



Monthly Finance & Budget Report **December 2024**

This monthly financial summary report is for the period ending December 31, 2024. This represents 6 months into FY25 and 50% of the total budget for this fiscal year.

As a result of the mid-year budget review, the changes listed below were made for appropriate allocation.

General Fund Revenue

- Corrected reporting of funds location from Local Assessment to Homestead Exemption Tax

Administration

- Legal & Professional Services – reallocated some engineering charges to stormwater reimbursement; moved some legal fees to park acquisition costs.

Zoning/Planning & Permitting/Licensing

- Community Outreach – previously recorded expense moved to Public Works projects.

Public Works

- Projects – as mentioned above, expenses associated with AmeriCorps.
- Supplies – newly reconciled charge
- Groundskeeping – moved expenses associated with the Art Center to JIACC Ops

Facilities & Equipment

- Janitorial - moved cleaning expenses associated with the Art Center to JIACC Ops

Capital Projects

- Park Acquisition – reallocated expenses associated with due diligence previously recorded in legal & professional services.

Hospitality Tax

- JIACC Ops – moved operating expenses associated with the Art Center (groundskeeping and janitorial) previously recorded in General Fund
- Programs & Events – moved classes from Community Events

Accommodation Tax

- Adjusted to account for prior years funds collected that were not disbursed.

Mid-year budget review summary. There are no proposed amendments at this time.

General Fund Revenue – Revenue is expected to be on target in the second half of the fiscal year.

Expenses:

- Administration
 - Supplies – budgeted amount is low based on historical numbers.
 - Equipment/Software/Maintenance – additional expenses are not expected.
 - Insurance – costs increase annually. Based on historical information we should not have any more costs this FY.
 - Legal & Professional – higher legal costs due to lawsuits and real estate acquisition.
- Zoning/Planning & Permitting/Licensing
 - Uniform/PPE - used uniform budget from all departments for new employee uniforms.
 - BZA – arborists consultations for tree permits.
- Public Works
 - Projects – AmeriCorps expenses.
 - Uniform/PPE – used uniform budget from all departments for new employee uniforms.
 - Emergency Management – storms and storm prep.
 - Groundskeeping – mower purchase, equipment repairs.
- Codes & Safety
 - Uniform/PPE – used uniform budget from all departments for new employee uniforms.
- Parks & Recreation
 - Park Maintenance – necessary repairs and maintenance to shed and parking lot at Pinckney Park.
- Facilities & Equipment
 - Security – badge reader replacement; new cameras at Pinckney Park.
 - Equipment and Furniture – large, needed purchases for Town Hall and Pinckney Park shed
 - Facilities maintenance – additional maintenance and increased costs due to aging and needs.
 - Vehicle maintenance - additional maintenance and increased costs due to aging and needs.
- Capital Projects
 - Public Works Equipment – needed trailer for hauling debris from drainage projects
- Hospitality Tax
 - Town Market – larger markets generating higher costs, although often the vendor fees collected will balance out the costs.

Becky Heath
Finance Director
Report date: 1/10/2025

Town of James Island

% FY Complete 50%

Monthly Budget Report
Fiscal Year 2025 - Ending December 2024

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
	July	August	September	October	November	December	January	February	March	April	May	June		
GENERAL FUND REVENUE														
Accommodations Tax (allowable percentage)													-	27,500
Brokers & Insurance Tax		155,885	1,845			2,764							160,493	765,000
Building Permit Fees	1,238	1,357		2,039	1,087	1,105							6,825	26,000
Business Licenses	33,727	2,422	11,165	8,888	2,722	3,884							62,809	480,000
Contributions/Donations-Park/Community Programs	25	170	20										215	
Grants	9,600												9,600	17,192
Filing Fees													-	500
Franchise Fees		34,665		1,275	30,331								66,271	320,000
Interest Income													-	187,000
Alcohol Licenses -LOP	3,000												3,000	6,000
Local Assessment Fees		1,461				1,418							2,879	2,700
Local Option Sales Tax (PTCF)	115,948	234,405	113,292		216,870	115,447							795,962	1,360,000
Local Option Sales Tax (MUNI)	48,601	106,965	51,105		100,280	52,823							359,774	580,000
Miscellaneous													-	100
Planning & Zoning Fees	1,081	2,007	1,532	2,631	3,662	1,788							12,701	16,200
State Aid to Subdivisions		75,066		75,066									150,131	300,266
Telecommunications			89			23							112	16,000
Homestead Exemption Tax Receipts	46,147												46,147	48,000
Facility Rentals	150	600	599	1,500	150	150							3,149	7,500
Stormwater Fees													-	8,000
	259,517	615,003	179,648	91,399	355,101	179,402	-	-	-	-	-	-	1,680,069	4,167,958
													% of Budget	40%

