



Town Council Workshop

Monday, August 21, 2023 at 7:00 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. WORKSHOP ACTION
 - a. FY 23/24 Annual Budget Overview
Exhibit: Agenda Report Number 3a

Attachments:

- **Agenda Report Number 3a** (Agenda_Report_Number_3a.pdf)

4. ADJOURNMENT

Contact: Debby Franklin (townclerk@townofmalabar.org 321-727-7764) | Agenda published on 08/18/2023 at 3:59 PM

TOWN OF MALABAR

Budget Workshop 2

AGENDA ITEM NO: 3.a

Meeting Date: August 21, 2023

Prepared By: Matthew Stinnett, Town Manager

SUBJECT: Budget Overview

BACKGROUND/HISTORY:

Since the last workshop the Town has implemented a new financial system, the budget was taken from MS Excel and imported in the new system allowing for the updated template provided for this workshop. In that process various changes were implemented, and some individual lines have been renamed or rearranged.

Additional minor changes have been made as revised numbers or estimates have been received overall the draft budget at the previous meeting was \$5,264,234 and has been reduced to \$4,938,059. The change is primarily due to the reallocation of \$330,000 from ARPA funds to complete Weber Road resurfacing in the current fiscal year.

Highlight of increases made since the last workshop:

Revenues

- Building permits estimate increased by \$15,000.
- Use of general fund balance increased by \$5,862.
- Communication service tax estimate received and increased by \$2368.

Expenditures

- Streets and Roads (541) department was reworked for personnel changes. Staffing includes PW Manger, 2 HEO, 2 MEO positions resulting in an increase of \$16,199.
- Employee benefits (health dental and vision) were previously allocated to 519 but were reallocated to each department (511, 512, 513, 522, and 541) increasing each department for the proportionate amount.
- Legal budget increased by \$10,000.

ATTACHMENTS:

FY 2024 Draft Budget

ACTION OPTIONS:

Discussion.



Town of
MALABAR
Florida

GL Number	Description	22-23 Amended Budget	22-23 Activity	22-23 Projected	23-24 BUDGET WORKSHOP	23-24 BOARD APPROVED
Fund: 001 GENERAL FUND						
Account Category: Estimated Revenues						
000						
001-000-311.0000	AD VALOREM TAXES	1,484,127	1,497,830	1,497,830	1,643,077	
001-000-312.4300	LOCAL OPTION GAS TAX	99,500	122,238	131,257	107,759	
001-000-314.1000	UTILITY TAX - ELECTRICITY	330,000	291,582	343,385	350,000	
001-000-314.4000	UTILITY TAX - GAS	14,000	12,419	14,599	15,000	
001-000-315.2000	COMMUNICATIONS SERVICE TAX	107,457	104,351	120,483	115,198	
001-000-316.1000	BUSINESS TAX RECEIPTS - MALAB	20,000	19,463	19,388	19,250	
001-000-316.2000	BUSINESS TAX RECEIPTS - BREVA	1,100	718	718	700	
001-000-322.0000	BUILDING PERMITS	190,000	221,574	230,000	205,000	
001-000-323.1000	FRANCHISE FEE - ELECTRICITY	240,000	245,183	260,366	260,000	
001-000-323.3000	FRANCHISE FEE - WATER	6,900	6,683	7,971	8,000	
001-000-323.7000	FRANCHISE FEE - SOLID WASTE	37,000	31,656	32,830	35,000	
001-000-325.1000	SW ASSESSEMENT	132,001	125,565	126,651	133,117	
001-000-325.2000	TIFT ALLOCATION REQUEST	50,000	0	0	66,000	
001-000-329.5000	OPSA LAND USE	8,000	23,570	25,000	15,000	
001-000-329.5010	BEAUTIFICATION TRUST FUND	0	6,465	6,780	5,000	
001-000-331.5100	SLFRF ALLOTMENT	0	1,929	1,929	0	
001-000-334.1000	STATE GRANT	11,294	22,589	22,589	25,730	
001-000-335.1250	STATE REVENUE SHARING	95,865	105,653	105,653	109,190	
001-000-335.1400	STATE REVENUE SHARING - MOBIL	3,000	2,414	2,617	2,600	
001-000-335.1500	STATE REVENUE SHARING - ALCOH	1,700	1,468	1,468	1,400	
001-000-335.1800	STATE REV SHARING-LOCAL GOVT	191,837	184,381	217,342	215,140	
001-000-335.1900	STATE REVENUE SHARING - OTHER	5,500	8,068	8,068	5,500	
001-000-335.2100	STATE REVENUE SHARING - FIREF	4,800	394	1,054	990	



