



Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: November 19, 2018

Financial Report

Capital and Operating budgets are at expected levels; total revenues and expenses are within projections.

Comments on leaving the position of Town Manager

New Building Permits

11205 Rokeby:	Allen Stayman	Shed
10900 Raleigh:	Ed/Megumi Lincoln	Shed

REVENUES	FY 2018			FY 2019		
	EOY ACTUAL	October	% Actual	BUDGET	October	% BUDGET
						TARGET % 33.2%
<u>1.0 Prior Year Carryover</u>	\$157,862	\$157,862		\$100,000	\$192,492	192.5%
<u>Town Receipts</u>						
<u>2.0 - Taxes & Fees</u>	<u>\$1,033,284</u>	<u>\$333,046</u>	32.2%	<u>\$836,000</u>	<u>\$334,855</u>	40.1%
2.1-- Local Property Taxes	\$570,968	\$280,438	49.1%	\$520,000	\$283,084	54.4%
2.1.1 -- Real Property Taxes	\$554,728	\$280,092	50.5%	\$505,000	\$282,325	55.9%
2.1.2 -- Personal Property Taxes	\$15,017	\$296	2.0%	\$13,500	\$569	4.2%
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%
2.2 -- Local Income Taxes	\$445,901	\$48,015	10.8%	\$300,000	\$47,608	15.9%
2.3 -- Other Local Taxes	\$0	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$16,415	\$4,593	28.0%	\$16,000	\$4,162	26.0%
<u>3.0 - Intergovernmental Receipts</u>	<u>\$132,985</u>	<u>\$100,723</u>	75.7%	<u>\$113,500</u>	<u>\$77,433</u>	68.2%
3.1 -- From State of Maryland	\$32,973	\$27,184	82.4%	\$33,500	\$28,998	86.6%
3.2 -- From Montgomery County	\$100,012	\$73,539	73.5%	\$80,000	\$48,435	60.5%
<u>4.0 -- Municipal Refuse Collection</u>	<u>\$120,626</u>	<u>\$60,867</u>	50.5%	<u>\$119,000</u>	<u>\$64,501</u>	54.2%
<u>5.0 - Miscellaneous Receipts</u>	<u>\$163,342</u>	<u>\$55,883</u>	34.2%	<u>\$166,500</u>	<u>\$63,413</u>	38.1%
5.1 - Investment Earnings	\$3,042	\$899	29.6%	\$2,000	\$1,781	89.1%
5.2 -- Rents and Concessions	\$155,638	\$54,464	35.0%	\$163,500	\$58,632	35.9%
5.2.1 -- Town Hall Rents	\$21,080	\$9,555	40.6%	\$25,000	\$10,085	40.3%
5.2.2 -- Penn Place Rents	\$130,466	\$41,817	32.1%	\$134,000	\$44,046	32.9%
5.2.3 -- Swimming Pool Assoc.	\$4,092	\$4,092	100.0%	\$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	\$520	87.1%	\$1,000	\$3,000	300.0%
Total Town Receipts:	\$1,450,237	\$550,520	38.0%	\$1,235,000	\$540,202	43.7%
	\$1,608,099	\$708,382		\$1,335,000	\$732,694	54.9%
6.0 -- From Reserves	\$3,643	\$8,162	224.0%	\$92	\$92	100.0%
<u>Financial Assistance</u>						
<u>7.0 -- SRTS Project</u>				\$438,000		
7.1 - SRTS SHA Grant Mod*				\$350,000		
7.2 - 80:20 SHA Grant Share				\$88,000		
Total Financial Assistance				\$438,000		
Total Revenues: *	\$1,611,742	\$716,544		\$1,773,092	\$732,786	41.3%

