



To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: May 9, 2016

BUDGET REPORT

At 83% of the fiscal year, revenues are at 93% with only Local Income Taxes being below the target. Information from the State Comptroller's office indicates the we will reach our Income Tax Revenue goal by the end of June.

Expenditures remain within the targeted amounts and will remain within budget in all categories.

ACTIVE PERMITS - Through May 1, 2016

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
20150722-BP1	4404	Cambria	Renovations
20150902-BP1	10909	Clermont	Renovation, Front Porch Addition
20150929-BP1	4609	Waverly	Renovations
20151117-BP1	11028	Kenilworth	Screened-in porch, Garden Shed

TOWN OF GARRETT PARK
Report

April 2016 Monthly Financial

REVENUES	FY 2015			FY 2016		
	EOY ACTUAL	April	% Actual	BUDGET	April	% BUDGET
						TARGET % 83.0%
1.0 Prior Year Carryover	\$92,375	\$92,375		\$156,772	\$156,772	100.0%
Receipts						
2.0 - Taxes & Fees	\$813,016	\$689,717	84.8%	\$828,300	\$764,360	92.3%
2.1-- Local Property Taxes	\$463,121	\$453,042	97.8%	\$472,300	\$490,419	103.8%
2.1.1 -- Real Property Taxes	\$447,576	\$444,556	99.3%	\$460,000	\$476,104	103.5%
2.1.2 -- Personal Property Taxes	\$12,280	\$5,473	44.6%	\$11,000	\$13,412	121.9%
2.1.2.1 -- Personal Property Taxes Recvd	\$12,280	\$5,473	44.6%	\$11,000	\$13,412	121.9%
2.1.3 -- Penalties & Interest	\$2,779	\$2,586	93.1%	\$800	\$814	101.8%
2.1.4 -- Homestead Tax Credit	\$486	\$427	87.9%	\$500	\$88	17.7%
2.2 -- Local Income Taxes	\$333,955	\$224,763	67.3%	\$340,000	\$255,208	75.1%
2.3 -- Other Local Taxes	\$0	\$0		\$0	\$7,441	
2.4 -- Licenses and Permits	\$15,940	\$11,913	74.7%	\$16,000	\$11,293	70.6%
3.0 - Intergovernmental Receipts	\$75,264	\$73,469	97.6%	\$79,900	\$78,304	98.0%
3.1 -- From State of Maryland	\$27,536	\$25,876	94.0%	\$31,900	\$30,711	96.3%
3.2 -- From Montgomery County	\$47,728	\$47,593	99.7%	\$48,000	\$47,593	99.2%
4.0 -- Municipal Refuse Collection	\$135,953	\$134,980	99.3%	\$122,000	\$120,395	98.7%
5.0 - Miscellaneous Receipts	\$148,674	\$123,659	83.2%	\$151,102	\$131,869	87.3%
5.1 - Investment Earnings	\$2,263	\$1,659	73.3%	\$2,000	\$2,365	118.3%
5.2 -- Rents and Concessions	\$138,727	\$114,571	82.6%	\$145,382	\$124,635	85.7%
5.2.1 -- Town Hall Rents	\$21,960	\$17,445	79.4%	\$25,000	\$17,220	68.9%
5.2.2 -- Penn Place Rents	\$113,692	\$94,051	82.7%	\$117,000	\$104,033	88.9%
5.2.3 -- Swimming Pool Assoc.	\$3,075	\$3,075	100.0%	\$3,382	\$3,382	100.0%
5.3 - Restricted Contributions	\$6,040	\$6,015	0.0%	\$3,220	\$3,220	100.0%
5.3.1 -- Archives Donations	\$2,375	\$2,350	0.0%	\$200	\$200	100.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$0	\$0	
5.3.3 -- Tree Donations	\$360	\$360	0.0%	\$500	\$500	
5.3.4 -- Gifts to Sanitation Crew	\$3,305	\$3,305	0.0%	\$2,520	\$2,520	100.0%
5.4 -- Other Receipts	\$1,644	\$1,414	86.0%	\$500	\$1,649	329.8%
Total FY 16 Receipts:	\$1,172,907	\$1,021,826	87.1%	\$1,338,574	\$1,094,929	81.8%
TOTAL Receipts	\$1,265,282			\$1,338,574	\$1,251,701	93.5%
6.0 -- From Reserves	\$11,475	\$6,825	59.5%	\$10,225	\$10,225	
Total Revenues:	\$1,276,757	\$1,028,651		\$1,348,799	\$1,261,926	93.6%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Financial Report

