



The Town of Bladensburg
Office of Finance

Town of Bladensburg

Finance Department



Monthly Report

Dec 2014

Prepared By: Terry Jackson



The Town of Bladensburg

Office of Finance

January 12, 2015

TOWN COUNCIL MEETING

Calendar of Meetings

- State Police Aid Application (Form 1 & Audit Report) Due By – January 15, 2015
- MD State Retirement Payroll File (Yr. 2014) Due By – January 31, 2015
- Payroll ~ Yr. 2014 W-2 Distribution Due By – January 31, 2015
- Accounts Payable ~ Yr. 2014 1099 Distribution Due By – January 31, 2015

Fiscal Analysis

- Local Property Taxes Collected as of 12/31/14 - \$2,748,450
- Outstanding Personal Property Tax Balance - \$187,933 (Town Businesses Owing PPT monies as of 12/31/14)

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 second round of personal property tax write-off's (bad debt)
- Prepare Report on Local Government Use of Highway User Revenue Report
- Prepare Yr. 2014 W-2's and 1099 files for final review
- Forward State Police Aid Application 2016 (Form 1 & Audit Report) to GOCCP
- Prepare Yr. 2014 payroll file for submission to MSRA



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	2,748,450	3,439,612	(691,162)	20
Total Local Income Taxes	192,996	428,239	(235,243)	55
Total Other Local Taxes	2,480	3,071	(591)	19
Total Licenses & Permits	55,073	66,174	(11,102)	17
Total Federal	0	34,938	(34,938)	100
Total State	561,343	882,959	(321,617)	36
Total County	5,621	27,356	(21,735)	79
Total Service Charges	39,444	72,720	(33,276)	46
Total Franchise Fees	33,011	116,700	(83,689)	72
Total Other Revenue	43,302	795,261	(751,959)	95
TOTAL REVENUE	3,681,720	5,867,030	(2,185,312)	37
EXPENDITURES				
Total Expenditures - Mayor & Council	122,844	230,085	(107,242)	(47)
Total Expenditures - Town Clerk	119,426	239,495	(120,070)	(50)
Total Expenditures - Town Administrator	707,164	843,156	(135,992)	(16)
Total Expenditures - Finance	210,279	438,951	(228,672)	(52)
Total Expenditures - Public Safety	1,582,230	2,891,681	(1,309,452)	(45)
Total Expenditures - Public Works	475,503	1,001,184	(525,681)	(53)
TOTAL EXPENDITURES	3,217,446	5,644,552	(2,427,109)	(43)
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	3,398,404	5,867,031	(2,468,630)	(42)
Change in Revenue vs. Expenditure & Capital Outlay	283,316	(1)	283,318	28,331,800

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 Behavioral 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)



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	2,292,765	2,764,192	(471,427)	17
GF Personal Property Taxes	455,685	675,420	(219,735)	33
Total Local Property Taxes	2,748,450	3,439,612	(691,162)	20
Local Income Taxes				
GF State Income Taxes	192,996	428,239	(235,243)	55
Total Local Income Taxes	192,996	428,239	(235,243)	55
Other Local Taxes				
GF Admissions & Amusement Taxes	2,480	3,071	(591)	19
Total Other Local Taxes	2,480	3,071	(591)	19
License & Permits				
GF Alcoholic Beverage License	2,502	1,726	776	(45)
GF County Traders License	412	10,185	(9,773)	96
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	240	2,137	(1,898)	89
GF Use & Occupancy Permits	160	345	(185)	54
Total License & Permits	55,073	66,174	(11,102)	17
Federal				
GF Federal Grants	0	34,938	(34,938)	100
Total Federal	0	34,938	(34,938)	100
State				
GF Highway User Revenue	90,295	81,028	9,267	(11)
GF Police Aid	60,966	121,931	(60,966)	50
GF State Grants	410,083	530,000	(119,917)	23
GF Community Legacy	0	150,000	(150,000)	100
Total State	561,344	882,959	(321,616)	36
County				
GF County Disposal Fee Rebate	5,621	22,484	(16,863)	75
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	5,621	27,356	(21,735)	79
Service Charges				
GF Dispatch Service Sharing	31,000	62,000	(31,000)	50
GF Local Fines	3,935	6,575	(2,640)	40
GF Copier Administrative Fees	830	1,880	(1,050)	56
GF Finger Printing	1,137	2,265	(1,128)	50
GF Public Safety O.T. Reimbursement	1,851	0	1,851	0
GF Grant Administrative Fees	691	0	691	0
Total Service Charges	39,444	72,720	(33,276)	46
Franchise Fees				
GF Cable Network	33,011	116,700	(83,689)	72
Total Franchise Fees	33,011	116,700	(83,689)	72
Other Revenue				
GF Interest on Investments	802	3,000	(2,198)	73
GF Insurance Recoveries	3,271	5,000	(1,729)	35
GF Bus Shelter	0	3,000	(3,000)	100
GF Vehicle Deployment	2,579	5,350	(2,771)	52
GF Property Rental	24,714	48,228	(23,514)	49
GF Loan Repayment	9,120	15,500	(6,380)	41
GF Misc Revenue	620	4,000	(3,380)	85
GF Transfer from Fund Balance	0	709,883	(709,883)	100
GF Solar Energy Credits	2,196	1,300	896	(69)
Total Other Revenue	43,302	795,261	(751,959)	95
TOTAL REVENUE	3,681,721	5,867,030	(2,185,311)	37



