Town of Bladensburg

Finance Department

Monthly Report

Feb 2015

Prepared By: Terry Jackson

The Town of Bladensburg

Office of Finance

March 9, 2015

TOWN COUNCIL MEETING

Calendar of Assignments/Events

- FY 2016 Budget Meeting with Town Employees – Tuesday, March 24, 2015
- LGIT (Liability Ins Carrier) Policy Year 2016 Regional Workshop – Thursday, April 2, 2015
- FY 2016 Town Grant Applications Due Date – Friday, April 3, 2015
- FY 2016 Mayor & Council To Receive Budget – Friday, April 10, 2015
- FY 2016 Budget Presentation (Worksession) – Monday, April 13, 2015
- FY 2016 Community Budget Hearing (Council Meeting) - Monday, April 13, 2015

Fiscal Analysis

- Local Property Taxes Collected as of 02/28/15 - $3,322,670
- Outstanding Personal Property Tax Balance - $105,329 (Town Businesses Owing PPT monies as of 02/28/15)

Finance Objectives

- Continue personal property tax collection efforts
- Correct accounting internal control deficiencies where they exist
- Review monthly financial activities for discrepancies
- Respond to public information act requests
- Prepare FY 2016 budget schedule
- Prepare FY 2016 budget
- Attend employee performance evaluation meetings (2)
- Respond to MD legislature fiscal note requests

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TOWN OF BLADENSBURG
General Fund Financial Report
YTD For Fiscal Year Ending June 30, 2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs. Budget $	Change in Act vs. Budget %
REVENUE				
Total Local Property Taxes	3,322,670	3,439,612	(116,942)	3
Total Local Income Taxes	285,867	428,239	(142,372)	33
Total Other Local Taxes	7,742	3,071	4,671	(152)
Total Licenses & Permits	55,398	66,174	(10,777)	16
Total Federal	0	34,938	(34,938)	100
Total State	806,360	882,959	(76,600)	9
Total County	16,863	27,356	(10,493)	38
Total Service Charges	42,836	72,720	(29,885)	41
Total Franchise Fees	124,820	116,700	8,120	(7)
Total Other Revenue	56,256	795,261	(739,005)	93
TOTAL REVENUE	**4,718,812**	**5,867,030**	**(1,148,221)**	**20**
EXPENDITURES				
Total Expenditures - Mayor & Council	148,632	230,085	(81,453)	(35)
Total Expenditures - Town Clerk	154,004	239,495	(85,491)	(36)
Total Expenditures - Town Administrator	745,574	843,156	(97,582)	(12)
Total Expenditures - Finance	263,737	438,951	(175,214)	(40)
Total Expenditures - Public Safety	1,990,549	2,891,681	(901,132)	(31)
Total Expenditures - Public Works	619,915	1,001,184	(381,269)	(38)
TOTAL EXPENDITURES	**3,922,411**	**5,644,552**	**(1,722,141)**	**(31)**
CAPITAL OUTLAY				
Total Capital Outlay - Mayor & Council	0	20,000	(20,000)	(100)
Total Capital Outlay - Town Clerk	0	0	0	0
Total Capital Outlay - Town Administrator	1,253	0	1,253	0
Total Capital Outlay - Finance	2,800	0	2,800	0
Total Capital Outlay - Code Enforcement	0	0	0	0
Total Capital Outlay - Public Safety	156,394	167,000	(10,606)	(6)
Total Capital Outlay - Public Works	20,511	35,479	(14,968)	(42)
TOTAL CAPITAL OUTLAY	**180,958**	**222,479**	**(41,521)**	**(19)**
TOTAL EXPENDITURE & CAPITAL OUTLAY	**4,103,369**	**5,867,031**	**(1,763,662)**	**(30)**
Change in Revenue vs. Expenditure & Capital Outlay	**615,443**	**(1)**	**615,441**	**61,544,100**

FY 2015 BUDGET AMENDMENT(S):

09/08/14 - MEA Grant / Vehicles - $80,000.00 - Rev 1.000.144.45002.00 / Exp 1.601.144.50400.00

