



The Town of Bladensburg
Office of Finance

Town of Bladensburg

Finance Department



Monthly Report

Jan 2015

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The Town of Bladensburg

Office of Finance

February 9, 2015

TOWN COUNCIL MEETING

Calendar of Assignments/Events

- FY 2016 Budget Meeting with Town Employees – Tuesday, March 24, 2015
- FY 2016 Town Grant Applications Due Date – Friday, April 3, 2015

Fiscal Analysis

- Local Property Taxes Collected as of 01/31/15 - \$3,159,418
- Outstanding Personal Property Tax Balance - \$184,816 (Town Businesses Owing PPT monies as of 01/31/15)

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
- Mail FY 2016 grant letters and applications
- Prepare FY 2016 budget schedule
- 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	3,159,418	3,439,612	(280,194)	8
Total Local Income Taxes	198,864	428,239	(229,375)	54
Total Other Local Taxes	7,742	3,071	4,671	(152)
Total Licenses & Permits	55,210	66,174	(10,965)	17
Total Federal	0	34,938	(34,938)	100
Total State	656,360	882,959	(226,600)	26
Total County	16,863	27,356	(10,493)	38
Total Service Charges	40,548	72,720	(32,172)	44
Total Franchise Fees	124,820	116,700	8,120	(7)
Total Other Revenue	47,272	795,261	(747,989)	94
TOTAL REVENUE	4,307,097	5,867,030	(1,559,935)	27
EXPENDITURES				
Total Expenditures - Mayor & Council	137,570	230,085	(92,515)	(40)
Total Expenditures - Town Clerk	135,949	239,495	(103,546)	(43)
Total Expenditures - Town Administrator	724,980	843,156	(118,176)	(14)
Total Expenditures - Finance	246,964	438,951	(191,987)	(44)
Total Expenditures - Public Safety	1,797,800	2,891,681	(1,093,883)	(38)
Total Expenditures - Public Works	549,816	1,001,184	(451,368)	(45)
TOTAL EXPENDITURES	3,593,079	5,644,552	(2,051,475)	(36)
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	3,774,037	5,867,031	(2,092,996)	(36)
Change in Revenue vs. Expenditure & Capital Outlay	533,060	(1)	533,061	53,306,100

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 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	2,691,310	2,764,192	(72,882)	3
GF Personal Property Taxes	468,108	675,420	(207,312)	31
Total Local Property Taxes	3,159,418	3,439,612	(280,194)	8
Local Income Taxes				
GF State Income Taxes	198,864	428,239	(229,375)	54
Total Local Income Taxes	198,864	428,239	(229,375)	54
Other Local Taxes				
GF Admissions & Amusement Taxes	7,742	3,071	4,671	(152)
Total Other Local Taxes	7,742	3,071	4,671	(162)
License & Permits				
GF Alcoholic Beverage License	2,502	1,726	776	(45)
GF County Traders License	549	10,185	(9,636)	95
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	55,210	66,174	(10,965)	17
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	0	150,000	(150,000)	100
Total State	656,360	882,959	(226,600)	26
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	4,735	6,575	(1,840)	28
GF Copier Administrative Fees	1,134	1,880	(746)	40
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	40,548	72,720	(32,172)	44
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	952	3,000	(2,048)	68
GF Insurance Recoveries	3,271	5,000	(1,729)	35
GF Bus Shelter	752	3,000	(2,248)	75
GF Vehicle Deployment	3,095	5,350	(2,255)	42
GF Property Rental	25,654	48,228	(22,574)	47
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	47,272	795,261	(747,989)	94
TOTAL REVENUE	4,307,097	5,867,030	(1,559,935)	27



