

Treasurer's Report

September Mayor and Council Meeting

This summer has been very busy for the Treasurer's Office and below are some of the highlights:

Audit Status of FY16 Financials

- Testing of internal controls and sampling of transactions throughout the year was done in June
- On site field work for audit was completed just before Labor Day
- Books are just about closed out for FY16 pending any final adjustments proposed by the auditors
- Cleaned up the accounts receivable by writing off very old balances that have been carried for years. This included \$23K of uncollectable accounts receivable, just about all was over 5 years old or more for property taxes owed by businesses that have long been out of business. Their status was confirmed with the MD State Department of Assessments and Taxation.
- Other delinquent accounts will be turned over to a collection agency referred to us by Prince George's County.

Accounting Software Conversion

- Beginning July, we completely switched over from our old accounting software package *AccuFund* to *QuickBooks Enterprise* edition.
- Conversion coincided with verifying balances of all year end account balances for the audit to be carried over to the new system
- Trained Accounting Staff on full use of system
- Estimated savings of \$4K per year in licensing and support costs since all support can be done in house.
- Much better system and more user friendly
- This is the most widely used accounting system for organizations our size

Fixed Asset Inventory and System Conversion

- Fixed Asset accounting system was converted as well with the accounting software conversion
- As part of the verification, we identified and removed \$574K of assets that were no longer here and removed these from our books.
 - Removal of assets had no financial impact since already fully depreciated
 - Most were old computers and electronics and vehicles that were still listed which were disposed long ago but never removed from the listing.
 - Will have a presentation on our Fixed Assets in an upcoming Mayor and Council Work Session

FY17 Financials through August – attached are departmental and full financials for the months of July and August as compared to budget with highlights below:

- 17% of the year has gone by (2 months/12) which is the benchmark when comparing revenues and expenses to budget
- Financial Summary Report
 - **Revenues** – only 4% of the budgeted revenues have come in so far but we expect this to pick up substantially in the next couple months due to tax collections and payments from grants
 - **Operating Expenses** – spent 18% of the budget through August. This was due to prepaying the liability insurance for the year and also vehicle repairs were higher.
 - Incurred almost a third of the grant spending for the year through August
 - Salaries and Benefits are under budget through August

- **Capital Expenditures** – incurred more than half of the purchases for the budgeted capital items
 - Purchases included (2) Police Ford Explorers, (1) Public Works 1 Ton pickup truck with snow plow and (1) Exmark Mower for Public Works
 - We will delay purchasing the other two Police Ford Explorers budgeted for until after December fall to make sure revenues and expenses are in line with budget

- **Departmental Statements** – individual department statements follow with August YTD actuals vs the total annual budget.

FY16 Proposed Year End Financials – will have this as a separate attachment with final budget amendments. These are subject to change due to final audit adjustments.

Submitted by Vito Tinelli
Town Treasurer
September 9, 2016

Town of Bladensburg
Financial Summary (All Departments)
 July through August 2016