Capital Expenditure / Vehicles - $32,000.00 - Rev 1.000.000.49011.00 / Exp 1.601.000.50400.00

12/08/14 - Employee Performance Evaluation Behaviorial Indicators / Training - $20,000.00 -
Rev 1.000.000.49011.00 / Exp 1.503.000.50209.00

FY 2015 BUDGET RE-APPORTIONMENT(S):

10/13/14 - BVFD Donation - $850.00 - Exp 1.501.000.50269.00 (Decrease) / 1.501.000.50277.00 (Increase)

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TOWN OF BLADENSBURG
General Fund Financial Report - Revenue
For Fiscal Year Ending June 30,2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs. Budget $	Change in Act vs. Budget %
REVENUE				
Local Property Taxes				
GF Real Estate Taxes	2,725,118	2,764,192	(39,074)	1
GF Personal Property Taxes	597,552	675,420	(77,868)	12
Total Local Property Taxes	**3,322,670**	**3,439,612**	**(116,942)**	**3**
Local Income Taxes				
GF State Income Taxes	285,867	428,239	(142,372)	33
Total Local Income Taxes	**285,867**	**428,239**	**(142,372)**	**33**
Other Local Taxes				
GF Admissions & Amusement Taxes	7,742	3,071	4,671	(152)
Total Other Local Taxes	**7,742**	**3,071**	**4,671**	**(152)**
License & Permits				
GF Alcoholic Beverage License	2,502	1,726	776	(45)
GF County Traders License	658	10,185	(9,528)	94
GF Local Business License	48,832	48,516	316	(1)
GF Sign Permit	2,682	2,715	(33)	1
GF Coin Machine License	245	550	(305)	55
GF Building Permits	319	2,137	(1,818)	85
GF Use & Occupancy Permits	160	345	(185)	54
Total License & Permits	**55,398**	**66,174**	**(10,777)**	**16**
Federal				
GF Federal Grants	0	34,938	(34,938)	100
Total Federal	**0**	**34,938**	**(34,938)**	**100**
State				
GF Highway User Revenue	96,289	81,028	15,261	(19)
GF Police Aid	60,966	121,931	(60,966)	50
GF State Grants	499,105	530,000	(30,895)	6
GF Community Legacy	150,000	150,000	0	0
Total State	**806,360**	**882,959**	**(76,600)**	**9**
County				
GF County Disposal Fee Rebate	16,863	22,484	(5,621)	25
GF Financial - Bank Stock Tax	0	2,372	(2,372)	100
GF Public Works O.T. (Abatements)	0	2,500	(2,500)	100
Total County	**16,863**	**27,356**	**(10,493)**	**38**
Service Charges				
GF Dispatch Service Sharing	31,000	62,000	(31,000)	50
GF Local Fines	6,285	6,575	(290)	4
GF Copier Administrative Fees	1,324	1,880	(556)	30
GF Finger Printing	1,685	2,265	(581)	26
GF Public Safety O.T. Reimbursement	1,851	0	1,851	0
GF Grant Administrative Fees	691	0	691	0
Total Service Charges	**42,836**	**72,720**	**(29,885)**	**41**
Franchise Fees				
GF Cable Network	124,820	116,700	8,120	(7)
Total Franchise Fees	**124,820**	**116,700**	**8,120**	**(7)**
Other Revenue				
GF Interest on Investments	1,122	3,000	(1,878)	63
GF Insurance Recoveries	4,231	5,000	(769)	15
GF Bus Shelter	752	3,000	(2,248)	75
GF Vehicle Deployment	3,611	5,350	(1,739)	33
GF Property Rental	32,992	48,228	(15,236)	32
GF Loan Repayment	10,440	15,500	(5,060)	33
GF Misc Revenue	912	4,000	(3,088)	77
GF Transfer from Fund Balance	0	709,883	(709,883)	100
GF Solar Energy Credits	2,196	1,300	896	(69)
Total Other Revenue	**56,256**	**795,261**	**(739,005)**	**93**
TOTAL REVENUE	**4,718,812**	**5,867,030**	**(1,148,221)**	**20**

