



City of Saco

Finance Office

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To: Rick Michaud, Honorable Mayor and all City Councilors

From: Cheryl Fournier, Finance Director

RE: FY2013 Budget-to-actual comparison through September 30, 2012

Attached is the FY2013 City budget-to-actual comparison. I have provided explanations for significant variances as of September 30, 2012 (25% of the year is complete):

- City Agencies is 45.6% of budget. The primary reason is that most of these agencies are paid at the beginning of the fiscal year.
- Parks & Recreation is 44.7% of budget. The primary reason is that Temporary/Seasonal Wages are at 80.1% of budget. If I take the Temporary/Seasonal Wages out of the total they are running at 26.1% of budget, which is within reason. The Temporary/Seasonal Wages are mostly spent between July & August and then a couple of weeks next June. We expect to be within budget. Parks & Recreation revenue is also running at 30.4% of budget due to the summer programs.
- Debt Service is running at 51.5% of budget. We have a large percentage of bonds that get paid during the first quarter of the year. We expect to be at budget for year end.
- Employee Benefits is running at 20.6% of budget. Health Insurance is running at 20.1% and FICA is running at 24.1% of budget.
- Intergovernmental Revenue is running at 33.1% of budget. The primary reason is that we get the majority of the Homestead Exemption (79.1%) at the beginning of the year.
- Other Revenue is 9.5% of budget. The insurance claims and refund is running at 4.6% of budget. I have mixed feeling on this one, no revenue but that means that the City had less mishaps.

The City staff has continued to maintain a high quality of service for our citizens with no budget increase in departmental budgets, and look forward to continuing this high quality in the future.

City of Saco
FY2013 City Budget through September 30, 2012

| | |
|--------|-------|
| Target | 25.0% |
|--------|-------|

| Municipal Budget | Council Approved | Expended YTD | Encumbered | Available Balance | % Used |
|---|----------------------|----------------------|-------------------|----------------------|--------------|
| Mayor-Council (Legislative) | \$ 20,325 | \$ 1,114 | | \$ 19,211 | 5.5% |
| City Administration | 292,396 | 72,311 | | 220,085 | 24.7% |
| Finance | 380,671 | 81,191 | | 299,480 | 21.3% |
| Information Technology | 485,431 | 125,462 | 31,504 | 328,464 | 32.3% |
| City Clerk | 286,883 | 69,011 | 6,612 | 211,260 | 26.4% |
| Tax Assessor | 187,503 | 39,764 | | 147,739 | 21.2% |
| City Building Maintenance | 118,145 | 16,348 | | 101,797 | 13.8% |
| Legal Department | 182,500 | 19,292 | | 163,208 | 10.6% |
| Police Department | 3,331,493 | 785,286 | 40,619 | 2,505,588 | 24.8% |
| Fire/Ambulance Department | 2,891,289 | 633,993 | 39,613 | 2,217,683 | 23.3% |
| Building Inspection | 212,671 | 47,491 | | 165,180 | 22.3% |
| Planning & Economic Development | 327,837 | 78,162 | 8,676 | 240,999 | 26.5% |
| Public Works Department | 4,890,150 | 955,149 | 258,555 | 3,676,446 | 24.8% |
| Public Agencies | 100,200 | 66,100 | | 34,100 | 66.0% |
| City Agencies | 603,300 | 269,908 | 5,200 | 328,192 | 45.6% |
| Emergency Management | 5,820 | 1,446 | | 4,374 | 24.9% |
| Parks & Recreation Department | 1,245,782 | 541,735 | 15,136 | 688,911 | 44.7% |
| School Appropriation | 19,645,381 | 4,897,055 | | 14,748,326 | 24.9% |
| County Appropriation | 1,100,295 | 1,100,295 | | 0 | 100.0% |
| Debt Service | 2,232,515 | 1,149,673 | | 1,082,842 | 51.5% |
| Employee Benefits | 2,947,171 | 606,554 | | 2,340,617 | 20.6% |
| Insurance | 166,963 | 4,835 | | 162,128 | 2.9% |
| Contingency | 133,200 | 2,487 | | 130,713 | 1.9% |
| Capital Projects - Operating budget only | 1,500,000 | 417,684 | 80,049 | 1,002,267 | 33.2% |
| Gross Municipal Budget | \$ 43,287,921 | \$ 11,982,345 | \$ 486,966 | \$ 30,819,610 | 28.8% |
| Capital Projects (operating included in gross municipal budget) | | | | | |
| caryover from 2011 (designated funds) | \$ 442,133 | \$ 14,476 | \$ 6,530 | \$ 421,126 | 4.8% |
| spent from 2007 bond proceeds | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| | \$ 43,730,054 | \$ 11,996,822 | \$ 492,496 | \$ 31,240,736 | 28.6% |

