

Town of



# Amherst Massachusetts

OFFICE OF THE COMPTROLLER

Sonia R Aldrich  
Town Hall  
4 Boltwood Avenue  
Amherst, MA 01002-2351

Phone: (413) 259-3026  
Fax: (413) 259-2401  
aldrichs@amherstma.gov  
www.amherstma.gov

January 29, 2018

TO: Select Board  
Finance Committee  
Paul Bockelman, Town Manager

FROM: Sonia Aldrich, Comptroller

SUBJECT: FY 18 Municipal Budget/Actual Reports for Quarter Ending December 31, 2017

I am pleased to present the second quarter 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 50% through the fiscal year. Overall, actual revenues and expenditures are in good shape versus budget. Most variances from the 50% benchmark are related to timing issues, not problems with the budgeted amount. Key items/issues are highlighted below.

## 1. GENERAL FUND

**Revenues:** Through December 31, 2017, the Town has collected 57.6% of budgeted revenues.

- **Cherry Hill Golf Course:** Revenues are up 15% from last year at this time, however they continue to be lower than they were historically.
- **Fines and Forfeits:** At 77.8% collected is higher than usual, this is due to zoning violations at the Presidential Apartment complex. It will not be a recurring source.
- **Investment Income:** At 22% is timing of when investments are due. The third quarter is typically more informative.
- **Licenses and Permits:** Alcohol and Beverage permits are collected at 100%, this inflates the overall category currently at 57.8%.
- **Medicaid Reimbursements:** These typically come in January and June.
- **Misc. Non-Recurring:** This includes Amherst College and UMASS Funds to support the operating budget, usually receive in third or fourth quarter. It also includes the payment in lieu of Hotel/Motel taxes included in the Strategic Agreement with UMASS. We have received \$96,401 to date.
- **Motor Vehicle Excise:** Most excise bills are billed and collected in February.
- **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. This category is where most of the Town's non-recurring revenue is recorded, it is not budgeted.

- Hotel/Motel and Meals Taxes: \$382,465 collected reflects the second quarter distribution of local option hotel/motel and meals excise taxes (period of September – November 2017). The Hotel/Motel Tax collected to date is \$123,815, and Meals Tax is \$258,650.
- Penalty and Interest: At 90.2% collected, this is up 25% from last year, and last year was up 55% from FY16. We are watching to see if this is the new trend, or just outlier years. A higher trend could indicate growing difficulty of residents paying their taxes.
- PILOT: The bulk of these come in as a transfer from the Enterprise funds. The remaining will typically be collected in June.
- Property Tax: 56.2% collected is on pace to again exceed 98% collection rate thru fiscal year end.
- Rentals: At 69.9% collected, this is due to some increases not budgeted for.
- Special Assessments: 74.8% this is PVTAs assessments, we received the UMass share, and the Five College share comes in later in the year.
- State Aid: 49.8% received thru December 31, per the Cherry Sheet distribution schedule.

**Expenditures**: Through December 31, 2017, expenditures total 55.7% 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 54.7% of budget. Variances from the 50% benchmark in most cases reflect the fact that funds have been encumbered for anticipated expenditures later in the fiscal year.

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

- Legal Services: Legal invoices have been paid through November 2017, we are 13.3% due to allocating costs to the Enterprise funds.
- Employee Benefits: While YTD expenditures are at 77.5% 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. Also included in this budget is the Town's appropriation for Health Insurance premiums. There were three increases to premium rates in FY18 and only one was budgeted. We are making every effort to cover the shortfall in this budget by aggressively managing departmental spending. \*\*As noted above this is where the budgetary control account is recorded.
- Information Technology: IT expenditures suggest 68.7% "expended", but this includes funds reserved for contractual service and licensing agreements for the remainder of the fiscal year.
- Miscellaneous and Insurance: The 26.4% is timing, the cost is allocated to them. This will occur in the third quarter.
- Snow and Ice: The 127.6% expended includes a large encumbrance for sand and salt. This may or may not be needed depending on the weather and is adjusted closer to fiscal year end.
- Senior Center Operations: At 62.4% is because the Highland Valley grant is not allocated to the payroll at this point. It will be reflected in the third quarter report.
- Outdoor Pool Operations: The 77.7% expended is due to timing, most of the budget is spent in July and August while the pools are open.
- Cherry Hill Operations: The 57.9% expended is due to timing as the season crosses fiscal years.