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TOWN OF BLADENSBURG
General Fund Financial Report - Mayor & Council
YTD For Fiscal Year Ending June 30, 2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs Budget $	Change in Act vs Budget %
Compensation				
COMPENSATION	43,736	62,103	(18,367)	(30)
FICA - ER	3,259	4,751	(1,492)	(31)
WORKERS COMP INSURANCE	15,954	9,310	6,644	71
PENSION	4,370	3,676	694	19
HEALTH INSURANCE	28,140	44,631	(16,491)	(37)
Total Compensation	95,459	124,471	(29,012)	(23)
General Administration				
WIRELESS COMMUNICATIONS	3,200	4,800	(1,600)	(33)
OFFICE SUPPLIES	174	2,500	(2,326)	(93)
FUEL	2,080	3,700	(1,620)	(44)
CONTRACTUAL SERVICES	0	1,000	(1,000)	(100)
PROFESSIONAL DEVELOPMENT	8,359	27,000	(18,641)	(69)
MEMBERSHIP	10,153	11,364	(1,211)	(11)
VEHICLE REPAIR & MAINTENANCE	1,338	1,500	(162)	(11)
EVENTS	8,400	15,000	(6,600)	(44)
BUSINESS MEETINGS	2,258	4,000	(1,742)	(44)
PUBLIC OFFICIAL INSURANCE	1,715	1,400	315	23
COUNCIL PROJECTS	1,700	2,500	(800)	(32)
EMPLOYEE RECOGNITION	1,242	2,000	(758)	(38)
COMMUNITY GRANTS	5,000	5,000	0	0
WEBSITE MAINTENANCE	108	0	108	0
PATRIOTIC COMMITTEE	137	850	(713)	(84)
RECREATION COUNCIL	0	2,500	(2,500)	(100)
SENIOR CITIZEN PROJECTS	4,087	4,500	(413)	(9)
YOUTH PROJECTS	51	8,000	(7,949)	(99)
COMMUNITY INITIATIVES	1,321	6,150	(4,829)	(79)
COMMUNITY DONATION	1,850	1,850	0	0
Total General Administration	53,173	105,614	(52,441)	(50)
Capital Outlay				
CAPITAL EXPENDITURE	0	20,000	(20,000)	(100)
Total Capital Outlay	0	20,000	(20,000)	(100)
Total Expenditures - Mayor & Council	148,632	250,085	(101,453)	(41)

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TOWN OF BLADENSBURG
General Fund Financial Report - Town Clerk
YTD For Fiscal Year Ending June 30, 2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs Budget $	Change in Act vs Budget %
Compensation				
COMPENSATION	86,306	135,119	(48,813)	(36)
OVERTIME	1,981	2,500	(519)	(21)
FICA - ER	6,703	10,528	(3,825)	(36)
WORKERS COMP INSURANCE	14,450	22,304	(7,854)	(35)
PENSION	12,357	11,171	1,186	11
HEALTH INSURANCE	14,814	17,662	(2,848)	(16)
Total Compensation	136,611	199,284	(62,673)	(31)
General Administration				
UTILITIES	5,210	11,787	(6,577)	(56)
TELEPHONE	350	500	(150)	(30)
WIRELESS COMMUNICATIONS	640	960	(320)	(33)
POSTAGE	1,113	1,750	(637)	(36)
OFFICE SUPPLIES	2,041	5,500	(3,459)	(63)
EQUIPMENT LEASE	6,516	10,464	(3,948)	(38)
TRAVEL	230	250	(20)	(8)
CONTRACTUAL SERVICES	0	1,000	(1,000)	(100)
PROFESSIONAL DEVELOPMENT	0	750	(750)	(100)
MEMBERSHIP	0	250	(250)	(100)
FLOWERS	886	1,500	(614)	(41)
HISTORIC PROMOTION	407	5,000	(4,593)	(92)
REFERENCE MATERIALS	0	500	(500)	(100)
Total General Administration	17,393	40,211	(22,818)	(57)
Capital Outlay				
Total Expenditures - Town Clerk	154,004	239,495	(85,491)	(36)