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	40,413	62,103	(21,690)	(35)
FICA - ER	3,015	4,751	(1,736)	(37)
WORKERS COMP INSURANCE	15,844	9,310	6,534	70
PENSION	4,370	3,676	694	19
HEALTH INSURANCE	24,337	44,631	(20,294)	(45)
Total Compensation	87,979	124,471	(36,492)	(29)
General Administration				
WIRELESS COMMUNICATIONS	2,800	4,800	(2,000)	(42)
OFFICE SUPPLIES	70	2,500	(2,430)	(97)
FUEL	1,938	3,700	(1,762)	(48)
CONTRACTUAL SERVICES	0	1,000	(1,000)	(100)
PROFESSIONAL DEVELOPMENT	8,220	27,000	(18,780)	(70)
MEMBERSHIP	10,153	11,364	(1,211)	(11)
VEHICLE REPAIR & MAINTENANCE	1,338	1,500	(162)	(11)
EVENTS	7,810	15,000	(7,190)	(48)
BUSINESS MEETINGS	1,617	4,000	(2,383)	(60)
PUBLIC OFFICIAL INSURANCE	1,715	1,400	315	23
COUNCIL PROJECTS	1,400	2,500	(1,100)	(44)
EMPLOYEE RECOGNITION	1,242	2,000	(758)	(38)
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	1,204	6,150	(4,946)	(80)
COMMUNITY DONATION	1,850	1,850	0	0
Total General Administration	49,591	105,614	(56,023)	(53)
Capital Outlay				
CAPITAL EXPENDITURE	0	20,000	(20,000)	(100)
Total Capital Outlay	0	20,000	(20,000)	(100)
Total Expenditures - Mayor & Council	137,570	250,085	(112,515)	(45)



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	75,842	135,119	(59,277)	(44)
OVERTIME	1,800	2,500	(700)	(28)
FICA - ER	5,903	10,528	(4,625)	(44)
WORKERS COMP INSURANCE	14,214	22,304	(8,090)	(36)
PENSION	12,357	11,171	1,186	11
HEALTH INSURANCE	12,618	17,662	(5,044)	(29)
Total Compensation	122,734	199,284	(76,550)	(38)
General Administration				
UTILITIES	2,960	11,787	(8,827)	(75)
TELEPHONE	311	500	(189)	(38)
WIRELESS COMMUNICATIONS	560	960	(400)	(42)
POSTAGE	1,078	1,750	(672)	(38)
OFFICE SUPPLIES	1,346	5,500	(4,154)	(76)
EQUIPMENT LEASE	5,702	10,464	(4,762)	(46)
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	13,215	40,211	(26,996)	(67)
Capital Outlay				
Total Expenditures - Town Clerk	135,949	239,495	(103,546)	(43)



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	74,110	127,180	(53,070)	(42)
FICA - ER	4,860	9,729	(4,869)	(50)
WORKERS COMP INSURANCE	8,851	10,437	(1,586)	(15)
PENSION	11,977	10,810	1,167	11
Total Compensation	99,798	158,156	(58,358)	(37)
General Administration				
TELEPHONE	5,400	7,000	(1,600)	(23)
OFFICE SUPPLIES	0	500	(500)	(100)
FUEL	631	1,500	(869)	(58)
TRAVEL	0	1,000	(1,000)	(100)
CONTRACTUAL SERVICES	36,637	38,500	(1,863)	(5)
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	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	625,182	685,000	(59,818)	(9)
Capital Outlay				
CAPITAL EXPENDITURE	1,253	0	1,253	0
Total Capital Outlay	1,253	0	1,253	0
Total Expenditures - Town Administrator	726,233	843,156	(116,923)	(14)



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	85,302	147,834	(62,532)	(42)
OVERTIME	39	500	(461)	(92)
FICA - ER	6,517	11,348	(4,831)	(43)
WORKERS COMP INSURANCE	16,708	19,964	(3,256)	(16)
PENSION	13,957	12,566	1,391	11
HEALTH INSURANCE	11,682	21,249	(9,567)	(45)
Total Compensation	134,205	213,461	(79,256)	(37)
General Administration				
WIRELESS COMMUNICATIONS	560	960	(400)	(42)
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	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	3,444	5,904	(2,460)	(42)
PAYROLL SERVICE	2,376	6,500	(4,124)	(63)
BANK CHARGES	2,029	3,700	(1,671)	(45)
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	8,463	12,815	(4,352)	(34)
Total General Administration	112,759	225,490	(112,731)	(50)
Capital Outlay				
CAPITAL EXPENDITURE	2,800	0	2,800	0
Total Capital Outlay	2,800	0	2,800	0
Total Expenditures - Finance	249,764	438,951	(189,187)	(43)



