

Town of



# Amherst Massachusetts

ACCOUNTING

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TO: Finance Committee  
Paul Bockelman, Town Manager

FROM: Sonia Aldrich, Comptroller  
Holly Bowser, Asst. Comptroller  
Sean Mangano, Finance Director

DATE: September 28, 2020

SUBJECT: FY20 Municipal Budget/Actual Reports for Quarter and Fiscal Year Ending  
June 30, 2020

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We are pleased to present the final quarterly budget report for FY2020.

The Town remains on solid financial footing as we close FY20. Although COVID-19 will continue to challenge us, we start FY21 with a balanced budget without using reserves. In fact, because of our strong financial policies, and the efforts of town staff who have worked diligently to keep our Town running as smoothly as possible, we will begin the year by adding to our reserves.

Revenues did not exceed projections, we ended with a revenue deficit of (\$458,730). This is in line with what we had projected earlier in the year, returned appropriations however, totaled \$2,249,711. These two factors generated a net operating surplus in the General Fund of \$1,790,808 or 2.1% of the Town's budget of \$85,233,971. This is in line with most prior fiscal years of \$1,567,089 in FY18, \$1,855,504 in FY17, and \$1,681,182 in FY16. The FY19 net surplus of \$4,081,389 was an outlier year due to; 1) repayment of \$2 million to Free Cash from the Health Claims Trust Fund (HCTF), and 2) lower health insurance rates.

The net operating surplus reflects the Town's ongoing commitment to conservative revenue projections and tight management control of departmental operating expenditures throughout the fiscal year.

It is important to note that the surplus in this report does not equate to a similar increase in the Town's Free Cash. This report does not reflect the decrease in the Free Cash balance due to the \$2,945,393 in Free Cash transfers to OPEB and Stabilization voted by Town Council during FY20. Please note that the figures presented in the following pages are unaudited and are subject to change. We will submit figures to the Department of Revenue for certification of Free Cash and final confirmation of the numbers in these reports.

## **GENERAL FUND**

### **Revenues:**

Through June 30, 2020, the Town has collected 99.5% of budgeted revenues, or \$458,903 below the original budget.

### **Revenues that exceed projections by 5% projections:**

- Cemeteries: Actual receipts were 115% year to date.
- Investment Income: Actual receipts were 307.7% year to date. Interest rates were slowly climbing prior to COVID, the immediate future is uncertain however.
- Licenses and Permits: Actual receipts were 142.5% year to date mostly due to some large development projects.
- Misc. Non-Recurring: Actual receipts were 105.9% over budgeted revenues. This includes Amherst College \$125,000 and UMASS \$120,000 funds received. It also includes the payment in lieu of Hotel/Motel taxes included in the Strategic Agreement with UMASS. We received \$160,041 in FY20. For FY20 we also received supplemental tax payment for projects under construction. This is not recurring.
- Hotel/Motel, Meals and Cannabis Taxes: Meals tax actual receipts were \$459,531, at 91.9% collected, and the Hotel/Motel tax receipts were \$220,812, at 110.4% collected. We have received \$206,135 for Cannabis, this was not a budgeted revenue in FY20.
- Penalties and Interest: Actual receipts were 113.6% above the budget estimate, or \$31,470 more than budgeted, due to deferred tax collected.
- Rentals: Actual receipts were 107.8% or \$10,636, this includes community gardens, agricultural land and facilities.

### **Revenues that were below projections:**

- Golf Course: Receipts total 73.2% of budget. Total receipts are down 1.4% from last fiscal year. This is mainly due to participation rates continuing to decline at both the regional and national level. The effects of COVID-19 are difficult to determine since the course revenues are mostly collected during summer months.
- All revenues effected by COVID-19 shut downs, all percentages reflect percent collected:
  - Department Recreation 69.6% collected all camps and sports programs shut down
  - Fines and Forfeits 65.5%
  - Licenses and Permits 89.5%
  - Medicaid reimbursements 55.4%
  - Motor Vehicle Excise 89.3%
  - Meals Tax 91.9%
  - Transfers in 96.7% (some of the indirect costs from enterprise funds were reduced)

**Note: Property Tax Collections remained strong at 99.8% collected**

**Expenditures:**

Through June 30, 2020, expenditures totaled 97.4% of budgeted expenditures, or \$2,249,711 below the original budget. All functional areas returned funds to the General Fund. Significant budget turn backs or overspending are explained below within the functional areas.

