



To: Mayor and Town Council  
From: Gene Swearingen  
Subject: Monthly Manager's Report  
Date: June 13, 2016

**BUDGET REPORT**

At 92% of the fiscal year, revenues are at 100%. As of the end of May, all categories have met or exceeded projections. Two revenue line items should be noted:

Local Income Taxes (2.2) are slightly below projections. However, we will receive a final tax payment in June which will put the line item over the projection.

Town Hall Rents (5.2.1) are down from last year and will not meet the FY 2016 projection.

Expenditures remain within the targeted amounts and will remain within budget in all categories. Several line items to note:

Overtime (10.2) is above budget due to the amount of overtime related to the January snowstorm. We have been notified by FEMA that we will receive reimbursement in the amount of \$11,300 for costs related to the snowstorm including staff overtime, equipment costs and payments to contractors who assisted with the removal.

Several expense line items are low compared to budget but will have end-of-year expenses in June which will bring them closer to budget.

**ACTIVE PERMITS - Through May 1, 2016**

<b>Permit Number</b>	<b>Street Number</b>	<b>Street Name</b>	<b>Description</b>
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**

**May 2016 Monthly Financial Report**

REVENUES	FY 2015			FY 2016		
	EOY ACTUAL	May	% Actual	BUDGET	May	% BUDGET
						<b>TARGET % 92.0%</b>
<b>1.0 Prior Year Carryover</b>	<b>\$92,375</b>	<b>\$92,375</b>		<b>\$156,772</b>	<b>\$156,772</b>	<b>100.0%</b>
<b><u>Receipts</u></b>						
<b><u>2.0 - Taxes &amp; Fees</u></b>	<b><u>\$813,016</u></b>	<b><u>\$766,644</u></b>	<b><u>94.3%</u></b>	<b><u>\$828,300</u></b>	<b><u>\$841,687</u></b>	<b><u>101.6%</u></b>
<b>2.1-- Local Property Taxes</b>	<b>\$463,121</b>	<b>\$462,196</b>	<b>99.8%</b>	<b>\$472,300</b>	<b>\$494,493</b>	<b>104.7%</b>
2.1.1 -- Real Property Taxes	\$447,576	\$446,660	99.8%	\$460,000	\$479,830	104.3%
2.1.2 -- Personal Property Taxes	\$12,280	\$12,333	100.4%	\$11,000	\$13,516	122.9%
2.1.2.1 -- Personal Property Taxes Received	\$12,280	\$12,333	100.4%	\$11,000	\$13,516	122.9%
2.1.3 -- Penalties & Interest	\$2,779	\$2,776	99.9%	\$800	\$1,059	132.3%