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	37,090	62,103	(25,013)	(40)
FICA - ER	2,771	4,751	(1,980)	(42)
WORKERS COMP INSURANCE	13,581	9,310	4,271	46
PENSION	4,370	3,676	694	19
HEALTH INSURANCE	20,534	44,631	(24,098)	(54)
Total Compensation	78,346	124,471	(46,126)	(37)
General Administration				
WIRELESS COMMUNICATIONS	2,400	4,800	(2,400)	(50)
OFFICE SUPPLIES	70	2,500	(2,430)	(97)
FUEL	1,771	3,700	(1,929)	(52)
CONTRACTUAL SERVICES	0	1,000	(1,000)	(100)
PROFESSIONAL DEVELOPMENT	8,251	27,000	(18,749)	(69)
MEMBERSHIP	8,744	11,364	(2,620)	(23)
VEHICLE REPAIR & MAINTENANCE	1,338	1,500	(162)	(11)
EVENTS	5,866	15,000	(9,134)	(61)
BUSINESS MEETINGS	1,497	4,000	(2,503)	(63)
PUBLIC OFFICIAL INSURANCE	1,715	1,400	315	23
COUNCIL PROJECTS	1,400	2,500	(1,100)	(44)
EMPLOYEE RECOGNITION	376	2,000	(1,624)	(81)
COMMUNITY GRANTS	5,000	5,000	0	0
PATRIOTIC COMMITTEE	137	850	(713)	(84)
RECREATION COUNCIL	0	2,500	(2,500)	(100)
SENIOR CITIZEN PROJECTS	3,097	4,500	(1,403)	(31)
YOUTH PROJECTS	0	8,000	(8,000)	(100)
COMMUNITY INITIATIVES	986	6,150	(5,164)	(84)
COMMUNITY DONATION	1,850	1,850	0	0
Total General Administration	44,498	105,614	(61,116)	(58)
Capital Outlay				
CAPITAL EXPENDITURE	0	20,000	(20,000)	(100)
Total Capital Outlay	0	20,000	(20,000)	(100)
Total Expenditures - Mayor & Council	122,844	250,085	(127,242)	(51)



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	65,730	135,119	(69,389)	(51)
OVERTIME	1,800	2,500	(700)	(28)
FICA - ER	5,137	10,528	(5,392)	(51)
WORKERS COMP INSURANCE	12,183	22,304	(10,121)	(45)
PENSION	12,357	11,171	1,186	11
HEALTH INSURANCE	10,363	17,662	(7,299)	(41)
Total Compensation	107,570	199,284	(91,715)	(46)
General Administration				
UTILITIES	2,536	11,787	(9,251)	(78)
TELEPHONE	271	500	(229)	(46)
WIRELESS COMMUNICATIONS	480	960	(480)	(50)
POSTAGE	1,078	1,750	(672)	(38)
OFFICE SUPPLIES	1,346	5,500	(4,154)	(76)
EQUIPMENT LEASE	4,887	10,464	(5,577)	(53)
TRAVEL	212	250	(38)	(15)
CONTRACTUAL SERVICES	0	1,000	(1,000)	(100)
PROFESSIONAL DEVELOPMENT	0	750	(750)	(100)
MEMBERSHIP	0	250	(250)	(100)
FLOWERS	639	1,500	(861)	(57)
HISTORIC PROMOTION	407	5,000	(4,593)	(92)
REFERENCE MATERIALS	0	500	(500)	(100)
Total General Administration	11,856	40,211	(28,355)	(71)
Capital Outlay				
Total Expenditures - Town Clerk	119,426	239,495	(120,070)	(50)



