

Town of Mineral Springs
Mineral Springs Town Hall
3506 S Potter Road ~ Mineral Springs
Town Council
Regular Meeting
August 10, 2017 ~ 7:30 PM

Agenda

1. Opening

The meeting will be called to order, an invocation will be delivered and the Pledge of Allegiance will be recited.

2. Public Comments

The town council will hear comments from members of the public on any matters of interest to them during this ten-minute period.

3. Consent Agenda

- A. July 13, 2017 Regular Meeting Minutes
- B. June 2017 Tax Collector's Report
- C. June 2017 Finance Report

4. 2017 Property Tax Order of Collection

Representatives from the Union County Tax Administrator's Office will present their settlement for the 2012-2016 taxes and accept the Order of Collection for the 2017 taxes.

5. Prior Years' Tax Settlement and Write-Offs

The council will consider approving the 2016 Tax Settlement covering the years 2006 – 2011 including the write-offs from 2006/2007.

6. Consideration of Appointing a New Planning Board Member

The council will consider appointing Mr. Michael Rutland to the planning board to replace Mr. Richard Marcello who resigned his position in July.

7. Consideration of a New Janitorial Service Provider

The council will consider authorizing a contract with a new janitorial service provider.

8. Discussion and Consideration of Contacting Companies About Replacing the Zoning and Subdivision Ordinances with a Unified Development Ordinance

The council will discuss and consider authorizing staff to begin putting together a bid package to seek bids for updating the zoning and subdivision ordinances and creating a unified development ordinance (UDO).

9. Staff Updates

The staff will update the council on any developments that may affect the town.

10. **Other Business**

11. **Adjournment**

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Regular Meeting
July 13, 2017~ 7:30 PM

Minutes Draft

The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, July 13, 2017.

Present: Mayor Frederick Becker III, Mayor Pro Tem Peggy Neill, Councilwoman Valerie Coffey, Councilman Jerry Countryman, Councilwoman Bettylyn Kraft, Town Clerk/Zoning Administrator Vicky Brooks and Deputy Town Clerk/Tax Collector Janet Ridings.

Absent: Councilwoman Janet Critz, Councilwoman Lundeen Cureton and Attorney Bobby Griffin.

Visitors: None.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of July 14, 2016 to order at 7:31 p.m.

1. **Opening**

- Councilwoman Neill delivered the invocation.
- Pledge of Allegiance.

2. **Public Comments**

- There were no public comments.

3. **Consent Agenda**

- **Councilwoman Neill** made a **motion** to approve the consent agenda as presented containing the following:

- A. *June 8, 2017 Regular Meeting Minutes*
- B. *May 2017 Tax Collector's Report*
- C. *May 2017 Finance Report*

and **Councilman Countryman** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Krafft and Neill
Nays: None

4. **Consideration of Town Clerk Attending a Course at UNC School of Government**

- Mayor Becker explained the materials were in the agenda packet on the class that Ms. Brooks feels would really be worth taking if the council wants to approve attendance at that class on August 9, 2017.
- **Councilman Countryman** made a **motion** to send Ms. Brooks to the class [Social Media Strategies for Government Professionals] on August 9, 2017 and **Councilwoman Krafft** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Krafft and Neill

Nays: None

5. **4th Annual Festival Volunteer Sign-Up and Town “Tent” Council Sign-Up**

- Mayor Becker pointed out he would turn over the festival sign-up material to Ms. Brooks. Councilwoman Krafft mentioned she would be in the kids part the whole time and won't be able to be in the [town] tent. Mayor Becker noted the same went for him unless something changed, because he would be at the back of the stage. Councilwoman Krafft asked Ms. Brooks how she was coming on sponsors. Ms. Brooks responded she had three \$250 ones and on \$150 one. Councilman Countryman asked what it cost to do the [nonprofit] tent last year - \$150? Ms. Brooks responded yes. Councilman Countryman agreed to sponsor the nonprofit tent.
- Ms. Brooks pointed out the council would probably want to have the sign-up sheet settled by the next meeting. Councilman Countryman commented they didn't need a sign-up sheet, because they are in the tent all the time. Councilwoman Coffey added they would keep it covered; she would be there all day.
- The council discussed other volunteerism for setting up prior to the festival (i.e. the nonprofit tent, children's play area, fencing, stage/tent, etc.) Councilman Countryman suggested Mike Helms. Ms. Brooks mentioned that Jim Muller and the Rinks have volunteered to do some of the set-up on Thursday night; Mr. Muller will also be there on Tuesday to help with the stage and tent. Councilwoman Krafft will help on Friday after she gets off work around 12:30 p.m. Councilman Countryman remembered that he wouldn't even be here, because he was going to be in Argentina and wasn't sure when he would return. Councilwoman Neill suggested getting some of the Parkwood football players to help. Mayor Becker responded they would be playing a game on Friday and they have practice until late every night, but there are other sports and Councilwoman Cureton is good friends with the basketball coach; he is always saying, "whatever you need". Councilwoman Neill also suggested checking with the scouts. Ms. Brooks mentioned Barbara Lopez had said she would help on the day of the festival. Councilman Countryman commented that he wouldn't commit his lovely wife, but he would have to think she might want to do something since he was not going to be in town.

6. **Staff Reports**

- Ms. Brooks announced the resignation of Richard Marcello from the planning board and explained that Michael Rutland was in line to be the next one if the council wanted her to contact him. Councilman Countryman and Councilwoman Krafft responded yes. Ms. Brooks asked if the council wanted to do the whole thing all

over again. Councilman Countryman responded “no, contact him”. Councilwoman Krafft concurred. Mayor Becker commented they would do that and have it on the agenda for next month if he is willing to do it. Councilwoman Krafft asked if Mr. Marcello was okay. Ms. Brooks responded yes.

7. **Other Business**

- Councilman Countryman asked if there was any progress being made in reestablishing/revising the nuisance ordinance. Mayor Becker responded that he had spoken briefly with Councilwoman Critz and she doesn't know when in August that woman [at the School of Government] is going to be back, but she wants to go up there and meet with them; that is still on tap for early August. Mayor Becker stated he didn't know if she would be ready at the meeting or not. Councilman Countryman asked if they had any more input other than what they were aware of. Ms. Brooks responded no. Mayor Becker commented hopefully things will smooth out and they will be able to move forward.

8. **Adjournment**

- **Councilwoman Coffey** made a **motion** to adjourn and **Councilman Countryman** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Krafft and Neill

Nays: None

- The meeting was adjourned at 7:44 p.m.
- The next regular meeting will be on Thursday, August 10, 2017 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, NCCMC, Town Clerk

Frederick Becker III, Mayor

JUNE 2017
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

JUNE 30, 2017 REGULAR TAX	2016	2015	2014	2013	2012
BEGINNING CHARGE	61541.45	62154.4	64,340.51	64,896.71	66,096.20
TAX CHARGE					
PUBLIC UTILITIES					
DISCOVERIES					
NON-DISCOVERIES					
ABATEMENTS					
TOTAL CHARGE	61,541.45	62,154.40	64,340.51	64,896.71	66,096.20
BEGINNING COLLECTIONS	60709.22	61785.17	64,014.60	64,673.87	65,964.62
COLLECTIONS - TAX	84.65	7.52	21.84	20.65	34.03
COLLECTIONS - INTEREST	5.89	0.89	6.48	6.67	11.44
TOTAL COLLECTIONS	60,793.87	61,792.69	64,036.44	64,694.52	65,998.65
BALANCE OUTSTANDING	747.58	361.71	304.07	202.19	97.55
PERCENTAGE OF REGULAR	98.79%	99.42%	99.53%	99.69%	99.85%
COLLECTION FEE 1.5 %	1.36	0.13	0.42	0.41	0.68

**Mineral Springs Prior Years Property Tax Report
June 2017**

June 30, 2017	2011	2010	2009	2008	2007	2006		
BEGINNING CHARGE	\$64,878.42	\$64,737.60	\$63,911.13	\$65,443.06	\$52,276.82	\$51,397.02		
PUBLIC UTILITIES	\$1,319.20	\$1,251.60	\$1,218.28	\$1,112.42	\$1,056.90	\$779.12		
MINIMAL RELEASES	(\$145.21)	(\$152.88)	(\$157.18)	(\$158.76)	(\$150.55)	(\$50.50)		
DISCOVERIES	\$61.82	\$321.61	\$46.46	\$46.72	\$117.44	\$417.27		
ABATEMENTS (RELEASES)	(\$301.25)	(\$473.88)	(\$136.74)	(\$1,329.47)	(\$62.12)	(\$19.42)		
TOTAL CHARGE	\$65,812.98	\$65,684.05	\$64,881.95	\$65,113.97	\$53,238.49	\$52,523.49		
PREVIOUS COLLECTIONS	\$65,706.36	\$65,582.71	\$64,749.33	\$65,029.89	\$53,184.33	\$52,411.07		
PREVIOUS BALANCE DUE	\$106.62	\$101.34	\$132.62	\$84.08	\$54.16	\$112.42		\$591.24
COLLECTIONS - TAX								\$0.00
COLLECTIONS - INTEREST/FEES								\$0.00
GROSS MONTHLY COLLECTIONS								\$0.00
MISC. ADJUSTMENTS								
TOTAL TAX COLLECTED TO DATE	\$65,706.36	\$65,582.71	\$64,749.33	\$65,029.89	\$53,184.33	\$52,411.07		
BALANCE OUTSTANDING	\$106.62	\$101.34	\$132.62	\$84.08	\$54.16	\$112.42		\$591.24
PERCENTAGE COLLECTED	99.84%	99.85%	99.80%	99.87%	99.90%	99.79%		

Mineral Springs Unpaid Property Taxes - Real and Personal as of June 30, 2017

Name	Tax Map Number	2011	2010	2009	2008	2007	2006
BOND, CELESTE B	06054063			\$27.92			
BRIDGES JAMES CORBETT	50084062						\$1.84
CAROLINA STREET SUPPLY	50103059		\$6.88				
CAROLINA STREET SUPPLY, SHEPPARD JONATHAN	848391	\$6.88					
CMH CONTRACTING INC	50092570						\$14.85
COOMBER CUSTOM MASONRY LLC	1812652	\$10.44					
CURVES OF MINERAL SPRINGS	50092178						\$8.54
CUSTOM DESIGN CONCRETE	50092179						\$8.54
D'AMICO, JAMES L	06054024	\$27.68	\$27.68	\$27.68			
DUNCAN, ROBERT W	50100863			\$2.63			
ELLIOTT, JAMES EDWARD & MARIO JAMES ELLIOTT &	06060006E	\$24.00	\$24.00	\$24.00	\$24.00	\$10.37	\$10.37
EPIC REALTY GROUP INC	50094704			\$10.46	\$9.10	\$8.54	\$7.43
FATHER & SON PAINTERS	50093623		\$2.41	\$2.09			\$1.53
HERRON ENTERPRISES INC	50071162				\$8.78		
HOWARD, ULYSESS	05033036	\$9.43	\$9.43	\$9.43	\$9.35	\$7.90	\$7.90
MATHENY, VERNA	455325	\$2.22					
MCDOUGALL, SHERRY CARTER	06084001L	\$6.86	\$6.86	\$6.86	\$6.86		
METHENY, VERNA	50094323		\$2.22	\$2.44			\$2.38
R & D MASONRY INC	50092552						\$8.54
REALTY INVESTORS INC	50082898						\$1.02
ROBERTO BONILLA CUSTOM FRAMING	50104497		\$2.75				
WAXHAW ALL TILE	50099231				\$6.88		
WENDY GREENE AND ASSOCIATES	50093112						\$12.13
WILLIAMS, RUTH & HUSBAND J C WILLIAMS	05033179	\$19.11	\$19.11	\$19.11	\$19.11	\$27.35	\$27.35
Total		\$106.62	\$101.34	\$132.62	\$84.08	\$54.16	\$112.42

Agenda Item

8/10/17

Town of Mineral Springs

FINANCE REPORT JUNE 2017

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

August 10, 2017

June 2017 Reports

This report contains both “Cash” and “Including Receivables/Payables” (Accrued) reports for FY2016 Year-to-Date and June 2017.

The “Cash” reports include *only* actual receipts and expenditures that occurred prior to July 1, 2017. The “Including Receivables/Payables” reports include items that accrue to the 2016-17 fiscal year but that are actually received or paid out after June 30, 2017. Therefore, the “Including Receivables/Payables” reports should represent the most accurate and complete accounting of the 2016-17 fiscal year’s activity.

We estimate that revenues will exceed budget amounts by \$22,846.16, and expenditures will be \$67,466.48 *below* budget amounts, resulting in an estimated excess of revenues over expenditures of \$72,431.79. However, transfers to the Downtown Park Capital Project Fund of \$5,625.76 result in a net increase in general fund balance of an estimated \$84,686.88 for the fiscal year ending June 30, 2017.

Separate reports for Accounts Receivable and Accounts Payable appear at the end of the basic reports. Notice that Receivables consist of state distributions such as sales taxes and franchise taxes, and county property tax receipts collected by the county during June 2016 but not disbursed until July. Some of the state distributions will not actually be received until August or September, and therefore they are estimated. These amounts will be amended as necessary when they become final.

Accounts Payable reflects utility bills and invoices for purchases and services made or committed to prior to July 1, 2017, but not paid until later. All known payables have been included in this report at their actual amount.

The Register Report reflects revenues and expenditures in the checking account, and is a cash basis report as always.

The Budget Comparison and Revenue Comparison spreadsheets both have a “June” column, representing cash transactions that occurred in the month of June, and a “June a/r” (accounts receivable) or “June a/p” (accounts payable) column representing the transactions that will occur after June 30, 2017 but that will accrue to the FY2016-17 fiscal year. Totals reflect all accrued amounts, with estimates in red.

Throughout this report, other amounts that are estimated are **highlighted in yellow**.

Cash Flow Report FY2016 YTD ACCRUED

7/1/2016 through 6/30/2017

7/20/2017

Page 1

Category	7/1/2016- 6/30/2017
INCOME	
Gross Receipts Tax	1,590.67
Interest Income	1,381.13
Other Inc	
Copy Charges	4.80
Festival 2016	
Misc	87.00
Sponsor	800.00
Vendor	585.00
TOTAL Festival 2016	1,472.00
Festival 2017	
sponsor	650.00
vendor	380.00
TOTAL Festival 2017	1,030.00
Sales Tax Refunds	1,722.55
Zoning	5,450.00
TOTAL Other Inc	9,679.35
Prop Tax 2016	
Receipts 2016	
Int	141.76
Tax	60,793.87
TOTAL Receipts 2016	60,935.63
TOTAL Prop Tax 2016	60,935.63
Prop Tax Prior Years	
Prop Tax 2007	
Receipts 2007	
Int	12.43
Tax	7.08
TOTAL Receipts 2007	19.51
TOTAL Prop Tax 2007	19.51
Prop Tax 2008	
Receipts 2008	
Int	24.40
Tax	29.10
TOTAL Receipts 2008	53.50
TOTAL Prop Tax 2008	53.50
Prop Tax 2009	
Receipts 2009	
Int	24.21
Tax	29.10
TOTAL Receipts 2009	53.31
TOTAL Prop Tax 2009	53.31
Prop Tax 2010	
Receipts 2010	
Int	21.07
Tax	29.10
TOTAL Receipts 2010	50.17
TOTAL Prop Tax 2010	50.17
Prop Tax 2011	
Receipts 2011	

Cash Flow Report FY2016 YTD ACCRUED

7/1/2016 through 6/30/2017

7/20/2017

Page 2

Category	7/1/2016- 6/30/2017
Int	19.17
Tax	29.10
TOTAL Receipts 2011	48.27
TOTAL Prop Tax 2011	48.27
Prop Tax 2012	
Receipts 2012	
Int	32.85
Tax	88.66
TOTAL Receipts 2012	121.51
TOTAL Prop Tax 2012	121.51
Prop Tax 2013	
Receipts 2013	
Int	39.10
Tax	108.64
TOTAL Receipts 2013	147.74
TOTAL Prop Tax 2013	147.74
Prop Tax 2014	
Receipts 2014	
Int	17.13
Tax	148.34
TOTAL Receipts 2014	165.47
TOTAL Prop Tax 2014	165.47
Prop Tax 2015	
Receipts 2015	
Int	28.64
Tax	362.51
TOTAL Receipts 2015	391.15
TOTAL Prop Tax 2015	391.15
TOTAL Prop Tax Prior Years	1,050.63
Sales Tax	
Beer& Wine Tax	13,096.01
Cable TV	16,946.52
Electricity	208,517.74
Natural Gas Excise	1,000.12
Sales & Use Dist	20,628.36
telecommunications	8,762.38
TOTAL Sales Tax	268,951.13
Veh Tax	
Int 2016	59.56
Tax 2016	7,343.06
TOTAL Veh Tax	7,402.62
TOTAL INCOME	350,991.16
EXPENSES	
Ads	503.96
Attorney	4,203.54
Audit	4,620.00
Capital Outlay	
Beautification	4,480.00
Furniture	1,155.00
Greenway	11,480.00