- General Government:  
The total turn back in this functional area is \$966,666. This includes \$712,355 in employee benefits due to the lower health insurance premiums and salary reserves that were not allocated to the individual departments. Other factors that contributed to this are vacancies in the finance department and savings in property & casualty insurance.
  
- Public Safety:  
The total turn back in this functional area is \$159,946, most due to staff turnover.
  
- Public Works:  
The total turn back in this area is \$7,385, work continued as normal for this department.
  
- Community Services:  
The total turn back in this area is \$226,251 mostly mostly due to COVID-19 shutdown of Senior Center and LSSE programs. There is also significant savings in Veterans Benefits, this has been trending down over the last 3 years.
  
- Elementary Schools:  
This year due to COVID-19 and shutdown the schools returned \$389,403 from operational savings, any questions should be directed to the Schools Finance Director, Doug Slaughter.
  
- Assessments:  
There was \$420,057 returned, choice and charter tuition came in lower than anticipated.

## ENTERPRISE FUNDS

- Through June 30, 2020, three of the four Enterprise Funds generated operating deficits and two will decrease Retained Earnings (Free Cash) balances.

The Enterprise Fund operating surpluses / (deficits) were:

○ Sewer	(\$648,525)
○ Water	(\$498,397)
○ Solid Waste	\$6,068
○ Transportation	\$0 ** (\$244,838) see explanation below.

- The Sewer Fund had a revenue deficit of (\$753,427), and returned appropriations of \$104,901, leaving a total deficit of (\$648,525). We will not be required to raise this in FY2020. The Retained Earning balance is sufficient to cover the shortage. This shortage is due to, 1) reduction in water consumption over recent years as water conservation increased, 2) the shutdown of UMASS during the COVID-19 pandemic. In FY21 the sewer rate is increased to \$4.60 from \$4.00.
- The water fund also had a revenue deficit of (\$543,841), and returned appropriations of \$45,444 leaving a total deficit of \$498,397. As stated above, “this shortage is due to, 1) reduction in water consumption over recent years as water conservation increased, 2) the shutdown of UMASS during the COVID-19 pandemic. In FY21 the water rate is increased to \$4.20 from \$3.90.
- The Solid Waste Fund had a revenue surplus of \$5,967, and returned appropriations of \$102 leaving a surplus of \$6,068.
- The Transportation Fund had a revenue deficit of (\$303,015), and returned appropriations of \$58,177 leaving a total deficit of (\$244,838). \*\*The zero deficit result of fund balance in this fund is due to the General Fund reducing the amount of the indirect cost fee in the amount of \$244,838, (see “Transfers in 96.7% (some of the indirect costs from enterprise funds were reduced)” from above in the General Fund revenue explanations ). The only source of revenue for the Transportation Fund is parking meter receipts and ticket revenues. Once the Town suspended parking enforcement, the revenues declined. This fund did not have sufficient surplus to cover it.

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2020 REVENUES**  
**Through June 30, 2020**

