

WARREN COUNTY TREASURER

**Christine V. Norton
County Treasurer**

To: All Supervisors
From: Christine V. Norton, Treasurer
Date: September 9,2025
Subject: July 2025 Budget Analysis Report

Budget Analysis Report

One of the purposes of the monthly budget analysis report is to make the County Supervisors and Administration aware of certain issues that may present a problem in the near future or are currently a problem. It is important that appropriate action be taken to address these issues or concerns before they become a problem.

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	\$37.9	million
Appropriated For 2025 Budget	<u>(1.9)</u>	million
Unappropriated Surplus - 2024	36.0	million
Additional Appropriated During 2025	<u>(0.9)</u>	million
Balance Unappropriated Surplus	\$35.1	million
Minimum Surplus Balance Needed (2 months operating expense) - 2025	<u>33.2</u>	million
Balance of Surplus Exceeding/(Below) Minimum Balance	<u>\$ 1.9</u>	million

Revenues

County Clerk

County Clerk Fees – As of July 31st, the department has received \$ 730,369 in County Clerk Fees in 2025 and \$ 643,957 in 2024 which is an increase of 11%. July actual revenue are 1% behind expected budgeted amounts.

Mortgage Tax – As of July 31st, the department has received \$ 1,191,783 in Mortgage Tax in 2025 and \$ 956,590 in 2024 which is an increase of 19%. July actual revenues is 3% behind expected budgeted amounts.

Automobile Use Tax – As of July 31st, the department has received \$ 306,047 in Automobile Use Tax in 2025 and \$ 287,173 in 2024 which is an increase of 6%. July actual revenues is 10 % ahead expected budgeted amounts.

County Treasurer

Sales Tax – We have collected \$ 193,293 more in sales taxes through July 31, 2025 than we did through July 31, 2024 which is a 0.5% increase. We have received \$ 923,946 more than the 2025 revenue budget to date which is a 2.2% increase. The net County budget surplus after accounting for the distribution to the Towns and Village is \$ 536,520.

Tourism

Occupancy Tax – As of July 31, the department has received \$ 1,878,084 in Occupancy Tax revenue in 2025 and \$ 1,830,470 in 2024 which is an **increase of \$ 47,614 or 2.5%**.

Sheriff's Correction Division

Jail Services, Other Government – As of July 31st, the department has received \$ 14,768 in Jail Services, Other Government in 2025 and \$ 113,220 in 2024 which is a **decrease of 86%**. July actual revenues are 83% behind of expected budgeted amounts.

The Sheriff's Office has noted that there has been a significant decrease in federal boarded incarcerated individuals. The County has no control over the number of federal inmates that are boarded at the County.

Building & Fire Code

Building Permits – As of July 31, the department received \$ 141,000 in building permits in 2025 and \$ 143,988 in 2024 which is a **decrease of 2%**. April actual revenues are 10% behind expected budgeted amounts.

Adult -Use Cannabis

It should be noted that in 2025, the County started receiving 4% of the sales of Adult Cannabis Use from different dispensaries in Warren County. This new source of revenue is supposed to be received by the County on a quarterly basis. So far, the County has received two deposits: one in May for \$ 38,240 and another deposit in August for \$ 49,569. The County is to retain 25% of the total revenue and distribute 75% to the towns, cities and villages in Warren County that generated the original sales. We are still trying to receive guidance from the Office of Cannabis Management, NYS Department of Taxation and Finance, NYS Office of the State Comptroller and other surrounding Counties on the correct distribution percentage.

Expenditures

Occupancy Tax Reserve

We created two sub accounts: Occupancy Tax Reserve – Minimum Balance and the Occupancy Tax Reserve – Encumbered in order to better track reserve activity.

- 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.

The following represents the balances at the end of each month for the three reserve accounts. Please note that the Board approved to increase the reserve minimum balance to \$1,500,000 during the July, 2023 Board meeting.

Date	Occ Tax Reserve - Available	Occ Tax Reserve - Minimum Balance	Occ Tax Reserve - Encumbered	Total
1/31/2025	1,260,810	1,500,000	1,133,318	3,894,128
2/28/2025	(233,770)	1,500,000	2,326,466	3,592,696
3/31/2025	(123,379)	1,500,000	2,141,065	3,517,686
4/30/2025	(1,905,142)	1,500,000	3,783,538	3,378,396
5/31/2025	(2,032,984)	1,500,000	1,785,264	1,252,280
6/30/2025	(1,840,169)	1,500,000	1,966,744	1,626,575
7/31/2025	(1,569,206)	1,500,000	1,160,895	1,091,689

County Debt Balances

The following shows the County's current debt outstanding as of April, 2024 along with ending debt balances for future years:

	Current Balance	End of 2025 Balance	2026	2027	2028	2029	2030- 2034	2035- 2039
Bonds								
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 ¹	19,795,000	18,935,000	18,045,000	17,110,000	16,125,000	15,090,000	9,095,000	1,665,000
Leased Commitments								
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	-	-	-	-	-	-	-
Total Outstanding	44,468,662	41,717,292	38,851,626	35,888,871	32,880,000	29,765,000	12,225,000	1,665,000

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.