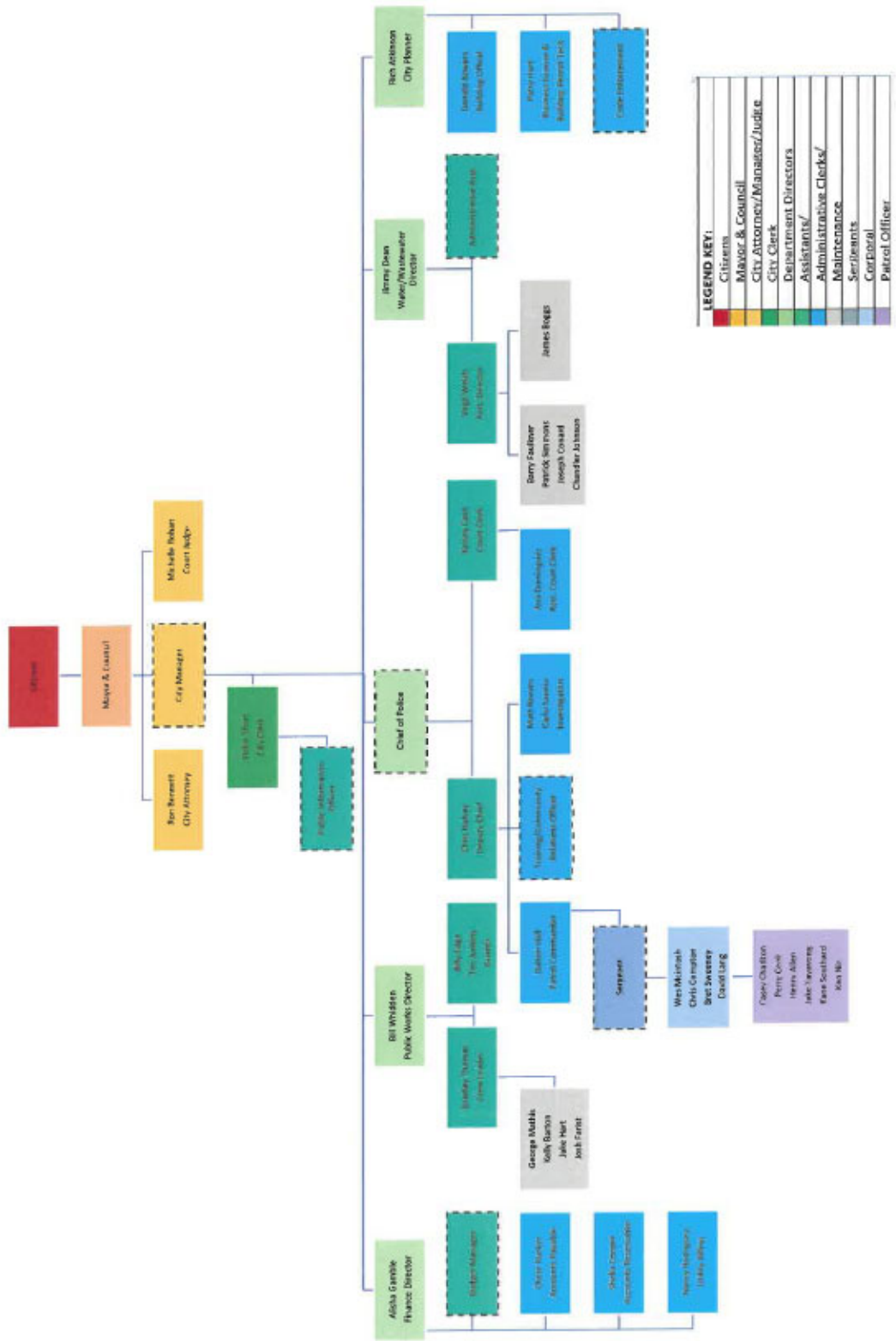


Vickie Short, Interim City Manager

ELECTED & APPOINTED OFFICIALS

<p>MAYOR</p>  <p>Mike Miller</p>	<p>COUNCIL MEMBER</p>  <p>Chris Mundy</p>	<p>COUNCIL MEMBER</p>  <p>Ed Asbridge</p>
<p>COUNCIL MEMBER</p>  <p>Leslie Jarchow</p>	<p>COUNCIL MEMBER</p>  <p>Joe Anglin</p>	<p>COUNCIL MEMBER</p>  <p>Amy Farah</p>

ORGANIZATIONAL CHART



LEGEND KEY:

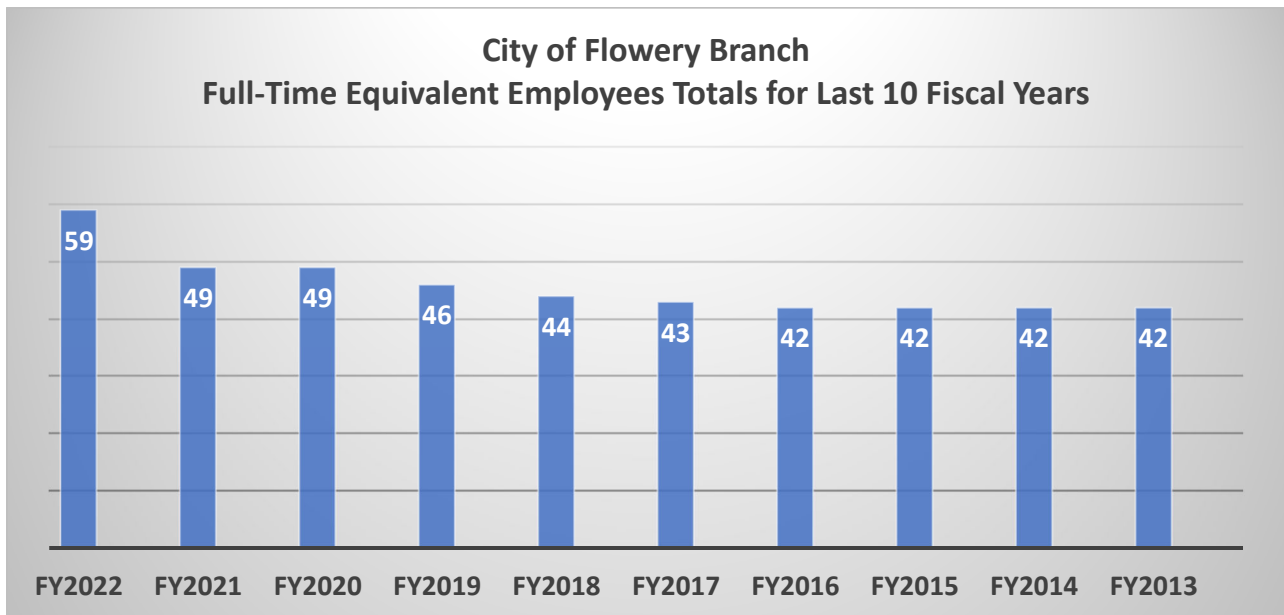
Red	Citizens
Yellow	Mayor & Council
Green	City Attorney/Manager/Judge
Light Green	City Clerk
Light Blue	Department Directors
Blue	Assistant/
Light Blue	Administrative Clerks/
Light Blue	Maintenance
Light Blue	Sergeants
Light Blue	Corporal
Light Blue	Patrol Officer

POSITION SUMMARY

CITY OF FLOWERY BRANCH, GEORGIA

FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION LAST TEN FISCAL YEARS

Function	Approved FY2022	Approved FY2021	Approved FY2020	Approved FY2019	Approved FY2018	Approved FY2017	Approved FY2016	Approved FY2015	Approved FY2014	Approved FY2013
Legislative	6	6	6	6	6	6	6	6	6	6
Administration	2	2	2	2	2	2	2	2	2	2
Finance	3	2	2	2	2	2	2	2	2	2
Judicial	2	2	2	2	2	2	2	2	2	2
Public Safety	18	16	16	16	14	14	13	13	13	13
Public Works*	10	8	8	8	8	7	7	7	7	7
Planning and Community Development	4	3	3	3	3	3	3	3	3	3
Tourism	1									
Water and Sewer*	13	10	10	7	7	7	7	7	7	7
Total	59	49	49	46	44	43	42	42	42	42



The FY2022 budget includes 59 approved positions. 10 new positions were added in the FY2022 budget; 7 for general fund operating and 3 for water sewer operating.

YOUR TAX DOLLAR AT WORK

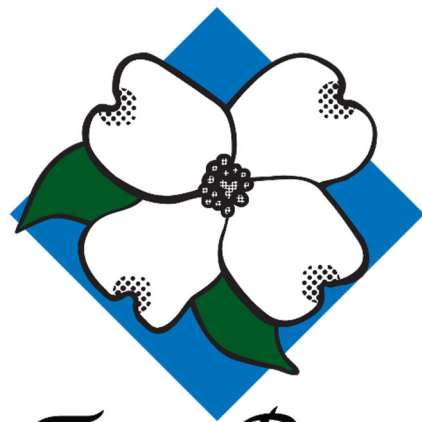
A Quick-Look Summary of the Adopted \$6.057 Million FY 2021 General Fund Budget



Operations 34.9%	Police/Court 32.3%	Maintenance (Public Works) 16.5%	Planning & Development 14.8%	Parks 1.4%
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SECTION 2

Financial Structure, Policy & Process



Flowery Branch

FUND STRUCTURE

Financial Accounting Structure:

The accounting policies of the city shall conform to the generally accepted accounting principles (“GAAP”) as applicable to local governments.

The diverse nature of governmental operations and the necessity of assuring legal compliance preclude recording and summarizing all governmental financial transactions and balances in a single entity. From an accounting and financial management viewpoint, a governmental unit is a combination of several distinctly different fiscal and accounting entities, each having a separate set of accounts and functioning independently of each other.

Each accounting entity is accounted for in a separate “fund”. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources together with related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The city’s account records for governmental funds are maintained on a modified accrual basis with the revenues begin recorded when available and measurable and expenditures being records when the services or goods are received, and the liabilities are incurred. Accounting records for the city’s proprietary funds are maintained on an accrual basis.

Fund Classification:

The city’s accounting system is organized and operated on a “fund” basis and each fund is classified in one of three categories:

CLASSIFICATION:	FUND TYPE:
Governmental Funds	General Fund
	Special Revenue Funds
	Capital Projects Funds
Proprietary Funds	Enterprise Fund
	Enterprise Capital Projects Fund

Governmental Funds:

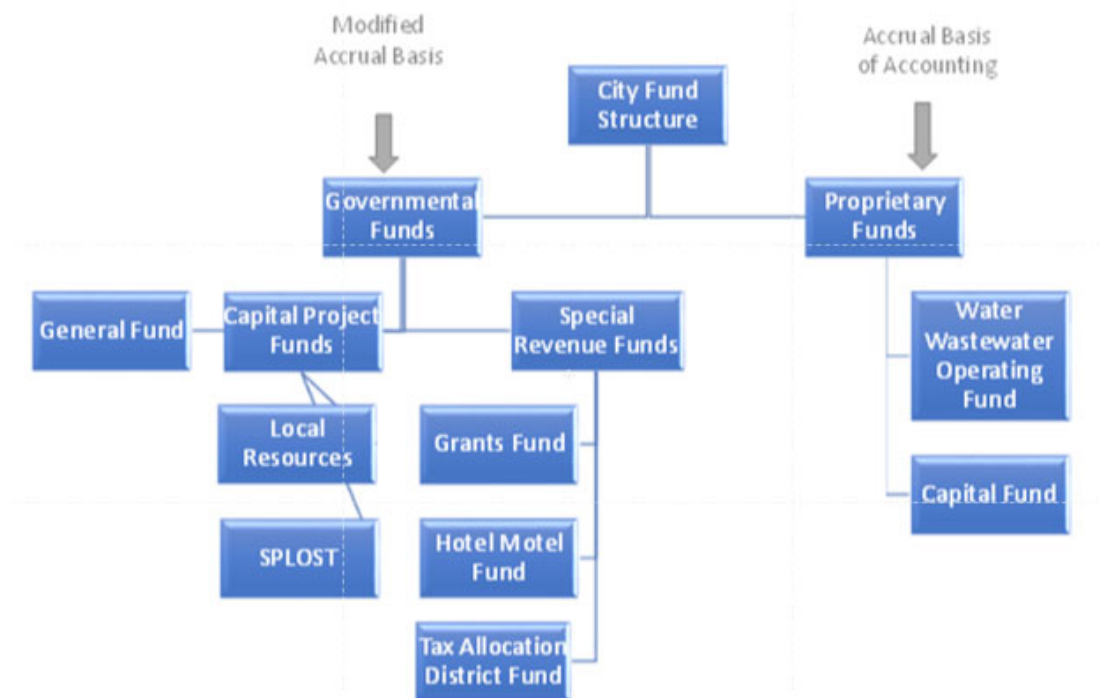
These funds are accounting segregation of financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used; current liabilities are assigned to the fund from which they are to be paid; and the differences between governmental fund assets and liabilities is referred to as "Fund Balance". The primary measurement focus is "flow of current financial resources". In other words, are there more or less resources than can be spent soon as a result of transactions of the period? Increases in resources are reported in the operating statement as revenues or other financing sources, and decreases are reported as expenditures or other financing uses.

Proprietary Funds:

These funds are sometimes referred to as "income determination," or "non-expendable", or "commercial type" funds and are used to account for a government's on-going organizations and activities which are like those often found in the private sector. All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities, where net income and capital maintenance are measured, are accounted for through the proprietary funds. The generally accepted accounting principles are those applicable to similar businesses in the private sector, and the measurement focus is the economic condition of the fund as a result of the events and transactions of the period. Events and transactions that improve the economic position of a proprietary fund are reported as revenues or gains in the operating statement. Those events and transactions that diminish the economic position are reported as expenses or losses.

Fund Descriptions:

The city uses 6 governmental funds and 2 proprietary funds as detailed below:



General Fund:

The General Fund is a governmental fund. It is established to account for all resources obtained and used for those services commonly provided by cities which are not accounted for in any other fund. These services include among other items: General Government, consisting of Legislative; Executive; Administration; Buildings and Plant; Risk Management; Public Information; Records Management; Judicial; Public Safety; Public Works; Culture and Recreation; and Planning and Development.

Capital Projects Fund:

Capital Projects Funds are governmental funds and established to account for capital projects. The projects included in the capital projects budget are intended to improve or expand the city infrastructure, provide for significant maintenance requirements, or provide for the acquisition of large pieces of equipment.

- **SPLOST VIII Fund** - This fund is used to account for the special local option sales tax revenue.
- **Local Resources Fund** - This fund accounts for capital projects financed from other unrestricted local funds.

Special Revenue Fund:

Special Revenue Funds are used to account for specific revenue sources that can be legally spent for designated purposes only. All Special Revenue Funds use the modified accrual basis of accounting and budgeting.

- **Grant Fund** - This fund accounts for any grant activity and match requirements awarded to the City.
- **Hotel/Motel Tax Fund** - This fund accounts for the levy and collection of taxes upon hotels and motels.
- **Tax Allocation District (TAD) Fund** - This fund accounts for taxes collected by a special taxing district.

Proprietary Fund:

Proprietary funds are used to account for operations that are financed in a manner similar to private business.

Water/Sewer Fund - This fund is used to account for the operation of the City's water and sewer utility service. This fund also accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest when due throughout the year. All costs are financed through charges made to utility customers.

Water/Sewer Capital Projects Fund - This fund accounts for capital projects for infrastructure improvements/expansion of the system as our community continues to grow. Capital projects are funded by development capacity charges to connect to our system plus Georgia Environmental Finance Authority (GEFA) debt as needed.

FINANCIAL POLICIES

OPERATING BUDGET POLICY

The purpose of this Operating Budget Policy is to guide a comprehensive plan to deliver efficient and effective services to residents and stakeholders of the City. The formulation of the operating and capital budget is one of the most important financial activities that Flowery Branch undertakes each year. This budget policy is intended to provide guidelines to assist in the formulation and consideration of broader implications of financial discussions and decisions.

Basis of Budgeting

- Government-wide and Proprietary Fund financial statements are adopted on the accrual basis of accounting.
- Governmental Fund financial statements are adopted on the modified accrual basis of accounting.

Budgetary Control

- The Flowery Branch Budget shall be adopted in accordance with all state statutes and mandates.
- Department management is responsible for administering their respective programs within the financial constraints described by the budget as adopted.
- The City Manager along with the Finance Director shall provide updates on the City's financial position by regularly reporting to City Council the status of actual expenditures, expenses, and revenues compared to the adopted budget. Further, the City Manager and the Finance Director will ensure that department management has access to timely and accurate financial data.

Balanced Budget

- The City shall endeavor to adopt a structurally balanced budget. Generally, this means that recurring revenues should fund recurring expenditures and non-recurring revenues should fund non-recurring expenditures. On occasion, the recurring revenues may cover the non-recurring expenditures when these revenues experience an unusual increase. [See Structurally Balanced Budget Policy]
- Minimum levels of reserves must be maintained unless reserves are being used in accordance with the purposes permitted by the City's policy. [See General Fund Reserves policy and Enterprise Fund Reserves policy]

Budget Structure

- The budget shall be constructed around City Council and City Administration’s long- term goals for the distribution of City services and the associated desired culture and environment. When appropriate, a needs assessment of constituents’ priorities, challenges, and opportunities shall be integrated into the visioning process to assist with the establishment of both short-term and long-term goals.
- The City’s departments shall create plans that describe their operational needs. These plans shall address the appropriate level of funding required to meet constituents’ needs based on the established long-term and short-term goals for the City. These funding requests are to be distinguished from CIP Requests [see Capital Improvements Policy] in that they shall provide an overview of the entire department rather than just one project. These plans should contain the identification of opportunities and challenges associated with implementing the department’s priorities and vision.
- The budget shall be based on programs in order to provide insight into the costs of the types of services that the City provides. Deliverables and specific actions shall be detailed at the programmatic level, which support the goals outlined in both City and department plans.
- The budget shall be prepared in a manner that reflects the full cost of providing services.
- The budget shall display estimated beginning fund balances and net position, estimated revenue and receipts, appropriations, and the estimated year-end fund balances and net position.

Estimates of Revenue, Expenditures, and Expenses

- The City shall take an objective and analytical approach to forecasting revenues, expenditures, and expenses as accurately as possible. Though the City will use the best information available to estimate revenues, including millage rates and tax revenues accurately, absolute certainty is impossible. Should revenues be overestimated, the spending plans and priorities established during the budget process shall be used to propose appropriations and spending as required to bring the budget into balance.
- The Finance Department shall monitor revenue incomes and expenditure/expense outflows to assess the implications of the annual budget in order to provide timely updates on actual financial performance.
- The Finance Department shall develop and maintain long-term financial forecasts, at least five years into the future, in order to help the City assess its long-term financial sustainability.

Stakeholder Participation

- The City shall provide meaningful opportunities for the stakeholders (constituents) to provide input into the financial planning and budget process before a budget is adopted.

Address Long-Term Liabilities

- The City shall fully fund current portions of long-term liabilities in order to maintain the trust of creditors and avoid accumulating excessive liabilities over the long-term.

Responsibilities and Calendar

- The City's fiscal year runs from July 1 to June 30. Each department shall submit their budget plans no later than February, after which the Finance Department Director and the City Manager shall review them. By May, the proposed budget shall be reviewed with the Mayor and City Council. In June, a public hearing and budget discussion shall be held to facilitate stakeholder participation, and the budget is adopted by City Council by the end of the year.
- All budget procedures shall be conducted in accordance with City ordinance and state law.

Budget Amendments

- Amendments shall be considered or adopted by City Council during formal Council meetings.

Priorities for Funding

- It is the City's policy to first spend restricted expenditures, which are defined as "when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments."
- It is the City's policy to subsequently spend unrestricted expenditures in the following order:
 - Committed expenditures, which are defined as "when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. The City Council also may modify or rescind the commitment."
 - Assigned expenditures, which are defined as "when amounts are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. Through resolution, the City Council has authorized the City manager to assign fund balances."
 - Unassigned expenditures, which are defined as "the residual amount when the balances do not meet any of the above criterion. The City reports positive unassigned fund balances only in the General Fund. Negative unassigned fund balances may be reported in all funds."
- See the City of Flowery Branch Expenditures Policy for more information on spending.

BALANCED BUDGET POLICY

The City shall endeavor to adopt a structurally balanced budget. Generally, this means that recurring revenues should fund recurring expenditures and that non-recurring revenues should fund non-recurring expenditures. On occasion, the recurring revenues may cover the non-recurring expenditures when these revenues increase due to property values or state funding.

The City's Finance Department, as a component of their annual budget presentation, shall report the City's progress in achieving a structurally balanced budget.

While it is the City's intent to provide City Council with flexibility on how to pursue and achieve a structurally balanced budget, there are some points which the City should observe very closely when developing a budget.

Employee compensation, pension liability, and other recurring expenditures

- Except in extreme circumstances, non-recurring revenues, and especially reserves, should not be used to fund employee compensation. Even one such circumstance, it should only be done in the context of a plan to return to structure balance and replenish any reserves that had been used.

Operation and maintenance costs of capital assets purchased with non-recurring revenues

- While capital assets are often appropriate to fund with non-recurring revenues, the City shall be observant of the long-term operating and maintenance costs of such purposes, lest it create new recurring expenditures that the City cannot maintain.

Replacement of short-lived assets and non-recurring revenues

- The City shall give preference to using non-recurring revenues to replace assets that have outlived their useful lives over purchasing entirely new assets, where the replacement of the obsolete or expired assets is critical to the maintenance of the City's core priorities and programs. A replacement schedule for such assets is a good indicator of when to budget for these items.

ONE-TIME REVENUES POLICY

This One-Time Revenues policy is intended to guide the City of Flowery Branch to spend within its means and stay financially healthy by specifying uses for one-time revenues.

One-Time Revenues

- When the City of Flowery Branch receives a one-time revenue, generally, it shall be used for one-time expenses. These expenses should not create an affordable obligation in future years. Examples include paying debts, refurbishing a capital asset, and building up reserves.

Undependable Revenues

- When the City of Flowery Branch receives revenues, which vary from one year to the next, it shall be treated as a one-time revenue. This is because these revenues are unstable and unreliable, so we can't assume that the same revenue will be available in future years.

EXPENDITURES POLICY

The purpose of this Expenditures Policy is to guide an efficient and effective expenditure system that guarantees the spending of public resources to match generated revenues to the greatest extent possible.

The Budget Process

- The City begins its budget process in December and, after thorough analysis, adopts the budget in June.
- One-time expenditures are generally to be funded by one-time revenues, and recurring expenditures are generally to be funded by recurring revenues [See Structurally Balanced Budget Policy]
- It is the City's policy to first spend restricted expenditures, which are defined as "when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments."
- It is the City's policy to subsequently spend unrestricted expenditures in the following order:
 - Committed expenditures, which are defined as "when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. The City Council also may modify or rescind the commitment."
 - Assigned expenditures, which are defined as "when amounts are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. Through resolution, the City Council has authorized the City Manager to assign fund balances."
 - Unassigned expenditures, which are defined as "the residual amount when the balances do not meet any of the above criterion. The City reports positive unassigned fund balances only in the General Fund. Negative unassigned fund balances may be reported in all funds."

