



To: Mayor and Town Council  
From: Gene Swearingen  
Subject: Monthly Manager's Report  
Date: October 8, 2018

**Financial Report**

Capital and Operating budgets are at expected levels; total revenues and expenses are within projections. Below is information regarding several expense line items that are above projections.

11.4 - Professional Fees. The cost of the Manager search, the use of legal services and additional hours by our accountant related to the audit are all included. This line item may need to be adjusted with the mid-year budget amendment.

11.5 - Insurance. Annual premiums for our LGIT coverages which are paid at the beginning of the fiscal year.

11.6 - External Organization. Up front dues for Town membership organizations including MML and others.

11.7 - Town Admin. - Other. The annual cost of website support by Vision Internet. The cost is \$384.00 higher than budgeted. There will be no additional charges to this line item.

**New Building Permits**

No new permits were issued in September.

**TOWN OF GARRETT PARK  
Financial Report**

**September 2018 Monthly**

REVENUES	FY 2018			FY 2019		
	EOY ACTUAL	September	% Actual	BUDGET	September	% BUDGET
						<b>TARGET % 25.0%</b>
<b>1.0 Prior Year Carryover</b>	<b>\$157,862</b>	<b>\$157,862</b>		<b>\$60,000</b>	<b>\$192,492</b>	<b>320.8%</b>
<b>Receipts</b>						
<b>2.0 - Taxes &amp; Fees</b>	<b>\$1,033,284</b>	<b>\$87,723</b>	<b>8.5%</b>	<b>\$836,000</b>	<b>\$114,402</b>	<b>13.7%</b>
<b>2.1-- Local Property Taxes</b>	<b>\$570,968</b>	<b>\$42,339</b>	<b>7.4%</b>	<b>\$520,000</b>	<b>\$65,678</b>	<b>12.6%</b>
2.1.1 -- Real Property Taxes	\$554,728	\$42,118	7.6%	\$505,000	\$65,121	12.9%
2.1.2 -- Personal Property Taxes	\$15,017	\$171	1.1%	\$13,500	\$368	2.7%
2.1.3 -- Penalties & Interest	\$1,219	\$50	4.1%	\$1,000	\$50	5.0%
2.1.4 -- Homestead Tax Credit	\$4	\$0	0.0%	\$500	\$139	27.9%
<b>2.2 -- Local Income Taxes</b>	<b>\$445,901</b>	<b>\$41,015</b>	<b>9.2%</b>	<b>\$300,000</b>	<b>\$44,666</b>	<b>14.9%</b>
<b>2.3 -- Other Local Taxes</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>2.4 -- Licenses and Permits</b>	<b>\$16,415</b>	<b>\$4,369</b>	<b>26.6%</b>	<b>\$16,000</b>	<b>\$4,058</b>	<b>25.4%</b>
<b>3.0 - Intergovernmental Receipts</b>	<b>\$132,985</b>	<b>\$75,499</b>	<b>56.8%</b>	<b>\$113,500</b>	<b>\$77,342</b>	<b>68.1%</b>
3.1 -- From State of Maryland	\$32,973	\$1,960	5.9%	\$33,500	\$28,998	86.6%
3.2 -- From Montgomery County	\$100,012	\$73,539	73.5%	\$80,000	\$48,344	60.4%
<b>4.0 -- Municipal Refuse Collection</b>	<b>\$120,626</b>	<b>\$9,590</b>	<b>8.0%</b>	<b>\$119,000</b>	<b>\$17,561</b>	<b>14.8%</b>
<b>5.0 - Miscellaneous Receipts</b>	<b>\$163,342</b>	<b>\$41,282</b>	<b>25.3%</b>	<b>\$166,500</b>	<b>\$43,529</b>	<b>26.1%</b>
<b>5.1 - Investment Earnings</b>	<b>\$3,042</b>	<b>\$747</b>	<b>24.6%</b>	<b>\$2,000</b>	<b>\$1,128</b>	<b>56.4%</b>
<b>5.2 -- Rents and Concessions</b>	<b>\$155,638</b>	<b>\$40,535</b>	<b>26.0%</b>	<b>\$163,500</b>	<b>\$42,401</b>	<b>25.9%</b>
5.2.1 -- Town Hall Rents	\$21,080	\$5,080	24.1%	\$25,000	\$4,865	19.5%
5.2.2 -- Penn Place Rents	\$130,466	\$31,363	24.0%	\$134,000	\$33,035	24.7%
5.2.3 -- Swimming Pool Assoc.	\$4,092	\$4,092	100.0%	\$4,500	\$4,501	100.0%
<b>5.3 - Restricted Contributions</b>	<b>\$4,065</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
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%
<b>5.4 -- Other Receipts</b>	<b>\$597</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$1,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total FY 16 Receipts:</b>	<b>\$1,450,237</b>	<b>\$214,094</b>	<b>14.8%</b>	<b>\$1,235,000</b>	<b>\$252,834</b>	<b>20.5%</b>
<b>TOTAL Receipts</b>	<b>\$1,608,099</b>	<b>\$371,956</b>		<b>\$1,295,000</b>	<b>\$445,326</b>	<b>34.4%</b>
<b>6.0 -- From Reserves</b>	<b>\$3,643</b>	<b>\$8,162</b>	<b>224.0%</b>	<b>\$92</b>	<b>\$92</b>	
<b>Total Revenues:</b>	<b>\$1,611,742</b>	<b>\$380,118</b>		<b>\$1,295,092</b>	<b>\$445,418</b>	<b>34.4%</b>

