



Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: January 11, 2016

BUDGET REPORT

At mid-year the budget remains within the limits of both revenues and expenditures.

Some notes on expenditures: 11.4 - Professional Fees, remains a bit ahead of projections due to the cost of the Audit. 12.2 - Archives, although still over budget at mid-year, we are assured by the Archives Committee that expenses will be within budget prior to year end. 13.1 - Penn Place, includes the cost of repairs to and replacement of emergency lighting throughout the building. 14.1 - Street Cleaning and Maintenance, includes the cost of leaf pick-up.

Capital Program

29.2 - Arboretum, includes the payment of \$33,000 for the removal of trees on Keswick Street

Active Permits

Permit Number	Street Number	Street Name	Description
20140707-BP1	10706	Weymouth	Renovation
20140911-BP2	10901	Raleigh	Addition/Renovation
20150508-BP1	4508	Strathmore	New Home Construction
20150710-BP1	10912	Montrose	Driveway Parking Pad, Retaining Wall
20150722-BP1	4404	Cambria	Renovations
20150724-BP1	10902	Clermont	2-Car Garage
20150902-BP1	10909	Clermont	Renovation, Front Porch Addition
20150929-BP1	4609	Waverly	Renovations
20151117-BP1	11028	Kenilworth	Screened-in porch, Garden Shed

REVENUES	FY 2015			FY 2016		
	EOY ACTUAL	December	% Actual	BUDGET	December	% BUDGET
						TARGET % 80.0%
1.0 Prior Year Carryover	\$92,375			\$60,000	\$166,772	261.3%
Receipts						
2.0 - Taxes & Fees	\$813,016	\$408,110	50.2%	\$829,300	\$440,618	53.2%
2.1 - Local Property Taxes	\$463,121	\$246,923	53.3%	\$472,300	\$260,248	55.1%
2.1.1 - Real Property Taxes	\$447,578	\$240,299	53.7%	\$460,000	\$259,059	56.3%
2.1.2 - Personal Property Taxes	\$12,280	\$4,397	35.8%	\$11,000	\$1,134	10.3%
2.1.2.1 - Personal Property Taxes Received	\$12,280	\$4,397	35.8%	\$11,000	\$1,134	10.3%
2.1.3 - Penalties & Interest	\$2,779	\$1,897	68.3%	\$800	\$55	6.8%
2.1.4 - Homestead Tax Credit	\$486	\$328	67.8%	\$500	\$0	0.0%
2.2 - Local Income Taxes	\$333,956	\$153,235	45.9%	\$340,000	\$172,961	50.9%
2.3 - Other Local Taxes	\$0	\$0		\$0	\$0	
2.4 - Licenses and Permits	\$15,940	\$7,952	49.9%	\$16,000	\$7,409	46.3%
3.0 - Intergovernmental Receipts	\$76,264	\$70,870	94.2%	\$79,900	\$74,029	92.7%
3.1 - From State of Maryland	\$27,638	\$23,277	84.6%	\$31,900	\$26,436	82.9%
3.2 - From Montgomery County	\$47,728	\$47,593	99.7%	\$48,000	\$47,593	99.2%
4.0 - Municipal Refuse Collection	\$136,953	\$73,776	54.3%	\$122,000	\$65,994	54.1%
5.0 - Miscellaneous Receipts	\$148,674	\$76,866	51.7%	\$147,882	\$81,763	55.3%
5.1 - Investment Earnings	\$2,263	\$611	27.0%	\$2,000	\$1,112	55.6%
5.2 - Rents and Concessions	\$138,727	\$72,490	52.3%	\$145,382	\$76,732	52.8%
5.2.1 - Town Hall Rents	\$21,860	\$12,955	59.0%	\$25,000	\$9,915	39.7%
5.2.2 - Pann Place Rents	\$113,692	\$56,460	49.7%	\$117,000	\$63,435	54.2%
5.2.3 - Swimming Pool Assoc	\$3,075	\$3,075	100.0%	\$3,382	\$3,382	100.0%
5.3 - Restricted Contributions	\$6,040	\$3,480	0.0%	\$0	\$3,040	
5.3.1 - Archives Donations	\$2,375	\$420	0.0%	\$0	\$200	
5.3.2 - Bench Donations	\$0	\$0	0.0%	\$0	\$0	
5.3.3 - Tree Donations	\$360	\$0	0.0%	\$0	\$500	
5.3.4 - Gifts to Sanitation Crew	\$3,305	\$3,060	0.0%	\$0	\$2,340	
5.4 - Other Receipts	\$1,644	\$285	17.3%	\$500	\$870	173.9%
Total FY 16 Receipts:	\$1,172,907	\$629,622	53.7%	\$1,238,082	\$662,394	53.6%
TOTAL Receipts	\$1,265,282			\$1,238,082	\$819,168	66.2%
6.0 - From Reserves	\$23,366	\$3,795	16.2%	\$0	\$7,270	
Total Revenues:	\$1,288,647			\$1,238,082	\$826,436	66.8%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK

