

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

February 8, 2020

TO: Paul Bockelman, Town Manager

FROM: Sonia Aldrich, Comptroller/Interim Finance Director
Holly Bowser, Asst. Comptroller

SUBJECT: FY 20 Municipal Budget/Actual Reports for Quarter Ending December 31, 2019

I am pleased to present the second quarter budget report for FY20

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 versus budget are in good shape. 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, 2019, the Town has collected 52.4% of budgeted revenues.

- **Investment Income:** at 77.3% is timing of when investments are realized.
- **Cherry Hill Golf Course:** Revenues are up 30% from last year at this time, however, they continue to be lower, as golf participation rates continue to decline at both the regional and national level.
- **Licenses and Permits:** at 60% - Alcohol and Beverage permits are collected at the beginning of the year. Electrical and building permits are leveling off. Last year was an outlier year, we had some big construction projects start. We were 39% higher at this time, however we are still on target to meet or exceed our budget target for this year.
- **Medicaid Reimbursements:** these typically come in twice a year, the larger amount usually in June.
- **Misc. Non-Recurring:** This includes Amherst College and UMASS Funds to support the operating budget, usually received 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 \$104,609 to date.
- **Motor Vehicle Excise:** Most excise bills are billed and collected in February.
- **Other Departmental:** This category is where most of the Town's non-recurring revenue is recorded, it is not budgeted. This is the first year that Medicare D reimbursements are not included. We will no longer be receiving these funds as we are no longer self-insured.
- **Hotel/Motel, Meals and Cannabis Taxes:** \$520,995 collected reflects the second quarter distribution of local option hotel/motel, meals and now cannabis excise taxes (period of September – November 2019). The Hotel/Motel Tax collected to date is \$152,330, Meals Tax is \$270,465 and Cannabis \$98,200.

- Penalty and Interest: At 74%, this is higher than usual at this time due to the payment of a large deferred tax bill.
- PILOT: The bulk of these come in as a transfer from the Enterprise funds. The remaining will typically be collected in June.
- Property Tax: 51% collected is on pace to again exceed 98% collection rate thru fiscal year end.
- Special Assessments: This is PVRTA assessments, the UMass share, and the Five College share will come in later in the year.
- State Aid: 49.7% received thru December 31, per the Cherry Sheet distribution schedule.

Expenditures: Through December 31, 2019, expenditures total 52.7% 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 52% 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 not all salary increases for FY20 are not allocated to the individual departments. These funds are sitting in a budgetary control account to be allocated once contracts are settled.

- Town Council: This budget is still evolving as we figure out what the needs are going forward.
- Finance and Town Clerks Department: There have been retirements, vacancies and staff turnover, which has resulted in savings throughout these departments.
- Legal Services: Legal invoices have been paid through October 2019 we are only 10.5% expended due to allocating costs to the Enterprise funds.
- Employee Benefits: While YTD expenditures are at 73.5% 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.
- Information Technology: IT expenditures suggest 72.1% "expended", but this includes funds reserved for contractual service and licensing agreements for the remainder of the fiscal year.
- Miscellaneous and Insurance: The over expenditure in this account is due to the timing of allocating costs out to the other entities.
- Snow and Ice: The 121.4% 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.
- Outdoor Pool Operations: The 71.4% expended is due to timing, most of the budget is spent in July and August while the pools are open.
- Cherry Hill Operations: The 60.4% expended is due to timing as the season crosses fiscal years.

2. **ENTERPRISE FUNDS**

Through December 31, 2019 revenues and expenditures are within a reasonable range for each of the Enterprise Funds (Water, Sewer, Solid Waste, and Transportation). We are watching water and sewer rates as consumption has been trending down.

TOWN OF AMHERST
Year to Date Budget Report
FY2020 REVENUES
Through December 31, 2019