Personnel Spending

- Salaries and benefits for City administrators and City Council are accounted for under "General Government" in the audited financial statements and in the budget. Funding for these personnel, therefore, largely comes from the General Fund. Personnel in other departments, such as Water/Sewer, is recorded as "personal services and employee benefits" in the audited financial statements and may come out of other funds, such as the Water/Sewer fund.

Privatization of Government Services

- The City shall contract out government services to private companies, known as privatization, through an open and competitive bidding process. The company selected to provide the service shall be required to submit a comprehensive plan for their service, including, but not limited to, costs, timeline, community effects, and other evaluation standards determined by City administration, depending on the service.

Long-term Liabilities

- The City shall, to the best of its ability, fund long-term liabilities using long-term, recurring revenues, as stated in the Structurally Balanced Budget policy. The City shall not take on any long-term liabilities without careful consideration and impact evaluation.

CAPITAL POLICY

Capital assets have a major impact on the ability of the City to deliver services along with the economic vitality and overall quality of life for Flowery Branch stakeholders. The purpose of this policy is to provide guidelines to complete a comprehensive process that allocates limited resources into capital investment and management decisions.

Capital Project Selection

- An objective set of criteria will be used to assess and evaluate project proposals. Although specific criteria may be updated from time to time, the following concepts are the core principles to be considered in the development of such criteria:
 - Long-Term Forecasts: Long-term forecasts should be prepared to better understand resources available for capital spending and to assess operational impacts and eventual maintenance replacement costs.
 - Impact on Other Projects: Projects should not be considered in isolation. One project's impact on others should be recognized and costs shared between projects where appropriate.
 - Allow for Funding of Preliminary Activities: For some projects, it may be wise to fund only preliminary engineering/planning before committing to funding the whole project. However, even these expenditures can be considerable. They should, therefore, be evaluated, analyzed, and prioritized appropriately.
 - Full Lifecycle Costing: Cost analysis of a proposed project should encompass the entire life of the asset, from planning and acquisition to disposal.
 - Predictable Project Timing and Scope: Schedule and scope estimates should be practical and achievable within the requested resources, including financial and human.

Capital Asset Classification

- The City's Capital Asset classifications are defined in three principles.
 - All depreciable assets will be at the cost of \$5,000 or higher.
 - Any assets less than \$5,000 may be maintained on the asset schedule for inventory purposes only (at the discretion of the Finance Director). For example, police car equipment, computers, IT equipment, etc.

Balanced Capital Improvement Plan

- The adopted Capital Improvement Plan is a balanced six-year plan. This means that for the entire six-year period, revenues will be equal to project expenditures in the Capital Improvement Plan. It is possible that the plan will have more expenditures than revenues in a single year, but this imbalance will be corrected through the use of interim financing as needed. However, over the life of the six-year plan, all expenditures will be provided for with identified revenues.

Capital Improvement Funding Policy

- The City provides financial resources for the Capital Improvement Plan through the following sources:
 - (Fund 100) Unrestricted general operating funds as deemed necessary.
 - Council will vote annually during the budget process on an amount of the millage and LOST collections to contribute to the capital projects fund, based on the current economic conditions.
 - (Fund 320) SPLOST VIII, which is a sales tax of one percent that must be used to fund capital projects.
 - (Fund 350) Local Maintenance Improvements Grant, which is based in the City's total centerline road miles and the total population as compared to the state's total centerline road miles and population.
 - (Fund 308) Water/Wastewater Development Charges, which is used to fund capital projects that improve the quality of the water and wastewater system and services to citizens.
 - (Fund 505) Unrestricted water/wastewater operating reserves as deemed necessary.
 - Debt may be utilized if deemed necessary only if no other funding sources are available.

Capital Budget

- Each year, the City's Finance Department will develop a Capital Budget which will contain the spending plan for Capital Projects. The first year of the adopted Capital Improvement Plan will be the Capital Budget for the fiscal year.

Capital Budget Management

- Management of Capital Projects is essential to create the best value for City taxpayers through capital spending. The following policies shall be observed in order to help insure the best project management possible.
 - Each department is responsible for their Capital Improvement Projects as follows: preparing the project proposal, developing a project budget and

cash flow forecast prior to project commencement, ensuring that required phases are completed on schedule, authorizing all project expenditures, monitoring project cash flows, ensuring that all regulations and laws are observed, and periodically reporting project status. Each department must actively manage their projects and major departments may provide quarterly reports on the status of each project.

- Capital Project amendments during a year shall not exceed the annually adopted budget and funding levels. Each department must manage its capital program within certain time and cost constraints.

Asset Condition Assessment

- The City’s Finance Department may conduct a comprehensive asset inventory that projects replacement and maintenance needs for the next six years and will update this projection each year. The asset inventory will describe the current condition of the City’s assets, establish standards for asset condition, account for the complete cost to maintain assets up to standard over their lifecycle, and account for the risks associated with assets that are below condition standards. City departments shall have the responsibility for inventorying and assessing the assets within their purview and ensuring that it reconciles with the Finance Department’s capital asset records.
- The life of the assets is noted in the audited financial statements and in the following table:

Assets	Governmental Activities	Business-type Activities
Buildings and improvements	20-50 years	20-50 years
Public domain infrastructure	14-40 years	14-40 years
Machinery and Equipment	5-20 years	5-20 years
Vehicles	5 years	5 years

Prioritization of Asset Maintenance and Replacement

- It is the City’s intent to maintain its existing assets at a level that protects the initial capital investment and minimizes future maintenance and replacement costs. Based on an asset inventory and risk assessment, recommendation for asset maintenance shall be included in the Capital Improvement Plan

Funding of Asset Maintenance

- The City will ensure that adequate resources are allocated to preserve the City’s existing infrastructure to the best of its ability before allocating resources to other Capital Projects.

INVESTMENT POLICY

The primary goals of the City of Flowery Branch's Investment Policy shall be:

1. Ensure the safety of all funds entrusted to the City;
2. Maintenance of sufficient liquidity to meet all necessary obligations to the City;
3. public trust from prudent investment activities; and
4. Provide optimization of interest earnings on the portfolio

The investment policy of the City of Flowery Branch shall govern the investments of all financial assets of the City. These funds are accounted for in the City's Annual Audit Report and include:

- General Fund
- Enterprise Funds
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Other funds established from time to time

Except for cash in certain restricted and special funds, the City may consolidate cash and investment balances to ease cash management operations and maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the forgoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation programs or other post-employment benefits (OPEB) trust funds.

The primary objectives of investment activities shall be safety, liquidity, public trust and optimization of interest earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local Law.

GENERAL FUND RESERVES POLICY

General Fund Reserves exist to support the City during unexpected revenue shortage or unplanned, necessary expenditures. This policy is intended to specify targets for the inflows and outflows of the General Fund Reserves, including the quantity of resources to be held in reserves and conditions under which reserves may be used.

Reserve Levels

- The City shall maintain a General Fund Reserves balance of 4.5 months of the General Fund Expenditures.

Cash Balance

- As of the fiscal year 2019, 4.5 months of General Fund Expenditures is approximately \$1,965,913. Although the exact amount of 4.5 months' worth of General Fund Expenditures is bound to fluctuate as expenditures themselves do, the cash balance of General Fund Reserves shall remain approximately \$1,965,913, or whatever 4.5 months' worth happens to amount to.

Funding the Reserve

- The City's annual budget surplus funds, and unencumbered sources of funds contribute to the General Fund Reserve.

Conditions for the Use of Reserves

- Any expenditure requested by the City out of the fiscal annual budget cycle is subject to the approval of City Council. General Fund Reserves are to be used to sustain the City in situations of revenue shortages or unplanned expenditures. It is under the discretion of City Council to determine whether the state of the City warrants the use of General Fund Reserves.

Authority over Reserves

- The Finance Department for the City of Flowery Branch upholds the responsibility to maintain the General Fund Reserves at the level determined by City Council.

Assigning Fund Balance

- City Council retains the authority to assign and amend the General Fund Reserves balance, while the City Finance Department is responsible for administering the fund balance to the General Fund Reserves.

Replenishment of Reserves

- General Fund Reserves are to be replenished annually with unencumbered funds available during the annual budget process.

Excess of Reserves

- If General Fund Reserves should exceed 4.5 months of General Fund Expenditures, they are to be reviewed by both the City Finance Department along with City Council as part of their annual review. If there is a capital project in place to which the excess reserves may go to, then the reserves shall be transferred to the Local Resources Capital Projects Fund. If no such capital project exists, the excess reserves shall remain in the General Fund Reserves until one such project arises or held as operating contingency at the discretion of City Council.

ENTERPRISE FUND RESERVES POLICY

Reserves exist to support the City during unexpected revenue shortage or unplanned, necessary expenditures. This policy is intended to specify targets for the inflows and outflows of reserves in funds other than the General Fund, including the amount of resources to be held in reserves and conditions under which reserves may be used.

Reserve Levels

- The City shall maintain an Enterprise Fund Reserves balance of 6 months of expenditures with the exception of the General Fund.

Funding the Reserve

- Enterprise Fund Reserves, in addition to General Fund Reserves, are funded by the City's annual budget surplus and other unencumbered operating income.

Conditions for Use of Reserves

- Any expenditure made by the City is subject to the approval of City Council. Enterprise Fund Reserves are to be used to sustain the City's Enterprise Fund in the situations of revenue shortages or unplanned expenditures. It is under the discretion of City Council to determine whether the state of the City warrants the use of any reserves.

Authority over Reserves

- The Finance Department for the City of Flowery Branch upholds the responsibility to maintain the Enterprise Fund Reserves at the level determined by City Council.

Assigning Fund Balance

- City Council retains the authority to assign and amend the Enterprise Fund Reserves balance, while the City Finance Department is responsible for administering the fund balance to Enterprise Fund Reserves.

Replenishment of Reserves

- Enterprise Fund Reserves are to be replenished annually through the annual budget surplus. In the event that Enterprise Fund Reserves are used resulting in a balance below the six-month minimum, a plan will be developed to replenish them through the annual budget process.

Excess of Reserves

- If Enterprise Fund Reserves should exceed six months of expenditures for all funds except for the General Fund, they are to be reviewed by both the City Finance Department along with City Council as part of their annual review. If there is a capital project in place to which the excess reserves may go to, then the reserves shall be transferred to the Capital Projects Fund. If no such capital project exists,

the excess reserves shall remain in the Enterprise Funds Reserves until one such project arises.

LONG-TERM PLANNING & FORECASTING POLICY

A thriving community requires a long-term perspective because financial challenges are often created over many years and can take more than a year to solve. A long-term financial plan and budget allows the City of Flowery Branch to remain mindful of its long-term financial health. Therefore, the purpose of this policy is to give the City the best chance of a thriving community now and for future generations.

Length of the Forecast

- The City of Flowery Branch will forecast revenues, expenses and financial position at least five years into the future. The length of the forecast should be longer if five years is not enough to address issues that are a threat to the financial health of the City.

Frequency of Forecasting

- The long-term financial forecast shall be updated at least twice a year. It will be updated before the budget process to inform decision-makers of the City's financial position going into budget discussions. It will also be updated after the budget has been created to show decision-makers how the City's financial path has changed as a result of decisions made.

Assumptions and Analysis

- City staff will prepare a forecast that is based on assumptions that best reflect the status quo condition of the City. The forecast will not assume any major changes in policy where such change is speculative. Other assumptions behind the forecast will be made clear. This includes assumed growth rates in revenues and expenses. It also includes assumptions about forces that impact revenues and expenses. Examples might include changes in population, property values, etc.

Long-Term Financial Plan

- The goal of the City of Flowery Branch is for the forecast to be balanced over the time period of the forecast. Therefore, the City shall maintain a long-term financial plan that includes a statement of how it will achieve and/or maintain balance over a multiyear period.

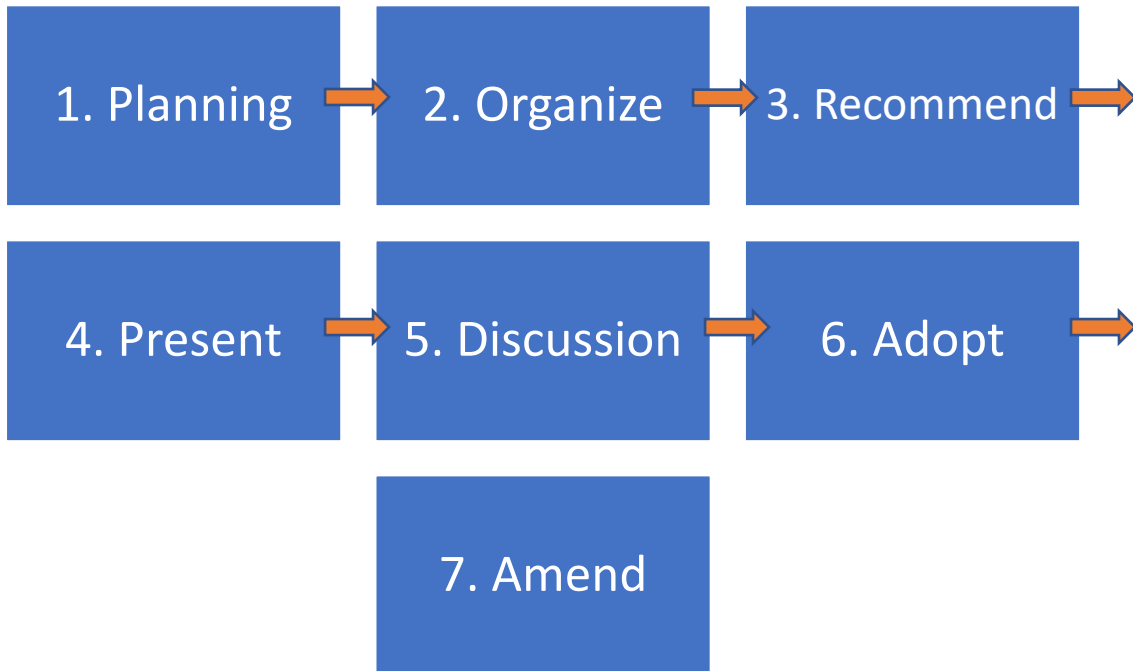
BUDGET CALENDAR

Fiscal Year 2021 Budget Calendar (July 1, 2020 – June 30, 2021)

December	<ul style="list-style-type: none">✓ Distribute capital projects budget worksheets to departments for preparation and review
January	<ul style="list-style-type: none">✓ Preparation of revenue anticipations and department budget templates✓ Meeting with City Manager to review the budget process✓ Budget Kick-off Meeting✓ Distribution of departmental budget worksheets to departments✓ Capital projects budget worksheets due from departments
February	<ul style="list-style-type: none">✓ Departmental budget worksheets due from departments✓ Review of departmental requests by Finance and City Manager✓ Council Retreat for Goals and Budget Planning
March - April	<ul style="list-style-type: none">✓ Departmental budget work sessions with City Manager as necessary
May	<ul style="list-style-type: none">✓ Review proposed budget with City Manager, Mayor, and Council in non-quorum meetings✓ Provide a proposed budget to Mayor and City Council
June 10, 2021	<ul style="list-style-type: none">✓ Work Session – Public Hearing and budget discussion
June 17, 2021	<ul style="list-style-type: none">✓ Council Meeting – Adopt Budget

BUDGET PROCESS

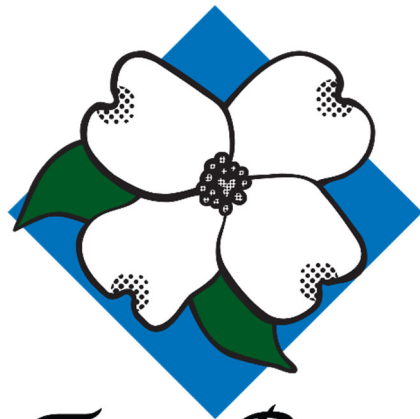
The City of Flowery Branch Budget serves as a policy document, financial plan, operation guide and communication device. Each of these elements of the document help to describe what we have done, what we plan to do, and how we will accomplish our objectives.



1. Departments submit requests for operations and capital items.
2. The City Manager and Finance Department organize and prioritize the submissions for the Mayor's consideration.
3. The Mayor considers staff's recommendations while preparing the budget for presentation to City Council.
4. The Mayor presents the proposed budget to City Council.
5. The City Council holds public hearing to discuss and review the proposed budget.
6. The Mayor and City Council vote to adopt the final budget.
7. If needed, amendments brought to Council.

SECTION 3

Financial Summaries



Flowery Branch

CITY OF FLOWERY BRANCH FY2022 BUDGET

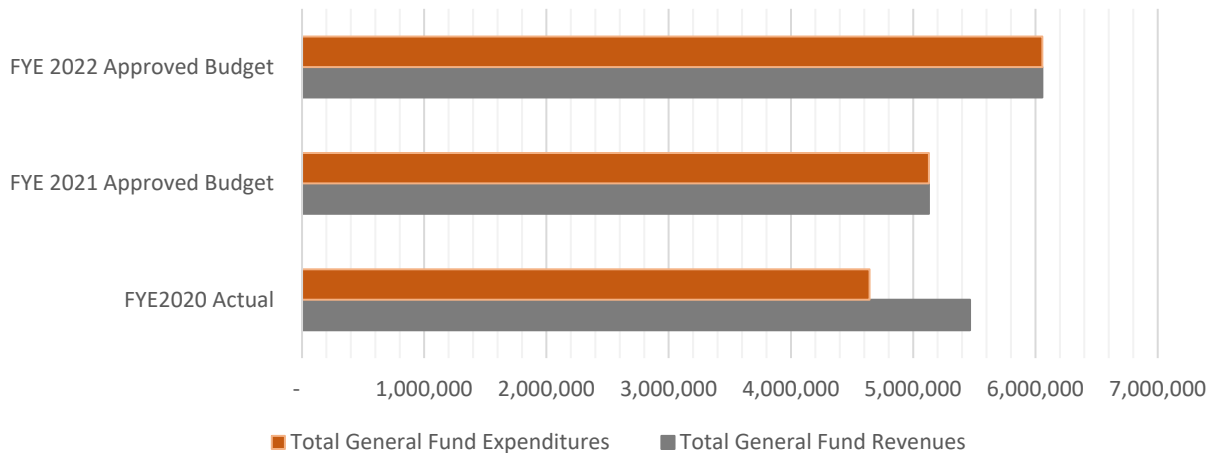
(All Appropriated Funds)

	Governmental Funds						Proprietary Fund
	General Fund	Tax Allocation District (TAD)	Hotel/Motel Tax Fund	Special Local Option Sales Tax (SPLOST) Fund	Local Resources Fund	Water/Sewer Capital Projects Fund	Water/Sewer Fund
Revenues							
Taxes	\$ 4,918,883	\$ 105,000	\$ 154,000	\$ 1,175,103	\$ -	\$ -	\$ -
Licenses and Permits	461,318	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	85,000	-	-
Charges for Services	26,996	-	-	-	-	650,000	3,038,000
Fines and Forfeitures	431,000	-	-	-	-	-	-
Investment Income	7,000	5,000	-	-	-	-	-
Contributions and Donations	36,740	-	-	-	-	-	-
Miscellaneous Revenue	71,850	-	-	-	-	-	97,350
Debt Proceeds	-	-	-	-	-	12,730,001	-
Subtotal Revenues	5,953,787	110,000	154,000	1,175,103	85,000	13,380,001	3,135,350
Expenditures/Expenses							
General Government	\$ 1,312,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Judicial	186,589	-	-	-	-	-	-
Public Safety	1,771,156	-	-	43,000	-	-	-
Public Works	726,046	3,163,005	-	1,132,103	1,581,213	13,380,001	2,621,401
Culture and Recreation	218,750	1,920,714	51,000	-	-	-	-
Planning and Community Development	898,875	-	-	-	-	-	-
Tourism	118,070	-	-	-	-	-	-
Debt Service	-	191,800	-	-	339,176	-	513,949
Subtotal Expenditures/Expenses	5,231,986	5,275,519	51,000	1,175,103	1,920,389	13,380,001	3,135,350
Other Financing Sources and (Uses)							
Transfers In	\$ 103,000	\$ 70,000	\$ -	\$ -	\$ 616,854	\$ -	\$ -
Budgeted Fund Balance	-	5,095,519	-	-	1,218,535	-	-
Contingency	-	-	-	-	-	-	-
Transfers Out	(824,801)	-	(103,000)	-	-	-	-
Subtotal Other Financing Sources and (Uses)	(721,801)	5,165,519	(103,000)	-	1,835,389	-	-
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF FLOWERY BRANCH

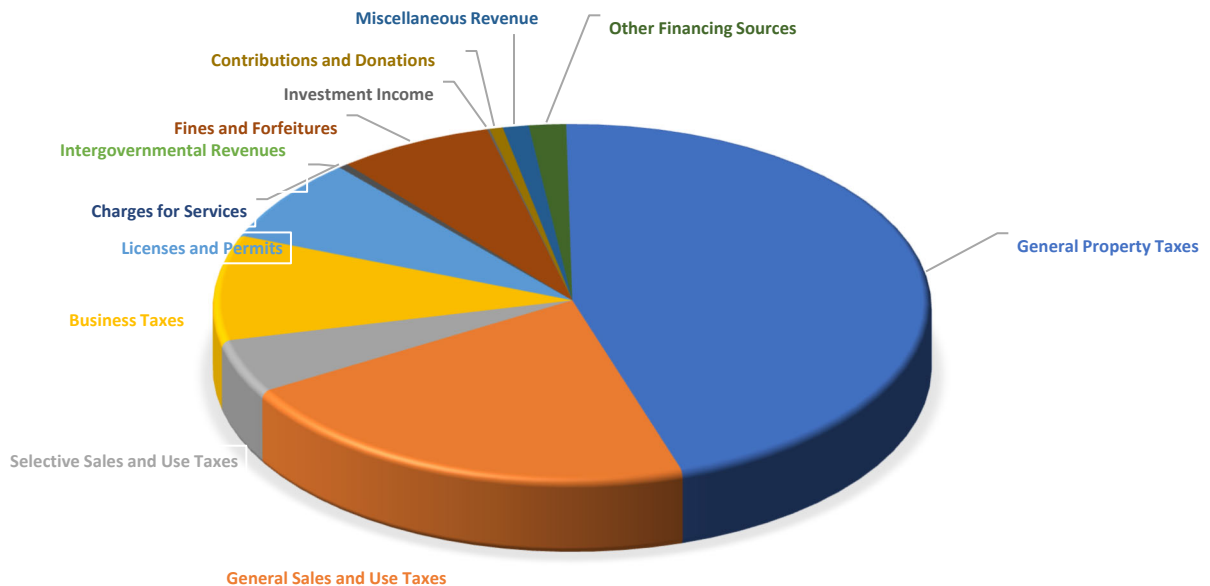
GENERAL FUND BUDGET

	FYE 2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Beginning Fund Balance	\$ 2,994,707	\$ 3,816,431	\$ 3,816,431
Revenues			
Taxes	\$ 4,206,138	\$ 3,559,173	\$ 4,918,883
Licenses and Permits	724,814	488,550	461,318
Intergovernmental Revenues	12,822	800	-
Charges for Services	37,040	26,300	26,996
Fines and Forfeitures	277,354	400,000	431,000
Investment Income	8,905	6,800	7,000
Contributions and Donations	37,358	35,245	36,740
Miscellaneous Revenue	54,747	29,788	71,850
Subtotal Revenues	5,359,179	4,546,656	5,953,787
Other Financing Sources	106,156	581,949	103,000
Total General Fund Revenues	5,465,335	5,128,605	6,056,787
Expenditures			
General Government	1,051,783	1,156,513	1,312,500
Judicial	150,291	187,422	186,589
Public Safety	1,101,539	1,489,253	1,771,156
Public Works	639,737	714,760	726,046
Culture and Recreation	33,666	144,750	218,750
Planning and Community Development	704,790	809,136	898,875
Tourism	-	-	118,070
Subtotal Expenditures	3,681,806	4,501,834	5,231,986
Other Financing Uses	961,806	626,771	824,801
Total General Fund Expenditures	4,643,611	5,128,605	6,056,787
Surplus (Deficit)	821,724	-	-
Ending Fund Balance	\$ 3,816,431	\$ 3,816,431	\$ 3,816,431