2. **ENTERPRISE FUNDS**

Through December 31, 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 December 31, 2017**

	EST REVENUES	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<b>TOWN GENERAL FUND</b>				
DEPART-CEMETERIES	\$ (4,000.00)	\$ (3,125.00)	\$ (875.00)	78.1%
DEPART-GOLF COURSE	\$ (227,638.00)	\$ (91,994.31)	\$ (135,643.69)	40.4%
DEPART-RECREATION	\$ (308,592.00)	\$ (144,397.32)	\$ (164,194.68)	46.8%
FINES AND FORFEITS	\$ (97,700.00)	\$ (75,967.45)	\$ (21,732.55)	77.8%
INVESTMENT INCOME	\$ (70,000.00)	\$ (15,427.10)	\$ (54,572.90)	22.0%
LICENSES AND PERMITS	\$ (1,099,471.00)	\$ (635,941.33)	\$ (463,529.67)	57.8%
MEDICAID REIMBURSEMENTS	\$ (224,512.00)	\$ (17,968.09)	\$ (206,543.91)	8.0%
MISC NON-RECURRING	\$ (350,000.00)	\$ (96,400.63)	\$ (253,599.37)	27.5%
MOTOR VEHICLE EXCISE	\$ (1,720,925.00)	\$ (233,798.20)	\$ (1,487,126.80)	13.6%
OTHER DEPT REVENUE	\$ (231,373.00)	\$ (206,196.83)	\$ (25,176.17)	89.1%
HOTEL/MOTEL	\$ (200,000.00)	\$ (123,814.92)	\$ (76,185.08)	61.9%
MEALS TAX	\$ (477,126.00)	\$ (258,650.50)	\$ (218,475.50)	54.2%
PENALTY AND INTEREST	\$ (188,000.00)	\$ (169,501.75)	\$ (18,498.25)	90.2%
PL PILOT	\$ (948,476.00)	\$ (809,458.00)	\$ (139,018.00)	85.3%
PROPERTY TAXES	\$ (50,195,148.00)	\$ (28,191,407.25)	\$ (22,003,740.75)	56.2%
RENTALS	\$ (99,850.00)	\$ (69,753.28)	\$ (30,096.72)	69.9%
SPECIAL ASSESSMENTS	\$ (912,130.00)	\$ (682,129.00)	\$ (230,001.00)	74.8%
STATE AID	\$ (15,006,298.00)	\$ (7,479,628.00)	\$ (7,526,670.00)	49.8%
TRANSFERS IN	\$ (5,580,160.00)	\$ (5,580,160.00)	\$ -	100.0%
<b>TOTAL TOWN GENERAL FUND</b>	<b>\$ (77,941,399.00)</b>	<b>\$ (44,885,718.96)</b>	<b>\$ (33,055,680.04)</b>	<b>57.6%</b>
<b>6001 SEWER FUND</b>				
60011990 SF INTERFUND TRANSFERS			\$ -	
R4440 SF OPERATING BUDGET REV	\$ (4,302,267.00)	\$ (2,080,909.38)	\$ (2,221,357.62)	48.4%
<b>TOTAL SEWER FUND</b>	<b>\$ (4,302,267.00)</b>	<b>\$ (2,080,909.38)</b>	<b>\$ (2,221,357.62)</b>	<b>48.4%</b>
<b>6002 WATER FUND</b>				
		\$ 10,744,397.82		
60021990 WF INTERFUND TRANSFERS	\$ -	\$ -	\$ -	#DIV/0!
R4450 WF OPERATING BUDGET REV	\$ (4,372,146.00)	\$ (2,178,933.05)	\$ (2,193,212.95)	49.8%
<b>TOTAL WATER FUND</b>	<b>\$ (4,372,146.00)</b>	<b>\$ (2,178,933.05)</b>	<b>\$ (2,193,212.95)</b>	<b>49.8%</b>
<b>6003 SOLID WASTE FUND</b>				
60031990 SWF INTERFUND TRANSFERS	\$ -		\$ -	#DIV/0!
R4435 SWF OPERATING BUDGET REVENUE	\$ (469,862.00)	\$ (337,998.88)	\$ (131,863.12)	71.9%
<b>TOTAL SOLID WASTE FUND</b>	<b>\$ (469,862.00)</b>	<b>\$ (337,998.88)</b>	<b>\$ (131,863.12)</b>	<b>71.9%</b>
<b>6005 TRANSPORTATION FUND</b>				
60051990 TRANS INTERFUND TRANSFERS			\$ -	#DIV/0!
R4480 PARKING OPERATING REVENUE	\$ (1,164,233.00)	\$ (609,423.49)	\$ (554,809.51)	52.3%
<b>TOTAL TRANSPORTATION FUND</b>	<b>\$ (1,164,233.00)</b>	<b>\$ (609,423.49)</b>	<b>\$ (554,809.51)</b>	<b>52.3%</b>