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	892,321	1,492,769	(600,448)	(40)
OVERTIME	118,881	153,492	(34,611)	(23)
FICA - ER	75,776	125,939	(50,163)	(40)
WORKERS COMP INSURANCE	189,117	229,539	(40,422)	(18)
PENSION	136,056	126,780	9,276	7
HEALTH INSURANCE	181,374	375,144	(193,770)	(52)
EMPLOYEE INCENTIVE COMPENSATION	2,776	0	2,776	0
Total Compensation	1,596,301	2,503,663	(907,362)	(36)
General Administration				
UTILITIES	5,330	11,000	(5,670)	(52)
TELEPHONE	6,220	8,500	(2,280)	(27)
WIRELESS COMMUNICATIONS	2,592	3,500	(908)	(26)
POSTAGE	1,221	1,500	(279)	(19)
OFFICE SUPPLIES	5,359	8,000	(2,641)	(33)
EQUIPMENT LEASE	8,157	8,500	(343)	(4)
FUEL	42,980	70,000	(27,020)	(39)
TRAVEL	0	1,000	(1,000)	(100)
TUITION REIMBURSEMENT	1,951	10,000	(8,049)	(80)
CONTRACTUAL SERVICES	5,832	16,900	(11,068)	(65)
PROFESSIONAL DEVELOPMENT	1,400	5,000	(3,600)	(72)
MEMBERSHIP	100	500	(400)	(80)
VEHICLE REPAIR & MAINTENANCE	26,943	50,000	(23,057)	(46)
AUTO INSURANCE	31,295	33,500	(2,205)	(7)
UNIFORMS	15,805	19,460	(3,655)	(19)
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	2,010	5,000	(2,990)	(60)
INTEROPERABILITY	298	19,201	(18,904)	(98)
CERT	0	2,000	(2,000)	(100)
DATA FEES	805	8,900	(8,095)	(91)
RECRUITMENT	5,169	7,000	(1,831)	(26)
INTERNET ACCESS	1,533	4,300	(2,767)	(64)
RADAR CERTIFICATION	0	700	(700)	(100)
BUSINESS MEETINGS	0	500	(500)	(100)
SOFTWARE CONTRACT	3,000	3,600	(600)	(17)
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	1,204	2,700	(1,497)	(55)
Total General Administration	201,499	388,018	(186,521)	(48)
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	1,954,194	3,058,681	(1,104,489)	(36)



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	125,882	280,930	(155,048)	(55)
OVERTIME	4,901	12,878	(7,977)	(62)
FICA - ER	9,849	22,476	(12,627)	(56)
WORKERS COMP INSURANCE	32,147	21,207	10,940	52
PENSION	20,901	23,879	(2,978)	(12)
HEALTH INSURANCE	34,571	78,408	(43,837)	(56)
Total Compensation	228,251	439,778	(211,527)	(48)
General Administration				
UTILITIES	7,983	9,500	(1,517)	(16)
TELEPHONE	3,596	4,500	(904)	(20)
OFFICE SUPPLIES	391	1,500	(1,109)	(74)
FUEL	12,484	18,500	(6,016)	(33)
TRAVEL	0	500	(500)	(100)
CONTRACTUAL SERVICES	0	12,500	(12,500)	(100)
PROFESSIONAL DEVELOPMENT	95	1,000	(905)	(91)
VEHICLE REPAIR & MAINTENANCE	24,707	27,500	(2,793)	(10)
UNIFORMS	1,522	3,100	(1,578)	(51)
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	630	1,500	(870)	(58)
BUSINESS MEETINGS	0	500	(500)	(100)
BEAUTIFICATION	590	8,500	(7,910)	(93)
LAND MAINTENANCE	9,690	16,500	(6,810)	(41)
BUILDING MAINTENANCE	25,230	75,000	(49,770)	(66)
ENGINEERING SERVICES	100	2,500	(2,400)	(96)
HIGHWAY & STREET MAINTENANCE	26,809	70,806	(43,997)	(62)
STREET LIGHTING	25,439	45,000	(19,561)	(43)
SANITATION CONTRACT	136,430	160,000	(23,570)	(15)
SANITATION LANDFILL	13,666	15,500	(1,834)	(12)
LEAF DISPOSAL	3,142	6,500	(3,358)	(52)
TOOLS	1,879	1,500	379	25
JANITORIAL SERVICES	10,837	20,500	(9,663)	(47)
COMMUNITY TRANSPORTATION	4,480	40,000	(35,520)	(89)
SHOP SUPPLIES	4,194	3,500	694	20
EQUIPMENT MAINTENANCE	6,237	6,500	(263)	(4)
Total General Administration	321,565	561,406	(239,841)	(43)
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	570,327	1,036,663	(466,336)	(45)



**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	4,914.47	485.53
Council Project	500.00	100.00	400.00
Councilman Ficklin			
Professional Development	5,400.00	77.56	5,322.44
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	8,219.97	18,780.03
TOTAL COUNCIL PROJECT EXPENSES	2,500.00	1,400.00	1,100.00