



Amherst Massachusetts

OFFICE OF THE COMPTROLLER

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February 4, 2019

TO: Paul Bockelman, Town Manager

FROM: Sonia Aldrich, Comptroller

SUBJECT: FY 19 Municipal Budget/Actual Reports for Quarter Ending December 31, 2018

I am pleased to present the second quarter budget report for FY19

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% through the fiscal year. Overall, actual revenues and expenditures are in good shape versus budget. Most variances from the 50% benchmark are related to timing issues, not problems with the budgeted amount. Key items/issues are highlighted below.

1. **GENERAL FUND**

Revenues: Through December 31, 2018, the Town has collected 53.7% of budgeted revenues.

- **Cherry Hill Golf Course:** Revenues are up 20% from last year at this time, and they continue to be lower, as golf participation rates continue to decline at both the regional and national level.
- **Licenses and Permits:** Alcohol and Beverage permits are collected at the beginning of the year, electrical and building permits are up significantly. We were seeing a decline in the trend and we reduced our estimates. This year we have some big construction projects start early, such as University drive.
- **Medicaid Reimbursements:** These typically come in January and June.
- **Misc. Non-Recurring:** This includes Amherst College and UMASS Funds to support the operating budget, usually receive in third or fourth quarter. It also includes the payment in lieu of Hotel/Motel taxes included in the Strategic Agreement with UMASS. We have received \$106,160 to date.
- **Motor Vehicle Excise:** Most excise bills are billed and collected in February.
- **Other Departmental:** Include \$217,819.44 of Medicare Part D reimbursement. This is not budgeted, it falls to Free Cash and is then appropriated at a subsequent Town Meeting into the OPEB fund. This category is where most of the Town's non-recurring revenue is recorded, it is not budgeted.
- **Hotel/Motel and Meals Taxes:** \$389,054 collected reflects the second quarter distribution of local option hotel/motel and meals excise taxes (period of September – November 2018). The Hotel/Motel Tax collected to date is \$127,541, and Meals Tax is \$261,513.
- **PILOT:** The bulk of these come in as a transfer from the Enterprise funds. The remaining will typically be collected in June.

- Property Tax: 50.1% collected is on pace to again exceed 98% collection rate thru fiscal year end.
- Special Assessments: 74.9% this is PVRTA assessments, we received the UMass share, and the Five College share comes in later in the year.
- State Aid: 50.1% received thru December 31, per the Cherry Sheet distribution schedule.

Expenditures: Through December 31, 2018, expenditures total 52.1% of budgeted expenditures. This figure includes funds that have been encumbered, but not yet expended. Not including encumbered funds, actual year to date expenditures equal 51.2% of budget. Variances from the 50% benchmark in most cases reflect the fact that funds have been encumbered for anticipated expenditures later in the fiscal year.

**Also note that the salary increases for FY19 are not allocated to the individual departments. These funds are sitting in a budgetary control account to be allocated once all contracts are settled.

- Legal Services: Legal invoices have been paid through November 2018, we are 24.9% due to allocating costs to the Enterprise funds.
- Employee Benefits: While YTD expenditures are at 71.5% of budget, this figure includes the annual retirement assessment from the Hampshire County Retirement System, which we pay in one lump sum at the beginning of the fiscal year in order to receive a two percent (2%) discount on our assessment. Also included in this budget is the Town's appropriation for Health Insurance premiums.
- Information Technology: IT expenditures suggest 70.7% "expended", but this includes funds reserved for contractual service and licensing agreements for the remainder of the fiscal year.
- Snow and Ice: The 133.1% expended includes a large encumbrance for sand and salt. This may or may not be needed depending on the weather and is adjusted closer to fiscal year end.
- Outdoor Pool Operations: The 79.2% expended is due to timing, most of the budget is spent in July and August while the pools are open.
- Cherry Hill Operations: The 57.9% expended is due to timing as the season crosses fiscal years.

2. **ENTERPRISE FUNDS**

Through December 31, 2018 revenues and expenditures are within a reasonable range for each of the Enterprise Funds (Water, Sewer, Solid Waste, and Transportation). Variances are due to timing issues rather than any trend.