Cash Flow Report FY2016 YTD ACCRUED

7/1/2016 through 6/30/2017

7/20/2017

Page 3

Category	7/1/2016- 6/30/2017
Office	1,784.79
TOTAL Capital Outlay	18,899.79
Community	
Donation	11,300.00
Greenway	191.53
Maint	4,630.12
Newsletter	
Post	913.19
Printing	2,275.11
TOTAL Newsletter	3,188.30
Parks & Rec	
Park	3,468.98
TOTAL Parks & Rec	3,468.98
Special Events	
Festival	2,930.96
TOTAL Special Events	2,930.96
TOTAL Community	25,709.89
Emp	
Benefits	
Dental	888.00
Fees	2.10
Life	624.96
NCLGERS	11,395.92
Vision	168.00
TOTAL Benefits	13,078.98
Bond	650.00
FICA	
Med	1,627.40
Soc Sec	6,958.39
TOTAL FICA	8,585.79
Payroll	1,625.63
Work Comp	1,681.61
TOTAL Emp	25,622.01
Fire Protection	12,000.00
Office	
Bank	27.00
Clerk	34,200.00
Council	7,200.00
Deputy Clerk	8,790.03
Dues	6,517.00
Equip	2,719.29
Finance Officer	
Park Maint	3,156.00
Regular	28,440.00
TOTAL Finance Officer	31,596.00
Ins	3,307.64
Maint	
Materials	1,276.97
Service	9,158.09
TOTAL Maint	10,435.06
Mayor	4,800.00

Cash Flow Report FY2016 YTD ACCRUED

7/1/2016 through 6/30/2017

7/20/2017

Page 4

Category	7/1/2016- 6/30/2017
Misc	292.50
Post	510.88
Records	4,350.00
Supplies	3,386.01
Tel	6,502.26
Util	4,816.97
TOTAL Office	129,450.64
Planning	
Administration	
Contract	1,117.91
Salaries	29,568.00
TOTAL Administration	30,685.91
Code Enforcement	987.96
Misc	996.67
Ordinance Changes	577.00
TOTAL Planning	33,247.54
Street Lighting	1,664.39
Tax Coll	
Contract	1,137.38
Sal	1,800.00
TOTAL Tax Coll	2,937.38
Training	
Officials	141.42
Staff	170.00
TOTAL Training	311.42
Travel	1,507.96
TOTAL EXPENSES	260,678.52
TRANSFERS	
FROM Check Min Spgs	100,000.00
FROM MM Sav ParkSterling	30,000.00
TO Check Min Spgs	-30,000.00
TO MM Sav ParkSterling	-100,000.00
TO Downtown Park Capital Project Fund	-5,625.76
TOTAL TRANSFERS	-5,625.76
OVERALL TOTAL	84,686.88

Cash Flow Report FY2016 YTD - Cash

7/1/2016 through 6/30/2017

7/20/2017

Page 1

Category	7/1/2016- 6/30/2017
INCOME	
Gross Receipts Tax	1,590.67
Interest Income	1,381.13
Other Inc	
Copy Charges	4.80
Festival 2016	
Misc	87.00
Sponsor	800.00
Vendor	585.00
TOTAL Festival 2016	1,472.00
Festival 2017	
sponsor	650.00
vendor	380.00
TOTAL Festival 2017	1,030.00
Sales Tax Refunds	1,722.55
Zoning	5,450.00
TOTAL Other Inc	9,679.35
Prop Tax 2016	
Receipts 2016	
Int	135.87
Tax	60,709.22
TOTAL Receipts 2016	60,845.09
TOTAL Prop Tax 2016	60,845.09
Prop Tax Prior Years	
Prop Tax 2007	
Receipts 2007	
Int	12.43
Tax	7.08
TOTAL Receipts 2007	19.51
TOTAL Prop Tax 2007	19.51
Prop Tax 2008	
Receipts 2008	
Int	24.40
Tax	29.10
TOTAL Receipts 2008	53.50
TOTAL Prop Tax 2008	53.50
Prop Tax 2009	
Receipts 2009	
Int	24.21
Tax	29.10
TOTAL Receipts 2009	53.31
TOTAL Prop Tax 2009	53.31
Prop Tax 2010	
Receipts 2010	
Int	21.07
Tax	29.10
TOTAL Receipts 2010	50.17
TOTAL Prop Tax 2010	50.17
Prop Tax 2011	
Receipts 2011	

Cash Flow Report FY2016 YTD - Cash

7/1/2016 through 6/30/2017

7/20/2017

Page 2

Category	7/1/2016- 6/30/2017
Int	19.17
Tax	29.10
TOTAL Receipts 2011	48.27
TOTAL Prop Tax 2011	48.27
Prop Tax 2012	
Receipts 2012	
Int	21.41
Tax	54.63
TOTAL Receipts 2012	76.04
TOTAL Prop Tax 2012	76.04
Prop Tax 2013	
Receipts 2013	
Int	32.43
Tax	87.99
TOTAL Receipts 2013	120.42
TOTAL Prop Tax 2013	120.42
Prop Tax 2014	
Receipts 2014	
Int	10.65
Tax	126.50
TOTAL Receipts 2014	137.15
TOTAL Prop Tax 2014	137.15
Prop Tax 2015	
Receipts 2015	
Int	27.75
Tax	354.99
TOTAL Receipts 2015	382.74
TOTAL Prop Tax 2015	382.74
TOTAL Prop Tax Prior Years	941.11
Sales Tax	
Beer& Wine Tax	13,096.01
Cable TV	15,736.52
Electricity	158,417.74
Natural Gas Excise	820.12
Sales & Use Dist	17,158.58
telecommunications	3,462.38
TOTAL Sales Tax	208,691.35
Veh Tax	
Int 2016	52.39
Tax 2016	6,543.42
TOTAL Veh Tax	6,595.81
TOTAL INCOME	289,724.51
EXPENSES	
Ads	459.19
Attorney	4,203.54
Audit	4,620.00
Capital Outlay	
Beautification	4,480.00
Furniture	1,155.00
Greenway	11,480.00

Cash Flow Report FY2016 YTD - Cash

7/1/2016 through 6/30/2017

7/20/2017

Page 3

Category	7/1/2016- 6/30/2017
Office	1,784.79
TOTAL Capital Outlay	18,899.79
Community	
Donation	11,300.00
Greenway	191.53
Maint	4,630.12
Newsletter	
Post	913.19
Printing	2,275.11
TOTAL Newsletter	3,188.30
Parks & Rec	
Park	3,257.49
TOTAL Parks & Rec	3,257.49
Special Events	
Festival	2,930.96
TOTAL Special Events	2,930.96
TOTAL Community	25,498.40
Emp	
Benefits	
Dental	888.00
Fees	2.10
Life	624.96
NCLGERS	11,395.92
Vision	168.00
TOTAL Benefits	13,078.98
Bond	650.00
FICA	
Med	1,627.40
Soc Sec	6,958.39
TOTAL FICA	8,585.79
Payroll	1,625.63
Work Comp	1,681.61
TOTAL Emp	25,622.01
Fire Protection	12,000.00
Office	
Bank	27.00
Clerk	34,200.00
Council	7,200.00
Deputy Clerk	8,790.03
Dues	6,517.00
Equip	2,719.29
Finance Officer	
Park Maint	3,156.00
Regular	28,440.00
TOTAL Finance Officer	31,596.00
Ins	3,307.64
Maint	
Materials	1,276.97
Service	9,158.09
TOTAL Maint	10,435.06
Mayor	4,800.00

Cash Flow Report FY2016 YTD - Cash

7/1/2016 through 6/30/2017

7/20/2017

Page 4

Category	7/1/2016- 6/30/2017
Misc	292.50
Post	510.88
Records	4,350.00
Supplies	3,268.75
Tel	6,502.26
Util	4,584.70
TOTAL Office	129,101.11
Planning	
Administration	
Contract	1,117.91
Salaries	29,568.00
TOTAL Administration	30,685.91
Code Enforcement	987.96
Misc	996.67
Ordinance Changes	577.00
TOTAL Planning	33,247.54
Street Lighting	1,527.33
Tax Coll	
Contract	1,111.64
Sal	1,800.00
TOTAL Tax Coll	2,911.64
Training	
Officials	141.42
Staff	170.00
TOTAL Training	311.42
Travel	1,378.07
TOTAL EXPENSES	259,780.04
TRANSFERS	
FROM Check Min Spgs	100,000.00
FROM MM Sav ParkSterling	30,000.00
TO Check Min Spgs	-30,000.00
TO MM Sav ParkSterling	-100,000.00
TO Downtown Park Capital Project Fund	-5,625.76
TOTAL TRANSFERS	-5,625.76
OVERALL TOTAL	24,318.71

Account Balances History Report - As of 6/30/2017

(Includes unrealized gains)

7/20/2017

Page 1

Account	6/29/2016 Balance	6/30/2016 Balance	7/31/2016 Balance	8/31/2016 Balance	9/30/2016 Balance	10/31/2016 Balance	11/30/2016 Balance
ASSETS							
Cash and Bank Accounts							
Check Min Spgs	33,915.89	33,952.73	20,896.71	13,103.41	47,295.27	38,215.59	28,103.14
McNeely Farms Escrow	0.00	21,195.02	21,195.92	21,196.82	21,197.70	21,198.60	21,199.47
MM Sav ParkSterling	525,465.96	525,573.65	505,683.99	495,790.95	495,892.55	495,997.57	496,099.22
NCCMT_Cash	2,241.44	2,242.05	2,242.65	2,243.15	2,243.63	2,244.18	2,244.72
TOTAL Cash and Bank Accounts	561,623.29	582,963.45	550,019.27	532,334.33	566,629.15	557,655.94	547,646.55
Other Assets							
State Revenues Receivable	0.00	61,476.90	58,819.30	57,190.21	0.00	0.00	0.00
TOTAL Other Assets	0.00	61,476.90	58,819.30	57,190.21	0.00	0.00	0.00
TOTAL ASSETS	561,623.29	644,440.35	608,838.57	589,524.54	566,629.15	557,655.94	547,646.55
LIABILITIES							
Other Liabilities							
Accounts Payable	692.76	4,318.90	2,190.76	692.76	692.76	692.76	692.76
Escrows	0.00	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00
TOTAL Other Liabilities	692.76	25,513.90	23,385.76	21,887.76	21,887.76	21,887.76	21,887.76
TOTAL LIABILITIES	692.76	25,513.90	23,385.76	21,887.76	21,887.76	21,887.76	21,887.76
OVERALL TOTAL	560,930.53	618,926.45	585,452.81	567,636.78	544,741.39	535,768.18	525,758.79

Account Balances History Report - As of 6/30/2017

(Includes unrealized gains)

7/20/2017

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Account	12/31/2016 Balance	1/31/2017 Balance	2/28/2017 Balance	3/31/2017 Balance	4/30/2017 Balance	5/31/2017 Balance	6/30/2017 Balance
ASSETS							
Cash and Bank Accounts							
Check Min Spgs	37,644.50	36,115.31	30,555.66	40,362.31	23,467.19	22,313.71	44,741.07
McNeely Farms Escrow	21,200.37	21,201.27	21,202.08	21,202.98	21,203.85	21,204.75	21,205.62
MM Sav ParkSterling	566,210.49	566,330.73	566,439.35	596,562.71	596,685.31	596,812.01	596,934.66
NCCMT_Cash	2,245.42	2,246.22	2,246.96	2,247.94	2,249.00	2,250.21	2,251.57
TOTAL Cash and Bank Accounts	627,300.78	625,893.53	620,444.05	660,375.94	643,605.35	642,580.68	665,132.92
Other Assets							
State Revenues Receivable	0.00	0.00	0.00	0.00	0.00	0.00	61,266.65
TOTAL Other Assets	0.00	0.00	0.00	0.00	0.00	0.00	61,266.65
TOTAL ASSETS	627,300.78	625,893.53	620,444.05	660,375.94	643,605.35	642,580.68	726,399.57
LIABILITIES							
Other Liabilities							
Accounts Payable	692.76	692.76	692.76	692.76	692.76	692.76	1,591.24
Escrows	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00
TOTAL Other Liabilities	21,887.76	21,887.76	21,887.76	21,887.76	21,887.76	21,887.76	22,786.24
TOTAL LIABILITIES	21,887.76	21,887.76	21,887.76	21,887.76	21,887.76	21,887.76	22,786.24
OVERALL TOTAL	605,413.02	604,005.77	598,556.29	638,488.18	621,717.59	620,692.92	703,613.33

Mineral Springs Monthly Revenue Summary 2016-2017

TOWN OF MINERAL SPRINGS									
REVENUE SUMMARY 2016-2017 (Amounts in RED are estimated)									
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November
Property Tax - prior	\$ 2,400.00	\$ 1,349.37	\$ 1,050.63	43.8%	\$ -	\$ 388.09	\$ 129.98	\$ 53.50	\$ 30.66
Property Tax - 2016	\$ 61,395.00	\$ 459.37	\$ 60,935.63	99.3%	\$ -	\$ 70.85	\$ 2,148.57	\$ 3,731.72	\$ 8,630.37
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Gross Receipts Tax	\$ 960.00	\$ (630.67)	\$ 1,590.67	165.7%	\$ -	\$ 234.10	\$ 242.91	\$ 222.34	\$ 143.26
Interest	\$ 1,200.00	\$ (181.13)	\$ 1,381.13	115.1%	\$ 111.84	\$ 108.36	\$ 102.96	\$ 106.47	\$ 103.06
Sales Tax - Electric	\$ 205,000.00	\$ (3,517.74)	\$ 208,517.74	101.7%	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax - Sales & Use	\$ 20,200.00	\$ (428.36)	\$ 20,628.36	102.1%	\$ -	\$ -	\$ 1,734.82	\$ 1,623.52	\$ 1,738.70
Sales Tax - Other Util.	\$ 25,000.00	\$ (1,709.02)	\$ 26,709.02	106.8%	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Taxes	\$ 5,990.00	\$ (1,412.62)	\$ 7,402.62	123.6%	\$ -	\$ 583.73	\$ 631.99	\$ 690.55	\$ 542.15
Zoning Fees	\$ 4,000.00	\$ (1,450.00)	\$ 5,450.00	136.3%	\$ 225.00	\$ 800.00	\$ 1,240.00	\$ 250.00	\$ 350.00
Other	\$ 2,000.00	\$ (15,325.36)	\$ 17,325.36	866.3%	\$ 635.00	\$ 555.00	\$ 282.00	\$ -	\$ -
Totals	\$ 328,145.00	\$ (22,846.16)	\$ 350,991.16	107.0%	\$ 971.84	\$ 2,740.13	\$ 6,513.23	\$ 6,678.10	\$ 11,538.20
	December	January	February	March	April	May	June	June a/r	
Property Tax - prior	\$ 63.29	\$ 43.51	\$ 57.77	\$ 34.04	\$ 29.49	\$ 14.38	\$ 96.40	\$ 109.52	
Property Tax - 2016	\$ 21,530.14	\$ 14,762.78	\$ 7,557.81	\$ 924.79	\$ 989.77	\$ 270.32	\$ 227.97	\$ 90.54	
Dupl. Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fund Balance Approp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Gross Receipts Tax	\$ 197.59	\$ 141.71	\$ 106.46	\$ 75.74	\$ 110.47	\$ 113.80	\$ 2.29	\$ -	
Interest	\$ 112.87	\$ 121.94	\$ 110.17	\$ 125.24	\$ 124.53	\$ 128.81	\$ 124.88	\$ -	
Sales Tax - Electric	\$ 61,007.70	\$ -	\$ -	\$ 48,363.32	\$ -	\$ -	\$ 49,046.72	\$ 50,100.00	
Sales Tax - Sales & Use	\$ 1,722.51	\$ 1,632.59	\$ 1,773.21	\$ 1,961.08	\$ 1,490.39	\$ 1,574.33	\$ 1,907.43	\$ 3,469.78	
Sales Tax - Other Util.	\$ 6,517.18	\$ -	\$ -	\$ 6,545.17	\$ -	\$ -	\$ 6,956.67	\$ 6,690.00	
Vehicle Taxes	\$ 528.78	\$ 530.49	\$ 519.87	\$ 607.81	\$ 641.28	\$ 642.38	\$ 676.78	\$ 806.81	
Zoning Fees	\$ 250.00	\$ 375.00	\$ 285.00	\$ 875.00	\$ 275.00	\$ 375.00	\$ 150.00	\$ -	
Other	\$ -	\$ -	\$ -	\$ 1,838.35	\$ 315.00	\$ 13,146.01	\$ 554.00	\$ -	
Totals	\$ 91,930.06	\$ 17,608.02	\$ 10,410.29	\$ 61,350.54	\$ 3,975.93	\$ 16,265.03	\$ 59,743.14	\$ 61,266.65	

