



To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: November 14, 2016

BUDGET REPORT

With one-third of the year complete the budget is within projections for both revenues and expenditures.

Revenues: The major revenue items continue to be ahead of last year's collections and are expected to meet projections for the fiscal year.

Expenses: All expenditure categories remain within budget. A few items of note: Salaries and Payroll Taxes are slightly over projection because of an extra pay period in October; Professional Fees are above projection due to the payment of the Auditor; Trees, Parks & Grounds is above projections due to the Fall pruning and removal of trees.

Capital Program: The Arboretum expense of \$1,617 is for the purchase of eight trees to be planted on the 800 block of Keswick Street.

MANAGER'S REPORT

Personnel Policy updates:

Long Term Disability. The Personnel Policy includes long term disability coverage as a benefit provided by the Town to its employees. However, we do not have a long term disability policy in force. After some research of products we obtained a proposal from a LGIT affiliate and had Montgomery County's benefits consulting firm, AON Corporation, review that product. The review showed that the LGIT product provides excellent coverage and at a very competitive price of \$188.00 per month.

The Long Term Disability coverage will become effective in December. The total cost for the remainder of FY 2017 will be \$1,316. There is enough money in the Benefits budget to absorb this cost.

Worker's Compensation. The Town currently provides Worker's Compensation insurance through an affiliate of LGIT. A review of the cost of that insurance found that the premiums have increased significantly over the past two years. Montgomery County offers Worker's Compensation coverage to the towns within the County and at a lower cost than LGIT. We will begin the new coverage in December and will realize a savings of \$2,800 over the remainder of the current fiscal year.

New Permits Approved in October

Lee Kramer	11104 Kenilworth	Garage (accessory building)
Rellie Rozen	10906 Kenilworth	House renovation, covered front porch, deck replacement

TOWN OF GARRETT PARK
Report

October 2016 Monthly Financial

REVENUES	FY 2016			FY 2017		
	EOY ACTUAL	October	% Actual	BUDGET	October	% BUDGET
						TARGET % 33.2%
1.0 Prior Year Carryover	\$156,772	\$156,772		\$100,000	\$204,000	204.0%
<u>Receipts</u>						
2.0 - Taxes & Fees	\$908,881	\$270,970	29.8%	\$908,000	\$312,662	34.4%
2.1-- Local Property Taxes	\$495,733	\$228,601	46.1%	\$512,000	\$255,423	49.9%
2.1.1 -- Real Property Taxes	\$480,823	\$228,601	47.5%	\$500,000	\$255,008	51.0%
2.1.2 -- Personal Property Taxes	\$13,578	\$0	90.4%	\$11,000	\$415	3.8%
2.1.3 -- Penalties & Interest	\$1,184	\$0	0.0%	\$500	\$0	0.0%
2.1.4 -- Homestead Tax Credit	\$148	\$0	0.0%	\$500	\$0	0.0%
2.2 -- Local Income Taxes	\$390,122	\$38,666	9.9%	\$380,000	\$52,893	13.9%
2.3 -- Other Local Taxes	\$7,441	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$15,585	\$3,702	23.8%	\$16,000	\$4,346	27.2%
3.0 - Intergovernmental Receipts	\$79,921	\$73,039	91.4%	\$81,200	\$77,958	96.0%
3.1 -- From State of Maryland	\$32,328	\$25,446	78.7%	\$33,200	\$24,777	74.6%
3.2 -- From Montgomery County	\$47,593	\$47,593	100.0%	\$48,000	\$53,180	110.8%
4.0 -- Municipal Refuse Collection	\$121,828	\$58,327	47.9%	\$122,000	\$60,523	49.6%
5.0 - Miscellaneous Receipts	\$156,325	\$57,083	36.5%	\$157,800	\$49,075	31.1%
5.1 - Investment Earnings	\$2,860	\$1,002	35.0%	\$2,000	\$486	24.3%
5.2 -- Rents and Concessions	\$148,579	\$55,062	37.1%	\$153,800	\$48,246	31.4%
5.2.1 -- Town Hall Rents	\$20,770	\$8,490	40.9%	\$25,000	\$3,820	15.3%
5.2.2 -- Penn Place Rents	\$124,427	\$43,190	34.7%	\$125,000	\$40,706	32.6%
5.2.3 -- Swimming Pool Assoc.	\$3,382	\$3,382	100.0%	\$3,800	\$3,720	97.9%
5.3 - Restricted Contributions	\$3,220	\$700	0.0%	\$0	\$0	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	
5.3.3 -- Tree Donations	\$500	\$500	0.0%	\$0	\$0	
5.3.4 -- Gifts to Sanitation Crew	\$2,520		0.0%	\$0	\$0	0.0%
5.4 -- Other Receipts	\$1,666	\$320	19.2%	\$2,000	\$342	17.1%
Total FY 16 Receipts:	\$1,266,955	\$459,419	36.3%	\$1,269,000	\$500,217	39.4%
TOTAL Receipts	\$1,265,282	\$616,191		\$1,369,000	\$704,217	51.4%
6.0 -- From Reserves	\$10,225	\$7,270	71.1%	\$4,660	\$4,660	
Total Revenues:	\$1,433,952	\$623,461		\$1,373,660	\$708,877	51.6%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK October 2016 Monthly Financial Report

