



Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: September 17, 2018

Financial Report

Capital and Operating budgets are at expected levels. Revenues and expenses are within projections for this early in the year.

New Building Permits

No new permits were issued in August.

TOWN OF GARRETT PARK
Report

August 2018 Monthly Financial

REVENUES	FY 2018			FY 2019		
	EOY ACTUAL	August	% Actual	BUDGET	August	% BUDGET
						TARGET % 17.0%
1.0 Prior Year Carryover	\$157,862	\$157,862		\$60,000	\$192,492	320.8%
Receipts						
2.0 - Taxes & Fees	\$1,033,284	\$83,537	6.1%	\$836,000	\$73,557	8.8%
2.1-- Local Property Taxes	\$570,968	\$25,856	4.5%	\$520,000	\$46,942	9.0%
2.1.1 -- Real Property Taxes	\$554,728	\$25,853	4.7%	\$505,000	\$46,794	9.3%
2.1.2 -- Personal Property Taxes	\$15,017	\$2	0.0%	\$13,500	\$98	0.7%
2.1.3 -- Penalties & Interest	\$1,219	\$1	0.1%	\$1,000	\$50	5.0%
2.1.4 -- Homestead Tax Credit	\$4	\$0	0.0%	\$500	\$0	0.0%
2.2 -- Local Income Taxes	\$445,901	\$33,311	7.5%	\$300,000	\$22,557	7.5%
2.3 -- Other Local Taxes	\$0	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$16,415	\$4,369	26.6%	\$16,000	\$4,058	25.4%
3.0 - Intergovernmental Receipts	\$132,985	\$50,395	37.9%	\$113,500	\$50,429	44.4%
3.1 -- From State of Maryland	\$32,973	\$1,980	5.9%	\$33,500	\$1,995	6.0%
3.2 -- From Montgomery County	\$100,012	\$48,435	48.4%	\$80,000	\$48,435	60.5%
4.0 -- Municipal Refuse Collection	\$120,626	\$6,105	5.1%	\$119,000	\$13,786	11.6%
5.0 - Miscellaneous Receipts	\$163,342	\$24,535	15.0%	\$166,500	\$31,686	19.2%
5.1 - Investment Earnings	\$3,042	\$447	14.7%	\$2,000	\$883	44.2%
5.2 -- Rents and Concessions	\$155,638	\$24,089	15.5%	\$163,500	\$31,004	19.0%
5.2.1 -- Town Hall Rents	\$21,080	\$3,180	15.1%	\$25,000	\$4,480	17.9%
5.2.2 -- Penn Place Rents	\$130,466	\$20,909	16.0%	\$134,000	\$22,023	16.4%
5.2.3 -- Swimming Pool Assoc.	\$4,092	\$0	0.0%	\$4,500	\$4,501	100.0%
5.3 - Restricted Contributions	\$4,065	\$0	0.0%	\$0	\$0	0.0%
5.3.1 -- Archives Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$1,295	\$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	\$2,770	\$0	0.0%	\$0	\$0	0.0%
5.4 -- Other Receipts	\$597	\$0	0.0%	\$1,000	\$0	0.0%
Total FY 16 Receipts:	\$1,450,237	\$144,572	10.0%	\$1,235,000	\$189,641	13.7%
TOTAL Receipts	\$1,608,099	\$302,434		\$1,295,000	\$362,133	28.0%
6.0 -- From Reserves	\$3,643	\$8,182	224.0%	\$92	\$92	
Total Revenues:	\$1,611,742	\$310,596		\$1,295,092	\$362,225	28.0%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Financial Report

