



Amherst Massachusetts

ASSISTANT TOWN MANAGER / FINANCE DIRECTOR

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January 23, 2009

TO: Select Board
Finance Committee
Larry Shaffer, Town Manager

FROM: John P. Musante, Assistant Town Manager/Finance Director

CC: Sonia Aldrich, Comptroller

SUBJECT: FY 09 Municipal Budget Quarterly Budget/Actual Report for
Quarter Ending December 31, 2008

Attached please find two reports detailing year to date performance versus budget for revenues and expenditures for the General Fund and Enterprise Funds. We are 50% thru the fiscal year. Overall, revenues are in good shape, but expenditures are tight. Key items/issues are highlighted below.

1. GENERAL FUND

Revenues: Thru December 31, 2008, the Town has collected 53.3% of budgeted revenues and is on track to exceed budgeted revenues for the fiscal year.

- Golf Course: Receipts total 43.6% of budget, but are on pace to roughly equal prior FY 08 total of \$263,000. FY 09 budgeted at \$250,000.
- Investment Income: Watching carefully due to economic downturn and resulting lower interest rates on liquid investments. While at only 33.6% YTD, several CDs mature later in fiscal year that will boost earnings closer to budgeted amount.
- Licenses & Permits: Will exceed budget. While building activity overall is down, institutional projects are generating permit revenues.
- Misc Non-Recurring: The Town received a \$550,311 grant reimbursement in September from the Massachusetts School Building Authority (MSBA) for a roof replacement project at Wildwood School funded originally in the Town's capital plan. This is unanticipated revenue that will contribute to free cash at fiscal year end.
- Motor Vehicle Excise: Only 15.3% collected year to date, but on pace to meet budget of \$1,380,000. Most excise bills are billed/collected in February.

- Property Tax: 47.4% collected. Second half bills include new growth. On pace to again exceed 98% collection rate thru fiscal year end.
- State Aid: So far so good, but awaiting details about Governor's impending announcement of mid-year "9C cuts."

Expenditures: Thru December 31, 2008, expenditures total 53.4% ⁽¹⁾ of budgeted expenditures. Prospective surpluses in health insurance, Planning/Conservation/Inspections, and General Services will help to reduce expected shortfalls in the Snow & Ice, Veteran Services, and Legal budgets.

- Employee Benefits: While YTD expenditures are at 71.2% of budget, that figure includes 100% of the annual retirement assessment from the Hampshire County Retirement System. Because of the savings realized from initiatives to contain health insurance costs, the temporary premium surcharge to re-pay prior year Health Claims Trust Fund deficits was discontinued 3 months early. I expect a small surplus in this account (\$40-60,000) thru June 30.
- P/C/I: Anticipate \$30,000 surplus due to employee turnover.
- General Services: On pace to generate a \$15,000 surplus due to insurance bid savings.
- Snow & Ice: The harsh winter has already exhausted this \$189,410 budget after encumbering funds for salt/sand for remainder of year. Significant shortfall anticipated.
- Veterans Services: Benefits claims on pace to slightly exceed budget. State eventually reimburses Town for 75% of eligible claims.
- Legal: YTD expenditures at 75.6% of budget. Shortfall likely.

2. **ENTERPRISE FUNDS**

Thru December 31, 2008, revenues and expenditures are within a reasonable range for each of the Enterprise Funds (Water, Sewer, Solid Waste, and Transportation). Variances are due more to timing issues than any trend.

⁽¹⁾ Note: The General Fund expenditure report (pages 4-5 of the attached printout) includes an expenditure labeled "Interfund Transfers" totaling \$22,988,830. This is an accounting entry for the Elementary Schools budget and the adopted capital plan for the Town. This report treats these expenditures as 100% "expended" because they are transferred out of the General Fund. Not including Interfund Transfers, YTD expenditures are at 53.4% of budget, not 72.2%.