	Jul - Aug 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	4,963	3,043,472	0%
4040 · Business Personal Property Tax	59,242	700,000	8%
Total 4000 · Property Taxes	64,205	3,743,472	2%
4100 · Income Tax	54,479	460,000	12%
4200 · Other Local Taxes			
4220 · Admissions and Amusement Tax	0	12,000	0%
Total 4200 · Other Local Taxes	0	12,000	0%
4300 · Licenses and Permits			
4310 · Local Business Licenses	72,254	74,000	98%
4320 · County Traders License	405	10,000	4%
4330 · Alcohol and Beverage Licenses	0	2,300	0%
4340 · Building and Occupancy Permits	0	2,000	0%
4350 · Sign Permit	0	2,800	0%
4360 · Vending License	0	300	0%
4370 · Cable Franchise Fees	16,609	130,000	13%
Total 4300 · Licenses and Permits	89,268	221,400	40%
4500 · State Funding			
4520 · Police Aid	0	145,927	0%
4540 · Police Grants	0	20,000	0%
4560 · MD Energy Assistance - Admin	0	89,000	0%
Total 4500 · State Funding	0	254,927	0%
4600 · County Funding			
4620 · County Disposal Fee Rebate	0	22,484	0%
4640 · Bank Stock	0	2,372	0%
4660 · Public Works Abatements	0	2,000	0%
Total 4600 · County Funding	0	26,856	0%
4700 · Service Charges			
4710 · Dispatch Sharing - Mt. Rainier	0	66,000	0%
4720 · Local Fines/Fees	1,010	10,000	10%
4730 · Copier Fees	280	2,000	14%
4740 · Fingerprinting	0	1,200	0%
4760 · Reimbursements	0	4,000	0%
Total 4700 · Service Charges	1,290	83,200	2%
4800 · Other Revenues			
4810 · Insurance Reimbursement	943	5,000	19%
4820 · Bus Shelter Advertising	2,731	2,800	98%
4830 · Property Rental	8,838	52,000	17%
4840 · Vehicle Deployment	1,060	7,000	15%
4850 · Solar Energy Credits	0	3,500	0%
4860 · Loan Repayment	3,640	20,240	18%
4870 · Misc. Revenues	2	5,000	0%
4880 · Interest Earned	2,626	3,500	75%
Total 4800 · Other Revenues	19,839	99,040	20%
4900 · Restricted Revenues			
4920 · MD Energy Assistance - Restrict	1,739	675,000	0%
4940 · Highway User Revenues - Rest.	0	150,527	0%
4950 · Community Legacy - Restricted	0	250,000	0%
4960 · CDBG Construction Grant	0	100,000	0%
Total 4900 · Restricted Revenues	1,739	1,175,527	0%

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Town of Bladensburg
Financial Summary (All Departments)
July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
4999 - Transfer from Fund Balance	0	201,565	0%
Total Income	<u>230,819</u>	<u>6,277,987</u>	<u>4%</u>
Gross Profit	230,819	6,277,987	4%

Town of Bladensburg
Financial Summary (All Departments)
 July through August 2016

Expense	Jul - Aug 16	Budget	% of Budget
6000 · Compensation			
6010 · Regular Pay	339,656	2,341,880	15%
6020 · Overtime	30,159	269,655	11%
6030 · FICA	27,849	199,783	14%
6040 · Health Insurance	78,960	442,111	18%
6050 · Pension	0	196,507	0%
6060 · Workers Comp	47,226	284,104	17%
Total 6000 · Compensation	523,849	3,734,040	14%
6110 · Tuition Rembursement	0	7,500	0%
6120 · Uniforms	5,786	29,000	20%
6130 · Recruitment	0	7,000	0%
6140 · Professional Development			
6145 · Council Business Development	315	20,000	2%
6140 · Professional Development - Other	634	20,750	3%
Total 6140 · Professional Development	949	40,750	2%
6150 · Payroll Service	649	3,500	19%
6160 · Employee Recognition	0	2,000	0%
6210 · Council Projects	0	2,500	0%
6215 · Council Committees	0	2,000	0%
6220 · Community Initiatives	2,513	12,500	20%
6225 · Community Grants			
6226 · Fire Department Donation	3,000	12,000	25%
6225 · Community Grants - Other	2,000	8,500	24%
Total 6225 · Community Grants	5,000	20,500	24%
6230 · Community Events	3,547	19,000	19%
6235 · Senior Citizen Projects	3,000	5,000	60%
6240 · Memorials	0	1,000	0%
6250 · Youth Projects	0	0	0%
6255 · Town Meetings	139	3,500	4%
6260 · Transportation	0	30,000	0%
6270 · Historic Promotion	0	2,500	0%
6310 · Telephone	3,558	20,000	18%
6320 · Wireless Communications	3,499	20,720	17%
6330 · Communications Contracts	0	29,250	0%
6340 · Interoperability	85	6,000	1%
6350 · Internet Access	638	4,500	14%
6360 · Data Fees	168	2,500	7%
6400 · Computer	0	0	0%
6420 · Computer Expense	0	6,000	0%
6440 · IT Support	5,116	25,000	20%
6460 · Software Contract	0	4,500	0%
6510 · Audit	2,058	17,100	12%
6520 · Bank Charges	646	3,200	20%
6530 · Bad Debts	0	6,000	0%
6540 · Insurance - Other	0	0	0%
6545 · Insurance - Auto	31,521	32,000	99%
6550 · Insurance - Liability	38,289	42,500	90%
6560 · Legal	6,961	22,500	31%
6570 · Equipment Lease	2,029	15,000	14%
6580 · Contractual Services	520	27,000	2%
6620 · Fuel	5,330	86,000	6%
6640 · Vehicle Repairs and Maintenance	6,572	78,000	8%
6650 · Vehicle Body Repairs	6,166	16,000	39%
6670 · Equipment Maintenance	50	12,500	0%
6680 · Weapon Repairs and Supplies	0	3,500	0%
6710 · Building Maintenance	19,672	75,000	26%
6720 · Grounds Maintenance	2,683	30,000	9%
6730 · Roads Maintenance	1,436		
6740 · Street Lights	4,512	50,000	9%
6750 · Sanitation Contract	17,723	150,000	12%
6760 · Landfill Fees	2,573	20,000	13%