Mineral Springs Budget Comparison 2016-2017

TOWN OF MINERAL SPRINGS									
BUDGET COMPARISON 2016-2017									
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November
Advertising	\$ 1,800.00	\$ 1,296.04	\$ 503.96	28.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 9,600.00	\$ 5,396.46	\$ 4,203.54	43.8%	\$ 300.00	\$ 300.00	\$ 903.54	\$ 300.00	\$ 300.00
Audit	\$ 4,770.00	\$ 150.00	\$ 4,620.00	96.9%	\$ -	\$ -	\$ -	\$ -	\$ 4,620.00
Community Projects	\$ 31,200.00	\$ 5,490.11	\$ 25,709.89	82.4%	\$ 2,500.66	\$ 1,170.34	\$ 4,173.63	\$ 1,370.79	\$ 748.65
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Overhead	\$ 26,500.00	\$ 877.99	\$ 25,622.01	96.7%	\$ 4,086.61	\$ 1,945.16	\$ 1,924.34	\$ 1,860.78	\$ 1,916.00
Elections	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection	\$ 12,000.00	\$ -	\$ 12,000.00	100.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Office & Administrative	\$ 136,346.00	\$ 6,895.36	\$ 129,450.64	94.9%	\$ 23,025.21	\$ 9,900.47	\$ 9,852.68	\$ 9,173.91	\$ 9,317.63
Planning & Zoning	\$ 49,568.00	\$ 16,320.46	\$ 33,247.54	67.1%	\$ 2,923.00	\$ 2,866.87	\$ 2,541.19	\$ 2,464.00	\$ 3,933.91
Street Lighting	\$ 2,000.00	\$ 335.61	\$ 1,664.39	83.2%	\$ -	\$ 143.26	\$ -	\$ 283.21	\$ 138.52
Tax Collection	\$ 3,450.00	\$ 512.62	\$ 2,937.38	85.1%	\$ 150.00	\$ 170.70	\$ 197.72	\$ 223.62	\$ 300.33
Training	\$ 3,000.00	\$ 2,688.58	\$ 311.42	10.4%	\$ -	\$ 125.00	\$ -	\$ 95.00	\$ 16.42
Travel	\$ 3,600.00	\$ 2,092.04	\$ 1,507.96	41.9%	\$ -	\$ -	\$ 95.52	\$ -	\$ 256.13
Capital Outlay	\$ 41,311.00	\$ 22,411.21	\$ 18,899.79	45.8%	\$ 1,460.00	\$ 3,106.60	\$ 9,720.00	\$ (120.00)	\$ -
Totals	\$ 328,145.00	\$ 67,466.48	\$ 260,678.52	79.4%	\$ 34,445.48	\$ 19,728.40	\$ 29,408.62	\$ 15,651.31	\$ 21,547.59
Off Budget:									
Tax Refunds			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers			\$ 5,625.76		\$ -	\$ 827.76	\$ -	\$ -	\$ -
Total Off Budget:			\$ 5,625.76		\$ -	\$ 827.76	\$ -	\$ -	\$ -

Mineral Springs Budget Comparison 2016-2017

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ 114.42	\$ -	\$ -	\$ 300.00	\$ 44.77	\$ -	\$ -	\$ 44.77
Attorney	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Projects	\$ 211.80	\$ 1,417.86	\$ 792.19	\$ 1,625.75	\$ 1,723.19	\$ 647.49	\$ 9,116.05	\$ 211.49
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Overhead	\$ 933.88	\$ 3,061.17	\$ 1,922.25	\$ 2,062.33	\$ 1,943.11	\$ 2,106.50	\$ 1,859.88	\$ -
Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -
Office & Administrative	\$ 7,771.67	\$ 11,096.54	\$ 9,290.64	\$ 9,115.34	\$ 12,166.87	\$ 8,556.89	\$ 9,833.26	\$ 349.53
Planning & Zoning	\$ 2,316.16	\$ 2,611.84	\$ 2,464.00	\$ 2,746.61	\$ 2,464.00	\$ 3,451.96	\$ 2,464.00	\$ -
Street Lighting	\$ 138.52	\$ 138.52	\$ 137.06	\$ 137.06	\$ 137.06	\$ 137.06	\$ 137.06	\$ 137.06
Tax Collection	\$ 489.38	\$ 389.34	\$ 279.14	\$ 181.90	\$ 182.73	\$ 172.88	\$ 173.90	\$ 25.74
Training	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 449.49	\$ 301.66	\$ -	\$ 123.52	\$ 151.75	\$ 129.89
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 1,784.79	\$ 1,793.40	\$ 1,155.00	\$ -
	\$ 12,275.83	\$ 19,015.27	\$ 15,709.77	\$ 16,770.65	\$ 20,746.52	\$ 17,289.70	\$ 37,190.90	\$ 898.48
Off Budget:								
Tax Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ 150.00	\$ 4,648.00	\$ -	\$ -	\$ -	\$ -
Total Off Budget:	\$ -	\$ -	\$ 150.00	\$ 4,648.00	\$ -	\$ -	\$ -	\$ -

June 2017 Cash Flow Incl. Paybl/Recvbl

6/2/2017 through 6/30/2017

7/19/2017

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Category	6/2/2017- 6/30/2017
INCOME	
Gross Receipts Tax	2.29
Interest Income	124.88
Other Inc	
Copy Charges	4.00
Festival 2017	
sponsor	400.00
vendor	150.00
TOTAL Festival 2017	550.00
Zoning	150.00
TOTAL Other Inc	704.00
Prop Tax 2016	
Receipts 2016	
Int	11.70
Tax	306.81
TOTAL Receipts 2016	318.51
TOTAL Prop Tax 2016	318.51
Prop Tax Prior Years	
Prop Tax 2012	
Receipts 2012	
Int	27.47
Tax	65.87
TOTAL Receipts 2012	93.34
TOTAL Prop Tax 2012	93.34
Prop Tax 2013	
Receipts 2013	
Int	16.87
Tax	52.21
TOTAL Receipts 2013	69.08
TOTAL Prop Tax 2013	69.08
Prop Tax 2014	
Receipts 2014	
Int	6.48
Tax	22.12
TOTAL Receipts 2014	28.60
TOTAL Prop Tax 2014	28.60
Prop Tax 2015	
Receipts 2015	
Int	1.04
Tax	13.86
TOTAL Receipts 2015	14.90
TOTAL Prop Tax 2015	14.90
TOTAL Prop Tax Prior Years	205.92
Sales Tax	
Cable TV	6,345.97
Electricity	99,146.72
Natural Gas Excise	819.99
Sales & Use Dist	5,377.21
telecommunications	6,480.71
TOTAL Sales Tax	118,170.60

June 2017 Cash Flow Incl. Paybl/Recvbl

6/2/2017 through 6/30/2017

7/19/2017

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Category	6/2/2017- 6/30/2017
Veh Tax	
Int 2016	11.44
Tax 2016	1,472.15
TOTAL Veh Tax	1,483.59
TOTAL INCOME	121,009.79
EXPENSES	
Ads	44.77
Attorney	300.00
Capital Outlay	
Furniture	1,155.00
TOTAL Capital Outlay	1,155.00
Community	
Donation	8,000.00
Greenway	182.03
Maint	675.00
Parks & Rec	
Park	420.54
TOTAL Parks & Rec	420.54
Special Events	
Festival	49.97
TOTAL Special Events	49.97
TOTAL Community	9,327.54
Emp	
Benefits	
Dental	74.00
Fees	2.10
Life	52.08
NCLGERS	949.66
Vision	14.00
TOTAL Benefits	1,091.84
FICA	
Med	133.81
Soc Sec	572.15
TOTAL FICA	705.96
Payroll	62.08
TOTAL Emp	1,859.88
Fire Protection	12,000.00
Office	
Clerk	2,850.00
Council	600.00
Deputy Clerk	608.04
Equip	126.22
Finance Officer	
Park Maint	263.00
Regular	2,370.00
TOTAL Finance Officer	2,633.00
Maint	
Materials	558.76
Service	614.00
TOTAL Maint	1,172.76

June 2017 Cash Flow Incl. Paybl/Recvbl

6/2/2017 through 6/30/2017

7/19/2017

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Category	6/2/2017- 6/30/2017
Mayor	400.00
Misc	128.10
Supplies	846.99
Tel	404.81
Util	412.87
TOTAL Office	10,182.79
Planning	
Administration	
Salaries	2,464.00
TOTAL Administration	2,464.00
TOTAL Planning	2,464.00
Street Lighting	274.12
Tax Coll	
Contract	49.64
Sal	150.00
TOTAL Tax Coll	199.64
Travel	281.64
TOTAL EXPENSES	38,089.38
OVERALL TOTAL	82,920.41

June 2017 Cash Flow Report - Cash - Jun 2017

6/1/2017 through 6/30/2017

7/18/2017

Page 1

Category	6/1/2017- 6/30/2017
INCOME	
Gross Receipts Tax	2.29
Interest Income	124.88
Other Inc	
Copy Charges	4.00
Festival 2017	
sponsor	400.00
vendor	150.00
TOTAL Festival 2017	550.00
Zoning	150.00
TOTAL Other Inc	704.00
Prop Tax 2016	
Receipts 2016	
Int	5.81
Tax	222.16
TOTAL Receipts 2016	227.97
TOTAL Prop Tax 2016	227.97
Prop Tax Prior Years	
Prop Tax 2012	
Receipts 2012	
Int	16.03
Tax	31.84
TOTAL Receipts 2012	47.87
TOTAL Prop Tax 2012	47.87
Prop Tax 2013	
Receipts 2013	
Int	10.20
Tax	31.56
TOTAL Receipts 2013	41.76
TOTAL Prop Tax 2013	41.76
Prop Tax 2014	
Receipts 2014	
Int	0.00
Tax	0.28
TOTAL Receipts 2014	0.28
TOTAL Prop Tax 2014	0.28
Prop Tax 2015	
Receipts 2015	
Int	0.15
Tax	6.34
TOTAL Receipts 2015	6.49
TOTAL Prop Tax 2015	6.49
TOTAL Prop Tax Prior Years	96.40
Sales Tax	
Cable TV	5,135.97
Electricity	49,046.72
Natural Gas Excise	639.99
Sales & Use Dist	1,907.43
telecommunications	1,180.71
TOTAL Sales Tax	57,910.82

June 2017 Cash Flow Report - Cash - Jun 2017

6/1/2017 through 6/30/2017

7/18/2017

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Category	6/1/2017- 6/30/2017
Veh Tax	
Int 2016	4.27
Tax 2016	672.51
TOTAL Veh Tax	676.78
TOTAL INCOME	59,743.14
 EXPENSES	
Attorney	300.00
Capital Outlay	
Furniture	1,155.00
TOTAL Capital Outlay	1,155.00
Community	
Donation	8,000.00
Greenway	182.03
Maint	675.00
Parks & Rec	
Park	209.05
TOTAL Parks & Rec	209.05
Special Events	
Festival	49.97
TOTAL Special Events	49.97
TOTAL Community	9,116.05
Emp	
Benefits	
Dental	74.00
Fees	2.10
Life	52.08
NCLGERS	949.66
Vision	14.00
TOTAL Benefits	1,091.84
FICA	
Med	133.81
Soc Sec	572.15
TOTAL FICA	705.96
Payroll	62.08
TOTAL Emp	1,859.88
Fire Protection	12,000.00
Office	
Clerk	2,850.00
Council	600.00
Deputy Clerk	608.04
Equip	126.22
Finance Officer	
Park Maint	263.00
Regular	2,370.00
TOTAL Finance Officer	2,633.00
Maint	
Materials	558.76
Service	614.00
TOTAL Maint	1,172.76
Mayor	400.00

June 2017 Cash Flow Report - Cash - Jun 2017

6/1/2017 through 6/30/2017

7/18/2017

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Category	6/1/2017- 6/30/2017
Misc	128.10
Supplies	729.73
Tel	404.81
Util	180.60
TOTAL Office	9,833.26
Planning	
Administration	
Salaries	2,464.00
TOTAL Administration	2,464.00
TOTAL Planning	2,464.00
Street Lighting	137.06
Tax Coll	
Contract	23.90
Sal	150.00
TOTAL Tax Coll	173.90
Travel	151.75
TOTAL EXPENSES	37,190.90
OVERALL TOTAL	22,552.24

Register Report - Jun 2017

6/1/2017 through 6/30/2017

7/20/2017

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Date	Num	Description	Memo	Category	Clr	Amount
6/5/2017	EFT	Point And Pay	Zoning Permit (06-0...	Other Inc:Zoning	R	25.00
6/6/2017	EFT	Debit Card (Barco P...	Outdoor Trash Rece...	Office:Maint:Materials		-439.51
6/8/2017	5097	Clark, Griffin & McC...	I/N 5937 6/17 (FY20...	Attorney	R	-300.00
6/8/2017	5098	Taylor & Sons Mowi...	I/N 018 6/17 (FY2016)	Office:Maint:Service	R	-419.00
6/8/2017	509...	Municipal Insurance ...	6/17 FY2016	Emp:Benefits:Life	R	-52.08
			6/17 FY2016	Emp:Benefits:Dental	R	-74.00
			6/17 FY2016	Emp:Benefits:Vision	R	-14.00
			10/16 FY2016	Emp:Benefits:Fees	R	-2.10
6/8/2017	5100	Jan-Pro Cleaning Sy...	I/N 49807 6/17 (FY2...	Office:Maint:Service	R	-195.00
6/8/2017	5101	R.C.S., Inc.	I/N 93109 Park Rest...	Community:Parks & Rec:Park	R	-200.00
6/11/2017	EFT	Debit Card (Lowe's)	Trash Supplies (FY2...	Office:Maint:Materials	R	-29.79
6/12/2017	EFT...	Union County	5/17 FY2016	Gross Receipts Tax	R	2.29
			5/17 FY2016	Prop Tax 2016:Receipts 2016:Tax	R	222.16
			5/17 FY2016	Prop Tax 2016:Receipts 2016:Int	R	5.81
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2015:R...	R	0.15
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2015:R...	R	6.34
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2014:R...	R	0.00
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2014:R...	R	0.28
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2013:R...	R	10.20
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2013:R...	R	31.56
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2012:R...	R	16.03
			5/17 FY2016	Prop Tax Prior Years:Prop Tax 2012:R...	R	31.84
			5/17 FY2016	Tax Coll:Contract	R	-4.87
6/12/2017	EFT	Debit Card (AOL)	AOL Troubleshootin...	Office:Tel	R	-7.99
6/15/2017	EFT...	NC Department of R...	3/31/17 FY2016	Sales Tax:Electricity	R	49,046.72
			3/31/17 FY2016	Sales Tax:telecommunications	R	1,180.71
			3/31/17 FY2016	Sales Tax:Cable TV	R	5,135.97
			3/31/17 FY2016	Sales Tax:Natural Gas Excise	R	639.99
6/15/2017	EFT	NC Department of R...	4/17 (FY2016)	Sales Tax:Sales & Use Dist	R	1,907.43
6/15/2017	EFT	Point And Pay	Zoning Permit (06-0...	Other Inc:Zoning	R	25.00
6/16/2017	DE...	Deposit	FY2016	Other Inc:Festival 2017:vendor	R	150.00
			FY2016	Other Inc:Festival 2017:sponsor	R	150.00
			FY2016	Other Inc:Zoning	R	50.00
			FY2016	Other Inc:Copy Charges	R	3.00
6/16/2017	5102	Turning Point	FY2016-17 Contribu...	Community:Donation	R	-2,000.00
6/16/2017	5103	American Red Cross	Contribution FY2016...	Community:Donation		-1,500.00
6/16/2017	5104	Union County Com...	contribution 2016-17...	Community:Donation		-500.00
6/16/2017	5105	Council On Aging In ...	FY2016-17 Contribu...	Community:Donation		-1,500.00
6/16/2017	5106	Catawba Lands Con...	Corporate Sponsors...	Community:Donation	R	-2,500.00
6/16/2017	5107	Digital Buyer	I/N 0833306 Firekin...	Capital Outlay:Furniture	R	-1,155.00
6/16/2017	5108	Ken Newell	Welcome Signs 4/1...	Community:Maint	R	-675.00
6/16/2017	5109	Duke Power	1803784140 (FY2016)	Office:Util	R	-132.06
6/16/2017	5110	Union County Public...	84361*00 (FY2016)	Office:Util	R	-23.31
6/16/2017	5111	Union County Public...	91052*00 (FY2016)	Community:Parks & Rec:Park	R	-9.05
6/16/2017	5112	Neopost Inc	I/N 54892755 Meter ...	Office:Equip	R	-72.86
6/16/2017	5113	Xerox Corporation	I/N 089430254 (FY2...	Office:Supplies	R	-18.13
6/16/2017	5114	Xerox Corporation	I/N 089430255 (FY2...	Office:Supplies	R	-15.63
6/16/2017	5115	Subscriber Renewals	0324801 E-J subscri...	Office:Misc	R	-128.10
6/16/2017	5116	Mineral Springs Vol...	Fire Suppression Ag...	Fire Protection	R	-10,000.00
6/16/2017	5117	Waxhaw Comm. Vol...	Fire Suppression Co...	Fire Protection	R	-2,000.00
6/18/2017	EFT	Debit Card (Lowe's)	Sprinkler & Hose Su...	Office:Maint:Materials	R	-72.49