	BUDGETED REVENUES	ACTUAL YTD REVENUE	REMAINING BALANCE	PCT COLL
<b>TOWN GENERAL FUND</b>				
DEPART-CEMETERIES	(4,000)	(4,600)	600	115.0%
DEPART-GOLF COURSE	(227,638)	(166,520)	(61,118)	73.2%
DEPART-RECREATION	(324,000)	(225,629)	(98,371)	69.6%
FEES	-	(206,967)	206,967	#DIV/0!
FINES AND FORFEITS	(87,700)	(57,428)	(30,272)	65.5%
INVESTMENT INCOME	(90,000)	(276,896)	186,896	307.7%
LICENSES AND PERMITS	(984,344)	(880,764)	(103,580)	89.5%
MEDICAID REIMBURSEMENTS	(260,549)	(144,261)	(116,288)	55.4%
MISC NON-RECURRING	(575,000)	(609,067)	34,067	105.9%
MOTOR VEHICLE EXCISE	(1,930,373)	(1,724,121)	(206,252)	89.3%
OTHER DEPT REVENUE	(333,493)	(335,591)	2,098	100.6%
HOTEL/MOTEL	(200,000)	(220,812)	20,812	110.4%
MEALS TAX	(500,000)	(459,531)	(40,469)	91.9%
CANNABIS TAX	-	(206,135)	206,135	#DIV/0!
PENALTY AND INTEREST	(232,229)	(263,699)	31,470	113.6%
PILOT	(951,277)	(978,728)	27,451	102.9%
PROPERTY TAXES	(54,413,404)	(54,288,761)	(124,643)	99.8%
RENTALS	(135,806)	(146,442)	10,636	107.8%
SPECIAL ASSESSMENTS	(974,155)	(985,547)	11,392	101.2%
STATE AID	(15,687,128)	(15,515,705)	(171,423)	98.9%
TRANSFERS IN	(7,322,875)	(7,078,037)	(244,838)	96.7%
<b>TOTAL TOWN GENERAL FUND</b>	<b>(85,233,971)</b>	<b>(84,775,241)</b>	<b>(458,730)</b>	99.5%
<b>6001 SEWER FUND</b>				
60011990 SF INTERFUND TRANSFERS	(15,578)	(15,578)	-	
R4440 SF OPERATING BUDGET REV	(4,492,000)	(3,738,573)	(753,427)	83.2%
<b>TOTAL SEWER FUND</b>	<b>(4,507,578)</b>	<b>(3,754,151)</b>	<b>(753,427)</b>	83.3%
<b>6002 WATER FUND</b>				
60021990 WF INTERFUND TRANSFERS	-			#DIV/0!
R4450 WF OPERATING BUDGET REV	(4,492,576)	(3,948,735)	(543,841)	87.9%
<b>TOTAL WATER FUND</b>	<b>(4,492,576)</b>	<b>(3,948,735)</b>	<b>(543,841)</b>	87.9%
<b>6003 SOLID WASTE FUND</b>				
60031990 SWF INTERFUND TRANSFERS	(6,392)	(6,392)	-	100.0%
R4435 SWF OPERATING BUDGET REVENUE	(487,270)	(493,237)	5,967	101.2%
<b>TOTAL SOLID WASTE FUND</b>	<b>(493,662)</b>	<b>(499,629)</b>	<b>5,967</b>	101.2%
<b>6005 TRANSPORTATION FUND</b>				
60051990 TRANS INTERFUND TRANSFER		-	-	#DIV/0!
R4480 PARKING OPERATING REVENUE	(1,071,617)	(768,602)	(303,015)	71.7%
<b>TOTAL TRANSPORTATION FUND</b>	<b>(1,071,617)</b>	<b>(768,602)</b>	<b>(303,015)</b>	71.7%

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2020 EXPENSES**  
**Through June 30, 2020**

