



To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: July 10, 2017

BUDGET REPORT

The June financial report is a monthly report as well as an unaudited year-end report for FY 2017.

Revenues: Local Income Taxes increased significantly with the June receipts and ended the year at 99% of budget. Total revenue is at 101% of budget.

Expenses: The preliminary year-end operating expenses are within budget in all categories with the total expense budget at 84% of budget.

Manager's Report: The repair of existing town sidewalks will take place in July. The work is being done by Pavement Corporation and will include repairs to the broken sidewalk sections around Penn Place, replacement of damaged sidewalk sections near the corner of Strathmore and Kenilworth and on Keswick near the chip area.

The State Highway Administration has agreed to repair the damaged sidewalk sections along the area of Strathmore which they recently repaved. We do not have a schedule from SHA for those sidewalk repairs.

Active Permits as of the end of FY 17:

Perry	20160714-BP1	10810 Kenilworth	Accessory Building
Rozin	20160804-BP1	10906 Kenilworth	Renovation, porch replacement, deck
Kramer	20161005-BP1	11104 Kenilworth	Accessory Building

**TOWN OF GARRETT PARK
Report**

June 2017 Monthly Financial

REVENUES	FY 2016			FY 2017		
	EOY ACTUAL	June	% Actual	BUDGET	June	% BUDGET
						TARGET % 100.0%
1.0 Prior Year Carryover	\$156,772	\$156,772		\$204,282	\$204,282	<u>100.0%</u>
Receipts						
2.0 - Taxes & Fees	<u>\$908,881</u>	<u>\$908,881</u>	<u>100.0%</u>	<u>\$908,000</u>	<u>\$923,475</u>	<u>101.7%</u>
2.1-- Local Property Taxes	<u>\$495,733</u>	<u>\$495,734</u>	<u>100.0%</u>	<u>\$512,000</u>	<u>\$536,443</u>	<u>104.8%</u>
2.1.1 -- Real Property Taxes	\$480,823	\$480,823	<u>100.0%</u>	\$500,000	\$522,438	<u>104.5%</u>
2.1.2 -- Personal Property Taxes	\$13,578	\$13,578	<u>100.0%</u>	\$11,000	\$13,125	<u>119.3%</u>
2.1.3 -- Penalties & Interest	\$1,184	\$1,184	<u>100.0%</u>	\$500	\$879	<u>175.9%</u>
2.1.4 -- Homestead Tax Credit	\$148	\$148	<u>100.0%</u>	\$500	\$0	<u>0.0%</u>
2.2 -- Local Income Taxes	<u>\$390,122</u>	<u>\$390,122</u>	<u>100.0%</u>	<u>\$380,000</u>	<u>\$376,234</u>	<u>99.0%</u>
2.3 -- Other Local Taxes	<u>\$7,441</u>	<u>\$7,441</u>		<u>\$0</u>	<u>\$0</u>	
2.4 -- Licenses and Permits	<u>\$15,585</u>	<u>\$15,585</u>	<u>100.0%</u>	<u>\$16,000</u>	<u>\$10,797</u>	<u>67.5%</u>
3.0 - Intergovernmental Receipts	<u>\$79,921</u>	<u>\$79,921</u>	<u>100.0%</u>	<u>\$86,380</u>	<u>\$93,780</u>	<u>108.6%</u>
3.1 -- From State of Maryland	\$32,328	\$32,328	<u>100.0%</u>	\$33,200	\$31,608	<u>95.2%</u>
3.2 -- From Montgomery County	\$47,593	\$47,593	<u>100.0%</u>	\$53,180	\$62,172	<u>116.9%</u>
4.0 -- Municipal Refuse Collection	<u>\$121,828</u>	<u>\$121,828</u>	<u>100.0%</u>	<u>\$122,000</u>	<u>\$121,735</u>	<u>99.8%</u>
5.0 - Miscellaneous Receipts	<u>\$156,325</u>	<u>\$156,325</u>	<u>100.0%</u>	<u>\$157,245</u>	<u>\$151,128</u>	<u>96.1%</u>
5.1 - Investment Earnings	<u>\$2,860</u>	<u>\$2,860</u>	<u>100.0%</u>	<u>\$1,000</u>	<u>\$1,514</u>	<u>151.4%</u>
5.2 -- Rents and Concessions	<u>\$148,579</u>	<u>\$148,579</u>	<u>100.0%</u>	<u>\$150,800</u>	<u>\$144,223</u>	<u>95.6%</u>
5.2.1 -- Town Hall Rents	\$20,770	\$20,770	<u>100.0%</u>	\$22,000	\$16,495	<u>75.0%</u>
5.2.2 -- Penn Place Rents	\$124,427	\$124,427	<u>100.0%</u>	\$125,000	\$124,008	<u>99.2%</u>
5.2.3 -- Swimming Pool Assoc.	\$3,382	\$3,382	<u>100.0%</u>	\$3,800	\$3,720	<u>97.9%</u>
5.3 - Restricted Contributions	<u>\$3,220</u>	<u>\$3,220</u>	<u>0.0%</u>	<u>\$3,445</u>	<u>\$3,445</u>	<u>0.0%</u>
5.3.1 -- Archives Donations	\$200	\$200	<u>0.0%</u>	\$150	\$150	<u>0.0%</u>
5.3.2 -- Bench Donations	\$0	\$0	<u>0.0%</u>	\$700	\$700	<u>0.0%</u>
5.3.3 -- Tree Donations	\$500	\$500	<u>0.0%</u>	\$0	\$0	<u>0.0%</u>
5.3.4 -- Gifts to Sanitation Crew	\$2,520	\$2,520	<u>0.0%</u>	\$2,595	\$2,595	<u>0.0%</u>
5.4 -- Other Receipts	<u>\$1,666</u>	<u>\$1,666</u>	<u>100.0%</u>	<u>\$2,000</u>	<u>\$1,946</u>	<u>97.3%</u>
Total FY 16 Receipts:	\$1,266,955	\$1,266,954	100.0%	\$1,273,625	\$1,290,117	101.3%
TOTAL Receipts	\$1,423,727	\$1,423,726		\$1,477,907	\$1,494,399	101.1%
6.0 -- From Reserves	\$10,225	\$10,225	100.0%	\$8,021	\$8,021	
Total Revenues:	\$1,433,952	\$1,433,951		\$1,485,928	\$1,502,420	101.1%

