



# Amherst Massachusetts

OFFICE OF THE COMPTROLLER

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October 31, 2017

TO: Select Board  
Finance Committee  
Paul Bockelman, Town Manager

FROM: Sonia Aldrich, Comptroller

SUBJECT: FY18 Municipal Budget/Actual Reports for Quarter Ending September 30, 2017

I am pleased to present the First Quarter Municipal Budget Report for FY18. Attached please find two reports detailing year to date performance versus budget for revenues and expenditures for the General Fund and Enterprise Funds. We are 25% through the fiscal year. Overall, it is still too early in the fiscal year to draw meaningful conclusions. Most variances from the 25% benchmark are related to timing issues, not problems with the budgeted amount. Key items/issues are highlighted below.

## 1. GENERAL FUND

**Revenues:** Through September 30, 2017, the Town has collected approximately 23.3% of budgeted revenues.

- **Investment Income:** Due to timing issues with a yearend accrual and audit adjustment, this shows a -9.5% collected.
- **Motor Vehicle Excise:** Most excise bills are billed and collected in February.
- **Hotel/Motel and Meals Taxes:** \$172,766 collected reflects the first quarter distribution of local option hotel/motel and meals excise taxes (period of June – August 2017).
- **Other Departmental:** Include \$69,508 of Medicare Part D reimbursement. This is not budgeted, it falls to Free Cash and is then appropriated at a subsequent Town Meeting into the OPEB fund.
- **PILOT:** The bulk of these come in as a transfer from the Enterprise funds. The remaining will typically be collected in June.
- **Property Tax:** 26.2% collected. On pace to again exceed 98% collection rate thru fiscal year end.
- **State Aid:** 24.2% received thru September 30 per the Cherry Sheet distribution schedule.

**Expenditures:** Through September 30, 2017, expenditures total 25.4% of budgeted expenditures. This figure includes funds that have been encumbered, but not yet expended. Not including encumbered funds, actual year to date expenditures equal 24.5% of budget. Variances from the 25%

benchmark in most cases reflect the fact that funds have been encumbered for anticipated expenditures later in the fiscal year.

Also note that not all the salary increases for FY18 are allocated to the individual departments. These funds are sitting in a budgetary control account to be allocated once contracts are settled. This typically occurs at the Annual Town Meeting in the spring.

- Legal Services: This is due to timing issues.
- Information Technology: IT expenditures suggest 43.9% “expended”, however this includes funds for contractual service and licensing agreements for the remainder of the fiscal year, that are either paid or encumbered at the beginning of the fiscal year.
- Employee Benefits: While YTD expenditures are at 66.4% of budget, this figure includes the annual retirement assessment from the Hampshire County Retirement System, which we pay in one lump sum at the beginning of the fiscal year in order to receive a two percent (2%) discount on our assessment.

## 2. **ENTERPRISE FUNDS**

Through September 30, 2017 revenues and expenditures are within a reasonable range for each of the Enterprise Funds (Water, Sewer, Solid Waste, and Transportation). Variances are due to timing issues rather than any trend.

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2018 REVENUES**  
**Through September 30, 2017**