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2018 EXPENSES**  
**Through December 31, 2017**

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>TOWN GENERAL FUND</b>					
SELECT BOARD/TOWN MANAGER	\$ 374,514.00	\$ 185,784.86		\$ 188,729.14	49.6%
FINANCE COMMITTEE(includes RFT)	\$ 103,900.00	\$ 676.99		\$ 103,223.01	0.7%
FINANCE DIRECTOR	\$ 156,353.00	\$ 40,915.92		\$ 115,437.08	26.2%
ACCOUNTING	\$ 276,542.00	\$ 132,669.90		\$ 143,872.10	48.0%
ASSESSOR	\$ 219,521.00	\$ 104,073.47		\$ 115,447.53	47.4%
COLLECTOR/TREASURER	\$ 376,567.00	\$ 184,847.21	\$ 2,875.50	\$ 188,844.29	49.9%
LEGAL SERVICES	\$ 110,000.00	\$ 14,665.96		\$ 95,334.04	13.3%
HUMAN RESOURCES	\$ 197,519.00	\$ 86,101.37		\$ 111,417.63	43.6%
EMPLOYEE BENEFITS (includes Hlth Ins. & Retirement Assessment)	\$ 9,105,475.00	\$ 7,057,975.40	\$ 3,267.00	\$ 2,044,232.60	77.5%
INFORMATION SYSTEMS	\$ 588,391.00	\$ 364,032.63	\$ 40,101.25	\$ 184,257.12	68.7%
TOWN CLERK	\$ 216,034.00	\$ 94,683.85		\$ 121,350.15	43.8%
ELECTIONS	\$ 27,525.00	\$ 3,747.19		\$ 23,777.81	13.6%
REGISTRATIONS	\$ 6,100.00	\$ 805.45		\$ 5,294.55	13.2%
TOWN HALL FACILITY	\$ 172,420.00	\$ 65,000.77	\$ 3,335.72	\$ 104,083.51	39.6%
BANGS COMMUNITY CENTER	\$ 243,432.00	\$ 101,722.43	\$ 2,087.72	\$ 139,621.85	42.6%
NORTH AMHERST & CUSHMAN SCHOOL	\$ 28,038.00	\$ 14,257.92	\$ 425.22	\$ 13,354.86	52.4%
AMHERST COMM CHILDCARE FACILIT	\$ 4,200.00	\$ 1,490.62	\$ 77.72	\$ 2,631.66	37.3%
MUNSON LIBRARY	\$ 55,863.00	\$ 32,620.68	\$ 1,097.72	\$ 22,144.60	60.4%
EAST STREET SCHOOL	\$ 34,438.00	\$ 9,027.87	\$ 77.72	\$ 25,332.41	26.4%
MISCELLANEOUS AND INSURANCE	\$ 294,032.00	\$ 201,754.00		\$ 92,278.00	68.6%
GENERAL SERVICES	\$ 146,660.00	\$ 54,525.05	\$ 19,010.37	\$ 73,124.58	50.1%
INTERFUND TRANSFERS	\$ 3,794,400.00	\$ 3,794,400.00		\$ -	100.0%
POLICE FACILITY	\$ 218,645.00	\$ 86,658.85	\$ 4,937.72	\$ 127,048.43	41.9%
POLICE DEPARTMENT	\$ 4,778,722.00	\$ 2,223,731.41	\$ 107,950.62	\$ 2,447,039.97	48.8%
FIRE DEPARTMENT	\$ 4,633,299.00	\$ 2,174,237.00	\$ 92,593.23	\$ 2,366,468.77	48.9%
DISPATCH	\$ 666,810.00	\$ 302,364.41	\$ 2,730.00	\$ 361,715.59	45.8%
ANIMAL CONTROL	\$ 61,996.00	\$ 27,340.77		\$ 34,655.23	44.1%
