



City of Saco

Finance Office

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March 6, 2013

To: Rick Michaud, Honorable Mayor and all City Councilors

From: Cheryl Fournier, Finance Director

RE: FY2013 Budget-to-actual comparison through February 28, 2013

Attached is the FY2013 City budget-to-actual comparison. As a total the City is running at 63.6% of budget compared to being 66.7% through the year. This means that the City is below budget by approximately \$600,000 at this time of year. The primary reasons are noted below. The City is expected to be at or below budget for the year. I have provided explanations for significant variances as of February 28, 2013 (66.7% of the year is complete):

- Public Works Department is 62.5% of budget. There are many accounts running slightly behind budget which is making the department show a favorable variance.
- City Agencies is 78.5% of budget. The primary reason is that the TriCity Transit has been paid in full for the year, and the Dyer Library is paid for nine of the twelve months. They are on target to be at budget.
- Parks & Recreation is 83.5% of budget. The primary reason is that Temporary/Seasonal Wages are at 103.1 % of budget. If the Temporary/Seasonal Wages out of the total salaries, they are running at 72.4% of budget, which is within reason. The Temporary/Seasonal Wages are mostly spent between July & August and then the last week of June. Parks & Recreation operating expenses are at 85.3% of budget, but they should come within budget. Parks & Recreation revenue is also running at 71.0% of budget.
- Debt Service is running at 62.3% of budget. We expect to be at budget for year end.
- Employee Benefits are running at 63.3% of budget. We are expecting to come in slightly below budget for the year, because Health Insurance Expense and FICA Expense are both running below budget. Health insurance is running below due to the change over to the higher deductible plan.

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 February 28, 2013

Target	66.7%
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Municipal Budget	Council		Expended		Available	
	Approved	YTD	Encumbered	Balance	% Used	
Mayor-Council (Legislative)	\$ 20,325	\$ 14,609		\$ 5,716	71.9%	
City Administration	292,398	200,962		91,434	68.7%	
Finance	380,671	236,972		143,699	62.3%	
Information Technology	485,431	324,448	6,590	154,393	68.2%	
City Clerk	288,883	210,661	5,112	71,110	75.2%	
Tax Assessor	187,503	114,954		72,549	61.3%	
City Building Maintenance	118,145	64,969	951	52,225	55.8%	
Legal Department	182,500	89,036		93,464	48.8%	
Police Department	3,331,493	2,197,005	19,281	1,115,207	66.5%	
Fire/Ambulance Department	2,791,289	1,880,549	20,726	890,014	68.1%	
Building Inspection	212,671	138,588		74,083	65.2%	
Planning & Economic Development	317,837	196,260	172	121,405	61.8%	
Public Works Department	4,890,150	2,876,306	177,736	1,836,108	62.5%	*
Public Agencies	100,200	91,659		8,541	91.5%	
City Agencies	603,300	468,670	5,073	129,557	78.5%	*
Emergency Management	5,820	3,314		2,506	56.9%	
Parks & Recreation Department	1,245,782	1,033,680	6,907	205,195	83.5%	*
Debt Service	2,232,515	1,389,760		842,755	62.3%	*
Employee Benefits	2,947,171	1,866,043	175	1,080,953	63.3%	*
Insurance	166,963	10,543		156,420	6.3%	
Contingency	133,200	106,006		27,194	79.6%	
Capital Projects - Operating budget only	1,500,000	469,330	45,070	985,600	34.3%	
Gross Municipal Budget	\$ 22,432,245	\$ 13,984,325	\$ 287,791	\$ 8,160,129	63.6%	
Capital Projects (operating included in gross municipal budget) carryover from 2013 (designated funds)	\$ 442,133	\$ 238,498		\$ 203,635	53.9%	
	\$ 22,874,378	\$ 14,222,823	\$ 287,791	\$ 8,363,764	63.4%	

Municipal Revenues	Council		Receipts		Percent Collected
	Approved	YTD	Balance		
Non-Property Taxes (Excise, Taxes in Lieu, Interest/Fees)	\$ 3,007,500	\$ 1,979,961	\$ (1,027,539)		65.8%
Permits/Licenses/Fees	684,800	463,386	(201,414)		69.7%
Intergovernmental Revenues	814,131	672,044	(142,087)		82.5%
Charges for Services	1,058,300	746,255	(312,045)		70.5%
Other Unclassified/Miscellaneous	409,000	288,475	(120,525)		70.5%
Subtotal Revenues	\$ 5,953,731	\$ 4,160,121	\$ (1,803,610)		69.7%
Other Credits Municipal					
General Fund - Budgeted use of Surplus	\$ 755,000	\$ -	\$ (755,000)		0.0%
State Revenue Sharing	1,223,000	871,308	(351,692)		71.2%
Ambulance Fund transfer	400,000	200,000	(200,000)		50.0%
Camp Ellis transfer	1,000	500	(500)		50.0%
Saco Island/Downtown transfer	25,000	12,500	(12,500)		50.0%
Subtotal Other Credits Municipal	\$ 2,404,000	\$ 1,084,308	\$ (1,319,692)		45.1%
Total Revenues/Credits Municipal	\$ 8,357,731	\$ 5,234,429	\$ (3,123,302)		62.6%

Public Agency Breakdown					
Saco Spirit	\$38,600	\$38,600	\$0	\$0	100.0%
Other	61,600	53,059	-	8,541	86.1%
Total Public Agency	\$100,200	\$91,659	\$0	\$8,541	91.6%
City Agency Breakdown					
Dyer Library	\$463,000	\$347,250	\$0	\$115,750	75.0%
TriCity Transit	115,000	115,000	-	-	100.0%
Other	25,300	6,420	5,073	13,807	45.4%
Total Public Agency	\$603,300	\$468,670	\$5,073	\$129,557	78.6%
Debt Service Breakdown					
Principal	\$1,909,771	\$1,191,422	\$0	\$718,349	62.4%
Interest	322,744	198,338	-	124,406	61.5%
Total Debt Service	\$2,232,515	\$1,389,760	\$0	\$842,755	62.3%
Employee Benefits Breakdown					
Health Insurance	\$1,706,977	\$1,053,774	\$0	\$653,203	61.7%
FICA Taxes	708,256	463,017	-	245,239	65.4%
Other	531,938	349,251	175	182,512	65.7%
Total Employee Benefits	\$2,947,171	\$1,866,043	\$175	\$1,080,953	63.3%

* see explanation in attached memo