	EST REVENUES	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<b>TOWN GENERAL FUND</b>				
DEPART-CEMETERIES	\$ (4,000.00)	\$ (2,150.00)	\$ (1,850.00)	53.8%
DEPART-GOLF COURSE	\$ (227,638.00)	\$ (74,019.26)	\$ (153,618.74)	32.5%
DEPART-RECREATION	\$ (308,592.00)	\$ (25,101.32)	\$ (283,490.68)	8.1%
FINES AND FORFIETS	\$ (120,565.00)	\$ (26,032.17)	\$ (94,532.83)	21.6%
INVESTMENT INCOME	\$ (70,000.00)	\$ 6,623.15	\$ (76,623.15)	-9.5%
LICENSES AND PERMITS	\$ (1,099,471.00)	\$ (173,119.98)	\$ (926,351.02)	15.7%
MEDICAID REIMBURSEMENTS	\$ (260,549.00)	\$ (19,320.52)	\$ (241,228.48)	7.4%
MISC NON-RECURRING	\$ (350,000.00)	\$ (49,425.54)	\$ (300,574.46)	14.1%
MOTOR VEHICLE EXCISE	\$ (1,720,925.00)	\$ (161,395.64)	\$ (1,559,529.36)	9.4%
OTHER DEPT REVENUE	\$ (231,373.00)	\$ (141,011.57)	\$ (90,361.43)	60.9%
HOTEL/MOTEL	\$ (200,000.00)	\$ (58,829.87)	\$ (141,170.13)	29.4%
MEALS TAX	\$ (477,126.00)	\$ (113,936.25)	\$ (363,189.75)	23.9%
PENALTY AND INTEREST	\$ (188,000.00)	\$ (97,253.47)	\$ (90,746.53)	51.7%
PL PILOT	\$ (948,476.00)	\$ -	\$ (948,476.00)	0.0%
PROPERTY TAXES	\$ (50,153,481.00)	\$ (13,125,223.44)	\$ (37,028,257.56)	26.2%
RENTALS	\$ (99,850.00)	\$ (29,464.46)	\$ (70,385.54)	29.5%
SPECIAL ASSESSMENTS	\$ (912,130.00)	\$ -	\$ (912,130.00)	0.0%
STATE AID	\$ (15,442,471.00)	\$ (3,744,376.00)	\$ (11,698,095.00)	24.2%
TRANSFERS IN	\$ (3,775,119.00)	\$ -	\$ (3,775,119.00)	0.0%
<b>TOTAL TOWN GENERAL FUND</b>	<b>\$ (76,589,766.00)</b>	<b>\$ (17,834,036.34)</b>	<b>\$ (58,755,729.66)</b>	<b>23.3%</b>
<b>6001 SEWER FUND</b>				
60011990 SF INTERFUND TRANSFERS			\$ -	
R4440 SF OPERATING BUDGET REV	\$ (4,150,158.00)	\$ (1,008,688.61)	\$ (3,141,469.39)	24.3%
<b>TOTAL SEWER FUND</b>	<b>\$ (4,150,158.00)</b>	<b>\$ (1,008,688.61)</b>	<b>\$ (3,141,469.39)</b>	<b>24.3%</b>
<b>6002 WATER FUND</b>				
60021990 WF INTERFUND TRANSFERS	\$ -	\$ -	\$ -	#DIV/0!
R4450 WF OPERATING BUDGET REV	\$ (4,285,678.00)	\$ (1,055,995.42)	\$ (3,229,682.58)	24.6%
<b>TOTAL WATER FUND</b>	<b>\$ (4,285,678.00)</b>	<b>\$ (1,055,995.42)</b>	<b>\$ (3,229,682.58)</b>	<b>24.6%</b>
<b>6003 SOLID WASTE FUND</b>				
60031990 SWF INTERFUND TRANSFERS	\$ -		\$ -	#DIV/0!
R4435 SWF OPERATING BUDGET REVENUE	\$ (463,418.00)	\$ (211,132.57)	\$ (252,285.43)	45.6%
<b>TOTAL SOLID WASTE FUND</b>	<b>\$ (463,418.00)</b>	<b>\$ (211,132.57)</b>	<b>\$ (252,285.43)</b>	<b>45.6%</b>
<b>6005 TRANSPORTATION FUND</b>				
60051990 TRANS INTERFUND TRANSFERS			\$ -	#DIV/0!
R4480 PARKING OPERATING REVENUE	\$ (1,003,750.00)	\$ (236,748.52)	\$ (767,001.48)	23.6%
<b>TOTAL TRANSPORTATION FUND</b>	<b>\$ (1,003,750.00)</b>	<b>\$ (236,748.52)</b>	<b>\$ (767,001.48)</b>	<b>23.6%</b>

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2018 EXPENSES**  
**Through September 30, 2017**