GENERAL FUND REVENUE SUMMARY

	FYE2019 Actual	FYE 2020 Approved Budget	FYE 2021 Approved Budget
General Property Taxes	\$2,283,037	\$2,114,673	\$2,744,883
General Sales and Use Taxes	1,080,774	750,000	1,300,000
Selective Sales and Use Taxes	304,547	188,250	294,000
Business Taxes	537,781	506,250	580,000
Licenses and Permits	724,814	488,550	461,318
Intergovernmental Revenues	12,822	800	-
Charges for Services	37,040	26,300	26,996
Fines and Forfeitures	277,354	400,000	431,000
Investment Income	8,905	6,800	7,000
Contributions and Donations	37,357	35,245	36,740
Miscellaneous Revenue	54,747	29,788	71,850
Subtotal General Fund Revenues	5,359,178	4,546,656	5,953,787
Other Financing Sources	106,156	581,949	103,000
Total General Fund Revenues	\$5,465,334	\$5,128,605	\$6,056,787



GENERAL FUND REVENUE DETAIL

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
General Property Taxes			
Real Prop Taxes - Current Year	\$ 1,452,994	\$ 1,421,465	\$ 1,810,173
Real Prop Taxes - Overpmt Cur Yr	\$ 1,190	\$ -	\$ -
Real Prop Taxes Curr Yr-Penalties	6,759	3,398	3,500
Real Prop Taxes - Prior Year	556	-	-
Real Prop Taxes - Prior Yr-Penalties	6,228	-	-
Motor Vehicle Taxes	9,155	6,750	7,600
TAVT Taxes	259,599	165,000	340,000
AAVT Taxes	4,282	5,000	5,000
Mobile Home Tax	836	500	1,000
Intangibles - Personal Property Tax	16,196	10,000	40,000
GA DOR - Railroad Equipment Taxes	-	450	500
Real Prop Taxes - Street Lights	9,080	9,110	9,110
Real Estate Transfer Taxes	9,665	10,000	10,000
Franchise Fees - GA Power	173,015	175,000	175,000
Franchise Fees - Jackson EMC	219,374	220,000	230,000
Franchise Fees - Southern Co. Gas	76,857	60,000	78,000
Franchise Fees - Charter Cable	18,924	15,000	20,000
Franchise Fees - BellSouth / AT&T	10,208	10,000	8,000
Franchise Fees - Others	8,118	3,000	7,000
Total General Property Taxes	\$ 2,283,037	\$ 2,114,673	\$ 2,744,883
General Sales and Use Taxes			
LOST	1,080,774	750,000	1,300,000
Total General Sales and Use Taxes	\$ 1,080,774	\$ 750,000	\$ 1,300,000
Selective Sales and Use Taxes			
Hotel Motel Tax	-	-	-
Excise Tax - Distributors	277,201	171,000	263,000
Excise Tax - Restaurants	23,924	17,250	26,000
Excise Tax - Other	3,422	-	5,000
Total Selective Sales and Use Taxes	\$ 304,547	\$ 188,250	\$ 294,000
Business Taxes			
Business License (Occupational Tax)	77,857	56,250	50,000
Insurance Premium Taxes	437,546	430,000	505,000
Financial Institution Tax	22,378	20,000	25,000
Total Business Taxes	\$ 537,781	\$ 506,250	\$ 580,000

GENERAL FUND REVENUE DETAIL (CONTINUED)

Licenses and Permits

Brew / Pub Licensing	-	-	-
Licenses - Beer	18,500	12,375	18,000
Licenses - Wine	14,850	11,250	15,000
Licenses-Alcohol	45,240	33,750	43,000
Miscellaneous Fees - Rev	436	500	500
Business Taxes (Ins. Co_ \$50.00)	18,275	17,000	17,000
Yard Sale Permits	40	75	75
Business Licenses - Admin Fees	1,240	500	800
Regulatory Licensing	300	800	-
Zoning / Land Use Fees	3,600	2,500	2,500
Building & Sign Permits	583,774	360,000	314,643
PCD / Plan Check Reviews	500	-	-
Filming Permits	-	-	-
Land Disturbance Fees	21,194	18,000	18,000
Plan Review Fees	16,445	31,500	31,500
PTV Regulatory Fees	420	300	300
Total Licenses and Permits	\$ 724,814	\$ 488,550	\$ 461,318

Intergovernmental Revenues

Operating - Direct Grant	-	-	-
Tax Equity from Hall County	12,219	-	-
Payment in lieu of City Taxes (BHA)	603	800	-
Total Intergovernmental Revenues	\$ 12,822	\$ 800	\$ -

Charges for Services

Impact Fees (3% Admin. Fee)	14,240	7,500	10,934
Copies	122	150	150
Postage Fees	-	-	-
Qualifying Fees (Elections)	432	-	612
Notary Fee	5	250	-
Police Dept - Accident Reports	3,707	2,500	2,500
Police Dept - Record Restriction	256	300	-
Police Dept. - False Alarms	4,555	1,000	1,000
Police Dept -Pouring/AlcoholPrints	6,485	5,400	5,400
Police Dept - Back Ground Checks	2,923	2,500	2,500
Police Dept - Reports & Misc Rev	285	3,400	400
Police Dept - Alternative Sentencing Fees	3,130	2,500	3,500
Administrative Fees	-	-	-
C & R / Vendors/Sponsors IN & OUT	-	-	-
Miscellaneous Alcohol Licensing	900	800	-
Total Charges for Services	\$ 37,040	\$ 26,300	\$ 26,996

GENERAL FUND REVENUE DETAIL (CONTINUED)

Fine and Forfeitures

Court Fines	230,709	360,000	400,000
GA Probation Fines	46,645	39,000	30,000
PD - State Asset Forfeitures	-	1,000	1,000
Total Fines and Forfeitures	\$ 277,354	\$ 400,000	\$ 431,000

Investment Income

Interest Revenues	8,905	6,800	7,000
Total Investment Income	\$ 8,905	\$ 6,800	\$ 7,000

Contributions and Donations

Police Dept - Donations	-	-	-
Police Dept - Shop with a Cop	6,635	5,005	6,500
Police Dept - Technology Fund	28,131	30,240	30,240
PD - Explorer Post 600	2,591	-	-
Total Contributions and Donations	\$ 37,357	\$ 35,245	\$ 36,740

Miscellaneous Revenue

Miscellaneous Revenue	9,429	-	-
Surplus Sale of Equipment	2,571	500	500
Rent - Depot	225	-	-
Rent - Community Room	143	-	-
Rent - Main Street Rent	25,650	15,600	31,350
Rent - Cingular Tower	16,729	13,688	40,000
Total Miscellaneous Revenue	\$ 54,747	\$ 29,788	\$ 71,850

Total Revenues

\$ 5,359,178	\$ 4,546,656	\$ 5,953,787
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Other Financing Sources

Transfer In - Fund Balance Reserve	-	556,257	-
Transfer In - Fund 270 TAD	47,530	-	-
Transfer In - Hotel/Motel Rev	57,557	25,692	103,000
Transfer In - Fund 320 SPLOST	0	-	-
Transfer In - Fund 505 WS Fund	1,069	-	-
Total Other Financing Sources	\$ 106,156	\$ 581,949	\$ 103,000

Total Revenues & Other Financing Sources

\$ 5,465,334	\$ 5,128,605	\$ 6,056,787
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GENERAL FUND MAJOR REVENUES

Major Revenues (Top Ten)	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
General Property Taxes			
Real Property Taxes	\$1,467,728	\$1,424,863	\$1,813,673
Franchise Fees - GA Power	173,015	175,000	175,000
Franchise Fees - Jackson EMC	219,374	220,000	230,000
Franchise Fees - Southern Gas Co.	76,857	60,000	78,000
TAVT Taxes	259,599	165,000	340,000
 General Sales and Use Taxes			
LOST	1,080,774	750,000	1,300,000
 Selective Sales and Use Taxes			
Excise Tax - Distributors	277,201	171,000	263,000
 Business Taxes			
Insurance Premium Tax	437,546	430,000	505,000
 Licenses and Permits			
Building & Sign Permits	583,774	360,000	314,643
 Fines and Forfeitures			
Court Fines	230,709	360,000	400,000
 Other General Fund Revenues	658,757	1,012,742	637,471
 Total General Fund Revenues	<u>\$5,465,334</u>	<u>\$5,128,605</u>	<u>\$6,056,787</u>

REAL PROPERTY TAXES

Real property taxes are ad valorem taxes levied on land, buildings, permanent fixtures, and improvements, based on assessing the value of the property.

This category represents 29.9% of total general fund revenues. The revenue projection FY 2022 represents an increase of 27.3% over the FY 2021 budgeted revenues and is based on a review of historical actuals and projected total receipts for FY 2022 and development growth within our city.

ELECTRIC FRANCHISE FEES

Franchise fees are implemented as part of a service agreement executed between the City and a utility company that grants the company usage of the City's rights-of-way. The fees are intended to reimburse the City for the use and maintenance of the right-of-way. Traditionally, the fees are also viewed as compensation for the awarding by local governments of exclusive rights to specific public utility companies to provide service in specific areas.

The City currently collects electric franchise fees from two electricity providers: Georgia Power and Jackson EMC. Georgia Power and Jackson EMC remit their payments annually.

This category represents 6.69% of total general fund revenues. The current electric franchise fee rate is 4% of total electricity sales receipts. The revenue projection FY 2022 represents an increase of 4.5% over the FY 2021 budgeted revenues and is based on a review of historical actuals and projected total receipts for FY 2022.

GAS FRANCHISE FEES

Franchise fees are implemented as part of a service agreement executed between the City and a utility company that grants the company usage of the City's rights-of-way. The fees are intended to reimburse the City for the use and maintenance of the right-of-way. Traditionally, the fees are also viewed as compensation for the awarding by local governments of exclusive rights to specific public utility companies to provide service in specific areas.

The City currently collects gas franchise fees from Southern Gas Company. Southern Gas Company remits their payments quarterly.

This category represents 1.3% of total general fund revenues. The current gas franchise fee rate is formula driven based on total gas sales receipts. The revenue projection FY 2022 represents an increase of 30.0% over the FY 2021 budgeted revenues and is based on a review of historical actuals and projected total receipts for FY 2022.

TVAT TAXES

The Motor Vehicle TAVT (or "Title Ad Valorem Tax") is an ad valorem tax on motor vehicles that became effective March 1, 2013. The TAVT replaces the former motor vehicle "birthday tax" with a one-time tax imposed on the fair market for the vehicle at the time of sale. The Motor Vehicle TAVT is calculated by multiplying the fair market value of the purchased vehicle by the rate set by the Department of Revenue. The current rate is 6.6% of fair market value. The rate may be adjusted by the Department of Revenue, but it is statutorily capped at 9%.

This category represents 5.6% of total general fund revenues. The revenue projection FY 2022 represents an increase of 106.1% over the FY 2021 budgeted revenues and is based on a review of historical actuals and projected total receipts for FY 2022.

LOCAL OPTION SALES TAX

Local Option Sales Tax (LOST) is intended to be used to assist funding services provided including police and fire protection, streets, roads, parks, and recreational programs. In short, LOST revenues expand the total revenues available to the City to pay for services that would otherwise be paid for out of property taxes.

A one percent (1%) sales and use tax is charged within Hall County and collected by the State Revenue Commissioner. The collected funds are distributed to the cities and counties, on a monthly basis, in accordance with the formula in the Certificate of Distribution.

This category represents 21.46% of total general fund revenues. The City receives 2.92% of the one percent sales and use tax collected in Hall County. The revenue projection FY 2022 represents an increase of 73.3% from the FY 2021 budgeted revenues and is based on a review of historical actuals after a reduction of 25% in the prior fiscal year for COVID-19 and projected total receipts for FY 2022.

EXCISE TAXES - DISTRIBUTORS

Excise taxes on alcoholic beverages are levied on the sale, distribution, or consumption of selected goods and services. Included in this category are taxes imposed on the distribution of distilled spirits, malt beverages, and wine. Taxes are also imposed on the sale of distilled spirits by the drink. This category represents 4.85% of total general fund revenues. The FY 2022 amount for beverage excise taxes was computed based on the current trend from retailers.

INSURANCE PREMIUM TAX

The Insurance Premium Tax is levied on gross direct premiums on life, accident, and sickness insurance policies written on persons residing within the boundaries of the City, and other types of insurance policies written by all companies doing business in the State of Georgia. Insurance Premium Taxes are collected by the Georgia Commissioner of Insurance and distributed to municipalities based on premiums allocated on a population ratio formula (population of Flowery Branch/population of all other municipalities in Georgia). The tax is distributed in a lump sum payment each fall.

The current rates are 1% on gross direct premiums for life, accident, and sickness policies, and 2.5% on gross premiums of all other types of insurance. The taxes are distributed from the state to local governments based on current census data. Official census data is updated every ten years. Unless the State changes the tax system, this tax will remain flat until the next official census, only changing slightly due to growth in the industry.

This category represents 8.34% of total general fund revenues. The revenue projection FY 2022 represents a growth of 17.4% over the FY 2021 budgeted revenues and is based on a review of historical actuals and projected total receipts for FY 2022.

BUILDING AND SIGNS PERMITS

All construction activities within the City of Flowery Branch must be permitted through the Planning and Zoning Department. This ensures that all construction is done in accordance with the codes set forth by the City of Flowery Branch, Hall County, and the State of Georgia.

City Council adopts a schedule of fees establishing the various permitting fees.

This category represents 5.19% of total general fund revenue. The revenue projection FY 2022 represents an decrease of 12.6% from the FY 2021 budgeted revenues and is based on a review of historical actuals, projected total receipts for FY 2022 and building estimations from current developers.

COURT FINES

Court fines are fees derived from all court proceedings in the City. This category represents 6.6% of total general fund revenue. The revenue projection FY 2021 represents an increase of 11.1% from the FY 2021 budgeted revenues and is based on a review of historical actuals and projected total receipts for FY 2022.

REVENUE ADMINISTRATION

The City levies, collects, and records certain taxes, license fees, permit fees, intergovernmental revenues, charges for service, investment income, fines and forfeitures, and other miscellaneous revenues and financing sources. This policy provides direction in the application, acceptance and administration of revenues the City receives.

DIVERSIFICATION AND STABILITY

All revenues have characteristics in terms of stability, growth, sensitivity to inflation or business cycle effects, and impact on the tax and ratepayers. A diversity of revenue sources can improve a city's ability to handle fluctuations in revenues and potentially help to better distribute the cost of providing services.

The City shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any primary revenue source. When possible, the revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

The City has a diversified revenue base such that it is not dependent upon property taxes. If a millage rate is established the City will work to maintain its diversified base.

CONSERVATIVE REVENUE ESTIMATES

As part of the annual budget process, an objective analytical process will estimate revenues realistically and prudently. The City will estimate revenues of a volatile nature conservatively.

USER BASED FEES AND CHARGES (EXCHANGE REVENUE)

The level of user fee cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.

The City will strive to keep a simple revenue system that will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

The City's revenue system will strive to maintain equity in its structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances (e.g., senior citizen partial tax abatement).

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

For services associated with a user fee or charge, a fee shall offset the costs of that service, where possible. Costs of services include direct and indirect costs such as

operating and maintenance costs, administrative costs, and charges for the use of capital (e.g., depreciation and debt service).

ALTERNATE REVENUE SOURCES

The City shall seek alternative funding sources whenever possible to reduce the required revenue from non-exchange transactions (e.g., property taxes). Such alternative sources include private and public grants, federal or state assistance, and public and private contributions.

REVENUE COLLECTION

The City will follow an aggressive policy collecting revenues, consistent with state and federal laws. This policy includes charging of penalties and interest, revoking city licenses, and providing for the transferring and assignment of tax executions.

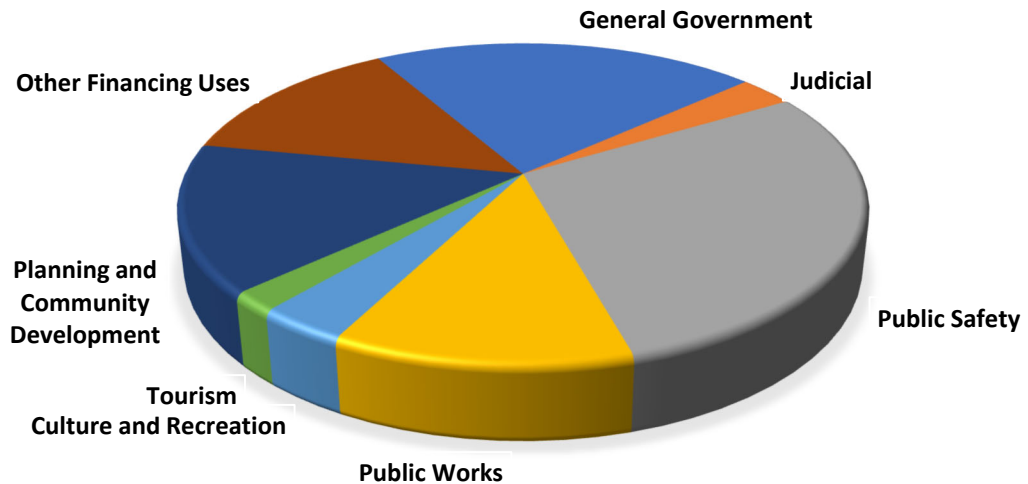
RATES AND CHARGES

The City Council shall approve all revenue rates, charges, and processes in association with receipted funds that are deposited by the City in conjunction with the annually adopted budget.

GENERAL FUND DEPARTMENT SUMMARY

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Legislative - Governing Body	\$ 37,678	\$ 37,836	\$ 45,836
Legislative - Clerk of Council	116,947	114,432	100,073
Executive - Mayor	10,477	12,839	14,339
Executive - City Manager	199,199	201,474	97,430
Elections	190	2,400	5,100
General Administration	438,289	496,804	690,022
Risk Management	103,358	97,500	113,500
Buildings and Plant	137,421	184,728	237,000
Public Information	8,225	8,300	9,000
Records Management	-	200	200
Judicial - Municipal Court	150,291	187,422	186,589
Police Administration	369,076	455,387	649,537
Police Patrol	732,463	1,033,866	1,121,619
Public Works	639,737	714,760	726,046
Culture and Recreation	33,666	144,750	218,750
Planning and Development	704,790	809,136	898,875
Tourism	-	-	118,070
Other Financing Uses	961,806	626,771	824,801
Total General Fund Expenditures	\$ 4,643,611	\$ 5,128,605	\$ 6,056,787

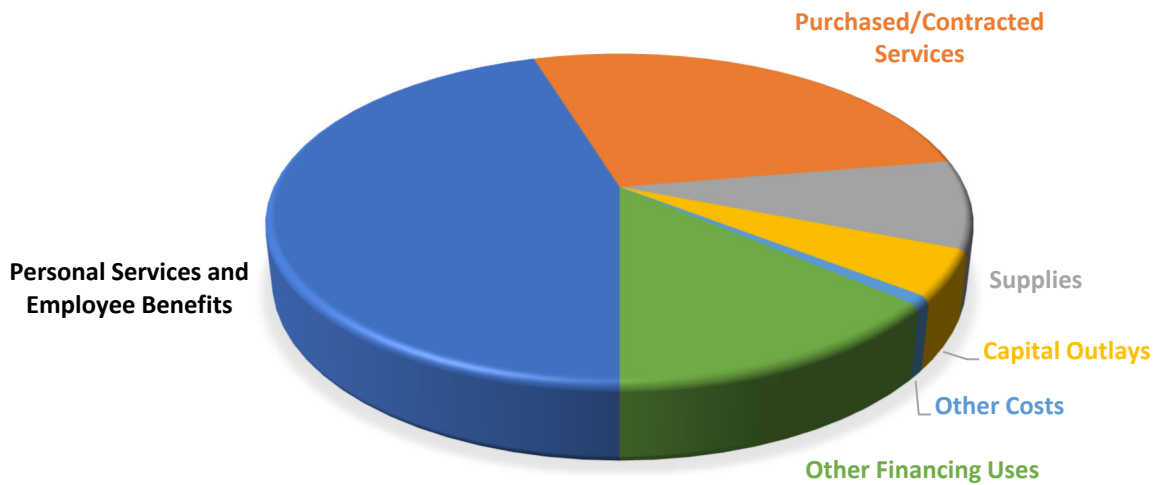
FYE2022 APPROVED BUDGET



GENERAL FUND ACCOUNT SUMMARY

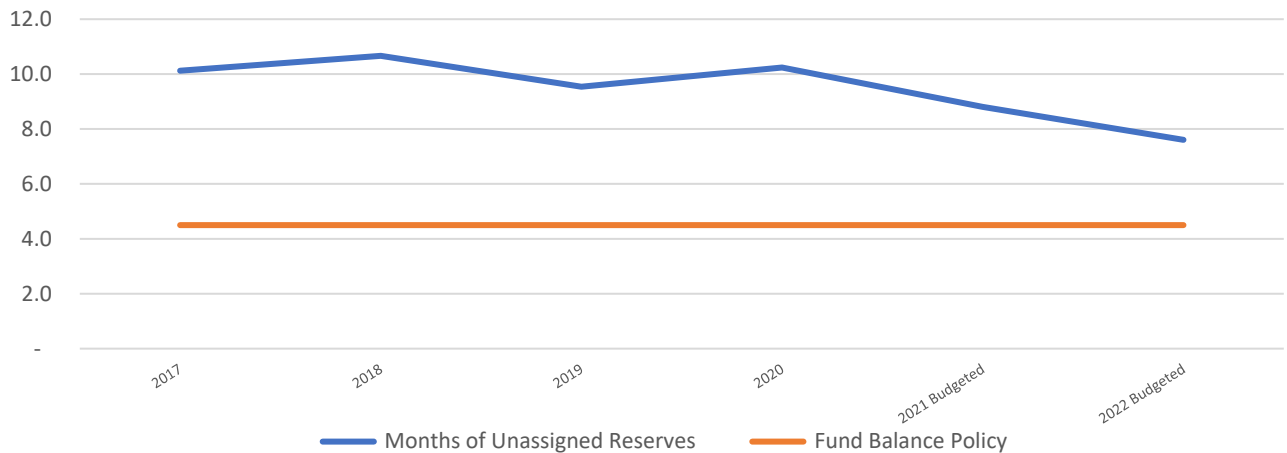
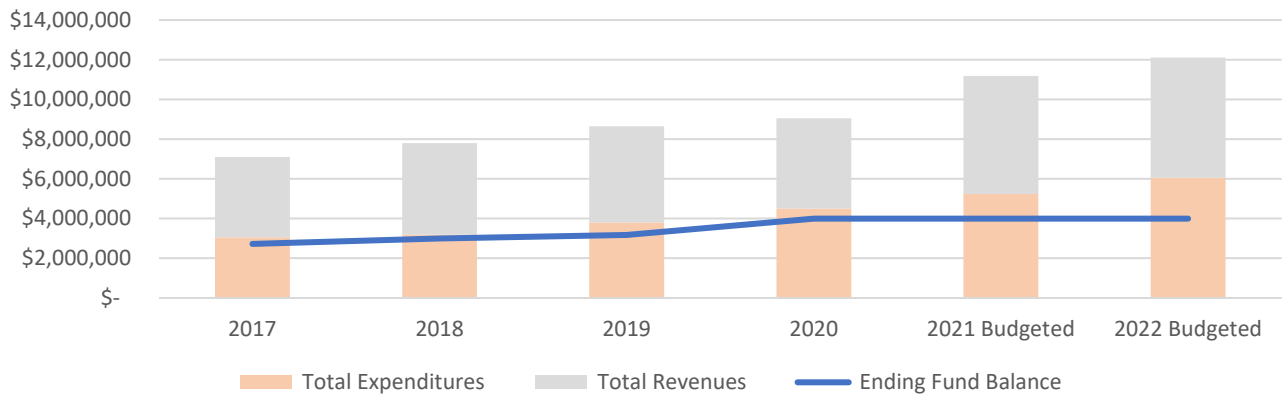
	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Personal Services and Employee Benefits	\$2,162,804	\$2,543,966	\$2,740,817
Purchased/Contracted Services	1,118,011	1,402,958	1,639,329
Supplies	316,535	416,910	526,340
Capital Outlays	64,456	118,000	275,000
Other Costs	20,000	20,000	50,500
Other Financing Uses	961,806	626,771	824,801
Total General Fund Expenditures	\$ 4,643,611	\$ 5,128,605	\$ 6,056,787