TOWN OF AMHERST
Year to Date Budget Report
FY2009 REVENUES
Through December 2008

	REVISED EST REVENUES	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USED
TOWN GENERAL FUND				
CHARGES FOR SERVICES	\$ (777,492.00)	\$ (777,492.00)	\$ -	100
DEPART-CEMETERIES	\$ (5,000.00)	\$ (3,550.00)	\$ (1,450.00)	71
DEPART-GOLF COURSE	\$ (250,000.00)	\$ (109,035.94)	\$ (140,964.06)	43.6
DEPART-RECREATION	\$ (385,781.00)	\$ (360,507.35)	\$ (25,273.65)	93.4
FINES AND FORFIETS	\$ (169,000.00)	\$ (67,164.79)	\$ (101,835.21)	39.7
INVESTMENT INCOME	\$ (342,500.00)	\$ (115,055.90)	\$ (227,444.10)	33.6
LICENSES AND PERMITS	\$ (791,535.00)	\$ (581,849.37)	\$ (209,685.63)	73.5
MISC NON-RECURRING	\$ (1,332,841.00)	\$ (1,753,152.00)	\$ 420,311.00	132
MOTOR VEHICLE EXCISE	\$ (1,380,000.00)	\$ (210,850.34)	\$ (1,169,149.66)	15.3
OTHER DEPT REVENUE	\$ (582,500.00)	\$ (482,437.87)	\$ (100,062.13)	82.8
OTHER EXCISE	\$ (70,000.00)	\$ (54,641.00)	\$ (15,359.00)	78.1
PENALTY AND INTEREST	\$ (150,000.00)	\$ (53,925.31)	\$ (96,074.69)	36
PL PILOT	\$ (918,458.00)	\$ (809,458.00)	\$ (109,000.00)	88.1
PROPERTY TAXES	\$ (34,529,398.00)	\$ (16,383,445.89)	\$ (18,145,952.11)	47.4
RENTALS	\$ (56,254.00)	\$ (31,979.00)	\$ (24,275.00)	56.8
SPECIAL ASSESSMENTS	\$ (653,187.00)	\$ -	\$ (653,187.00)	0
STATE AID	\$ (17,037,696.00)	\$ (8,515,185.00)	\$ (8,522,511.00)	50
TRANSFERS IN	\$ (2,956,600.00)	\$ (2,956,600.00)	\$ -	100
TOTAL TOWN GENERAL FUND	\$ (62,388,242.00)	\$ (33,266,329.76)	\$ (29,121,912.24)	53.3
6001 SEWER FUND				
R4440 SF OPERATING BUDGET REV	\$ (3,670,647.00)	\$ (1,742,585.22)	\$ (1,928,061.78)	47.5
TOTAL SEWER FUND	\$ (3,670,647.00)	\$ (1,742,585.22)	\$ (1,928,061.78)	47.5
6002 WATER FUND				
60021990 WF INTERFUND TRANSFERS	\$ (250,000.00)	\$ (250,000.00)	\$ -	100
R4450 WF OPERATING BUDGET REV	\$ (3,974,006.00)	\$ (1,987,453.68)	\$ (1,986,552.32)	50
TOTAL WATER FUND	\$ (4,224,006.00)	\$ (2,237,453.68)	\$ (1,986,552.32)	53
6003 SOLID WASTE FUND				
60031990 SWF INTERFUND TRANSFER	\$ (189,224.00)	\$ (189,224.00)	\$ -	173
R4435 SWF OPERATING BUDGET REVE	\$ (516,300.00)	\$ (289,903.45)	\$ (226,396.55)	56.2
TOTAL SOLID WASTE FUND	\$ (705,524.00)	\$ (479,127.45)	\$ (146,396.55)	76.6
6005 TRANSPORTATION FUND				
60051990 TRANS INTERFUND TRANSFI	\$ (109,016.00)	\$ (109,016.00)		110
R4480 PARKING OPERATING REVENUE	\$ (912,000.00)	\$ (443,952.63)	\$ (468,047.37)	48.7
TOTAL TRANSPORTATION FUND	\$ (1,021,016.00)	\$ (552,968.63)	\$ (467,785.37)	54.7

