



Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: May 8, 2017

BUDGET REPORT

Through April, the budget remains within overall projections.

Revenues: Revenues remain generally above projections with Real Property Taxes and Personal Property Taxes already exceeding the budgeted amount. Local Income Taxes remain below estimates but appear to be tracking previous year's receipts when we received approximately 30% of the total in the last two months of the fiscal year.

Expenses: At 83% of the fiscal year, expenses remain within budget.

Manager's Report: County Parks completed the repairs to both tennis courts. Bids for repairs of the Town's damaged sidewalks will be received in mid-May with work to begin within 30 days after vendor selection.

**TOWN OF GARRETT PARK
Report**

April 2017 Monthly Financial

REVENUES	FY 2016			FY 2017		
	EOY ACTUAL	April	% Actual	BUDGET	April	% BUDGET
						TARGET % 83.0%
1.0 Prior Year Carryover	\$156,772	\$156,772		\$204,282	\$204,282	100.0%
Receipts						
2.0 - Taxes & Fees	\$908,881	\$764,360	84.1%	\$908,000	\$770,590	84.9%
2.1-- Local Property Taxes	\$495,733	\$490,419	98.9%	\$512,000	\$528,050	103.1%
2.1.1 -- Real Property Taxes	\$480,823	\$476,104	99.0%	\$500,000	\$514,260	102.9%
2.1.2 -- Personal Property Taxes	\$13,578	\$13,412	90.4%	\$11,000	\$13,096	119.1%
2.1.3 -- Penalties & Interest	\$1,184	\$814	68.8%	\$500	\$694	138.8%
2.1.4 -- Homestead Tax Credit	\$148	\$88	59.7%	\$500	\$0	0.0%
2.2 -- Local Income Taxes	\$390,122	\$255,208	65.4%	\$380,000	\$233,273	61.4%
2.3 -- Other Local Taxes	\$7,441	\$7,441		\$0	\$0	
2.4 -- Licenses and Permits	\$15,585	\$11,293	72.5%	\$16,000	\$9,267	57.9%
3.0 - Intergovernmental Receipts	\$79,921	\$78,304	98.0%	\$86,380	\$92,152	106.7%
3.1 -- From State of Maryland	\$32,328	\$30,711	95.0%	\$33,200	\$29,981	90.3%
3.2 -- From Montgomery County	\$47,593	\$47,593	100.0%	\$53,180	\$62,172	116.9%
4.0 -- Municipal Refuse Collection	\$121,828	\$120,395	98.8%	\$122,000	\$121,349	99.5%
5.0 - Miscellaneous Receipts	\$156,325	\$131,999	84.4%	\$156,395	\$127,263	81.4%
5.1 - Investment Earnings	\$2,860	\$2,495	87.2%	\$1,000	\$1,321	132.1%
5.2 -- Rents and Concessions	\$148,579	\$124,635	83.9%	\$150,800	\$122,739	81.4%
5.2.1 -- Town Hall Rents	\$20,770	\$17,220	82.9%	\$22,000	\$15,920	72.4%
5.2.2 -- Penn Place Rents	\$124,427	\$104,033	83.6%	\$125,000	\$103,099	82.5%
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	0.0%
5.3.3 -- Tree Donations	\$500	\$500	0.0%	\$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	\$1,649	99.0%	\$2,000	\$607	30.3%
Total FY 16 Receipts:	\$1,266,955	\$1,095,059	86.4%	\$1,272,775	\$1,111,354	87.3%
TOTAL Receipts	\$1,265,282	\$1,251,831		\$1,477,057	\$1,315,636	89.1%
6.0 -- From Reserves	\$10,225	\$10,225	100.0%	\$7,275	\$7,275	
Total Revenues:	\$1,433,952	\$1,262,056		\$1,484,332	\$1,322,911	89.1%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Financial Report