Register Report - Jun 2017

6/1/2017 through 6/30/2017

7/20/2017

Page 2

Date	Num	Description	Memo	Category	Clr	Amount
6/19/2017	EFT...	Union County	May 2017 FY2016	Veh Tax:Tax 2016	R	672.51
			May 2017 FY2016	Veh Tax:Int 2016	R	4.27
			May 2017 FY2016	Tax Coll:Contract	R	-19.03
6/20/2017	EFT...	Debit Card (Office D...	Router (FY2016)	Office:Equip	R	-53.36
			Folders etc. (FY2016)	Office:Supplies	R	-32.54
6/22/2017	5118	Frederick Becker III	3/17 - 4/17 reimburs...	Travel	R	-151.75
6/22/2017	5119	Windstream	061348611 (FY2016)	Office:Tel	R	-300.48
6/22/2017	5120	Duke Power	2035221941 Street ...	Street Lighting	R	-137.06
6/22/2017	5121	Duke Power	1819573779 (Old Sc...	Office:Util	R	-25.23
6/22/2017	EFT	Debit Card (Oriental ...	Kids' Activities (FY2...	Community:Special Events:Festival	R	-49.97
6/26/2017	DE...	Deposit	FY2016	Other Inc:Festival 2017:sponsor	R	250.00
			FY2016	Other Inc:Copy Charges	R	1.00
6/27/2017	EFT...	NC State Treasurer	6/17 LGERS contrib...	Office:Clerk	R	-171.00
			6/17 LGERS contrib...	Office:Finance Officer:Regular	R	-142.20
			6/17 LGERS contrib...	Office:Finance Officer:Park Maint	R	-15.78
			6/17 LGERS contrib...	Planning:Administration:Salaries	R	-147.84
			6/17 employer contri...	Emp:Benefits:NCLGERS	R	-949.66
6/28/2017	EFT	Debit Card (Waxha...	Lawnmower parts (F...	Office:Maint:Materials	R	-16.97
6/29/2017	EFT...	Paychex	Salary 6/17 FY2016	Office:Clerk	R	-2,679.00
			Supplement 6/17 FY...	Office:Clerk	R	0.00
			Hours 6/17 FY2016	Office:Deputy Clerk	R	-608.04
			Salary 6/17 FY2016	Office:Finance Officer:Regular	R	-2,227.80
			Salary 6/17 FY2016	Office:Finance Officer:Park Maint	R	-247.22
			Salary 6/17 FY2016	Office:Mayor	R	-400.00
			Salary 6/17 FY2016	Office:Council	R	-600.00
			Salary 6/17 FY2016	Planning:Administration:Salaries	R	-2,316.16
			Salary 6/17 FY2016	Tax Coll:Sal	R	-150.00
			FY2016	Emp:FICA:Soc Sec	R	-572.15
			FY2016	Emp:FICA:Med	R	-133.81
6/29/2017	5122	National Pen	Cust No. 17707868 I...	Office:Supplies		-350.90
6/29/2017	5123	Verizon Wireless	221474588-00001 (...	Office:Tel		-96.34
6/29/2017	EFT	Debit Card (Quicken)	Quicken 2017 (FY20...	Office:Supplies	R	-42.69
6/30/2017	EFT	Paychex Fees	Fees 6/17 (FY2016)	Emp:Payroll	R	-62.08
6/30/2017	DEP	Deposit	#524x (FY2016)	Other Inc:Zoning	R	50.00
6/30/2017	EFT	Debit Card (Cleverbr...	Nitro PDF (FY2016)	Office:Supplies	R	-128.09
6/30/2017	EFT	Debit Card (Office D...	Binders etc. (FY2016)	Office:Supplies		-141.75
6/30/2017	EFT	Debit Card (Lowe's)	Fencing (FY2016)	Community:Greenway		-182.03
6/1/2017 - 6/30/2017						22,427.36

TOTAL INFLOWS 59,618.26

TOTAL OUTFLO... -37,190.90

NET TOTAL 22,427.36

Accounts Receivable 6/30/17

6/2/2017 through 6/30/2017

7/19/2017

Page 1

Category	6/2/2017- 6/30/2017
INCOME	
Prop Tax 2016	
Receipts 2016	
Int	5.89
Tax	84.65
TOTAL Receipts 2016	90.54
TOTAL Prop Tax 2016	90.54
Prop Tax Prior Years	
Prop Tax 2012	
Receipts 2012	
Int	11.44
Tax	34.03
TOTAL Receipts 2012	45.47
TOTAL Prop Tax 2012	45.47
Prop Tax 2013	
Receipts 2013	
Int	6.67
Tax	20.65
TOTAL Receipts 2013	27.32
TOTAL Prop Tax 2013	27.32
Prop Tax 2014	
Receipts 2014	
Int	6.48
Tax	21.84
TOTAL Receipts 2014	28.32
TOTAL Prop Tax 2014	28.32
Prop Tax 2015	
Receipts 2015	
Int	0.89
Tax	7.52
TOTAL Receipts 2015	8.41
TOTAL Prop Tax 2015	8.41
TOTAL Prop Tax Prior Years	109.52
Sales Tax	
Cable TV	1,210.00
Electricity	50,100.00
Natural Gas Excise	180.00
Sales & Use Dist	3,469.78
telecommunications	5,300.00
TOTAL Sales Tax	60,259.78
Veh Tax	
Int 2016	7.17
Tax 2016	799.64
TOTAL Veh Tax	806.81
TOTAL INCOME	61,266.65
OVERALL TOTAL	61,266.65

Accounts Receivable 6/30/17

6/2/2017 through 6/30/2017

7/19/2017

Page 1

Date	Description	Memo	Category	Clr	Amount
6/30/2017	Union County	6/17 FY2016	Prop Tax 2016:Receipts 2...		84.65
		6/17 FY2016	Prop Tax 2016:Receipts 2...		5.89
		6/17 FY2016	Prop Tax Prior Years:Prop ...		0.89
		6/17 FY2016	Prop Tax Prior Years:Prop ...		7.52
		6/17 FY2016	Prop Tax Prior Years:Prop ...		6.48
		6/17 FY2016	Prop Tax Prior Years:Prop ...		21.84
		6/17 FY2016	Prop Tax Prior Years:Prop ...		6.67
		6/17 FY2016	Prop Tax Prior Years:Prop ...		20.65
		6/17 FY2016	Prop Tax Prior Years:Prop ...		11.44
		6/17 FY2016	Prop Tax Prior Years:Prop ...		34.03
6/30/2017	NC Department of Revenue	5/17 (FY2016)	Sales Tax:Sales & Use Dist		1,769.78
6/30/2017	Union County {NCVTS}	NCVTS 1606 (FY2016)	Veh Tax:Tax 2016		799.64
		NCVTS 1606(FY2016)	Veh Tax:Int 2016		7.17
6/30/2017	NC Department of Revenue	6/17 (FY2016) (est.)	Sales Tax:Sales & Use Dist		1,700.00
6/30/2017	NC Department of Revenue	6/17 Electricity (FY2016) (...)	Sales Tax:Electricity		50,100.00
6/30/2017	NC Department of Revenue	6/17 Telecommunications ...	Sales Tax:telecommunicati...		5,300.00
6/30/2017	NC Department of Revenue	6/17 Video (FY2016) (est.)	Sales Tax:Cable TV		1,210.00
6/30/2017	NC Department of Revenue	6/17 Natural Gas (FY2016...	Sales Tax:Natural Gas Exc...		180.00
6/2/2017 - 6/30/2017					61,266.65
TOTAL INFLOWS					61,266.65
TOTAL OUTFLO...					0.00
NET TOTAL					61,266.65

Accounts Payable 6/30/17

6/2/2017 through 6/30/2017

7/19/2017

Page 1

Category	6/2/2017- 6/30/2017
EXPENSES	
Ads	44.77
Community	
Parks & Rec	
Park	211.49
TOTAL Parks & Rec	211.49
TOTAL Community	211.49
Office	
Supplies	117.26
Util	232.27
TOTAL Office	349.53
Street Lighting	137.06
Tax Coll	
Contract	25.74
TOTAL Tax Coll	25.74
Travel	129.89
TOTAL EXPENSES	898.48
OVERALL TOTAL	-898.48

Accounts Payable - as of 6/30/17

6/2/2017 through 6/30/2017

7/19/2017

Page 1

Date	Description	Memo	Category	Clr Amount
6/30/2017	Xerox Corporation	I/N 089626914 (FY2016)	Office:Supplies	-35.32
6/30/2017	The Enquirer-Journal	30065439 (FY2016)	Ads	-44.77
6/30/2017	Forms & Supply, Inc.	I/N 4198587-0 (FY2016)	Office:Supplies	-81.94
6/30/2017	Frederick Becker III	5/17 - 6/17 reimbursement: mileage...	Travel	-129.89
6/30/2017	R.C.S., Inc.	I/N 93705 Park Restroom & Handw...	Community:Parks & ...	-200.00
6/30/2017	Union County Public ...	84361*00 (FY2016)	Office:Util	-23.62
6/30/2017	Union County Public ...	91052*00 (FY2016)	Community:Parks & ...	-11.49
6/30/2017	Union County	6/17 Regular Taxes (FY2016)	Tax Coll:Contract	-3.00
6/30/2017	Duke Power	1819573779 (Old School) (FY2016)	Office:Util	-25.23
6/30/2017	Duke Power	1803784140 (FY2016)	Office:Util	-183.42
6/30/2017	Duke Power	2035221941 (FY2016)	Street Lighting	-137.06
6/30/2017	Union County (NCVTS)	6/16 NCVTS (FY2016)	Tax Coll:Contract	-22.74
6/2/2017 - 6/30/2017				-898.48

TOTAL INFLOWS	0.00
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TOTAL OUTFLOWS	-898.48
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NET TOTAL	-898.48
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Downtown Park Cap. Proj. Fund Total

4/1/2015 through 6/30/2017

7/20/2017

Page 1

Category	4/1/2015- 6/30/2017
EXPENSES	
Construction	
Contract	164,667.00
Memorial Bricks	2,378.00
Misc	1,878.44
Contractors	4,798.00
TOTAL Misc	6,676.44
Playground	27,390.81
TOTAL Construction	201,112.25
Professional Services	
Design & Supervision	26,684.29
TOTAL Professional Services	26,684.29
TOTAL EXPENSES	227,796.54
TRANSFERS	
FROM Check Min Spgs	227,796.54
TOTAL TRANSFERS	227,796.54
OVERALL TOTAL	0.00

Downtown Park Cap Proj Fund FY2014-15 - Q2 2015

4/1/2015 through 6/30/2015

7/20/2017

Page 1

Date	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2015					0.00
6/1/2015	Opening Balance		[Downtown Park Capital Project Fu...		0.00
6/18/2015	Stewart Incorpora... I/N 46948 4/30/15 (FY2...		Professional Services:Design & Su...		-1,350.00
6/18/2015	Stewart Incorpora... I/N 46948 4/30/15 (FY2...		[Check Min Spgs]		1,350.00
6/25/2015	Stewart Incorpora... I/N 47501 5/31/15 (FY2...		Professional Services:Design & Su...		-4,365.03
6/25/2015	Stewart Incorpora... I/N 47501 5/31/15 (FY2...		[Check Min Spgs]		4,365.03
4/1/2015 - 6/30/2015					0.00
BALANCE 6/30/2015					0.00
TOTAL INFLOWS					5,715.03
TOTAL OUTFLOWS					-5,715.03
NET TOTAL					0.00

Downtown Park Cap Proj Fund FY2015-16

7/1/2015 through 6/30/2016

7/20/2017

Page 1

Date	Description	Memo	Category	Clr	Amount
BALANCE 6/30/2015					0.00
7/28/2015	Stewart Incorpora...	I/N 47999 6/30/15 (FY2...	Professional Services:Design & Su...		-5,000.00
7/28/2015	Stewart Incorpora...	I/N 47999 6/30/15 (FY2...	[Check Min Spgs]		5,000.00
8/31/2015	Stewart Incorpora...	I/N 48490 7/31/15 (FY2...	Professional Services:Design & Su...		-3,315.80
8/31/2015	Stewart Incorpora...	I/N 48490 7/31/15 (FY2...	[Check Min Spgs]		3,315.80
9/29/2015	Stewart Incorpora...	I/N 49107 8/31/15 (FY2...	Professional Services:Design & Su...		-2,991.34
9/29/2015	Stewart Incorpora...	I/N 49107 8/31/15 (FY2...	[Check Min Spgs]		2,991.34
10/20/2015	Stewart Incorpora...	I/N 49468 9/30/15 (FY2...	Professional Services:Design & Su...		-4,493.30
10/20/2015	Stewart Incorpora...	I/N 49468 9/30/15 (FY2...	[Check Min Spgs]		4,493.30
11/24/2015	Stewart Incorpora...	I/N 50114 10/31/15 (FY...	Professional Services:Design & Su...		-1,500.00
11/24/2015	Stewart Incorpora...	I/N 50114 10/31/15 (FY...	[Check Min Spgs]		1,500.00
12/14/2015	Stewart Incorpora...	I/N 50401 11/30/15 Dow...	[Check Min Spgs]		700.00
12/14/2015	Stewart Incorpora...	I/N 50401 11/30/15 Dow...	Professional Services:Design & Su...		-700.00
1/5/2016	Stewart Incorpora...	I/N 50356 11/30/15 Dow...	Professional Services:Design & Su...		-438.82
1/5/2016	Stewart Incorpora...	I/N 50356 11/30/15 Dow...	[Check Min Spgs]		438.82
1/7/2016	HC Rummage, Inc.	Pay App #1 (FY2015)	Construction:Contract		-39,808.38
1/7/2016	HC Rummage, Inc.	Pay App #1 (FY2015)	[Check Min Spgs]		39,808.38
1/9/2016	Debit Card (Lowe's) 2"	Conduit for sleeve (F...	Construction:Misc		-31.51
1/9/2016	Debit Card (Lowe's) 2"	Conduit for sleeve (F...	[Check Min Spgs]		31.51
1/12/2016	Bricks R Us	I/N TOWMS1 Bricks 1-5...	Construction:Memorial Bricks		-950.00
1/12/2016	Bricks R Us	Invoice TOWMS1 Bricks...	[Check Min Spgs]		950.00
1/19/2016	Bricks R Us	Invoice TOWMS2 Bricks...	Construction:Memorial Bricks		-950.00
1/19/2016	Bricks R Us	Invoice TOWMS2 Bricks...	[Check Min Spgs]		950.00
1/19/2016	Carolina Brick & ...	1 Strap bricks (FY2015)	Construction:Misc		-52.84
1/19/2016	Carolina Brick & ...	1 Strap paver bricks (FY...	[Check Min Spgs]		52.84
1/25/2016	Stewart Incorpora...	I/N 50914 12/15 Downto...	Professional Services:Design & Su...		-1,000.00
1/25/2016	Stewart Incorpora...	I/N 50914 12/15 Downto...	[Check Min Spgs]		1,000.00
1/25/2016	Bricks R Us	Invoice TOWMS3 Bricks...	Construction:Memorial Bricks		-444.00
1/25/2016	Bricks R Us	Invoice TOWMS3 Bricks...	[Check Min Spgs]		444.00
2/2/2016	Browning's Green...	Fountain (FY2015)	Construction:Misc		-416.33
2/2/2016	Browning's Green...	Fountain (FY2015)	[Check Min Spgs]		416.33
2/9/2016	HC Rummage, Inc.	Pay App #2 (FY2015)	Construction:Contract		-57,044.12
2/9/2016	HC Rummage, Inc.	Pay App #2 (FY2015)	[Check Min Spgs]		57,044.12
2/23/2016	Stewart Incorpora...	I/N 51467 1/16 Downto...	Professional Services:Design & Su...		-500.00
2/23/2016	Stewart Incorpora...	I/N 51467 1/16 Downto...	[Check Min Spgs]		500.00
3/10/2016	HC Rummage, Inc.	Pay App #3 (FY2015)	Construction:Contract		-48,168.80
3/10/2016	HC Rummage, Inc.	Pay App #3 (FY2015)	[Check Min Spgs]		48,168.80
3/21/2016	Stewart Incorpora...	I/N 51671 2/29 Downto...	Professional Services:Design & Su...		-500.00
3/21/2016	Stewart Incorpora...	I/N 51671 2/29 Downto...	[Check Min Spgs]		500.00
4/7/2016	HC Rummage, Inc.	Pay App #4 (FY2015)	Construction:Contract		-11,679.30
4/7/2016	HC Rummage, Inc.	Pay App #4 (FY2015)	[Check Min Spgs]		11,679.30
4/19/2016	Cunningham Ass...	I/N 25392 Playground (...	Construction:Playground		-27,390.81
4/19/2016	Cunningham Ass...	I/N 25392 Playground (...	[Check Min Spgs]		27,390.81
4/19/2016	Stewart Incorpora...	I/N 52220 3/31 Downto...	Professional Services:Design & Su...		-530.00
4/19/2016	Stewart Incorpora...	I/N 52220 3/31 Downto...	[Check Min Spgs]		530.00
4/26/2016	HC Rummage, Inc.	Pay App #5 Final (FY20...	Construction:Contract		-7,966.40
4/26/2016	HC Rummage, Inc.	Pay App #5 Final (FY20...	[Check Min Spgs]		7,966.40
5/12/2016	Tony Belk	Stain benches, tables a...	[Check Min Spgs]		550.00
5/12/2016	Tony Belk	Stain benches, tables a...	Construction:Misc		-550.00
6/21/2016	Bricks R Us	Invoice TOWMS4 Corre...	Construction:Memorial Bricks		-34.00
6/21/2016	Bricks R Us	Invoice TOWMS4 Corre...	[Check Min Spgs]		34.00

