

# WARREN COUNTY TREASURER

To: All Supervisors  
From: Christine V Norton CPA, County Treasurer  
Date: October 28 ,2025  
Subj: September 2025 Budget Analysis Report

## **Budget Analysis Report**

One of the primary purposes of the monthly budget report is to keep the County Supervisors and Administration informed of any issues that could pose potential problems in the near future. By identifying these concerns early, appropriate action can be taken to address them before they develop into significant challenges.

We have analyzed the revenue and expenditure budgets for the County departments as of September 30,2025 and have noted the following items Supervisors should be aware.

## **Executive Summary**

- **General Fund Balance**

The following shows the balance of unappropriated surplus for the General Fund as of the date of this report compared to the minimum balance needed to operate which equates to two months of operating expenses or 16.7%.

Fund Balance Surplus - 2024	\$37.9M
Appropriated For 2025 Budget	<u>\$(1.9)M</u>
Unappropriated Surplus - 2024	\$35.9M
Additional Appropriated During 2025	<u>\$(1.6)M*</u>
Balance Unappropriated Surplus 2025	\$34.3 M
Minimum Surplus Balance Needed (2 months operating expense)	<u><b>\$33.2M</b></u>
<b>Balance of Surplus Exceeding/(Below) Minimum Balance</b>	<u><u><b>\$1.1M</b></u></u>

**\* - The details of the Additional Appropriated Surplus – 2025 are as follows:**

<b>Date</b>	<b>Resolution</b>	<b>Description</b>	<b>Amount</b>
03/23/2025	129	Treasurer - Insurance Reserve Fund	\$52,786
04/14/2025	162	Legislative Board - Office Chairs	\$986
04/14/2025	164	County Clerk - Travel/Education/Conference	\$4,500
04/30/2025	128	Various - CSEA grade allocation for certain titles	\$38,748
07/23/2025	266	Sheriff - CBA - Salaries/ Overtime shortfalls	\$598,171
07/23/2025	271	Treasurer - Cash Vest (Three Plus One) contract	\$45,500
07/23/2025	273	Treasurer - Countywide new Time Management system	\$105,380
09/23/2025	339	Mental Health - Psychiatric Exp/Criminal	\$500,000
10/20/2025	394	Social Services -Medicaid	\$225,880
			<b><u>\$1,571,952</u></b>

**REVENUES**

**Sales Tax:**

1. We have collected \$1,108,898 more in sales taxes through September 30, 2025 than we did through September 30, 2024 which is a 1.3 % increase.
2. We have received \$ 966,611 more than the 2025 revenue budget to date which is a 1.7 % increase.
3. The net County budget surplus after accounting for the distribution to the Towns and Village is \$ 512,304.

**Occupancy Tax:**

1. We have experienced a 5% increase in TOTAL Occ Tax dollars YOY, broken out as follows
  - a. Hotels, Motels and Resorts are up \$105,513 or 5% YOY
  - b. Short Term Rentals (STR's) are up \$ 17,330 or 5% YOY

## **CASH VEST/Three Plus One:**

1. The Treasurer's office is working with CashVest to identify increased interest income (**~500K-1M potential**) by developing accurate and reliable future forecast of all cash and liquidity levels
2. The Treasurer's office has recently transferred **15M** from the General fund bank account to the General Insured Cash Sweep bank account to generate more interest income.
3. The Treasurer's office is also working with Arrow to invest another **~10M** in a new Treasury Note (for the purpose of generating more interest income.)

## **County Clerk:**

1. **County Clerk Fees:** As of September 30, the department has received \$933,824 in 2025 and \$838,507 in 2024 which is an increase of **10.2%**
  - a. September actual revenue is **1.96%** behind expected 2025 budgeted amounts.
2. **Mortgage Tax:** As of September 30<sup>th</sup>, the department has received \$1,601,854 in Mortgage Tax in 2025 and \$1,279,530 in 2024 which is an increase of **20%**.
  - a. September actual revenue is **1.7%** ahead of expected budgeted amounts. The County Clerk attributes this to the increased housing prices due to strong demand and high construction costs.
3. **Automobile tax** – we have not received the September fees yet so we have drafted an analyses of automobile tax as of August 31<sup>st</sup>,2025. As of August 31<sup>st</sup>, the department has received \$306,047 in auto use tax in 2025 and \$334,726 in 2024 which is a decrease of **9.3%**. August actual revenue is **3.3%** behind of expected budgeted amounts.