Town of
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GL Number	Description	22-23 Amended Budget	22-23 Activity	22-23 Projected	23-24 BUDGET WORKSHOP	23-24 BOARD APPROVED
Fund: 001 GENERAL FUND						
Account Category: Estimated Revenues						
000						
001-000-349.0000	SPECIAL EVENT REVENUE	3,000	2,935	2,935	3,000	
001-000-349.1000	BACKGROUND CHECK	200	120	120	200	
001-000-349.2000	PAVING ASSESSMENT	16,228	0	0	10,000	
001-000-349.3000	GOLF CART REGISTRATION	300	150	150	250	
001-000-349.4000	LIEN SEARCHES	6,000	3,775	4,525	5,000	
001-000-351.0000	FINES/FORFEITURE	500	502	693	500	
001-000-361.1000	INTEREST EARNINGS	3,000	1,718	1,718	10,000	
001-000-361.1010	CELL TOWER LEASE INTEREST	10,885	9,989	10,855	10,855	
001-000-362.0000	CELL TOWER LEASE PRINCIPAL	18,095	16,576	18,095	18,095	
001-000-365.0000	SALE OF SURPLUS MATERIAL	2,500	1,033	1,033	15,000	
001-000-366.0000	DONATIONS	1,000	200	200	100	
001-000-369.9000	MISCELLANEOUS REVENUE	300	875	875	500	
001-000-369.9100	INSURANCE REFUND - FMIT	1,500	0	0	0	
001-000-389.5000	DEBT PROCEEDS	2,107,000	15,382	15,382	0	
001-000-389.9000	PARK & REC FUNDS	45,160	0	0	45,160	
001-000-389.9520	USE & OF BD RESTRICTED FUND B	44,390	0	0	124,692	
001-000-389.9530	USE & OF GF FUND BALANCE	48,369	0	0	549,154	
001-000-389.9540	USE & OF SW FUND BALANCE	164,113	0	102,065	0	
001-000-389.9860	SLFR & RESTRICTED FUNDING	1,462,004	0	551,704	806,902	
Total 000:		6,968,625	3,089,448	3,888,328	4,938,059	
Estimated Revenues		6,968,625	3,089,448	3,888,328	4,938,059	
Account Category: Appropriations						
000						
001-000-500.0000	PAYROLL EXPENSES - TAXES	0	(160)	0	0	



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Fund: 001 GENERAL FUND						
Account Category: Appropriations						
000						
Total 000:		0	(160)	0	0	
511						
001-511-500.1100	EXECUTIVE SALARIES	50,000	40,891	50,000	57,750	
001-511-500.1101	EXECUTIVE SALARIES	55,000	45,917	50,000	0	
001-511-500.1200	REGULAR SALARIES & WAGES	34,900	12,312	12,312	40,000	
001-511-500.1400	OVERTIME	1,000	0	0	1,000	
001-511-500.2100	FICA	3,825	3,791	3,825	7,554	
001-511-500.2200	RETIREMENT CONTRIBUTIONS - FR	5,955	6,824	6,824	25,363	
001-511-500.2300	EMPLOYEE BENEFITS	16,919	16,476	16,919	37,864	
001-511-500.3114	CONTRACTED SERVICES - SC	14,600	2,040	2,040	2,500	
001-511-500.4000	TRAVEL & PER DIEM	1,500	2,057	2,057	1,500	
001-511-500.4010	TRAVEL & PER DIEM - COUNCIL	3,500	290	290	1,500	
001-511-500.4020	TRAVEL & PER DIEM - CLERK	0	0	0	1,000	
001-511-500.4200	POSTAGE & FREIGHT	1,000	577	975	1,000	
001-511-500.4500	INSURANCE	0	310	310	350	
001-511-500.4700	PRINTING & LEGAL ADS	0	3,267	3,600	5,000	
001-511-500.4800	PROMOTIONAL ACTIVITIES	0	62	62	500	
001-511-500.4940	ELECTION EXPENSE	350	0	0	0	
001-511-500.5200	OPERATING SUPPLIES	1,500	1,331	1,500	1,000	
001-511-500.5400	BOOKS, SUBSCRIPTION, MEMBERSH	0	1,443	1,443	1,500	
001-511-500.5500	TRAINING, SEMINARS, REGISTRAT	0	0	0	3,000	
Total 511:		190,049	137,588	152,157	188,381	
512						
001-512-500.1100	EXECUTIVE SALARIES	86,000	78,126	86,000	90,300	