Downtown Park Cap Proj Fund FY2015-16

7/1/2015 through 6/30/2016

7/20/2017

Page 2

Date	Description	Memo	Category	Clr	Amount
7/1/2015 - 6/30/2016					0.00
BALANCE 6/30/2016					0.00
			TOTAL INFLOWS		216,455.75
			TOTAL OUTFLOWS		-216,455.75
			NET TOTAL		0.00

Downtown Park Cap Proj Fund FY2016-17

7/1/2016 through 6/30/2017

7/20/2017

Page 1

Date	Description	Memo	Category	Clr Amount
BALANCE 6/30/2016				0.00
8/19/2016	Artistic Signs	Park Sign (FY2016)	Construction:Misc	-640.50
8/19/2016	Artistic Signs	Park and Welcome Sign... [Check Min Spgs]		640.50
8/23/2016	Union County Ins...	Plan Review - Park Sign...	Construction:Misc	-60.00
8/23/2016	Union County Ins...	Building Permit - Park Si...	Construction:Misc	-60.00
8/23/2016	Union County Ins...	Plan Review - Park Sign... [Check Min Spgs]		60.00
8/23/2016	Union County Ins...	Building Permit - Park Si... [Check Min Spgs]		60.00
8/29/2016	Union County Ins...	Balance on Permit for P...	Construction:Misc	-60.00
8/29/2016	Debit Card (Union...	Balance - Sign Permit (... [Check Min Spgs]		60.00
8/30/2016	Debit Card (Lowe's)	Concrete for Sign Install...	Construction:Misc	-7.26
8/30/2016	Debit Card (Lowe's)	Supplies (FY2016) [Check Min Spgs]		7.26
2/21/2017	Union County Ins...	Building Permit - walkw... [Check Min Spgs]		60.00
2/21/2017	Union County Ins...	Building Permit - walkw... Construction:Misc:Contractors		-60.00
2/23/2017	HC Rummage, Inc.	Plan review & Fire - wal... Construction:Misc:Contractors		-90.00
2/23/2017	HC Rummage, Inc.	Plan review & Fire - wal... [Check Min Spgs]		90.00
3/23/2017	HC Rummage, Inc.	Concrete walkway (FY2... Construction:Misc:Contractors		-4,648.00
3/23/2017	HC Rummage, Inc.	Concrete walkway (FY2... [Check Min Spgs]		4,648.00
7/1/2016 - 6/30/2017				0.00
BALANCE 6/30/2017				0.00
TOTAL INFLOWS				5,625.76
TOTAL OUTFLOWS				-5,625.76
NET TOTAL				0.00

June 2017

Revenue Details

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Invoice Date	Invoice Number	Description	Invoice Amount	
05/30/2017	1711VEHGR	GROSS VEH RENTAL RECEIPTS -MAY	\$2.29	
05/31/2017	100.1-17/05	Tax/Fee/Int - MAY17	\$319.50	
Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00050621	06/12/2017	321.79



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 06/12/2017 00050621

"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act."

\$321.79

Pay Three Hundred Twenty One Dollars and 79 cents *****

To The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS NC 28108

**EFT COPY
 NON-NEGOTIABLE**

AP



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

10870
 00050621

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

DATE 5/31/17
TIME 16:17:05
USER PHH

UNION COUNTY
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE
DEPOSIT DATE RANGE: 5/01/2017 THRU 5/31/2017
REPORT GROUP: 100 REAL AND PERSONAL
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 28
PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION
2012	31.56	.28	16.03	47.87	.72	47.15
2013	31.28	.28	10.20	41.76	.63	41.13
2014	.28			.28		.28
2015	6.34		.15	6.49	.10	6.39
2016	221.99	.17	5.81	227.97	3.42	224.55
TOTAL	291.45	.73	32.19	324.37	4.87	319.50

Utilities Sales Distribution
Gas, Power, Telecommunications, and Video Programming

Distribution Report for
Qtr 01/01/2017 - 03/31/2017

Distribution Date
June 15, 2017

Prefix	City/County	Sales Tax on Piped Natural Gas	Sales Tax on Electricity	Sales Tax on Telecommunication Services	Sales Tax on Video Programming	Total Distribution
County of	Union	\$ -	\$ -	\$ -	\$ 124,451.53	\$ 124,451.53
Town of	Fairview	\$ 55.60	\$ 30,496.43	\$ 7,859.13	\$ 2,010.39	\$ 40,421.55
Town of	Hemby Bridge	\$ 842.87	\$ 11,888.00	\$ 3,383.16	\$ 3,632.50	\$ 19,746.53
Town of	Indian Trail	\$ 58,174.95	\$ 263,568.62	\$ 20,334.40	\$ 74,913.81	\$ 416,991.78
Town of	Lake Park	\$ 6,154.40	\$ 18,817.63	\$ 241.69	\$ 5,026.22	\$ 30,239.94
Town of	Marshville	\$ -	\$ 42,948.85	\$ 5,068.35	\$ 2,970.94	\$ 50,988.14
Town of	Marvin	\$ 10,653.24	\$ 36,199.89	\$ 14,117.21	\$ 16,579.33	\$ 77,549.67
Town of	Mineral Springs	\$ 639.99	\$ 49,046.72	\$ 1,180.71	\$ 5,135.97	\$ 56,003.39
City of	Monroe	\$ 38,848.16	\$ 618,534.73	\$ 77,872.34	\$ 53,963.94	\$ 789,219.17
Town of	Stallings	\$ 25,981.58	\$ 137,031.87	\$ 2,057.93	\$ 42,819.77	\$ 207,891.15
Town of	Unionville	\$ -	\$ 42,464.33	\$ 13,990.69	\$ 6,731.08	\$ 63,186.10
Town of	Waxhaw	\$ 21,175.77	\$ 120,180.90	\$ 14,586.16	\$ 44,615.25	\$ 200,558.08
Town of	Weddington	\$ 14,007.56	\$ 85,284.52	\$ 1,697.37	\$ 23,527.14	\$ 124,516.59
Village of	Wesley Chapel	\$ 10,303.67	\$ 43,972.46	\$ 2,128.45	\$ 23,613.07	\$ 80,017.65
Town of	Wingate	\$ -	\$ 28,273.39	\$ 3,990.65	\$ 5,028.43	\$ 37,292.47

NC Sales & Use Tax Distribution

April 2017 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION (AD VALOREM)	1,813,830.23	1,178,587.56	959,233.57	-	84.12	252,884.41	-	-	(249,806.33)	3,954,813.56
FAIRVIEW	782.25	508.29	413.69	-	0.04	109.06	-	-	510.81	2,324.14
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	65,651.25	42,658.77	34,719.29	-	3.05	9,153.11	-	-	42,870.29	195,055.76
LAKE PARK	5,982.59	3,887.36	3,163.86	-	0.28	834.09	-	-	3,906.64	17,774.82
MARSHVILLE	8,163.51	5,304.46	4,317.22	-	0.38	1,138.16	-	-	5,330.77	24,254.50
MARVIN	5,138.54	3,338.92	2,717.49	-	0.24	716.42	-	-	3,355.47	15,267.08
MINERAL SPRINGS	641.99	417.16	339.52	-	0.03	89.51	-	-	419.22	1,907.43
MINT HILL *	43.77	28.44	23.14	-	-	6.10	-	-	28.57	130.02
MONROE	188,880.51	122,730.45	99,888.35	-	8.76	26,333.74	-	-	123,339.00	561,180.81
STALLINGS *	34,726.47	22,564.51	18,364.89	-	1.61	4,841.57	-	-	22,676.40	103,175.45
UNIONVILLE	974.61	633.28	515.42	-	0.05	135.88	-	-	636.42	2,895.66
WAXHAW	54,727.84	35,560.96	28,942.50	-	2.54	7,630.16	-	-	35,737.29	162,601.29
WEDDINGTON *	10,172.59	6,609.92	5,379.71	-	0.47	1,418.26	-	-	6,642.70	30,223.65
WESLEY CHAPEL	1,471.07	955.87	777.97	-	0.07	205.10	-	-	960.60	4,370.68
WINGATE	5,194.71	3,375.41	2,747.19	-	0.24	724.25	-	-	3,392.15	15,433.95
TOTAL	2,196,381.93	1,427,161.36	1,161,543.81	-	101.88	306,219.82	-	-	-	5,091,408.80

Invoice Date	Invoice Number	Description	Invoice Amount
06/15/2017	VTFN1705-1	Cash Recvd NCVTS MAY/17	\$657.75

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00050807	06/19/2017	657.75



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 06/19/2017 00050807

"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act."

\$657.75

Pay Six Hundred Fifty Seven Dollars and 75 cents *****

To The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS NC 28108

**EFT COPY
 NON-NEGOTIABLE**

AP



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

10870
 00050807

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

Batch 4690

R/G M/I	Entity	VndNo-R	Inv No	Tax&Fee Amt	IntOnly Amt	Cmn CST	Net Amt	Sts
400 001	Union County	0-0		629,616.00	5,053.04	17,520.44	617,048.60	NO Chk
400 011	Countywide EMS Tax	0-0		59,414.06	440.59	1,562.81	58,191.84	NO Chk
400 012	Countywide Fire Tax	0-0		10,840.24	80.38	303.21	10,617.41	NO Chk
400 015	Stallings Fire Tax	0-0		5,623.97	38.67	159.51	5,503.13	NO Chk
400 020	Stallings Fire Tax	0-0		10,847.18	76.17	308.83	10,614.52	NO Chk
400 023	Hemby Bridge Fire Tax	0-0		13,906.47	115.66	398.21	13,623.92	NO Chk
400 026	Wesley Chapel Fire Tax	0-0		11,867.42	81.67	342.52	11,606.57	NO Chk
400 028	Waxhaw Fire Tax	0-0		17,218.93	59.46	204.81	17,073.58	NO Chk
400 101	Village of Marvin	0-0		4,026.70	26.20	118.63	3,934.27	NO Chk
400 200	City of Monroe	1832-7	VTFN1705-1	225,154.14	1,134.26	4,448.44	221,839.96	NO Chk
400 222	Monroe Downtown Service District	103-7	VTFN1705-1	7,134.42	53.09	2.66	7,095.33	NO Chk
400 300	Town of Wingate	4064-	VTFN1705-2	8,241.41	58.37	214.37	8,085.41	NO Chk
400 400	Town of Marshville	5861-	VTFN1705-1	57,463.77	498.88	1,644.48	56,318.17	NO Chk
400 500	Town of Waxhaw	2924-	VTFN1705-1	73,640.58	625.81	2,090.06	72,176.33	NO Chk
400 600	Town of Indian Trail	4860-2	VTFN1705-1	36,257.24	210.78	1,047.91	35,420.11	NO Chk
400 700	Town of Stallings	7518-	VTFN1705-1	8,134.28	57.79	229.64	7,962.43	NO Chk
400 800	Town of Weddington	1833-	VTFN1705-1	7,108.23	50.17	202.87	6,955.53	NO Chk
400 900	Village of Lake Park	19458-	VTFN1705-1	835.12	4.55	22.96	816.71	NO Chk
400 930	Town of Fairview	9262-	VTFN1705-1	1,344.33	6.86	37.95	1,313.24	NO Chk
400 970	Village of Wesley Chapel	11530-	VTFN1705-1	1,182.18	5.81	33.14	1,154.85	NO Chk
400 980	Town of Unionville	10870-	VTFN1705-1	672.51	4.27	19.03	657.75	NO Chk
400 990	Town of Mineral Springs							
400 999	Schools	0-0		1,034,074.52	7,678.11	28,936.94	1,012,815.69	NO Chk
-----	User Keyed Amounts							
-----	Interest Amount							
-----	Costs							
-----	Billing Cost			431,309.87	2,737.61	10,304.32	423,743.16	
-----	Credit Card Cost			1,783,408.79	13,623.75	49,937.28	1,747,095.26	
-----	Debit Card Cost			.00	.00	.00	.00	
-----	Total Costs			2,214,718.66	16,361.36	60,241.60	2,170,838.42	

--- E N D ---

3,934.27+
 221,839.96+
 113.07+
 6,995.33+
 8,085.41+
 56,318.17+
 72,176.33+
 35,420.11+
 7,962.43+
 6,955.53+
 816.71+
 1,313.24+
 1,154.85+
 657.75+
 423,743.16*

PRELIMINARY REPORT FOR FISCAL YEAR 2016-2017

TO: Town of Mineral Springs Council Members
The Honorable Rick Becker, Mayor

FROM: Stan C. Duncan, Interim Tax Administrator
Vann Harrell, Division Director, Revenue

RE: Annual Tax Settlement

DATE: August 2, 2017

In compliance with N.C.G.S. 105-373(a)(3), attached hereto is a report entitled "Settlement for Current Real Estate and Personal Property Taxes for Fiscal Year 2016-2017" dated August 2, 2017, setting forth my full settlement for all real and personal property taxes in my hands for collection for the fiscal year 2016-2017.

In compliance with N.C.G.S. 105-373(a)(4)(b), attached hereto is a report entitled "Fiscal Year 2016-2017 Settlement for Delinquent Real and Personal Property Taxes for Tax Year 2012 - 2015" dated August 2, 2017, setting forth my full settlement for all delinquent real and personal property taxes collected during the fiscal year 2016-2017.

Be advised that all delinquent accounts from current and prior years will remain in the hands of the Collector for further collection activities pursuant to the North Carolina General Statutes.

Further, I hereby certify that I have made diligent efforts on behalf of the Mineral Springs to collect the taxes owed by the delinquent taxpayers in such a manner that is reasonably necessary as prescribed and allowed by law.

Respectfully Submitted,

Stan C. Duncan, Interim Tax Administrator



**SETTLEMENT FOR CURRENT REAL AND PERSONAL PROPERTY TAXES FOR
FISCAL YEAR 2016-2017**

TO: Town of Mineral Springs Council Members
The Honorable Rick Becker, Mayor

FROM: Stan C. Duncan, Interim Tax Administrator
Vann Harrell, Division Director, Revenue

DATE: August 2, 2017

CHARGES TO TAX COLLECTOR

1.	Total amount of all taxes & late list penalties placed in the Tax Collector's hands for collection for the year:	\$	64,664.07
2.	All interest, costs, and fees collected by the Tax Collector	\$	141.76
TOTAL:		\$	64,805.83

CREDITS TO TAX COLLECTOR

1.	All sums deposited by the Tax Collector to the credit of the taxing unit or receipted for by the proper official:	\$	60,935.63
2.	Releases allowed by the governing body:	\$	3,122.62
3.	The principal amount of outstanding real and personal property taxes:	\$	747.58
TOTAL:		\$	64,805.83



**SETTLEMENT FOR DELINQUENT REAL AND PERSONAL PROPERTY TAXES
FOR FISCAL YEAR 2016-2017**

TO: Town of Mineral Springs Council Members
The Honorable Rick Becker, Mayor

FROM: Stan C. Duncan, Interim Tax Administrator
Vann Harrell, Division Director, Revenue

DATE: August 2, 2017

CHARGES TO TAX COLLECTOR

1.	Total amount of all taxes & late list penalties placed in the Tax Collector's hands for collection for the year:	\$	1,699.80
2.	All interest, costs, and fees collected by the Tax Collector	\$	117.72
TOTAL:		\$	1,817.52

CREDITS TO TAX COLLECTOR

1.	All sums deposited by the Tax Collector to the credit of the taxing unit or receipted for by the proper official:	\$	825.87
2.	Releases allowed by the governing body:	\$	26.13
3.	The principal amount of outstanding real and personal property taxes:	\$	965.52
TOTAL:		\$	1,817.52



**FY 16-17 Breakdown of Settlement for Delinquent Real and Personal Property Taxes for
Tax Year 2012 – 2015**

Charges to the Collector						
	Beginning Balance	Levy Added	Supplementals		Total Balance	
2015	\$ 724.65	\$ -	\$ -	\$ -	\$ 724.65	
2014	\$ 461.03	\$ -	\$ -	\$ -	\$ 461.03	
2013	\$ 321.68	\$ -	\$ -	\$ -	\$ 321.68	
2012	\$ 192.44	\$ -	\$ -	\$ -	\$ 192.44	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ 1,699.80	\$ -	\$ -	\$ -	\$ 1,699.80	

Credits to the Collector						
	Sums Deposited	Releases	Writeoffs	Balance of credits to Collector	Principal amount outstanding	
2015	\$ 362.51	\$ 0.43	\$ -	\$ 362.94	\$ 361.71	
2014	\$ 148.34	\$ 8.62	\$ -	\$ 156.96	\$ 304.07	
2013	\$ 108.64	\$ 10.85	\$ -	\$ 119.49	\$ 202.19	
2012	\$ 88.66	\$ 6.23	\$ -	\$ 94.89	\$ 97.55	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ 708.15	\$ 26.13	\$ -	\$ 734.28	\$ 965.52	



Union County Government

EST. 1842



FY 17-18 Order of Collection

Government Center
500 N. Main St.
Monroe, NC 28112
Phone: 704.283.3500

Tax Administration
Stan C. Duncan,
Tax Administrator
500 N. Main St.
Monroe, NC 28112
Phone: 704.283.3748

Assessment Division
Robin E. Merry,
Assessment Division
Director
500 N. Main St.
Monroe, NC 28112
Phone: 704.283.3624



TAX CHARGE FOR FISCAL YEAR 2017-2018

TO: Stan C. Duncan, Tax Administrator for the County of Union

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2017 tax records as filed in the Office of Tax Administrator, and in the tax receipts delivered to the Tax Administrator's Office in August 2017, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be first lien on all real property of the respective taxpayers in the Town of Mineral Springs. You are further authorized, empowered, and commanded to collect the 2017 taxes charged and assessed as provided for by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law.