Town of Bladensburg
Financial Summary (All Departments)
 July through August 2016

	Jul - Aug 16	Budget	% of Budget
6780 · Engineering	0	2,500	0%
6790 · Janitorial Services	3,714	19,000	20%
6810 · Advertising	0	15,000	0%
6820 · Website	0	15,000	0%
6825 · Membership	9,415	12,650	74%
6830 · Media Supplies	0	3,500	0%
6835 · Travel	209	4,750	4%
6850 · Office Supplies	1,899	20,500	9%
6855 · Postage	500	4,000	13%
6860 · Shop Supplies	758	3,000	25%
6865 · Supplies	0	4,000	0%
6870 · Tools	0	2,000	0%
6885 · Finger Printing	33	2,500	1%
6890 · Utilities	4,080	34,000	12%
6900 · Grants - Restricted			
6910 · MD Energy Assistance	197,186	675,000	29%
6920 · Community Legacy	100,000	250,000	40%
6930 · CDBG	5,244	100,000	5%
6940 · Highway User Projects	48,750	150,527	32%
Total 6900 · Grants - Restricted	351,180	1,175,527	30%
Total Expense	1,079,027	6,044,987	18%
Net Ordinary Income	-848,208	233,000	-364%
Other Income/Expense			
Other Expense			
6950 · Debt Service			
6960 · Debt Service - Interest	0	14,000	0%
6965 · Debt Service - Principle	0	54,000	0%
Total 6950 · Debt Service	0	68,000	0%
6970 · Capital Outlay	98,204	165,000	60%
Total Other Expense	98,204	233,000	42%
Net Other Income	-98,204	-233,000	42%
Net Income	-946,412	0	100%

Town of Bladensburg
Town Administrator YTD vs Budget
 July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	15,166	136,787	11%
6030 · FICA	1,160	10,464	11%
6050 · Pension		11,668	
6060 · Workers Comp	118	711	17%
Total 6000 · Compensation	<u>16,445</u>	<u>159,630</u>	<u>10%</u>
6140 · Professional Development		5,000	
6255 · Town Meetings		1,500	
6260 · Transportation		30,000	
6320 · Wireless Communications	160		
6560 · Legal	6,961	22,500	31%
6580 · Contractual Services		15,000	
6620 · Fuel		2,000	
6810 · Advertising		15,000	
6820 · Website		15,000	
6825 · Membership		1,000	
6830 · Media Supplies		3,500	
6835 · Travel	183	2,000	9%
Total Expense	<u>23,749</u>	<u>272,130</u>	<u>9%</u>
Net Ordinary Income	<u>-23,749</u>	<u>-272,130</u>	<u>9%</u>
Net Income	<u><u>-23,749</u></u>	<u><u>-272,130</u></u>	<u><u>9%</u></u>