OPERATING EXPENSES	FY 2016			FY 2017		
	EOY ACTUAL	October	% Actual	BUDGET	October	% BUDGET
						Target % 33.2%
10.0 - Personnel	\$386,579	\$127,969	33.1%	\$395,060	\$130,878	33.1%
10.1 -- Salaries	\$278,227	\$89,693	32.2%	\$281,060	\$102,900	36.6%
10.2 -- Overtime	\$14,588	\$3,128	21.4%	\$15,000	\$1,679	11.2%
10.3 -- Benefits	\$70,668	\$28,047	39.7%	\$75,000	\$18,299	24.4%
10.4 -- Payroll Taxes, Etc.	\$23,096	\$7,101	30.7%	\$22,000	\$8,000	36.4%
10.5 -- Training	\$0	\$0	0.0%	\$2,000	\$0	0.0%
11.0 - Town Administration	\$91,316	\$35,955	39.4%	\$141,000	\$42,578	30.2%
11.2 -- Gen. Admin. Expenses	\$40,864	\$7,468	18.3%	\$81,300	\$16,592	20.4%
11.3 -- Elected and Appointed Officials	\$5,991	\$83	1.4%	\$6,000	\$15	0.2%
11.4 -- Professional Fees	\$34,403	\$18,483	53.7%	\$35,500	\$16,158	45.5%
11.5 -- Insurance	\$6,568	\$6,641	101.1%	\$7,600	\$6,186	81.4%
11.6 -- External Organization	\$3,296	\$3,191	96.8%	\$5,000	\$3,143	62.9%
11.7 -- Town Admin. - Other	\$194	\$90	46.4%	\$5,600	\$484	8.6%
12.0 - Town Committees	\$19,983	\$6,601	33.0%	\$18,900	\$4,790	25.3%
12.1 -- Arboretum	\$2,998	\$148	4.9%	\$3,000	\$0	0.0%
12.2 -- Archives	\$16,985	\$6,453	38.0%	\$15,900	\$4,790	30.1%
13.0 - Infrastructure and Equipment	\$133,381	\$37,286	28.0%	\$144,500	\$46,022	31.8%
13.1 -- Penn Place	\$73,355	\$24,389	33.2%	\$77,000	\$26,125	33.9%
13.2 -- Town Hall	\$12,947	\$3,706	28.6%	\$15,000	\$1,551	10.3%
13.3 -- Maintenance Facility	\$848	\$322	38.0%	\$1,000	\$800	80.0%
13.4 -- Community Center	\$582	\$190	32.6%	\$1,500	\$522	34.8%
13.5 -- Trees, Parks & Grounds	\$40,025	\$7,270	18.2%	\$35,000	\$14,017	40.0%
13.6 -- Equipment M&R	\$5,624	\$1,409	25.1%	\$15,000	\$3,006	20.0%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$174,799	\$55,226	31.6%	\$187,000	\$57,713	30.9%
14.1 -- Street Cleaning and Maintenance	\$59,041	\$16,362	27.7%	\$65,000	\$18,851	29.0%
14.2 -- Trash Collection	\$115,758	\$38,864	33.6%	\$122,000	\$38,863	31.9%
15.0 -- Debt Service, Taxes, Interest	\$61,640	\$8,620	14.0%	\$61,800	\$7,632	12.3%
16.0 - Expenditure of Restricted Funds	\$2,955	\$0	0.0%	\$0	\$0	0.0%
16.1 -- Archives	\$0	\$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	\$2,955	\$0	0.0%	\$0	\$0	0.0%
16.0 -- Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$870,653	\$271,656	31.2%	\$988,260	\$289,613	29.3%
20.0 -- Transfers	\$359,016	\$259,724		\$385,680	\$385,680	
20.1 -- To Capital Fund	\$345,796	\$249,024	72%	\$375,400	\$375,400	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$13,220	\$10,700	81%	\$10,280	\$10,280	100%
Total Expenses:	\$1,229,669	\$531,380		\$1,373,940	\$675,293	
Net Income minus Expenses:	\$204,283	\$92,081		\$0	\$33,584	