This Order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property and attach wages and/or other funds of such taxpayers, for and on account thereof, in accordance with the law.

The Tax Charge will be adjusted monthly according to releases, discoveries, and motor vehicle billings.

Tax Charge	
General Tax	\$64,104.17
Late List Penalties	\$17.03
Total Tax	\$64,121.20



SIGNATURE PAGE

Witness my hand and official seal this 10th day of August, 2017

Rick Becker, Mayor of Mineral Springs

Attest:

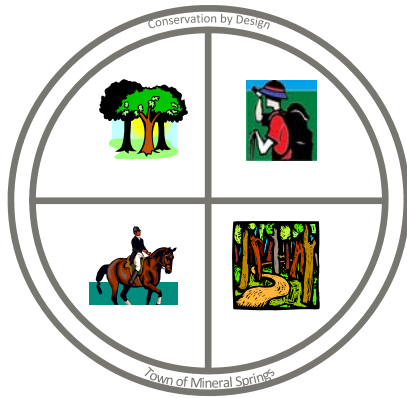
Town Clerk

Accepted:

Stan C. Duncan, Union County Tax Administrator

Credits to the Collector

Year	Deposits	Releases	Writeoffs	Balance of Credits to Collector	Principal Tax Outstanding
2011	\$0.00	\$0.00	\$0.00	\$0.00	\$2,261.39
2010	\$0.00	\$0.00	\$0.00	\$0.00	\$2,050.66
2009	\$0.00	\$0.00	\$0.00	\$0.00	\$2,131.93
2008	\$0.00	\$0.00	\$0.00	\$0.00	\$1,343.39
2007	\$0.00	\$0.00	\$0.00	\$0.00	\$927.33
2006	\$0.00	\$0.00	\$0.00	\$0.00	\$909.74
2005	\$0.00	\$0.00	\$0.00	\$0.00	\$803.28
2004	\$0.00	\$0.00	\$0.00	\$0.00	\$666.45
2003A	\$0.00	\$0.00	\$0.00	\$0.00	\$15.94
2003	\$0.00	\$0.00	\$0.00	\$0.00	\$362.07
2002	\$0.00	\$0.00	\$0.00	\$0.00	\$671.92
2001	\$0.00	\$0.00	\$0.00	\$0.00	\$235.41
2000	\$0.00	\$0.00	\$0.00	\$0.00	\$153.84
1999	\$0.00	\$0.00	\$0.00	\$0.00	\$112.60
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$12,645.95



Town of Mineral Springs
Zoning Administrator
Vicky Brooks
P O Box 600
Mineral Springs, NC 28108
704-289-5331
704-243-1705 FAX
msvickybrooks@aol.com
www.mineralspringsnc.com

MEMO

To: Town Council
From: Vicky Brooks
Date: August 3, 2017
Re: Agenda Item 7 – Consideration of a New Janitorial Service

In April of 2017, the council approved of terminating the contract we have with Jan-Pro Cleaning Systems and seeking bids from other janitorial service providers. The Jan-Pro Cleaning Systems contract will expire on September 15, 2017 and we will need to have another company ready to start immediately after.

We have met with two janitorial service providers and their bids have been included in the agenda packet. The bids were received from CleanNet USA and Bucket, Mop & Broom for council consideration.



CleanNet USA

Taking Pride in the Details[®]

PROPOSAL TO PROVIDE

JANITORIAL SERVICES

FOR



**3506 Potter Rd S.
Mineral Springs, NC 28108**

Quality Service, through Quality People, Every day, at Every Location

*CleanNet of Charlotte, Inc.
205 Regency Executive Park Dr. Suite 306
Charlotte, NC 28217*

***James Herlihy
Account Executive
Office: 704-837-8304
Cell: 864-504-8433
Email: jherlihy@cleannetusa.com***



Committed to You and Your Facility

CleanNet knows how much the appearance of your facility matters. When your clients walk through your door, you want them to enter a facility that is fresh, clean, and sanitary. Your setting may be their first impression, so it's important to project a crisp, healthy image of professional competence.

CleanNet franchise operators work to exacting standards. Let us highlight your facility with a custom commercial cleaning solution. CleanNet of Charlotte designs facility solutions, and the CleanNet System's high-quality services are a direct reflection of our system that focuses on safety, consistency, reliability, and sustainability.

CleanNet's independent franchise operators are supported by CleanNet personnel to insure that your needs are met, your concerns are addressed, and your satisfaction is guaranteed.

Your CleanNet Team

Charlotte: 704-837-8304

Baltimore: 410-720-6444

Toll Free: 800-735-8838

These individuals will be responsible for the coordination of services at your facility:

Description	Name	Office number	Cell number/ Emergency 24 hours
Regional Director	Paul Inman	<u>704-837-8304</u>	
Operations Manager			
Account Executive	James Herlihy	704-837-8304	864-504-8433
Quality Assurance			
Customer Service	Patti Graham	<u>704-837-8304</u>	
Independent Franchise Operator			

We Deliver Total Satisfaction to You Through:

- **Quality People** - Your highly-motivated CleanNet Franchisee has been carefully selected and trained. CleanNet franchisee's cleaners wear uniforms and ID badges.
- **Supervision** - Each location has a dedicated supervisor on-site during cleaning operations.
- **Management Team** - The entire critical infrastructure is in place and accessible to you to serve your account.
- **Quality Assurance** - Monthly inspections, surveys, and ratings are all rolled up and managed for visibility and response. Areas in need of improvement receive special attention and additional inspections.
- **Communication / Service Log Book** - Communication includes on-site logbooks, cell phone access to your Franchisee and your account manager, a 24/7 800 number and our 24/7 internet based help desk.
- **Training Programs** - Comprehensive franchisee training includes classroom, text, DVD, testing, certificates and on-the-job mentoring. Specialized training for critical applications, like blood borne pathogens, is also in place.
- **Health & Sanitation** - CleanNet uses specific cleaning techniques, equipment and chemicals to ensure that areas where cross-contamination generally occurs are sanitized. We will also clean your air vents, removing all visible airborne contaminants. Our techniques provide a cleaner, healthier and safer work environment.
- **Green Cleaning** - CleanNet uses Green Seal Certified chemicals and products that meet high standards of efficiency, reliability and safety. All of our paper products are made from 100% recycled materials.
- **Material Safety Data Sheets (MSDS)** - We supply MSDS sheets for all chemicals used at your facility.
- **Transition Plan** - Your transition plan includes meeting with your franchisee's cleaning supervisor, stake holder notification, identifying and communicating site specific needs, delivery of equipment and products, installation and briefing on the Logbook for communication, specialized training as required, key pick up and confirmation of the cleaning start date.
- **Insurance and Janitorial Bond** - Each CleanNet of Charlotte franchise operator carries general liability coverage and provides worker's compensation insurance for their employees, as well as a janitorial bond.



CLEANING SPECIFICATIONS / SCOPE OF WORK

1. ENTRANCES, RECEPTION AREA AND CORRIDORS

EACH VISIT

- Collect trash and replace liners
- Dust/Clean standing or hanging directory signage
- Clean and wash all front and back door glass up to entrance height, keeping free of fingerprints & smudges, wipe frames
- Dust/Clean furniture and/or equipment
- Clean metal trim on entrance doors
- Dust mop and wet mop all uncarpeted floors
- Vacuum carpets
- Vacuum mats inside entrance doors, spot clean mats
- Spot clean walls, light switches and glass
- Clean telephones, sanitize headsets
- Damp wipe waste cans
- Clean door jambs and polish thresholds
- Vacuum all upholstered furniture

MONTHLY

- Dust vertical surfaces, walls and woodwork(molding in hall) up to 8 feet high.
- Wipe clean baseboards, as needed
- Dust HVAC ventilation grills
- Dust exterior of all reachable light fixtures
- Vacuum all upholstered furniture

2. RESTROOMS

EACH VISIT

- Prop open door and put up “wet floor” sign
- Clean and sanitize all toilets, urinals, and adjacent wall surfaces.
- Clean, polish and sanitize all metal bright work, dispensers and mirrors
- Refill soap, hand towel, tissue and napkin dispensers
- Clean and sanitize stall doors, partitions, shelves, fixtures, and dispensers
- Clean and sanitize walls behind toilets and urinals
- Sweep floors
- Mop floors with disinfectant
- Collect trash and replace plastic liners

MONTHLY

- Dust HVAC ventilation grill
- Pour water in floor drains, add enzymes as needed

3. GENERAL OFFICE AND CONFERENCE ROOMS

EACH VISIT

- Collect trash, replace plastic liners, as needed
- Remove cardboard boxes designated as “**trash**”
- Dust furniture & office machines, desks, phones, file cabinets, partitions, window ledges, etc.
- ***Paper left on desks will NOT be disturbed***
- Dust mop and spot mop uncarpeted floors
- Vacuum all carpets with special attention given to avoid hitting chairs, desks and baseboards with vacuum cleaner
- Remove fingerprints from walls, doors and light switches
- Damp wipe exterior of trash cans
- Polish furniture and desks only when cleared of all work materials

MONTHLY

- Vacuum upholstered furniture
- Wipe down blinds with treated duster
- Vacuum all reachable air vents
- Vacuum under desks and hard-to-reach places
- High dust areas up to 8 feet high

4. BREAKROOM/KITCHENETTE

EACH VISIT

- Remove trash and replace plastic liners
- Wipe clean exterior of trash can
- Dust and damp mop uncarpeted floor
- Wipe clean chairs and tables
- Spot clean doors and remove fingerprints from switches
- Wipe clean exterior of all appliances
- Wipe clean counters and cabinet facings.

MONTHLY

- Wipe clean inside of refrigerator, per request

5. TRASH

- Deposit all trash in the designated dumpster area, or in the trash room.
- No waste bags will be laid directly onto any carpet.
- Only trash placed in the waste containers, or clearly marked “trash” will be removed

6. LOGBOOK

Nightly Cleaning Supervisor:

- Cleaning Supervisor to review, sign and date logbook to ensure all customer instructions have been attended to.
- Check all doors and lights
- Record all unusual conditions observed by cleaning crew; i.e. doors left unlocked in the logbook

7. DAMAGE REPORT & SECURITY ISSUES

- Record and report any damage(s), breakage, plumbing problems, security issues, or maintenance needs into logbook and to the Property Manager immediately.

8. DOORS AND LIGHTS

- Upon completion of work, extinguish lights and lock all doors.
- Only the designated safety exit lights will remain on.
- Set the Alarm System in designated suites.

Customer / CleanNet Comments:



CleanNet USA

YOUR CUSTOMIZED PRICING

Total Costs for Cleaning, per the attached specifications, for your Building(s):

1 times per week: \$200.00/Month

Customer provides all paper products, trash can liners, urinal cakes and soap for refilling dispensers.

Choosing CleanNet of Charlotte is an investment in your building!



Thank you for this opportunity.

Account Executive

James Herlihy

Office: 704-837-8304

Cell: 864-504-8433

Email: jherlihy@cleannetusa.com

CLEANNET CLEANING SERVICE AGREEMENT

This is a cleaning agreement by and between CleanNet of Charlotte, Inc. (CleanNet) and The Town of Mineral Springs Town Hall (Customer) located at: 3506 Potter Rd. S Mineral Springs, NC 28108

For purposes of this "CleanNet" also means the independent franchise operator providing services hereunder.

CleanNet will provide janitorial services to Customer per the attached proposal and per the following terms:

- I. **SERVICE CHARGE**: CleanNet's monthly service charge will be \$ 200.00 for cleaning services per the attached specifications, plus any additional fees for paper products as indicated below plus the applicable taxes.
- II. **CHEMICALS & EQUIPMENT**: CleanNet will provide all equipment and OSHA approved cleaning chemicals to clean the premises per attached specifications.
- III. **OPTIONS FOR PRODUCTS**:
 - Option 1** : CleanNet can provide and include for the facility hand towels, trash liners, toilet paper and hand soap on a monthly basis for an additional cost of \$ _____ per month. **OR**
 - Option 2** : CleanNet can provide the hand towels, trash liners, toilet paper and hand soap to the facility and bill the facility per their use. **OR**
 - Option 3**: Customer provides its own hand towels, trash liners, toilet paper and hand soap, for restocking.

Paper product invoices may be assessed after 90 days, and the price may be adjusted accordingly, as agreed upon by both parties.

- IV. **FREQUENCY OF SERVICE**: CleanNet's services are to be performed on a 1 time(s) per week basis, excluding six holidays recognized by CleanNet: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Service days are: **MON TUE WED TH FRI SAT SUN (Circle as Applicable)**

Covered areas: See Scope of Work

VACANCIES: vacant space will be credited at the rate of \$ NA per month. It is the responsibility of the customer to report all vacancies to CleanNet on the first of the month for that month. Any vacancies reported to CleanNet after the month has ended, and the work has been performed, will not be credited to the Customer.

- V. **SPECIAL SERVICES**: In addition to regular janitorial services, CleanNet upon notification by your company agrees to provide the following additional services to your premises at an additional cost of:

Stripping and Waxing of floors: \$.50 per/sq. foot strip and wax as needed (not included in monthly service charge). Carpet Cleaning is: \$.18 per Shampoo/or Bonnet method as needed (not included in monthly service charge). Minimum charge for any of the above services will be Two Hundred Dollars (\$200).

- VI. **PERFORMANCE**: CleanNet will assign the janitorial services duties under this Agreement to an authorized, trained, insured and bonded CleanNet USA™ franchisee. The franchisee shall thereafter have the rights and obligations of a party to this Agreement. The Customer may make a written request for a change of franchisee for poor service or breach by the franchisee of any term of this Agreement.

CLEANNET CLEANING SERVICE AGREEMENT

VII. DURATION OF AGREEMENT: This Agreement and all service charges stated in this Agreement are valid for one year from the Effective Date and will be automatically extended and renewed every year thereafter on the Anniversary date of the Effective Date based on same terms and conditions, unless one of the parties gives written notice of termination at least thirty (30) days prior to such anniversary date. If termination notice is given timely, this Agreement will expire at midnight of anniversary date. Otherwise, this Agreement may only be terminated for non-performance as set out in section VIII below. Should changes occur in the work schedule, frequency of service and occupied square footage of premises, then the monthly service charge will be adjusted accordingly. However, any adjustment to this contract would have to be mutually agreed to by your company and CleanNet in writing and signed by both parties. CleanNet will bill its service charge on a monthly basis. Customer agrees to pay CleanNet the total amount due under the terms of this Agreement at the end of the month (Due Date) for that month (by way of example, for services performed during the March, payment is due on or before March 31). Customer also agrees to pay any sales or use tax levied by any taxing authority on the value of services provided or supplies purchased. Payments not received within thirty (30) days past the Due Date are considered late. Interest on late payments will accrue at a rate of 1.5% monthly.

In the event of default on payments, Customer agrees to pay CleanNet's reasonable attorney fees and collection costs. Jurisdiction and venue for any action under this Agreement shall be in the state and county where CleanNet's office is located.

VIII. TERMINATION/CONTRACT: CleanNet will perform all janitorial services specified in the attached work schedule in a satisfactory manner. In the event of non-performance by CleanNet, Customer shall first give verbal notification, followed by (30) days written notification, on Customer's company letterhead and mailed to CleanNet of Charlotte, Inc., specifying in detail, the nature of any defect or failure in performance by CleanNet. If CleanNet does not cure such default within thirty (30) days of receipt of such notice and such default is not cured to the reasonable satisfaction of Customer at the end of the thirty (30) days (default period), then Customer shall have the right to terminate this Agreement by giving CleanNet thirty (30) days' written notice from the end of the default period. CleanNet reserves the right to terminate this Agreement upon thirty (30) days' prior written notice, with or without cause, or immediately for non-payment by Customer.

IX. PERSONNEL: Customer agrees that during terms of this agreement and for ninety (90) days thereafter, Customer will not employ, or permit to be employed, any person who has performed services under this Agreement at Customer's location, including specifically any employees of the CleanNet franchisee performing services hereunder.

WE AGREE TO THE TERMS OF THIS AGREEMENT

COMPANY: _____

CLEANNET OF CHARLOTTE, INC.