Town of Bladensburg
Mayor and Council YTD vs Budget
 July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	7,385	48,000	15%
6030 · FICA	553	3,672	15%
6040 · Health Insurance	6,427	42,446	15%
6050 · Pension		4,094	
6060 · Workers Comp	42	250	17%
Total 6000 · Compensation	14,407	98,462	15%
6140 · Professional Development			
6145 · Council Business Development	315	20,000	2%
6140 · Professional Development - Other			
Total 6140 · Professional Development	315	20,000	2%
6160 · Employee Recognition		2,000	
6210 · Council Projects		2,500	
6215 · Council Committees		2,000	
6220 · Community Initiatives	2,513	12,500	20%
6225 · Community Grants			
6226 · Fire Department Donation	3,000	12,000	25%
6225 · Community Grants - Other	2,000	8,500	24%
Total 6225 · Community Grants	5,000	20,500	24%
6230 · Community Events	3,000	12,000	25%
6235 · Senior Citizen Projects	3,000	5,000	60%
6250 · Youth Projects			
6255 · Town Meetings	139	2,000	7%
6320 · Wireless Communications	800	4,800	17%
6400 · Computer			
6420 · Computer Expense		3,500	
6540 · Insurance - Other			
6550 · Insurance - Liability	1,891	2,500	76%
6620 · Fuel	91	2,000	5%
6640 · Vehicle Repairs and Maintenance		3,000	
6825 · Membership	9,325	11,000	85%
Total Expense	40,481	203,762	20%
Net Ordinary Income	-40,481	-203,762	20%
Net Income	-40,481	-203,762	20%

**Town of Bladensburg
Clerk YTD vs Budget
July through August 2016**

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	21,987	142,252	15%
6020 · Overtime	237	2,046	12%
6030 · FICA	1,693	11,039	15%
6040 · Health Insurance	4,295	27,269	16%
6050 · Pension		12,134	
6060 · Workers Comp	124	745	17%
Total 6000 · Compensation	28,336	195,485	14%
6140 · Professional Development	149	750	20%
6240 · Memorials		1,000	
6270 · Historic Promotion		2,500	
6320 · Wireless Communications	160	960	17%
6570 · Equipment Lease	229	7,000	3%
6825 · Membership	50	100	50%
6835 · Travel	26	750	3%
6850 · Office Supplies	1,384	10,500	13%
6855 · Postage	500	3,000	17%
6890 · Utilities	1,198	12,000	10%
Total Expense	32,032	234,045	14%
Net Ordinary Income	-32,032	-234,045	14%
Net Income	<u>-32,032</u>	<u>-234,045</u>	<u>14%</u>

Town of Bladensburg
Finance Dept. YTD vs Budget
July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	22,919	150,948	15%
6030 · FICA	1,725	11,548	15%
6040 · Health Insurance	4,933	30,015	16%
6050 · Pension		12,876	
6060 · Workers Comp	130	785	17%
Total 6000 · Compensation	<u>29,708</u>	<u>206,172</u>	<u>14%</u>
6110 · Tuition Rembursement		1,500	
6140 · Professional Development		2,000	
6150 · Payroll Service	649	3,500	19%
6320 · Wireless Communications	160	960	17%
6460 · Software Contract		1,000	
6510 · Audit	2,058	17,100	12%
6520 · Bank Charges	646	3,200	20%
6530 · Bad Debts		6,000	
6540 · Insurance - Other			
6550 · Insurance - Liability	7,375	10,000	74%
6825 · Membership	40	50	80%
6835 · Travel		500	
6850 · Office Supplies			
Total Expense	<u>40,635</u>	<u>251,982</u>	<u>16%</u>
Net Ordinary Income	<u>-40,635</u>	<u>-251,982</u>	<u>16%</u>
Other Income/Expense			
Other Expense			
6950 · Debt Service			
6960 · Debt Service - Interest		14,000	
6965 · Debt Service - Principle		54,000	
Total 6950 · Debt Service		<u>68,000</u>	
Total Other Expense		<u>68,000</u>	
Net Other Income		<u>-68,000</u>	
Net Income	<u><u>-40,635</u></u>	<u><u>-319,982</u></u>	<u><u>13%</u></u>