2.1.4 -- Homestead Tax Credit	\$486	\$427	87.9%	\$500	\$88	17.7%
<b>2.2 -- Local Income Taxes</b>	<b>\$333,955</b>	<b>\$288,546</b>	<b>86.4%</b>	<b>\$340,000</b>	<b>\$327,256</b>	<b>96.3%</b>
<b>2.3 -- Other Local Taxes</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$7,441</b>	
<b>2.4 -- Licenses and Permits</b>	<b>\$15,940</b>	<b>\$15,902</b>	<b>99.8%</b>	<b>\$16,000</b>	<b>\$12,497</b>	<b>78.1%</b>
<b><u>3.0 - Intergovernmental Receipts</u></b>	<b><u>\$75,264</u></b>	<b><u>\$73,469</u></b>	<b><u>97.6%</u></b>	<b><u>\$79,900</u></b>	<b><u>\$78,304</u></b>	<b><u>98.0%</u></b>
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%
<b><u>4.0 -- Municipal Refuse Collection</u></b>	<b><u>\$135,953</u></b>	<b><u>\$135,677</u></b>	<b><u>99.8%</u></b>	<b><u>\$122,000</u></b>	<b><u>\$121,453</u></b>	<b><u>99.6%</u></b>
<b><u>5.0 - Miscellaneous Receipts</u></b>	<b><u>\$148,674</u></b>	<b><u>\$137,631</u></b>	<b>92.6%</b>	<b><u>\$151,102</u></b>	<b><u>\$143,187</u></b>	<b>94.8%</b>
<b>5.1 - Investment Earnings</b>	<b>\$2,263</b>	<b>\$1,956</b>	<b>86.4%</b>	<b>\$2,000</b>	<b>\$2,481</b>	<b>124.1%</b>
<b>5.2 -- Rents and Concessions</b>	<b>\$138,727</b>	<b>\$128,091</b>	<b>92.3%</b>	<b>\$145,382</b>	<b>\$135,837</b>	<b>93.4%</b>
5.2.1 -- Town Hall Rents	\$21,960	\$21,145	96.3%	\$25,000	\$18,195	72.8%
5.2.2 -- Penn Place Rents	\$113,692	\$103,871	91.4%	\$117,000	\$114,260	97.7%
5.2.3 -- Swimming Pool Assoc.	\$3,075	\$3,075	100.0%	\$3,382	\$3,382	100.0%
<b>5.3 - Restricted Contributions</b>	<b>\$6,040</b>	<b>\$6,040</b>	<b>0.0%</b>	<b>\$3,220</b>	<b>\$3,220</b>	<b>100.0%</b>
5.3.1 -- Archives Donations	\$2,375	\$2,375	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%
<b>5.4 -- Other Receipts</b>	<b>\$1,644</b>	<b>\$1,544</b>	<b>93.9%</b>	<b>\$500</b>	<b>\$1,649</b>	<b>329.8%</b>
<b>Total FY 16 Receipts:</b>	<b>\$1,172,907</b>	<b>\$1,113,421</b>	<b>94.9%</b>	<b>\$1,338,574</b>	<b>\$1,184,631</b>	<b>88.5%</b>
<b>TOTAL Receipts</b>	<b>\$1,265,282</b>			<b>\$1,338,574</b>	<b>\$1,341,403</b>	<b>100.2%</b>
<b>6.0 -- From Reserves</b>	<b>\$11,475</b>	<b>\$6,825</b>	<b>59.5%</b>	<b>\$10,225</b>	<b>\$10,225</b>	
<b>Total Revenues:</b>	<b>\$1,276,757</b>	<b>\$1,120,246</b>		<b>\$1,348,799</b>	<b>\$1,351,628</b>	<b>100.2%</b>