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Account Category: Appropriations						
512						
001-512-500.1200	REGULAR SALARIES & WAGES	0	0	0	65,000	
001-512-500.2100	FICA	6,855	6,061	6,579	11,880	
001-512-500.2200	RETIREMENT CONTRIBUTIONS - FR	27,150	25,316	27,150	39,992	
001-512-500.2300	EMPLOYEE BENEFITS	0	0	0	18,652	
001-512-500.4000	TRAVEL & PER DIEM	3,600	2,100	3,600	3,600	
001-512-500.5400	BOOKS, SUBSCRIPTION, MEMBERSH	0	358	358	400	
Total 512:		123,605	111,961	123,687	229,824	
513						
001-513-500.1110	EXECUTIVE SALARIES - TREASURE	65,000	0	0	100,000	
001-513-500.2100	FICA	11,926	3,679	3,679	7,650	
001-513-500.2200	RETIREMENT CONTRIBUTIONS - FR	29,381	13,606	13,606	13,570	
001-513-500.2300	EMPLOYEE BENEFITS	0	0	0	29,795	
001-513-500.3200	AUDITING	22,000	23,826	23,826	22,000	
001-513-500.4000	TRAVEL & PER DIEM	0	1,332	1,332	0	
001-513-500.4900	OTHER CURRENT OBLIGATIONS	7,000	16,272	16,272	0	
001-513-500.5400	BOOKS, SUBSCRIPTION, MEMBERSH	0	185	185	500	
001-513-500.5500	TRAINING, SEMINARS, REGISTRAT	0	0	0	500	
Total 513:		135,307	58,900	58,900	174,015	
514						
001-514-500.3100	PROFESSIONAL SERVICES	60,000	89,122	112,123	50,000	
001-514-500.3110	OTHER SERVICES - EMPLOYMENT/B	0	0	0	5,000	
001-514-500.3120	PROF SRVS - EXTERNAL LEGAL CO	0	0	0	10,000	
Total 514:		60,000	89,122	112,123	65,000	
515						



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Fund: 001 GENERAL FUND						
Account Category: Appropriations						
515						
001-515-500.3100	PROFESSIONAL SERVICES	1,500	1,488	1,488	3,500	
Total 515:		1,500	1,488	1,488	3,500	
519						
001-519-500.2300	EMPLOYEE BENEFITS	169,580	120,733	120,733	4,041	
001-519-500.2310	OEB LIABILITIES	25,194	28,665	28,665	15,000	
001-519-500.2400	WORKERS' COMPENSATION	42,980	42,720	42,720	44,000	
001-519-500.2410	AD&D AND FFCO PREMIUM	950	825	825	900	
001-519-500.3106	PROFESSIONAL SERVICES - CODE	0	0	3,000	10,000	
001-519-500.3110	OTHER SERVICES - EMPLOYMENT/B	0	289	330	330	
001-519-500.3402	OTHER SERVICES - PEST/HERBICI	3,000	3,694	6,664	6,800	
001-519-500.3403	OTHER SERVICES - FACILITY	10,000	4,346	10,000	5,000	
001-519-500.3404	OTHER SERVICES - JANITORIAL	4,620	3,826	4,146	4,620	
001-519-500.4000	TRAVEL & PER DIEM	5,000	35	35	1,500	
001-519-500.4100	COMMUNICATION SERVICES	16,000	6,634	8,285	9,000	
001-519-500.4120	COMMUNICATION SERVICES - CELL	12,650	2,752	3,333	3,500	
001-519-500.4300	UTILITIES - ELECTRIC	14,000	14,901	16,253	17,000	
001-519-500.4400	RENTALS & LEASES	12,700	7,873	8,682	9,000	
001-519-500.4501	INSURANCE - PROPERTY & LIABIL	56,077	47,117	47,117	96,000	
001-519-500.4600	REPAIRS & MAINTENANCE	10,000	1,496	3,450	4,000	
001-519-500.4620	SOFTWARE MAINTENANCE	0	22,382	22,382	25,000	
001-519-500.4700	PRINTING & LEGAL ADS	0	1,460	1,642	1,800	
001-519-500.4900	OTHER CURRENT OBLIGATIONS	5,000	1,789	1,948	3,000	
001-519-500.4920	CONTINGENCY	7,674	0	0	7,000	