TOWN OF AMHERST
Year to Date Budget Report
FY2019 REVENUES
Through December 31, 2018

	EST REVENUES	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOWN GENERAL FUND				
DEPART-CEMETERIES	\$ (4,000.00)	\$ (3,975.00)	\$ (25.00)	99.4%
DEPART-GOLF COURSE	\$ (227,638.00)	\$ (73,020.18)	\$ (154,617.82)	32.1%
DEPART-RECREATION	\$ (308,000.00)	\$ (163,892.70)	\$ (144,107.30)	53.2%
FINES AND FORFEITS	\$ (97,700.00)	\$ (44,191.46)	\$ (53,508.54)	45.2%
INVESTMENT INCOME	\$ (80,000.00)	\$ (54,170.39)	\$ (25,829.61)	67.7%
LICENSES AND PERMITS	\$ (954,552.00)	\$ (964,114.37)	\$ 9,562.37	101.0%
MEDICAID REIMBURSEMENTS	\$ (260,549.00)	\$ (99,601.48)	\$ (160,947.52)	38.2%
MISC NON-RECURRING	\$ (370,000.00)	\$ (216,160.38)	\$ (153,839.62)	58.4%
MOTOR VEHICLE EXCISE	\$ (1,875,000.00)	\$ (225,759.74)	\$ (1,649,240.26)	12.0%
OTHER DEPT REVENUE	\$ (348,493.00)	\$ (393,604.99)	\$ 45,111.99	112.9%
HOTEL/MOTEL	\$ (200,000.00)	\$ (127,541.15)	\$ (72,458.85)	63.8%
MEALS TAX	\$ (487,000.00)	\$ (261,513.14)	\$ (225,486.86)	53.7%
PENALTY AND INTEREST	\$ (197,229.00)	\$ (99,722.80)	\$ (97,506.20)	50.6%
PL PILOT	\$ (948,476.00)	\$ (822,211.50)	\$ (126,264.50)	86.7%
PROPERTY TAXES	\$ (52,239,824.00)	\$ (26,181,659.97)	\$ (26,058,164.03)	50.1%
RENTALS	\$ (155,195.00)	\$ (63,174.38)	\$ (92,020.62)	40.7%
SPECIAL ASSESSMENTS	\$ (920,255.00)	\$ (689,328.00)	\$ (230,927.00)	74.9%
STATE AID	\$ (15,300,177.00)	\$ (7,666,549.00)	\$ (7,633,628.00)	50.1%
TRANSFERS IN	\$ (4,631,899.00)	\$ (4,631,899.00)	\$ -	100.0%
TOTAL TOWN GENERAL FUND	\$ (79,605,987.00)	\$ (42,782,089.63)	\$ (36,823,897.37)	53.7%
6001 SEWER FUND				
60011990 SF INTERFUND TRANSFERS	\$ (92,376.00)	\$ (92,376.00)	\$ -	
R4440 SF OPERATING BUDGET REV	\$ (4,433,500.00)	\$ (1,994,848.51)	\$ (2,438,651.49)	45.0%
TOTAL SEWER FUND	\$ (4,525,876.00)	\$ (2,087,224.51)	\$ (2,438,651.49)	46.1%
6002 WATER FUND				
60021990 WF INTERFUND TRANSFERS	\$ -	\$ -	\$ -	#DIV/0!
R4450 WF OPERATING BUDGET REV	\$ (4,472,188.00)	\$ (2,112,471.05)	\$ (2,359,716.95)	47.2%
TOTAL WATER FUND	\$ (4,472,188.00)	\$ (2,112,471.05)	\$ (2,359,716.95)	47.2%
6003 SOLID WASTE FUND				
60031990 SWF INTERFUND TRANSFERS	\$ -	\$ -	\$ -	#DIV/0!
R4435 SWF OPERATING BUDGET REVENUE	\$ (487,270.00)	\$ (331,543.36)	\$ (155,726.64)	68.0%
TOTAL SOLID WASTE FUND	\$ (487,270.00)	\$ (331,543.36)	\$ (155,726.64)	68.0%
6005 TRANSPORTATION FUND				
60051990 TRANS INTERFUND TRANSFERS	\$ (53,000.00)	\$ (53,000.00)	\$ -	100.0%
R4480 PARKING OPERATING REVENUE	\$ (1,131,243.00)	\$ (518,654.99)	\$ (612,588.01)	45.8%
TOTAL TRANSPORTATION FUND	\$ (1,184,243.00)	\$ (571,654.99)	\$ (612,588.01)	48.3%

TOWN OF AMHERST
Year to Date Budget Report
FY2019 EXPENSES
Through December 31, 2018