**TOWN OF GARRETT PARK  
Monthly Financial Report**

**TOWN OF GARRETT PARK May 2016 Monthly Financial Report**

OPERATING EXPENSES	FY 2015			FY 2016		
	EOY ACTUAL	May	% Actual	BUDGET	May	% BUDGET
						Target % 92.0%
<b>10.0 - Personnel</b>	<b>\$415,034</b>	<b>\$354,338</b>	<b>85.4%</b>	<b>\$410,018</b>	<b>\$355,489</b>	<b>86.7%</b>
10.1 -- Salaries	\$297,780	\$262,011	88.0%	\$281,543	\$256,971	91.3%
10.2 -- Overtime	\$14,240	\$11,630	81.7%	\$15,000	\$17,577	117.2%
10.3 -- Benefits	\$78,063	\$58,778	75.3%	\$85,000	\$59,531	70.0%
10.4 -- Payroll Taxes, Etc.	\$24,951	\$21,920	87.9%	\$26,475	\$21,411	80.9%
10.5 -- Training	\$0			\$2,000		0.0%
<b>11.0 - Town Administration</b>	<b>\$74,961</b>	<b>\$67,766</b>	<b>90.4%</b>	<b>\$103,560</b>	<b>\$78,946</b>	<b>76.2%</b>
11.2 -- Gen. Admin. Expenses	\$21,318	\$19,595	91.9%	\$48,560	\$30,457	62.7%
11.3 -- Elected and Appointed Officials	\$6,031	\$3,997	66.3%	\$6,000	\$4,848	80.8%
11.4 -- Professional Fees	\$37,523	\$34,487	91.9%	\$35,000	\$33,747	96.4%
11.5 -- Insurance	\$6,200	\$6,200	100.0%	\$7,200	\$6,568	91.2%
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%
<b>12.0 - Town Committees</b>	<b>\$20,660</b>	<b>\$20,006</b>	<b>96.8%</b>	<b>\$20,340</b>	<b>\$16,346</b>	<b>80.4%</b>
12.1 -- Arboretum	\$2,160	\$810	37.5%	\$3,000	\$1,258	41.9%
12.2 -- Archives	\$18,500	\$19,196	103.8%	\$17,340	\$15,088	87.0%
<b>13.0 - Infrastructure and Equipment</b>	<b>\$123,260</b>	<b>\$116,821</b>	<b>94.8%</b>	<b>\$157,000</b>	<b>\$106,779</b>	<b>68.0%</b>
13.1 -- Penn Place	\$73,469	\$69,500	94.6%	\$77,000	\$66,168	85.9%
13.2 -- Town Hall	\$8,080	\$6,890	85.3%	\$15,500	\$12,518	80.8%
13.3 -- Maintenance Facility	\$672	\$584	86.9%	\$1,000	\$828	82.8%
13.4 -- Community Center	\$1,202	\$1,155	96.1%	\$1,500	\$533	35.5%
13.5 -- Trees, Parks & Grounds	\$29,349	\$28,586	97.4%	\$45,000	\$22,401	49.8%
13.6 -- Equipment M&R	\$10,488	\$10,106	96.4%	\$17,000	\$4,331	25.5%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>14.0 - Town Services</b>	<b>\$181,231</b>	<b>\$165,375</b>	<b>91.3%</b>	<b>\$187,000</b>	<b>\$160,180</b>	<b>85.7%</b>
14.1 -- Street Cleaning and Maintenance	\$62,750	\$57,853	92.2%	\$65,000	\$55,491	85.4%
14.2 -- Trash Collection	\$118,481	\$107,523	90.8%	\$122,000	\$104,689	85.8%
<b>15.0 -- Debt Service, Taxes, Interest</b>	<b>\$61,484</b>	<b>\$61,484</b>	<b>100.0%</b>	<b>\$61,640</b>	<b>\$61,640</b>	<b>100.0%</b>
<b>16.0 - Expenditure of Restricted Funds</b>	<b>\$5,046</b>	<b>\$2,850</b>	<b>0.0%</b>	<b>\$2,853</b>	<b>\$2,853</b>	<b>100.0%</b>
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%	\$2,853	\$2,853	100.0%
<b>16.0 -- Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Operating Expenses:</b>	<b>\$881,676</b>	<b>\$788,640</b>	<b>89.4%</b>	<b>\$982,411</b>	<b>\$782,232</b>	<b>79.6%</b>
<b>20.0 -- Transfers</b>	<b>\$251,659</b>	<b>\$200,307</b>		<b>\$355,796</b>	<b>\$359,119</b>	
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	\$13,323	133%
<b>Total Expenses:</b>	<b>#####</b>	<b>\$988,947</b>		<b>#####</b>	<b>\$1,141,351</b>	
<b>Net Income minus Expenses:</b>	<b>\$143,422</b>	<b>\$131,299</b>		<b>\$0</b>	<b>\$210,277</b>	