**TOWN OF GARRETT PARK**  
**Monthly Financial Report**

**TOWN OF GARRETT PARK**  
**Financial Report**

**September 2018 Monthly**

OPERATING EXPENSES	FY 2018			FY 2019		
	EOY ACTUAL	September	% Actual	BUDGET	September	% BUDGET
						Target % 25.0%
<b>10.0 - Personnel</b>	<b>\$388,347</b>	<b>\$86,863</b>	<b>22.4%</b>	<b>\$478,300</b>	<b>\$95,638</b>	<b>20.0%</b>
10.1 -- Salaries	\$292,261	\$67,445	23.1%	\$360,000	\$69,466	19.3%
10.2 -- Overtime	\$8,471	\$648	7.6%	\$15,000	\$2,032	13.5%
10.3 -- Benefits	\$64,612	\$13,561	21.0%	\$75,000	\$18,670	24.9%
10.4 -- Payroll Taxes, Etc.	\$23,003	\$5,209	22.6%	\$28,300	\$5,470	19.3%
10.5 -- Training	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>11.0 - Town Administration</b>	<b>\$98,230</b>	<b>\$33,951</b>	<b>34.6%</b>	<b>\$120,700</b>	<b>\$51,634</b>	<b>42.8%</b>
11.2 -- Gen. Admin. Expenses	\$34,572	\$10,866	31.4%	\$45,000	\$8,359	18.6%
11.2.1 -- General Expenses	\$22,079	\$7,804	35.3%	\$32,000	\$5,973	18.7%
11.2.2 -- Contract Office Assistant	\$12,493	\$3,062	0.0%	\$13,000	\$2,386	18.4%
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	\$9,162	22.0%	\$53,000	\$28,886	54.5%
11.5 -- Insurance	\$6,861	\$6,861	100.0%	\$7,000	\$6,586	94.1%
11.6 -- External Organization	\$3,117	\$2,994	96.0%	\$4,000	\$3,152	78.8%
11.7 -- Town Admin. - Other	\$4,413	\$4,069	92.2%	\$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	\$184	69.1%	\$1,000	\$107	10.7%
<b>12.0 - Town Committees</b>	<b>\$18,212</b>	<b>\$490</b>	<b>2.7%</b>	<b>\$18,900</b>	<b>\$3,902</b>	<b>20.6%</b>
12.1 -- Arboretum	\$3,304	\$0	0.0%	\$3,000	\$0	0.0%
12.2 -- Archives	\$14,908	\$490	3.3%	\$15,900	\$3,902	24.5%
<b>13.0 - Infrastructure and Equipment</b>	<b>\$139,059</b>	<b>\$31,193</b>	<b>22.4%</b>	<b>\$137,000</b>	<b>\$28,683</b>	<b>20.9%</b>
13.1 -- Penn Place	\$65,366	\$18,171	27.8%	\$75,000	\$15,110	20.1%
13.2 -- Town Hall	\$14,895	\$3,441	23.1%	\$10,000	\$3,986	39.9%
13.3 -- Maintenance Facility	\$20	\$16	79.7%	\$1,000	\$147	14.7%
13.4 -- Community Center	\$2,939	\$2,265	77.1%	\$1,000	\$150	15.0%
13.5 -- Trees, Parks & Grounds	\$42,554	\$3,591	8.4%	\$40,000	\$6,135	15.3%
13.6 -- Equipment M&R	\$13,285	\$3,710	27.9%	\$10,000	\$3,154	31.5%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>14.0 - Town Services</b>	<b>\$180,844</b>	<b>\$35,540</b>	<b>19.7%</b>	<b>\$184,000</b>	<b>\$34,891</b>	<b>19.0%</b>
14.1 -- Street Cleaning and Maintenance	\$59,536	\$6,656	11.2%	\$65,000	\$4,177	6.4%
14.2 -- Trash Collection	\$121,308	\$28,884	23.8%	\$119,000	\$30,714	25.8%
<b>15.0 -- Debt Service, Taxes, Interest</b>	<b>\$62,358</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$62,100</b>	<b>\$0</b>	<b>0.0%</b>
<b>16.0 - Expenditure of Restricted Funds</b>	<b>\$3,643</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$92</b>	<b>\$92</b>	<b>99.9%</b>
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%
<b>16.0 -- Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Operating Expenses:</b>	<b>\$890,693</b>	<b>\$188,037</b>	<b>21.1%</b>	<b>\$1,041,092</b>	<b>\$214,839</b>	<b>20.6%</b>
<b>20.0 -- Transfers</b>	<b>\$528,557</b>	<b>\$528,557</b>		<b>\$254,000</b>	<b>\$254,000</b>	
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%
<b>Total Expenses:</b>	<b>\$1,419,250</b>	<b>\$716,594</b>		<b>\$1,295,092</b>	<b>\$468,839</b>	
<b>Net Income minus Expenses:</b>	<b>\$192,492</b>	<b>-\$336,476</b>		<b>\$0</b>	<b>-\$23,421</b>	