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>TOWN GENERAL FUND</b>					
TOWN COUNCIL	100,000	126,383		(26,383)	126.4%
TOWN MANAGER	369,179	347,372	1,370	20,437	94.5%
FINANCE DIRECTOR	166,126	14,801		151,325	8.9%
ACCOUNTING	363,111	388,622	-	(25,511)	107.0%
ASSESSOR	230,944	175,125		55,819	75.8%
COLLECTOR/TREASURER	431,235	357,124	5,324	68,787	84.0%
LEGAL SERVICES	110,000	54,423	20,000	35,577	67.7%
HUMAN RESOURCES	280,352	260,896	11,775	7,681	97.3%
EMPLOYEE BENEFITS (includes Hlth Ins. & Retirement Assessment)	10,443,703	9,710,219	21,129	712,355	93.2%
INFORMATION SYSTEMS	662,526	707,922	8,635	(54,031)	108.2%
TOWN CLERK	227,015	207,530	-	19,485	91.4%
ELECTIONS	61,328	50,053	12,744	(1,469)	102.4%
REGISTRATIONS	6,500	5,271	-	1,229	81.1%
TOWN HALL FACILITY	165,107	143,798	6,873	14,437	91.3%
BANGS COMMUNITY CENTER	246,955	272,128	4,532	(29,705)	112.0%
NORTH AMHERST	26,662	18,825	670	7,167	73.1%
AMHERST COMM CHILDCARE FACILIT	5,200	1,736	2,100	1,364	73.8%
MUNSON LIBRARY	49,341	46,594	908	1,839	96.3%
EAST STREET SCHOOL	28,662	20,758	1,215	6,689	76.7%
MISCELLANEOUS AND INSURANCE	269,032	176,868	13,000	79,164	70.6%
GENERAL SERVICES	146,660	130,201	96,049	(79,590)	154.3%
INTERFUND TRANSFERS	6,449,203	6,449,203	-	-	100.0%
POLICE FACILITY	220,340	261,132	11,034	(51,825)	123.5%
POLICE DEPARTMENT	5,040,035	4,733,966	96,489	209,580	95.8%
FIRE DEPARTMENT	4,875,396	4,838,935	37,349	(888)	100.0%
DISPATCH	682,526	680,439	1,138	949	99.9%
ANIMAL CONTROL	63,692	61,536	25	2,131	96.7%
EDUCATION (Region assessment includes debt)	16,746,321	16,738,439	-	7,882	100.0%
EDUCATION (Elementary)	23,838,855	23,443,429	13,905	381,521	98.4%
PUBLIC WORKS ADMINISTRATION	399,152	399,193	2,275	(2,316)	100.6%
CONSTRUCTION AND MAINTENANCE	810,333	785,616	39,625	(14,908)	101.8%
SNOW AND ICE	280,410	275,539		4,871	98.3%
STREET LIGHTS	95,421	70,897	10,860	13,664	85.7%
TRAFFIC LIGHTS	26,051	13,533	1,283	11,235	56.9%
EQUIPMENT MAINTENANCE	271,506	243,582	18,826	9,098	96.6%
TREE & GROUNDS MAINTENANCE	518,793	520,609	12,443	(14,259)	102.7%
CONSERVATION OPERATIONS	406,208	384,002	6,228	15,978	96.1%
PLANNING DEPARTMENT OPERATIONS	345,338	302,692	4,317	38,330	88.9%
INSPECTION SERVICES OPERATIONS	770,531	772,533	1,584	(3,586)	100.5%
PUBLIC HEALTH OPERATIONS	132,464	148,604	126	(16,266)	112.3%
SENIOR CENTER OPERATIONS	229,425	207,436	-	21,989	90.4%
VETERANS SERVICES OPERATIONS	330,769	251,106	-	79,663	75.9%
PUBLIC ASSISTANCE	20,000	17,871	-	2,129	89.4%
LEISURE SERVICES AND SUP ED	595,293	498,901	5,364	91,028	84.7%
OUTDOOR POOL OPERATIONS	219,111	182,049	14,797	22,265	89.8%
CHERRY HILL OPERATIONS	240,476	213,110	1,922	25,444	89.4%
DEBT SERVICE	1,630,438	1,601,158	-	29,280	98.2%
STATE ASSESSMENTS & CHARGES	61,097	67,317	-	(6,220)	110.2%
TRANSPORTATION AUTHORITIES	1,107,115	1,107,115	-	-	100.0%
TUITION ASSESSEMENTS	2,318,358	1,918,446	-	399,912	82.8%
OTHER LOCAL ASSESSMENTS	76,374	50,009	-	26,365	65.5%
JONES LIBRARY OPERATIONS	2,043,302	2,043,302	-	-	100.0%
<b>TOTAL TOWN GENERAL FUND</b>	<b>85,233,971</b>	<b>82,498,347</b>	<b>485,913</b>	<b>2,249,711</b>	<b>97.4%</b>