FYE2022 APPROVED BUDGET



ANALYSIS OF GENERAL FUND BALANCE

Fiscal Year	Ending Fund Balance	Total Revenues	Total Expenditures	Months of Fund Balance Reserves	Account				Months of Fund Balance Unassigned Reserves
					Non-spendable	Restricted	Committed	Unassigned	
2017	\$2,719,701	\$ 4,051,069	\$ 3,050,597	10.7	\$ 107,365	\$ 39,380	\$ -	\$ 2,572,956	10.1
2018	\$2,994,707	\$ 4,615,823	\$ 3,185,909	11.3	\$ 118,712	\$ 43,181	\$ -	\$ 2,832,814	10.7
2019	\$3,172,967	\$ 4,843,302	\$ 3,800,065	10.0	\$ 118,684	\$ 33,553	\$ -	\$ 3,020,730	9.5
2020	\$3,994,665	\$ 4,546,656	\$ 4,501,834	10.6	\$ 114,920	\$ 38,705	\$ -	\$ 3,841,040	10.2
2021 Budgeted	\$3,994,665	\$ 5,953,787	\$ 5,231,986	9.2	\$ 117,439	\$ 38,480	\$ -	\$ 3,838,747	8.8
2022 Budgeted	\$3,994,665	\$ 6,056,787	\$ 6,056,787	7.9	\$ 117,014	\$ 36,912	\$ -	\$ 3,840,738	7.6



OTHER GOVERNMENTAL FUNDS

Grant Fund	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Proposed Budget
Beginning Fund Balance	\$ -	\$ (304,012)	\$ (304,012)
Revenues			
Intergovernmental Rev - Fed Indirect	\$ -	\$ -	
Total TAD Revenues	-	-	-
Expenditures			
Police Administration Salaries	43,614	-	-
Police Administration Benefits & Taxes	7,606	-	-
Patrol Salaries	187,306	-	-
Patrol Benefits & Taxes	61,842	-	-
Public Works Salaries	252	-	-
Wastewater Salaries	2,062	-	-
Water Salaries	1,330	-	-
Total TAD Expenditures	304,012	-	-
Surplus (Deficit)	\$ (304,012)	\$ -	\$ -
Ending Fund Balance	\$ (304,012)	\$ (304,012)	\$ (304,012)

Tax Allocation District (TAD)	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Beginning Fund Balance	\$ (268,839)	\$ 5,138,953	\$ 5,138,953
Revenues			
TAD - Revenue - Hall Co Portion	\$ 97,229	\$ 92,219	\$ 105,000
TAD - Revenue - City's Portion	-	63,480	-
Interest Revenue	9,350	10,000	5,000
Transfer in 100 - General Fund	62,251	-	70,000
Debt Issued - Series 2020 Bond	4,995,000	-	-
Premiums on Bonds Issued	561,860	-	-
Budgeted Fund Balance	-	5,311,345	5,095,519
Total TAD Revenues	5,725,689	5,477,044	5,275,519
Expenditures			
TAD - Expense - Hall County Portion	-	-	-
TAD - Expense - City's Portion	-	-	-
Pine Street Park & Streetscaping	20,220	883,164	589,465
Market Pavilion Park & Streetscaping	20,220	883,164	1,331,249
Main Street Improvements	19,580	883,164	-
Pine Street Improvements	-	883,164	586,932
Old Town Bike-Pedestrian Path	-	1,766,328	1,010,081
Mitchell Street Improvements	-	-	851,126
Downtown Stormwater Improvements	-	-	714,866
TRG Annual Tax Increment Payment	-	-	30,000
Interest - Series 2020 Bond	-	168,060	158,800
Issuance Costs	134,040	-	-
Fiscal Agent Fees	-	10,000	3,000
Transfer Out 100 - General Fund	47,530	-	-
Transfer Out 350 - Local Resources Fund	76,306	-	-
Total TAD Expenditures	317,897	5,477,044	5,275,519
Surplus (Deficit)	\$ 5,407,792	\$ -	\$ -
Ending Fund Balance	\$ 5,138,953	\$ 5,138,953	\$ 5,138,953

OTHER GOVERNMENTAL FUNDS (CONTINUED)

Hotel / Motel Fund (H/M)	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Proposed Budget
Beginning Fund Balance	\$ 50	\$ 50	\$ 50
Revenues			
CVB Hotel Tax Rev - City's Portion	\$ 57,558	\$ 25,692	\$ 83,000
Tourism Product Development	\$ -	\$ -	\$ 20,000
CVB Hotel Tax Rev - CVB's Portion	38,371	13,000	51,000
Total H/M Revenues	95,929	38,692	154,000
Expenditures			
Convention Visitors Bureau	38,372	13,000	51,000
Trans Out 100 - General Fund	57,557	25,692	103,000
Total H/M Expenditures	95,929	38,692	154,000
Surplus (Deficit)	\$ (0)	\$ -	\$ -
Ending Fund Balance	\$ 50	\$ 50	\$ 50

OTHER GOVERNMENTAL FUNDS (CONTINUED)

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
SPLOST Fund			
Beginning Fund Balance	\$ (98,024)	\$ 414,418	\$ 414,418
Revenues			
SPLOST VII	\$ 1,023,656	\$ 872,133	\$ -
SPLOST VIII	-	-	1,175,103
SPLOST - Interest Revenues	583	-	-
Total SPLOST Revenues	1,024,239	872,133	1,175,103
Expenditures			
VIII - Roads & Sidewalk Improvements	-	816,600	552,103
VII - City-Wide Signage Project	4,375	-	-
VIII - Lights Ferry Culvert	-	-	550,000
Electronic Water Meters	-	-	-
VIII - PD Vehicles & Equipment	-	55,533	43,000
VIII - Public Works Vehicles & Equipment	340,800	-	30,000
Transfer Out 505 - Water Sewer Fund	166,622	-	-
Total SPLOST Expenditures	511,797	872,133	1,175,103
Surplus (Deficit)	\$ 512,442	\$ -	\$ -
Ending Fund Balance	\$ 414,418	\$ 414,418	\$ 414,418

OTHER GOVERNMENTAL FUNDS (CONTINUED)

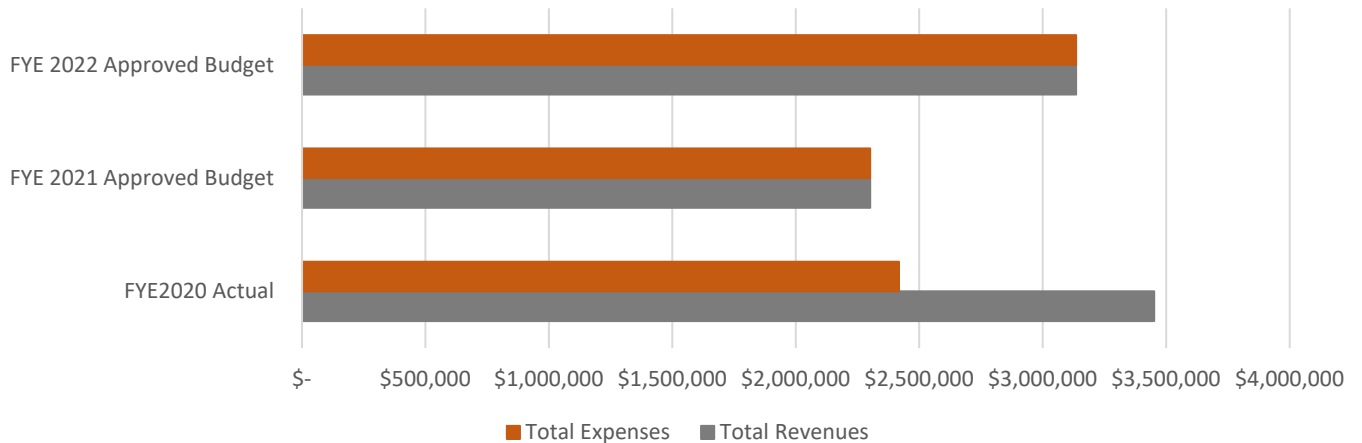
	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Local Resources Fund			
Beginning Fund Balance	\$1,573,484	\$2,245,399	\$ 2,245,399
Revenues			
LOST Collections	\$ -	\$ 236,000	\$ -
LMIG Revenue	84,376	80,000	85,000
Interest Revenues	-	-	-
Contributions - Restricted for Capital	320,000		
Transfer in 100 - General Fund	899,555	750,765	616,854
Transfer in 270 - TAD Fund	76,306		
Budgeted Fund Balance	-	34,053	1,218,535
Total Local Resources Revenues	<u>1,380,237</u>	<u>1,100,818</u>	<u>1,920,389</u>
Expenditures			
Paving/Repairs & Maintenance - Roads	82,811	486,235	885,713
Mitchell St/Bassett Stormwater - Phase 2	-	75,000	400,000
City-Wide Signage Project	2,925	-	78,000
Mitchell St/Bassett Stormwater - Phase 2 Planni	-	-	75,000
Old City Hall Demolition Project	48,286	-	-
City Hall Generator Project	-	-	50,000
Capital Outlay - Infrastructure	7,080	-	-
New Financial Software	10,000	10,000	-
Downtown Streetscapes/Parks Design Project	30,520	-	92,500
Principal - City Hall Bond	280,990	280,990	293,547
Principal - Lights Ferry Connector	191,550	191,551	45,629
Interest - City Hall Bond	51,724	54,607	-
Interest - Lights Ferry Connector	2,436	2,435	-
Transfer out to 320-SPLOST Fund	-	-	-
Total Local Resources Expenditures	<u>708,322</u>	<u>1,100,818</u>	<u>1,920,389</u>
Surplus (Deficit)	<u>\$ 671,915</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Fund Balance	<u>\$2,245,399</u>	<u>\$2,245,399</u>	<u>\$ 2,245,399</u>

OTHER GOVERNMENTAL FUNDS (CONTINUED)

	FYE 2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Water Sewer Capital Projects Fund			
Beginning Fund Balance	\$ -	\$ 1,800,579	\$ 1,800,579
Revenues			
Residential Sewer Development Charges	\$ 1,157,349	\$ 125,000	\$ 215,000
Residential Water Development Charges	484,157	125,000	215,000
Commercial Water Development Charges	36,432	118,608	100,000
Commercial Sewer Development Charges	589,522	118,609	100,000
Residential Irrigation Meters	12,000	-	10,000
Commercial Irrigation Meters	-	-	10,000
GEFA Debt Proceeds - DW2020020	-	-	1,515,000
GEFA Debt Proceeds - CW2020010	-	-	11,215,001
Transfer In 505 - W&S Fund	39,659	-	-
Total Local Resources Revenues	2,319,119	487,217	13,380,001
Expenditures			
Construction Management Services	-	-	393,000
Wastewater Expansion Construction (Parallel Plant)	-	-	10,017,001
Geotechnical for Construction Site Work	-	-	55,000
Wastewater Pump Station Modification	-	-	100,000
Water Distribution System Upgrade	-	-	200,000
Lights Ferry Water Line	-	-	250,000
Purchase Well 4 & 5	-	-	400,000
Test Well 4 & 5	-	-	50,000
Install Pumps and Well House 4 & 5	-	-	475,000
SCADA System Improvements	-	-	50,000
New 750,000 Ground Tank Construction	-	-	625,000
Water Tank Improvements Planning & Design	23,765	121,500	-
Water Line Improvements Planning & Design	16,572	50,000	-
Lights Ferry Lift Station Improvements	394,216	-	-
Wastewater Expansion Plant Design/Permitting	7,495	-	-
Wastewater Plant Site Demolition	21,162	-	-
Wastewater Effluent Discharge Force Main	3,018	315,717	750,000
HACH Maintenance & Lab Management Software	21,260	-	15,000
Underground Utility Investigation Study	14,057	-	-
Geotechnical Investigation Study	90	-	-
Transfer out 505 - WS Revenue Fund	16,906	-	-
Total Local Resources Expenditures	518,540	487,217	13,380,001
Surplus (Deficit)	\$ 1,800,579	\$ -	\$ -
Ending Fund Balance	<u>\$ 1,800,579</u>	<u>\$ 1,800,579</u>	<u>\$ 1,800,579</u>

PROPRIETARY FUND SUMMARY

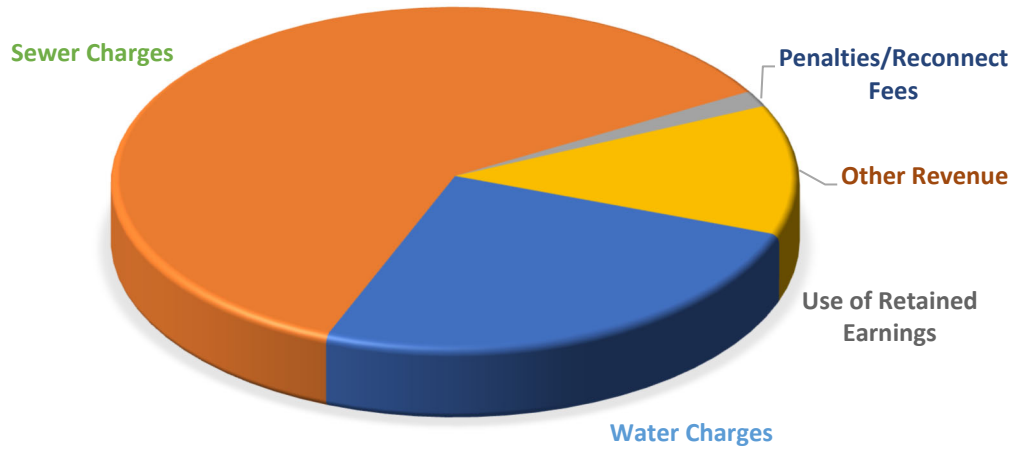
Water and Sewer Fund	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Beginning Fund Balance	\$ 10,886,687	11,920,173	11,920,173
Revenues			
Water Charges	\$ 759,062	\$ 741,944	\$ 801,000
Sewer Charges	1,218,842	1,279,229	1,900,000
Penalties/Reconnect Fees	48,583	30,000	48,000
Other Revenue	1,425,250	134,350	386,350
Use of Retained Earnings	-	115,814	-
Total Revenues	\$ 3,451,737	\$ 2,301,337	\$ 3,135,350
Expenses			
Water/Sewer Administration	190,605	192,138	333,893
Sewer Department	704,308	928,520	1,207,599
Sewer Lift Stations	62,857	102,800	112,800
Water Department	486,217	565,431	694,621
Water Supply	85,581	69,500	85,000
Pension	27,551	-	-
Depreciation	417,790	-	-
Bad Debts for Uncollectible	8,978	-	-
Contingency	-	-	187,488
Debt Service	394,795	442,948	513,949
Transfers Out	39,569	-	-
Total Expenses	\$ 2,418,251	\$ 2,301,337	\$ 3,135,350
Surplus (Deficit)	\$ 1,033,486	\$ -	\$ -
Ending Fund Balance	\$ 11,920,173	\$ 11,920,173	\$ 11,920,173



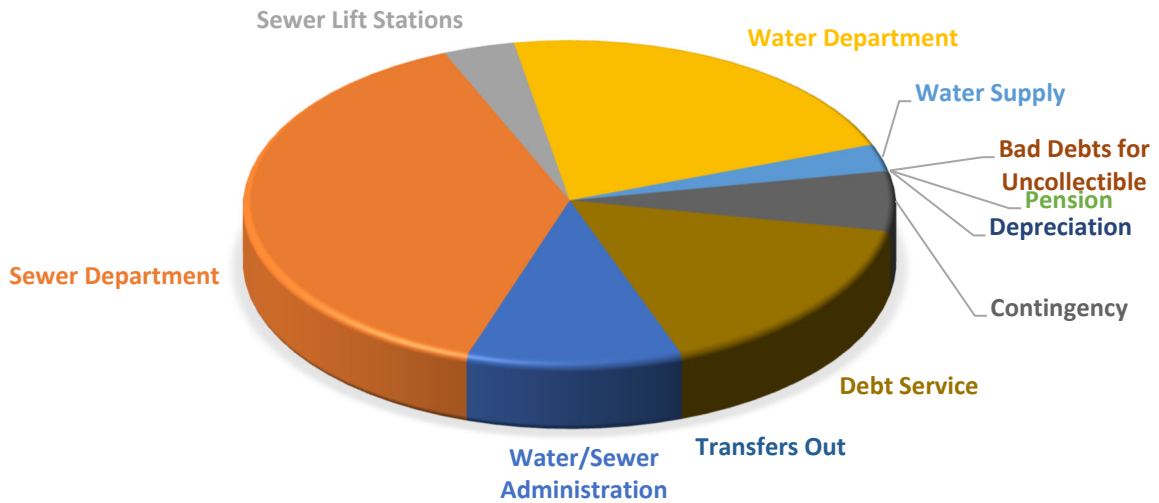
PROPRIETARY FUND REVENUES AND EXPENSES

Water and Sewer Fund

FYE 2022 APPROVED REVENUES



FYE 2022 APPROVED EXPENSES



PROPRIETARY FUND DETAIL

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Water and Sewer Fund			
Operating Revenues			
Water Charges	\$ 759,062	\$ 741,944	\$ 801,000
Misc. Water & Sewer Charges	\$ 195	\$ -	\$ -
Water Charges - Portable Meters	\$ 5,061	-	\$ -
Meter Set Fees	95,065	60,000	225,000
Sewer Tap Fees - 20%	75,669	-	-
Residential Water Tap Fees	91,028	-	-
Admin. Fees	57,547	30,000	112,000
Sewer Charges - Billed By Gainesville	233,846	375,985	800,000
Sewer Charges	984,995	903,244	1,100,000
SW -3% On-Line Pmt Fee	-	-	-
Account Service Charge W&S	-	-	-
Sewer & Water Inspection Fees	400	3,000	-
Bank Fees / Bad Check Fees	355	-	-
Penalties / Reconnect Fees	48,583	30,000	48,000
W&S Miscellaneous Revenue	3,631	3,500	3,500
General Assistance Revenue	-	-	-
S / F.O.G. & Pre-Treatment Permits	3,510	7,850	7,850
WI Rebates from Gainesville 5%	43,459	30,000	38,000
Restricted Donations	363,891	-	-
Subtotal Operating Revenues	2,766,296	2,185,523	3,135,350
Non-Operating Revenues			
Interest Revenues - Operating Reserves	\$ 1,367	\$ -	\$ -
Transfer in 100 - General Fund	(1,089)	115,814	-
Transfer in 308 - W&S Capital Projects	518,540	-	-
Transfer in 320 - SPLOST Fund	166,622	-	-
Subtotal Non-Operating Revenues	685,440	115,814	-
Operating Expenses			
Water / Sewer Administration			
W/S Admin / Salaries	\$ 85,022	\$ 76,008	\$ 140,550
W/S Admin / Overtime	3,211	5,249	8,535
W/S Admin / Health Insurance	21,762	16,646	40,404
W/S Admin / FICA & Medicare	6,901	6,159	11,187
Admi - Long Term Disability	976	364	857
W/S Admin / Retirement	5,111	6,023	6,766
W/S Admin / GA SUI	193	129	994
W/S Admin / Collection Agency Service Fee	40	-	-
Admin - Professional Services	9,034	15,000	40,000
W/S Admin / Legal Fees	11,340	12,000	25,000
W/S Admin / Website & Software Maintenance	12,445	8,500	14,300

PROPRIETARY FUND DETAIL (CONTINUED)

W/S Admin - Call Notifications Expense	620	1,000	1,000
W&S Admin Shipping & Postage	9,068	14,100	14,100
W/S Admin - Advertising	1,104	500	2,000
W&S Printing	1,421	3,000	3,000
S/W - Merchant Sys. Fee & Admin Fee	20	-	-
W/S Office Supplies	2,348	1,500	1,500
W&S Admin - Small Equipment	5,942	7,200	7,200
Subtotal Water / Sewer Administration	190,605	192,138	333,893

Sewer Department

S/ Salaries	\$ 198,192	\$ 196,018	\$ 295,856
S/ Overtime	3,146	5,153	8,481
S/ Health Insurance	65,407	49,109	83,198
S/ FICA & Medicare	16,189	15,255	22,769
S/ - Long Term Disability	1,930	995	1,421
S/ Retirement	2,066	8,806	14,321
S/ GA SU1	357	284	2,033
S / Engineering Fees	28,762	15,000	45,000
S/ Sewage Testing	916	2,500	5,000
S/ EPD Compliance & Fines	-	4,000	6,000
S/ Sludge Disposal	19,308	180,000	180,000
S/ Repairs & Maintenance	67,506	80,000	100,000
S/ Vehicle Repairs & Maintenance	1,627	2,500	2,500
S/ Communications	4,077	3,000	5,520
S/ Cell Phones	1,926	2,600	2,600
S / Shipping & Postage	51	-	250
S/ Travel Expenses	269	1,500	1,500
S/ Dues & Fees	1,846	2,300	3,500
S/ Education & Training	1,643	2,300	2,500
S/ Supplies & Materials	21,353	10,000	25,000
S/ Office Supplies	2,536	1,500	4,000
S/ Chemicals	113,108	140,000	140,000
S/ Electricity	136,962	135,000	141,000
S/ Gasoline & Diesel	4,962	10,000	10,000
S/ Small Equip. & Lab Equip.	4,838	10,000	15,000
S/ Uniforms	5,330	8,000	9,000
S / Capital - Machinery & Equipment	-	42,700	81,150
Subtotal Sewer Department	704,308	928,520	1,207,599