* Includes Receipt Carryover,
Reserves & Grants

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Report

October 2018 Monthly Financial

OPERATIONS	FY 2018			FY 2019		
	EOY ACTUAL	October	% Actual	BUDGET	October	% BUDGET Target % 33.2%
10.0 - Personnel	\$388,347	\$128,361	33.1%	\$478,300	\$139,715	29.2%
10.1 -- Salaries	\$292,261	\$101,167	34.6%	\$360,000	\$104,198	28.9%
10.2 -- Overtime	\$8,471	\$805	9.5%	\$15,000	\$3,302	22.0%
10.3 -- Benefits	\$64,612	\$18,587	28.8%	\$75,000	\$23,937	31.9%
10.4 -- Payroll Taxes, Etc.	\$23,003	\$7,801	33.9%	\$28,300	\$8,278	29.2%
10.5 -- Training	\$0	\$0	0.0%	\$0	\$0	0.0%
11.0 - Town Administration	\$98,230	\$43,752	44.5%	\$120,700	\$68,211	56.5%
11.2 -- Gen. Admin. Expenses	\$34,572	\$12,418	35.9%	\$45,000	\$15,715	34.9%
11.2.1 -- General Expenses	\$22,079	\$8,349	37.8%	\$32,000	\$12,185	38.1%
11.2.2 -- Contract Office Assistant	\$12,493	\$4,069	0.0%	\$13,000	\$3,530	27.2%
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	\$17,410	41.7%	\$53,000	\$38,107	71.9%
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%
12.0 - Town Committees	\$18,212	\$490	2.7%	\$18,900	\$4,967	26.3%
12.1 -- Arboretum	\$3,304	\$0	0.0%	\$3,000	\$0	0.0%
12.2 -- Archives	\$14,908	\$490	3.3%	\$15,900	\$4,967	31.2%
13.0 - Infrastructure and Equipment	\$139,059	\$56,508	40.6%	\$137,000	\$43,275	31.6%
13.1 -- Penn Place	\$65,366	\$23,367	35.7%	\$75,000	\$25,102	33.5%
13.2 -- Town Hall	\$14,895	\$4,486	30.1%	\$10,000	\$5,031	50.3%
13.3 -- Maintenance Facility	\$20	\$16	79.7%	\$1,000	\$155	15.5%
13.4 -- Community Center	\$2,939	\$2,315	78.8%	\$1,000	\$392	39.2%
13.5 -- Trees, Parks & Grounds	\$42,554	\$22,241	52.3%	\$40,000	\$7,387	18.5%
13.6 -- Equipment M&R	\$13,285	\$4,084	30.7%	\$10,000	\$5,208	52.1%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$180,844	\$58,894	32.6%	\$184,000	\$49,572	26.9%
14.1 -- Street Cleaning and Maintenance	\$59,536	\$17,189	28.9%	\$65,000	\$7,486	11.5%
14.2 -- Trash Collection	\$121,308	\$41,705	34.4%	\$119,000	\$42,085	35.4%
15.0 -- Debt Service, Taxes, Interest	\$62,358	\$6,579	10.6%	\$62,100	\$5,435	8.8%
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%
17.0 -- Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$890,693	\$294,584	33.1%	\$1,041,092	\$311,267	29.9%
Transfers				\$732,000	\$732,000	100%
20.0 -- To Capital Fund	\$528,557	\$528,557		\$254,000	\$254,000	
	\$524,492	\$524,492	100%	\$254,000	\$254,000	100%
20.1 - SRTS Project - Town Share				\$40,000	\$40,000	
20.2 - SRTS Financial Assistance				\$438,000	\$438,000	
				\$478,000	\$478,000	
21.0 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$4,065	\$4,065	100%	\$0	\$0	0%
Total Transfers				\$732,000	\$732,000	100%
Total Operating Expenses:	\$1,419,250	\$823,141		\$1,773,092	\$1,043,267	
	\$192,492	-\$106,596		\$0	-\$310,480	

Capital Budget

Capitl Account Town Funds	Prior Years Appropriations Remaining	2019 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		October	October	October	October
25.0 - Equipment	\$83,648	\$0	\$83,648	\$37,998	\$45,650	\$0	\$45,650
26.0 - Streets and Roads	\$299,726	\$90,000	\$389,726	\$3,842	\$385,884	\$0	\$385,884
26.1 - Streets & Curbs	\$132,195	\$25,000	\$157,195	\$3,842	\$153,353	\$0	\$153,353
26.2 - Sidewalks	\$167,531	\$25,000	\$192,531	\$0	\$192,531	\$0	\$192,531
26.3 - SRTS Grant *	\$0	\$40,000	\$40,000	\$0	\$40,000	\$0	\$40,000
26.3.1 Town Share of 80/20 Funding *	\$0	\$22,000	\$22,000				
36.3.2 - Reserve	\$0	\$18,000	\$18,000				
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	\$12,150	\$145,994	\$0	\$145,994
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	\$12,150	\$100,194	\$0	\$100,194
30.0 - Technology	\$17,908	\$15,000	\$32,908	\$15,000	\$17,908	\$0	\$17,908
30.1 - Website	\$2,967	\$10,000	\$12,957	\$0	\$12,957	\$0	\$12,957
30.2 - Computer Equipment	\$10,941	\$5,000	\$15,941	\$15,000	\$941	\$0	\$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	\$5,886	\$198,213	\$0	\$198,213
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	\$886	\$84,114	\$0	\$84,114
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	\$5,000	\$45,000	\$0	\$45,000
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
TOTAL CAPITAL ACCOUNT-Town Funds	\$1,091,821	\$294,000	\$1,385,821	\$74,877	\$1,310,944	\$0	\$1,310,944
Capital Accounts - Financial Assistance							
34.0 SRTS Grant Project	\$393,588	\$438,000	\$831,588	\$0	\$831,588	\$0	\$831,588
34.1 Initial SRTS Grant (prior year)	\$393,588	\$0	\$393,588	\$0	\$393,588	\$0	\$393,588
34.2 SRTS Grant Mod (additional funds)	\$0	\$350,000	\$350,000	\$0	\$350,000	\$0	\$350,000
34.3 SHA Share of 80/20 Funding	\$0	\$38,000	\$38,000	\$0	\$38,000	\$0	\$38,000
TOTAL Capital Account - Financial Assistance	\$393,588	\$438,000	\$831,588	\$0	\$831,588	\$0	\$831,588
Total Capital - Combined Accounts	\$1,485,409	\$732,000	\$2,217,409	\$74,877	\$2,142,532	\$0	\$2,142,532

