

The Office of The Treasurer
For The Town of Forest Heights

MEMORANDUM

To: The Town Council for the Town of Forest Heights
From: Dennis Bobo
Date: 3/16/2005
Subject: Treasurers Report for March Town Council Meeting

Financial Overview

- **Cash Balance:** The current cash balance for the General Operating Account as is \$231,960.09.
- **Net Income :** Current Revenues for Fiscal Year 2005 2004 is \$159,784
- **Liability:** A current liability is \$50,000, based on Bank of America Loan taken in the month of September 2004.

Please see the attached Budget to Actual Report

Budget_Vs(1)._Actual_Income_and_Expenses_FY_2005_3-16

ACCOUNT DESCRIPTION	Approved Budget for FY2005	Year To Date Actual	Year To Date Budget Variance
GENERAL FUND REVENUES			
Income Taxes	\$ 146,000.00	\$ 81,064.76	\$ (64,935.24)
Town Real Estate Taxes	\$ 499,752.00	\$ 501,394.89	\$ 1,642.89
Utility Taxes	\$ 10,500.00	\$ 5,132.89	\$ (5,367.11)
Tangible Personal Property Taxes	\$ 9,875.04	\$ 19,294.81	\$ 9,419.77
Interest/penalty - Town RE Taxes	\$ 600.00	\$ -	\$ (600.00)
Interest/penalty - Income Taxes	\$ -	\$ -	\$ -
State Police Grant	\$ 26,925.00	\$ -	\$ (26,925.00)
Police Aid - PG County	\$ -	\$ -	\$ -
Disposal of Metal Items	\$ 1,075.00	\$ 1,992.00	\$ 917.00
Disposal of Tires	\$ 36.00	\$ 81.00	\$ 45.00
Cable & Television Income	\$ 22,900.00	\$ 18,122.87	\$ (4,777.13)
Red Light Camera	\$ 37,000.00	\$ 11,261.80	\$ (25,738.20)
Parking Fines & Vehicle Release	\$ 4,000.00	\$ 4,322.00	\$ 322.00
Investment Interest Income	\$ 1,450.44	\$ 85.31	\$ (1,365.13)
Municipal Building Rental	\$ 10,000.00	\$ 5,750.00	\$ (4,250.00)
Snow Removal Refund	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ 8,416.63	\$ 8,416.63
Accident Reports	\$ 999.96	\$ 70.00	\$ (929.96)
Rebates Waste Disposal	\$ 9,000.00	\$ -	\$ (9,000.00)
Motor vehicle taxes-SHA	\$ -	\$ 14,406.81	\$ 14,406.81
Rental Room Equipment	\$ -	\$ 532.00	\$ 532.00
Fingerprinting	\$ -	\$ 2,447.00	\$ 2,447.00
Grass cutting	\$ -	\$ 135.00	\$ 135.00
Reimbursements - Other	\$ -	\$ 661.08	\$ 661.08
Building Permits	\$ -	\$ 110.00	\$ 110.00
From Reserves	\$ -	\$ 75.00	\$ 75.00
Donations	\$ -	\$ -	\$ -
Write off prior State checks	\$ -	\$ -	\$ -
Business Licence	\$ 30.00	\$ -	\$ (30.00)
Highway User Revenue	\$ 90,719.68	\$ 35,959.02	\$ (54,760.66)
Bond Issuance (Initial Draw)	\$ 500,000.00	\$ -	\$ (500,000.00)
CDBG (HUD) Grant - Municipal Building	\$ 85,456.00	\$ 14,230.50	\$ (71,225.50)
Roof Replacement Grant	\$ 100,000.00	\$ -	\$ (100,000.00)
Electrical System Grant	\$ 25,000.00	\$ -	\$ (25,000.00)
Historic Preservation Grant	\$ 20,000.00	\$ -	\$ (20,000.00)
Livable Communities Grant	\$ 23,107.77	\$ -	\$ (23,107.77)
GOCCP Grant (Crime Prevention)	\$ 1,125.00	\$ -	\$ (1,125.00)
Total Revenues	\$ 1,625,551.89	\$ 725,545.37	\$ (900,006.52)

