



To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: March 13, 2017

BUDGET REPORT

Through February, the budget remains within overall projections.

Revenues: Of note is revenue item 2.1 - Real Property Taxes. With the receipt of the February property taxes the item has exceeded the budget by \$16,000. Other revenue items are expected to meet projections for the fiscal year. The State Comptroller continues to project that total local income taxes will remain below projections for the year.

Expenses: All expense categories are within budget projections.

Manager's Report

Beginning in February and extending through March, the Town is performing extensive maintenance on the arboretum. A few dead or dying trees have been removed, however, most of the work has been the pruning of trees and the underlying plants in the Town right of way.

Permits:

Mary Moyer	11212 Kenilworth	Sun porch
Jeff/Jessica Lieberson	11004 Montrose	Rear porch addition/deck

TOWN OF GARRETT PARK
Report

February 2017 Monthly Financial

REVENUES	FY 2016			FY 2017		
	EOY ACTUAL	February	% Actual	BUDGET	February	% BUDGET
						TARGET % 66.6%
1.0 Prior Year Carryover	\$156,772	\$156,772		\$204,282	\$204,282	100.0%
Receipts						
2.0 - Taxes & Fees	\$908,881	\$728,519	80.2%	\$908,000	\$757,342	83.4%
2.1-- Local Property Taxes	\$495,733	\$472,267	95.3%	\$512,000	\$518,140	101.2%
2.1.1 -- Real Property Taxes	\$480,823	\$465,946	96.9%	\$500,000	\$504,818	101.0%
2.1.2 -- Personal Property Taxes	\$13,578	\$5,877	90.4%	\$11,000	\$13,092	119.0%
2.1.3 -- Penalties & Interest	\$1,184	\$355	30.0%	\$500	\$231	46.1%
2.1.4 -- Homestead Tax Credit	\$148	\$88	59.7%	\$500	\$0	0.0%
2.2 -- Local Income Taxes	\$390,122	\$248,843	63.8%	\$380,000	\$230,259	60.6%
2.3 -- Other Local Taxes	\$7,441	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$15,585	\$7,409	47.5%	\$16,000	\$8,942	55.9%
3.0 - Intergovernmental Receipts	\$79,921	\$75,614	94.6%	\$86,380	\$77,073	89.2%
3.1 -- From State of Maryland	\$32,328	\$28,021	86.7%	\$33,200	\$28,639	86.3%
3.2 -- From Montgomery County	\$47,593	\$47,593	100.0%	\$53,180	\$48,435	91.1%
4.0 -- Municipal Refuse Collection	\$121,828	\$117,789	96.7%	\$122,000	\$119,289	97.8%
5.0 - Miscellaneous Receipts	\$156,325	\$106,740	68.3%	\$156,395	\$104,470	66.8%
5.1 - Investment Earnings	\$2,860	\$2,170	75.9%	\$1,000	\$1,013	101.3%
5.2 -- Rents and Concessions	\$148,579	\$100,131	67.4%	\$150,800	\$100,431	66.6%
5.2.1 -- Town Hall Rents	\$20,770	\$13,050	62.8%	\$22,000	\$14,520	66.0%
5.2.2 -- Penn Place Rents	\$124,427	\$83,699	67.3%	\$125,000	\$82,191	65.8%
5.2.3 -- Swimming Pool Assoc.	\$3,382	\$3,382	100.0%	\$3,800	\$3,720	97.9%
5.3 - Restricted Contributions	\$3,220	\$3,220	0.0%	\$2,595	\$2,595	0.0%
5.3.1 -- Archives Donations	\$200	\$200	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$0	\$0	
5.3.3 -- Tree Donations	\$500	\$500	0.0%	\$0	\$0	
5.3.4 -- Gifts to Sanitation Crew	\$2,520	\$2,520	0.0%	\$2,595	\$2,595	0.0%
5.4 -- Other Receipts	\$1,666	\$1,219	73.2%	\$2,000	\$432	21.6%
Total FY 16 Receipts:	\$1,266,955	\$1,028,662	81.2%	\$1,272,775	\$1,058,174	83.1%
TOTAL Revenues	\$1,265,282	\$1,185,434		\$1,477,057	\$1,262,456	85.5%
6.0 -- From Reserves	\$10,225	\$9,610	94.0%	\$7,275	\$7,275	
Total Income:	\$1,433,952	\$1,195,044		\$1,484,332	\$1,269,731	85.5%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Financial Report