TOWN OF AMHERST
Year to Date Budget Report
FY2009 Expenses
Through December 2008

	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOWN GENERAL FUND					
SELECT BOARD	\$ 56,014.00	\$ 28,779.82	\$ -	\$ 27,234.18	51.4
TOWN MANAGER	\$ 182,313.00	\$ 89,505.92	\$ -	\$ 92,807.08	49.1
FINANCE COMMITTEE	\$ 100,800.00	\$ 446.00	\$ 335.00	\$ 100,019.00	0.8
DIRECTOR OF FINANCE & ADMIN	\$ 226,594.00	\$ 101,494.82	\$ 7,200.00	\$ 117,899.18	48
ACCOUNTING	\$ 211,183.00	\$ 95,107.09	\$ -	\$ 116,075.91	45
ASSESSOR	\$ 174,300.00	\$ 81,311.78	\$ -	\$ 92,988.22	46.7
COLLECTOR/TREASURER	\$ 217,108.00	\$ 100,665.96	\$ 1,985.00	\$ 114,457.04	47.3
LEGAL SERVICES	\$ 95,000.00	\$ 71,812.88	\$ -	\$ 23,187.12	75.6
HUMAN RESOURCES	\$ 197,010.00	\$ 110,903.56	\$ 12,500.02	\$ 73,606.42	62.6
EMPLOYEE BENEFITS	\$ 6,014,521.00	\$ 4,280,222.80	\$ 3,780.00	\$ 1,730,518.20	71.2
INFORMATION SYSTEMS	\$ 467,585.00	\$ 291,955.82	\$ 46,612.75	\$ 129,016.43	72.4
TOWN CLERK	\$ 152,827.00	\$ 76,892.51	\$ -	\$ 75,934.49	50.3
ELECTIONS	\$ 48,074.00	\$ 46,461.48	\$ -	\$ 1,612.52	96.6
REGISTRATIONS	\$ 6,750.00	\$ 4,018.70	\$ 1,650.00	\$ 1,081.30	84
TOWN HALL FACILITY	\$ 201,432.00	\$ 78,037.83	\$ 49,669.00	\$ 73,725.17	63.4
BANGS COMMUNITY CENTER	\$ 211,537.00	\$ 90,589.44	\$ 41,254.00	\$ 79,693.56	62.3
NORTH AMHERST & CUSHMAN SCH	\$ 3,550.00	\$ 398.99	\$ 300.00	\$ 2,851.01	19.7
AMHERST COMM CHILDCARE FACILI	\$ 4,200.00	\$ 299.08	\$ 898.16	\$ 3,002.76	28.5
MUNSON LIBRARY	\$ 40,578.00	\$ 18,171.29	\$ 8,450.00	\$ 13,956.71	65.6
MISCELLANEOUS AND INSURANCE	\$ 222,561.00	\$ 181,794.56	\$ -	\$ 40,766.44	81.7
GENERAL SERVICES	\$ 182,800.00	\$ 100,201.19	\$ 9,112.45	\$ 73,486.36	59.8
INTERFUND TRANSFERS	\$ 22,988,830.00	\$ 22,988,830.00	\$ -	\$ -	100
POLICE FACILITY	\$ 181,997.00	\$ 80,820.45	\$ 78,266.81	\$ 22,909.74	87.4
POLICE DEPARTMENT	\$ 3,886,529.00	\$ 1,890,949.85	\$ 89,618.77	\$ 1,905,960.38	51
FIRE DEPARTMENT	\$ 3,583,492.00	\$ 1,821,383.95	\$ 109,576.75	\$ 1,652,531.30	53.9
DISPATCH CENTER	\$ 564,575.00	\$ 275,605.59	\$ 5,558.85	\$ 283,410.56	49.8
ANIMAL CONTROL	\$ 49,223.00	\$ 20,229.51	\$ -	\$ 28,993.49	41.1
SCHOOL DEPARTMENT	\$ 12,395,375.00	\$ 6,257,915.67	\$ -	\$ 6,137,459.33	50.5
PUBLIC WORKS ADMINISTRATION	\$ 256,589.00	\$ 112,330.32	\$ -	\$ 144,258.68	43.8
CONSTRUCTION AND MAINTENANCI	\$ 554,017.00	\$ 221,604.68	\$ 28,907.07	\$ 303,505.25	45.2
SNOW AND ICE	\$ 189,410.00	\$ 33,714.11	\$ 182,457.18	\$ (26,761.29)	114
STREET LIGHTS	\$ 90,575.00	\$ 35,326.24	\$ -	\$ 55,248.76	39
TRAFFIC LIGHTS	\$ 21,673.00	\$ 6,060.48	\$ -	\$ 15,612.52	28
EQUIPMENT MAINTENANCE	\$ 252,530.00	\$ 123,686.56	\$ 473.85	\$ 128,369.59	49.2
CEMETERY MAINTENANCE	\$ 18,773.00	\$ 7,834.54	\$ -	\$ 10,938.46	41.7
PARKS AND COMMONS	\$ 250,166.00	\$ 142,522.47	\$ 176.71	\$ 107,466.82	57
TREE CARE	\$ 123,267.00	\$ 59,537.39	\$ 204.25	\$ 63,525.36	48.5
CONSERVATION OPERATIONS	\$ 228,464.00	\$ 109,808.16	\$ 4,641.63	\$ 114,014.21	50.1
PLANNING DEPARTMENT OPERATIO	\$ 286,094.00	\$ 144,057.67	\$ -	\$ 142,036.33	50.4
INSPECTION SERVICES OPERATIONS	\$ 345,098.00	\$ 133,251.62	\$ 8,098.20	\$ 203,748.18	41
PUBLIC HEALTH OPERATIONS	\$ 278,543.00	\$ 125,464.12	\$ 2,715.00	\$ 150,363.88	46