PROPRIETARY FUND DETAIL (CONTINUED)

Sewer Lift Stations

L/S Repairs & Maint.	\$ 15,723	\$ 60,000	\$ 60,000
L/S Communications	5,595	3,300	3,300
L/S Water	3,638	3,500	6,000
L/S Electricity	36,088	32,500	40,000
L/S Propane Gas	1,812	3,500	3,500
Subtotal Sewer Lift Stations	62,857	102,800	112,800

Water Department

W/ Salaries	\$ 236,857	\$ 270,202	\$ 313,331
W/ Overtime	3,129	7,478	9,200
W/ Health Insurance	59,259	66,555	91,739
W/ FICA & Medicare	19,372	20,994	24,068
W/ - Long Term Disability	2,495	1,124	1,375
W/ Retirement	4,931	12,060	17,964
W / GA SUI	444	388	2,244
W / Engineering Fees	39,621	20,000	45,000
W/ Water Testing & Storm Wtr Monit	11,815	8,830	9,000
W/ WaterShed Protection Plan	-	15,000	15,000
W/ EPD Compliance - Audits & Repts	-	8,000	8,000
W/ Repairs & Maintenance	1,530	20,000	20,000
W / Vehicle Repairs & Maintenance	1,601	5,000	5,000
W/ Communications	324	500	500
W/ Cell Phones	1,512	2,100	2,500
W / Shipping & Postage	400	600	600
W / Printing & Binding	839	-	600
W/ Travel Expenses	2,464	500	500
W/ Dues & Fees	1,782	2,000	3,500
W/ Education & Training	1,076	1,900	2,000
W/ Supplies & Materials	12,932	10,000	15,000
W / Meter Purchases	68,896	20,000	80,000
W/ Gasoline & Diesel	10,455	12,000	10,000
W/ Small Equipment	975	5,000	5,000
W/ Uniforms	3,507	12,500	12,500
W / Capital - Machinery & Equipment	-	42,700	-
Subtotal Water Department	486,217	565,431	694,621

Water Supply

Well Buildings - Repairs/Maint	\$ 668	\$ 1,000	\$ 2,000
Wells, Pumps, Water Tanks Comm.	-	-	-
Wells & Water Tanks R&M/Inspections	36,043	20,000	25,000
Wells & Water Tanks - Electricity	43,800	42,000	49,000
Wells & Water Tanks - Chemicals	5,070	6,500	9,000
Subtotal Water Supply	85,581	69,500	85,000

Subtotal Operating Expenses	1,529,568	1,858,389	2,433,913
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PROPRIETARY FUND DETAIL (CONTINUED)

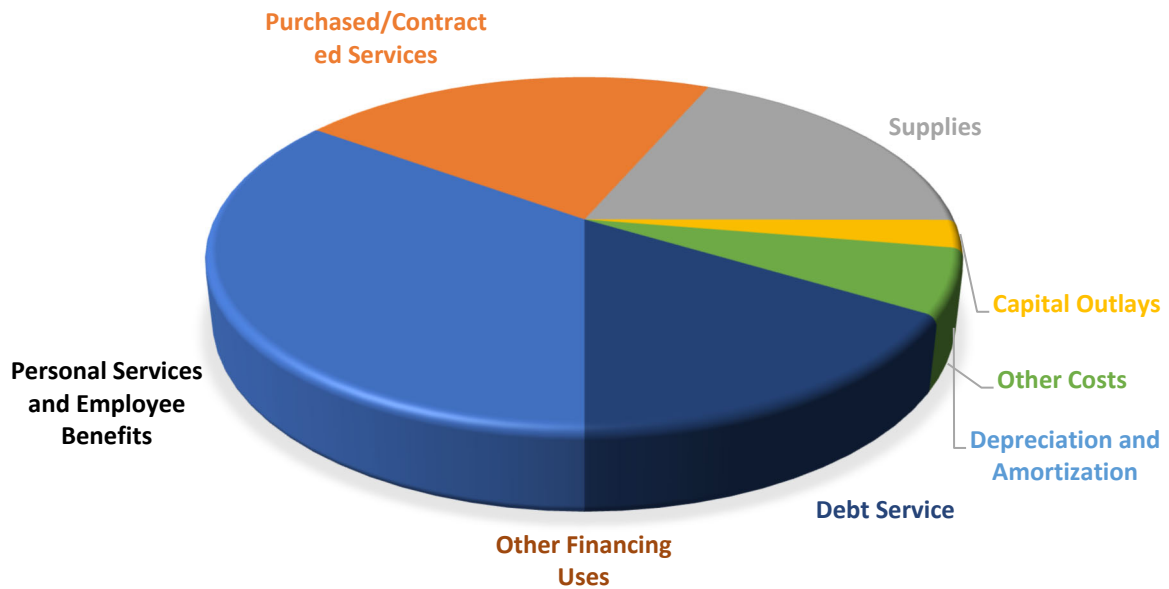
Non-Operating Expenses

Pension Expense	\$ 27,551	\$ -	\$ -
Depreciation Expense	417,790	-	-
Bad Debts for Uncollectible	8,978	-	-
Contingency	-	-	187,488
Bonds - Principal Payments	266,000	272,000	278,000
GEFA - CW13009 Principal Payments	62,533	70,113	71,101
Bonds - Interest Payments	42,822	79,170	79,170
Amort. of Bond Refunding Premium	5,745	5,745	5,745
GEFA - CW13009 Interest Payments	17,695	15,920	14,933
GEFA - CW2020010 - Interest	-	-	48,750
GEFA - CW2020020 - Interest	-	-	16,250
Transfer Out 308 - WS Capital Projects Fund	39,569	-	-
Transfer Out 320 - SPLOST Fund	-	-	-
Subtotal Non-Operating Expenses	888,683	442,948	701,437
Subtotal Revenues	3,451,737	2,301,337	3,135,350
Total Proprietary Fund Expenses	2,418,251	2,301,337	3,135,350
Surplus (Deficit)	\$ 1,033,486	\$ -	\$ -

PROPRIETARY FUND ACCOUNT SUMMARY

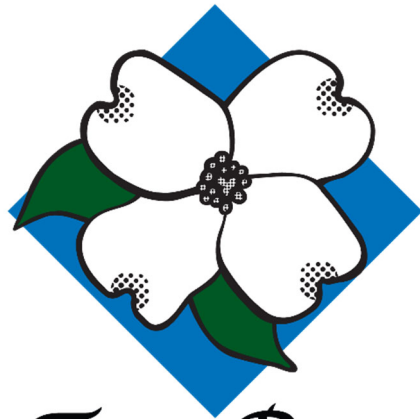
	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Personal Services and Employee Benefits	\$ 764,540	\$ 764,999	\$ 1,097,293
Purchased/Contracted Services	308,025	537,290	672,770
Supplies	484,553	470,700	582,700
Capital Outlays	-	85,400	81,150
Depreciation and Amortization	417,790	-	-
Other Costs	8,978	-	187,488
Debt Service	394,795	442,948	513,949
Other Financing Uses	39,569	-	-
Total Proprietary Fund Expenses	\$ 2,418,250	\$ 2,301,337	\$ 3,135,350

FYE2022 APPROVED BUDGET



SECTION 4

Capital and Debt



Flowery Branch

CAPITAL PROJECTS

Flowery Branch's capital projects are funded by multiple revenue sources. Summarized below are the various projects in alphabetical order, the associated fund number(s) and the total budget per project by project name. Additional information can be located on the following detailed pages.

Totals by Funding Source:

GEFA Debt Proceeds	\$ 13,130,001
Local Resources Fund	\$ 1,581,213
SPLOST VIII	\$ 1,175,102
TAD 2020 Revenue Bond Proceeds	\$ 5,083,719
	\$ 20,970,035

Project	Fund	Total Budget
City Building Generator Project	Local Resources Fund	\$ 50,000
City-wide Signage Project	Local Resources Fund	\$ 78,000
Downtown Stormwater Improvements	TAD 2020 Revenue Bond Proceeds	\$ 714,866
Downtown Streetscapes and Parks	Local Resources Fund	\$ 92,500
Geotechnical for Construction Site Work	GEFA Debt Proceeds	\$ 55,000
Improvements to SCADA System	GEFA Debt Proceeds	\$ 50,000
Install Pumps and Wellhouse for Well No. 4 and No. 5	GEFA Debt Proceeds	\$ 475,000
Lights Ferry Culvert	SPLOST VIII	\$ 550,000
Market Pavilion Park & Streetscaping	TAD 2020 Revenue Bond Proceeds	\$ 1,331,249
Mitchell Street Improvements	TAD 2020 Revenue Bond Proceeds	\$ 851,126
Mitchell Street Stormwater - Phase 2	Local Resources Fund	\$ 400,000
Mitchell Street Stormwater Planning, Engineering & Design Phase 2	Local Resources Fund	\$ 75,000
New 250,000 Gallon Elevated Tank Construction	GEFA Debt Proceeds	\$ 625,000
Old Town Bike-Pedestrian Path	TAD 2020 Revenue Bond Proceeds	\$ 1,010,081
Pine Street Improvements	TAD 2020 Revenue Bond Proceeds	\$ 586,932
Pine Street Park & Streetscaping	TAD 2020 Revenue Bond Proceeds	\$ 589,465
Police Vehicles and Equipment	SPLOST VIII	\$ 43,000
Public Works Pick Up Truck	SPLOST VIII	\$ 30,000
Purchase Well No. 4 and No. 5	GEFA Debt Proceeds	\$ 400,000
Road Paving and Sidewalks	SPLOST VIII	\$ 552,102
Road Paving and Sidewalks	Local Resources Fund	\$ 885,713
Test Well No. 4 and No. 5	GEFA Debt Proceeds	\$ 50,000
Wastewater Effluent Discharge Force Main - Phase 2	GEFA Debt Proceeds	\$ 750,000
Wastewater Expansion Construction (Parallel Plant)	GEFA Debt Proceeds	\$ 10,017,001
Wastewater Expansion Construction Management Services	GEFA Debt Proceeds	\$ 393,000
Wastewater Pumping Station Modification	GEFA Debt Proceeds	\$ 100,000
Water Capital Maintenance Management System	GEFA Debt Proceeds	\$ 15,000
Water Distribution System Upgrade	GEFA Debt Proceeds	\$ 200,000
	TOTAL	\$ 20,970,035

CAPITAL PROJECTS (CONTINUED)

TAX ALLOCATION DISTRICT (CAPITAL IMPROVEMENT PLAN)					
	2022	2023	2024	2025	2026
CAPITAL PROJECTS:					
Pine Street Park & Streetscaping	589,465				
Market Pavillion Park & Streetscaping	1,331,249				
Pine Street Improvements	586,932				
Old Town Bike-Pedestrian Path	1,010,081				
Mitchell Street Improvements	851,126				
Downtown Stormwater Improvements	714,866				
TRG Annual Tax Increment Loan Payment	30,000				
Revenue Bonds 2020 Debt Payment	158,800	268,794	345,494	394,794	397,444
Fiscal Agent Fees	3,000	3,000	3,000		
TAD Fund Reserves					
TOTAL CAPITAL PROJECTS	5,275,519	271,794	348,494	394,794	397,444
SOURCE OF FUNDS:					
TAD Collections	105,000	124,700	152,057	185,914	200,921
TAD Revenue Bonds Proceeds	5,095,519				
Transfer In - General Fund	70,000	83,133	101,371	123,942	133,948
Interest Revenue	5,000	3,000	3,000		
TAD Fund Reserves		60,961	92,066	84,938	62,575
TOTAL SOURCE OF FUNDS:	5,275,519	271,794	348,494	394,794	397,444

SPLOST VIII (CAPITAL IMPROVEMENT PLAN)								
	2021	2022	2023	2024	2025	2026	Project Budget	Total
CAPITAL PROJECTS:								
SPLOST VIII:								
<i>Roads, streets, bridges, sidewalks, and related improvements</i>								
Exit 12 Improvements		300,000	1,000,000	700,000			2,000,000	5,718,229
Old Town (General) Stormwater	550,000						550,000	
Lights Ferry Culvert		550,000					550,000	
East Main Culvert					550,000		550,000	
Roads and Sidewalks	491,102	252,102	97,102	432,102	294,675	501,146	2,068,229	
<i>Public works facilities, land, vehicles and equipment</i>								
Building						305,384	305,384	383,384
Equipment	48,000	30,000					78,000	
<i>Parks and liesure facilities, land and equipment</i>								
Property and Improvements					244,428	170,572	415,000	415,000
<i>Public safety vehicles and equipment</i>	43,000	43,000	35,000	35,000	43,000	77,000	276,000	276,000
SPLOST Fund Reserves								
-								
TOTAL CAPITAL PROJECTS:	1,132,102	1,175,102	1,132,102	1,167,102	1,132,103	1,054,102		6,792,613
SOURCE OF FUNDS:								
SPLOST VII Collections	1,132,102	1,175,102	1,132,102	1,167,102	1,132,103	1,054,102		6,792,613
Interest Revenue								-
SPLOST Fund Reserves								-
TOTAL SOURCE OF FUNDS:			1,132,102	1,167,102	1,132,103	1,054,102		6,792,613

CAPITAL PROJECTS (CONTINUED)

WATER SEWER CAPITAL PROJECTS FUND						
	2022	2023	2024	2025	2026	
CAPITAL PROJECTS:						
WASTEWATER:						
Wastewater Effluent Discharge Force Main - Phase 2	750,000	750,000				
Wastewater Expansion Construction Management Services	393,000	393,000				
Wastewater Expansion Construction (Parallel Plant)	10,017,001	10,017,001				
Geotechnical for Construction Site Work	55,000	55,000				
Wastewater Pumping Station Modification	100,000	100,000				
WATER:						
Water Distribution at Railroad Crossings		250,000				
Water Distribution System Upgrade	200,000	200,000	200,000			
Atlanta Highway Water Line		140,000	140,000			
Lights Ferry Water Line	250,000	250,000				
Roberts Drive P.S. Reliability Project (Natural Gas)		25,000				
Gainesville St Water Line Improvements		300,000				
Purchase Well No. 4 and No. 5	400,000					
Test Well No. 4 and No. 5	50,000					
Install Pumps and Wellhouse for Well No. 4 and No. 5	475,000	475,000				
Modify Well Pumps and Wellhouse for Well No. 4 and No. 5		150,000				
Improvements to SCADA System	50,000	50,000				
New 750,000 Ground Tank Construction	625,000	625,000				
Water Computerized Maintenance Management System	15,000	15,000				
Laboratory Information Management System		25,000				
Less: New Debt Payments	393,814	393,814	1,831,716	1,831,716	1,831,716	
Water Sewer Capital Retained Earnings		1,815,288	2,034,004			
TOTAL CAPITAL PROJECTS	13,773,815	15,829,101	4,205,720	1,831,716	1,831,716	
SOURCE OF FUNDS:						
TAP & Capacity Collections	719,048	824,378	484,811	529,809	579,237	
Transfer In - Water Sewer Operating Fund	991,172	1,418,004	305,189	280,191	280,191	
Add: New Debt Proceeds	9,745,001	13,586,719				
Water Sewer Capital Retained Earnings	2,318,594		3,415,720	1,041,716	992,288	
TOTAL SOURCE OF FUNDS:	13,773,815	15,829,101	4,205,720	1,831,716	1,831,716	

LOCAL RESOURCES FUND (CAPITAL IMPROVEMENT PLAN)						
	2022	2023	2024	2025	2046	2026
CAPITAL PROJECTS:						
Lights Ferry Road Connection Debt Service	-	-	-	-	-	-
Paving Projects (Various Roads) 1.5 miles	885,713	878,252	556,695	724,084	499,076	499,076
Mitchell Street Stormwater - Phase 2	400,000					
City-Wide Signage Project	78,000					
Mitchell St Stormwater Planning, Engineering & Design - Ph 2	75,000					
Downtown Streetscapes/Parks	92,500					
City Buildings Generator Project	50,000					
Municipal Building Debt Service	339,176	341,026	342,917	344,818	346,823	348,841
Local Resources Fund Reserves			177,304		80,755	
TOTAL CAPITAL PROJECTS	1,920,389	1,219,278	1,076,916	1,068,902	926,654	847,917
SOURCE OF FUNDS:						
LOST Collections	236,000	236,000	236,000	236,000	236,000	236,000
Transfer In - Fund Balance	200,000	580,631	575,062	255,406	424,800	201,810
Transfer In - General Fund (.427 mills)	180,854	180,854	180,854	180,854	180,854	180,854
Grant from LMIG (Paving Projects)	85,000	85,000	85,000	85,000	85,000	85,000
Local Resources Fund Reserves	1,218,535	136,793		311,642		144,253
TOTAL SOURCE OF FUNDS:	1,920,389	1,219,278	1,076,916	1,068,902	926,654	847,917

DEBT MANAGEMENT

The goal of the City's debt practices is to maintain a sound fiscal position; thereby only utilizing long-term debt to provide resources to finance needed capital improvements, while accumulating adequate resources to repay the debt. In addition, it is the City's goal to maintain and improve its credit rating through strong financial administration. The City acknowledges that failure to meet the demands of growth may inhibit its continued economic viability but also realizes that excess outstanding debt may have detrimental effects on the ability of the City to meet its continuing operational needs.

Issuing debt commits the City's revenues several years into the future and may limit its flexibility to respond to changing service priorities, revenue inflows, or cost structures. Adherence to these debt management practices help ensure that the City issues and manages its debt prudently in order to maintain a sound financial position and protect its credit rating.

Credit ratings are the rating agencies' assessment of the City's ability and willingness to repay debt on a timely basis. Credit ratings are an important indicator in the credit markets and can influence interest rates a borrower must pay. Each of the rating agencies believes that debt management is a positive factor in evaluating issuers and assigning credit ratings. Therefore, implementing debt management practices will be viewed positively by the rating agencies and could influence the City's credit rating and ultimately lower borrowing costs.

COMPUTATION OF LEGAL DEBT LIMIT

Assessed Value	\$ 452,656,054
Debt Limit 10% of Assessed Value	<u>\$ 45,265,605</u>
Debt Applicable to Debt Limit (at 6/30/19)	\$ 5,141,659
Unused Legal Debt Limit	\$ 40,123,946

The constitutional debt limit for general obligation tax bonds which may be issued by the City is 10% of the assessed valuation of taxable property within the City. The Georgia Constitution (Article 9, Section 5, Paragraph 1) establishes the maximum debt limits for counties and other political subdivisions of the State. Under the Constitution, certain types of debt issued by a political subdivision, including cities, cannot exceed an amount that is equal to 10 percent of the assessed value of all taxable property located within that particular entity.

As indicated above, the legal debt margin of the City of Flowery Branch beginning in fiscal year 2020 is \$45,265,605. This amount is based on the 2019 tax digest. The legal debt margin amount is important in that it represents the net amount of external financing resources that is available to the City through the issuance of general obligation (G.O.) bonds. G.O. bonds are debt instruments issued in the name of the government and whose repayment is guaranteed through a pledge of the full faith and credit of the issuer. This means that when a majority of the voters in the City approve a general obligation bond referendum, they are guaranteeing the purchaser of that bond that they will pay property

taxes in amount that is sufficient to pay the bonds at maturity and the interest earned on the bonds.

The decision to issue debt should be based on several factors. A matrix can be used to highlight the pros and cons of pay-as-you-go versus debt financing.

	Pay-As-You-Go	Debt Financing
Advantages:	No interest costs. Interest savings can be used to finance additional projects.	Allows for shorter time period for financing major projects.
	No legal or bond covenant requirements.	Allocates cost to citizens who receive the benefits.
	No debt service payments required.	Expands capital improvement program.
	No additional tax levy is required.	Referendum approval indicates public support of the project.
	Conserve debt capacity and achieve a more favorable credit rating.	Usually required for revenue generating facilities.
Disadvantages:	Long savings period to finance major construction projects.	Interest costs.
	Allocates costs of project to citizens that may not benefit.	Additional tax levy may be required to repay debt.
	Limits capital improvement program to funds available.	Legal restrictions set by statute on debt issuance.
	Reserves cannot be established before the construction of revenue generating facilities.	Bond covenant requirements.
	Inflationary costs.	Voter approval may be required.

DEBT SUMMARY

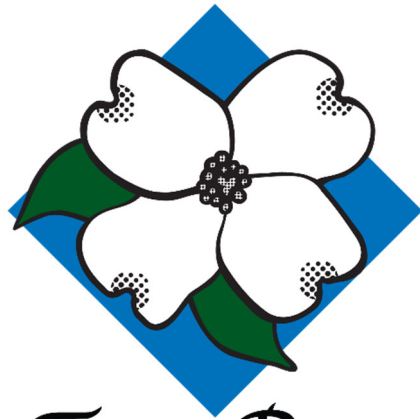
	Amount Outstanding 6/30/2021
Notes Payable	\$ 1,500,000
Contracts Payable	7,427,555
Revenue bonds	<u>1,460,000</u>
	<u>\$ 10,387,555</u>

Fiscal Year	Notes Payable			Contracts Payable		
	Principal	Interest	Total Debt Service	Principal	Interest	Total Debt Service
2022	\$ 70,194	\$ 15,834	86,028	\$ 293,547	\$ 204,423	497,970
2023	\$ 71,184	\$ 14,844	86,028	\$ 410,035	\$ 309,785	719,820
2024	\$ 72,187	\$ 13,841	86,028	\$ 416,666	\$ 381,745	798,411
2025	\$ 74,148	\$ 11,880	86,028	\$ 503,443	\$ 426,389	929,832
2026-2030	\$ 386,713	\$ 43,451	430,164	\$ 2,703,864	\$ 687,679	3,391,543
2031-2035	\$ 414,736	\$ 15,428	430,164	\$ 1,620,000	\$ 370,869	1,990,869
2036-2039	\$ 410,838	\$ 19,326	430,164	\$ 1,480,000	\$ 109,394	1,589,394
Total	<u>\$ 1,500,000</u>	<u>\$ 134,604</u>	<u>\$ 1,634,604</u>	<u>\$ 7,427,555</u>	<u>\$ 2,490,283</u>	<u>\$ 9,917,838</u>

Revenue Bonds			Combined Total Debt Service
Principal	Interest	Total Debt Service	
278,000	29,786	307,786	891,784
285,000	23,044	308,044	1,113,892
292,000	16,136	308,136	1,192,575
299,000	9,062	308,062	1,323,922
306,000	1,821	307,821	4,129,528
-	-	-	2,421,033
-	-	-	2,019,558
<u>\$ 1,460,000</u>	<u>\$ 79,849</u>	<u>\$ 1,539,849</u>	<u>\$ 13,092,291</u>

SECTION 5

Department Budget Detail General Fund



Flowery Branch

General Government

General Government accounts for recording expenditures of central staff performing general management functions for the government.