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Account Category: Appropriations						
519						
001-519-500.5100	OFFICE SUPPLIES	0	457	1,138	1,500	
001-519-500.5200	OPERATING SUPPLIES	9,000	3,200	4,472	6,000	
001-519-500.5400	BOOKS, SUBSCRIPTION, MEMBERSH	1,000	958	997	1,000	
001-519-500.5500	TRAINING, SEMINARS, REGISTRAT	0	689	689	4,152	
001-519-500.6400	MACHINERY & EQUIPMENT	51,000	23,175	51,000	0	
Total 519:		456,425	340,016	388,506	280,143	
522						
001-522-500.1100	EXECUTIVE SALARIES	53,251	33,130	35,000	55,910	
001-522-500.1200	REGULAR SALARIES & WAGES	277,023	257,686	291,309	273,269	
001-522-500.1210	PART TIME SALARIES AND WAGES	0	0	0	21,425	
001-522-500.1300	HOLIDAY PAY	9,000	8,573	8,573	8,500	
001-522-500.1400	OVERTIME	6,000	8,713	8,713	8,000	
001-522-500.1500	SPECIAL PAY	4,000	4,686	4,847	7,500	
001-522-500.2100	FICA	25,353	22,820	25,615	28,657	
001-522-500.2200	RETIREMENT CONTRIBUTIONS - FR	96,090	87,251	96,090	122,840	
001-522-500.2300	EMPLOYEE BENEFITS	0	7,116	7,116	104,183	
001-522-500.3104	PROFESSIONAL SERVICES - MEDIC	12,500	7,930	12,500	15,262	
001-522-500.3117	CONTRACTED SERVICES - ILA BCF	9,500	0	0	0	
001-522-500.3400	OTHER SERVICES	8,000	0	0	0	
001-522-500.3401	OTHER SERVICES - COUNTY	7,000	14,750	14,750	28,122	
001-522-500.4600	REPAIRS & MAINTENANCE	20,000	22,162	22,162	25,000	
001-522-500.4610	REPAIRS & MAINTENANCE - RADIO	1,500	1,000	1,000	1,500	
001-522-500.4620	SOFTWARE MAINTENANCE	0	12,631	12,631	7,500	