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TOWN OF BLADENSBURG
General Fund Financial Report - Town Administrator
YTD For Fiscal Year Ending June 30, 2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs Budget $	Change in Act vs Budget %
Compensation				
COMPENSATION	83,991	127,180	(43,189)	(34)
FICA - ER	5,616	9,729	(4,113)	(42)
WORKERS COMP INSURANCE	9,039	10,437	(1,398)	(13)
PENSION	11,977	10,810	1,167	11
Total Compensation	110,623	158,156	(47,533)	(30)
General Administration				
TELEPHONE	5,471	7,000	(1,529)	(22)
OFFICE SUPPLIES	0	500	(500)	(100)
FUEL	678	1,500	(822)	(55)
TRAVEL	0	1,000	(1,000)	(100)
CONTRACTUAL SERVICES	45,737	38,500	7,237	19
PROFESSIONAL DEVELOPMENT	0	1,500	(1,500)	(100)
BUSINESS MEETINGS	850	1,500	(650)	(43)
WEBSITE MAINTENANCE	0	500	(500)	(100)
LEGAL	5,549	20,000	(14,451)	(72)
ADVERTISING	0	4,000	(4,000)	(100)
CABLE SUPPLIES	499	2,500	(2,001)	(80)
NEWSLETTER PRODUCTION	3,070	6,500	(3,430)	(53)
GRANT EXPENSE	573,097	600,000	(26,903)	(4)
Total General Administration	634,951	685,000	(50,049)	(7)
Capital Outlay				
CAPITAL EXPENDITURE	1,253	0	1,253	0
Total Capital Outlay	1,253	0	1,253	0
Total Expenditures - Town Administrator	746,827	843,156	(96,329)	(11)

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TOWN OF BLADENSBURG
General Fund Financial Report - Finance
YTD For Fiscal Year Ending June 30, 2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs Budget $	Change in Act vs Budget %
Compensation				
COMPENSATION	96,743	147,834	(51,091)	(35)
OVERTIME	39	500	(461)	(92)
FICA - ER	7,386	11,348	(3,962)	(35)
WORKERS COMP INSURANCE	16,942	19,964	(3,022)	(15)
PENSION	13,957	12,566	1,391	11
HEALTH INSURANCE	13,273	21,249	(7,976)	(38)
Total Compensation	148,340	213,461	(65,121)	(31)
General Administration				
WIRELESS COMMUNICATIONS	640	960	(320)	(33)
POSTAGE	30	300	(270)	(90)
OFFICE SUPPLIES	507	2,800	(2,293)	(82)
TRAVEL	42	250	(208)	(83)
TUITION REIMBURSEMENT	0	1,500	(1,500)	(100)
CONTRACTUAL SERVICES	378	2,000	(1,622)	(81)
PROFESSIONAL DEVELOPMENT	274	1,500	(1,226)	(82)
MEMBERSHIP	35	500	(465)	(93)
LIABILITY INSURANCE	8,659	6,500	2,159	33
ENVIRONMENTAL INSURANCE	3,936	5,904	(1,968)	(33)
PAYROLL SERVICE	2,659	6,500	(3,841)	(59)
BANK CHARGES	2,400	3,700	(1,300)	(35)
AUDIT	10,784	15,500	(4,716)	(30)
SOFTWARE CONTRACT	0	2,700	(2,700)	(100)
PRINCIPAL	63,417	136,391	(72,974)	(54)
INTEREST	12,181	25,670	(13,489)	(53)
BAD DEBT EXPENSE	9,455	12,815	(3,360)	(26)
Total General Administration	115,397	225,490	(110,093)	(49)
Capital Outlay				
CAPITAL EXPENDITURE	2,800	0	2,800	0
Total Capital Outlay	2,800	0	2,800	0
Total Expenditures - Finance	266,537	438,951	(172,414)	(39)