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOWN GENERAL FUND					
TOWN COUNCIL	\$ -	\$ 6,653.50	\$ 500.00	\$ (7,153.50)	
SELECT BOARD/TOWN MANAGER	\$ 384,375.00	\$ 180,098.27		\$ 204,276.73	46.9%
FINANCE COMMITTEE(includes RFT)	\$ 3,900.00	\$ 345.00		\$ 3,555.00	8.8%
FINANCE DIRECTOR	\$ 155,558.00	\$ 41,884.83		\$ 113,673.17	26.9%
ACCOUNTING	\$ 302,605.00	\$ 162,755.93	\$ 750.00	\$ 139,099.07	54.0%
ASSESSOR	\$ 226,967.00	\$ 106,537.77		\$ 120,429.23	46.9%
COLLECTOR/TREASURER	\$ 397,589.00	\$ 145,493.06	\$ 3,512.75	\$ 248,583.19	37.5%
LEGAL SERVICES	\$ 110,000.00	\$ 27,397.90		\$ 82,602.10	24.9%
HUMAN RESOURCES	\$ 201,285.00	\$ 102,519.31		\$ 98,765.69	50.9%
EMPLOYEE BENEFITS (includes Hlth Ins. & Retirement Assessment)	\$ 10,322,662.00	\$ 7,384,256.01		\$ 2,938,405.99	71.5%
INFORMATION SYSTEMS	\$ 597,522.00	\$ 390,683.17	\$ 31,740.60	\$ 175,098.23	70.7%
TOWN CLERK	\$ 213,663.00	\$ 93,202.92	\$ 750.00	\$ 119,710.08	44.0%
ELECTIONS	\$ 56,528.00	\$ 66,733.46		\$ (10,205.46)	118.1%
REGISTRATIONS	\$ 6,750.00	\$ 1,211.36		\$ 5,538.64	17.9%
TOWN HALL FACILITY	\$ 274,349.00	\$ 108,915.07	\$ 11,154.14	\$ 154,279.79	43.8%
BANGS COMMUNITY CENTER	\$ 244,342.00	\$ 108,991.51		\$ 135,350.49	44.6%
NORTH AMHERST & CUSHMAN SCHOOL	\$ 27,785.00	\$ 7,688.18		\$ 20,096.82	27.7%
AMHERST COMM CHILDCARE FACILIT	\$ 5,200.00	\$ 871.01		\$ 4,328.99	16.8%
MUNSON LIBRARY	\$ 53,733.00	\$ 17,151.30		\$ 36,581.70	31.9%
EAST STREET SCHOOL	\$ 30,185.00	\$ 6,769.99		\$ 23,415.01	22.4%
MISCELLANEOUS AND INSURANCE	\$ 269,032.00	\$ 160,416.00		\$ 108,616.00	59.6%
GENERAL SERVICES	\$ 146,660.00	\$ 55,926.90	\$ 19,148.73	\$ 71,584.37	51.2%
INTERFUND TRANSFERS	\$ 2,884,789.00	\$ 2,884,789.00		\$ -	100.0%
POLICE FACILITY	\$ 219,826.00	\$ 90,388.58		\$ 129,437.42	41.1%
POLICE DEPARTMENT	\$ 4,830,845.00	\$ 2,330,966.78	\$ 56,580.98	\$ 2,443,297.24	49.4%
FIRE DEPARTMENT	\$ 4,644,084.00	\$ 2,173,995.93	\$ 26,392.86	\$ 2,443,695.21	47.4%
DISPATCH	\$ 688,227.00	\$ 296,441.13	\$ 2,730.00	\$ 389,055.87	43.5%
ANIMAL CONTROL	\$ 63,179.00	\$ 27,378.36		\$ 35,800.64	43.3%
EDUCATION (Region)	\$ 16,045,304.00	\$ 8,022,652.00		\$ 8,022,652.00	50.0%
EDUCATION (Elementary)	\$ 23,242,365.00	\$ 8,987,996.91	\$ 239,903.11	\$ 14,014,464.98	39.7%
PUBLIC WORKS ADMINISTRATION	\$ 380,770.00	\$ 179,666.34		\$ 201,103.66	47.2%
CONSTRUCTION AND MAINTENANCE	\$ 790,519.00	\$ 384,547.43	\$ 2,919.14	\$ 403,052.43	49.0%
SNOW AND ICE	\$ 280,410.00	\$ 74,580.96	\$ 298,711.89	\$ (92,882.85)	133.1%
STREET LIGHTS	\$ 94,623.00	\$ 26,486.56		\$ 68,136.44	28.0%
TRAFFIC LIGHTS	\$ 26,051.00	\$ 7,733.61		\$ 18,317.39	29.7%
EQUIPMENT MAINTENANCE	\$ 279,966.00	\$ 115,227.33	\$ 1,252.95	\$ 163,485.72	41.6%
TREE & GROUNDS MAINTENANCE	\$ 503,166.00	\$ 247,423.40	\$ 8,572.92	\$ 247,169.68	50.9%
CONSERVATION OPERATIONS	\$ 383,747.00	\$ 196,496.64	\$ 43.47	\$ 187,206.89	51.2%
PLANNING DEPARTMENT OPERATIONS	\$ 319,017.00	\$ 159,234.78		\$ 159,782.22	49.9%
INSPECTION SERVICES OPERATIONS	\$ 736,335.00	\$ 342,791.76	\$ 43.65	\$ 393,499.59	46.6%
PUBLIC HEALTH OPERATIONS	\$ 117,359.00	\$ 56,853.87		\$ 60,505.13	48.4%
SENIOR CENTER OPERATIONS	\$ 226,187.00	\$ 122,808.13		\$ 103,378.87	54.3%
VETERANS SERVICES OPERATIONS	\$ 330,769.00	\$ 171,215.81		\$ 159,553.19	51.8%
PUBLIC ASSISTANCE	\$ 80,000.00	\$ 12,836.63		\$ 67,163.37	16.0%
LEISURE SERVICES AND SUP ED	\$ 616,496.00	\$ 288,330.58	\$ 7,154.56	\$ 321,010.86	47.9%
OUTDOOR POOL OPERATIONS	\$ 202,926.00	\$ 160,543.14	\$ 161.75	\$ 42,221.11	79.2%
CHERRY HILL OPERATIONS	\$ 234,749.00	\$ 134,896.22	\$ 1,022.97	\$ 98,829.81	57.9%
DEBT SERVICE	\$ 1,903,806.00	\$ 977,240.00		\$ 926,566.00	51.3%
REGIONAL DEBT ASSESSMENTS	\$ 284,038.00	\$ 267,617.54		\$ 16,420.46	94.2%
STATE ASSESSMENTS & CHARGES	\$ 67,215.00	\$ 33,612.00		\$ 33,603.00	50.0%
TRANSPORTATION AUTHORITIES	\$ 1,076,217.00	\$ 538,110.00		\$ 538,107.00	50.0%
TUITION ASSESSEMENTS	\$ 1,972,989.00	\$ 994,643.00		\$ 978,346.00	50.4%
OTHER LOCAL ASSESSMENTS	\$ 55,857.00	\$ 42,031.23		\$ 13,825.77	75.2%
JONES LIBRARY OPERATIONS	\$ 1,993,466.00	\$ 1,227,109.73		\$ 766,356.27	61.6%
TOTAL TOWN GENERAL FUND	\$ 79,605,987.00	\$ 40,753,147.83	\$ 713,046.47	\$ 38,139,792.70	52.1%

SEWER FUND

INTERFUND TRANSFERS	\$	603,210.00	\$	603,210.00	\$	-	\$	-	100.0%
WASTE WATER TREATMENT PLANT	\$	3,740,362.00	\$	1,975,393.26	\$	302,170.12	\$	1,462,798.62	60.9%
SEWER MAINTENANCE	\$	182,304.00	\$	100,341.77	\$	12,705.38	\$	69,256.85	62.0%
TOTAL SEWER FUND	\$	4,525,876.00	\$	2,678,945.03	\$	314,875.50	\$	1,532,055.47	66.1%

WATER FUND

INTERFUND TRANSFERS	\$	690,610.00	\$	690,610.00	\$	-	\$	-	100.0%
WATER DEPARTMENT OPERATIONS	\$	3,781,578.00	\$	1,893,675.38	\$	35,114.18	\$	1,852,788.44	51.0%
TOTAL WATER FUND	\$	4,472,188.00	\$	2,584,285.38	\$	35,114.18	\$	1,852,788.44	58.6%

SOLID WASTE FUND

INTERFUND TRANSFERS	\$	-	\$	-	\$	-	\$	-	0.0%
SOLID WASTE FUND							\$	-	
SOLID WASTE FACILITIES	\$	487,270.00	\$	316,704.55	\$	32,917.04	\$	137,648.41	71.8%
TOTAL SOLID WASTE FUND	\$	487,270.00	\$	316,704.55	\$	32,917.04	\$	137,648.41	71.8%

TRANSPORTATION FUND

INTERFUND TRANSFERS	\$	372,122.00	\$	372,122.00	\$	-	\$	-	100.0%
PARKING FACILITIES	\$	725,121.00	\$	424,251.18	\$	9,998.82	\$	290,871.00	59.9%
PUBLIC TRANSPORTATION	\$	87,000.00	\$	31,771.50	\$	-	\$	55,228.50	36.5%
TOTAL TRANSPORTATION FUND	\$	1,184,243.00	\$	828,144.68	\$	9,998.82	\$	346,099.50	70.8%