February 2017 Monthly

OPERATING EXPENSES	FY 2016			FY 2017		
	EOY ACTUAL	February	% Actual	BUDGET	February	% BUDGET
						Target % 66.6%
10.0 - Personnel	\$386,579	\$259,588	67.1%	\$402,560	\$248,849	61.8%
10.1 -- Salaries	\$278,227	\$182,575	65.6%	\$288,560	\$190,222	65.9%
10.2 -- Overtime	\$14,588	\$15,616	107.0%	\$15,000	\$3,140	20.9%
10.3 -- Benefits	\$70,668	\$46,235	65.4%	\$75,000	\$40,695	54.3%
10.4 -- Payroll Taxes, Etc.	\$23,096	\$15,162	65.6%	\$22,000	\$14,792	67.2%
10.5 -- Training	\$0	\$0	0.0%	\$2,000	\$0	0.0%
11.0 - Town Administration	\$91,316	\$57,895	63.4%	\$141,000	\$57,963	41.1%
11.2 -- Gen. Admin. Expenses	\$40,864	\$19,531	47.8%	\$81,300	\$21,097	25.9%
11.2.1 -- General Expenses	\$40,864	\$19,531	47.8%	\$21,300	\$12,437	58.4%
11.2.2 -- Contract Office Assistant	\$0	\$0	0.0%	\$25,000	\$8,660	34.6%
11.2.3 -- Contract Field Assistance	\$0	\$0	0.0%	\$25,000	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$10,000	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$5,991	\$743	12.4%	\$6,000	\$1,613	26.9%
11.4 -- Professional Fees	\$34,403	\$27,401	79.6%	\$35,500	\$25,314	71.3%
11.5 -- Insurance	\$6,568	\$6,641	101.1%	\$7,600	\$6,186	81.4%
11.6 -- External Organization	\$3,296	\$3,386	102.7%	\$5,000	\$3,143	62.9%
11.7 -- Town Admin. - Other	\$194	\$194	100.2%	\$5,600	\$610	10.9%
11.7.1 -- Neighbors Helping Neighbors	\$0	\$0	0.0%	\$900	\$161	17.9%
11.7.2 -- Web Hosting	\$0	\$0	0.0%	\$3,700	\$0	0.0%
11.7.3 -- Other	\$194	\$194	100.2%	\$1,000	\$449	44.9%
12.0 - Town Committees	\$19,983	\$10,631	53.2%	\$18,900	\$9,430	49.9%
12.1 -- Arboratum	\$2,998	\$148	4.9%	\$3,000	\$1,020	34.0%
12.2 -- Archives	\$16,985	\$10,483	61.7%	\$15,900	\$8,410	52.9%
13.0 - Infrastructure and Equipment	\$133,381	\$79,165	59.4%	\$144,500	\$81,021	56.1%
13.1 -- Penn Place	\$73,355	\$49,198	67.1%	\$77,000	\$48,547	63.0%
13.2 -- Town Hall	\$12,947	\$9,515	73.5%	\$15,000	\$3,735	24.9%
13.3 -- Maintenance Facility	\$848	\$496	58.5%	\$1,000	\$1,013	101.3%
13.4 -- Community Center	\$582	\$384	66.0%	\$1,500	\$721	48.1%
13.5 -- Trees, Parks & Grounds	\$40,025	\$14,776	36.9%	\$35,000	\$23,395	66.8%
13.6 -- Equipment M&R	\$5,624	\$4,796	85.3%	\$15,000	\$3,609	24.1%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$174,799	\$125,648	71.9%	\$187,000	\$126,785	67.8%
14.1 -- Street Cleaning and Maintenance	\$59,041	\$48,433	82.0%	\$65,000	\$49,447	76.1%
14.2 -- Trash Collection	\$115,758	\$77,215	66.7%	\$122,000	\$77,338	63.4%
15.0 -- Debt Service, Taxes, Interest	\$61,640	\$6,620	14.0%	\$61,800	\$7,632	12.3%
16.0 - Expenditure of Restricted Funds	\$2,955	\$2,853	0.0%	\$2,615	\$2,615	0.0%
16.1 -- Archives	\$0	\$0	0.0%	\$0	\$0	
16.2 -- Benches	\$0	\$0	0.0%	\$0	\$0	
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	
16.4 -- Sanitation Crew Gifts	\$2,955	\$2,853	0.0%	\$2,615	\$2,615	0.0%
16.0 -- Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$870,653	\$544,399	62.5%	\$998,375	\$534,295	53.5%
20.0 -- Transfers	\$359,016	\$358,836		\$485,957	\$485,957	
20.1 -- To Capital Fund	\$345,796	\$345,796	100%	\$439,483	\$439,483	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$13,220	\$13,040	99%	\$46,474	\$46,474	100%
Total Expenses:	\$1,229,669	\$903,235		\$1,484,332	\$1,020,252	
Net Income minus Expenses:	\$204,283	\$291,809		\$0	\$249,479	