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TOWN OF BLADENSBURG
General Fund Financial Report - Public Safety
YTD For Fiscal Year Ending June 30, 2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs Budget $	Change in Act vs Budget %
Compensation				
COMPENSATION	1,014,235	1,492,769	(478,534)	(32)
OVERTIME	131,084	153,492	(22,408)	(15)
FICA - ER	85,790	125,939	(40,149)	(32)
WORKERS COMP INSURANCE	191,733	229,539	(37,806)	(16)
PENSION	136,056	126,780	9,276	7
HEALTH INSURANCE	206,135	375,144	(169,009)	(45)
EMPLOYEE INCENTIVE COMPENSATION	2,776	0	2,776	0
Total Compensation	1,767,809	2,503,663	(735,854)	(29)
General Administration				
UTILITIES	6,189	11,000	(4,811)	(44)
TELEPHONE	7,766	8,500	(734)	(9)
WIRELESS COMMUNICATIONS	4,510	3,500	1,010	29
POSTAGE	1,268	1,500	(232)	(15)
OFFICE SUPPLIES	7,217	8,000	(783)	(10)
EQUIPMENT LEASE	8,972	8,500	472	6
FUEL	47,018	70,000	(22,982)	(33)
TRAVEL	0	1,000	(1,000)	(100)
TUITION REIMBURSEMENT	1,951	10,000	(8,049)	(80)
CONTRACTUAL SERVICES	7,503	16,900	(9,397)	(56)
PROFESSIONAL DEVELOPMENT	2,075	5,000	(2,925)	(59)
MEMBERSHIP	210	500	(290)	(58)
VEHICLE REPAIR & MAINTENANCE	32,044	50,000	(17,956)	(36)
AUTO INSURANCE	31,295	33,500	(2,205)	(7)
UNIFORMS	17,241	19,460	(2,219)	(11)
UNIFORM REPLACEMENT	60	6,000	(5,940)	(99)
VEHICLE BODY REPAIR	0	2,500	(2,500)	(100)
EQUIPMENT SUPPLIES	715	5,000	(4,285)	(86)
EVENTS	5,088	5,000	88	2
SAFETY SUPPLIES	225	1,000	(775)	(78)
FLOWERS	218	300	(82)	(27)
RADIO MAINTENANCE CONTRACT	0	26,457	(26,457)	(100)
TELEPHONE CONTRACT	1,090	5,000	(3,910)	(78)
RECORDER CONTRACT	0	3,000	(3,000)	(100)
WEAPON REPAIR & SUPPLIES	2,010	5,000	(2,990)	(60)
INTEROPERABILITY	340	19,201	(18,861)	(98)
CERT	0	2,000	(2,000)	(100)
DATA FEES	938	8,900	(7,962)	(89)
RECRUITMENT	5,169	7,000	(1,831)	(26)
INTERNET ACCESS	1,752	4,300	(2,548)	(59)
RADAR CERTIFICATION	0	700	(700)	(100)
BUSINESS MEETINGS	22	500	(478)	(96)
SOFTWARE CONTRACT	3,495	3,600	(105)	(3)
COMMUNITY INITIATIVES	559	4,000	(3,441)	(86)
EQUIPMENT MAINTENANCE	0	3,500	(3,500)	(100)
COMPUTER MAINTENANCE & SUPPLIES	1,201	2,500	(1,299)	(52)
PERSONAL LIABILITY INSURANCE	23,310	22,500	810	4
APPLICANT FINGER PRINTING	1,289	2,700	(1,411)	(52)
Total General Administration	222,740	388,018	(165,278)	(43)
Capital Outlay				
CAPITAL EXPENDITURE	156,394	167,000	(10,606)	(6)
Total Capital Outlay	156,394	167,000	(10,606)	(6)
Total Expenditures - Public Safety	2,146,943	3,058,681	(911,738)	(30)

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TOWN OF BLADENSBURG
General Fund Financial Report - Public Works
YTD For Fiscal Year Ending June 30, 2015