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>TOWN GENERAL FUND</b>					
SELECT BOARD/TOWN MANAGER	\$ 374,514.00	\$ 94,956.25		\$ 279,557.75	25.4%
FINANCE COMMITTEE(includes RFT)	\$ 103,900.00	\$ 345.00		\$ 103,555.00	0.3%
FINANCE DIRECTOR	\$ 156,353.00	\$ 23,190.62		\$ 133,162.38	14.8%
ACCOUNTING	\$ 276,542.00	\$ 70,564.67	\$ 595.00	\$ 205,382.33	25.7%
ASSESSOR	\$ 219,521.00	\$ 52,878.08		\$ 166,642.92	24.1%
COLLECTOR/TREASURER	\$ 376,567.00	\$ 97,425.34	\$ 4,825.05	\$ 274,316.61	27.2%
LEGAL SERVICES	\$ 110,000.00	\$ 6,299.19		\$ 103,700.81	5.7%
HUMAN RESOURCES	\$ 197,519.00	\$ 38,832.90		\$ 158,686.10	19.7%
EMPLOYEE BENEFITS (includes Hlth Ins. & Retirement Assessment)	\$ 9,105,475.00	\$ 6,038,754.43	\$ 3,267.00	\$ 3,063,453.57	66.4%
INFORMATION SYSTEMS	\$ 588,391.00	\$ 258,437.62		\$ 329,953.38	43.9%
TOWN CLERK	\$ 216,034.00	\$ 49,305.09		\$ 166,728.91	22.8%
ELECTIONS	\$ 27,525.00	\$ 147.19		\$ 27,377.81	0.5%
REGISTRATIONS	\$ 6,100.00			\$ 6,100.00	0.0%
TOWN HALL FACILITY	\$ 172,420.00	\$ 22,104.53	\$ 8,403.76	\$ 141,911.71	17.7%
BANGS COMMUNITY CENTER	\$ 243,432.00	\$ 47,723.17	\$ 6,715.76	\$ 188,993.07	22.4%
NORTH AMHERST & CUSHMAN SCHOOL	\$ 28,038.00	\$ 3,320.55	\$ 2,292.00	\$ 22,425.45	20.0%
AMHERST COMM CHILDCARE FACILIT	\$ 4,200.00	\$ 378.51	\$ 350.00	\$ 3,471.49	17.3%
MUNSON LIBRARY	\$ 55,863.00	\$ 9,383.28	\$ 4,956.00	\$ 41,523.72	25.7%
EAST STREET SCHOOL	\$ 34,438.00	\$ 2,423.47	\$ 100.00	\$ 31,914.53	7.3%
MISCELLANEOUS AND INSURANCE	\$ 294,032.00	\$ -		\$ 294,032.00	0.0%
GENERAL SERVICES	\$ 146,660.00	\$ 30,056.81	\$ 27,573.85	\$ 89,029.34	39.3%
INTERFUND TRANSFERS	\$ 2,442,767.00	\$ -		\$ 2,442,767.00	0.0%
POLICE FACILITY	\$ 218,645.00	\$ 35,096.81	\$ 8,585.76	\$ 174,962.43	20.0%
POLICE DEPARTMENT	\$ 4,778,722.00	\$ 958,392.65	\$ 111,558.68	\$ 3,708,770.67	22.4%
FIRE DEPARTMENT	\$ 4,633,299.00	\$ 1,041,834.14	\$ 67,359.88	\$ 3,524,104.98	23.9%
DISPATCH	\$ 666,810.00	\$ 130,445.87	\$ 4,105.00	\$ 532,259.13	20.2%
ANIMAL CONTROL	\$ 61,996.00	\$ 14,238.30		\$ 47,757.70	23.0%
EDUCATION (Region)	\$ 15,502,710.00	\$ 3,875,677.50		\$ 11,627,032.50	25.0%
EDUCATION (Elementary)	\$ 22,523,222.00	\$ 2,934,534.41	\$ 389,443.67	\$ 19,199,243.92	14.8%
PUBLIC WORKS ADMINISTRATION	\$ 369,339.00	\$ 93,453.28		\$ 275,885.72	25.3%
CONSTRUCTION AND MAINTENANCE	\$ 786,069.00	\$ 194,839.43	\$ 9,257.72	\$ 581,971.85	26.0%
SNOW AND ICE	\$ 280,410.00			\$ 280,410.00	0.0%
STREET LIGHTS	\$ 96,918.00	\$ 12,541.11		\$ 84,376.89	12.9%
TRAFFIC LIGHTS	\$ 26,051.00	\$ 2,167.78	\$ 3,170.00	\$ 20,713.22	20.5%
EQUIPMENT MAINTENANCE	\$ 271,874.00	\$ 61,296.02	\$ 1,180.33	\$ 209,397.65	23.0%
TREE & GROUNDS MAINTENANCE	\$ 495,973.00	\$ 117,545.24	\$ 22,523.36	\$ 355,904.40	28.2%
CONSERVATION OPERATIONS	\$ 369,532.00	\$ 106,830.88	\$ 888.88	\$ 261,812.24	29.2%
PLANNING DEPARTMENT OPERATIONS	\$ 338,080.00	\$ 98,607.32		\$ 239,472.68	29.2%
INSPECTION SERVICES OPERATIONS	\$ 713,449.00	\$ 181,873.85	\$ 270.58	\$ 531,304.57	25.5%
PUBLIC HEALTH OPERATIONS	\$ 137,143.00	\$ 27,964.12	\$ 1,816.56	\$ 107,362.32	21.7%
SENIOR CENTER OPERATIONS	\$ 231,081.00	\$ 86,327.44		\$ 144,753.56	37.4%
VETERANS SERVICES OPERATIONS	\$ 330,769.00	\$ 38,817.79		\$ 291,951.21	11.7%
PUBLIC ASSISTANCE	\$ 80,000.00	\$ 1,934.00		\$ 78,066.00	2.4%
LEISURE SERVICES AND SUP ED	\$ 635,376.00	\$ 92,218.05		\$ 543,157.95	14.5%
OUTDOOR POOL OPERATIONS	\$ 202,226.00	\$ 148,446.87	\$ 1,831.68	\$ 51,947.45	74.3%
CHERRY HILL OPERATIONS	\$ 244,269.00	\$ 78,162.25	\$ 12,091.53	\$ 154,015.22	36.9%
DEBT SERVICE	\$ 2,109,381.00	\$ 143,059.00		\$ 1,966,322.00	6.8%
REGIONAL DEBT ASSESSMENTS	\$ 231,894.00	\$ 214,543.71		\$ 17,350.29	92.5%
STATE ASSESSMENTS & CHARGES	\$ 76,397.00	\$ 16,758.00		\$ 59,639.00	21.9%
TRANSPORTATION AUTHORITIES	\$ 1,059,344.00	\$ 264,837.00		\$ 794,507.00	25.0%
TUITION ASSESSEMENTS	\$ 1,970,559.00	\$ 492,642.00		\$ 1,477,917.00	25.0%
OTHER LOCAL ASSESSMENTS	\$ 41,883.00	\$ 41,882.22		\$ 0.78	100.0%
JONES LIBRARY OPERATIONS	\$ 1,926,054.00	\$ 429,142.42		\$ 1,496,911.58	22.3%
<b>TOTAL TOWN GENERAL FUND</b>	<b>\$ 76,589,766.00</b>	<b>\$ 18,782,636.16</b>	<b>\$ 693,162.05</b>	<b>\$ 57,113,967.79</b>	<b>25.4%</b>