**TOWN OF GARRETT PARK  
Report**

**September 2018 Monthly Financial**

**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		September	September	September	September
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 Spaces	\$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	\$204,099	\$0	\$204,099	\$0	\$204,099
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 Tree Plan	\$35,000	\$0	\$50,000	\$0	\$50,000	\$0	\$50,000
32.5 - Explore Maint. Facility Options	\$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	\$25,000	\$0	\$25,000	\$0	\$25,000
<b>Total:</b>	<b>\$1,485,409</b>	<b>\$254,000</b>	<b>\$1,739,409</b>	<b>\$6,000</b>	<b>\$1,733,409</b>	<b>\$0</b>	<b>\$1,733,409</b>

**Reserve Fund Summary**

As of September 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
	<b>\$287,431</b>

Town of Garrett Park Funding Reconciliation  
9/30/18

FY 18 EOY Funds balances		
Sandy Spring	\$292,961	
M & T	\$600,092	
MC pooled	\$16,498	
Harbor	\$172,209	
Eagle Bank	\$248,682	
CapOne	\$251,806	
PayPal	\$1,660	
Petty Cash	\$125	
FY 18 EOY total funds	<u>\$1,584,033</u>	\$1,584,033
FY 18 Revenues accrued but not received	\$19,251	
FY 18 Expenses accrued but not disbursed	(\$55,459)	
Adjusted FY 18 EOY balance		<u>\$1,547,825</u>
FY 19 YTD Income	\$252,925	
FY 19 YTD Operating expenditures	\$214,839	
FY 19 YTD Capital expenditures	\$6,000	
FY 19 YTD budget balance	<u>\$32,086</u>	\$32,086
FY 19 YTD expenses accrued but not disbursed		\$16,857
FY 19 YTD revenues accrued but not received		\$0
Calculated YTD FY 19 funds balance		<u>\$1,596,768</u>

Funds balances		
Sandy Spring	\$277,053	
Sandy Spring Savings	\$25,990	
M&T	\$600,390	
MC	\$16,498	
Harbor	\$172,324	
Eagle Bank Savings	\$249,369	
Capital One	\$251,806	
PayPal	\$3,212	
Petty cash	\$125	
Actual YTD FY 19 funds balance	<u>\$1,596,768</u>	\$1,596,768

FY 19 YTD expenses accrued

Accounts Payable	15,677 *
Payroll Liabilities	53
Prepaid expense	0
Charge Card Payable	
Uncleared Checks	<u>1,127 **</u>
	16,857

Grant Disbursement

FY 19 YTD revenues accrued

Accounts Receivable	****
Uncleared Deposits	<u>0</u>

\* Accounts Payable 09/30/18

American Pest	179
Century Elevator	317
Lincoln National	-118
Ray Maxwell	580
Mont. County Health Care	3,149
Mont. County Sanitation	9,508
Mary Ruttkay	1,575
Joanne Schmader	488

\*\*Uncleared Checks

Comptroller of Treas	1085
Washington Gas	21
washington Gas	21

1,127

15,677