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	64,228	127,180	(62,952)	(50)
FICA - ER	4,105	9,729	(5,624)	(58)
WORKERS COMP INSURANCE	7,587	10,437	(2,850)	(27)
PENSION	11,977	10,810	1,167	11
Total Compensation	87,897	158,156	(70,259)	(44)
General Administration				
TELEPHONE	4,677	7,000	(2,323)	(33)
OFFICE SUPPLIES	0	500	(500)	(100)
FUEL	547	1,500	(953)	(64)
TRAVEL	0	1,000	(1,000)	(100)
CONTRACTUAL SERVICES	31,827	38,500	(6,673)	(17)
PROFESSIONAL DEVELOPMENT	0	1,500	(1,500)	(100)
BUSINESS MEETINGS	615	1,500	(885)	(59)
WEBSITE MAINTENANCE	0	500	(500)	(100)
LEGAL	5,233	20,000	(14,767)	(74)
ADVERTISING	0	4,000	(4,000)	(100)
CABLE SUPPLIES	201	2,500	(2,299)	(92)
NEWSLETTER PRODUCTION	3,070	6,500	(3,430)	(53)
GRANT EXPENSE	573,097	600,000	(26,903)	(4)
Total General Administration	619,267	685,000	(65,733)	(10)
Capital Outlay				
CAPITAL EXPENDITURE	1,253	0	1,253	0
Total Capital Outlay	1,253	0	1,253	0
Total Expenditures - Town Administrator	708,417	843,156	(134,739)	(16)



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	73,928	147,834	(73,906)	(50)
OVERTIME	39	500	(461)	(92)
FICA - ER	5,649	11,348	(5,699)	(50)
WORKERS COMP INSURANCE	14,321	19,964	(5,643)	(28)
PENSION	13,957	12,566	1,391	11
HEALTH INSURANCE	9,996	21,249	(11,253)	(53)
Total Compensation	117,890	213,461	(95,571)	(45)
General Administration				
WIRELESS COMMUNICATIONS	480	960	(480)	(50)
POSTAGE	7	300	(293)	(98)
OFFICE SUPPLIES	507	2,800	(2,293)	(82)
TRAVEL	42	250	(208)	(83)
TUITION REIMBURSEMENT	0	1,500	(1,500)	(100)
CONTRACTUAL SERVICES	285	2,000	(1,715)	(86)
PROFESSIONAL DEVELOPMENT	274	1,500	(1,226)	(82)
MEMBERSHIP	35	500	(465)	(93)
LIABILITY INSURANCE	8,332	6,500	1,832	28
ENVIRONMENTAL INSURANCE	2,952	5,904	(2,952)	(50)
PAYROLL SERVICE	1,950	6,500	(4,550)	(70)
BANK CHARGES	1,747	3,700	(1,953)	(53)
AUDIT	10,784	15,500	(4,716)	(30)
SOFTWARE CONTRACT	0	2,700	(2,700)	(100)
PRINCIPAL	44,417	136,391	(91,974)	(67)
INTEREST	12,181	25,670	(13,489)	(53)
BAD DEBT EXPENSE	8,396	12,815	(4,419)	(34)
Total General Administration	92,389	225,490	(133,101)	(59)
Capital Outlay				
CAPITAL EXPENDITURE	2,800	0	2,800	0
Total Capital Outlay	2,800	0	2,800	0
Total Expenditures - Finance	213,079	438,951	(225,872)	(51)



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	766,098	1,492,769	(726,671)	(49)
OVERTIME	109,339	153,492	(44,153)	(29)
FICA - ER	65,635	125,939	(60,304)	(48)
WORKERS COMP INSURANCE	162,100	229,539	(67,439)	(29)
PENSION	136,056	126,780	9,276	7
HEALTH INSURANCE	156,392	375,144	(218,752)	(58)
EMPLOYEE INCENTIVE COMPENSATION	2,776	0	2,776	0
Total Compensation	1,398,396	2,503,663	(1,105,267)	(44)
General Administration				
UTILITIES	4,513	11,000	(6,487)	(59)
TELEPHONE	5,787	8,500	(2,713)	(32)
WIRELESS COMMUNICATIONS	2,249	3,500	(1,251)	(36)
POSTAGE	1,221	1,500	(279)	(19)
OFFICE SUPPLIES	4,594	8,000	(3,406)	(43)
EQUIPMENT LEASE	7,342	8,500	(1,158)	(14)
FUEL	37,952	70,000	(32,048)	(46)
TRAVEL	0	1,000	(1,000)	(100)
TUITION REIMBURSEMENT	1,951	10,000	(8,049)	(80)
CONTRACTUAL SERVICES	5,347	16,900	(11,553)	(68)
PROFESSIONAL DEVELOPMENT	1,400	5,000	(3,600)	(72)
MEMBERSHIP	100	500	(400)	(80)
VEHICLE REPAIR & MAINTENANCE	25,032	50,000	(24,968)	(50)
AUTO INSURANCE	31,295	33,500	(2,205)	(7)
UNIFORMS	14,223	19,460	(5,237)	(27)
UNIFORM REPLACEMENT	60	6,000	(5,940)	(99)
VEHICLE BODY REPAIR	0	2,500	(2,500)	(100)
EQUIPMENT SUPPLIES	544	5,000	(4,456)	(89)
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	630	5,000	(4,370)	(87)
INTEROPERABILITY	255	19,201	(18,946)	(99)
CERT	0	2,000	(2,000)	(100)
DATA FEES	658	8,900	(8,242)	(93)
RECRUITMENT	5,169	7,000	(1,831)	(26)
INTERNET ACCESS	1,314	4,300	(2,986)	(69)
RADAR CERTIFICATION	0	700	(700)	(100)
BUSINESS MEETINGS	0	500	(500)	(100)
SOFTWARE CONTRACT	0	3,600	(3,600)	(100)
COMMUNITY INITIATIVES	448	4,000	(3,552)	(89)
EQUIPMENT MAINTENANCE	0	3,500	(3,500)	(100)
COMPUTER MAINTENANCE & SUPPLIES	651	2,500	(1,849)	(74)
PERSONAL LIABILITY INSURANCE	23,310	22,500	810	4
APPLICANT FINGER PRINTING	1,168	2,700	(1,533)	(57)
Total General Administration	183,834	388,018	(204,185)	(53)
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	1,738,624	3,058,681	(1,320,058)	(43)