April 2017 Monthly

OPERATING EXPENSES	FY 2016			FY 2017		
	EOY ACTUAL	April	% Actual	BUDGET	April	% BUDGET
						Target % 83.0%
10.0 - Personnel	\$386,579	\$315,032	81.5%	\$402,560	\$304,430	75.6%
10.1 -- Salaries	\$278,227	\$225,087	80.9%	\$288,560	\$233,883	81.1%
10.2 -- Overtime	\$14,588	\$15,916	109.1%	\$15,000	\$4,864	32.4%
10.3 -- Benefits	\$70,668	\$55,593	78.7%	\$75,000	\$47,419	63.2%
10.4 -- Payroll Taxes, Etc.	\$23,096	\$18,437	79.8%	\$22,000	\$18,264	83.0%
10.5 -- Training	\$0	\$0	0.0%	\$2,000	\$0	0.0%
11.0 - Town Administration	\$91,316	\$70,862	77.6%	\$141,000	\$71,449	50.7%
11.2 -- Gen. Admin. Expenses	\$40,864	\$28,007	68.5%	\$81,300	\$27,543	33.9%
11.2.1 -- General Expenses	\$40,864	\$28,007	68.5%	\$21,300	\$14,777	69.4%
11.2.2 --Contract Office Assistant	\$0	\$0	0.0%	\$25,000	\$10,560	42.2%
11.2.3 -- Contract Field Assistance	\$0	\$0	0.0%	\$25,000	\$2,206	8.8%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$10,000	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$5,991	\$977	16.3%	\$6,000	\$2,918	48.6%
11.4 -- Professional Fees	\$34,403	\$31,760	92.3%	\$35,500	\$29,479	83.0%
11.5 -- Insurance	\$6,568	\$6,689	101.8%	\$7,600	\$7,686	101.1%
11.6 -- External Organization	\$3,296	\$3,236	98.2%	\$5,000	\$3,143	62.9%
11.7-- Town Admin. - Other	\$194	\$194	100.2%	\$5,600	\$679	12.1%
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	\$518	51.8%
12.0 - Town Committees	\$19,983	\$15,086	75.5%	\$18,900	\$11,260	59.6%
12.1 -- Arboretum	\$2,998	\$1,258	41.9%	\$3,000	\$1,020	34.0%
12.2 -- Archives	\$16,985	\$13,828	81.4%	\$15,900	\$10,240	64.4%
13.0 - Infrastructure and Equipment	\$133,381	\$97,566	73.1%	\$144,500	\$114,663	79.4%
13.1 -- Penn Place	\$73,355	\$63,450	86.5%	\$77,000	\$60,227	78.2%
13.2 -- Town Hall	\$12,947	\$11,359	87.7%	\$15,000	\$6,947	46.3%
13.3 -- Maintenance Facility	\$848	\$808	95.3%	\$1,000	\$800	80.0%
13.4 -- Community Center	\$582	\$483	83.0%	\$1,500	\$821	54.7%
13.5 -- Trees, Parks & Grounds	\$40,025	\$17,038	42.6%	\$35,000	\$41,707	119.2%
13.6 -- Equipment M&R	\$5,624	\$4,427	78.7%	\$15,000	\$4,161	27.7%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$174,799	\$150,984	86.4%	\$187,000	\$157,236	84.1%
14.1 -- Street Cleaning and Maintenance	\$59,041	\$55,453	93.9%	\$65,000	\$59,800	92.0%
14.2 -- Trash Collection	\$115,758	\$95,531	82.5%	\$122,000	\$97,436	79.9%
15.0 -- Debt Service, Taxes, Interest	\$61,640	\$61,640	100.0%	\$61,800	\$61,764	99.9%
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	\$714,022	82.0%	\$998,375	\$723,417	72.5%
20.0 -- Transfers	\$359,016	\$359,016		\$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	\$13,220	100%	\$46,474	\$46,474	100%
Total Expenses:	#####	\$1,073,038		\$1,484,332	\$1,209,374	
Net Income minus Expenses:	\$204,283	\$189,018		\$0	\$113,537	

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		April	April	April	April
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	\$139,656	\$637,106	\$0	\$637,106
26.1 - Streets & Curbs	\$56,893	\$43,400	\$100,293	\$16,094	\$84,199	\$0	\$84,199
26.2 - Sidewalks	\$0	\$129,083	\$129,083	\$10,509	\$118,574	\$0	\$118,574
26.3 - SRTS Grant	\$547,386	\$0	\$547,386	\$113,053	\$434,333	\$0	\$434,333
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	\$38,000	\$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	\$22,659	\$1,548	\$21,141	\$8,790	\$12,351
30.1 - Website	\$8,032	\$1,000	\$10,062	\$0	\$10,062	\$8,790	\$1,272
30.2 - Computer Equipment	\$3,827	\$5,000	\$8,627	\$1,548	\$7,079	\$0	\$7,079
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	\$10,811	\$108,450	\$0	\$108,450
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	\$10,811	\$3,450	\$0	\$3,450
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$978,178	\$430,983	\$1,409,191	\$183,152	\$1,226,039	\$8,790	\$1,217,249

Reserve Fund Summary

As of April 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 Case Reimbursement	\$33,879
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	\$286,951

Town of Garrett Park Funding Reconciliation
 April

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	
	<hr/>	
FY 16 EOY total funds	\$924,134	\$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		<hr/> \$880,246
FY 17 YTD Income	\$1,111,354	
FY 17 YTD Operating expenditures	\$718,414	
FY 17 YTD Capital expenditures	\$86,696	
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FY17 YTD budget balance	\$306,244	\$306,244
FY 17 YTD revenues accrued but not received		\$0
FY 17 YTD expenses accrued but not disbursed		\$23,246
Calculated YTD FY 17 funds balance		<hr/> \$1,209,736

Funds balances		
Sandy Spring	\$567,620	
Sandy Spring Savings	\$30,408	
MC	\$16,184	
Harbor	\$171,377	
Eagle Bank Savings	\$172,776	
Capital One	\$251,026	
PayPal	\$242	
Petty cash	\$103	
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Actual YTD FY 17 funds balance	\$1,209,736	\$1,209,736

FY 17 YTD expenses accrued but not disbursed:

Accounts Payable	21,984 *
Payroll Liabilities	1,025
Prepaid expense	0
Charge Card Payable	237
Uncleared Checks	0 **
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	23,246

FY 17 YTD revenues accrued but not received:

Accounts Receivable	****
Uncleared Deposits	
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	0

* Accounts Payable 04/31/17

American Pest	171
American United Life	-212
Apple Computer	1,548
Capitol Office	136
Carpet & Vacuum	1,754
Rachel James	65
LGIT	326
Mont. County Health Care	2,997
Mont County Saintation	10,940
Nobis	2,827
PEPCO 415	-10
Ruttkay	881
Joanne Schmader	60
Wash Gas	501
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	21,984

**UnCleared Checks

0