Budget_Vs(1)._Actual_Income_and_Expenses_FY_2005_3-16

ACCOUNT DESCRIPTION	Approved Budget for FY2005	Year To Date Actual	Year To Date Budget Variance
<i>EXPENDITURES</i>			
<i>Elected Officials - Council</i>			
Salaries -Council	\$ 6,000.00	\$ 1,900.00	\$ 4,100.00
Service Expenses	\$ 3,000.00		\$ 3,000.00
Dues, Meetings/Conventions	\$ 7,850.00	\$ 8,194.32	\$ (344.32)
Salary- Mayor	\$ 2,600.00		\$ 2,600.00
Employee Appreciation	\$ 200.00	\$ 281.42	\$ (81.42)
Service Expenses - Mayor	\$ 500.00	\$ 599.00	\$ (99.00)
Dues, Meetings/Conventions	\$ 3,500.00		\$ 3,500.00
Legal Services	\$ 11,750.00	\$ 8,748.08	\$ 3,001.92
Summer Youth Employment Program	\$ 2,520.00		\$ 2,520.00
Salary-Town Clerk	\$ 29,120.00	\$ 15,340.07	\$ 13,779.93
Cost of Living	\$ 874.00		\$ 874.00
Training	\$ 500.00		\$ 500.00
Service Expenses	\$ 100.00		\$ 100.00
Dues, Meetings/Conventions	\$ 500.00		\$ 500.00
Election Expense	\$ 3,500.00	\$ 250.00	\$ 3,250.00

Budget_Vs(1)._Actual_Income_and_Expenses_FY_2005_3-16

ACCOUNT DESCRIPTION	Approved Budget for FY2005	Year To Date Actual	Year To Date Budget Variance
<i>ADMINISTRATION</i>			\$ -
<i>Town Administrator</i>			\$ -
Salaries			\$ -
Town Administrator	\$ 62,400.00	\$ 33,672.00	\$ 28,728.00
Part-time Receptionist	\$ 8,320.00	\$ 4,216.00	\$ 4,104.00
Cost of Living Town Administrator	\$ 1,872.00		\$ 1,872.00
Part-time Receptionist	\$ 249.60		\$ 249.60
Training	\$ 500.00		\$ 500.00
Dues, Meetings/Conventions	\$ 2,000.00		\$ 2,000.00
<i>Treasurer</i>			\$ -
Salary	\$ 20,800.00	\$ 8,545.00	\$ 12,255.00
Cost of Living	\$ 624.00		\$ 624.00
Insurance - Fidelity	\$ 3,206.00	\$ 2,235.25	\$ 970.75
Training	\$ 500.00		\$ 500.00
Dues, Meetings/Conventions	\$ 500.00		\$ 500.00
Data Auto Systems & Software	\$ 5,000.00	\$ 4,290.08	\$ 709.92
Auditing	\$ 6,000.00	\$ -	\$ 6,000.00
Local Travel	\$ 100.00		\$ 100.00
Furnace Replacement	\$ 4,760.00		\$ 4,760.00
FICA (Social Security/Medicare)	\$ 20,000.00		\$ 20,000.00
Insurance - Medical	\$ 33,180.00	\$ 28,704.45	\$ 4,475.55
Insurance - Liability	\$ 25,000.00	\$ 5,696.25	\$ 19,303.75
Retirement Plan	\$ 25,000.00	\$ 5,232.34	\$ 19,767.66
Unemployment Compensation	\$ 1,000.00	\$ 6,150.14	\$ (5,150.14)
Insurance - Workmen's Compensation	\$ 17,988.00	\$ 6,024.00	\$ 11,964.00
Contract - Temporary Employees	\$ 2,750.00	\$ 4,669.54	\$ (1,919.54)
Publications and Subscriptions	\$ 500.00	\$ 492.92	\$ 7.08
Legal Notices	\$ 750.00		\$ 750.00
Personnel Recruitment Ads	\$ 750.00		\$ 750.00
Copier	\$ 4,000.00	\$ 1,825.53	\$ 2,174.47
Postage	\$ 1,000.00	\$ 1,134.16	\$ (134.16)
Internet Access & Web Page Service	\$ 800.00	\$ -	\$ 800.00
Computer and Office Supplies	\$ 3,250.00	\$ 4,050.33	\$ (800.33)
Service Contracts	\$ 1,000.00		\$ 1,000.00
Boards and Commissions	\$ 800.00		\$ 800.00
Emergency Preparedness	\$ 1,500.00		\$ 1,500.00
Utilities - Municipal Building	\$ 6,000.00	\$ 5,000.30	\$ 999.70
Telephone - Municipal Building	\$ 6,000.00	\$ 6,542.95	\$ (542.95)
Community Room Upgrade/Maintenance	\$ 2,000.00		\$ 2,000.00
Historic Preservation Project	\$ 20,000.00		\$ 20,000.00
CDBG Renovations/Construction	\$ 85,456.00	\$ 27,153.62	\$ 58,302.38