| Municipal Revenues | Council Approved | Receipts YTD | Balance | Percent Collected |
|---|---------------------|---------------------|-----------------------|-------------------|
| Non-Property Taxes (Excise, Taxes in Lieu, Interest/Fees) | \$ 3,007,500 | \$ 796,320 | \$ (2,211,180) | 26.5% |
| Permits/Licenses/Fees | 664,800 | 165,576 | (499,224) | 24.9% |
| Intergovernmental Revenues | 814,131 | 269,579 | (544,552) | 33.1% |
| Charges for Services | 1,058,300 | 270,466 | (787,834) | 25.6% |
| Other Unclassified/Miscellaneous | 409,000 | 38,655 | (370,345) | 9.5% |
| Subtotal Revenues | \$ 5,953,731 | \$ 1,540,596 | \$ (4,413,135) | 25.9% |
| Other Credits Municipal | | | | |
| General Fund - Budgeted use of Surplus | \$ 822,719 | \$ - | \$ (822,719) | 0.0% |
| General Fund - Des. Fund Bal. | - | - | - | - |
| State Revenue Sharing | 1,223,000 | 301,979 | (921,021) | 24.7% |
| Ambulance Fund transfer | 400,000 | 100,000 | (300,000) | 25.0% |
| Economic Development transfer | - | - | - | #DIV/0! |
| Camp Ellis transfer | 1,000 | 250 | (750) | 25.0% |
| Saco Island/Downtown transfer | 25,000 | 6,250 | (18,750) | 25.0% |
| Enterprise Transfer | \$ - | \$ - | \$ - | #DIV/0! |
| Subtotal Other Credits Municipal | \$ 2,471,719 | \$ 408,479 | \$ (2,063,240) | 16.6% |
| Total Revenues/Credits Municipal | \$ 8,425,450 | \$ 1,949,074 | \$ (6,476,375) | 23.1% |

| Public Agency Breakdown | | | | |
|------------------------------------|--------------------|--------------------|----------------|--------------------------|
| Saco Spirit | \$38,600 | \$38,600 | \$0 | \$0 100.0% |
| Other | 61,600 | 27,500 | - | 34,100 44.6% |
| Total Public Agency | \$100,200 | \$66,100 | \$0 | \$34,100 66.0% |
| City Agency Breakdown | | | | |
| Dyer Library | \$463,000 | \$154,333 | \$0 | \$308,667 33.3% |
| TriCity Transit | 115,000 | 115,000 | - | - 100.0% |
| Other | 25,300 | 575 | 5,200 | 19,525 22.8% |
| Total Public Agency | \$603,300 | \$269,908 | \$5,200 | \$328,192 45.6% |
| Debt Service Breakdown | | | | |
| Principal | \$1,909,771 | \$869,198 | \$0 | \$1,040,573 45.5% |
| Interest | 322,744 | 280,476 | - | 42,268 86.9% |
| Total Debt Service | \$2,232,515 | \$1,149,673 | \$0 | \$1,082,842 51.5% |
| Employee Benefits Breakdown | | | | |
| Health Insurance | \$1,706,977 | \$343,120 | \$0 | \$1,363,857 20.1% |
| FICA Taxes | 708,256 | 170,991 | - | 537,265 24.1% |
| Other | 531,938 | 92,443 | - | 439,495 17.4% |
| Total Employee Benefits | \$2,947,171 | \$606,554 | \$0 | \$2,340,617 20.6% |

* see explanation in attached memo