Signed by: _____

Signed by: James Herlihy

Print Name: _____

Date Signed: 07-25-2017

Date Signed: _____

Start Date: _____



CleanNet USA



CORPORATION BACKGROUND

- ❖ CleanNet U.S.A. is a fast-growing national commercial cleaning company founded by its President, Mark Salek.
- ❖ The company started in 1987 in the Washington-Metropolitan area, and has now expanded its offices across the country. CleanNet offers custodial services to over three thousand clients with more than ninety million square feet of Commercial office, health care, airport, medical, banking, shopping mall, hotel, residential and industrial facilities nationwide. At the present time CleanNet is in 24 locations nationwide

CORPORATE PHILOSOPHY

- ❖ CleanNet's phenomenal growth can be attributed to three important basic principles, which were established from our first day of operation:
 - 1. To Treat Our Customers As Life Time Partners**

Few will be for a lifetime of course, but at CleanNet that is our attitude. We always want to know "how are we doing?" And "how can we get better?" CleanNet strongly believes that a satisfied customer makes for the best advertising on earth.
 - 2. To Look At Our Business Through The Customer's Eyes**

Fair or not, the ultimate judge of service quality is the customer's perception. We make it a regular practice to see, hear and feel during our contacts with our clients. Through our area managers, inspections, telephone surveys and "rate-us" cards we are always looking for feed back and ways to improve service quality.
 - 3. To Deliver More Than Is Promised**

CleanNet believes perceived service quality is the difference between what clients expect and what they get. The surest way to make the customers totally pleased with our service, come back for more, and tell others how good we are, is to practice the "and then some" principle. Our products do what we said they would - and then some. Our service is prompt and courteous-and then some. It is our willingness to go the extra mile, which separates us from the rest.

Capabilities

D&B Financial Rating



Small Business
Solutions

D&B Alert

Important information about
a company you monitor

[▶ Get Details](#)

February 14, 2014

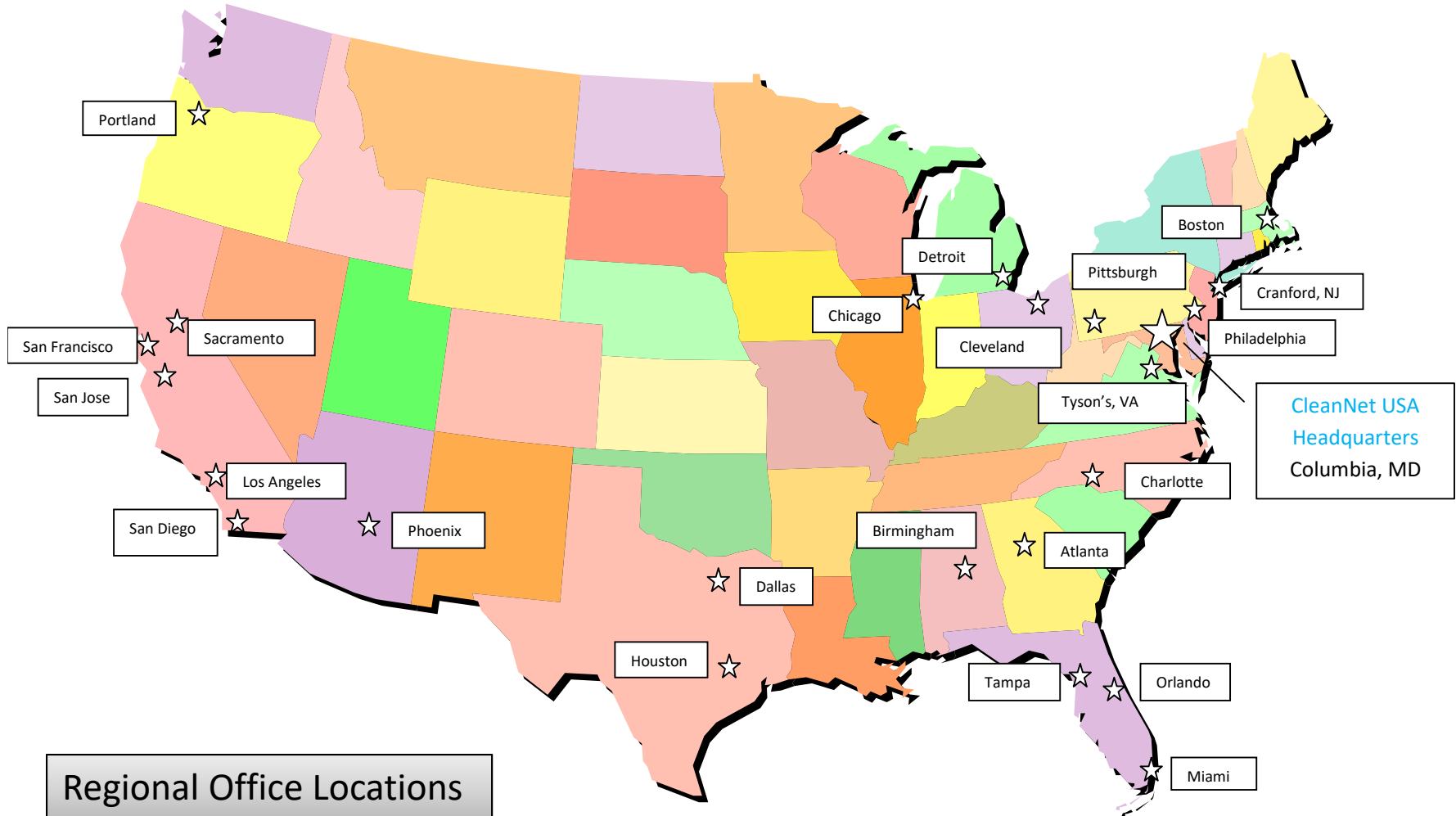
D&B has just issued the following alert on Cleannet U.S.A., Inc., which you are currently tracking. CleanNet U.S.A., Inc is rated **4A1 which is considered an excellent rating.**

History Status **CLEAR**

Financial Condition **STRONG**

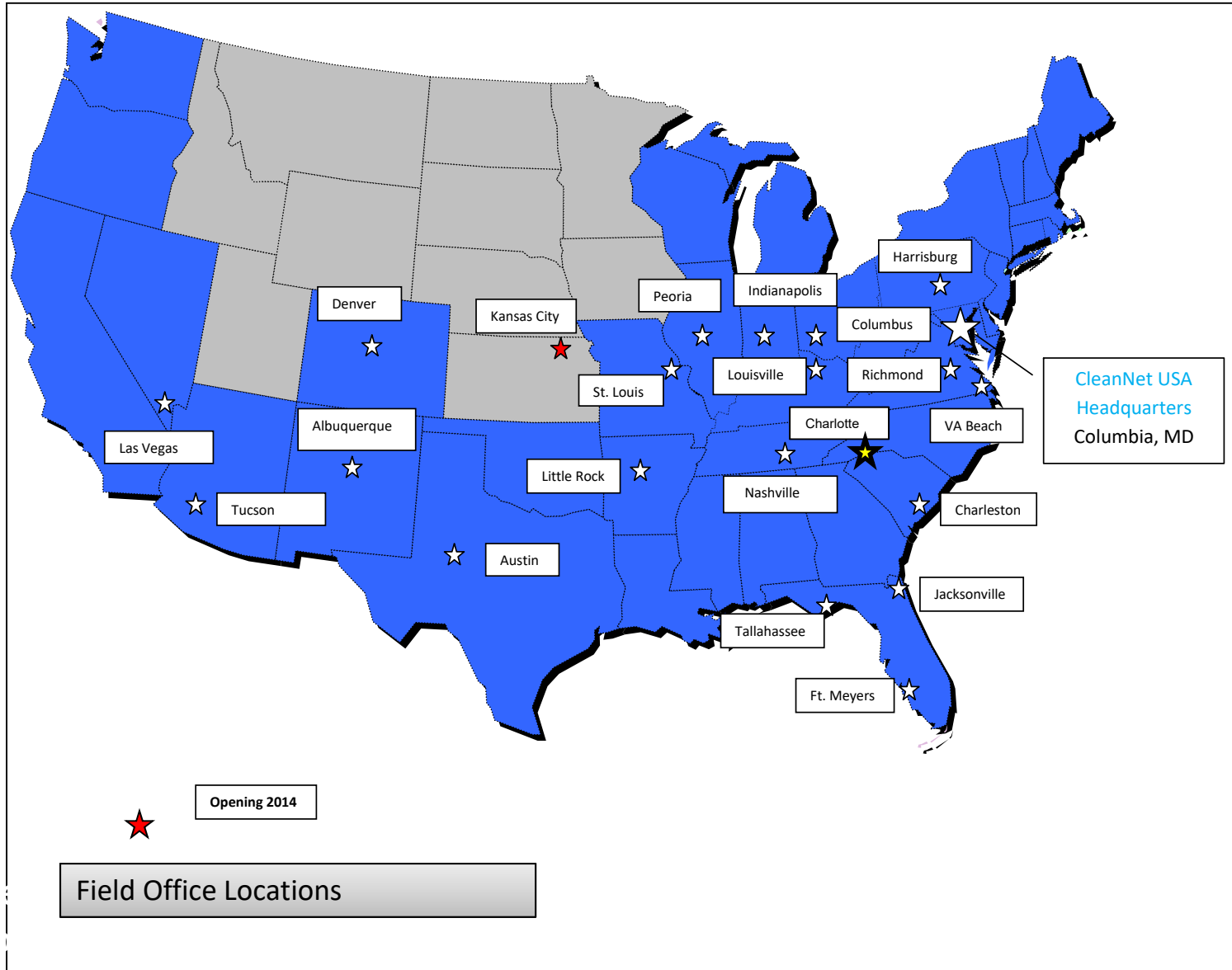


CleanNet USA





CleanNet USA



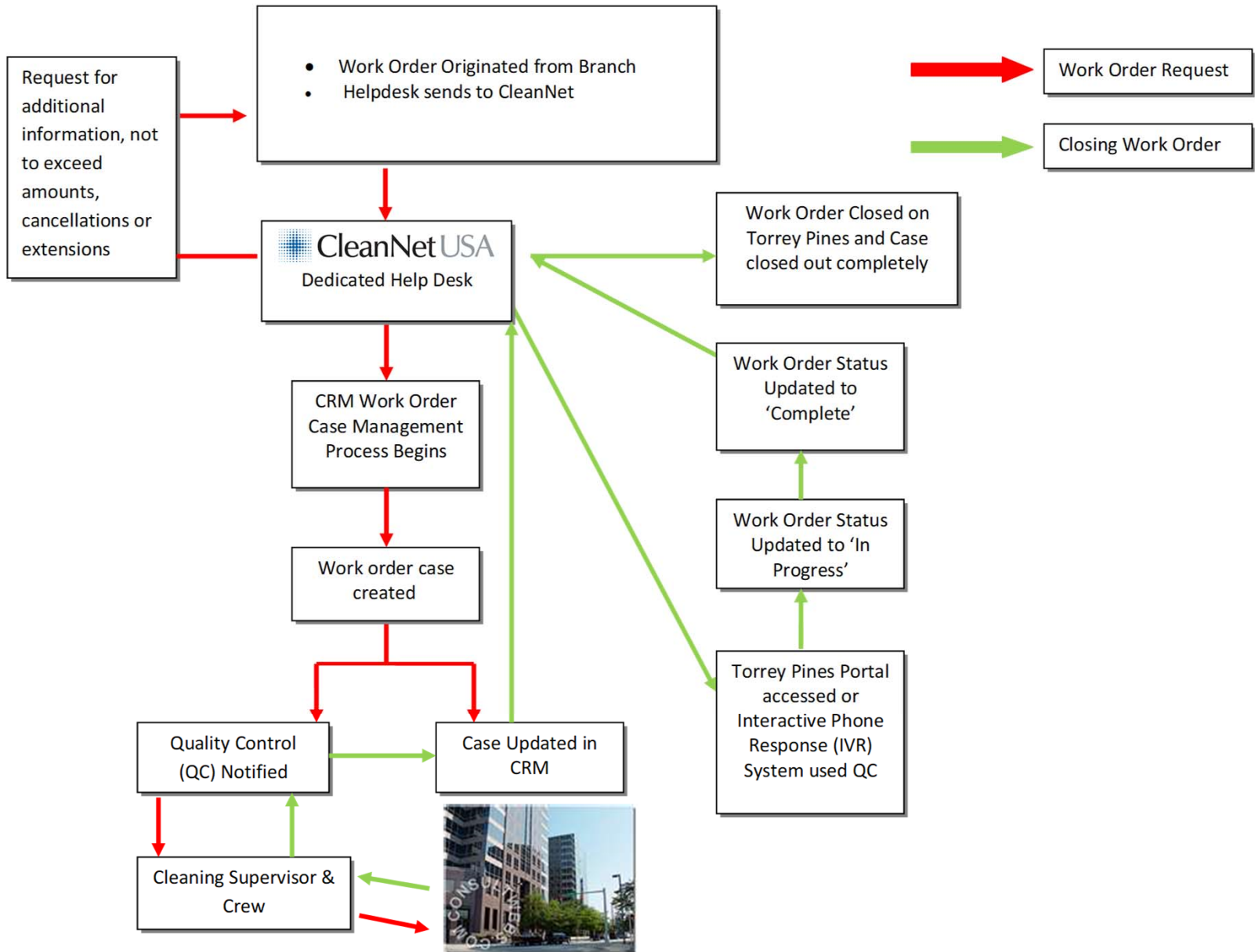
Experience

Experience in the Market

- JLL Property Management partnership in 12 states, covering over 4 Million square feet
- National Customers with over 6,200 locations, in 40 States, ranging from 2,000 to 1.5 Million Square Feet
- Partnership with CBRE and Lincoln Harris in 18 states covering over 6 Million Square Feet
- Forest City Properties partnership in 8 states.
- Recent transition of over 1150 retail and commercial office space in 2013 in 17 states, covering the South, East, Central, and Western United States
- Transition of over 500 retail locations in July 2012
- Capability to transition complete portfolio all at once

Quality Control

Work Order Flow Chart Example



Quality Control Sets Us Apart!

The use of PC Tablets also allows our Quality Control Managers to:

- ✓ Receive work orders
- ✓ Close out work orders
- ✓ Inspect facilities with forms loaded into the tablets
- ✓ Transmit those reports to our HQ as well as the Facility Management team

Real Time reporting and data received enables CleanNet to:

- ✓ Identify and correct repeat issues
- ✓ Monitor quality in a measurable format
- ✓ Identify trends and improve reaction times
- ✓ Better communicate information to the Management team

Site Inspections

- CleanNet schedules visits and inspections to facilities on a regular basis using Tablet PC's. In addition to these onsite visits, periodic Quality Control calls are made by telephone to the customer contact. Each facility is listed on a quality control *Calling Sheet* which is loaded into the PC tablet and lists the pertinent information for the QC rep to perform the inspection.
- For special services, a Quality Control rep visits the location immediately after completion of the work, reviews with the customer and obtains a Satisfactory Work Completion form located on the tablet. If there are any discrepancies, these are resolved immediately.

QUALITY ASSURANCE INSPECTION FORM for Administrative Areas and Buildings

CRM Info

Accounts Info:

[Get the Accounts Information when connected to the server by clicking this button, which can be used for online/offline search.](#)

City:	<input type="text"/>		
Address:	<input type="text"/>		
Account Name:	<input type="text"/>		
Account:	<input type="text"/>	QC:	<input type="text" value="Harney, Arthur"/>
Account ID:	<input type="text"/>	State:	<input type="text"/>
Address:	<input type="text"/>		
Contact:	<input type="text"/>	City:	<input type="text"/>
Phone:	<input type="text"/>	Zip:	<input type="text"/>
Type:	<input type="text" value="Select..."/>	Case:	<input type="text"/>
Create Case	<input type="checkbox"/>		

Building/Floor:	<input type="text"/>	Date:	<input type="text"/>		
Inspected By:	<input type="text"/>	Building Score	<input type="text" value="0"/>	Building Possible Score	<input type="text" value="123"/>
Supervisor:	<input type="text"/>				
Require Total Passing score for this type of facility is determined to be	<input type="text" value="86"/>				

General

Floor/Area	<input type="text"/>
Time Inspection Began	<input type="text"/>
Time Inspection Ended	<input type="text"/>
Total Score	<input type="text" value="0"/>

	N/A	Poor	Fair	Good
A. Lobby Area (0-15):				
Walk off mats	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carpet-Baseboard/Corner	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tile/Baseboard/Corners	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lobby-Elevator (Interior/Exterior)	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elevator Tracks	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corridors/Hallways	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entrance Glass clean and free of streaks	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Score:	<input type="text" value="0"/>			

B. Furniture/Trash & Receptacles, Window Sills, Stairwell/Ledges/Exposed Surfaces/AC/Heating Outlets/Vents (0-15):				
Furniture/Office Equipment	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trash Removal	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Dusting (under 10ft)	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Window Sills/Blinds dusted	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ledges/Exposed Surfaces/Air Conditioner/Heating Vents	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Score:	<input type="text" value="0"/>			

	N/A	Poor	Fair	Good	Very Good
C. Women's Rest Room (0-20):					
Floors/Baseboard/Corner	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basin/Mirror/Vanity	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commodes	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walls/Stalls/Partitions	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dispenser/Waste Receptacle/Bright work	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stocking of paper products	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Score:	<input type="text" value="0"/>				

Associate Training

- ❑ **Initial Implementation (starts 1 month before implementation)**
 - ❑ Training on SOW requirements
 - ❑ Inspection Processes
 - ❑ Work Order Case Management Processes
 - ❑ Account change processes
 - ❑ Contract compliance
 - ❑ Background check process
 - ❑ Insurance/Bonding requirements