**TOWN OF GARRETT PARK
Financial Report**

June 2017 Monthly

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		June	June	June	June
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	\$157,236	\$619,526	\$0	\$619,526
26.1 - Streets & Curbs	\$56,893	\$43,400	\$100,293	\$29,534	\$70,759	\$0	\$70,759
26.2 - Sidewalks	\$0	\$129,083	\$129,083	\$10,509	\$118,574	\$0	\$118,574
26.3 - SRTS Grant	\$547,386	\$0	\$547,386	\$117,193	\$430,193	\$0	\$430,193
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	\$32,647	\$59,153	\$0	\$59,153
29.1 - Parks and Open Sp	\$14,800	\$0	\$14,800	\$0	\$14,800	\$0	\$14,800
29.2 - Arboretum	\$37,000	\$40,000	\$77,000	\$32,647	\$44,353	\$0	\$44,353
30.0 - Technology	\$16,159	\$6,500	\$22,689	\$8,643	\$14,046	\$0	\$14,046
30.1 - Website	\$9,032	\$1,000	\$10,062	\$7,095	\$2,967	\$0	\$2,967
30.2 - Computer Equipmen	\$3,627	\$5,000	\$8,627	\$1,548	\$7,079	\$0	\$7,079
30.3 Telephone Equipmen	\$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	\$13,576	\$105,685	\$0	\$105,685
32.1 - Town Hall	\$3,000	\$12,000	\$15,000	\$0	\$15,000	\$0	\$15,000
32.2 - Storm Water Manag	\$50,000	\$0	\$50,000	\$2,765	\$47,235	\$0	\$47,235
32.3 - Sidewalk Planning	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tre	\$0	\$20,000	\$20,000	\$0	\$20,000	\$0	\$20,000
32.5 - Explore Maint. Facil	\$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	\$218,592	\$1,190,599	\$0	\$1,190,599

Reserve Fund Summary

As of June 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	\$529
Bench Balance	-\$46
Tree Balance	\$860
Sanitation Crew Balance	\$0
Wynne Case Reimbursement	\$33,879
	\$287,055

FY 17 YTD expenses accrued but not disbursed:

Accounts Payable	26,833 *
Payroll Liabilities	0
Prepaid expense	0
Charge Card Payable	
Uncleared Checks	<u>1,154 **</u>
	27,987

FY 17 YTD revenues accrued but not received:

Accounts Receivable	****
Uncleared Deposits	
Grant Receivable paid by MD	<u>113,053</u>
	113,053

* Accounts Payable 06/30/17

American Pest	171
American Life	-212
Capital office Solutions	217
Carpert & Vacuum	1,754
Century Elevator	-307
Custom Contarctors	496
Garrett	402
Mont County Health	5,995
Nobis Engineering	1313
Normandy	1,560
Reilly Sweeping	3,700
Up & Running	860
Vision Tech	10,795
Washington Gas	90
	26,833

**UnCleared Checks

Comp of the Treas	1089
Business Card	65

1,154