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED	
		July	August	September	October	November	December	January	February	March	April	May	June			
ADMINISTRATION																
Salaries		27,067	28,530	28,030	42,096	28,020	33,907							187,651	353,000	
Benefits, Taxes & Fees		11,582	11,965	12,169	17,765	12,316	12,401							78,199	155,500	
Copier		707		546	54	264							1,570	4,500		
Supplies		1,144	497	588	1,325	245	713							4,512	5,500	
Postage		233	10	35	314	12	200							804	7,000	
Information Services		6,326	5,777	6,009	7,121	5,690	6,592							37,514	116,680	
Equipment/Software/Maintenance				852			45							897	400	
MASC Membership														-	5,400	
Insurance		23,217		2,435		26,014	24,862							76,528	70,000	
Legal & Professional Services		45,833	1,000	30,096	43,932	43,150	38,881							202,891	90,000	
Legal Settlement														-		
Town Codification					176	66								241	1,000	
Advertising				377	544	95								1,016	3,500	
Audit						7,500								7,500	13,500	
Mileage Reimbursement		32	32	33	34	33	33							198	800	
Employee Screening			135	120	138									393	149	
Employee Training & Wellness		154			1,925	69								2,148	5,600	
Dues and Subscriptions			336	175			212							723	1,000	
Training & Travel			95											95	2,400	
Grant Writing Services														-	4,000	
Employee Appreciation		70	162		81	207	171							692	2,800	
Mobile Devices		114	114	114	114	114	58							628	1,500	
Credit card (Square & QB)		73	56	75	35	55								294	1,500	
Bank Charges (Other)		86				132	55							115	300	
Payroll Processing		487	460	552	356	551	558							2,964	6,000	
		117,125	49,169	82,207	116,008	124,533	118,687	-	-	-	-	-	-	607,573	852,029	
		% of Budget														71%

[illegible]

Dock Street Park Maintenance												-	1,000
Pinckney Park Maintenance													1,000
Park Maintenance	141	12,603	1,514	556	1,384	108						16,306	18,000
Special Events	52											52	2,000
Youth Sports Program												-	12,000
	193	12,603	1,514	556	1,384	108	-	-	-	-	-	16,358	34,000
Total													
% of Budget													48%

Utilities	3,776	3,695	2,584	2,843	525	1,573									14,996	27,000
Security Monitoring	458	76	76	316		643									1,570	1,500
Janitorial	3,549		4,200	1,650	1,650	1,650									12,699	15,000
Equipment / Furniture	4,637	1,888	1,404	77											8,007	4,000
Facilities Maintenance	3,557	18,880	2,944	956	1,210	35									27,582	31,000
Vehicle & Equipment Maintenance	1,713	433	3,148	1,241	3,274	1									9,810	12,000
Generator Maintenance															-	2,000
Street Lights	12,675	12,321	13,322	13,940		15,471									67,730	145,000
	30,366	37,292	27,679	21,023	6,659	19,374	-	-	-	-	-	-	-	-	142,394	237,500
														% of Budget		60%

