



CITY OF SACO, MAINE

Finance

300 Main Street
Saco, Maine 04072

Cheryl Fournier, Finance & HR Director

Telephone: (207) 282-1032
Email: cheryl.fournier@sacomaine.org
Facebook: [/sacomaine](#)
Twitter: [@sacomaine](#)

January 4, 2017

To: Honorable Mayor and City Councilors

From: Cheryl Fournier, Finance Director

During your meeting of December 19th, it was requested to change the format a little. Attached you will find a couple of examples for financial statement setups. If neither of these meet your expectations, please email me or bring your ideas to the meeting.

Option 1 is my preferred setup, as it shows the Year-to-date for both the current year and the prior year, which I know was an item that Kevin Roche requested in the past. I added a column to show the Budget Total for the year, to help understand the full picture. Option 1 does look at the Year-to-Date Budget vs. the Year-to-Date Actual variances. The Year-to-Date budget has been seasonally adjusted to allow for better judgment of where the City is compared to budget.

Option 2 shows the Total Budget vs. the Year-to-Date Actual variances. It gives you the remaining budget for the year and the Percentage of the Total Budget.

I am working to get a detail on the Revenue section, similar to the Budget Report we created toward the end of the budget process. I will bring that to the Council meeting.

I have written the November Financial letter using the Option 1 report.

Attached is the FY2017 City budget-to-actual comparison. The significant variances as of November 30, 2016 are as follows (41.7% of the year is complete):

- A. City Clerk is running at 70.6% of budget or \$52,866 below budget. The primary reason is temporary staffing is below budget by \$21,830. The secondary reason is that Rental Assistance is below budget by \$18,045.
- B. Contingency is running at 199.7% of budget or \$83,900 above budget. The primary reason is that Tax Abatements are running \$63,810 above budget, but there has been \$15,761 in supplemental bills to offset them. The second reason is Unit 91 costs of \$39,045, which were not budgeted.
- C. Fire Department is at 94.2% of budget or \$101,758 below budget. The primary reason is that benefits is coming in below budget by \$44,729. Additional items is that Equipment is coming in below budget by \$27,554 and Maintenance and Parts is coming is at \$34,209 below budget. The last payment for the rehab of the fire truck hasn't been received.
- D. Park and Recreation Department is at 106.9% of budget or \$64,778 above budget. The primary reason is that salary and wages is running at \$22,858 above budget. The secondary reason is that program expenses is running at \$24,128 above budget. The revenue for Parks and Recreation is running \$20,959 above budget.

- E. Police Department is running at 87.1% of budget or \$282,875 below budget. The primary reason is that salaries and overtime are running at \$112,225 below budget due to open positions, which means that benefits is running at \$131,846 below budget.
- F. Public Works is running at 91.0% of budget or \$235,203 below budget. The primary reason is that Utilities and Fuel is running below budget by \$106,179. The secondary reason is that salaries and overtime are running at \$49,832 below budget. Winter material was purchased later this year compared to prior years, which is approximately \$100,000 worth of expenses.
- G. Property Tax Revenue is running at 99.3% of budget or \$145,566 due to timing.
- H. Non-Property Taxes (Excise, Taxes in Lieu, Interest/Fees) is running at 118.8% of budget or \$273,696 above budget. One reason is that EAN (Enterprise) is at \$92,259 for July – November 2016.

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.