EDUCATION (Region)	\$ 15,502,710.00	\$ 7,751,355.00		\$ 7,751,355.00	50.0%
EDUCATION (Elementary)	\$ 22,523,222.00	\$ 10,744,397.82	\$ 235,328.30	\$ 11,543,495.88	48.7%
PUBLIC WORKS ADMINISTRATION	\$ 369,339.00	\$ 178,584.70		\$ 190,754.30	48.4%
CONSTRUCTION AND MAINTENANCE	\$ 786,069.00	\$ 370,006.97	\$ 2,403.77	\$ 413,658.26	47.4%
SNOW AND ICE	\$ 280,410.00	\$ 92,593.26	\$ 265,137.49	\$ (77,320.75)	127.6%
STREET LIGHTS	\$ 96,918.00	\$ 28,013.63		\$ 68,904.37	28.9%
TRAFFIC LIGHTS	\$ 26,051.00	\$ 9,204.93		\$ 16,846.07	35.3%
EQUIPMENT MAINTENANCE	\$ 271,874.00	\$ 119,306.44	\$ 908.73	\$ 151,658.83	44.2%
TREE & GROUNDS MAINTENANCE	\$ 495,973.00	\$ 234,777.31	\$ 15,271.32	\$ 245,924.37	50.4%
CONSERVATION OPERATIONS	\$ 369,532.00	\$ 194,136.64	\$ 1,855.88	\$ 173,539.48	53.0%
PLANNING DEPARTMENT OPERATIONS	\$ 338,080.00	\$ 160,505.53		\$ 177,574.47	47.5%
INSPECTION SERVICES OPERATIONS	\$ 713,449.00	\$ 335,855.45	\$ 270.58	\$ 377,322.97	47.1%
PUBLIC HEALTH OPERATIONS	\$ 137,143.00	\$ 59,645.59		\$ 77,497.41	43.5%
SENIOR CENTER OPERATIONS	\$ 231,081.00	\$ 144,160.08		\$ 86,920.92	62.4%
VETERANS SERVICES OPERATIONS	\$ 330,769.00	\$ 162,787.65		\$ 167,981.35	49.2%
PUBLIC ASSISTANCE	\$ 80,000.00	\$ 8,012.00		\$ 71,988.00	10.0%
LEISURE SERVICES AND SUP ED	\$ 635,376.00	\$ 309,379.19		\$ 325,996.81	48.7%
OUTDOOR POOL OPERATIONS	\$ 202,226.00	\$ 155,199.43	\$ 1,831.68	\$ 45,194.89	77.7%
CHERRY HILL OPERATIONS	\$ 244,269.00	\$ 141,265.42	\$ 61.50	\$ 102,942.08	57.9%
DEBT SERVICE	\$ 2,109,381.00	\$ 1,117,041.00		\$ 992,340.00	53.0%
REGIONAL DEBT ASSESSMENTS	\$ 231,894.00	\$ 214,543.71		\$ 17,350.29	92.5%
STATE ASSESSMENTS & CHARGES	\$ 76,397.00	\$ 33,516.00		\$ 42,881.00	43.9%
TRANSPORTATION AUTHORITIES	\$ 1,059,344.00	\$ 529,674.00		\$ 529,670.00	50.0%
TUITION ASSESSEMENTS	\$ 1,970,559.00	\$ 971,565.00		\$ 998,994.00	49.3%
OTHER LOCAL ASSESSMENTS	\$ 41,883.00	\$ 41,882.22		\$ 0.78	100.0%
JONES LIBRARY OPERATIONS	\$ 1,926,054.00	\$ 1,152,543.87		\$ 773,510.13	59.8%
<b>TOTAL TOWN GENERAL FUND</b>	<b>\$ 77,941,399.00</b>	<b>\$ 42,620,064.82</b>	<b>\$ 803,636.76</b>	<b>\$ 34,517,697.42</b>	<b>55.7%</b>