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2018 EXPENSES**  
**Through September 30, 2017**

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>SEWER FUND</b>					
INTERFUND TRANSFERS	\$ 741,744.00		\$ -	\$ 741,744.00	0.0%
WASTE WATER TREATMENT PLANT	\$ 3,389,417.00	\$ 623,632.92	\$ 533,206.16	\$ 2,232,577.92	34.1%
SEWER MAINTENANCE	\$ 171,106.00	\$ 59,631.76	\$ 13,762.91	\$ 97,711.33	42.9%
<b>TOTAL SEWER FUND</b>	<b>\$ 4,302,267.00</b>	<b>\$ 683,264.68</b>	<b>\$ 546,969.07</b>	<b>\$ 3,072,033.25</b>	<b>28.6%</b>
<b>WATER FUND</b>					
INTERFUND TRANSFERS	\$ 767,846.00		\$ -	\$ 767,846.00	0.0%
WATER DEPARTMENT OPERATIONS	\$ 3,604,300.00	\$ 691,562.27	\$ 30,610.83	\$ 2,882,126.90	20.0%
<b>TOTAL WATER FUND</b>	<b>\$ 4,372,146.00</b>	<b>\$ 691,562.27</b>	<b>\$ 30,610.83</b>	<b>\$ 3,649,972.90</b>	<b>16.5%</b>
<b>SOLID WASTE FUND</b>					
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	0.0%
SOLID WASTE FUND				\$ -	
SOLID WASTE FACILITIES	\$ 469,862.00	\$ 152,934.08	\$ 41,279.21	\$ 275,648.71	41.3%
<b>TOTAL SOLID WASTE FUND</b>	<b>\$ 469,862.00</b>	<b>\$ 152,934.08</b>	<b>\$ 41,279.21</b>	<b>\$ 275,648.71</b>	<b>41.3%</b>
<b>TRANSPORTATION FUND</b>					
INTERFUND TRANSFERS	\$ 428,415.00		\$ -	\$ 428,415.00	0.0%
PARKING FACILITIES	\$ 701,818.00	\$ 177,576.78	\$ 57,233.60	\$ 467,007.62	33.5%
PUBLIC TRANSPORTATION	\$ 34,000.00	\$ 31,087.50	\$ -	\$ 2,912.50	91.4%
<b>TOTAL TRANSPORTATION FUND</b>	<b>\$ 1,164,233.00</b>	<b>\$ 208,664.28</b>	<b>\$ 57,233.60</b>	<b>\$ 898,335.12</b>	<b>22.8%</b>