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	109,098	280,930	(171,832)	(61)
OVERTIME	4,413	12,878	(8,465)	(66)
FICA - ER	8,551	22,476	(13,925)	(62)
WORKERS COMP INSURANCE	27,554	21,207	6,347	30
PENSION	20,901	23,879	(2,978)	(12)
HEALTH INSURANCE	29,091	78,408	(49,317)	(63)
Total Compensation	199,608	439,778	(240,170)	(55)
General Administration				
UTILITIES	5,250	9,500	(4,250)	(45)
TELEPHONE	3,012	4,500	(1,488)	(33)
OFFICE SUPPLIES	391	1,500	(1,109)	(74)
FUEL	10,826	18,500	(7,674)	(41)
TRAVEL	0	500	(500)	(100)
CONTRACTUAL SERVICES	0	12,500	(12,500)	(100)
PROFESSIONAL DEVELOPMENT	95	1,000	(905)	(91)
VEHICLE REPAIR & MAINTENANCE	15,843	27,500	(11,657)	(42)
UNIFORMS	1,266	3,100	(1,834)	(59)
UNIFORM REPLACEMENT	44	1,500	(1,456)	(97)
EQUIPMENT SUPPLIES	906	2,500	(1,594)	(64)
SAFETY SUPPLIES	484	4,500	(4,016)	(89)
INTERNET ACCESS	540	1,500	(960)	(64)
BUSINESS MEETINGS	0	500	(500)	(100)
BEAUTIFICATION	590	8,500	(7,910)	(93)
LAND MAINTENANCE	7,890	16,500	(8,610)	(52)
BUILDING MAINTENANCE	23,659	75,000	(51,341)	(68)
ENGINEERING SERVICES	100	2,500	(2,400)	(96)
HIGHWAY & STREET MAINTENANCE	26,090	70,806	(44,716)	(63)
STREET LIGHTING	21,111	45,000	(23,889)	(53)
SANITATION CONTRACT	126,999	160,000	(33,001)	(21)
SANITATION LANDFILL	11,238	15,500	(4,262)	(28)
LEAF DISPOSAL	1,774	6,500	(4,726)	(73)
TOOLS	1,879	1,500	379	25
JANITORIAL SERVICES	9,031	20,500	(11,469)	(56)
COMMUNITY TRANSPORTATION	(380)	40,000	(40,380)	(101)
SHOP SUPPLIES	4,008	3,500	508	15
EQUIPMENT MAINTENANCE	3,249	6,500	(3,251)	(50)
Total General Administration	275,895	561,406	(285,511)	(51)
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	496,014	1,036,663	(540,649)	(52)



**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	3,216.44	2,183.56
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	4,807.36	592.64
Council Project	500.00	100.00	400.00
Councilman Ficklin			
Professional Development	5,400.00	42.56	5,357.44
Council Project	500.00	300.00	200.00
Councilman Mendoza			
Professional Development	5,400.00	250.00	5,150.00
Council Project	500.00	200.00	300.00
TOTAL PROFESSIONAL DEVELOPMENT EXPENSES	27,000.00	8,316.36	18,683.64
TOTAL COUNCIL PROJECT EXPENSES	2,500.00	1,400.00	1,100.00