	YTD ACTUAL	FY 2015 BUDGET	Change in Act vs Budget $	Change in Act vs Budget %
Compensation				
COMPENSATION	153,562	280,930	(127,368)	(45)
OVERTIME	7,122	12,878	(5,756)	(45)
FICA - ER	12,002	22,476	(10,474)	(47)
WORKERS COMP INSURANCE	32,433	21,207	11,226	53
PENSION	20,901	23,879	(2,978)	(12)
HEALTH INSURANCE	40,051	78,408	(38,357)	(49)
Total Compensation	266,071	439,778	(173,707)	(40)
General Administration				
UTILITIES	8,719	9,500	(781)	(8)
TELEPHONE	4,170	4,500	(330)	(7)
OFFICE SUPPLIES	391	1,500	(1,109)	(74)
FUEL	13,493	18,500	(5,007)	(27)
TRAVEL	0	500	(500)	(100)
CONTRACTUAL SERVICES	63	12,500	(12,437)	(100)
PROFESSIONAL DEVELOPMENT	95	1,000	(905)	(91)
VEHICLE REPAIR & MAINTENANCE	28,703	27,500	1,203	4
UNIFORMS	2,464	3,100	(636)	(21)
UNIFORM REPLACEMENT	44	1,500	(1,456)	(97)
EQUIPMENT SUPPLIES	960	2,500	(1,540)	(62)
SAFETY SUPPLIES	484	4,500	(4,016)	(89)
INTERNET ACCESS	720	1,500	(780)	(52)
BUSINESS MEETINGS	0	500	(500)	(100)
BEAUTIFICATION	9,590	8,500	1,090	13
LAND MAINTENANCE	9,690	16,500	(6,810)	(41)
BUILDING MAINTENANCE	29,601	75,000	(45,399)	(61)
ENGINEERING SERVICES	100	2,500	(2,400)	(96)
HIGHWAY & STREET MAINTENANCE	28,989	70,806	(41,817)	(59)
STREET LIGHTING	28,726	45,000	(16,274)	(36)
SANITATION CONTRACT	137,877	160,000	(22,123)	(14)
SANITATION LANDFILL	15,345	15,500	(155)	(1)
LEAF DISPOSAL	3,192	6,500	(3,308)	(51)
TOOLS	1,879	1,500	379	25
JANITORIAL SERVICES	12,643	20,500	(7,857)	(38)
COMMUNITY TRANSPORTATION	4,480	40,000	(35,520)	(89)
SHOP SUPPLIES	4,578	3,500	1,078	31
EQUIPMENT MAINTENANCE	6,848	6,500	348	5
Total General Administration	353,844	561,406	(207,562)	(37)
Capital Outlay				
CAPITAL EXPENDITURE	20,511	35,479	(14,968)	(42)
Total Capital Outlay	20,511	35,479	(14,968)	(42)
Total Expenditures - Public Works	640,426	1,036,663	(396,237)	(38)

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TOWN OF BLADENSBURG
MAYOR & COUNCIL
PROFESSIONAL DEVELOPMENT & COUNCIL PROJECT FUND REPORT
FISCAL YEAR - 2015

	BUDGET	YTD SPENT	DIFFERENCE
Mayor James			
Professional Development	5,400.00	2,977.94	2,422.06
Council Project	500.00	500.00	0.00
Councilwoman Hall			
Professional Development	5,400.00	0.00	5,400.00
Council Project	500.00	300.00	200.00
Councilwoman Brown			
Professional Development	5,400.00	5,052.71	347.29
Council Project	500.00	100.00	400.00
Councilman Ficklin			
Professional Development	5,400.00	77.56	5,322.44
Council Project	500.00	400.00	100.00
Councilman Mendoza			
Professional Development	5,400.00	250.00	5,150.00
Council Project	500.00	400.00	100.00
TOTAL PROFESSIONAL DEVELOPMENT EXPENSES	**27,000.00**	**8,358.21**	**18,641.79**
TOTAL COUNCIL PROJECT EXPENSES	**2,500.00**	**1,700.00**	**800.00**