SRTS Expenditures / Funding					
SHA Financial Assistance	FY14	FY17	FY18	FY19	TO DATE
SRTS SHA Grant	\$561,286				\$561,286
MOD 3			\$350,000		\$350,000
20/80				\$110,000	\$110,000
SRTS SHA Grant Balance					\$1,021,286
Expenditures		\$140,213	\$27,485		\$167,698
Balance					\$853,588

7.0 - SRTS Project	
7.1 - SRTS SHA Grant Mod*	\$350,000 Anticipate Aug 2017 justification to cover increase costs and 107K from Century Eng
7.2 - 80/20 SHA Grant Share*	\$88,000 %80 share of est Total \$110K grant from SHA - will need MOU
20.0 - To Capital Fund	
20.1 - SRTS Project Town Share	\$40,000 \$40K Prior Year Carryover to cover \$22K for 20% share of est Total \$110K from SHA
20.2 - SRTS Financial Assistance	\$438,000 \$350K - \$80K (80% share of est Total \$110K from SHA)
34.0 - SRTS Grant Project	
34.1 - Initial SRTS Grant (Prior Year Balance)	\$393,588 Funds remaining from initial \$561K Grant \$107K for Century Eng was previously expended SHA approved- need to sign MOD
34.2 - SRTS Grant Mod (Additional Funding)	\$350,000 Amount provided also recovers \$107K costs paid to Century Eng
34.3 - SHA Share of 80/20 Funding	\$88,000 80% share of est Total \$110K grant from SHA - will need MOU
TOTAL Capital Account - Financial Assistance	\$831,588 Anticipate full reimb from SHA

Reserve Fund Summary

As of October 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

Town of Garrett Park Funding Reconciliation
10/31/18

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	\$540,202	
FY 19 YTD Operating expenditures	\$311,267	
FY 19 YTD Capital expenditures	\$74,877	
FY 19 YTD budget balance	<u>\$154,058</u>	\$154,058
FY 19 YTD expenses accrued but not disbursed		\$39,903
FY 19 YTD revenues accrued but not received		(\$1,765)
Calculated YTD FY 19 funds balance		<u>\$1,740,022</u>

Funds balances		
Sandy Spring	\$421,206	
Sandy Spring Savings	\$25,990	
M&T	\$600,390	
MC	\$16,581	
Harbor	\$172,376	
Eagle Bank Savings	\$249,637	
Capital One	\$252,055	
PayPal	\$1,661	
Petty cash	\$126	
Actual YTD FY 19 funds balance	<u>\$1,740,022</u>	\$1,740,022

FY 19 YTD expenses accrued

Accounts Payable	17,579 *
Payroll Liabilities	
Prepaid expense	0
Charge Card Payable	2,273
Uncleared Checks	20,052 **
	<u>39,904</u>

Grant Disbursement

FY 19 YTD revenues accrued

Accounts Receivable	****
Uncleared Deposits	1,765
	<u>1,765</u>

* Accounts Payable 10/31/18

American Pest	179
Clark/Azar	1,400
Garrett	409
Lincoln National	-118
Mont County Sanitation	11,371
PEPCO 070	393
PEPCO 415	25
PEPCO 613	168
PEPCO 946	1,434
PEPCO 984	139
PEPCO 987	187
PEPCO 990	18
Splaine Security	1,144
US Bank	569
Verizon 3050	36
Verizon Fios	240
Washington Gas	-16
	<u>17,579</u>

**UnCleared Checks

Comptroller of Treas	1690
Washington Gas	21
washington Gas	21
Island Joe	18320
	<u>20,052</u>