Town of Bladensburg
Public Safety YTD vs Budget
 July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	236,656	1,629,949	15%
6020 · Overtime	29,429	251,573	12%
6030 · FICA	20,009	143,936	14%
6040 · Health Insurance	50,913	275,980	18%
6050 · Pension		137,542	
6060 · Workers Comp	44,158	265,643	17%
Total 6000 · Compensation	381,165	2,704,623	14%
6110 · Tuition Remibursement		6,000	
6120 · Uniforms	5,659	23,000	25%
6130 · Recruitment		7,000	
6140 · Professional Development	485	8,000	6%
6220 · Community Initiatives			
6230 · Community Events	547	7,000	8%
6310 · Telephone	3,558	20,000	18%
6320 · Wireless Communications	2,219	14,000	16%
6330 · Communications Contracts		29,250	
6340 · Interoperability	85	6,000	1%
6350 · Internet Access	458	3,000	15%
6360 · Data Fees	168	2,500	7%
6420 · Computer Expense		2,500	
6440 · IT Support	5,116	25,000	20%
6460 · Software Contract		3,500	
6540 · Insurance - Other			
6545 · Insurance - Auto	31,521	32,000	99%
6550 · Insurance - Liability	29,023	30,000	97%
6570 · Equipment Lease	738	8,000	9%
6580 · Contractual Services	520	12,000	4%
6620 · Fuel	4,443	65,000	7%
6640 · Vehicle Repairs and Maintenance	6,481	50,000	13%
6650 · Vehicle Body Repairs	6,166	16,000	39%
6670 · Equipment Maintenance		2,000	
6680 · Weapon Repairs and Supplies		3,500	
6825 · Membership		500	
6835 · Travel		1,000	
6850 · Office Supplies	516	10,000	5%
6855 · Postage		1,000	
6865 · Supplies		4,000	
6885 · Finger Printing	33	2,500	1%
6890 · Utilities	2,178	10,000	22%
Total Expense	481,079	3,108,873	15%
Net Ordinary Income	-481,079	-3,108,873	15%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	56,074	110,000	51%
Total Other Expense	56,074	110,000	51%
Net Other Income	-56,074	-110,000	51%
Net Income	-537,153	-3,218,873	17%

Town of Bladensburg
Public Works YTD vs Budget
 July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	35,542	233,944	15%
6020 · Overtime	493	16,036	3%
6030 · FICA	2,708	19,124	14%
6040 · Health Insurance	12,392	66,401	19%
6050 · Pension		18,193	
6060 · Workers Comp	2,654	15,970	17%
Total 6000 · Compensation	<u>53,789</u>	<u>369,668</u>	<u>15%</u>
6120 · Uniforms	127	6,000	2%
6140 · Professional Development		5,000	
6350 · Internet Access	180	1,500	12%
6620 · Fuel	796	17,000	5%
6640 · Vehicle Repairs and Maintenance	92	25,000	0%
6670 · Equipment Maintenance	50	10,500	0%
6710 · Building Maintenance	19,672	75,000	26%
6720 · Grounds Maintenance	2,683	30,000	9%
6730 · Roads Maintenance	1,436		
6740 · Street Lights	4,512	50,000	9%
6750 · Sanitation Contract	17,723	150,000	12%
6760 · Landfill Fees	2,573	20,000	13%
6780 · Engineering		2,500	
6790 · Janitorial Services	3,714	19,000	20%
6835 · Travel		500	
6850 · Office Supplies			
6860 · Shop Supplies	758	3,000	25%
6870 · Tools		2,000	
6890 · Utilities	605	12,000	5%
Total Expense	<u>108,709</u>	<u>798,668</u>	<u>14%</u>
Net Ordinary Income	<u>-108,709</u>	<u>-798,668</u>	<u>14%</u>
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	42,130	55,000	77%
Total Other Expense	<u>42,130</u>	<u>55,000</u>	<u>77%</u>
Net Other Income	<u>-42,130</u>	<u>-55,000</u>	<u>77%</u>
Net Income	<u><u>-150,840</u></u>	<u><u>-853,668</u></u>	<u><u>18%</u></u>

Town of Bladensburg
Grants YTD vs Budget
 July through August 2016

	Jul - Aug 16	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6900 · Grants - Restricted			
6910 · MD Energy Assistance	197,186	675,000	29%
6920 · Community Legacy	100,000	250,000	40%
6930 · CDBG	5,244	100,000	5%
6940 · Highway User Projects	48,750	150,527	32%
Total 6900 · Grants - Restricted	351,180	1,175,527	30%
Total Expense	351,180	1,175,527	30%
Net Ordinary Income	-351,180	-1,175,527	30%
Net Income	<u>-351,180</u>	<u>-1,175,527</u>	<u>30%</u>