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2018 EXPENSES**  
**Through December 31, 2017**

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>SEWER FUND</b>					
INTERFUND TRANSFERS	\$ 741,744.00	\$ 741,744.00	\$ -	\$ -	100.0%
WASTE WATER TREATMENT PLANT	\$ 3,389,417.00	\$ 1,795,389.72	\$ 456,735.49	\$ 1,137,291.79	66.4%
SEWER MAINTENANCE	\$ 171,106.00	\$ 101,186.14	\$ 1,266.00	\$ 68,653.86	59.9%
<b>TOTAL SEWER FUND</b>	<b>\$ 4,302,267.00</b>	<b>\$ 2,638,319.86</b>	<b>\$ 458,001.49</b>	<b>\$ 1,205,945.65</b>	<b>72.0%</b>
<b>WATER FUND</b>					
INTERFUND TRANSFERS	\$ 767,846.00	\$ 767,846.00	\$ -	\$ -	100.0%
WATER DEPARTMENT OPERATIONS	\$ 3,604,300.00	\$ 1,787,650.48	\$ 63,193.41	\$ 1,753,456.11	51.4%
<b>TOTAL WATER FUND</b>	<b>\$ 4,372,146.00</b>	<b>\$ 2,555,496.48</b>	<b>\$ 63,193.41</b>	<b>\$ 1,753,456.11</b>	<b>59.9%</b>
<b>SOLID WASTE FUND</b>					
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	0.0%
SOLID WASTE FUND				\$ -	
SOLID WASTE FACILITIES	\$ 469,862.00	\$ 282,884.84	\$ 21,464.81	\$ 165,512.35	64.8%
<b>TOTAL SOLID WASTE FUND</b>	<b>\$ 469,862.00</b>	<b>\$ 282,884.84</b>	<b>\$ 21,464.81</b>	<b>\$ 165,512.35</b>	<b>64.8%</b>
<b>TRANSPORTATION FUND</b>					
INTERFUND TRANSFERS	\$ 428,415.00	\$ 428,415.00	\$ -	\$ -	100.0%
PARKING FACILITIES	\$ 701,818.00	\$ 408,377.18	\$ 36,406.11	\$ 257,034.71	63.4%
PUBLIC TRANSPORTATION	\$ 34,000.00	\$ 31,585.50	\$ -	\$ 2,414.50	92.9%
<b>TOTAL TRANSPORTATION FUND</b>	<b>\$ 1,164,233.00</b>	<b>\$ 868,377.68</b>	<b>\$ 36,406.11</b>	<b>\$ 259,449.21</b>	<b>77.7%</b>