



Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: December 11, 2017

FINANCIAL REPORT

At mid-year the Capital and Operating budgets are at expected levels. Revenues and expenses remain within projections.

Manager's Report:

CSX crews worked over the past two weeks to clear the culvert that runs under the railroad tracks at the edge of Porcupine Woods. The culvert is now clean and should carry storm water out of the park, preventing the storm water back-up that has occurred for several years.

New Building Permits

Chris Keller 4501 Clermont Place Deck replacement

**TOWN OF GARRETT PARK
Financial Report**

November 2017 Monthly

REVENUES	FY 2017			FY 2018		
	EOY ACTUAL	November	% Actual	BUDGET	November	% BUDGET
						TARGET % 41.7%
1.0 Prior Year Carryover	\$204,282	\$204,282		\$60,000	\$157,862	263.1%
Receipts						
2.0 - Taxes & Fees	\$923,981	\$436,846	47.3%	\$906,000	\$514,181	56.8%
2.1-- Local Property Taxes	\$531,296	\$277,874	52.3%	\$540,000	\$298,276	55.2%
2.1.1 -- Real Property Taxes	\$516,931	\$276,198	53.4%	\$525,000	\$297,517	56.7%
2.1.2 -- Personal Property Taxes	\$13,125	\$1,604	12.2%	\$13,500	\$697	5.2%
2.1.3 -- Penalties & Interest	\$911	\$72	7.9%	\$1,000	\$62	6.2%
2.1.4 -- Homestead Tax Credit	\$329	\$0	0.0%	\$500	\$0	0.0%
2.2 -- Local Income Taxes	\$376,234	\$151,099	40.2%	\$350,000	\$210,352	60.1%
2.3 -- Other Local Taxes	\$0	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$16,451	\$7,873	47.9%	\$16,000	\$5,553	34.7%
3.0 - Intergovernmental Receipts	\$93,780	\$74,209	79.1%	\$82,900	\$100,723	121.5%
3.1 -- From State of Maryland	\$31,608	\$25,774	81.5%	\$34,900	\$27,184	77.9%
3.2 -- From Montgomery County	\$62,172	\$48,435	77.9%	\$48,000	\$73,539	153.2%
4.0 -- Municipal Refuse Collection	\$121,781	\$65,446	53.7%	\$119,000	\$65,490	55.0%
5.0 - Miscellaneous Receipts	\$151,712	\$64,062	42.2%	\$157,980	\$67,764	42.9%
5.1 - Investment Earnings	\$1,786	\$661	37.0%	\$1,500	\$523	34.9%
5.2 -- Rents and Concessions	\$144,348	\$62,979	43.6%	\$154,100	\$66,340	43.1%
5.2.1 -- Town Hall Rents	\$16,620	\$7,645	46.0%	\$20,000	\$9,030	45.2%
5.2.2 -- Penn Place Rents	\$124,008	\$51,614	41.6%	\$130,000	\$53,218	40.9%
5.2.3 -- Swimming Pool Assoc.	\$3,720	\$3,720	100.0%	\$4,100	\$4,092	99.8%
5.3 - Restricted Contributions	\$3,632	\$0	0.0%	\$380	\$380	0.0%
5.3.1 -- Archives Donations	\$150	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$887	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$2,595	\$0	0.0%	\$380	\$380	0.0%
5.4 -- Other Receipts	\$1,946	\$422	21.7%	\$2,000	\$520	26.0%
Total FY 16 Receipts:	\$1,291,254	\$640,562	49.6%	\$1,265,880	\$748,158	59.1%
TOTAL Receipts	\$1,495,536	\$844,844		\$1,325,880	\$906,020	68.3%
6.0 -- From Reserves	\$8,162	\$4,660	57.1%	\$0	\$0	
Total Revenues:	\$1,503,698	\$849,504		\$1,325,880	\$906,020	68.3%

