



City of Saco

Finance Office

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To: Rick Michaud, Honorable Mayor and all City Councilors

From: Cheryl Fournier, Finance Director

RE: FY2014 Budget-to-actual comparison through December 31, 2013

Attached is the FY2014 City budget-to-actual comparison. As a total the City is running at 49.5% of budget compared to being 50% through the 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 December 31, 2013 (50% of the year is complete):

- Police Department is 51.9% of budget. The primary reason is that many expenses are annual contracts. Operating expenses are running at 64.9% of budget. They plan to con in at or below budget for the fiscal year.
- Fire Department is 53.2% of budget. The primary reason is that overtime is running at 63.5% of budget, due to other employees being out. Operating expenses are running at 61.6% of budget; however, some is due to annual contract payments are completed early during the fiscal year. They plan to come in at or below budget for the fiscal year.
- Public Works is 43.8% of budget. The primary reason is that all areas are running below budget at this point. We are only a small portion through the winter season. Overtime is currently running at 31.2% of budget.
- Parks & Recreation is 62.2% of budget. The primary reason is that Temporary/Seasonal Wages are at 74.5 % of budget. The Summer Recreation Camps are the primary source of the seasonality of this account. The operating expenses are running at 60.7% of budget. Parks & Recreation revenue is also running at 53.8% of budget.
- Contingency is running at 165.2% of budget. The primary reason is that abatements is substantially above budget. The City has many multiple year settlements that will have to be posted annually. Abatements for the remaining of the year will be low, but will remain above budget.
- Revenue is running at 59.2% of budget. Each area is running above budget except for Charges for Services. We are looking in good shape for revenue expectations.
- State Revenue Sharing is running at 36.5% of budget. It is estimated to be at 73% of budget at the end of the year. The reason for this running below budget is that the State had a late change in their budget that reduced the amount of revenue sharing that Saco receives.

The City staff has continued to maintain a high quality of service for our citizens, and look forward to continuing this high quality in the future.

City of Saco
FY2013 City Budget through December 31, 2013

Target **50.0%**

Municipal Budget	Council Approved	Expended YTD	Encumbered	Available Balance	% Used
Mayor-Council (Legislative)	\$ 20,800	\$ 13,744		\$ 6,856	66.7%
City Administration	325,120	162,978		162,142	50.1%
Finance	388,801	165,318		223,483	42.5%
Information Technology	434,703	230,098	5,798	198,807	54.3%
City Clerk	323,409	121,452	956	201,001	37.8%
Tax Assessor	205,442	84,219		121,223	41.0%
City Building Maintenance	113,749	45,823		67,926	40.3%
Legal Department	185,000	65,888		119,112	35.6%
Police Department	3,598,791	1,824,961	43,459	1,730,371	51.9% *
Fire/Ambulance Department	2,844,252	1,485,668	27,365	1,331,220	53.2% *
Building Inspection	218,416	107,136		111,280	49.1%
Planning & Economic Development	319,075	150,955	2,964	165,156	48.2%
Public Works Department	5,325,096	2,214,410	116,950	2,993,736	43.8% *
Public Agencies	100,200	80,425		19,775	80.3%
City Agencies	608,100	396,898		211,202	65.3%
Emergency Management	5,900	1,800		4,100	30.5%
Parks & Recreation Department	1,419,804	876,830	5,896	537,078	62.2% *
Debt Service	2,344,930	1,432,144		912,786	61.1%
Employee Benefits	3,137,379	1,378,786		1,758,593	43.9%
Insurance	169,963	8,984		160,979	5.3%
Contingency	133,000	219,720		(86,720)	165.2% *
Capital Projects - Operating budget only	1,154,536	182,219	106,710	865,608	25.0%
Gross Municipal Budget	\$ 23,376,266	\$ 11,250,456	\$ 310,097	\$ 11,815,713	49.5%
Capital Projects (operating included in gross municipal budget) carryover from 2013 (assigned funds)	\$ 570,859	\$ 76,174		\$ 494,685	13.3%
	\$ 23,947,125	\$ 11,326,630	\$ 310,097	\$ 12,310,397	48.6%

Municipal Revenues	Council Approved	Receipts YTD	Balance	Percent Collected
Non-Property Taxes (Excise, Taxes in Lieu, Interest/Fees)	\$ 3,040,000	\$ 1,671,016	\$ (1,368,984)	55.0%
Permits/Licenses/Fees	675,600	363,605	(311,995)	53.8%
Intergovernmental Revenues	932,128	810,315	(121,813)	86.9%
Charges for Services	1,173,000	559,768	(613,232)	47.7%
Other Unclassified/Miscellaneous	409,000	285,674	(123,326)	69.8%
Subtotal Revenues	\$ 6,229,728	\$ 3,690,378	\$ (2,539,350)	59.2%
Other Credits Municipal				
General Fund - Budgeted use of Surplus	\$ 1,085,640	\$ -	\$ (1,085,640)	0.0%
State Revenue Sharing	1,223,000	446,825	(776,175)	36.5%
Ambulance Fund transfer	500,000	250,000	(250,000)	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	\$ 2,834,640	\$ 709,825	\$ (2,124,815)	25.0%
Total Revenues/Credits Municipal	\$ 9,064,368	\$ 4,400,203	\$ (4,664,165)	48.5%

Public Agency Breakdown					
Saco Spirit	\$38,600	\$38,600	\$0	\$0	100.0%
Other	61,600	41,825	-	19,775	67.9%
Total Public Agency	\$100,200	\$80,425	\$0	\$19,775	80.3%
City Agency Breakdown					
Dyer Library	\$473,000	\$275,917	\$0	\$197,083	58.3%
TriCity Transit	115,000	115,000	-	-	100.0%
Other	20,100	5,982	-	14,118	29.8%
Total Public Agency	\$608,100	\$396,898	\$0	\$211,202	65.3%
Debt Service Breakdown					
Principal	\$1,856,095	\$1,131,221	\$0	\$724,874	60.9%
Interest	488,835	300,923	-	187,912	61.6%
Total Debt Service	\$2,344,930	\$1,432,144	\$0	\$912,786	61.1%
Employee Benefits Breakdown					
Health Insurance	\$1,620,974	\$758,527	\$0	\$862,447	46.8%
FICA Taxes	739,190	369,324	-	369,866	50.0%
Other	777,215	250,936	-	526,279	32.3%
Total Employee Benefits	\$3,137,379	\$1,378,786	\$0	\$1,758,593	43.9%

* see explanation in attached memo