December 2016 Monthly Financial Report

OPERATING EXPENSES	FY 2015			FY 2016		
	BOY ACTUAL	December	% Actual	BUDGET	December	% BUDGET
						Target % 50.0%
10.0 - Personnel	\$415,034	\$204,039	49.2%	\$435,018	\$195,269	44.9%
10.1 - Salaries	\$297,780	\$155,842	52.3%	\$308,543	\$142,833	46.6%
10.2 - Overtime	\$14,240	\$997	7.0%	\$15,000	\$3,694	24.6%
10.3 - Benefits	\$78,063	\$35,292	45.2%	\$85,000	\$37,533	44.2%
10.4 - Payroll Taxes, Etc.	\$24,951	\$12,106	48.5%	\$26,475	\$11,209	42.3%
10.5 - Training	\$0	\$0	0.0%	\$2,000	\$0	0.0%
11.0 - Town Administration	\$74,961	\$42,929	57.3%	\$80,000	\$41,888	52.4%
11.2 - Gen. Adm. Expenses	\$21,318	\$9,574	44.9%	\$25,000	\$11,112	44.4%
11.3 - Elected and Appointed Officials	\$6,031	\$1,355	22.5%	\$6,000	\$859	14.3%
11.4 - Professional Fees	\$37,623	\$22,296	59.4%	\$35,000	\$19,802	56.6%
11.5 - Insurance	\$6,200	\$6,200	100.0%	\$7,200	\$6,641	92.2%
11.6 - External Organization	\$3,406	\$3,605	102.9%	\$4,800	\$3,386	70.5%
11.7 - Town Admin. - Other	\$483	\$0	0.0%	\$2,000	\$90	4.5%
12.0 - Town Committees	\$20,660	\$12,531	60.7%	\$18,900	\$8,836	46.7%
12.1 - Arboretum	\$2,160	\$810	37.5%	\$3,000	\$148	4.9%
12.2 - Archives	\$18,500	\$11,721	63.4%	\$15,900	\$8,688	54.6%
13.0 - Infrastructure and Equipment	\$123,260	\$71,531	58.0%	\$156,500	\$68,116	37.1%
13.1 - Penn Place	\$73,469	\$40,454	55.1%	\$77,000	\$40,513	52.6%
13.2 - Town Hall	\$8,080	\$3,097	38.3%	\$15,000	\$4,326	28.8%
13.3 - Maintenance Facility	\$672	\$422	62.9%	\$1,000	\$360	36.0%
13.4 - Community Center	\$1,202	\$917	76.3%	\$1,500	\$285	19.0%
13.5 - Trees, Parks & Grounds	\$29,349	\$20,025	68.2%	\$45,000	\$11,016	24.5%
13.6 - Equipment M&R	\$10,498	\$6,616	63.1%	\$17,000	\$1,616	9.5%
13.7 - Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$181,231	\$98,578	54.4%	\$187,000	\$92,378	49.4%
14.1 - Street Cleaning and Maintenance	\$62,750	\$41,211	65.7%	\$65,000	\$35,198	54.2%
14.2 - Trash Collection	\$118,481	\$57,367	48.4%	\$122,000	\$57,180	46.9%
15.0 - Debt Service, Taxes, Interest	\$61,484	\$9,542	15.5%	\$61,640	\$8,620	14.0%
16.0 - Expenditure of Restricted Funds	\$5,046	\$2,850	0.0%	\$0	\$0	0.0%
16.1 - Archives	\$2,196	\$0	0.0%	\$0	\$0	0.0%
16.2 - Benches	\$0	\$0	0.0%	\$0	\$0	0.0%
16.3 - Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 - Sanitation Crew Gifts	\$2,850	\$2,850	100.0%	\$0	\$0	0.0%
16.0 - Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$881,676	\$442,000	50.1%	\$979,058	\$405,106	41.4%
20.0 - Transfers	\$250,199	\$200,307	80.1%	\$259,024	\$262,064	101.2%
20.1 - To Capital Fund	\$225,159	\$181,307	81%	\$249,024	\$249,024	100%
20.2 - To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 - To Other Reserves	\$25,040	\$19,000	76%	\$10,000	\$13,040	130%
Total Expenses:	\$1,131,875	\$642,307	56.7%	\$1,238,082	\$667,170	53.9%
Net Income minus Expenses:	\$156,772	-\$642,307		\$0	\$159,265	