August 2018 Monthly

OPERATING EXPENSES	FY 2018			FY 2019		
	EOY ACTUAL	August	% Actual	BUDGET	August	% BUDGET
						Target % 17.0%
10.0 - Personnel	\$388,347	\$57,995	14.9%	\$478,300	\$78,207	16.4%
10.1 - Salaries	\$292,261	\$44,963	15.4%	\$360,000	\$57,888	16.1%
10.2 - Overtime	\$8,471	\$518	6.1%	\$15,000	\$1,832	12.2%
10.3 - Benefits	\$64,612	\$9,034	14.0%	\$75,000	\$13,919	18.6%
10.4 - Payroll Taxes, Etc.	\$23,003	\$3,479	15.1%	\$28,300	\$4,569	16.1%
10.5 - Training	\$0	\$0	0.0%	\$0	\$0	0.0%
11.0 - Town Administration	\$98,230	\$27,033	27.5%	\$120,700	\$39,627	32.8%
11.2 - Gen. Admn. Expenses	\$34,572	\$7,637	22.1%	\$45,000	\$6,519	14.5%
11.2.1 - General Expenses	\$22,079	\$5,109	23.1%	\$32,000	\$4,816	15.0%
11.2.2 - Contract Office Assistant	\$12,493	\$2,529	0.0%	\$13,000	\$1,703	13.1%
11.2.3 - Contract Field Assistance	\$0	\$0	0.0%	\$0	\$0	0.0%
11.2.4 - Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 - Elected and Appointed Officials	\$7,553	\$0	0.0%	\$6,000	\$60	1.0%
11.4 - Professional Fees	\$41,714	\$5,756	13.8%	\$53,000	\$18,719	35.3%
11.5 - Insurance	\$6,861	\$6,861	100.0%	\$7,000	\$6,586	94.1%
11.6 - External Organization	\$3,117	\$2,894	92.8%	\$4,000	\$3,152	78.8%
11.7 - Town Admin. - Other	\$4,413	\$3,885	88.0%	\$5,700	\$4,591	80.5%
11.7.1 - Neighbors Helping Neighbors	\$262	\$0	0.0%	\$600	\$0	0.0%
11.7.2 - Web Hosting	\$3,885	\$3,885	0.0%	\$4,100	\$4,484	109.4%
11.7.3 - Other	\$266	\$0	0.0%	\$1,000	\$107	10.7%
12.0 - Town Committees	\$18,212	\$115	0.6%	\$18,900	\$2,662	14.2%
12.1 - Arboretum	\$3,304	\$0	0.0%	\$3,000	\$0	0.0%
12.2 - Archives	\$14,908	\$115	0.8%	\$15,900	\$2,662	16.9%
13.0 - Infrastructure and Equipment	\$139,059	\$21,454	15.4%	\$137,000	\$24,343	17.8%
13.1 - Penn Place	\$65,366	\$15,258	23.3%	\$75,000	\$13,467	18.0%
13.2 - Town Hall	\$14,895	\$1,440	9.7%	\$10,000	\$3,587	35.9%
13.3 - Maintenance Facility	\$20	\$0	0.0%	\$1,000	\$0	0.0%
13.4 - Community Center	\$2,939	\$855	29.1%	\$1,000	\$100	10.0%
13.5 - Trees, Parks & Grounds	\$42,554	\$401	0.9%	\$40,000	\$4,035	10.1%
13.6 - Equipment M&R	\$13,285	\$3,501	26.4%	\$10,000	\$3,154	31.5%
13.7 - Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$180,844	\$24,680	13.6%	\$184,000	\$23,557	12.8%
14.1 - Street Cleaning and Maintenance	\$59,536	\$5,304	8.9%	\$65,000	\$2,351	3.6%
14.2 - Trash Collection	\$121,308	\$19,376	16.0%	\$119,000	\$21,206	17.8%
15.0 - Debt Service, Taxes, Interest	\$62,358	\$0	0.0%	\$62,100	\$0	0.0%
16.0 - Expenditure of Restricted Funds	\$3,643	\$0	0.0%	\$92	\$92	99.9%
16.1 - Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 - Benches	\$873	\$0	0.0%	\$92	\$92	0.0%
16.3 - Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 - Sanitation Crew Gifts	\$2,770	\$0	0.0%	\$0	\$0	0.0%
16.0 - Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$890,893	\$131,277	14.7%	\$1,041,092	\$188,508	18.2%
20.0 - Transfers	\$528,557	\$528,557		\$254,000	\$254,000	
20.1 - To Capital Fund	\$524,492	\$524,492	100%	\$254,000	\$254,000	100%
20.2 - To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 - To Other Reserves	\$4,065	\$4,065	100%	\$0	\$0	0%
Total Expenses:	\$1,419,250	\$859,834		\$1,295,092	\$422,508	
Net Income minus Expenses:	\$192,492	-\$349,238		\$0	-\$60,264	