**TOWN OF GARRETT PARK
Monthly Financial Report**

**TOWN OF GARRETT PARK
Financial Report**

November 2017 Monthly

OPERATING EXPENSES	FY 2017			FY 2018		
	EOY ACTUAL	November	% Actual	BUDGET	November	% BUDGET
						Target % 41.7%
10.0 - Personnel	\$378,116	\$162,681	43.0%	\$407,300	\$154,250	37.9%
10.1 - Salaries	\$288,459	\$124,731	43.2%	\$297,800	\$123,649	41.5%
10.2 - Overtime	\$6,621	\$1,787	27.0%	\$15,000	\$851	5.7%
10.3 - Benefits	\$60,462	\$26,485	43.8%	\$70,000	\$20,225	28.9%
10.4 - Payroll Taxes, Etc.	\$22,574	\$9,679	42.9%	\$23,500	\$9,524	40.5%
10.5 - Training	\$0	\$0	0.0%	\$1,000	\$0	0.0%
11.0 - Town Administration	\$90,269	\$43,259	47.9%	\$102,800	\$48,580	47.3%
11.2 - Gen. Admn. Expenses	\$34,001	\$15,316	45.0%	\$45,000	\$15,124	33.6%
11.2.1 -- General Expenses	\$19,676	\$8,771	44.6%	\$22,000	\$10,087	45.8%
11.2.2 -- Contract Office Assistant	\$12,119	\$6,545	0.0%	\$18,000	\$5,038	28.0%
11.2.3 -- Contract Field Assistance	\$2,206	\$0	0.0%	\$5,000	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 - Elected and Appointed Officials	\$5,407	\$179	3.3%	\$6,000	\$180	3.0%
11.4 - Professional Fees	\$34,908	\$17,883	51.2%	\$35,500	\$19,336	54.5%
11.5 - Insurance	\$7,686	\$6,186	80.5%	\$6,500	\$6,861	105.6%
11.6 - External Organization	\$3,143	\$3,143	100.0%	\$4,000	\$2,994	74.8%
11.7 - Town Admn. - Other	\$5,124	\$552	10.8%	\$5,800	\$4,085	70.4%
11.7.1 -- Neighbors Helping Neighbors	\$906	\$103	0.0%	\$600	\$16	2.6%
11.7.2 -- Web Hosting	\$3,700	\$0	0.0%	\$4,200	\$3,885	92.5%
11.7.3 -- Other	\$518	\$449	86.7%	\$1,000	\$184	18.4%
12.0 - Town Committees	\$15,621	\$5,265	33.7%	\$18,900	\$964	5.1%
12.1 - Arboretum	\$2,580	\$0	0.0%	\$3,000	\$0	0.0%
12.2 - Archives	\$13,041	\$5,265	40.4%	\$15,900	\$964	6.1%
13.0 - Infrastructure and Equipment	\$123,601	\$55,943	45.3%	\$139,500	\$61,614	44.2%
13.1 - Penn Place	\$70,180	\$31,934	45.5%	\$77,000	\$24,468	31.8%
13.2 - Town Hall	\$10,108	\$2,488	24.6%	\$15,000	\$4,897	32.6%
13.3 - Maintenance Facility	\$800	\$800	100.0%	\$1,000	\$16	1.6%
13.4 - Community Center	\$921	\$572	62.1%	\$1,500	\$2,314	154.3%
13.5 - Trees, Parks & Grounds	\$36,027	\$16,835	46.7%	\$35,000	\$25,331	72.4%
13.6 - Equipment M&R	\$5,565	\$3,314	59.5%	\$10,000	\$4,588	45.9%
13.7 - Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$185,970	\$80,506	43.3%	\$184,000	\$78,097	42.4%
14.1 - Street Cleaning and Maintenance	\$68,300	\$32,485	47.6%	\$65,000	\$26,883	41.4%
14.2 - Trash Collection	\$117,670	\$48,020	40.8%	\$119,000	\$51,213	43.0%
15.0 - Debt Service, Taxes, Interest	\$61,764	\$7,632	12.4%	\$62,370	\$6,579	10.5%
16.0 - Expenditure of Restricted Funds	\$3,502	\$0	0.0%	\$0	\$0	0.0%
16.1 - Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 - Benches	\$887	\$0	0.0%	\$0	\$0	0.0%
16.3 - Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 - Sanitation Crew Gifts	\$2,615	\$0	0.0%	\$0	\$0	0.0%
16.0 - Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$858,843	\$355,285	41.4%	\$954,870	\$350,083	36.7%
20.0 - Transfers	\$486,994	\$385,400		\$371,010	\$371,010	
20.1 - To Capital Fund	\$439,483	\$375,400	85%	\$370,630	\$370,630	100%
20.2 - To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 - To Other Reserves	\$47,511	\$10,000	21%	\$380	\$380	0%
Total Expenses:	\$1,345,837	\$740,685		\$1,325,880	\$721,093	
Net Income minus Expenses:	\$157,861	\$108,819		\$0	\$184,927	