	EST REVENUES	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOWN GENERAL FUND				
DEPART-CEMETERIES	\$ (4,000.00)	(2,700)	\$ (1,300.00)	67.5%
DEPART-GOLF COURSE	\$ (227,638.00)	(95,060)	\$ (132,577.90)	41.8%
DEPART-RECREATION	\$ (324,000.00)	(165,167)	\$ (158,833.50)	51.0%
FINES AND FORFEITS	\$ (87,700.00)	(32,231)	\$ (55,468.65)	36.8%
INVESTMENT INCOME	\$ (90,000.00)	(69,598)	\$ (20,402.25)	77.3%
LICENSES AND PERMITS	\$ (984,344.00)	(590,981)	\$ (393,363.04)	60.0%
MEDICAID REIMBURSEMENTS	\$ (260,549.00)	(25,065)	\$ (235,484.23)	9.6%
MISC NON-RECURRING	\$ (575,000.00)	(229,609)	\$ (345,391.44)	39.9%
MOTOR VEHICLE EXCISE	\$ (1,930,373.00)	(228,458)	\$ (1,701,914.91)	11.8%
OTHER DEPT REVENUE	\$ (333,493.00)	(203,013)	\$ (130,480.08)	60.9%
HOTEL/MOTEL	\$ (200,000.00)	(152,330)	\$ (47,670.00)	76.2%
MEALS TAX	\$ (500,000.00)	(270,465)	\$ (229,535.00)	54.1%
CANNABIS TAX	\$ -	(98,200)	\$ 98,200.00	#DIV/0!
PENALTY AND INTEREST	\$ (232,229.00)	(171,937)	\$ (60,292.46)	74.0%
PILOT	\$ (951,277.00)	(809,458)	\$ (141,819.00)	85.1%
PROPERTY TAXES	\$ (54,413,404.00)	(27,745,785)	\$ (26,667,618.99)	51.0%
RENTALS	\$ (135,806.00)	(81,472)	\$ (54,334.08)	60.0%
SPECIAL ASSESSMENTS	\$ (974,155.00)	-	\$ (974,155.00)	0.0%
STATE AID	\$ (15,687,128.00)	(7,791,551)	\$ (7,895,577.00)	49.7%
TRANSFERS IN	\$ (4,377,482.00)	(4,377,483)	\$ 1.00	100.0%
TOTAL TOWN GENERAL FUND	\$ (82,288,578.00)	\$ (43,140,561.47)	\$ (39,148,016.53)	52.4%
6001 SEWER FUND				
60011990 SF INTERFUND TRANSFERS	\$ (15,578.00)	\$ (15,578.00)	\$ -	
R4440 SF OPERATING BUDGET REV	\$ (4,492,000.00)	\$ (1,948,338.00)	\$ (2,543,662.00)	43.4%
TOTAL SEWER FUND	\$ (4,507,578.00)	\$ (1,963,916.00)	\$ (2,543,662.00)	43.6%
6002 WATER FUND				
60021990 WF INTERFUND TRANSFERS	\$ -	\$ -	\$ -	#DIV/0!
R4450 WF OPERATING BUDGET REV	\$ (4,492,576.00)	\$ (2,048,640.00)	\$ (2,443,936.00)	45.6%
TOTAL WATER FUND	\$ (4,492,576.00)	\$ (2,048,640.00)	\$ (2,443,936.00)	45.6%
6003 SOLID WASTE FUND				
60031990 SWF INTERFUND TRANSFERS	\$ (6,392.00)	\$ (6,392.00)	\$ -	100.0%
R4435 SWF OPERATING BUDGET REVENUE	\$ (487,270.00)	\$ (348,743.00)	\$ (138,527.00)	71.6%
TOTAL SOLID WASTE FUND	\$ (493,662.00)	\$ (355,135.00)	\$ (138,527.00)	71.9%
6005 TRANSPORTATION FUND				
60051990 TRANS INTERFUND TRANSFERS		\$ -	\$ -	#DIV/0!
R4480 PARKING OPERATING REVENUE	\$ (1,071,617.00)	\$ (500,061.00)	\$ (571,556.00)	46.7%
TOTAL TRANSPORTATION FUND	\$ (1,071,617.00)	\$ (500,061.00)	\$ (571,556.00)	46.7%

TOWN OF AMHERST
Year to Date Budget Report
FY2020 EXPENSES
Through December 31, 2019