TOWN OF AMHERST
Year to Date Budget Report
FY2009 Expenses
Through December 2008

	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
COUNCIL ON AGING OPERATIONS	\$ 192,584.00	\$ 85,992.63	\$ 702.00	\$ 105,889.37	45
HUMAN SERVICES OPERATIONS	\$ 17,161.00	\$ 8,096.75	\$ 90.00	\$ 8,974.25	47.7
VETERANS SERVICES OPERATIONS	\$ 156,388.00	\$ 88,481.48	\$ 67,539.00	\$ 367.52	99.8
PUBLIC ASSISTANCE	\$ 66,000.00	\$ 14,275.00	\$ 47,725.00	\$ 4,000.00	93.9
LEISURE SERVICES AND SUP ED	\$ 628,544.00	\$ 241,730.07	\$ 129,575.95	\$ 257,237.98	59.1
OUTDOOR POOL OPERATIONS	\$ 169,887.00	\$ 140,521.28	\$ 45,215.36	\$ (15,849.64)	109
CHERRY HILL OPERATIONS	\$ 209,381.00	\$ 129,216.45	\$ 25,158.79	\$ 55,005.76	73.7
COMMEMORATIONS	\$ 875.00	\$ -	\$ 1,264.00	\$ (389.00)	145
DEBT SERVICE	\$ 829,991.00	\$ 345,973.07	\$ -	\$ 484,017.93	41.7
REGIONAL DEBT ASSESSMENTS	\$ 616,370.00	\$ 492,778.12	\$ -	\$ 123,591.88	79.9
STATE ASSESSMENTS	\$ 959,609.00	\$ 478,111.00	\$ -	\$ 481,498.00	49.8
COUNTY AND SPECIAL ASSESSMENT	\$ 1,369,800.00	\$ 643,120.10	\$ -	\$ 726,679.90	46.9
APPROPRIATION DEFICITS	\$ 18,110.00	\$ 18,109.65	\$ -	\$ 0.35	100
JONES LIBRARY OPERATIONS	\$ 1,591,585.00	\$ 887,379.70	\$ -	\$ 704,205.30	55.8
TOTAL TOWN GENERAL FUND	\$ 62,388,242.00	\$ 44,013,790.20	\$ 1,011,711.55	\$ 17,362,740.25	72.2

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TOWN OF AMHERST
Year to Date Budget Report
FY2009 Expenses
Through December 2008

	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
SEWER FUND					
INTERFUND TRANSFERS	\$ 707,264.00	\$ 707,264.00	\$ -	\$ -	100
WASTE WATER TREATMENT PLANT	\$ 2,792,754.00	\$ 1,470,294.89	\$ 394,210.76	\$ 928,248.35	66.8
SEWER MAINTENANCE	\$ 170,629.00	\$ 78,988.31	\$ 820.00	\$ 90,820.69	46.8
TOTAL SEWER FUND	\$ 3,670,647.00	\$ 2,256,547.20	\$ 395,030.76	\$ 1,019,069.04	72.2
WATER FUND					
INTERFUND TRANSFERS	\$ 830,111.00	\$ 830,111.00	\$ -	\$ -	100
WATER DEPARTMENT OPERATIONS	\$ 3,393,895.00	\$ 1,530,696.35	\$ 50,914.98	\$ 1,812,283.67	46.6
TOTAL WATER FUND	\$ 4,224,006.00	\$ 2,360,807.35	\$ 50,914.98	\$ 1,812,283.67	57.1
SOLID WASTE FUND					
INTERFUND TRANSFERS	\$ 88,000.00	\$ 88,000.00	\$ -	\$ -	100
SOLID WASTE FUND					
SOLID WASTE FACILITIES	\$ 617,524.00	\$ 336,427.56	\$ 60,686.30	\$ 220,410.14	64.3
TOTAL SOLID WASTE FUND	\$ 705,524.00	\$ 424,427.56	\$ 60,686.30	\$ 220,410.14	68.8
TRANSPORTATION FUND					
INTERFUND TRANSFERS	\$ 175,117.00	\$ 175,117.00	\$ -	\$ -	100
PARKING FACILITIES	\$ 483,756.00	\$ 287,357.21	\$ 8,717.02	\$ 187,681.77	61.2
PUBLIC TRANSPORTATION	\$ 362,143.00	\$ 242,143.00	\$ -	\$ 120,000.00	66.9
TOTAL TRANSPORTATION FUND	\$ 1,021,016.00	\$ 704,617.21	\$ 8,717.02	\$ 307,681.77	69.9