April 2016 Monthly

OPERATING EXPENSES	FY 2015			FY 2016		
	EOY ACTUAL	April	% Actual	BUDGET	April	% BUDGET
						Target % 83.0%
10.0 - Personnel	\$415,034	\$328,080	79.0%	\$410,018	\$315,424	76.9%
10.1 -- Salaries	\$297,780	\$241,530	81.1%	\$281,543	\$225,087	79.9%
10.2 -- Overtime	\$14,240	\$10,687	75.0%	\$15,000	\$15,916	106.1%
10.3 -- Benefits	\$78,063	\$55,583	71.2%	\$85,000	\$55,577	65.4%
10.4 -- Payroll Taxes, Etc.	\$24,951	\$20,281	81.3%	\$26,475	\$18,845	71.2%
10.5 -- Training	\$0	\$0	0.0%	\$2,000	\$0	0.0%
11.0 - Town Administration	\$74,961	\$63,101	84.2%	\$103,560	\$68,434	66.1%
11.2 -- Gen. Admin. Expenses	\$21,318	\$18,164	85.2%	\$48,560	\$27,192	56.0%
11.3 -- Elected and Appointed Officials	\$6,031	\$2,896	48.0%	\$6,000	\$1,468	24.5%
11.4 -- Professional Fees	\$37,523	\$32,354	86.2%	\$35,000	\$29,760	85.0%
11.5 -- Insurance	\$6,200	\$6,200	100.0%	\$7,200	\$6,689	92.9%
11.6 -- External Organization	\$3,406	\$3,406	100.0%	\$4,800	\$3,236	67.4%
11.7-- Town Admin. - Other	\$483	\$81	16.8%	\$2,000	\$90	4.5%
12.0 - Town Committees	\$20,660	\$17,813	86.2%	\$20,340	\$14,847	73.0%
12.1 -- Arboretum	\$2,160	\$810	37.5%	\$3,000	\$1,258	41.9%
12.2 -- Archives	\$18,500	\$17,003	91.9%	\$17,340	\$13,589	78.4%
13.0 - Infrastructure and Equipment	\$123,260	\$106,556	86.4%	\$157,000	\$95,196	60.6%
13.1 -- Penn Place	\$73,469	\$64,004	87.1%	\$77,000	\$60,413	78.5%
13.2 -- Town Hall	\$8,080	\$6,541	81.0%	\$15,500	\$10,645	68.7%
13.3 -- Maintenance Facility	\$672	\$565	84.1%	\$1,000	\$685	68.5%
13.4 -- Community Center	\$1,202	\$1,107	92.1%	\$1,500	\$483	32.2%
13.5 -- Trees, Parks & Grounds	\$29,349	\$24,512	83.5%	\$45,000	\$18,735	41.6%
13.6 -- Equipment M&R	\$10,488	\$9,826	93.7%	\$17,000	\$4,236	24.9%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$181,231	\$151,282	83.5%	\$187,000	\$145,883	78.0%
14.1 -- Street Cleaning and Maintenance	\$62,750	\$52,917	84.3%	\$65,000	\$50,352	77.5%
14.2 -- Trash Collection	\$118,481	\$98,365	83.0%	\$122,000	\$95,531	78.3%
15.0 -- Debt Service, Taxes, Interest	\$61,484	\$61,484	100.0%	\$61,640	\$61,640	100.0%
16.0 - Expenditure of Restricted Funds	\$5,046	\$2,850	0.0%	\$2,955	\$2,955	100.0%
16.1 -- Archives	\$2,196	\$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	\$2,850	\$2,850	0.0%	\$2,955	\$2,955	100.0%
16.0 -- Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$881,676	\$731,166	82.9%	\$982,513	\$704,379	71.7%
20.0 -- Transfers	\$251,659	\$200,307		\$355,796	\$359,016	
20.1 -- To Capital Fund	\$225,159	\$181,307	81%	\$345,796	\$345,796	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$26,500	\$25,015	94%	\$10,000	\$13,220	132%
Total Expenses:	\$1,133,335	\$931,473		\$1,338,309	\$1,063,395	
Net Income minus Expenses:	\$143,422	\$97,178		\$0	\$198,531	