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOWN GENERAL FUND					
TOWN COUNCIL	\$ 100,000.00	56,067.15	2,200.00	\$ 41,732.85	58.3%
TOWN MANAGER	\$ 369,179.00	181,543.74	580.00	\$ 187,055.26	49.3%
FINANCE DIRECTOR	\$ 166,126.00	0.00	0.00	\$ 166,126.00	0.0%
ACCOUNTING	\$ 363,111.00	168,351.57	0.00	\$ 194,759.43	46.4%
ASSESSOR	\$ 230,944.00	80,971.93	716.12	\$ 149,255.95	35.4%
COLLECTOR/TREASURER	\$ 431,235.00	163,789.23	4,450.00	\$ 262,995.77	39.0%
LEGAL SERVICES	\$ 110,000.00	11,550.76	0.00	\$ 98,449.24	10.5%
HUMAN RESOURCES	\$ 280,352.00	117,978.24	0.00	\$ 162,373.76	42.1%
EMPLOYEE BENEFITS (includes Hlth Ins. & Retirement Assessment)	\$ 10,443,703.00	7,673,813.68	0.00	\$ 2,769,889.32	73.5%
INFORMATION SYSTEMS	\$ 662,526.00	457,888.82	19,856.16	\$ 184,781.02	72.1%
TOWN CLERK	\$ 227,015.00	85,562.26	0.00	\$ 141,452.74	37.7%
ELECTIONS	\$ 61,328.00	27,968.67	0.00	\$ 33,359.33	45.6%
REGISTRATIONS	\$ 6,500.00	1,582.06	0.00	\$ 4,917.94	24.3%
TOWN HALL FACILITY	\$ 165,107.00	74,110.27	3,910.00	\$ 87,086.73	47.3%
BANGS COMMUNITY CENTER	\$ 246,955.00	117,946.42	4,896.28	\$ 124,112.30	49.7%
NORTH AMHERST	\$ 26,662.00	7,450.28	250.00	\$ 18,961.72	28.9%
AMHERST COMM CHILDCARE FACILIT	\$ 5,200.00	1,735.81	2,000.00	\$ 1,464.19	71.8%
MUNSON LIBRARY	\$ 49,341.00	18,218.53	270.00	\$ 30,852.47	37.5%
EAST STREET SCHOOL	\$ 28,662.00	7,951.83	0.00	\$ 20,710.17	27.7%
MISCELLANEOUS AND INSURANCE	\$ 269,032.00	336,756.00	0.00	\$ (67,724.00)	125.2%
GENERAL SERVICES	\$ 146,660.00	37,765.50	21,563.77	\$ 87,330.73	40.5%
INTERFUND TRANSFERS	\$ 3,503,810.00	3,503,810.00	0.00	-	100.0%
POLICE FACILITY	\$ 220,340.00	127,601.95	2,720.00	\$ 90,018.05	59.1%
POLICE DEPARTMENT	\$ 5,040,035.00	2,305,745.04	103,394.28	\$ 2,630,895.68	47.8%
FIRE DEPARTMENT	\$ 4,875,396.00	2,333,772.42	64,653.03	\$ 2,476,970.55	49.2%
DISPATCH	\$ 682,526.00	298,182.36	2,730.00	\$ 381,613.64	44.1%
ANIMAL CONTROL	\$ 63,692.00	27,240.76	0.00	\$ 36,451.24	42.8%
EDUCATION (Region)	\$ 16,444,279.00	8,222,139.50	0.00	\$ 8,222,139.50	50.0%
EDUCATION (Elementary)	\$ 23,838,855.00	9,089,470.56	55,769.35	\$ 14,693,615.09	38.4%
PUBLIC WORKS ADMINISTRATION	\$ 399,152.00	190,484.65	0.00	\$ 208,667.35	47.7%
CONSTRUCTION AND MAINTENANCE	\$ 810,333.00	377,369.43	6,168.09	\$ 426,795.48	47.3%
SNOW AND ICE	\$ 280,410.00	60,641.74	279,828.78	\$ (60,060.52)	121.4%
STREET LIGHTS	\$ 95,421.00	32,128.70	1,469.86	\$ 61,822.44	35.2%
TRAFFIC LIGHTS	\$ 26,051.00	5,259.69	0.00	\$ 20,791.31	20.2%
EQUIPMENT MAINTENANCE	\$ 271,506.00	133,205.72	450.01	\$ 137,850.27	49.2%
TREE & GROUNDS MAINTENANCE	\$ 518,793.00	288,976.66	16,554.95	\$ 213,261.39	58.9%
CONSERVATION OPERATIONS	\$ 406,208.00	201,468.56	0.00	\$ 204,739.44	49.6%
PLANNING DEPARTMENT OPERATIONS	\$ 345,338.00	141,300.40	0.00	\$ 204,037.60	40.9%
INSPECTION SERVICES OPERATIONS	\$ 770,531.00	360,346.39	0.00	\$ 410,184.61	46.8%
PUBLIC HEALTH OPERATIONS	\$ 132,464.00	66,981.05	0.00	\$ 65,482.95	50.6%
SENIOR CENTER OPERATIONS	\$ 229,425.00	113,883.28	0.00	\$ 115,541.72	49.6%
VETERANS SERVICES OPERATIONS	\$ 330,769.00	174,457.76	0.00	\$ 156,311.24	52.7%
PUBLIC ASSISTANCE	\$ 20,000.00	6,188.10	0.00	\$ 13,811.90	30.9%
LEISURE SERVICES AND SUP ED	\$ 595,293.00	249,560.14	1,000.00	\$ 344,732.86	42.1%
OUTDOOR POOL OPERATIONS	\$ 219,111.00	152,684.89	3,700.00	\$ 62,726.11	71.4%
CHERRY HILL OPERATIONS	\$ 240,476.00	143,869.50	1,488.14	\$ 95,118.36	60.4%
DEBT SERVICE	\$ 1,630,438.00	\$ 766,457.00	\$	\$ 863,981.00	47.0%
REGIONAL DEBT ASSESSMENTS	\$ 302,042.00	\$ 277,538.50	\$	\$ 24,503.50	91.9%
STATE ASSESSMENTS & CHARGES	\$ 61,097.00	\$ 33,666.00	\$	\$ 27,431.00	55.1%
TRANSPORTATION AUTHORITIES	\$ 1,107,115.00	\$ 1,076,220.00	\$	\$ 30,895.00	97.2%
TUITION ASSESSEMENTS	\$ 2,318,358.00	\$ 1,111,044.00	\$	\$ 1,207,314.00	47.9%
OTHER LOCAL ASSESSMENTS	\$ 76,374.00	\$ 59,283.64	\$	\$ 17,090.36	77.6%
JONES LIBRARY OPERATIONS	\$ 2,043,302.00	\$ 1,192,146.59	\$	\$ 851,155.41	58.3%
TOTAL TOWN GENERAL FUND	\$ 82,288,578.00	\$ 42,752,127.73	\$ 600,618.82	\$ 38,935,831.45	52.7%