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		May	May	May	May
<b>25.0 - Equipment</b>	<b>\$38,648</b>	<b>\$10,000</b>	<b>\$48,648</b>	<b>\$0</b>	<b>\$48,648</b>	<b>\$0</b>	<b>\$48,648</b>
<b>26.0 - Streets and Roads</b>	<b>\$639,675</b>	<b>\$165,024</b>	<b>\$804,699</b>	<b>\$200,420</b>	<b>\$604,279</b>	<b>\$0</b>	<b>\$604,279</b>
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
<b>27.0 - Facilities</b>	<b>\$49,207</b>	<b>\$0</b>	<b>\$49,207</b>	<b>\$0</b>	<b>\$49,207</b>	<b>\$0</b>	<b>\$49,207</b>
<b>28.0 - Services</b>	<b>\$8,552</b>	<b>\$70,772</b>	<b>\$79,324</b>	<b>\$8,500</b>	<b>\$70,824</b>	<b>\$0</b>	<b>\$70,824</b>
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
<b>29.0 - Committees</b>	<b>\$34,800</b>	<b>\$50,000</b>	<b>\$84,800</b>	<b>\$33,000</b>	<b>\$51,800</b>	<b>\$0</b>	<b>\$51,800</b>
29.1 - Parks and Open Sp	\$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
<b>30.0 - Technology</b>	<b>\$29,315</b>	<b>\$0</b>	<b>\$29,315</b>	<b>\$13,156</b>	<b>\$16,159</b>	<b>\$8,790</b>	<b>\$7,369</b>
30.1 - Website	\$22,037	\$0	\$22,037	\$13,505	\$8,532	\$8,790	-\$258
30.2 - Computer Equipmen	\$3,278	\$0	\$3,278	-\$349	\$3,627	\$0	\$3,627
30.3 Telephone Equipmen	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000
<b>31.0 - Other</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$30,000</b>
<b>32.0 - Capital Planning</b>	<b>\$17,261</b>	<b>\$50,000</b>	<b>\$67,261</b>	<b>\$0</b>	<b>\$67,261</b>	<b>\$0</b>	<b>\$67,261</b>
<b>33.0 - Contingency</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>
<b>Total:</b>	<b>\$887,458</b>	<b>\$345,796</b>	<b>\$1,233,254</b>	<b>\$255,076</b>	<b>\$978,178</b>	<b>\$8,790</b>	<b>\$969,388</b>

**Reserve Fund Summary**

As of May 2015

Operating Reserve, FY 2016	<b>\$175,000</b>
Employee Leave Reserve, FY 2016	<b>\$16,545</b>
Yeandle Park Reserve, FY 2016	<b>\$50,000</b>
Penn Place Tenants Security Deposits	<b>\$4,948</b>
First Dollar	<b>\$0</b>
Archives Balance	<b>\$379</b>
Bench Balance	<b>\$0</b>
Tree Balance	<b>\$860</b>
Sanitation Crew Balance	<b>\$123</b>
	<b>\$247,855</b>

Town of Garrett Park Funding Reconciliation  
 May 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	\$1,184,631	
FY 16 YTD Operating expenditures	\$782,232	
FY 16 YTD Capital expenditures	\$255,076	
FY16 YTD budget balance	<u>\$147,323</u>	\$147,323
FY 16 YTD revenues accrued but not received		\$0
FY 16 YTD expenses accrued but not disbursed		\$51,463
Calculated YTD FY 15 funds balance		<u>\$935,198</u>

Funds balances		
Sandy Spring	\$220,066	
Sandy Spring Savings	\$30,387	
MC	\$16,109	
Harbor	\$245,677	
Eagle Bank Savings	\$172,381	
Capital One	\$250,503	
Petty cash	\$75	
Actual YTD FY 16 funds balance	<u>\$935,198</u>	\$935,198

FY 16 YTD expenses accrued but not disbursed:

Accounts Payable	2,170 *
Payroll Liabilities	
First Dollar - decrease	2,610
Prepaid expense	
Charge Card Payable	
Uncleared Checks	<u>46,683 **</u>
	51,463

FY 16 YTD revenues accrued but not received:

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

\* Accounts Payable 05/31/16

Guradian Fire	435
David Long	220
PEPCO 070	457
PEPCO 415	25
PEPCO 613	107
PEPCO 984	93
PEPCO 987	87
PEPCO 990	38
United Health Care Insurance	451
Washington Gas	256
	<u>2,170</u>

\*\*Uncleared Checks

MC Sanitation	9,158
Reilly Sweeping	3,700
US Treasury	3,687
ICMA	3,465
Business Card	3,431
Mont. Health	2,978
David Gregg	2,823
Robert Frost	2,604
WSSC	2,540
Gene Swearingen	2,042
SB & Company	2,000
Ruttkey	1,988
Henley	1,324
Breazeale	1,256
Schmader	650
James	620
VA Dept of Tax	564
Comptroller of MD	540
Asponte	525
Vision Tech	320
Capital Office	172
American Pest	165
Verizon	101
Guardian Protection	33

46,683