Budget_Vs(1)._Actual_Income_and_Expenses_FY_2005_3-16

ACCOUNT DESCRIPTION	Approved Budget for FY2005	Year To Date Actual	Year To Date Budget Variance
<i>Police Department</i>			
Officer Salaries	\$ 129,043.00	\$ 81,218.69	\$ 47,824.31
Civilian Salaries	\$ 20,800.00	\$ 11,485.16	\$ 9,314.84
Cost of Living	\$ 4,495.29	\$ -	\$ 4,495.29
Court Pay	\$ 2,200.00	\$ -	\$ 2,200.00
New Uniform Issue	\$ 3,515.31	\$ 4,014.96	\$ (499.65)
Police - Uniform Allowance	\$ 1,750.00	\$ 875.00	\$ 875.00
Debt Service - New Police Vehicles	\$ 13,716.00	\$ 4,706.82	\$ 9,009.18
Gasoline & Oil	\$ 14,400.00	\$ 7,260.93	\$ 7,139.07
Vehicle & Equipment Repair	\$ 3,000.00	\$ 9,238.03	\$ (6,238.03)
Dues, Conferences & Meeting	\$ 600.00	\$ 2,296.00	\$ (1,696.00)
Red Light Camera Program	\$ 25,000.00	\$ 11,764.00	\$ 13,236.00
Communication Equipment	\$ 500.00	\$ 638.75	\$ (138.75)
Telephones	\$ 2,000.00	\$ 263.66	\$ 1,736.34
Training	\$ 1,885.00	\$ 1,074.23	\$ 810.77
Forms, Copies & Printing	\$ 1,500.00	\$ 435.21	\$ 1,064.79
Supplies & Miscellaneous	\$ 2,000.00	\$ 3,483.75	\$ (1,483.75)
Crime Prevention	\$ 550.00	\$ -	\$ 550.00
Code Enforcement Training/Recruitment - Grant	\$ 6,652.00	\$ 1,225.64	\$ 5,426.36
Salary - Code Enforcement Officer Grant	\$ 16,456.00	\$ -	\$ 16,456.00
LLEBG Matching Requirement	\$ 1,125.00	\$ -	\$ 1,125.00

Budget_Vs(1). Actual_Income_and_Expenses_FY_2005_3-16

ACCOUNT DESCRIPTION	Approved Budget for FY2005	Year To Date Actual	Year To Date Budget Variance
<i>Public Works Street, Municipal Building & Lighting</i>			
Salaries	\$ 75,080.00	\$ 45,678.75	\$ 29,401.25
Cost of Living	\$ 2,252.00		\$ 2,252.00
Uniform Cleaning	\$ 2,100.00	\$ 3,329.45	\$ (1,229.45)
Debt Service New Heavy Duty Truck	\$ 4,892.56	\$ 201.28	\$ 4,691.28
Vehicle Maintenance	\$ 2,500.00	\$ 604.59	\$ 1,895.41
Supplies & Miscellaneous	\$ 3,000.00	\$ 7,822.75	\$ (4,822.75)
Gasoline & Oil	\$ 5,750.00	\$ -	\$ 5,750.00
Training	\$ 500.00		\$ 500.00
Curb Replacement	\$ 1,000.00		\$ 1,000.00
Street Lighting	\$ 25,000.00	\$ 20,202.78	\$ 4,797.22
Supplies, Repair & Maintenance	\$ 2,000.00	\$ 4,415.03	\$ (2,415.03)
Snow Removal	\$ 750.00		\$ 750.00
Street Banners	\$ 2,000.00		\$ 2,000.00
Exterminating	\$ 420.00	315.00	\$ 105.00
Janitorial Supplies	\$ 2,400.00	\$ 2,113.42	\$ 286.58
Street Repair Project	\$ 500,000.00	\$ 1,874.33	\$ 498,125.67
Debt Service Street Repair Bond	\$ 12,500.00		\$ 12,500.00
Roof Replacement	\$ 100,000.00		\$ 100,000.00
Electrical System Upgrade/Repair	\$ 25,000.00		\$ 25,000.00
Parks Expense	\$ 750.00		\$ 750.00
Tree Removal	\$ 2,000.00	\$ 3,170.00	\$ (1,170.00)
Beautification	\$ 250.00		\$ 250.00
<i>Miscellaneous</i>			\$ -
<i>Non-Budgeted Items</i>		\$ 10,278.81	
Miscellaneous	\$ 410.13	\$ 275.98	\$ 134.15
Trash Collection and Recycling Contract	\$ 153,490.00	\$ 102,210.15	\$ 51,279.85
Bank Service Charges	\$ 250.00	\$ 761.14	\$ (511.14)
Payroll Service Charge - ADP	\$ 1,500.00	\$ 1,440.53	\$ 59.47
Miscellaneous	\$ 500.00	\$ 11.00	\$ 489.00
TOTAL EXPENDITURES	\$ 1,625,551.89	\$ 535,633.57	\$ 1,089,918.32
EXCESS/DEFICIT	\$ -	\$ 189,911.80	\$ (1,989,924.84)