**TOWN OF GARRETT PARK
Report**

November 2017 Monthly Financial

Capital Program

Account	Prior Years Appropriations Remaining	2018 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		November	November	November	November
25.0 - Equipment	\$48,648	\$25,000	\$73,648	\$0	\$73,648	\$0	\$73,648
26.0 - Streets and Roads	\$598,886	\$134,630	\$733,516	\$142,135	\$591,381	\$0	\$591,381
26.1 - Streets & Curbs	\$59,239	\$134,630	\$193,869	\$119,707	\$74,162	\$0	\$74,162
26.2 - Sidewalks	\$118,574	\$0	\$118,574	\$10,276	\$108,298	\$0	\$108,298
26.3 - SRTS Grant	\$421,073	\$0	\$421,073	\$12,152	\$408,921	\$0	\$408,921
27.0 - Facilities	\$92,717	\$75,000	\$167,717	\$17,295	\$150,422	\$0	\$150,422
27.1 - Penn Place	\$21,755	\$25,000	\$46,755	\$11,990	\$34,765	\$0	\$34,765
27.2 - Town Hall	\$46,755	\$50,000	\$96,755	\$5,305	\$91,450	\$0	\$91,450
27.3 - Other	\$24,207	\$0	\$24,207	\$0	\$24,207	\$0	\$24,207
28.0 - Services	\$170,824	\$0	\$170,824	\$0	\$170,824	\$0	\$170,824
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$131,824	\$0	\$131,824	\$0	\$131,824	\$0	\$131,824
29.0 - Committees	\$50,894	\$96,000	\$146,894	\$0	\$146,894	\$0	\$146,894
29.1 - Parks and Open Spaces	\$14,800	\$21,000	\$35,800	\$0	\$35,800	\$0	\$35,800
29.2 - Arboretum	\$36,094	\$75,000	\$111,094	\$0	\$111,094	\$0	\$111,094
30.0 - Technology	\$14,046	\$0	\$21,141	\$0	\$21,141	\$0	\$21,141
30.1 - Website	\$2,967	\$0	\$10,062	\$0	\$10,062	\$0	\$10,062
30.2 - Computer Equipment	\$7,079	\$0	\$7,079	\$0	\$7,079	\$0	\$7,079
30.3 Telephone Equipment	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000
31.0 - Other	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
32.0 - Capital Planning	\$108,450	\$40,000	\$148,450	\$4,351	\$144,099	\$0	\$144,099
32.1 - Town Hall	\$15,000	\$0	\$15,000	\$0	\$15,000	\$0	\$15,000
32.2 - Storm Water Management	\$50,000	\$25,000	\$75,000	\$0	\$75,000	\$0	\$75,000
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tree Plan	\$20,000	\$15,000	\$35,000	\$0	\$35,000	\$0	\$35,000
32.5 - Explore Maint. Facility Options	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
32.6 - Other	\$8,450	\$0	\$8,450	\$4,351	\$4,099	\$0	\$4,099
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$1,164,465	\$370,630	\$1,542,190	\$163,781	\$1,378,409	\$0	\$1,378,409

Reserve Fund Summary

As of November 2017

Operating Reserve, FY 2018	\$175,000
Employee Leave Reserve, FY 2018	\$21,885
Yeandle Park Reserve, FY 2018	\$50,000
Penn Place Tenants Security Deposits	\$4,948
Archives Balance	\$529
Bench Balance	\$0
Tree Balance	\$860
Sanitation Crew Balance	\$360
Wynne Case Reimbursement	\$33,879
	\$287,461

Town of Garrett Park Funding Reconciliation
11/30/17

FY 17 EOY Funds balances		
Sandy Spring	\$640,884	
MC pooled	\$16,277	
Harbor	\$171,543	
Eagle Bank	\$172,848	
CapOne	\$251,149	
PayPal	\$431	
Petty Cash	\$80	
FY 17 EOY total funds	<u>\$1,253,212</u>	\$1,253,212
FY 17 Revenues accrued but not received	\$865	
FY 17 Expenses accrued but not disbursed	(\$73,092)	
Adjusted FY 17 EOY balance		<u>\$1,180,985</u>
FY 18 YTD Income	\$748,158	
FY 18 YTD Operating expenditures	\$350,083	
FY 18 YTD Capital expenditures	<u>\$163,781</u>	
FY 18 YTD budget balance	\$234,294	\$234,294
FY 18 YTD revenues accrued but not received		\$160,459
FY 18 YTD expenses accrued but not disbursed		\$10,486
Calculated YTD FY 18 funds balance		<u>\$1,586,224</u>

Funds balances		
Sandy Spring	\$943,298	
Sandy Spring Savings	\$30,436	
MC	\$16,277	
Harbor	\$171,768	
Eagle Bank Savings	\$172,994	
Capital One	\$251,272	
PayPal	\$75	
Petty cash	\$104	
Actual YTD FY 18 funds balance	<u>\$1,586,224</u>	\$1,586,224

FY 18 YTD expenses accrued but not disbursed:

Accounts Payable	9,860 *
Payroll Liabilities	0
Prepaid expense	0
Charge Card Payable	3,442
Uncleared Checks	<u>147,157 **</u>
	160,459
 Grant Disbursement	 10,866

FY 18 YTD revenues accrued but not received:

Accounts Receivable	0 ****
Uncleared Deposits	<u>380</u>
	380
	 10,486

* Accounts Payable 11/30/17

Montgomery County Sanitation	9,508
Verizon - 3050	24
Washington Gas	265
WSSC	63
	 9,860

**Uncleared Checks

D & F	112527
David Gregg	18650
Bethke	9100
Comptroller of Treas	1035
WSSC	2796
White Flint Safe	779
Garrett	659
US Bank	553
Up and Running	375
Verizon	222
MML	180
Datawatch	166
Lincoln National	115
	<u>147,157</u>