



**CROFTON CIVIC ASSOCIATION  
CCA BUDGET MEETING  
Library Media Center, Crofton Elementary School  
November 17th, 2025 – 7:00 PM**

**Present:**

**Board Members:** Anna O'Kelly, Stephen Tull, James Kitchin, Brian Riley, Meredith Schramm, Charles See, Charles Cook, Kitty Gross, John Sullivan.

**Staff:** Martin H. Simon, James Harvey, Chief Jett, Tara Gottschalck

President Anna O'Kelly opened the meeting with the Pledge of Allegiance.

**Minutes**

Anna announced that the minutes from the budget meeting of October 27<sup>th</sup> require approval. There were no additional edits. The minutes were filed as distributed.

**Budget Review – James Harvey**

Jim presented the Reserves and CCA Budgets.

**Reserves**

Jim sent out two recent changes by email today. The budget request form from the county has been received. We were expected to reserve \$87,000 from this year for FY27 but the county inserted \$81,400 for the FY27 reserve. The assessable base has been increased by \$80,800,000, therefore allowing us to lower the tax rate from what was proposed previously.

To balance the budget, the ADA reserves were adjusted from \$5,000 to \$2,381. The 2.7% COLA rate that was used in previous budget drafts has since been adjusted to the rate of 2.8% that was published by the Federal Government.

The budgeted tax rate is 0.1086% for FY27. The tax rate for FY26 was 0.1023%. This is an approximate increase of \$31 per home.

Stephen moved to approve the FY27 CSCBD budget. Chuck Cook seconded. The motion was passed unanimously.

James Kitchin moved to approve the tax rate of 0.1086%. Stephen seconded. The motion passed unanimously.

**CCA Budget**

The by-laws require the civic association budget to be reviewed by the Vice President and Treasurer. James and Stephen met with Jim and Martin last week. James distributed this report to the Board members.

The By-laws state that an income of \$50,000 or greater requires an audit every three years. An audit was done last year due to the revenue generated by the Crofton 60<sup>th</sup> Anniversary and the County's payment for the forest conservation easement. This year and next year require an audit committee review only.

The audit committee review requires a review of all records related to donations, grants, and other revenues and expenditures. It includes a review of payments and bank statements. The Finance Committee then makes a statement to the Board highlighting changes to assets of the CCA, comparing them to net assets.

The overall FY25 income was \$32,670-. \$3,606 was interest, mostly generated from interest earned on a certificate of deposit with the \$100,000 from the forest conservation easement.

There were three donations totaling \$700. \$600 for the Police Equipment fund, and \$100 for the Crofton Dog Show.

There was \$790 in police revenue from the sales of challenge coins and dunk tank donations.

There was \$7,726 for advertising revenue.

There was \$220 of revenue from sales of Crofton books, and the Christmas ornaments.

Crofton Salutes Our Heroes banners generated \$8,770.70. This is the net revenue and does not include the service fee for payments made via Square.

There was \$8,349 of income from the Crofton 60<sup>th</sup> Anniversary program.

We received a \$2,500 grant from the Arts Council of Anne Arundel County.

There were some changes to how expenses paid from reserves were accounted for that are in line with corrections made to the district budget. Now expenses are no longer offset by money moved from reserves and you can see all expenses.

The total expenses for FY25 were \$29,583. \$5.58 was spent on postage for the Covenant Review Committee.

The Recreation expenses were just under \$3,500. There was a Skate Zone event for the 60<sup>th</sup> Anniversary that required a deposit paid in FY24, and the balance was paid in FY25.

There was \$6,330 in expenses for tax preparation and a full audit which were required because our FY24 income exceeded \$50,000. However, some of this expense is for a penalty paid to the IRS that we expect will be refunded in FY26.

Miscellaneous expenses include awards banquet tickets and flags for heroes. A review of QuickBooks showed no irregularities. Receipts matched all entries.

All financial statements are in order.

Assets increased due to the principle being paid down on the Enclave loan. Unrestricted assets decreased from FY24 because \$100,000 was moved to the Forest Conservation Proceeds Fund. There is \$5,000 held in reserves held for seed money to get the Crofton 70<sup>th</sup> Anniversary programs started. The year ended with total cash assets of \$138,000, with a total balance asset of \$3,423,138.

John moved to approve the report from the Finance Committee. Chuck Cook seconded. The motion passed unanimously.

Chuck Cook moved to approve the CCA Budget. James seconded. The motion passed unanimously.

With no additional questions or comments, the meeting was adjourned for an Executive Session to discuss a benefits proposal.

A motion was made by Chuck Cook and seconded by James Kithcin to institute a take home car policy for the police department. The vote passed unanimously.

*Meeting minutes completed by Tara Gottschalck, Administrative Assistant (December 12, 2025)*

MS/JH(tg)