**TOWN OF AMHERST**  
**Year to Date Budget Report**  
**FY2020 EXPENSES**  
**Through June 30, 2020**

	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>SEWER FUND</b>					
INTERFUND TRANSFERS	497,324	497,324		-	100.0%
WASTE WATER TREATMENT PLANT	3,801,698	3,484,856	215,180	101,662	97.3%
SEWER MAINTENANCE	208,556	173,417	31,900	3,239	98.4%
<b>TOTAL SEWER FUND</b>	<b>4,507,578</b>	<b>4,155,597</b>	<b>247,080</b>	<b>104,901</b>	<b>97.7%</b>
<b>WATER FUND</b>					
INTERFUND TRANSFERS	687,325	687,325		-	100.0%
WATER DEPARTMENT OPERATIONS	3,805,251	3,534,214	225,593	45,444	98.8%
<b>TOTAL WATER FUND</b>	<b>4,492,576</b>	<b>4,221,539</b>	<b>225,593</b>	<b>45,444</b>	<b>99.0%</b>
<b>SOLID WASTE FUND</b>					
INTERFUND TRANSFERS	-	-	-	-	0.0%
SOLID WASTE FUND				-	
SOLID WASTE FACILITIES	493,662	493,338	30,763	(30,440)	106.2%
<b>TOTAL SOLID WASTE FUND</b>	<b>493,662</b>	<b>493,338</b>	<b>30,763</b>	<b>(30,440)</b>	<b>106.2%</b>
<b>TRANSPORTATION FUND</b>					
INTERFUND TRANSFERS	307,973	63,134		244,839	20.5%
PARKING FACILITIES	729,644	671,298	2,106	56,240	92.3%
PUBLIC TRANSPORTATION	34,000	32,064		1,937	94.3%
<b>TOTAL TRANSPORTATION FUND</b>	<b>1,071,617</b>	<b>766,495</b>	<b>2,106</b>	<b>303,015</b>	<b>71.7%</b>

**TOWN OF AMHERST, MASSACHUSETTS**  
**Statement of Revenues and Other Sources and Expenditures and Other Uses**  
**Budget and Actual - General Fund**  
**For the Fiscal Year Ended June 30, 2020**  
**(Unaudited)**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues and Other Sources:</b>			
Property taxes	54,413,404	54,288,761	(124,643)
Excise	2,630,373	2,610,599	(19,774)
Penalties, interest and other taxes	1,183,506	1,242,427	58,921
Licenses and permits	984,344	880,764	(103,580)
Intergovernmental	16,661,283	16,501,252	(160,031)
Fines and forfeits	87,700	57,428	(30,272)
Interest earnings	90,000	276,896	186,896
Miscellaneous	1,860,486	1,839,076	(21,410)
Contributions			-
Transfers in	4,077,482	3,832,644	(244,838)
Other Sources (free cash and overlay)	3,245,393	3,245,393	-
<b>Total Revenues and Other Sources</b>	<b>85,233,971</b>	<b>84,775,241</b>	<b>(458,730)</b>
<b>Expenditures and Other Uses:</b>			
General Government	14,389,638	13,422,972	966,666
Public Safety	10,881,989	10,722,043	159,946
Public Works	2,401,666	2,394,281	7,385
Planning, Conservation and Inspections	1,522,077	1,471,355	50,722
Community Services	1,767,538	1,541,287	226,251
Library Services	2,043,302	2,043,302	-
Education (includes Region Debt Assmt)	40,585,176	40,195,773	389,403
Debt Service	1,630,438	1,601,158	29,280
Intergovernmental-Assessments	3,562,944	3,142,887	420,057
Transfers Out (Capital)	6,449,203	6,449,203	-
<b>Total Expenditures and Other Uses</b>	<b>85,233,971</b>	<b>82,984,260</b>	<b>2,249,711</b>
<b>Excess of revenues and other sources over expenditures and other uses</b>	<b>-</b>	<b>1,790,981</b>	<b>1,790,981</b>

TOWN OF AMHERST, MASSACHUSETTS  
Statement of Revenues and Other Sources,  
and Expenses and Other Uses  
Budget and Actual - Sewer  
For the Fiscal Year Ended June 30, 2020  
**(Unaudited)**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues and Other Sources:</b>			
Charges for services	4,294,000	3,486,997	(807,003)
Interest earnings	27,000	42,457	15,457
Other sources	171,000	209,119	38,119
Retained Earnings	15,578	15,578	-
Total Revenues and Other Sources	<u>4,507,578</u>	<u>3,754,151</u>	<u>(753,427)</u>
<b>Expenses and Other Uses:</b>			
Personnel	1,876,074	1,812,924	63,150
Purchase of services	1,076,417	1,095,567	(19,150)
Supplies	63,700	104,936	(41,236)
Other charges and expenses	295,526	279,009	16,517
Transfers	377,324	377,324	-
Capital outlay	120,000	120,000	-
Debt service	698,537	612,917	85,620
Other uses	-	-	-
Total Expenses and Other Uses	<u>4,507,578</u>	<u>4,402,677</u>	<u>104,901</u>
Excess of revenues and other sources over expenses and other uses	<u>-</u>	<u>(648,525)</u>	<u>(648,525)</u>