The City Manager is responsible for directing the day to day activities of the City. It is our mission to provide the best possible service to the residents of the City of Flowery Branch at the least possible cost to the taxpayers. The City Manager oversees all departments, staff, and operations. His responsibilities include:

- Submitting Flowery Branch's Annual Operating & Capital Budget;
- Keeping the Council apprised of the City's Financial and Operational Status;
- Providing Reports and Recommendations to the City Council;
- Ensuring all City Ordinances, Policies and Resolutions are Implemented and Enforced;
- and Hiring Department Directors.

The City of Flowery Branch's government structure consists of a Mayor and five Council Members. The City Council shall exercise the legislative functions of the City, and may pass any ordinance or resolution they deem best for the government of the City in the manner set forth in this Chapter; provided, that same is not in conflict with the Charter of the City, the Constitution or laws of the State of Georgia, or the Constitution or laws of the United States.

The Mayor shall be the chief elected officer of the City and as such shall have the following powers and duties:

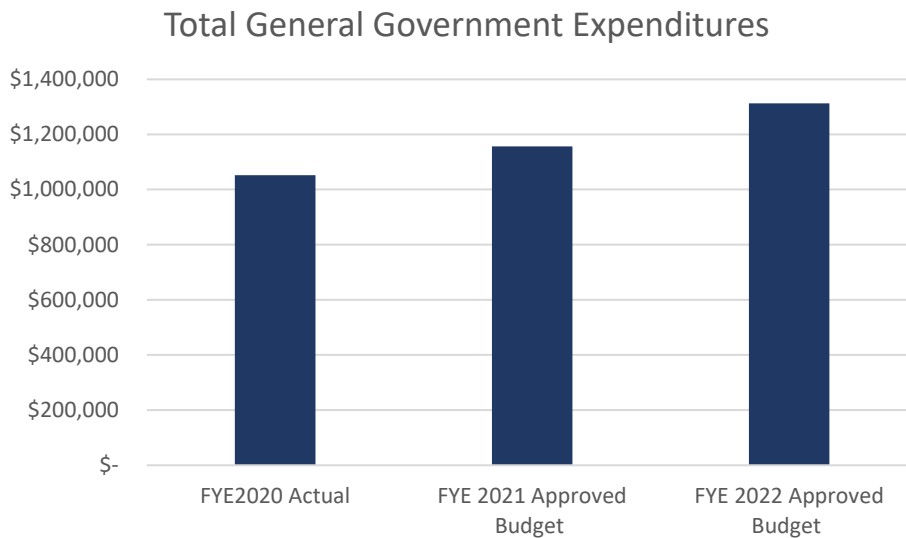
- To preside at all meetings of the City Council and be recognized as the official head and spokesperson of the City for service of process and ceremonial purposes;
- To vote on matters before the City Council only in case of a tie, or if his or her vote is necessary to constitute a sufficient number to transact business;
- To sign, for and on behalf of the City, all contracts, ordinances, instruments, and other documents authorized by the City Council and which are required to be in writing, unless otherwise directed or authorized by the City Council; and
- To fulfill such other duties as authorized by the City Council.

The City Clerk has the responsibility for many functions that combine to provide citizens an effective and efficient local government. The City Clerk is responsible for keeping a journal of the proceedings of the City Council, maintaining in a safe place all records and documents pertaining to the affairs of the City and performing such other duties as may be required by law or as the Council may direct such as the following: Records Management; Council Meetings (Agenda's, Minutes, Contracts, Resolutions, Ordinances, and Proclamations); Assists with Administrative Duties for the Mayor and Council; Open

Records Requests and Training; Municipal Elections; City Calendar, Codification of Code of Ordinances; Assist with Website Management; and Council Policy Manual. Other duties include human resources functions, alcoholic beverage licensing, business licensing, special event permitting.

Finance

The Finance Department is responsible for all financial operations, budgeting reporting, and compliance, payroll processing, coordinating, and preparing for the annual audit. The Finance Department's mission is to provide timely, accurate, and transparent financial information to other City departments, the governing body, and the Flowery Branch community while maintaining compliance with applicable laws and procedures.



General Government (continued)

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
General Government			
Legislative - Governing Body			
Council / Salaries	\$ 24,025	\$ 24,000	\$ 24,000
Council / Meeting Per Diem	100	3,000	1,500
Council / FICA & Medicare	1,846	1,836	1,836
Council / Retreat	347	2,000	6,000
Council / Printing & Binding	843	1,300	2,000
Council / Travel Expense	599	1,500	3,500
Council / Education & Training	390	1,500	3,500
Council / Supplies & Material (EDC)	9,529	2,200	3,000
Council / Uniforms	-	500	500
Total Legislative - Governing Body	\$ 37,678	\$ 37,836	\$ 45,836
Legislative - Clerk of Council			
City Clerk / Salary	\$ 76,664	\$ 63,949	\$ 69,607
City Clerk / Health Insurance	21,135	32,327	10,000
City Clerk / FICA & Medicare	5,686	4,892	5,234
City Clerk / Long Term Disability	459	421	451
City Clerk / Retirement	5,949	5,848	7,200
City Clerk / GA SUI	25	65	301
City Clerk / Cell Phone	701	480	480
City Clerk / Travel Expenses	1,654	2,500	2,500
City Clerk / Dues & Fees	280	350	200
City Clerk / Education & Training	1,332	2,500	2,500
City Clerk / Supplies & Materials	1,435	1,000	1,000
City Clerk / Small Equipment	1,547	-	500
City Clerk / Uniforms	82	100	100
Total Legislative - Clerk of Council	\$ 116,947	\$ 114,432	\$ 100,073
Executive - Mayor			
Mayor / Salary	\$ 6,000	\$ 6,000	\$ 6,000
Mayor / Meeting Per Diem	2,150	3,000	3,000
Mayor / FICA & Medicare	624	459	459
Mayor / Cell Phone	794	780	780
Mayor / Travel Expense	321	1,000	2,000
Mayor / Dues & Fees	-	-	-
Mayor / Education & Training	-	500	1,500
Mayor / Supplies & Material	588	1,000	500
Mayor / Uniforms	-	100	100
Total Executive - Mayor	\$ 10,477	\$ 12,839	\$ 14,339
Executive - City Manager			
City Manager / Salary	\$ 128,001	\$ 126,281	\$ 46,830
City Manager / Health Insurance	31,322	32,327	35,696
City Manager / FICA & Medicare	9,893	9,661	3,499
City Manager / Long Term Disability	459	881	301
City Manager / Retirement	19,594	21,669	4,803
City Manager / GA SUI	25	65	301
City Manager / Car Allowance	6,045	6,000	6,000
City Manager / Cell Phone	880	960	-
City Manager / Meeting Expense	487	500	-
City Manager / Dues & Fees	1,299	1,450	-
City Manager / Education & Training	1,195	1,700	-
Total Executive - City Manager	\$ 199,199	\$ 201,474	\$ 97,430

General Government (continued)

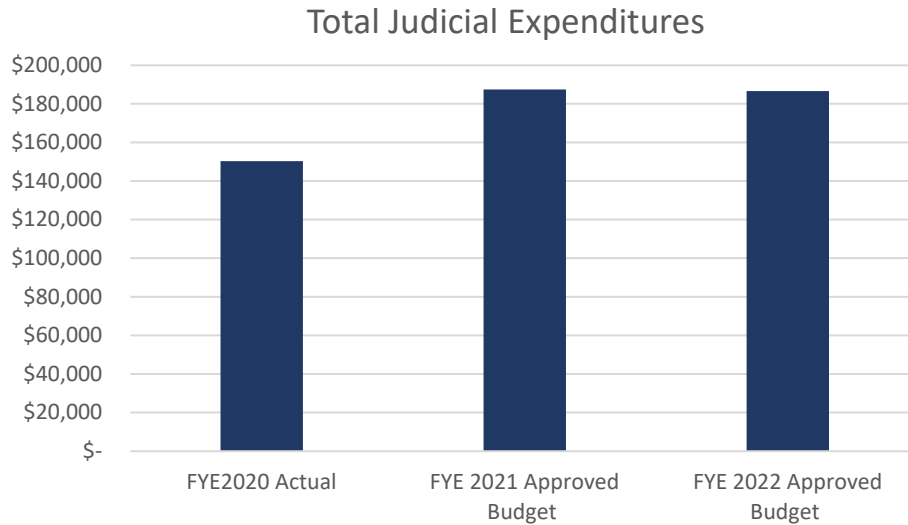
	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Elections			
Elections / Poll Workers	\$ 180	\$ -	\$ 4,000
Elections / Professional Svcs	-	2,000	-
Elections / Advertising	10	100	500
Elections / Supplies & Materials	-	300	600
Total Elections	\$ 190	\$ 2,400	\$ 5,100
General Administration			
Admin / Salaries	\$ 120,926	\$ 122,305	\$ 180,000
Admin / Overtime	2,020	3,003	6,315
Admin / Health Insurance	40,512	45,585	56,544
Admin / FICA & Medicare	9,022	9,842	13,918
Admin - Long Term Disability	894	882	1,122
Admin / Retirement	10,479	10,586	14,570
Admin / GA SUI	50	129	813
Admin / Workers Comp.	95,169	95,000	100,000
Admin / E-Verify & SAVE Fees	75	502	500
Admin / Drug Tests & Flu Shots	-	500	-
Admin / Prof. Svcs / Eng / Appraisals	12,382	20,000	28,000
Admin / Legal Fees	39,260	50,000	125,000
Admin / Annual Audit Fees	36,351	35,000	45,000
Admin / Surplus Sale Action	-	500	500
Admin / Website & Software Maintenance	14,889	8,500	13,100
Admin / IT Services	14,519	16,000	16,500
Admin / Communications	623	500	500
Admin / Cell Phones	720	720	720
Admin / Shipping & Postage	3,303	5,000	5,000
Admin / Advertising	353	2,000	3,000
Admin / Printing & Binding	1,913	5,000	5,000
Admin / Travel Expenses	1,803	7,000	7,000
Admin / Intern Travel Expense	1,129	-	-
Admin / Dues & Fees	5,503	8,000	8,000
Admin / Accountant Consultant Fees	-	-	10,000
Admin / Muni Code	2,795	10,000	10,000
Admin / Education & Training	2,933	7,000	7,000
Admin / Supplies & Materials	976	4,000	4,000
Admin / Office Supplies	4,659	5,000	5,000
Admin / Books & Periodicals	621	250	600
Admin / Small Equipment	7,707	12,000	10,000
Admin / Miscellaneous	6,703	12,000	12,000
Admin / Uniforms	-	-	320
Total General Administration	\$ 438,289	\$ 496,804	\$ 690,022
Risk Management			
Risk Management / Property & Liability	\$ 102,399	\$ 96,000	\$ 112,000
Risk Management / Safety Coordinator	959	1,500	1,500
Total Risk Management	\$ 103,358	\$ 97,500	\$ 113,500

General Government (continued)

	FYE 2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Buildings and Plant			
City Hall & Bldgs / Security Monitoring	\$ 5,116	\$ 1,800	\$ 6,000
City Hall & Bldgs / Cleaning	16,558	17,618	19,500
City Hall & Bldgs / Lawn Treatment & Maintenance	16,645	11,750	12,000
City Hall & Bldgs / Repairs & Maintenance	16,692	35,000	35,000
City Hall & Bldgs / Pest / Termite	5,449	7,500	7,500
City Hall & Bldgs / AC Repairs & Maintenance	17,552	-	25,000
City Hall & Bldgs / Communications	16,456	25,000	25,000
City Hall & Bldgs / Supplies & Materials	3,629	21,060	4,000
City Hall & Bldgs / Water & Sewer	9,100	4,000	13,000
City Hall & Bldgs / Natural Gas	-	13,000	-
City Hall & Bldgs / Electricity	28,524	33,000	35,000
City Hall & Bldgs / Other	1,700	15,000	15,000
City Hall & Bldgs / City Hall	-	-	40,000
Total Buildings and Plant	\$ 137,421	\$ 184,728	\$ 237,000
Public Information			
Public Information / GA Mtn Regional Commission	\$ 8,225	\$ 8,300	\$ 9,000
Total Public Information	\$ 8,225	\$ 8,300	\$ 9,000
Records Management			
Records Management / Destruction	\$ -	\$ 200	\$ 200
Total Records Management	\$ -	\$ 200	\$ 200
Total General Government Expenditures	\$ 1,051,783	\$ 1,156,513	\$ 1,312,500

Judicial

The Judicial Branch is responsible for municipal court proceedings and presides over all city ordinance violations.



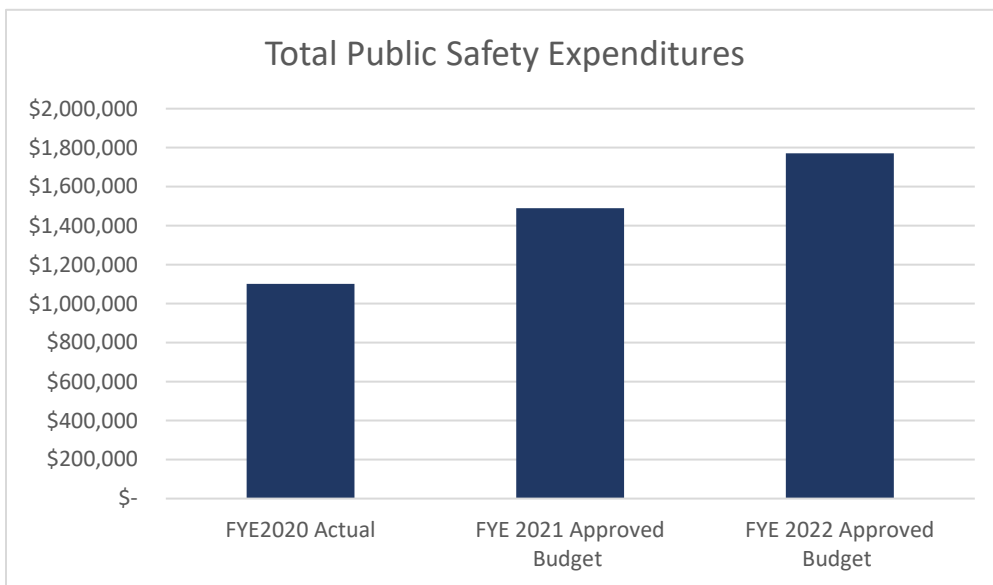
	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Judicial			
Municipal Court			
Court Clerk / Salary	\$ 77,705	\$ 77,183	\$ 83,743
Court Clerk / Overtime	473	2,182	2,500
Court Clerk / Health Insurance	11,156	11,501	12,378
Court Clerk / FICA & Medicare	5,625	6,030	6,342
Court - Long Term Disability	917	638	659
Court Clerk / Retirement	6,455	7,031	8,524
Court Clerk / GA SUI	49	129	603
Solicitor	5,667	8,700	8,700
Public Defender	5,333	8,700	8,700
Judge	7,650	11,700	11,700
Court / CJT & SSI Software & Support	20,817	41,268	30,000
Court / Cell Phone	-	600	-
Court / Travel Expenses	-	1,400	500
Court / Education & Training	545	1,300	1,300
Translator	3,040	4,560	4,940
Prison Costs	4,860	4,500	6,000
Total Municipal Court	\$ 150,291	\$ 187,422	\$ 186,589
Total Judicial Expenditures	\$ 150,291	\$ 187,422	\$ 186,589

Public Safety

The Flowery Branch Police Department is a 24-hour full-service department that strives to protect and serve the community of Flowery Branch. The police department's mission is to vow to protect and serve the City of Flowery Branch through dedication, professionalism, and community-oriented policing by using active cooperation as well as practical, proven standards of excellence with a positive, progressive attitude.

The Police Department also has a Community Relations Unit. The focus of this unit is to foster a strong relationship of trust and teamwork between the police department and the community of which they serve. This type of connection is accomplished through community outreach and through the implementation of various community-based programs that are conducted and maintained by the Community Relations Officer. Current functions include:

- Help our neighborhoods establish and maintain Neighborhood Watch Programs
- Attend HOA Board Meetings to address citizen concerns and disseminate pertinent information
- Establish and strengthen relationships with our businesses to enhance communication and crime deterrence
- Assist with local festivals and events
- Explorer Post: To offer young adults an opportunity to explore the Criminal Justice System through training, practical experiences, competition, and other activities. Additionally, the Post promotes personal growth through character development, respect for the rule of law, physical fitness, good citizenship, and patriotism.
- Community Outreach: Providing tours of the Police Department, Shop with a Cop, Traffic Safety Events, High School Internships, etc.



Public Safety (continued)

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Public Safety			
Police Administration			
PD Admin / Salaries	\$ 161,949	\$ 149,810	\$ 215,117
PD Admin / Overtime	\$ -	\$ -	\$ 1,349
PD Admin / Health Insurance	6,962	24,910	39,609
PD Admin / FICA & Medicare	12,008	11,424	16,300
PD Admin / Long Term Disability	1,207	1,207	1,693
PD Admin/ Retirement	12,553	13,687	12,567
PD Admin / GA SUI	119	129	904
PD / Drug Testing	355	480	2,000
PD Admin / Legal Fees	2,475	6,500	5,000
PD Admin / Public Relations	3,554	5,000	5,000
PD / State Forfeiture Materials & Equipment	4,009	-	32,800
PD / Federal Forfeiture Materials & Equipment	2,206	500	-
PD / Firing Range Repairs/Maint	216	500	200
PD / Shop with a Cop	6,602	16,000	8,000
PD / Technology Fund Expense	18,506	30,240	30,240
PD/ Website & Software Maintenance	1,389	8,500	14,800
PD / IT Services	14,048	16,000	16,500
PD / Vehicle Repairs & Maint.	26,312	30,000	25,000
PD / Towing of Vehicles	-	300	300
PD / Communications	6,044	10,300	12,258
PD / Radio's for Vehicles	6,025	6,300	4,500
PD / Cell Phones	7,905	13,600	15,900
PD Admin/ Shipping & Postage	314	400	1,000
PD / Advertising	52	1,000	600
PD/ Printing & Binding	1,096	1,500	1,500
PD / Dues & Fees / TLO / GTA	1,373	1,300	1,800
PD / Education & Training	9,002	10,000	10,000
PD/ Supplies & Materials	4,802	8,500	8,500
PD/ Office Supplies	6,037	6,000	5,000
PD / Explorer Post 600 Supplies	1,224	-	-
PD / Gasoline	42,497	58,000	77,000
PD/ Books & Periodicals	485	500	200
PD / Small Equipment	37,336	10,000	18,000
PD / Safety Vests/ B.P.	1,855	2,800	6,900
PD / Uniforms	10,572	10,000	16,000
PD / Capital Items	9,207	-	43,000
PD / Cost Allocation COVID-19 CARES	(51,220)	-	-
Total Police Administration	\$ 369,076	\$ 455,387	\$ 649,537

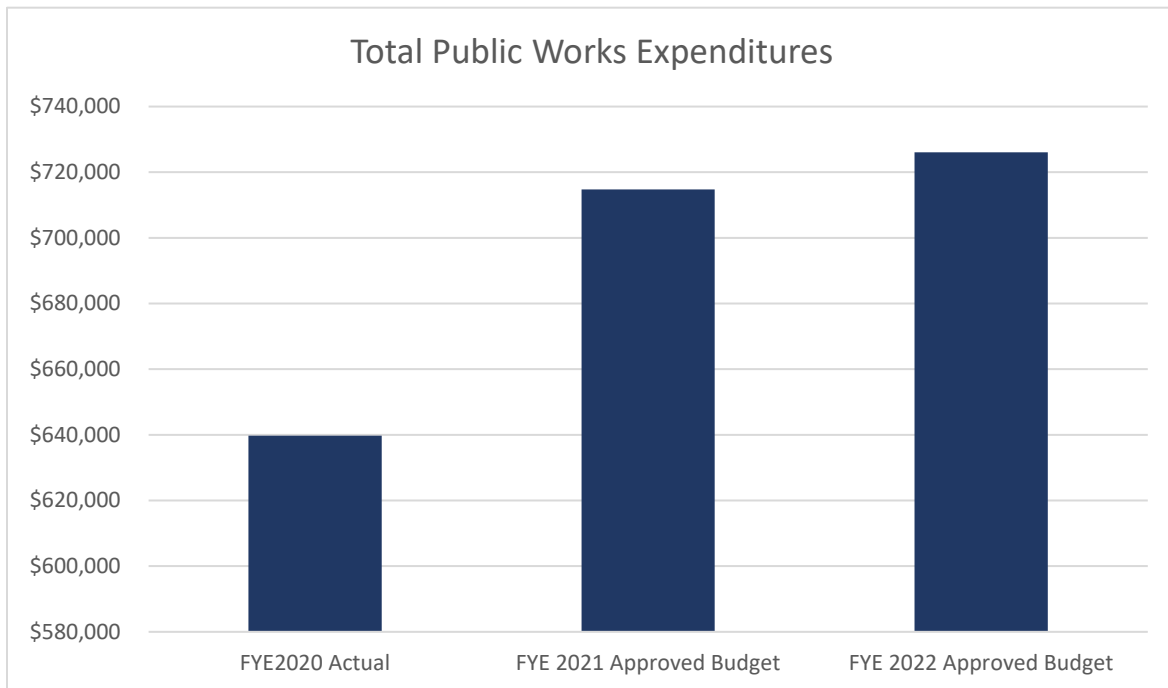
Public Safety (continued)

Police Patrol

Patrol / Salaries	\$ 676,351	\$ 731,014	\$ 774,982
Patrol / Overtime	27,578	20,719	18,811
Patrol / Event Support Overtime	1,047	2,000	2,000
Patrol / Health Insurance	161,575	173,032	183,726
Patrol / FICA & Medicare	51,002	56,966	59,191
Patrol / Long Term Disability	6,110	6,038	6,175
Patrol / Retirement	55,384	39,528	66,614
Patrol / Police Officers Annuity Fund	1,975	3,600	5,000
Patrol / GA SUI	588	969	5,120
Patrol / Cost Allocation COVID-19 CARES	(249,147)	-	-
Total Police Patrol	<u>\$ 732,463</u>	<u>\$ 1,033,866</u>	<u>\$ 1,121,619</u>
Total Public Safety Expenditures	<u>\$ 1,101,539</u>	<u>\$ 1,489,253</u>	<u>\$ 1,771,156</u>

Public Works

The Public Works Department's primary responsibilities include routine maintenance and inspection of right of ways, including roadways, sidewalks, storm water, and general landscaping. This includes roadside mowing, minor road patching, tree trimming, and tree removal. Streets respond to emergencies such as street flooding, downed trees in the public right of way, and traffic sign. Additionally, this department covers the repairs of all water and sewer lines throughout the City. Public Works is committed to providing high quality and responsive service and pleasant and safe conditions along our roads for our residents, business owners, and visitors to our City.