**Occupancy Tax Reserve:**

We created two sub accounts: *Occupancy Tax Reserve- Minimum Balance* and the *Occupancy Tax Reserve- Encumbered* in order to better track occupancy reserve funds:

- The Occupancy Tax Reserve – Available balance is equivalent to the unappropriated surplus balance for the General Fund and represents what amount is currently available.
- The Occupancy Tax Reserve - Minimum balance represents the amount of reserve that we must keep on hand for cash flow.
- The Occupancy tax Reserve -Encumbered balance represents the amount that has been obligated either through a contract or purchase order and is not available for other uses. A significant amount of the Occupancy Tax Reserve – Encumbered balance covers periods throughout the year.

<b>Date</b>	<b>Available</b>	<b>Minimum Bal</b>	<b>Encumbered</b>	<b>Total</b>
<b>12/31/2024</b>	<b>2,289,689</b>	<b>1,500,000</b>	<b>384,043</b>	<b>4,173,732</b>
<b>1/31/2025</b>	<b>1,260,810</b>	<b>1,500,000</b>	<b>1,133,318</b>	<b>3,894,128</b>
<b>2/28/2025</b>	<b>(233,770)</b>	<b>1,500,000</b>	<b>2,326,466</b>	<b>3,592,696</b>
<b>3/31/2025</b>	<b>(123,379)</b>	<b>1,500,000</b>	<b>2,141,065</b>	<b>3,517,686</b>
<b>4/30/2025</b>	<b>(1,905,142)</b>	<b>1,500,000</b>	<b>3,783,538</b>	<b>3,378,396</b>
<b>5/31/2025</b>	<b>(2,032,984)</b>	<b>1,500,000</b>	<b>1,785,264</b>	<b>1,252,280</b>
<b>6/30/2025</b>	<b>(1,840,169)</b>	<b>1,500,000</b>	<b>1,966,744</b>	<b>1,626,575</b>
<b>7/31/2025</b>	<b>(1,569,206)</b>	<b>1,500,000</b>	<b>1,160,895</b>	<b>1,091,689</b>
<b>8/31/2025</b>	<b>(864,171)</b>	<b>1,500,000</b>	<b>1,021,225</b>	<b>1,657,054</b>
<b>9/30/2025</b>	<b>712,612</b>	<b>1,500,000</b>	<b>807,035</b>	<b>3,019,647</b>

## County Debt Balances

The following shows the County's current debt outstanding as of September, 2025 along with ending debt balances for future years:

	Current Balance	End of 2025 Balance	2026	2027	2028	2029	2030- 2034	2035- 2039
<b>Bonds</b>								
Recovery Act Bonds, Various Proj	9,445,000	8,660,000	7,840,000	6,990,000	6,110,000	5,200,000	-	-
Court Expansion - 2015	5,120,000	4,720,000	4,305,000	3,880,000	3,445,000	2,995,000	530,000	-
Court Expansion - 2017	5,910,000	5,520,000	5,120,000	4,715,000	4,295,000	3,865,000	1,550,000	-
SUNY Adirondack NSTEM - 2017	4,000,000	3,735,000	3,465,000	3,190,000	2,905,000	2,615,000	1,050,000	-
Paving, Culverts and SUNY ADK <sup>1</sup>	19,795,000	18,935,000	18,045,000	17,110,000	16,125,000	15,090,000	9,095,000	1,665,000
<b>Leased Commitments</b>								
Copiers/Printers - National Busines	168,118	135,457	68,690	-	-	-	-	-
Copier - Toshiba	13,723	11,835	7,936	3,871	-	-	-	-
Office Space - Mental Health	16,822	-	-	-	-	-	-	-
<b>Total Outstanding</b>	<b>44,468,662</b>	<b>41,717,292</b>	<b>38,851,626</b>	<b>35,888,871</b>	<b>32,880,000</b>	<b>29,765,000</b>	<b>12,225,000</b>	<b>1,665,000</b>

## Budget Exception Report

- Please see the attached Budget Exception report which summarizes budgeted expenditure line items where there is currently a problem or there may be a problem in the future. We are reporting on an exception basis only.
- Over expended budget line items are highlighted in red. Some of these items have been over expended for a few months without any action taken to amend the budgets.
- Each department is responsible for ensuring that their budgets including salary and fringe are not over expended and if they are, the issue should be addressed immediately. Legally, the County is not allowed to incur costs for goods or services without sufficient budget in the expenditure line item to cover these costs.

Again, we invite comments from Supervisors and department heads to expand this into a more useful management tool in these critical financial times.