TOWN OF AMHERST, MASSACHUSETTS  
Statement of Revenues and Other Sources,  
and Expenses and Other Uses  
Budget and Actual - Water  
For the Fiscal Year Ending June 30, 2020  
(Unaudited)

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues and Other Sources:			
Charges for services	4,282,576	3,697,553	(585,023)
Interest earnings	25,000	40,770	15,770
Other sources	185,000	210,412	25,412
Retained Earnings			
Total Revenues and Other Sources	<u>4,492,576</u>	<u>3,948,735</u>	<u>(543,841)</u>
Expenses and Other Uses:			
Personnel	1,844,913	1,770,555	74,358
Purchase of services	676,267	757,492	(81,225)
Supplies	183,100	146,631	36,469
Other charges and expenses	658,071	653,129	4,942
Transfers	497,325	497,325	-
Capital outlay	190,000	190,000	-
Debt service	442,900	432,000	10,900
Other uses			-
Total Expenses and Other Uses	<u>4,492,576</u>	<u>4,447,132</u>	<u>45,444</u>
Excess of revenues and other sources over expenses and other uses	<u>-</u>	<u>(498,397)</u>	<u>(498,397)</u>

TOWN OF AMHERST, MASSACHUSETTS  
Statement of Revenues and Other Sources,  
and Expenses and Other Uses  
Budget and Actual - Solid Waste Fund  
For the Fiscal Year Ending June 30, 2020  
(Unaudited)

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues and Other Sources:			
Charges for services	436,770	426,371	(10,399)
Intergovernmental			-
Interest earnings	500	2,733	2,233
Other sources	50,000	64,132	14,132
Retained Earnings	6,392	6,392	-
Total Revenues and Other Sources	<u>493,662</u>	<u>499,629</u>	<u>5,967</u>
Expenses and Other Uses:			
Personnel	304,972	292,646	12,326
Purchase of services	174,090	175,463	(1,373)
Supplies	2,300	3,255	(955)
Other charges and expenses	12,300	22,196	(9,896)
Transfers			-
Capital outlay			-
Debt service			-
Other uses			-
Total Expenses and Other Uses	<u>493,662</u>	<u>493,560</u>	<u>102</u>
Excess of revenues and other sources over expenses and other uses	<u>-</u>	<u>6,068</u>	<u>6,068</u>

TOWN OF AMHERST, MASSACHUSETTS  
Statement of Revenues and Other Sources,  
and Expenses and Other Uses  
Budget and Actual - Transportation  
For the Fiscal Year Ending June 30, 2020  
(Unaudited)

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues and Other Sources:			
Charges for services	604,117	537,709	(66,407.92)
Intergovernmental			-
Interest earnings	500	25	(475.25)
Other sources	467,000	230,868	(236,132.29)
Retained Earnings			-
Total Revenues and Other Sources	<u>1,071,617</u>	<u>768,602</u>	<u>(303,015.46)</u>
Expenses and Other Uses:			
Personnel	403,299	398,813	4,485.56
Purchase of services	94,000	88,493	5,506.80
Supplies	38,414	5,357	33,056.77
Other charges and expenses	97,431	92,851	4,580.00
Transfers	297,973	53,134	244,838.72
Capital outlay	10,000	10,000	-
Debt service	96,500	87,889	8,611.11
Public Transportation	34,000	32,064	1,936.50
Other uses			-
Total Expenses and Other Uses	<u>1,071,617</u>	<u>768,602</u>	<u>303,015.46</u>
Excess of revenues and other sources over expenses and other uses	<u>-</u>	<u>-</u>	<u>-</u>