General Fund

As of November 30, 2016

	FY2016 Year-to-Date Actual	FY2017 Total Budget	FY2017 Year-to-Date Budget	FY2017 Year-to-Date Actual	FY2017 Under/(Over) Budget	Budget to Actual Percentage
Expenditures						
Administration	53,544	351,541	146,475	105,926	40,550	72.3%
Assessment	77,308	239,640	99,850	72,039	27,811	72.1%
Building Inspection	97,927	334,147	139,228	138,919	309	99.8%
Building Maintenance	36,758	119,343	49,726	41,757	7,969	84.0%
Capital Program	1,459,077	3,691,290	1,841,010	1,879,406	-38,396	102.1%
City Clerk	125,836	378,911	179,873	127,007	52,866 A	70.6%
Contingency	98,881	132,000	84,167	168,067	-83,900 B	199.7%
Council	6,903	18,712	7,797	7,780	16	99.8%
County Budget	1,243,927	1,265,983	1,265,983	1,276,339	-10,356	100.8%
Economic Development	41,739	252,560	105,233	64,317	40,916	61.1%
Finance	188,297	643,578	268,574	290,497	-21,922	108.2%
Fire	1,228,813	4,093,405	1,744,920	1,643,162	101,758 C	94.2%
Fringe Benefits	1,462,483		0	23,240	-23,240	0.0%
Information Technology	312,194	563,748	290,516	246,310	44,206	84.8%
Parks and Recreation	853,247	1,797,559	945,078	1,009,856	-64,778 D	106.9%
Planning	93,864	227,590	94,829	104,760	-9,931	110.5%
Police	1,515,394	5,023,131	2,190,870	1,907,995	282,875 E	87.1%
Public Works	2,005,293	6,706,615	2,615,430	2,380,227	235,203 F	91.0%
School Budget	5,440,336	22,214,912	9,256,213	9,256,215	-2	100.0%
Solicitor	58,685	144,425	50,596	48,692	1,903	96.2%
Supported Agencies	420,820	822,663	445,801	489,350	-43,549	109.8%
Unallocated	7,424	184,000	17,835	12,853	4,983	72.1%
Others	1,661	13,870	5,779	2,325	3,454	40.2%
Total Expenditures	16,830,411	49,219,623	21,845,783	21,297,038	548,746	97.5%
Revenues						
Property Taxes	-19,772,569	-40,242,015	-20,675,140	-20,529,574	-145,566 G	99.3%
Non-Property Taxes	-1,606,452	-3,390,500	-1,459,386	-1,733,081	273,696 H	118.8%
Intergovernmental	-908,829	-2,074,869	-1,048,761	-1,012,481	-36,280	96.5%
Licenses and Permits	-399,069	-779,954	-324,981	-374,114	49,133	115.1%
Charges for Services	-388,752	-1,049,708	-393,307	-432,871	39,564	110.1%
Other Revenues	-176,369	-205,500	-85,625	-94,017	8,392	109.8%
Interfund Transfer	-360,487	-1,063,445	-443,102	-420,898	-22,204	95.0%
Total Revenues	-23,612,527	-48,805,991	-24,430,301	-24,597,036	166,735	100.7%
General Fund Total	-6,782,116	413,632	-2,584,518	-3,299,998	715,480	1.3%

General Fund

As of November 30, 2016

	FY2016 Year-to-Date Actual	FY2017 Total Budget	FY2017 Year-to-Date Actual	FY2017 Budget Remaining	FY2017 Percentage of Total Budget
<u>Expenditures</u>					
Administration	53,544	351,541	105,926	245,615	30.1%
Assessment	77,308	239,640	72,039	167,601	30.1%
Building Inspection	97,927	334,147	138,919	195,228	41.6%
Building Maintenance	36,758	119,343	41,757	77,586	35.0%
Capital Program	1,459,077	3,691,290	1,879,406	1,811,884	50.9%
City Clerk	125,836	378,911	127,007	251,904	33.5%
Contingency	98,881	132,000	168,067	-36,067	127.3%
Council	6,903	18,712	7,780	10,932	41.6%
County Budget	1,243,927	1,265,983	1,276,339	-10,356	100.8%
Economic Development	41,739	252,560	64,317	188,243	25.5%
Finance	188,297	643,578	290,497	353,081	45.1%
Fire	1,228,813	4,093,405	1,643,162	2,450,243	40.1%
Fringe Benefits	1,462,483		23,240		
Information Technology	312,194	563,748	246,310	317,438	43.7%
Parks and Recreation	853,247	1,797,559	1,009,856	787,703	56.2%
Planning	93,864	227,590	104,760	122,830	46.0%
Police	1,515,394	5,023,131	1,907,995	3,115,136	38.0%
Public Works	2,005,293	6,706,615	2,380,227	4,326,389	35.5%
School Budget	5,440,336	22,214,912	9,256,215	12,958,697	41.7%
Solicitor	58,685	144,425	48,692	95,733	33.7%
Supported Agencies	420,820	822,663	489,350	333,313	59.5%
Unallocated	7,424	184,000	12,853	171,147	7.0%
Others	1,661	13,870	2,325	11,545	16.8%
Total Expenditures	16,830,411	49,219,623	21,297,038	27,945,825	43.3%
<u>Revenues</u>					
Property Taxes	-19,772,569	-40,242,015	-20,529,574	-19,712,441	51.0%
Non-Property Taxes	-1,606,452	-3,390,500	-1,733,081	-1,657,419	51.1%
Intergovernmental	-908,829	-2,074,869	-1,012,481	-1,062,388	48.8%
Licenses and Permits	-399,069	-779,954	-374,114	-405,840	48.0%
Charges for Services	-388,752	-1,049,708	-432,871	-616,837	41.2%
Other Revenues	-176,369	-205,500	-94,017	-111,483	45.8%
Interfund Transfer	-360,487	-1,063,445	-420,898	-642,547	39.6%
Total Revenues	-23,612,527	-48,805,991	-24,597,036	-24,208,955	50.4%
General Fund Total	-6,782,116	413,632	-3,299,998	3,736,870	-8.0%