**TOWN OF GARRETT PARK
Financial Report**

August 2018 Monthly

Capital Program

Account	Prior Years Appropriations Remaining	2019 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		August	August	August	August
25.0 - Equipment	\$83,648	\$0	\$83,648	\$0	\$83,648	\$0	\$83,648
26.0 - Streets and Roads	\$693,314	\$50,000	\$743,314	\$0	\$743,314	\$0	\$743,314
26.1 - Streets & Curbs	\$132,195	\$25,000	\$157,195	\$0	\$157,195	\$0	\$157,195
26.2 - Sidewalks	\$167,531	\$25,000	\$192,531	\$0	\$192,531	\$0	\$192,531
26.3 - SRTS Grant	\$393,588	\$0	\$393,588	\$0	\$393,588	\$0	\$393,588
27.0 - Facilities	\$142,472	\$54,000	\$196,472	\$0	\$196,472	\$0	\$196,472
27.1 - Penn Place	\$34,765	\$29,000	\$63,765	\$0	\$63,765	\$0	\$63,765
27.2 - Town Hall	\$91,450	\$25,000	\$116,450	\$0	\$116,450	\$0	\$116,450
27.3 - Other	\$16,257	\$0	\$16,257	\$0	\$16,257	\$0	\$16,257
28.0 - Services	\$170,824	\$85,000	\$255,824	\$0	\$255,824	\$0	\$255,824
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$131,824	\$85,000	\$216,824	\$0	\$216,824	\$0	\$216,824
29.0 - Committees	\$138,144	\$20,000	\$158,144	\$6,000	\$152,144	\$0	\$152,144
29.1 - Parks and Open Space	\$35,800	\$10,000	\$45,800	\$0	\$45,800	\$0	\$45,800
29.2 - Arboretum	\$102,344	\$10,000	\$112,344	\$6,000	\$106,344	\$0	\$106,344
30.0 - Technology	\$17,908	\$15,000	\$32,908	\$0	\$32,908	\$0	\$32,908
30.1 - Website	\$2,967	\$10,000	\$12,967	\$0	\$12,967	\$0	\$12,967
30.2 - Computer Equipment	\$10,941	\$5,000	\$15,941	\$0	\$15,941	\$0	\$15,941
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	\$159,099	\$30,000	\$189,099	\$0	\$189,099	\$0	\$189,099
32.1 - Town Hall	\$30,000	\$10,000	\$40,000	\$0	\$40,000	\$0	\$40,000
32.2 - Storm Water Management	\$75,000	\$10,000	\$85,000	\$0	\$85,000	\$0	\$85,000
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Trees	\$35,000	\$0	\$35,000	\$0	\$35,000	\$0	\$35,000
32.5 - Explore Maint. Facilities	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
32.6 - Other	\$4,099	\$10,000	\$14,099	\$0	\$14,099	\$0	\$14,099
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$1,485,409	\$254,000	\$1,739,409	\$6,000	\$1,733,409	\$0	\$1,733,409

Reserve Fund Summary

As of August 2018

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	\$330
Tree Balance	\$860
Sanitation Crew Balance	\$0
Wynne Case Reimbursement	\$33,879
	\$287,431