TOWN OF AMHERST
Year to Date Budget Report
FY2020 EXPENSES
Through December 31, 2019

		BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
SEWER FUND						
INTERFUND TRANSFERS	\$	497,324.00	\$ 497,324.00		\$ -	100.0%
WASTE WATER TREATMENT PLANT	\$	3,801,698.00	\$ 1,093,712.75	\$ 454,080.97	\$ 2,253,904.28	40.7%
SEWER MAINTENANCE	\$	208,556.00	\$ 65,760.74	\$ 2,080.00	\$ 140,715.26	32.5%
TOTAL SEWER FUND	\$	4,507,578.00	\$ 1,656,797.49	\$ 456,160.97	\$ 2,394,619.54	46.9%
WATER FUND						
INTERFUND TRANSFERS	\$	687,325.00	\$ 687,325.00		\$ -	100.0%
WATER DEPARTMENT OPERATIONS	\$	3,805,251.00	\$ 1,376,543.56	\$ 114,735.16	\$ 2,313,972.28	39.2%
TOTAL WATER FUND	\$	4,492,576.00	\$ 2,063,868.56	\$ 114,735.16	\$ 2,313,972.28	48.5%
SOLID WASTE FUND						
INTERFUND TRANSFERS	\$	-	\$ -	\$ -	\$ -	0.0%
SOLID WASTE FUND					\$ -	
SOLID WASTE FACILITIES	\$	493,662.00	\$ 160,641.51	\$ 29,462.66	\$ 303,557.83	38.5%
TOTAL SOLID WASTE FUND	\$	493,662.00	\$ 160,641.51	\$ 29,462.66	\$ 303,557.83	38.5%
TRANSPORTATION FUND						
INTERFUND TRANSFERS	\$	307,973.00	\$ 307,973.00		\$ -	100.0%
PARKING FACILITIES	\$	729,644.00	\$ 326,544.02	\$ 10,345.49	\$ 392,754.49	46.2%
PUBLIC TRANSPORTATION	\$	34,000.00	\$ 30,623.50		\$ 3,376.50	90.1%
TOTAL TRANSPORTATION FUND	\$	1,071,617.00	\$ 665,140.52	\$ 10,345.49	\$ 396,130.99	63.0%