Public Works (continued)

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Public Works			
Public Works Administration			
PW / Salaries	\$ 209,989	\$ 213,962	\$ 130,000
PW / Overtime	1,714	3,278	2,866
PW / Event Support Overtime	227	600	600
PW / Health Insurance	54,207	51,317	35,384
PW / FICA & Medicare	14,438	16,466	9,770
PWs / Long Term Disability	1,986	1,266	594
PW / Retirement	18,999	18,674	874
PWs / GA SUI	111	297	1,747
PWs / Legal Fees	10,010	8,000	15,000
PWs / Prof. Services	25,440	12,000	12,000
PWs / Website & Software Maintenance	11,240	8,500	13,100
PWs / IT Services	14,048	16,000	16,500
PWS / Land Fill Costs	3,765	5,000	5,000
PWs / Repairs & Maintenance	18,305	9,000	9,000
PWs / Vehicle Repairs & Maint.	10,873	12,000	12,000
PWs / Roads - Repairs & Maintenance	59,085	80,000	80,000
PWs / Signage Installation & Maintenance	1,332	20,000	10,000
PWs / Stormwater Management	26,986	30,000	135,061
PWs / Cell Phones	1,512	2,100	2,100
PWs / Dues and Fees	42	-	250
PWs / Education & Training	345	5,000	5,000
PWs / Supplies & Material	5,403	10,000	10,000
PWs / Gasoline	10,284	14,400	14,400
PWs / Small Equipment	8,754	25,000	25,000
PW / Uniforms	4,862	10,000	12,000
PWs / Property ROW Acquisition	-	12,000	12,000
PW / Sites	-	-	-
PWs / Capital Purchases	6,645	16,000	25,000
PWs / Vehicles	48,604	30,000	45,000
Total Public Works Administration	\$ 569,205	\$ 630,860	\$ 640,246

Public Works (continued)

Street Lighting

Street Lights / Electricity	\$ 59,817	\$ 70,000	\$ 70,000
Street Lights / Madison Creek	1,571	2,800	2,800
FB Welcome Sign / Electricity	830	1,000	1,000
Total Street Lighting	\$ 62,218	\$ 73,800	\$ 73,800

Traffic Engineering

Traffic Signal / AT&T	\$ 2,764	\$ 2,000	\$ 3,000
Traffic Signal / Electricity	1,681	1,800	5,000
Total Traffic Engineering	\$ 4,444	\$ 3,800	\$ 8,000

Maintenance and Shop

Shop / Repairs & Maintenance	\$ 2,100	\$ 3,000	\$ 3,000
Shop / Communications	1,385	2,300	-
Shop / Supplies & Maintenance	383	1,000	1,000
Total Maintenance and Shop	\$ 3,869	\$ 6,300	\$ 4,000

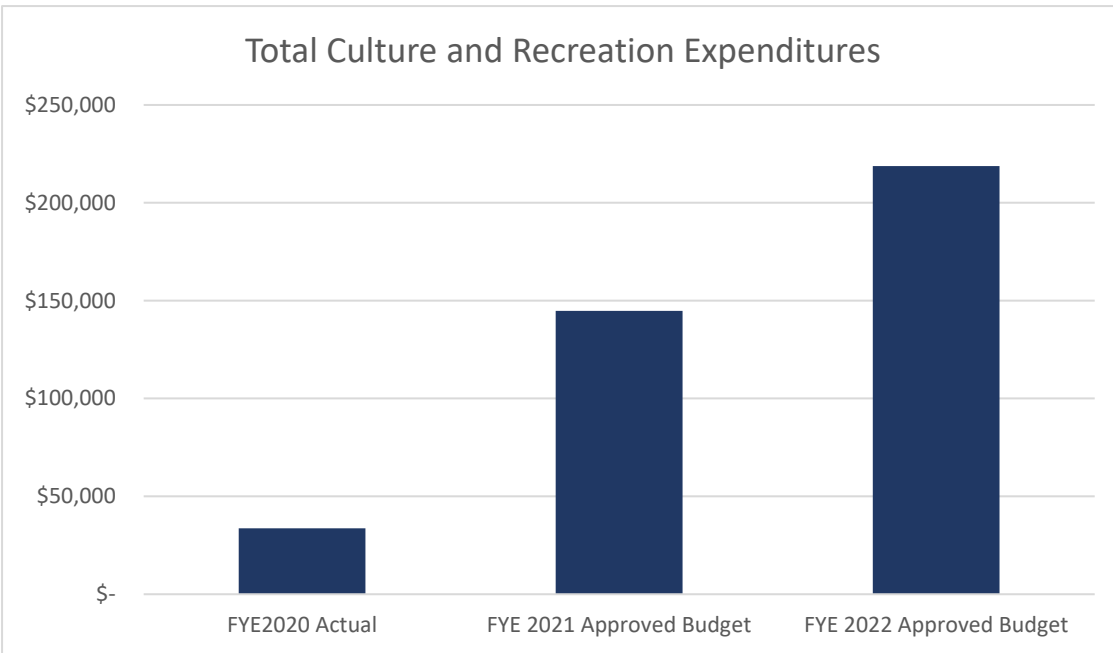
Total Public Works Expenditures

	\$ 639,737	\$ 714,760	\$ 726,046
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Culture and Recreation

Culture and Recreation accounts for expenditures for all cultural and recreational activities maintained for the benefit of residents and visitors. There is no department devoted to this effort, rather it is handled in part by several departments in the City, such as administration, public works, and police. The City hosts special events throughout the year, including Spring-Fall Farmers Market, 3rd Friday Block Parties, and hosting various 5-K runs within our city limits.

Culture and Recreation is also responsible for managing the rental of the City's two individual event facilities, the Historic Depot and City Hall Community Room.

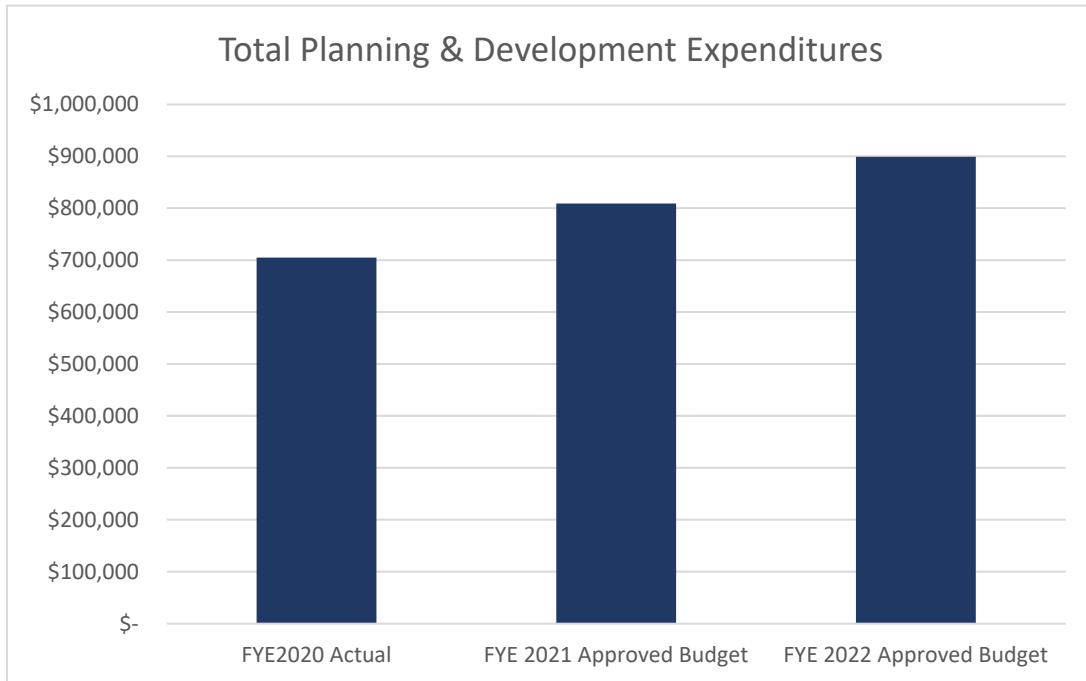


Culture and Recreation (continued)

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Culture and Recreation			
Community Center & Depot			
Depot & Comm Room / Contracted Services	\$ -	\$ 6,000	\$ 6,000
Depot & Comm Rm/Caboose Repairs & Maint.	3,871	10,500	10,500
Depot / Communications	2,684	2,100	4,200
Depot & Comm Room/ Supplies & Materials	1,315	3,000	3,000
Depot/Caboose Electricity	5,120	5,700	5,700
Total Community Center & Depot	\$ 12,991	\$ 27,300	\$ 29,400
Railroad Right-of-Way			
RR / Lease Pmt. Right-Aways	\$ 4,300	\$ 4,500	\$ 4,500
RR / Improvements to Right-Aways	-	4,300	4,300
Total Railroad Right-of-Way	\$ 4,300	\$ 8,800	\$ 8,800
Recreation			
C&R / Vendors & Sponsors IN & OUT	\$ -	\$ 4,100	\$ 4,100
C&R / Dues & Fees (ASCAP)	363	350	350
C&R / Porta John Rentals & Cleaning Service	2,016	5,850	5,850
C&R / Concert Expenses	-	4,000	4,000
C&R / Christmas Decorating	1,018	3,100	75,000
C&R / LLCVB Event Support	12,700	8,250	8,250
C&R / Community Art Fund	599	5,000	5,000
C&R / Supplies & Materials	-	3,000	3,000
Total Recreation	\$ 16,696	\$ 33,650	\$ 105,550
Parks			
Parks / Repairs & Maintenance	\$ (321)	\$ 15,000	\$ 15,000
Parks / Site Improvements		60,000	60,000
Total Parks	\$ (321)	\$ 75,000	\$ 75,000
Total Culture and Recreation Expenditures	\$ 33,666	\$ 144,750	\$ 218,750

Planning and Community Development

The Planning and Community Development Department is responsible for working with the citizens of Flowery Branch, the development community and the elected officials, while managing current and long-range planning, land development, building construction, and code compliance. The department is responsible for current and future planning, zoning, building permits, site development, plan review, building and site inspections, as well as code enforcement.



Planning and Community Development (continued)

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Planning and Development			
Planning and Zoning			
PCD/ Salaries	\$ 210,187	\$ 210,292	\$ 274,307
PCD/ Overtime	1,485	3,595	5,577
PCD/ Health Insurance	17,171	17,105	29,772
PCD/ FICA & Medicare	15,500	16,304	21,123
PCD - Long Term Disability	1,376	1,663	2,155
PCD/ Retirement	17,669	19,230	23,386
PCD/GA SUI	74	197	1,205
PCD / Professional Sys & Projects	97,293	100,000	100,000
PCD / MS4 Reporting	31,217	20,000	20,000
PCD / Contracted Services (Intern)	-	10,000	-
PCD/ Comprehensive Plan	33,545	75,000	75,000
PCD/ GIS Permitting Sys - Hall Co.	17,444	18,000	19,000
PCD / Traffic Calming	-	10,000	10,000
PCD / Contracted Services (S&E)	69,896	85,000	85,000
PCD/ Legal Fees	40,927	35,000	40,000
PCD / Plan Review Expenses	48,997	20,000	25,000
PCD/ Code Enforcement & Abatement	-	65,000	-
PCD / Website & Software Maintenance	18,171	14,800	18,800
PCD / IT Services	14,798	16,000	16,500
PCD / Vehicle Repairs & Maint	4,570	3,500	3,500
PCD/ Communications	-	500	500
PCD/ Cell Phones	972	2,600	2,600
PCD / Shipping & Postage	511	500	1,000
PCD/ Advertising	1,553	2,500	5,000
PCD/ Printing & Binding	1,139	500	1,000
PCD/ Travel Expenses	2,053	4,150	4,150
PCD/ Dues & Fees	889	1,000	1,000
PCD/ Education & Training	1,010	4,150	4,150
PCD / Supplies & Materials	936	1,500	2,000
PCD/ Office Supplies	1,471	1,200	1,200
PCD/ Gasoline	1,316	2,500	300
PCD/ Books & Periodicals	335	150	150
PCD / Small Equipment	9,681	8,200	10,500
PCD / Uniforms	828	2,000	3,000
PCD / Capital Items	-	-	50,000
Total Planning and Zoning	\$ 663,014	\$ 772,136	\$ 856,875

Planning and Community Development (continued)

Economic Development

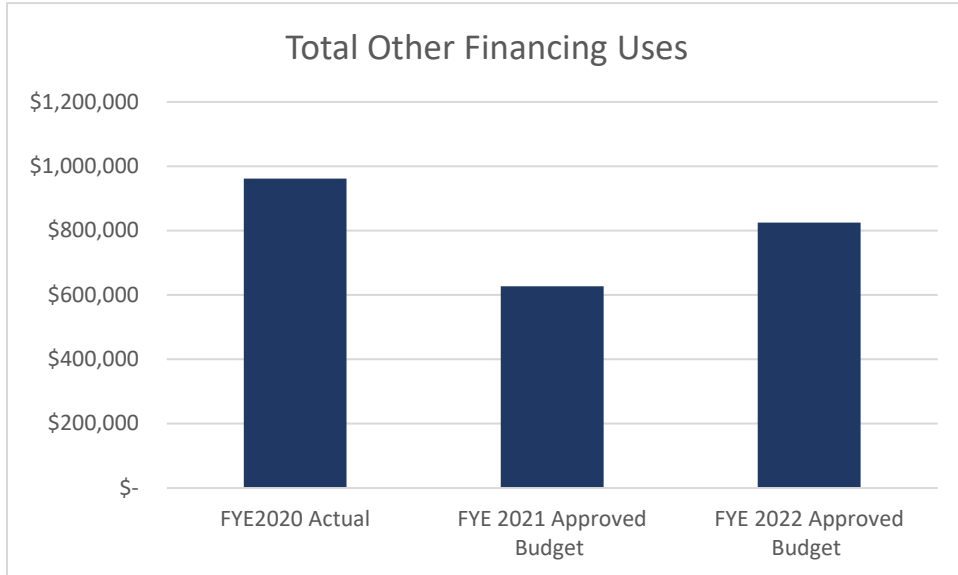
Professional Services & Projects	\$ 21,573	\$ 10,000	\$ 10,000
Development Auth Supplies and Materials	203	7,000	7,000
E.D.C. Contract	20,000	20,000	25,000
Total Economic Development	\$ 41,776	\$ 37,000	\$ 42,000
Total Planning & Development Expenditures	\$ 704,790	\$ 809,136	\$ 898,875

FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
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Tourism

Tourism/ Salaries	\$ -	\$ -	\$ 54,277
Tourism/ Overtime	-	-	1,700
Tourism/ Health Insurance	-	-	12,276
Tourism/ FICA & Medicare	-	-	4,259
Tourism/ Long Term Disability	-	-	437
Tourism/ Retirement	-	-	-
Tourism/GA SUI	-	-	301
Tourism/ Public Relations	-	-	3,000
Tourism/ Communications	-	-	3,600
Tourism/ Cell Phones	-	-	720
Tourism/ Advertising	-	-	3,000
Tourism/ Printing & Binding	-	-	3,000
Tourism/ Travel Expenses	-	-	3,000
Tourism/ Education & Training	-	-	3,000
Tourism/ Event Support	-	-	25,000
Tourism/ Uniforms	-	-	500
Total Tourism	\$ -	\$ -	\$ 118,070
Total Tourism Expenditures	\$ -	\$ -	\$ 118,070

Other Financing Uses



	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Other Financing Uses			
Contingency	\$ -	\$ -	\$ 137,947
Transfer Out to TAD Fund	\$ 62,251	\$ 65,664	\$ 70,000
Trans Out to Local Resources Fund	899,555	561,107	616,854
Total Other Financing Uses	\$ 961,806	\$ 626,771	\$ 824,801

Department Budget Detail

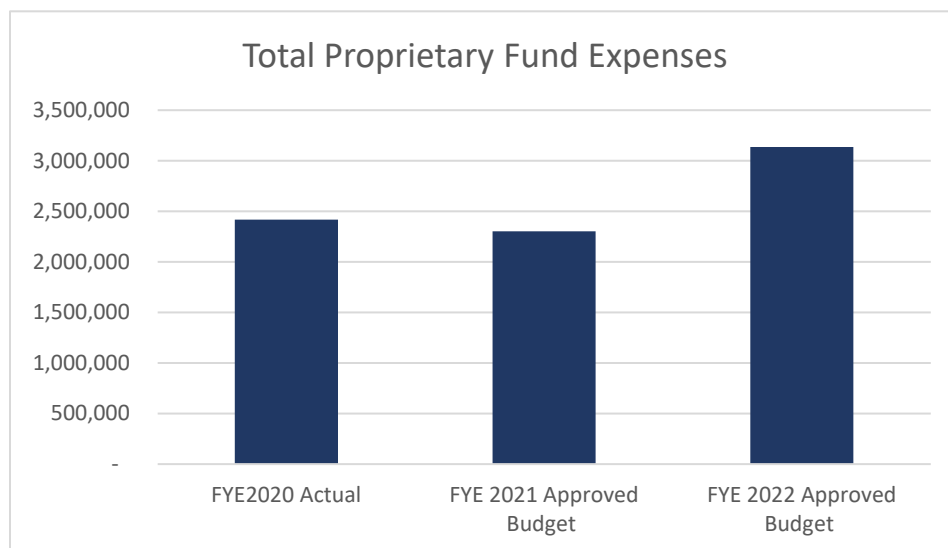
Water/Sewer Fund

PROPRIETARY FUND DETAIL - Water / Sewer Fund

The Water / Wastewater Department accounts for the operations of the water distribution system providing water and sewer service to residential and commercial, customers. The safe and reliable production of drinking water, free of harmful bacteria and other pollutants, is our top priority. Strict drinking water standards control all aspects of treatment for our public water supplies (treatment, storage, and distribution) to ensure the delivery of safe water to consumers. Our goal is to meet or exceed all standards.

Our wastewater operators, working at the Water Reclamation Facility, operate the plant with the objectives of providing the best possible treatment of waste to protect the receiving waters, downstream users, and neighbors. Delivery methods for the best possible treatment include:

- Removing debris from the wastewater and thereby safeguard the receiving waters;
- Meeting the strict government permit requirements;
- Minimizing odors to avoid nuisance complaints;
- Minimizing costs;
- Minimizing energy consumption;
- Maintaining an effective preventive maintenance program;
- And maintenance of the collection and transportation system to the treatment plant.



PROPRIETARY FUND DETAIL - Water / Sewer Fund

	FYE2020 Actual	FYE 2021 Approved Budget	FYE 2022 Approved Budget
Water and Sewer Fund			
Operating Revenues			
Water Charges	\$ 759,062	\$ 741,944	\$ 801,000
Misc. Water & Sewer Charges	\$ 195	\$ -	\$ -
Water Charges - Portable Meters	\$ 5,061	-	\$ -
Meter Set Fees	95,065	60,000	225,000
Sewer Tap Fees - 20%	75,669	-	-
Residential Water Tap Fees	91,028	-	-
Admin. Fees	57,547	30,000	112,000
Sewer Charges - Billed By Gainesville	233,848	375,985	800,000
Sewer Charges	984,995	903,244	1,100,000
S/W -3% On-Line Pmt Fee	-	-	-
Account Service Charge W&S	-	-	-
Sewer & Water Inspection Fees	400	3,000	-
Bank Fees / Bad Check Fees	355	-	-
Penalties / Reconnect Fees	48,583	30,000	48,000
W&S Miscellaneous Revenue	3,631	3,500	3,500
General Assistance Revenue	-	-	-
S / F.O.G. & Pre-Treatment Permits	3,510	7,850	7,850
WI Rebates from Gainesville 5%	43,469	30,000	38,000
Restricted Donations	363,891	-	-
Subtotal Operating Revenues	2,766,296	2,185,523	3,135,350
Non-Operating Revenues			
Interest Revenues - Operating Reserves	\$ 1,367	\$ -	\$ -
Transfer in 100 - General Fund	(1,089)	115,814	-
Transfer in 308 - W&S Capital Projects	518,540	-	-
Transfer in 320 - SPLOST Fund	166,622	-	-
Subtotal Non-Operating Revenues	685,440	115,814	-
Operating Expenses			
Water / Sewer Administration			
W/S Admin / Salaries	\$ 85,022	\$ 76,008	\$ 140,550
W/S Admin / Overtime	3,211	5,249	8,535
W/S Admin / Health Insurance	21,762	16,646	40,404
W/S Admin / FICA & Medicare	6,901	6,159	11,187
Admin - Long Term Disability	976	364	857
W/S Admin / Retirement	5,111	6,023	6,766
W/S Admin / GA SUI	193	129	994
W/S Admin / Collection Agency Service Fee	40	-	-
Admin - Professional Services	9,034	15,000	40,000
W/S Admin / Legal Fees	11,340	12,000	25,000
W/S Admin / Website & Software Maintenance	12,445	8,500	14,300
W/S Admin / IT Services	14,048	16,000	16,500
W/S Admin / Office Cleaning	-	2,760	-
W/S Admin - Call Notifications Expense	620	1,000	1,000
W&S Admin Shipping & Postage	9,068	14,100	14,100
W/S Admin - Advertising	1,104	500	2,000
W&S Printing	1,421	3,000	3,000
S/W - Merchant Sys. Fee & Admin Fee	20	-	-
W/S Office Supplies	2,348	1,500	1,500
W&S Admin - Small Equipment	5,942	7,200	7,200
Subtotal Water / Sewer Administration	190,605	192,138	333,893

PROPRIETARY FUND DETAIL (CONTINUED)

Sewer Department

S/ Salaries	\$ 198,192	\$ 196,018	\$ 295,856
S/ Overtime	3,146	5,153	8,481
S/ Health Insurance	65,407	49,109	83,198
S/ FICA & Medicare	16,189	15,255	22,769
S/ - Long Term Disability	1,930	995	1,421
S/ Retirement	2,066	8,806	14,321
S/ GA SU1	357	284	2,033
S/ Engineering Fees	28,762	15,000	45,000
S/ Sewage Testing	916	2,500	5,000
S/ EPD Compliance & Fines	-	4,000	6,000
S/ Sludge Disposal	19,308	180,000	180,000
S/ Repairs & Maintenance	67,506	80,000	100,000
S/ Vehicle Repairs & Maintenance	1,627	2,500	2,500
S/ Communications	4,077	3,000	5,520
S/ Cell Phones	1,926	2,600	2,600
S/ Shipping & Postage	51	-	250
S/ Travel Expenses	269	1,500	1,500
S/ Dues & Fees	1,846	2,300	3,500
S/ Education & Training	1,643	2,300	2,500
S/ Supplies & Materials	21,353	10,000	25,000
S/ Office Supplies	2,536	1,500	4,000
S/ Chemicals	113,108	140,000	140,000
S/ Electricity	136,962	135,000	141,000
S/ Gasoline & Diesel	4,962	10,000	10,000
S/ Small Equip. & Lab Equip.	4,838	10,000	15,000
S/ Uniforms	5,330	8,000	9,000
S/ Capital - Machinery & Equipment	-	42,700	81,150
Subtotal Sewer Department	704,308	928,520	1,207,599