Repair Care Program												-	40,000
Drainage Council												-	500
History Council					250							250	5,000
History Council_Grant - Audio Driving Tour		9,550	605	1,639								11,793	12,000
Neighborhood Council			76		106							182	2,800
Business Development Council												-	500
James Island Pride		74	71	88	136							368	5,000
Helping Hands	27	101	85	106	223							542	1,500
Tree Council				131	715							845	5,000
Community Tutoring Programs	1,814											1,814	12,000
Community Service Contributions					34,149							34,149	50,000
	-	1,841	9,725	837	1,963	35,578	-	-	-	-	-	49,944	134,300
											% of Budget		37%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
	July	August	September	October	November	December	January	February	March	April	May	June		
CAPITAL PROJECTS														
INFRASTRUCTURE													-	
Regatta Road Sidewalk													-	125,000
Honey Hill Road Paving														58,800
Nabors Phase I													-	235,000
Traffic Calming Projects	132		131	41									304	30,000
Septic Tank Testing													-	10,000
RIA Sewer Project (Connections)														1,500,000
James Island Creek Septic and Sewer Projects													-	444,000
<i>Total Infrastructure</i>		0	131	41	0	0	0	0	0	66	0		304	2,402,800
OTHER CAPITAL EXPENSES														
Audio Visual Upgrades													-	1,000
Public Works Equipment				8,526									8,526	1,000
Vehicle Purchase			47,399										47,399	50,000
Dock Street Park Improvements					11,841								11,841	130,000
Pinckney Park Improvements													-	10,000
Park Acquisitions		10,250		36,284	3,200	13,333							63,067	370,000
<i>Total Other Capital Projects</i>	0	10,250	47,399	44,810	15,041	13,333	0	0	0	0	0	0	130,833	562,000
DRAINAGE PROJECTS - ARPA FUNDED														
Greenhill/Honey Hill Drainage Phase I-II				7,088									7,088	
Oceanview Stonepost Drainage Basin -I-II			6,405		160,617	37,587							204,610	
Drainage Improvement Projects		11,930											11,930	25,000
James Island Creek Basin Drainage Improvements													-	15,000
Woodhaven Drainage Improvements				235,181	22,445								257,626	
Quail Run Drainage Improvements				23,560									23,560	5,000
<i>Total Drainage Projects</i>	0	11,930	6,405	265,828	183,062	37,587	0	0	0	0	0	-	504,813	45,000
		22,180	53,935	310,679	198,103	50,920	0	0	0	66	0	635,884	635,950	3,009,800
												% of Budget		21%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
	July	August	September	October	November	December	January	February	March	April	May	June		
HOSPITALITY TAX														
Hospitality Tax Revenue	83,084		59,934	51,924	83,035	61,327							339,304	680,000
Hospitality Tax Transfer In													-	
TOTAL	83,084	-	59,934	51,924		61,327	-		-	-	-	-	339,304	680,000
GENERAL														50%
The Town Market	343	250	250	2,314	1,620	595							5,371	6,000
Rethink Folly - Staff Cost-Sharing						12							12	18,000
Santee Street Public Parking Lot	2,600	2,700	2,700	2,700	2,700	2,700							16,100	34,000
James Island Arts & Cultural Center Ops	2,138	4,495	21,413	2,176	2,426	3,138							35,786	170,000
JIAACC Programs & Events	1,410	642	909		1,500	3,000							7,461	15,000
Promotional Grants		650											650	10,000
Public Safety of Tourism Areas	8,879	9,242	9,816										27,937	166,243
Camp and Folly Landscaping Maintenance					2,650								2,650	5,000
Entrepreneur and Small Business Support													-	
Guide to Historic James Island														1,000
Brantley Park OPS	14			39	14	14							82	2,400
Community Events	58	2,000		106		1,115							3,279	6,000
Total Non-Capital Expense	15,442	19,980	35,088	7,334	10,910	10,575	-	-	-	-	-	-	99,328	433,643
PROJECTS														
Camp/Folly Bus Shelter													-	25,000
Rethink Folly Road Phase 1													-	400,000
Camp and Folly Signage													-	35,000
Folly Road Beautification													-	5,000
Pinckney Park													-	12,500
James Island Arts & Cultural Center			18,766										18,766	150,000
Historic Ft. Johnson-MUSC NOA													-	
Holiday Decorations					2,559	289							2,848	2,000
Park Projects	141	3,760											3,901	20,000
ISP Dedicated Officer Initial Expense													-	42,000
Folly Road Multi Use Path Wilton-Ft. Johnson													-	
Other Tourism-Related Projects													-	50,000
Total Projects	141	3,760	18,766	-	2,559	289	-	-	-	-	-	-	25,515	741,500
	15,583	23,740	53,854	7,334	13,469	10,863	-	-					HT Total % of Budget	124,844 11%