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Account Category: Appropriations						
522						
001-522-500.4800	PROMOTIONAL ACTIVITIES	0	1,053	1,053	950	
001-522-500.5100	OFFICE SUPPLIES	0	277	277	700	
001-522-500.5200	OPERATING SUPPLIES	12,000	6,873	6,873	22,200	
001-522-500.5201	OPERATING SUPPLIES - FUEL	12,000	7,498	8,000	12,000	
001-522-500.5400	BOOKS, SUBSCRIPTION, MEMBERSH	600	400	400	500	
001-522-500.5500	TRAINING, SEMINARS, REGISTRAT	3,000	0	0	3,000	
001-522-500.6300	INFRASTRUCTURE	49,696	49,696	49,696	0	
001-522-500.6400	MACHINERY & EQUIPMENT	150,000	0	0	199,696	
001-522-500.8000	GRANTS	22,589	16,152	22,589	32,230	
Total 522:		779,102	570,397	629,194	978,944	
524						
001-524-500.1200	REGULAR SALARIES & WAGES	47,586	43,534	47,586	90,000	
001-524-500.1210	PART TIME SALARIES AND WAGES	11,000	7,884	9,000	8,906	
001-524-500.1400	OVERTIME	1,500	1,107	1,200	2,000	
001-524-500.2100	FICA	4,597	3,569	4,597	7,719	
001-524-500.2200	RETIREMENT CONTRIBUTIONS - FR	7,156	4,694	7,156	13,693	
001-524-500.2300	EMPLOYEE BENEFITS	9,332	8,261	9,332	18,652	
001-524-500.2400	WORKERS' COMPENSATION	5,155	5,415	5,415	422	
001-524-500.3101	PROFESSIONAL SERVICES - PLANN	2,000	0	0	0	
001-524-500.3102	PROFESSIONAL SERVICES - LEGAL	5,000	4,253	5,000	10,000	
001-524-500.3103	PROF SRVS - BLDG OFFICIAL, PL	95,000	41,162	67,885	95,000	
001-524-500.3105	PROFESSIONAL SERVICES - ENGIN	12,000	11,400	13,820	15,000	
001-524-500.3402	OTHER SERVICES - PEST/HERBICI	450	396	450	500	



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Account Category: Appropriations						
524						
001-524-500.3403	OTHER SERVICES - FACILITY	8,500	989	1,800	1,000	
001-524-500.3404	OTHER SERVICES - JANITORIAL	960	614	960	800	
001-524-500.4000	TRAVEL & PER DIEM	0	0	0	1,000	
001-524-500.4100	COMMUNICATION SERVICES	3,000	2,555	3,000	4,000	
001-524-500.4300	UTILITIES - ELECTRIC	1,300	1,191	1,300	1,500	
001-524-500.4400	RENTALS & LEASES	4,000	2,691	4,000	4,000	
001-524-500.4501	INSURANCE - PROPERTY & LIABIL	6,854	7,583	7,583	10,000	
001-524-500.4620	SOFTWARE MAINTENANCE	0	5,281	5,281	8,000	
001-524-500.4700	PRINTING & LEGAL ADS	0	1,459	1,459	3,000	
001-524-500.4900	OTHER CURRENT OBLIGATIONS	5,000	3,160	3,160	5,000	
001-524-500.5100	OFFICE SUPPLIES	0	0	0	3,000	
001-524-500.5200	OPERATING SUPPLIES	1,500	837	1,500	1,500	
001-524-500.5500	TRAINING, SEMINARS, REGISTRAT	0	0	0	1,000	
001-524-500.6400	MACHINERY & EQUIPMENT	2,500	0	0	24,000	
Total 524:		234,390	158,035	201,484	329,692	
525						
001-525-500.1100	EXECUTIVE SALARIES	50,000	44,737	50,000	0	
001-525-500.2100	FICA	3,825	3,414	3,825	0	
001-525-500.2200	RETIREMENT CONTRIBUTIONS - FR	5,955	5,364	5,955	0	
001-525-500.2300	EMPLOYEE BENEFITS	16,919	14,511	16,919	0	
001-525-500.3000	DISASTER DEBRIS	0	3,448	3,448	0	
001-525-500.3010	PA ROCKY POINT	0	27,655	543,292	543,292	
001-525-500.3020	AMERICAN RELIEF PLAN ACT/SLFR	1,385,304	171,704	501,704	806,902	