**TOWN OF GARRETT PARK
Report**

October 2016 Monthly Financial

Capital Program

Account	Prior Years Appropriations Remaining	2017 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		October	October	October	October
25.0 - Equipment	\$48,648	\$0	\$48,648	\$0	\$48,648	\$0	\$48,648
26.0 - Streets and Roads	\$604,279	\$143,400	\$747,679	\$9,978	\$737,701	\$0	\$737,701
26.1 - Streets & Curbs	\$56,893	\$43,400	\$100,293	\$0	\$100,293	\$0	\$100,293
26.2 - Sidewalks	\$0	\$100,000	\$100,000	\$9,978	\$90,022	\$0	\$90,022
26.3 - SRTS Grant	\$547,386	\$0	\$547,386	\$0	\$547,386	\$0	\$547,386
27.0 - Facilities	\$49,207	\$25,000	\$74,207	\$6,490	\$67,717	\$0	\$67,717
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	\$1,617	\$90,183	\$0	\$90,183
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	\$1,617	\$75,383	\$0	\$75,383
30.0 - Technology	\$16,159	\$15,000	\$31,159	\$0	\$31,159	\$8,790	\$22,369
30.1 - Website	\$9,032	\$10,000	\$19,032	\$0	\$19,032	\$8,790	\$10,242
30.2 - Computer Equipment	\$3,627	\$5,000	\$8,627	\$0	\$8,627	\$0	\$8,627
30.3 Telephone Equipment	\$3,500	\$0	\$3,500	\$0	\$3,500	\$0	\$3,500
31.0 - Other	\$30,000	\$10,000	\$40,000	\$0	\$40,000	\$0	\$40,000
32.0 - Capital Planning	\$67,261	\$42,000	\$109,261	\$0	\$109,261	\$0	\$109,261
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$978,178	\$375,400	\$1,353,578	\$18,085	\$1,335,493	\$8,790	\$1,326,703

Reserve Fund Summary

As of October 2016

Operating Reserve, FY 2016	\$175,000
Employee Leave Reserve, FY 2016	\$26,545
Yeandle Park Reserve, FY 2016	\$50,000
Penn Place Tenants Security Deposits	\$4,948
First Dollar	\$0
Archives Balance	\$659
Bench Balance	\$0
Tree Balance	\$860
Sanitation Crew Balance	\$20
	\$258,032

Town of Garrett Park Funding Reconciliation
 October 2016 FY2017

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	
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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	\$500,217	
FY 17 YTD Operating expenditures	\$289,613	
FY 17 YTD Capital expenditures	\$18,085	
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FY17 YTD budget balance	\$192,519	\$192,519
FY 17 YTD revenues accrued but not received		\$0
FY 17 YTD expenses accrued but not disbursed		\$61,667
Calculated YTD FY 17 funds balance		<hr/> \$1,134,432

Funds balances		
Sandy Spring	\$493,476	
Sandy Spring Savings	\$30,396	
MC	\$16,160	
Harbor	\$171,046	
Eagle Bank Savings	\$172,562	
Capital One	\$250,781	
Petty cash	\$103	
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Actual YTD FY 17 funds balance	\$1,134,524	\$1,134,524

FY 17 YTD expenses accrued but not disbursed:

Accounts Payable	22,522 *
Payroll Liabilities	-100
Prepaid expense	0
Charge Card Payable	1,135
Uncleared Checks	38,110 **
	<hr/> 61,667

FY 16 YTD revenues accrued but not received:

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

* Accounts Payable 10/31/16

American Pest	165
Chesapeake Employers	891
Mont County Sanitation	11,026
Pepco 070	180
PEPCO 415	18
PEPCO 613	88
PEPCO 946	1,032
PEPCO 984	44
PEPCO 987	60
PEPCO 990	22
SB & Co	8000
United Healthcare	995
	<hr/> 22,522

**UnCleared Checks

Bethke	8,583
ICMA	4,864
David Greggs	4600
US Treasury	3,110
Robert Frost	2,202
Gene Swearingen	2,078
Raemelton Farm	1,617
Siemens	1,315
Elizabeth Henley	1,297
Frank Breazeale	1,235
Gaithersburg Equip	1,233
Custom Contractors	797
Mary Ruttkay	675
Joane Schmader	655
VA Dept of Taxation	625
Business Card	555
Margarita Aponte	525
Compt of Treasury	500
Rachel James	485
David Greggs	481
Guardian Fire	170
Capitol Office	151
Knowles Printing	136
Verizon	101
Verizon	86
Mont. County	32
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