**TOWN OF GARRETT PARK
Report**

April 2016 Monthly Financial

Capital Program

Account	Prior Years Appropriations Remaining	2016 Mid Year Adjusted 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	\$38,648	\$10,000	\$48,648	\$0	\$48,648	\$0	\$48,648
26.0 - Streets and Roads	\$639,675	\$165,024	\$804,699	\$200,420	\$604,279	\$0	\$604,279
26.1 - Streets & Curbs	\$63,360	\$193,953	\$257,313	\$200,420	\$56,893	\$0	\$56,893
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	\$0	\$49,207	\$0	\$49,207	\$0	\$49,207
28.0 - Services	\$8,552	\$70,772	\$79,324	\$8,500	\$70,824	\$0	\$70,824
28.1 - Utilities	\$0	\$39,000	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$8,552	\$31,772	\$40,324	\$8,500	\$31,824	\$0	\$31,824
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	\$12,836	\$16,479	\$8,790	\$7,689
30.1 - Website	\$22,037	\$0	\$22,037	\$13,185	\$8,852	\$8,790	\$62
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	\$0	\$30,000	\$0	\$30,000	\$0	\$30,000
32.0 - Capital Planning	\$17,261	\$50,000	\$67,261	\$0	\$67,261	\$0	\$67,261
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$887,458	\$345,796	\$1,233,254	\$254,756	\$978,498	\$8,790	\$969,708

Reserve Fund Summary:

As of March 2015

Operating Reserve, FY 2016	\$175,000
Employee Leave Reserve, FY 2016	\$16,545
Yeandle Park Reserve, FY 2016	\$50,000
Penn Place Tenants Security Deposits	\$4,948
First Dollar	\$0
Archives Balance	\$379
Bench Balance	\$0
Tree Balance	\$860
Sanitation Crew Balance	\$20
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	\$247,752

Town of Garrett Park Funding Reconciliation
 April 2016 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	<u>\$794,654</u>	\$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		<u>\$736,412</u>
FY 16 YTD Income	\$1,094,929	
FY 16 YTD Operating expenditures	\$704,379	
FY 16 YTD Capital expenditures	\$254,756	
FY16 YTD budget balance	<u>\$135,794</u>	\$135,794
FY 16 YTD revenues accrued but not received		\$0
FY 16 YTD expenses accrued but not disbursed		\$82,577
Calculated YTD FY 15 funds balance		<u>\$954,783</u>

Funds balances		
Sandy Spring	\$239,765	
Sandy Spring Savings	\$30,386	
MC	\$16,109	
Harbor	\$245,601	
Eagle Bank Savings	\$172,345	
Capital One	\$250,503	
Petty cash	\$74	
Actual YTD FY 16 funds balance	<u>\$954,783</u>	\$954,783

FY 16 YTD expenses accrued but not disbursed:

Accounts Payable	14,200 *
Payroll Liabilities	
First Dollar - decrease	2,610
Prepaid expense	
Charge Card Payable	14
Uncleared Checks	<u>65,753 **</u>
	82,577

FY 16 YTD revenues accrued but not received:

Accounts Receivable	****
Uncleared Deposits	<u>1,130</u>
	1,130

* Accounts Payable 04/30/16

American Pest	165
Capitol Office Solutions	311
Chesapeake Employers Insurance	1,097
Guadian Protection Service	33
Rachel James	635
Mont. County Sanitation	9,158
Mary Ruttkay	1,650
Joanne Schmader	510
United Health Care Insurance	301
Washington Gas	340

14,200

**Uncleared Checks

M&T	53,020
Mont County Health	2,978
Mont County Health	2,978
WSSC	2,540
Roto-Rooter	1,300
Bolt Legal	1,003
Up and Running	660
CMS Medicare	609
ASCAP	349
Guardian Fire	132
Cardinal Sound	120
LGIT	48
Ruttkay	17

65,753