Capital Program

Account	Prior Years Appropriations Remaining	2016 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		December	December	December	December
25.0 - Equipment	\$38,648	-\$5,000	\$33,648	\$0	\$33,648	\$0	\$33,648
26.0 - Streets and Roads	\$639,675	\$250,024	\$889,699	\$200,420	\$689,279	\$0	\$689,279
26.1 - Streets & Curbs	\$63,360	\$278,953	\$342,313	\$200,420	\$141,893	\$0	\$141,893
26.2 - Sidewalks	\$28,929	-\$28,929	\$0	\$0	\$0	\$0	\$0
26.3 - SRTS Grant	\$547,386	\$0	\$547,386	\$0	\$547,386	\$0	\$547,386
27.0 - Facilities	\$49,207	-\$15,000	\$34,207	\$0	\$34,207	\$0	\$34,207
28.0 - Services	\$8,552	\$29,000	\$37,552	\$8,500	\$29,052	\$0	\$29,052
28.1 - Utilities	\$0	\$29,000	\$29,000	\$0	\$29,000	\$0	\$29,000
28.2 - Storm Drains	\$8,552	\$0	\$8,552	\$8,500	\$52	\$0	\$52
29.0 - Committees	\$34,800	\$50,000	\$84,800	\$33,000	\$51,800	\$0	\$51,800
29.1 - Parks and Open Spaces	\$14,800	\$0	\$14,800	\$0	\$14,800	\$0	\$14,800
29.2 - Arboretum	\$20,000	\$50,000	\$70,000	\$33,000	\$37,000	\$0	\$37,000
30.0 - Technology	\$29,315	\$0	\$29,315	\$9,022	\$20,294	\$8,790	\$11,504
30.1 - Website	\$22,037	\$0	\$22,037	\$9,371	\$12,667	\$8,790	\$3,877
30.2 - Computer Equipment	\$3,278	\$0	\$3,278	-\$349	\$3,627	\$0	\$3,627
30.3 Telephone Equipment	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000
31.0 - Other	\$30,000	-\$20,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.0 - Capital Planning	\$17,261	-\$10,000	\$7,261	\$0	\$7,261	\$0	\$7,261
33.0 - Contingency	\$40,000	-\$30,000	\$10,000	\$0	\$10,000	\$0	\$10,000
Total:	\$887,458	\$249,024	\$1,136,482	\$250,942	\$885,541	\$8,780	\$876,761

Reserve Fund Summary

As of October 2015

Operating Reserve, FY 2016	\$175,000
Employee Leave Reserve, FY 2016	\$16,545
Leandle Park Reserve, FY 2016	\$50,000
Penn Place Tenants Security Deposits	\$4,948
First Dollar as of 12/31/15	\$0
Archives Balance	\$379
Pench Balance	\$0
Free Balance	\$860
Sanitation Crew Balance	\$2,795
	<u>\$250,527</u>

Town of Garrett Park Funding Reconciliation
December 15 FY2016

FY 15 EOY Funds balances		
Sandy Spring	\$217,435	
MC pooled	\$16,099	
Harbor	\$247,865	
Eagle Bank	\$67,188	
CapOne	\$246,067	
FY 15EOY total funds	\$794,654	\$794,654
FY 15 Revenues accrued but not received	\$2,407	
FY 15 Expenses accrued but not disbursed	(\$60,649)	
Adjusted FY 15 EOY balance		\$736,412
FY 16 YTD Income	\$662,394	
FY 16 YTD Operating expenditures	\$405,106	
FY 16 YTD Capital expenditures	\$250,942	
FY16 YTD budget balance	\$6,346	\$6,346
FY 16 YTD revenues accrued but not received		(\$1,002)
FY 16 YTD expenses accrued but not disbursed		\$67,295
Calculated YTD FY 15 funds balance		\$809,051

Funds balances		
Sandy Spring	\$200,253	
Sandy Spring Savings	\$30,380	
MC	\$16,109	
Harbor	\$243,279	
Eagle Bank Savings	\$67,256	
Capital One	\$251,674	
Petty cash	\$100	
Actual YTD FY 16 funds balance	\$809,051	\$809,051

FY 16 YTD expenses accrued but not disbursed:

Accounts Payable	55,537 *
Payroll Liabilities	
First Dollar - decrease	2,610
Prepaid expense	
Charge Card Payable	2,232
Uncleared Checks	6,916 **
	<u>67,295</u>

FY 16 YTD revenues accrued but not received:

Accounts Receivable	****
Uncleared Deposits	1,002
	<u>1,002</u>

*** Accounts Payable 12/31/15**

American Pest	159
Bethke Landscaping	8,583
David Greggs	33,000
Guardian Protection	37
Mont. County Health Care	3,402
Montgomery County Sanitation	9,158
UP and Running Computer	560
Washington Gas	638

****Uncleared Checks**

Mont. County Health C:	3,402
WSSC	2,540
Comp of Treasury	488.62
Comp of Treasury	485

6,916

55,537