**TOWN OF GARRETT PARK
Report**

February 2017 Monthly Financial

Capital Program

Account	Prior Years Appropriations Remaining	2017 Mid Year Adjustment Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		February	February	February	February
25.0 - Equipment	\$48,648	\$0	\$48,648	\$0	\$48,648	\$0	\$48,648
26.0 - Streets and Roads	\$604,279	\$172,483	\$776,762	\$23,675	\$753,087	\$0	\$753,087
26.1 - Streets & Curbs	\$56,893	\$43,400	\$100,293	\$12,254	\$88,039	\$0	\$88,039
26.2 - Sidewalks	\$0	\$129,083	\$129,083	\$11,421	\$117,662	\$0	\$117,662
26.3 - SRTS Grant	\$547,386	\$0	\$547,386	\$0	\$547,386	\$0	\$547,386
27.0 - Facilities	\$49,207	\$50,000	\$99,207	\$6,490	\$92,717	\$0	\$92,717
27.1 - Penn Place	\$25,000	\$0	\$25,000	\$3,245	\$21,755	\$0	\$21,755
27.2 - Town Hall	\$0	\$50,000	\$50,000	\$3,245	\$46,755	\$0	\$46,755
27.3 - Other	\$24,207	\$0	\$24,207	\$0	\$24,207	\$0	\$24,207
28.0 - Services	\$70,824	\$100,000	\$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	\$31,824	\$100,000	\$131,824	\$0	\$131,824	\$0	\$131,824
29.0 - Committees	\$51,800	\$40,000	\$91,800	\$24,647	\$67,153	\$0	\$67,153
29.1 - Parks and Open Spaces	\$14,800	\$0	\$14,800	\$0	\$14,800	\$0	\$14,800
29.2 - Arboretum	\$37,000	\$40,000	\$77,000	\$24,647	\$52,353	\$0	\$52,353
30.0 - Technology	\$16,159	\$6,500	\$22,689	\$0	\$22,689	\$8,790	\$13,899
30.1 - Website	\$9,032	\$1,000	\$10,062	\$0	\$10,062	\$8,790	\$1,272
30.2 - Computer Equipment	\$3,627	\$5,000	\$8,627	\$0	\$8,627	\$0	\$8,627
30.3 Telephone Equipment	\$3,500	\$500	\$4,000	\$0	\$4,000	\$0	\$4,000
31.0 - Other	\$30,000	\$10,000	\$40,000	\$0	\$40,000	\$0	\$40,000
32.0 - Capital Planning	\$67,261	\$52,000	\$119,261	\$0	\$119,261	\$0	\$119,261
32.1 - Town Hall	\$3,000	\$12,000	\$15,000	\$0	\$15,000	\$0	\$15,000
32.2 - Storm Water Management	\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	\$50,000
32.3 - Sidewalk Planning	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tree Plan	\$0	\$20,000	\$20,000	\$0	\$20,000	\$0	\$20,000
32.5 - Explore Maint. Facility Options	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.6 - Other	\$14,261	\$0	\$14,261	\$0	\$14,261	\$0	\$14,261
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$978,178	\$430,983	\$1,409,191	\$54,812	\$1,354,379	\$8,790	\$1,345,589

**Reserve Fund Summary
As of February 2017**

Operating Reserve, FY 2016	\$175,000
Employee Leave Reserve, FY 2016	\$21,885
Yeandle Park Reserve, FY 2016	\$50,000
Penn Place Tenants Security Deposits	\$4,948
Archives Balance	\$379
Bench Balance	\$0
Tree Balance	\$860
Sanitation Crew Balance	\$0
Wynne Reimbursement	\$33,879
	\$286,951

Town of Garrett Park Funding Reconciliation
February

FY 16 EOY Funds balances		
Sandy Spring	\$239,087	
MC pooled	\$16,160	
Harbor	\$245,841	
Eagle Bank	\$172,417	
CapOne	\$250,626	
Petty Cash	\$3	
FY 16 EOY total funds	<u>\$924,134</u>	\$924,134
FY 16 Revenues accrued but not received	\$12,970	
FY 16 Expenses accrued but not disbursed	(\$56,858)	
Adjusted FY 16 EOY balance		<u>\$880,246</u>
FY 17 YTD Income	\$1,058,173	
FY 17 YTD Operating expenditures	\$534,295	
FY 17 YTD Capital expenditures	\$54,812	
FY17 YTD budget balance	<u>\$469,066</u>	\$469,066
FY 17 YTD revenues accrued but not received		\$0
FY 17 YTD expenses accrued but not disbursed		\$46,354
Calculated YTD FY 17 funds balance		<u>\$1,395,666</u>

Funds balances		
Sandy Spring	\$754,096	
Sandy Spring Savings	\$30,403	
MC	\$16,184	
Harbor	\$171,270	
Eagle Bank Savings	\$172,704	
Capital One	\$250,904	
Petty cash	\$105	
Actual YTD FY 17 funds balance	<u>\$1,395,666</u>	\$1,395,666

FY 17 YTD expenses accrued but not disbursed:

Accounts Payable	28,025 *
Payroll Liabilities	578
Prepaid expense	0
Charge Card Payable	393
Uncleared Checks	17,357 **
	<hr/>
	46,353

FY 16 YTD revenues accrued but not received:

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

* Accounts Payable 02/28/17

American Pest	171
American United Life	-212
David Gregg	8,000
Development Facilitators	5,760
Mont. County Health	2,978
Mont County Saintation	9,158
PEPCO 070	446
PEPCO 415	41
PEPCO 613	169
PEPCO 984	93
PEPCO 990	30
Verizon - 3050	207
Verizon -7488	445
Wash Gas	741
	28,025

**UnCleared Checks

Development Facili	3840
Nobis	3631
ICMA	3243
WSSC	2880
Comptroler of Tres	1002
Nobis	913
Business Card	531
VA Dept of Tax	394
Century Elevator	307
Nobis	214
American Life	212
Captiol Office	134
WSSC	57
	17357