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Fund: 001 GENERAL FUND						
Account Category: Appropriations						
525						
Total 525:		1,462,003	270,833	1,125,143	1,350,194	
538						
001-538-500.3113	CONTRACTED SERVICES - ENGINEE	30,000	4,169	4,169	15,000	
001-538-500.3118	CONTRACTED SERVICES - ROW CUL	20,000	2,600	2,600	10,000	
001-538-500.3405	ILA ADMINISTRATIVE PROIGRAM	11,000	6,993	11,000	10,750	
001-538-500.4601	SW MAINTENANCE OPERATIONS - 5	0	1,375	1,800	15,000	
001-538-500.4910	SW PROJECTS	57,440	20,379	20,379	21,697	
001-538-500.6300	INFRASTRUCTURE	0	9,430	9,430	50,000	
001-538-500.6400	MACHINERY & EQUIPMENT	167,344	168,969	168,969	0	
001-538-500.7100	SRF LOAN PAYMENT	10,340	10,369	10,369	10,670	
Total 538:		296,124	224,284	228,716	133,117	
541						
001-541-500.1100	EXECUTIVE SALARIES	57,182	46,843	46,843	50,000	
001-541-500.1200	REGULAR SALARIES & WAGES	116,729	87,360	95,000	158,080	
001-541-500.1400	OVERTIME	8,000	3,760	4,000	2,000	
001-541-500.2100	FICA	13,916	10,256	11,500	16,071	
001-541-500.2200	RETIREMENT CONTRIBUTIONS - FR	21,666	17,226	18,000	28,508	
001-541-500.2300	EMPLOYEE BENEFITS	0	3,187	3,187	46,630	
001-541-500.4000	TRAVEL & PER DIEM	500	0	0	500	
001-541-500.4300	UTILITIES - ELECTRIC	11,000	11,211	11,211	11,700	
001-541-500.4400	RENTALS & LEASES	0	0	0	1,500	
001-541-500.4600	REPAIRS & MAINTENANCE	35,000	21,111	35,000	25,000	
001-541-500.4611	REPAIRS & MAINTENANCE - ROADS	50,000	3,525	3,525	0	
001-541-500.4612	REPAIRS & MAINTENANCE - RR SI	3,600	3,934	3,934	4,000	



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541						
001-541-500.4900	OTHER CURRENT OBLIGATIONS	1,000	0	0	0	
001-541-500.5200	OPERATING SUPPLIES	7,000	3,359	7,000	7,000	
001-541-500.5201	OPERATING SUPPLIES - FUEL	25,000	10,952	12,000	18,000	
001-541-500.5300	ROAD MATERIALS & SUPPLIES	0	11,701	15,000	25,000	
001-541-500.6300	INFRASTRUCTURE	50,000	0	0	66,000	
001-541-500.6400	MACHINERY & EQUIPMENT	37,075	37,074	37,074	0	
001-541-500.6410	REPLACEMENT EQUIPMENT	45,300	40,157	40,157	0	
001-541-500.6500	CONSTRUCTION IN PROGRESS	2,650,292	0	0	664,000	
Total 541:		3,133,260	311,656	343,431	1,123,989	
572						
001-572-500.3402	OTHER SERVICES - PEST/HERBICI	0	2,140	2,140	0	
001-572-500.3404	OTHER SERVICES - JANITORIAL	0	100	100	0	
001-572-500.4400	RENTALS & LEASES	2,600	2,360	2,600	2,600	
001-572-500.4600	REPAIRS & MAINTENANCE	15,000	3,909	4,000	15,000	
001-572-500.4900	OTHER CURRENT OBLIGATIONS	600	0	0	0	
001-572-500.4930	OPERATING (T&G_PARK)	10,000	1,522	1,522	10,000	
001-572-500.5200	OPERATING SUPPLIES	0	0	0	5,000	
001-572-500.6300	INFRASTRUCTURE	45,160	0	0	45,160	
001-572-500.6400	MACHINERY & EQUIPMENT	20,000	8,320	8,320	0	
Total 572:		93,360	18,351	18,682	77,760	
574						
001-574-500.4800	PROMOTIONAL ACTIVITIES	3,500	786	786	3,500	
Total 574:		3,500	786	786	3,500	
Appropriations		6,968,625	2,293,257	3,384,297	4,938,059	



Town of
MALABAR
Florida

GL Number	Description	22-23 Amended Budget	22-23 Activity	22-23 Projected	23-24 BUDGET WORKSHOP	23-24 BOARD APPROVED
Fund: 001 GENERAL FUND						
Fund 001 - GENERAL FUND:						
	TOTAL ESTIMATED REVENUES	6,968,625	3,089,448	3,888,328	4,938,059	
	TOTAL APPROPRIATIONS	6,968,625	2,293,257	3,384,297	4,938,059	
	NET OF REVENUES & APPROPRIATIONS:	0	796,191	504,031	0	