- ❑ **On-going (every 1 to 3 months or sooner depending on change)**
 - ❑ System updates
 - ❑ Customer SOW changes
 - ❑ Case Review Processes
 - ❑ Response/completion SLAs
 - ❑ Complaint resolutions
 - ❑ Complaint percentage goals
 - ❑ Inspection Review requirements
 - ❑ Service improvement plans
 - ❑ Franchise/subcontractor changes

- ❑ **Re-training (As necessary, depending upon individual's performance)**
 - ❑ Performance Metric goals not met
 - ❑ Complaint resolution
 - ❑ Inspection processes
 - ❑ Training of franchisees/subcontractors

Reporting

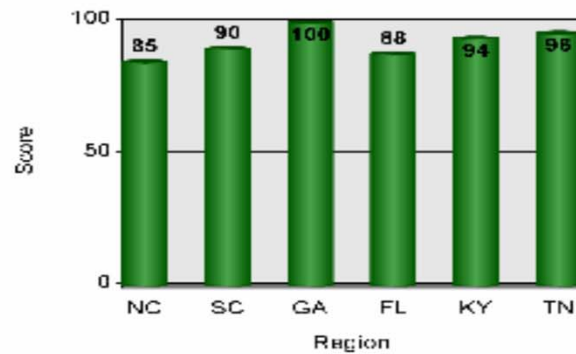
Sample Dash Board Reports

Region Overview

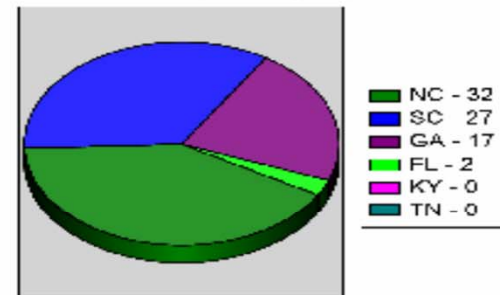
Region	Inspected	Total
NC	375	400
SC	530	550
GA	345	350
FL	75	80
KY	10	10
TN	10	10

Region	total	complaints	service
NC	400	32	50
SC	550	27	30
GA	350	17	60
FL	80	2	92
KY	10	0	45
TN	10	0	16

Average Score



Complaints by Region



Environmental and Safety Initiatives
LEED Certification Compliance

Green Chemicals and Materials

- ✓ CleanNet personally procures their chemicals through approved local or national distributorships. Each site is provided with MSDS information and specifications for approved chemicals. CleanNet conducts periodic training sessions with its cleaners and supplier partners to incorporate the latest techniques and chemicals
- ✓ All MSDS sheets can be downloaded and printed directly from the CleanNet USA website.
- ✓ CleanNet believes that standardized chemical specifications, coupled with training, periodic review and regular inspection will result in a superior and consistent cleaning record.
- ✓ Almost all products now being used by CleanNet are environmentally friendly and safe. That combined with our training program and DVD's for using chemicals while performing various tasks (i.e. bathroom cleaning, carpet shampoo, strip & wax) has enabled us to have a remarkable quality and safety record.
- ✓ **CleanNet is a leader in providing “Clean Green” solutions to customers nationwide and stays on the cutting edge of this important global responsibility.**





Strengths

In business for 27 years.

24 Regional Offices and 26 Field Offices across the U.S.

Our Business Model

Training Methods

Use of Technology

“Clean Green” Programs

Web Based W/O System

Computerized Inspection System

Quality Control Managers



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
8/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to certificate holder in lieu of such endorsement(s).


PRODUCER Exchange Underwriters, Inc 121 West Pike Street Canonsburg PA 15317		CONTACT NAME: Brenda Berdine	
		PHONE (A/C, No, Ext): 724-745-1600	FAX (A/C, No): 724-745-0224
		E-MAIL ADDRESS: bberdine@exchangeunderwriters.com	
		INSURER(S) AFFORDING COVERAGE	
INSURED CleanNet of Charlotte, Inc. 205 Regency Executive Park Dr, Suite 306 Charlotte NC 28217	CNU-001	INSURER A: Peerless Indemnity	18333
		INSURER B: Peerless Insurance Co.	24198
		INSURER C: NORGUARD INS. COMPANY	31470
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 841572864 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION RIGHTS	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		CBP8929718 A/O STATES	9/1/2016	9/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CBP8929718 A/O STATES	9/1/2016	9/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		CU8952777	9/1/2016	9/1/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	CLWC796878	9/1/2016	9/1/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Third Party Theft		CBP8929718 A/O STATES	9/1/2016	9/1/2017	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Additional Insured status applies with respects to General Liability on a primary and noncontributory basis when required by CleanNet billed contract. Participating Franchisees are covered for General Liability, Workers Compensation and Bond. General Liability and Workers Compensation Waiver of Subrogation applies when required by Contract. Umbrella Policy follows form.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. CLEANNET OF CHARLOTTE, INC.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) 205 REGENCY EXECUTIVE PARK DRIVE SUITE 306	Requester's name and address (optional)
6 City, state, and ZIP code CHARLOTTE, NC 28217	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
or											
Employer identification number											
2	6	-	0	6	0	2	9	7	3		

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Patricia Graham* Date ▶ *1-2-2017*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Professional Cleaning Service Proposal

Prepared for:

TOWN OF MINERAL SPRINGS

3506 S. Potter Road
Mineral Springs, NC 28108

Submitted by:

July 31,
2017

Bucket, Mop and Broom Cleaning
Services L.L.C.

Barry Mosley
Owners

480600 PO Box Charlotte, NC 28269
386 PO Box Monroe, NC 28111
Phone: 877-784-0781
Website: www.bucketmopandbroom.com
E-mail: bucketmopbroom@yahoo.com



July 31, 2017

Ms. Vicky Brooks
Town of Mineral Springs
3506 S. Potter Road
Mineral Springs, NC 28108

RE: Bid Proposal for Office Cleaning

Dear Ms. Brooks,

Thank you for the opportunity to submit a Bid Proposal to provide your organization janitorial services. Bucket, Mop and Broom Cleaning Services LLC is a growing company with over 18 years of cleaning experience. Our company carries worker compensation, \$500,000.00 of general liability and \$1,000,000.00 of general aggregate insurance.

Our organization takes pride in providing each client with the highest quality of service. We are competitive and dedicated to doing whatever it takes to earn and retain your business. Managing the job right the first time and going beyond the expectations of our clients is what separates us from the competition.

We look forward to becoming your trusted and valued partner in improving and maintaining the appearance of your building. If you have any questions, please give me a call at 877-784-0781 (ext. 101).

Sincerely,

Barry Mosley

Barry Mosley
Owner

Bucket, Mop, and Broom, L.L.C. provides a variety of services and are your one stop shop for your cleaning needs.

-Office Cleaning

- Commercial Cleaning

- Residential Cleaning

-New Construction Cleaning

-Stripping and Waxing Floors

-Carpet Cleaning

-And much more.....



BUILDING SURVEY

SURVEYED BY: Barry Mosley DATE: July 28, 2017
 ACCOUNT: Town of Mineral Springs CONTACT: Vicky Brooks
 ADDRESS: 3506 Potter Road, Mineral Springs, NC ZIP: 28108
 PHONE: 704-243-0505 ext. 221 (o) 704-289-5331 (m)
 FREQUENCY: 1 nights per week WORK DAYS: Friday
 WORK TIME: After hours ALARM: Yes
 FLOORS: Tile CARPETS: Yes WINDOWS: Yes BLINDS: Yes
 LIGHTS: Turn off lights when exiting SUPPLIES: Cleaning supplies contractor
 PRESENT CONDITION: Building is in excellent condition
 EQUIPMENT: Contractor will provide
 GROSS SQUARE FOOTAGE: Building (1) approximately 2,976 square feet
 EXTERIOR MAINTENANCE: N/A

LOCATION MINERAL SPRINGS

Area to be Cleaned
Receptionist Areas (1)
Lobby (1)
General Offices (2)
Council Chamber (1)
Breakroom/Conference (1)
Corridors/Hallways (2)
Restrooms (2)

GENERAL:

Bucket, Mop, and Broom Cleaning Service LLC agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Bucket, Mop, and Broom Cleaning Service LLC agrees to furnish such cleaning for a period of one year, the dates yet to be agreed upon.

COMPENSATION:

Total monthly service cost - \$188.95

SPECIAL SERVICES:

Carpet cleaning “steam cleaning” – Cost available upon request

Resilient tile (VCT) stripped and refinished – Cost available upon request

Buffing resilient tile floors – Cost available upon request

Exterior/Interior glass window cleaning – Cost available upon request

Ground maintenance – Cost available upon request

Sidewalk pressuring – Cost available upon request

HOLIDAYS:

Bucket, Mop and Broom will observe the same holidays as the client.

BILLING:

As outlined in the client's Schedule of Service will be monthly billing on the 22nd of each month; Term: Net 10. One-time service payment due after service is completed (ie. Carpet cleaning, floor waxing, pressure washing, etc.).

SUPERVISION AND PERSONNEL:

Contractor shall perform all work in a good and workmanlike manner, and Contractor shall provide regular inspections by the Contractor's supervisory personnel of all premises on which services are provided.

Company shall have no right to direct or instruct persons employed or hired by Contractor in the performance of services herein enumerated.

EQUIPMENT AND SUPPLIES:

All supplies, equipment and property brought on the premises by Contractor shall remain the property of Contractor and shall not be subject to any lien or encumbrance resulting from any action of or against Company. Contractor may remove such property during Company's normal business hours at Contractor's convenience.

INSURANCE:

Contractor shall carry worker's compensation insurance as required by state statute. Contractor shall carry liability insurance for personal and property damage in the amount specified in the Certificate of Insurance specimen hereto attached and by reference incorporated herein. Company agrees to indemnify and hold Contractor harmless from any personal and / or property damage claims in excess the amounts specified in the Certificate of Insurance hereto attached and by reference incorporated herein.

COMPENSATION:

Company shall pay a service charge on all balances over 30 days past due, to be calculated by a "Periodic Rate of 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. Company shall pay any costs, including reasonable attorney's fees to enforce the provisions of this Agreement.

CANCELLATION:

Either party shall have the privilege, with or without cause, to terminate this Agreement at any time upon **30 days** written notice to the other party as hereinafter specified.

In case of default by the Company of any of its agreements contained herein, Contractor shall have the right, at its option, to declare this contract null and void. Contractor may declare immediately due and payable all amounts due hereunder, including monthly payments for services not yet rendered.

In the event that Contractor continues to provide services on the contract beyond the initial term of this agreement, it is agreed that this contract will continue in effect until 30 days after written notice of termination is given by either party.

Notice to the parties, as herein required, shall be given in writing, by certified mail, at the above listed addresses.

Company may not assign its right under this agreement without prior written consent of Contractor.

During the course of the Agreement or in the event of its termination for any cause, Company shall not solicit employment of any employees or subcontractors of Contractor for a period of _____ months.

AMENDMENTS:

Modifications to this agreement may be made mutual consent of the parties, which consent must be in writing and signed by both parties.

ADDITIONAL SERVICES:

Company may, at its option, request Contractor to perform additional services beyond those listed on the attached Detailed Contract Work Schedule and Cost Schedule. However, Company agrees that any additional work will be performed at a price mutually agreed upon by the parties as of the time of performance. Such additional services shall be performed in accordance with the terms of this agreement.

No services shall be performed by Contractor, its employees, or subcontractors, which in Contractor's sole opinion pose a safety hazard.

AGREEMENT:

THIS AGREEMENT entered into on _____ between Town of Mineral Springs, whose address is 3506 Potter Road, Mineral Springs, NC 28108 hereinafter referred to as "Company", and Bucket, Mop, and Broom Cleaning Service L.L.C., whose address is PO Box 386, Monroe, NC 28111 , hereinafter referred to as "Contractor", for services to be provided at 3506 Potter Road; Contractor shall, in accordance with the conditions and specifications set forth in this Agreement, furnish to Company building maintenance, supplies and services as specified in the attached Detailed Contract Work Schedule which is made a part hereof and by reference incorporated herein, for monthly cleaning service rendered once a week beginning _____. In consideration of the above, Company agrees to pay to Contractor \$188.95 per month for services outlined in the attached Detailed Contract Work Schedule, together with any other costs incurred for additional services as specified in the Cost Schedule hereto attached and by reference incorporated herein. Said sum shall be due and payable after work has been performed.

The laws of the State of North Carolina shall govern this agreement.

Additional terms:

COMPANY:

By _____
Authorized Signature

CONTRACTOR:

By _____
Authorized Signature

DETAILED CONTRACT WORK SCHEDULE:

Work to be performed			
General Cleaning	TIMES PER WEEK	TIMES PER MONTH	TIMES PER YEAR
Empty and Damp-wipe Ash Trays & Urns			
Empty Wastebaskets	1		
Dust Tops of Desk, Furniture, Counters	1		
Dust Telephones			
Dust Tops of Cabinets, Pictures Frames	1		
Dust Partitions and Ledges	1		
Spot-clean or Damp-wipe Desk Tops	1		
Spot-clean Doors, Light Switches	1		
Spot-clean Walls, Partitions	As Needed		
Clean Drinking Fountains	1		
Clean Sinks	1		
Damp-wipe Furniture in Eating Areas	1		
Dry clean Chalkboards (if erased)			
PERIODIC GENERAL CLEANING			
High Dusting		1	
Dust Venetian Blinds			
Polish or clean Kick Plates and Handrails		1	
Replace Burned-Out Bulbs and Lamps			
Dust or clean Vents and Grills		1	
Vacuum Window Draperies			
FLOOR MAINTNANCE			
Vacuum Carpeting - General Offices	1		
Vacuum Carpeting - Lobby	1		
Vacuum Carpeting - Corridors	1		
Vacuum Mats and Runners	1		
Dust-mop or sweep Hard Surface Floors	1		
Dust-mop or sweep Stairs & Landings			
Damp-mop or spot-mop Floors	1		
Spot-clean Carpet			
Buff or spray-buff Resilient Floors			
Buff or spray-buff Resilient Floors			
Buff or spray-buff Resilient Floors			
Buff or spray-buff Resilient Floors			
Scrub and Wax Resilient Floors			
Strip, Seal, and Wax Resilient Floors			
Shampoo and/or Extract Carpeting			

Work to be performed			
REST ROOM CLEANING	TIMES PER WEEK	TIMES PER MONTH	TIMES PER YEAR
Empty Trash and Waste Containers	1		
Re-fill Dispensers (Paper, Soap, Etc.)	1		
Clean Mirrors and Bright Work	1		
Clean and Sanitize Sink and Fixtures	1		
Clean and Sanitize Toilets and Urinals	1		
Dust Partitions and Furnishings	1		
Spot Clean Partitions and Walls	1		
Sweep and damp-mop Floors	1		
MECHANICAL EQUIPMENT AND POWER ROOMS			
Sweep Floors	1		
Change Filters			
Dust Low Flat Surfaces (Wall Fixtures, Etc.)			
Dust upper Cable Racks			
Dust Tops of Equipment			
Wax Floors			
EXTERIOR MAINTENANCE			
Sweep Walks			
Sweep Entranceway			
Police Grounds for Trash and Debris			
Cut and Trim Lawns			
Remove Weeds			
Water Lawns			
Sweep Parking Lot			
Remove Snow from Walks			
GARAGE AREA / WAREHOUSE			
Remove Grease Spots			
Sweep Floor Area			
Empty Trash			
Low Dust Wall Fixtures			
WINDOW CLEANING			
Exterior Windows			
Interior Windows			
Lobby Glass/Classroom Doors	1		
CLOSING INSTRUCTIONS			
Arrange Furniture	1		
Clean Janitor Closet	1		
Report any Damage or unusual Circumstances	As Needed		
Secure Exterior Doors and Windows	1		
Turn off Lights	1		
Turn off Night Lights	1		

EQUIPMENT AND SUPPLIES:

Work to be Performed		
EQUIPMENT AND SUPPLIES	FURNISHED BY CONTRACTOR	FURNISHED BY COMPANY
Vacuums	X	
Cleaning Equipment (Carts, Buckets, Pails)	X	
Restroom Soap, Paper, Napkins		X
Cleaning Chemicals and Compounds	X	
Light Bulbs and Fluorescent Lamps		
Dust Mops	X	
Cleaning Rags - Cloths	X	
Plastic Bags		
Buffer		

TOWN OF MINERAL SPRINGS

Price Summary

Weekly Office Cleaning	Monthly
General Office Cleaning	\$188.95
Total Cost:	\$188.95



CERTIFICATE OF LIABILITY INSURANCE

AJC
R054DATE (MM/DD/YYYY)
8/1/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NORTHEAST AGENCIES INC/PHS 210619 P:(866) 467-8730 F:(888) 443-6112 301 WOODS PARK DRIVE CLINTON NY 13323	CONTACT NAME:	
	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No): (888) 443-6112
INSURED BUCKET MOP AND BROOM BARRY MOSLEY DBA PO BOX 386 MONROE NC 28111	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: Hartford Casualty Ins Co	29424
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR HYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			01 SBA AP3749	05/13/2017	05/13/2018	EACH OCCURRENCE	\$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input checked="" type="checkbox"/> General Liab						MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 500,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 1,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED: RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N			N/A			E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE- EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

TOWN OF MINERAL SPRINGS
3506 S POTTER RD
MINERAL SPRINGS, NC, 28108

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE