

TOWN OF NORTH EAST

DEPARTMENT OF FINANCE AND ADMINISTRATION 106 S. MAIN ST. · NORTH EAST MD 21901 · (T) 410-287-5801 · (F) 410-287-8267

TO:

HON. MAYOR & COMMISSIONERS

FROM: KENDRICK NATALE, DIRECTOR OF FINANCE & ADMINISTRATION

CC:

MELISSA B. COOK-MACKENZIE

DATE: NOVEMBER 9, 2016

RE:

INTERIM FINANCIAL REPORTS

Attached you will find interim financial reports for all funds through September 30, 2016.

Budget to Actual Repots – General Fund and Enterprise Fund

The YTD Budget Column shows the portion of the budgeted revenues and expenses which were projected to have occurred by this point in the fiscal year.

In the YTD Variance Column positive numbers are favorable (revenues are over budget or expenses are under budget) while negative numbers are unfavorable (revenues are under budget or expenses are over budget). Most of the amounts which show in the variance columns are timing issues and they are expected to be resolved as we go through the fiscal year.

Balance Sheet Report – All Funds

This report shows the assets, liabilities and fund balances in each of the Town's funds as of September 30, 2016.

TOWN OF NORTH EAST GENERAL FUND BUDGET TO ACTUAL REPORT AS OF SEPTEMBER 30, 2016

REVENUES TAXES 1,505,507.00 1,519,751.00 (14,244.00) LICENESS & PERMITS 10,742.00 13,219.00 (2,477.00) INTERGOVERNMENTAL 201,784.00 204,170.00 (2,376.00) SERVICE CHARGES 191,347.00 188,228.00 3,119.00 FINES & PERFITS 655.00 75.00 580.00 MISCELLANEOUS 79,688.00 27,582.00 52,106.00 TOTAL REVENUES 1,989,723.00 1,953,025.00 36,698.00 EXPENDITURES MAYOR & COMMISSIONERS SALARIES & BENEFITS OPERATING EXPENSES 9,060.00 11,088.00 2,028.00 CAPITAL OUTLAYS TOTAL MAYOR & COMMISSIONERS 3,690.00 1,095.00 827.00 PERATING EXPENSES 3,690.00 1,095.00 827.00 PERATING EXPENSES 3,690.00 2,098.00 (1,601.00) ADMINISTRATION SALARIES & BENEFITS 11,268.00 12,095.00 827.00 OPERATING EXPENSES 3,690.00 14,184.00 (774.00) FINANCE SALARIES & BENEFITS 11,268.00 12,075.00 39.00 OPERATING EXPENSES 11,888.00 22,475.00 10,587.00 FINANCE SALARIES & BENEFITS 12,638.00 12,677.00 39.00 OPERATING EXPENSES 11,888.00 22,475.00 10,587.00 PERATING EXPENSES 11,888.00 22,475.00 10,587.00 PERATING EXPENSES 11,888.00 22,475.00 30.00 PERATING EXPENSES 970.0 4,440.00 3,467.00 PERATING EXPENSES 970.0 4,440.00 3,467.00 CAPITAL OUTLAYS 970.00 1,770.00 1,241.00 BOARD OF APPEALS SALARIES & BENEFITS 16,361.00 16,670.00 309.00 OPERATING EXPENSES 970.0 4,440.00 3,467.00 CAPITAL OUTLAYS 970.00 1,770.00 1,241.00 BOARD OF APPEALS SALARIES & BENEFITS 15,361.00 1,770.00 1,241.00 EXPENDITION EXPENSES 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT SALARIES & BENEFITS 10,952.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,77		YTD ACTUAL	YTD	YTD
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PLANING & ZONING SALARIES & BENEFITS 16,361.00 16,670.00 309.00	CAPITAL OUTLAYS	-	22,475.00	10,587.00
PLANING & ZONING SALARIES & BENEFITS 16,361.00 16,670.00 309.00 OPERATING EXPENSES 973.00 4,440.00 3,467.00 CAPITAL OUTLAYS 17,334.00 21,110.00 3,776.00 BOARD OF APPEALS SALARIES & BENEFITS 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT 529.00 1,770.00 1,241.00 CODE ENFORCEMENT 10,952.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL OUTLAYS 10,400.00 1,738.00 933.00 (805.00)	TOTAL FINANCE	24,526.00	35,152.00	10,626.00
SALARIES & BENEFITS 16,361.00 16,670.00 309.00 OPERATING EXPENSES 973.00 4,440.00 3,467.00 CAPITAL OUTLAYS 17,334.00 21,110.00 3,776.00 BOARD OF APPEALS SALARIES & BENEFITS 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT 529.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL OUTLAYS 10,952.00 11,248.00 296.00 CAPITAL OUTLAYS 1,738.00 933.00 (805.00)	DI ANING 8. ZONING			
OPERATING EXPENSES 973.00 4,440.00 309.00 CAPITAL OUTLAYS 17,334.00 21,110.00 3,467.00 BOARD OF APPEALS SALARIES & BENEFITS 0PERATING EXPENSES 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT 529.00 1,770.00 1,241.00 COPERATING EXPENSES 10,952.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) TOTAL CODE ENEORGEMENT 12,000.00 10,000.00 <td< td=""><td></td><td>45.054.00</td><td></td><td></td></td<>		45.054.00		
CAPITAL OUTLAYS 3,467.00 3,467.00 3,467.00 TOTAL PLANNING & ZONING 17,334.00 21,110.00 3,776.00 3,776.00				309.00
TOTAL PLANNING & ZONING 17,334.00 21,110.00 3,776.00 BOARD OF APPEALS	and the second s	973.00	4,440.00	3,467.00
## BOARD OF APPEALS SALARIES & BENEFITS OPERATING EXPENSES CAPITAL OUTLAYS TOTAL BOARD OF APPEALS \$529.00 1,770.00 1,241.00 CODE ENFORCEMENT SALARIES & BENEFITS 10,952.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL OUTLAYS TOTAL CODE ENFORCEMENT TOTAL CODE ENFORCEMENT		17,334.00	21.110.00	3 776 00
SALARIES & BENEFITS 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT SALARIES & BENEFITS 10,952.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) TOTAL CODE ENFORCEMENT 12,000.00 10,000.00	POARD OF ARREAG		,	3,770.00
OPERATING EXPENSES 529.00 1,770.00 1,241.00 CAPITAL OUTLAYS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT SALARIES & BENEFITS 10,952.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL CODE ENFORCEMENT 12,000.00 10,000.00 10,000.00				
CAPITAL OUTLAYS TOTAL BOARD OF APPEALS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT SALARIES & BENEFITS OPERATING EXPENSES CAPITAL OUTLAYS 1,738.00 933.00 (805.00) TOTAL CODE ENFORCEMENT	ST SECTION FOR THE PROPERTY OF	-	-	-
TOTAL BOARD OF APPEALS 529.00 1,770.00 1,241.00 CODE ENFORCEMENT SALARIES & BENEFITS 10,952.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL OUTLAYS 12,000.00 11,248.00 10,000.00		529.00	1,770.00	1,241.00
CODE ENFORCEMENT SALARIES & BENEFITS OPERATING EXPENSES CAPITAL OUTLAYS TOTAL CODE ENEORGEMENT 1,741.00		-	-	-
SALARIES & BENEFITS 10,952.00 11,248.00 296.00 OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL OUTLAYS	TOTAL BOARD OF APPEALS	529.00	1,770.00	1,241.00
OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL CODE ENFORCEMENT 13.600.00	CODE ENFORCEMENT			
OPERATING EXPENSES 1,738.00 933.00 (805.00) CAPITAL CODE ENERGEMENT 12.00.00	SALARIES & BENEFITS	10,952.00	11 248 00	206.00
CAPITAL CODE ENEGREEMENT	OPERATING EXPENSES			
TOTAL CODE ENFORCEMENT 12,690.00 12,181.00 (509.00)	CAPITAL OUTLAYS	-	233.00	(805.00)
	TOTAL CODE ENFORCEMENT	12,690.00	12,181.00	(509.00)

TOWN OF NORTH EAST GENERAL FUND BUDGET TO ACTUAL REPORT AS OF SEPTEMBER 30, 2016

	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
GENERAL SERVICES			
SALARIES & BENEFITS			
OPERATING EXPENSES	15,686.00	20,608.00	-
CONTINGENCY	-	50,000.00	F0 000 00
CAPITAL OUTLAYS	=	30,000.00	50,000.00
TOTAL GENERAL SERVICES	15,686.00	70,608.00	54,922.00
PUBLIC SAFETY			
SALARIES & BENEFITS	316,431.00	212 245 00	(2.006.00)
OPERATING EXPENSES	34,335.00	313,345.00	(3,086.00)
CAPITAL OUTLAYS	54,555.00	40,216.00	5,881.00
TOTAL PUBLIC SAFETY	350,766.00	65,000.00 418,561.00	65,000.00 67,795.00
PUBLIC SAFETY-ADMINISTRATION			
SALARIES & BENEFITS	10 225 00	10.612.00	
OPERATING EXPENSES	19,325.00	19,612.00	287.00
CAPITAL OUTLAYS	-	-	±.
TOTAL PUBLIC SAFETY-ADMINISTRATION	19,325.00	19,612.00	287.00
PUBLIC WORKS			
SALARIES & BENEFITS	119,588.00	120,073.00	495.00
OPERATING EXPENSES	98,653.00	104,319.00	485.00
CAPITAL OUTLAYS	30,985.00	50,000.00	5,666.00 19,015.00
TOTAL PUBLIC WORKS	249,226.00	274,392.00	25,166.00
HEALTH			
SALARIES & BENEFITS	-		
OPERATING EXPENSES	1,500.00	2,500.00	1,000.00
CAPITAL OUTLAYS	-	2,300.00	1,000.00
TOTAL HEALTH	1,500.00	2,500.00	1,000.00
PARKS, RECREATION & CULTURE			
SALARIES & BENEFITS	-	-	
OPERATING EXPENSES	5,519.00	15,364.00	9,845.00
CAPITAL OUTLAYS	7,486.00	23,30 1.00	(7,486.00)
TOTAL PARKS, RECREATION & CULTURE	13,005.00	15,364.00	2,359.00
DEBT SERVICE			
DEBT SERVICE	4,428.00	4,428.00	
TOTAL DEBT SERVICE	4,428.00	4,428.00	-
OTAL EXPENDITURE	733,033.00	900,950.00	167,917.00
ET CHANGE	1,256,690.00	1,052,075.00	204,615.00
			2 Villy more cases

TOWN OF NORTH EAST GENERAL FUND BALANCE SHEET AS OF SEPTEMBER 30, 2016

ASSETS

CASH & CASH EQUIVELENTS	\$ 5,293,604.00
RESTRICTED CASH	54,653.00
PROPERTY TAXES RECEIVABLE	724,575.00
ACCOUNTS RECEIVABLE	103.00
SPECIAL ASSESSMENT RECEIVABLE	102,780.00
DUE FROM OTHER FUNDS	39,023.00
DUE FROM OTHER GOVERNMENTS	105,755.00

TOTAL ASSESTS

\$ 6,320,493.00

LIABILITIES & FUND BALANCES

ACCOUNTS PAYABLE	Ś	48,363.00
DEFERRED INFLOWS OF RESOURCES	Ψ	85,675.00
NON-SPENDABLE FUND BALANCE		57,596.00
RESTRICTED FUND BALANCE		
COMMITTED FUND BALANCE	2	64,065.00
UNRESTRICTED FUND BALANCE		563,731.00
THE POINT BALANCE	3,	501,063.00

TOTAL LIABILITIES & FUND BALANCES

\$ 6,320,493.00

TOWN OF NORTH EAST ENTERPRISE FUND BUDGET TO ACTUAL REPORT AS OF SEPTEMBER 30, 2016

	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
	ACTORE	DODGET	VARIANCE
REVENUES			
CHARGES FOR SERVICES	614,134.00	581,250.00	32,884.00
PENALTIES	18,169.00	24,750.00	(6,581.00)
MAJOR FACILITIES & CONNECTION FEES	12,000.00	12,000.00	-
MISCELLANEOUS	11,013.00	2,497.00	8,516.00
TOTAL REVENUES	655,316.00	789,288.00	34,819.00
EXPENDITURES			
ADMINISTRATION			
SALARIES & BENEFITS	106,056.00	107,390.00	1,334.00
OPERTAING EXPENSES	59,819.00	64,205.00	4,386.00
CONTINGENCY	0	50,000.00	50,000.00
CAPITAL OUTLAYS	-	-	-
DEBT SERVICE	50,763.00	50,763.00	-
TOTAL ADMINISTRATION	216,638.00	272,358.00	55,720.00
OPERATIONS & DISTRIBUTION			
SALARIES & BENEFITS	100,244.00	106,225.00	5,981.00
OPERATING EXPENSES	192,132.00	214,830.00	22,698.00
CAPITAL OUTLAYS		-	-
TOTAL OPERATIONS & DISTRIBUTION	292,376.00	321,055.00	28,679.00
TOTAL EXPENDITURES	509,014.00	593,413.00	84,399.00
NET CHANGE	146,302.00	195,875.00	49,573.00

TOWN OF NORTH EAST ENTERPRISE FUND BALANCE SHEET AS OF SEPTEMBER 30, 2016

ASSETS

CASH & CASH EQUIVELENTS	\$ 1,008,527.00
RESTRICTED CASH	1,048,880.00
ACCOUNTS ECEIVABLE	611,649.00
INVENTORY	44,344.00
PLANT, PROPERTY & EQUIPMENT, NET	26,219,979.00

TOTAL ASSETS

\$ 28,933,379.00

LIABILITIES & FUND BALANCES

ACCOUNTS PAYABLE ACCRUED INTERST PAYABLE BONDS PAYABLE COMPENSATED ABSENCES PAYABLE INVESTED IN CAPITAL ASSETS, NET	\$ 31,605.00 41,844.00 12,633,881.00 91,454.00
OF RELATED DEBT RESTRICTED FUND BALANCE UNRESTRICTED FUND BALANCE	13,586,099.00 1,048,880.00 1,499,616.00
TOTAL LIABILITES & FUND BALANCES	\$ 28,933,379.00

TOWN OF NORTH EAST CAPITAL PROJECTS FUND BALANCE SHEET AS OF SEPTEMBER 30, 2016

ASSETS

CASH & CASH EQUIVELENTS	\$ 475,764.00	
TOTAL ASSETS	\$ 475,764.00	
LIABILITIES & FUND BALANCES		
ACCOUNTS PAYABLE COMMITTED FUND BALANCE ASSIGNED FUND BALANCE	\$	137,863.00 113,000.00 224,901.00
TOTAL LIABILITES & FUND BALANCES	Ś	475.764.00

TOWN OF NORTH EAST SPECIAL REVENUE FUND BALANCE SHEET AS OF SEPTEMBER 30, 2016

ASSETS

CASH & CASH EQUIVELENTS \$ 765,327.00 NOTES RECEIVABLE 949,847.00 ACCRUED INTEREST RECEIVABLE 19,027.00

TOTAL ASSETS \$ 1,734,201.00

LIABILITIES & FUND BALANCES

DEFERRED INFLOWS OF RESOURCES \$ 970,069.00 ASSIGNED FUND BALANCE 764,132.00

TOTAL LIABILITES & FUND BALANCES \$ 1,734,201.00

TOWN OF NORTH EAST AGENCY FUND BALANCE SHEET AS OF SEPTEMBER 30, 2016

Α	S	S	E	Т	5

CASH & CASH EQUIVELENTS \$ 229,212.00

TOTAL ASSETS \$ 229,212.00

LIABILITIES & FUND BALANCES

ACCOUNTS PAYABLE \$ 362.00
DUE TO DEVELOPERS 189,827.00
DUE TO GENERAL FUND 39,023.00

TOTAL LIABILITES & FUND BALANCES \$ 229,212.00