Sewer Lift Stations

L/S Repairs & Maint.	\$ 15,723	\$ 60,000	\$ 60,000
L/S Communications	5,595	3,300	3,300
L/S Water	3,638	3,500	6,000
L/S Electricity	36,088	32,500	40,000
L/S Propane Gas	1,812	3,500	3,500
Subtotal Sewer Lift Stations	62,857	102,800	112,800

PROPRIETARY FUND DETAIL (CONTINUED)

Water Department

W/ Salaries	\$ 236,857	\$ 270,202	\$ 313,331
W/ Overtime	3,129	7,478	9,200
W/ Health Insurance	59,259	66,555	91,739
W/ FICA & Medicare	19,372	20,994	24,068
W/ - Long Term Disability	2,495	1,124	1,375
W/ Retirement	4,931	12,060	17,964
W / GA SUI	444	388	2,244
W / Engineering Fees	39,621	20,000	45,000
W/ Water Testing & Storm Wtr Monit	11,815	8,830	9,000
W/ WaterShed Protection Plan	-	15,000	15,000
W/ EPD Compliance - Audits & Repts	-	8,000	8,000
W/ Repairs & Maintenance	1,530	20,000	20,000
W / Vehicle Repairs & Maintenance	1,601	5,000	5,000
W/ Communications	324	500	500
W/ Cell Phones	1,512	2,100	2,500
W / Shipping & Postage	400	600	600
W / Printing & Binding	839	-	600
W/ Travel Expenses	2,464	500	500
W/ Dues & Fees	1,782	2,000	3,500
W/ Education & Training	1,076	1,900	2,000
W/ Supplies & Materials	12,932	10,000	15,000
W / Meter Purchases	68,896	20,000	80,000
W/ Gasoline & Diesel	10,455	12,000	10,000
W/ Small Equipment	975	5,000	5,000
W/ Uniforms	3,507	12,500	12,500
W / Capital - Machinery & Equipment	-	42,700	-
Subtotal Water Department	486,217	565,431	694,621

Water Supply

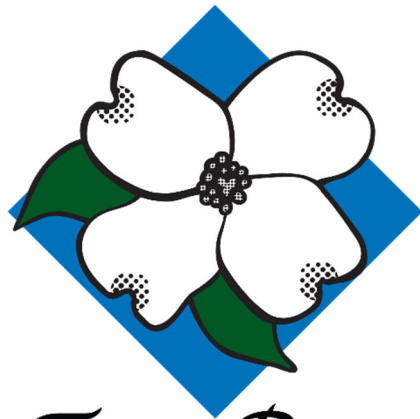
Well Buildings - Repairs/Maint	\$ 668	\$ 1,000	\$ 2,000
Wells, Pumps, Water Tanks Comm.	-	-	-
Wells & Water Tanks R&M/Inspections	36,043	20,000	25,000
Wells & Water Tanks - Electricity	43,800	42,000	49,000
Wells & Water Tanks - Chemicals	5,070	6,500	9,000
Subtotal Water Supply	85,581	69,500	85,000
Subtotal Operating Expenses	1,529,568	1,858,389	2,433,913

PROPRIETARY FUND DETAIL (CONTINUED)

Non-Operating Expenses			
Pension Expense	\$ 27,551	\$ -	\$ -
Depreciation Expense	417,790	-	-
Bad Debts for Uncollectible	8,978	-	-
Contingency	-	-	187,488
Bonds - Principal Payments	266,000	272,000	278,000
GEFA - CW13009 Principal Payments	62,533	70,113	71,101
Bonds - Interest Payments	42,822	79,170	79,170
Amort. of Bond Refunding Premium	5,745	5,745	5,745
GEFA - CW13009 Interest Payments	17,695	15,920	14,933
GEFA - CW2020010 - Interest	-	-	48,750
GEFA - CW2020020 - Interest	-	-	16,250
Transfer Out 308 - WS Capital Projects Fund	39,569	-	-
Transfer Out 320 - SPLOST Fund	-	-	-
Subtotal Non-Operating Expenses	888,683	442,948	701,437
Subtotal Revenues	3,451,737	2,301,337	3,135,350
Total Proprietary Fund Expenses	2,418,251	2,301,337	3,135,350
Surplus (Deficit)	\$ 1,033,486	\$ -	\$ -

SECTION 6

Appendix



Flowery Branch

GA Law on Local Government Budget

36-81-2. Definitions

- (1) "Budget" means a plan of financial operation embodying an estimate of proposed expenditures during a budget period and the proposed means of financing them.
- (2) "Budget officer" means that local government official charged with budget preparation and administration for the local government. The official title of the local government budget officer shall be as provided by local law, charter, ordinance, or appropriate resolution of the governing authority.
- (3) "Budget ordinance," "ordinance," or "resolution" means that governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.
- (4) "Budget period," means the period for which a budget is proposed or a budget ordinance or resolution is adopted.
- (5) "Capital projects fund" means a fund used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by resources from proprietary type activities which are accounted for in enterprise funds or those financed with funds held by the local government in a trustee capacity.
- (6) "Debt service fund" means a fund used to account for the accumulation of resources for and the payment of general long-term debt principal and interest.
- (7) "Enterprise fund" means a fund used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing authority is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or where the governing authority has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. For purposes of this paragraph, the term "costs" means expenses, including depreciation.
- (8) "Fiduciary fund" means those trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.
- (9) "Fiscal Year" means the period for which a budget is proposed or a budget ordinance or resolution is adopted for the local government's general fund, each special revenue fund, if any, and each debt service fund, if any.
- (10) "Fund" means a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which is segregated for the purpose

of carrying on specific activities or attaining certain objectives in accordance with special regulation, restrictions, or limitations.

(11) "General fund" means the fund used to account for all financial resources except those required to be accounted for in another fund.

(12) "Governing authority" means that official or group of officials responsible for governance of the unit of local government.

(13) "Internal service fund" means a fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit or to other governmental units on a cost reimbursement basis.

(14) "Legal level of control" means the lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority. The legal level of control shall be, at a minimum, expenditures for each department for each fund for which a budget is required. This does not preclude the governing authority of a local government from establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

(15) "Special Revenue Fund" means a fund used to account for the proceeds of specific revenue sources, other than those for major capital projects or those held by the government in a trustee capacity, that are legally restricted to expenditure for specified purposes.

(16) "Unit of local government," "unit," or "local government" means a municipality, county, consolidated city-county government, or other political subdivision of the state. Such terms do not include any local school district or board of education. For purposes of this paragraph, "county" includes any county officer who is paid in whole or in part on a salary basis and over whom the county governing authority exercises budgetary authority.

36-81-3. Establishment of fiscal year; requirement of annual balanced budget; adoption of budget ordinances or resolutions generally; budget amendments; uniform chart of accounts.

(a) The governing authority shall establish by ordinance, local law, or appropriate resolution a fiscal year for the operations of the local government.

(1) Each unit of local government shall adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government. The annual balanced budget shall be adopted by ordinance or resolution and administered in accordance with this article.

(2) Each unit of local government shall adopt and operate under a project-length balanced budget for each capital projects fund in use by the government. The project-length balanced budget shall be adopted by ordinance or resolution in the year that the project

initially begins and shall be administered in accordance with this article. The project length balanced budget shall appropriate total expenditures for the duration of the capital project.

(3) A budget ordinance or resolution is balanced when the sum of estimated revenues and appropriated fund balances is equal to appropriations.

(4) Nothing contained in this Code section shall preclude a local government other than those specifically identified in paragraphs (1) and (2) of this subsection including enterprise funds, internal service funds, and fiduciary funds.

(b) For each fiscal year beginning on or after January 1, 1982, each unit of local government shall adopt and utilize and budget ordinance or resolution as provided in this article.

(c) Nothing contained in this Code section shall preclude a local Government from amending its budget so as to adapt to changing governmental needs during the budget period. Amendments shall be made as follows, unless otherwise provided by charter or local law:

(1) Any increase in appropriation at the legal level of control of the local government, whether accomplished through a change Commissioners of Georgia and the Georgia in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the governing authority. Such amendment shall be adopted by ordinance or resolution.

(2) Transfers of appropriations within any fund below the local Government's legal level of control shall require only the approval of the budget officer.

(3) The governing authority of a local government may amend the legal Level of control to establish a more detailed level of budgetary control at any time during the budget period. Said amendment shall be adopted by ordinance or resolution.

(d) The Department of Community Affairs, in cooperation with the Association County Municipal Association, shall develop local government uniform charts of accounts. The uniform charts of accounts, including any subsequent revisions thereto, shall require approval of the state auditor prior to final adoption by the Department of Community Affairs. All units of local government shall adopt and use such initial uniform charts of accounts within 18 months following adoption of the uniform charts of accounts by the Department of Community Affairs. The department shall adopt the initial local government uniform charts of accounts no later than December 31, 1998. The department shall be authorized to grant a waiver delaying adoption of the initial uniform charts of accounts for a period of time not to exceed two years upon a clear demonstration that conversion of the accounting system of the requesting local government, within the time period specified in this subsection, would be unduly burdensome.

(e) The department's implementation of subsection (e) of this Code section shall be subject to Chapter 13 of Title 50, the "Georgia Administrative Procedure Act."

36-81-4. Appointment of budget officer; performance of duties by Governing authority in absence of appointment; utilization of executive budget.

(a) Unless provided to the contrary by local charter or local Act, each local government may appoint a budget officer to serve at the will of the governing authority.

(b) In those units of local government in which there is no budget officer, the governing authority shall perform all duties of the budget officer as set forth in Code Section 36-81-5. Nothing in this Code section shall preclude the utilization of an executive budget, under which an elected or appointed official, authorized by charter or local law and acting as the chief executive of the governmental unit, exercises the initial budgetary policy-making function while another individual, designated as provided in this Code section as budget officer, exercises the administrative functions of budgetary preparation and control.

36-81-5. Preparation of proposed budget; submission to governing authority; public review of proposed budget; notice and conduct of budget hearing.

(a) By the date established by each governing authority, in such Manner and form as may be necessary to affect this article, and consistent with the local government's accounting system, the budget officer shall prepare a proposed budget for the local government for the ensuing budget period.

(b) The proposed budget shall, at a minimum, be an estimate of the financial requirements at the legal level of control for each fund requiring a budget for the appropriate budget period and shall be in such form and detail, with such supporting information and justifications, as may be prescribed by the budget officer or the governing authority. The budget document, at a minimum, shall provide, for the appropriate budget period, a statement of the amount budgeted for anticipated revenues by source and the amount budgeted for expenditures at the legal level of control. In accordance with the minimum required legal level of control, the budget document shall, at a minimum provide a statement of the amount budgeted for expenditures by department for each fund for which a budget is required. This does not preclude the governing authority of local government from preparing a budget document or establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

(c) On the date established by each governing authority, the proposed budget shall be submitted to the governing authority for that body's review prior to enactment of the budget ordinance or resolution.

(d) On the day that the proposed budget is submitted to the governing authority for consideration, a copy of the budget shall be placed in a public location which is convenient to the residents of the unit of local government. The governing authority shall make every effort to provide convenient access to the residents during reasonable business hours so as to accord every opportunity to the public to review the budget prior to adoption by the governing authority. A copy of the budget shall also be made available, upon request, the news media.

(e) A statement advising the residents of the local unit of government of the availability of the proposed budget shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The notice shall be published during the week in which the proposed budget is submitted to the governing authority. In addition, the statement shall also advise the residents that a public hearing will be held at which time any persons wishing to be heard on the budget may appear. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear.

(f) At least one week prior to the meeting of the governing authority at which adoption of the budget ordinance or resolution will be considered, the governing authority shall conduct a public hearing, at which time any persons wishing to be heard on the budget may appear.

(g) (1) The governing authority shall give notice of the time and place of the budget hearing required by subsection (f) of this Code section at least one week before the budget hearing is held. The notice shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear.

(2) The notice required by paragraph (1) of this subsection may be included in the statement published pursuant to subsection (e) of this Code section in lieu of separate publication of the notice.

(h) Nothing in this Code section shall be deemed to preclude the conduct of further budget hearings if the governing body deems such hearings necessary and complies with the requirements of subsection (e) of this Code section.

36-81-6. Adoption of budget ordinance or resolution; form of budget.

(a) On the date after the conclusion of the hearing required in subsection (f) of Code Section 36-81-5, the governing authority shall adopt a budget ordinance or resolution making appropriations in such sums as the governing authority may deem sufficient, whether greater or less than the sums presented in the proposed budget. The budget ordinance or resolution shall be adopted at a public meeting which shall be advertised in accordance with the procedures set forth in subsection (e) of Code Section 36-81-5 at least one week prior to the meeting.

(b) The budget may be prepared in any form that the governing authority deems most efficient in enabling it to make the fiscal policy decisions embodied in the budget, but such budget shall be subject to the provisions of this article.

Glossary of Budgetary and Financial Terminology

The City's Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Budget document in understanding these terms, a glossary has been included in this document.

A

ACCOUNTABILITY: Monitoring, measuring and evaluating the performance and progress of policies, plans and programs to ensure that results are achieved.

ACCRUAL ACCOUNTING: Method of accounting in which transactions are recorded at the time they are incurred, as opposed to when cash is received or spent.

ACTUAL EXPENDITURES: Includes personnel services, employee-related expenditures and all other operating expenditures as authorized by the City Council.

ADOPTED (APPROVED) BUDGET: The funds appropriated by the City Council at the beginning of the year.

AD VALOREM TAX: A tax based on the value of property.

ALLOCATION: The expenditure amount planned for a particular project or service, except an amount that requires additional Board action or "appropriation" before expenditures will be authorized.

AMENDED BUDGET: It is the adopted budgets plus additional expenditure appropriations resulting from legislative body decisions made throughout the year and any re-organizations.

APPROPRIATION: An authorization made by the City Council which permits officials and department heads to incur obligations against and to make expenditures of governmental resources.

ASSESSED VALUATION: The value placed on property for purposes of taxation. The City of Johns Creek accepts Fulton County's assessment of real and personal property at 100% fair market value.

ASSET: Resources owned or held by a government that have monetary value.

B

BEGINNING FUND BALANCE: A revenue account used to record resources available for expenditure in one fiscal year because of revenues collected in excess of the budget and/or expenditures less than the budget in the prior fiscal year.

BOND: A written promise to pay a specified sum of money (called principal or face value) at a specified future date along with periodic interest paid at a specific percentage of the principal. Bonds are typically used for long-term debt.

BUDGET: The financial plan for the operation of a department, program or project for the current year or for the duration of the project.

BUDGET AMENDMENT: The transfer of funds from one appropriation account to another, requiring approval of City Administrator, Finance Director, and Department Director.

BUDGET CALENDAR: The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.

BUDGET DOCUMENT: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body.

BUDGET RESOLUTION: The official enactment by the City Council legally authorizing City Officials to obligate and expend resources.

BUDGET OFFICER: “Budget officer” means that local government officials charged with budget preparation and administration for the local government. The official title of the local government budget officer shall be as provided by local law, charter, ordinance, or appropriate resolution of the governing authority.

BUDGET ORDINANCE: “Ordinance,” or “Resolution” means that governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.

BUDGET PERIOD: Budget period, means the period for which a budget is proposed, or a budget ordinance or resolution is adopted.

BUDGETARY CONTROL: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

C

CAPITAL BUDGET: The first year of the Capital Improvements Plan as approved by the Commission.

CAPITAL EXPENDITURE: An expenditure for the acquisition of, or addition to, a capital asset. Items acquired for less than \$10,000 are not considered capital expenditures.

CAPITAL IMPROVEMENTS PLAN (CIP): A plan for capital expenditures to be incurred each year over a three to six-year period. This plan will meet the capital needs as defined in the long-term work program of Departments and other agencies of the local

government. It sets forth each project and it specifies the resources estimated to be available to finance the projected expenditures.

CAPITAL OUTLAY: An expenditure for the acquisition of, or addition to, a fixed asset. Items acquired for less than an agreed amount are not considered capital outlay.

CAPITAL PROJECTS: Projects that result in the acquisition or construction of capital assets of a local government which are of a long-term and permanent nature. Such assets include land, buildings, and related improvements, streets and highways, bridges, sewers and parks.

CASH BASIS ACCOUNTING: A basis of accounting under which transactions are recognized only when cash is received or disbursed.

CONTINGENCY: Funds set aside for unforeseen future needs and budgeted in an account. Can be transferred to a departmental budget only by action of the City Council.

CONTRACTUAL SERVICES: Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

COST CENTER: The allocation of resources by functional area within an agency or department.

D

DEBT: An obligation resulting from the borrowing of money or from the purchase of goods and services.

DEBT SERVICE: The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

DEBT SERVICE FUND: The fund used to account for the accumulation of resources for and the payment of, principal and interest on long-term debt, specifically bond issues.

DEPARTMENT: A major administrative division of the City with indicated overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION: The portion of the cost of a fixed asset charged as an expenditure during a particular period. The cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

E

ENCUMBRANCE: A commitment of funds against appropriations in which the expenditure has not actually been made at the time of recording. It may be in the form of a purchase order, purchase requisition, or a contract for goods and services.

ENTERPRISE FUND: A fund in which the activities are supported wholly or primarily by charges and fees paid by the users of the services.

EXPENDITURE/EXPENSE: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. "Expenditure" applies to Governmental Funds, and "Expense" to Proprietary Funds.

F

FIDUCIARY FUND: Fiduciary Fund means those trust and agency funds used to account. "Fiscal year" means the period for which a budget is proposed, or a budget ordinance or resolution is adopted for the local government's general funds, each special revenue fund, if any, and each debt service fund, if any.

FISCAL YEAR: The time period designated by the City signifying the beginning and ending period for recording financial transactions.

FIXED ASSETS: Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FRANCHISE FEES: A fee levied on utilities in exchange for allowing the utilities the use of public right-of-way.

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts. These accounts record cash and other assets together with all related liabilities, obligations, reserves and equities. Funds are segregated so that revenues will be used only for the purpose of carrying out specific activities in accordance with special regulations, restrictions or limitations.

FUND BALANCE: Refers to the excess of assets over liabilities and is therefore, generally known as amount available for appropriation.

FUND BALANCE (assigned): Amounts a government intends to use for a particular purpose.

FUND BALANCE (carried forward): Funds on hand at year-end resulting from collections of revenue in excess of anticipations and/or unexpended appropriations, which are included as a revenue source in the budget of the ensuing year.

FUND BALANCE (committed): Amounts constrained by a government using its highest level of decision-making authority.

FUND BALANCE (restricted): Amounts constrained by external parties, constitutional provision, or enabling legislation.

FUND BALANCE (unassigned): Amounts that are not constrained at all will be reported in the general fund.

G

GENERAL FUND: General fund means the fund used to account for all financial resources except those required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL OBLIGATION BONDS: Bonds whose principal and interest are paid from property tax for debt service and are backed by the City's full faith and credit. Approval by referendum vote is required for general obligation bonds to be issued.

GOALS: A measurable statement of desired conditions to be maintained or achieved.

GOVERNING AUTHORITY: Governing authority means that official or group of officials responsible for governance of the unit of local government.

GOVERNMENTAL FUNDS: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except for those accounted for in proprietary funds and fiduciary funds.

GRANT: A contribution of assets (usually cash) from one governmental unit or organization to another. Typically, these contributions are made to local governments from the state or federal governments to be used for specific purposes and require distinctive reporting.

L

LEGAL LEVEL OF CONTROL: Legal level of control is the lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority. The legal level of control shall be, at a minimum, expenditures for each department for each fund for which a budget is required. This does not preclude the governing authority of a local government from establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

LIABILITIES: Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events. A budget prepared along

departmental lines that focuses on what is to be bought. It lists each category of expenditures and revenues by fund, agency, department, division, and cost center.

LONG-TERM DEBT: Debt with a maturity of more than one year after the date of issuance.

M

MILLAGE RATE: The ad valorem tax rate expressed in the amount levied per thousand dollars of the taxable assessed value of property. One mill is equal to one dollar per thousand.

MODIFIED ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recorded when collected within the current period or soon enough thereafter to be used to pay liabilities of the current period and expenditures are recognized when the related liability is incurred.

O

OBJECTIVES: Unambiguous statements of performance intentions expressed in measurable terms.

OPERATING BUDGET: The portion of the budget pertaining to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personal services, fringe benefits, commodities, services, and capital outlay.

P

PERFORMANCE INDICATORS: Special quantitative and qualitative measure of work performed as an objective of a department.

PERFORMANCE MEASURE: An indicator that measures the degree of accomplishment of an activity. The three types used in the local government are: Effectiveness - The degree to which performance objectives are being achieved. Efficiency - The relationship between work performed and the resources required to perform it. Typically presented as unit costs. Workload - A quantity of work performed.

PERSONAL PROPERTY: Property that can be moved with relative ease, such as motor vehicles, boats, machinery, and inventoried goods.

POLICY: A policy is a guiding principle which defines the underlying rules which will direct subsequent decision-making processes.

PROPRIETARY FUNDS: Used to account for government's ongoing organizations and activities that are similar to those found in the private sector.

PROGRAM: A body of work that delivers a service or accomplishes a task and whose costs can be isolated and identified.

PROPERTY TAX: Tax based on assessed value of a property, either real estate or personal. Tax liability falls on the owner of record as of the appraisal date.

PROPRIETARY FUNDS: Used to account for government's ongoing organizations and activities that are similar to those found in the private sector.

PUBLIC HEARING: A public hearing is a specifically designated time, place, and opportunity for citizens, community groups, businesses, and other stakeholders to address the Legislative body on a particular issue. It allows interested parties to express their opinions and the Legislative body and/or staff to hear their concerns and advice.

R

REAL PROPERTY: Land, buildings, permanent fixtures, and improvements.

RESOLUTION: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETAINED EARNINGS: A fund equity account which reflects accumulated net earnings (or losses) in a proprietary fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity.

RESERVE: An account to indicate that a portion of funds have been legally restricted for a specific purpose, or not available for appropriation and subsequent spending. A reserve for working capital is a budgetary reserve set aside for cash flow needs, emergencies, or unforeseen expenditure/revenue shortfalls.

REVENUE: Funds that the City receives as income. It includes such items as taxes, licenses, user fees, service charges, fines, penalties, and grants.

REVENUE BONDS: Bonds whose principal and interest are payable exclusively from specific projects or special assessments, rather than from general revenues. These bonds do not require approval by referendum.

S

SERVICE LEVEL: Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of a workload.

SINKING FUND: A reserve fund accumulated over a period of time for retirement of a debt.

SPECIAL REVENUE FUND: A fund in which the revenues are designated for use for specific purposes or activities.

T

TAX DIGEST: Official list of all property owners, the assessed value (100% of fair market value), and the tax due on their property.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the City of Johns Creek are approved by the City Council and are within limits determined by the State.

U

UNIT OF LOCAL GOVERNMENT: Unit of local government, “unit,” or “local government” means a municipality, county, consolidated city-county government, or other political subdivision of the state. Such terms do not include any local school district or board of education. For purposes of this paragraph, “county” includes any county officer who is paid in whole or in part on a salary basis and whom the county governing authority exercises budgetary authority.

W

WORKING CAPITAL: A dollar amount reserved in (General Fund) fund balance that is available for unforeseen emergencies, to handle shortfalls caused by revenue declines, and to provide cash liquidity during periods of low cash flow.