

To: Board of Selectmen

July 6, 2020

Cc: Town Administrator, Deputy Town Administrator

Treasurer's Report for June 2020

With the re-opening of the Town Offices on June 1, the Town's revenues have increased, including excise, our single largest source of revenue (other than property taxes). Below are a few financial highlights as well as trial balance, revenue comparison report and an appropriation control comparison report.

Balance Sheet Items:

Cash balances: \$ 2,396,706.

The Town's short-term borrowing closed on April 15th and \$2.6 million has been drawn against the note. Current approval is for \$2.8 million. Given the COVID 19 situation and the impact on revenues, there's a possibility we would need more than the \$2.8 million to cover the expenses until our property tax season. I will monitor the situation and come back to the Board if need be.

2019 taxes outstanding: \$ 54,657.27 (99.56 % of commitment collected). The Tax Collector filed 52 liens on these parcels and 4 have been discharged.

Other years' taxes outstanding: \$ 21,172, a decline of approximately \$16,000 since December 31, 2019. The outstanding liens for the 2018 tax year would be subject to foreclosure in December if they remain unpaid.

Revenue and Expense Items:

Non-property tax revenue available to reduce taxes: \$ 1,024,593 (51.17% of forecast)

While excise tax is approximately \$56,000 or 8.4% behind 2019, we have collected 57.34% of our reduced 2020 forecast. As a result of re-opening and the Governor's extension of registrations coming to an end, we have seen an increase in excise. Excise collections in June from both in office and on-line transactions totaled \$233,026 compared to \$91,302 in May. Mooring and shellfish license deadlines were also extended but should be paid before the end of the year. While revenue sharing is up over last year, it is expected to drop off in the second half of 2020 and the forecast was reduced for that reason.

Spending in the first six months of 2020 have been held to necessary items pending the vote on the budget on July 14. Capital Reserve expenditures include those for the purchase of law enforcement & marine patrol vehicles (until April 30), a new central copier and for the Cundy's Harbor ambulance which was rechartered. The interest payment on the pier demolition bonds has been paid (\$58,950). While for purposes of monthly reporting, this amount has been reflected as an appropriation, at year end it will be reclassified as a reduction of an inter-fund liability.

TRIAL BALANCE

| | December 31, 2019 | June 30, 2020 |
|---|--------------------------|-----------------------|
| Assets: | | |
| Cash, including petty cash | \$5,091,745.13 | \$2,396,706.46 |
| Taxes Receivable: | | |
| 2019 | \$394,693.48 | \$54,657.27 |
| 2018 | \$35,092.93 | \$18,954.67 |
| Other years | \$2,218.41 | \$2,217.07 |
| Prepaid Expenses | \$18,694.00 | \$18,694.00 |
| Accounts Receivable | \$118,519.73 | \$48,393.41 |
| TOTAL ASSETS | \$5,660,963.68 | \$2,539,622.88 |
| Liabilities and Deferred Revenues: | | |
| Fees Collected for the State | \$4,934.50 | \$53,487.89 |
| Amts Withheld (Advanced on behalf of) Employees | | (\$8,944.48) |
| Accounts Payable and Other Liabilities | \$29,893.23 | \$10,920.69 |
| Prepaid/Overpaid Taxes & Refunds | \$1,568.53 | \$29,364.95 |
| Prepaid Mooring Fees & Licenses | \$3,200.00 | \$0.00 |
| Deferred Revenue | \$213,740.00 | \$202,340.00 |
| Total Liabilities & Deferred Revenues | \$253,336.26 | \$287,169.05 |
| Fund Balance: | | |
| Interfund Liability - Special Revenue Funds* | \$47,593.04 | \$47,593.04 |
| - Bandstand Fund | \$19,518.96 | \$19,518.96 |
| Capital Project Carryover | \$408,797.55 | \$408,797.55 |
| Pier Demolition | \$408,052.88 | \$408,052.88 |
| Tax Supplements/Abatements | | \$0.00 |
| Amounts Carried forward | \$895,544.00 | \$895,544.00 |
| Fund Balance: | \$3,628,120.99 | (\$2,127,052.60) |
| Tax Anticipation Note | | \$2,600,000.00 |
| TOTAL LIABILITIES & FUND BALANCE | \$5,660,963.68 | \$2,539,622.88 |

* Recreation and grant programs

Non-property Tax Revenues

| | 6/30/2019 | 6/30/2020 | % of Forecast | 2020 Forecast |
|--|-----------------------|-----------------------|------------------|--------------------|
| Excise taxes (auto, boat) | \$666,696.52 | \$610,700.99 | 57.34% | \$1,065,000.00 |
| Registrations (auto, boat, atv, snowmobile) | \$11,810.00 | \$12,814.00 | 42.71% | \$30,000.00 |
| Permits (building, plumbing,planning bd) | \$55,077.44 | \$64,597.99 | 68.00% | \$95,000.00 |
| Fees (moorings, passports, bd of appeals) | \$132,179.00 | \$108,974.00 | 77.84% | \$140,000.00 |
| Licenses & Fines (shellfish, hunting, fishing, dogs) | \$27,669.23 | \$11,882.60 | 39.61% | \$30,000.00 |
| Franchise Fee | \$3,935.91 | \$2,720.17 | 2.92% | \$93,000.00 |
| Copies | \$1,520.75 | \$1,538.45 | 51.28% | \$3,000.00 |
| R/C & Transfer Station (fees & sales) | \$85,782.93 | \$95,469.81 | 46.57% | \$205,000.00 |
| Interest | \$11,767.08 | \$11,120.47 | 50.55% | \$22,000.00 |
| Donations | \$1,600.00 | \$1,600.00 | 13.33% | \$12,000.00 |
| Refunds and other | \$41,347.69 | \$961.08 | 64.07% | \$1,500.00 |
| Property Sales & Leases | \$3,079.46 | \$8,239.00 | 137.32% | \$6,000.00 |
| Interest on Prop. Tax & Lien Charges | \$7,023.41 | \$7,534.73 | 50.23% | \$15,000.00 |
| Other State Reimbursements (URIP, GA, etc.) | \$10,460.72 | \$9,262.77 | 14.25% | \$65,000.00 |
| Harpswell Coastal Academy | \$10,000.00 | \$10,000.00 | 100.00% | \$10,000.00 |
| Tower Lease | \$11,742.95 | \$12,095.24 | 50.40% | \$24,000.00 |
| Land Use Violation | \$20,000.00 | \$0.00 | | |
| Subtotal | \$1,101,693.09 | \$969,511.30 | 53.37% | \$1,816,500.00 |
| Revenue Sharing | \$35,110.49 | \$55,043.42 | 78.63% | \$70,000.00 |
| Homestead Exemption & BETE | \$40.00 | \$38.00 | 0.03% | \$116,000.00 |
| Total Available to Reduce the Commitment | \$1,136,843.58 | \$1,024,592.72 | 51.17% | \$2,002,500 |
| Recreation Fees (excluded from forecast) | \$13,079.39 | \$5,717.99 | | |
| Grants & Gifts with specified purposes | \$64,317.75 | \$35,585.14 | | |
| Comcast Grants | \$11,400.00 | \$11,400.00 | | |
| Interest on Emergency Vehicle and Bond A/C | \$4,221.53 | \$2,771.37 | | |
| Total (Agrees to Revenue Control) | \$1,229,862.25 | \$1,080,067.22 | | |

Condensed Appropriation Control

| | Expended | | Appropriations & Carryovers | |
|--|------------|-----------|--------------------------------|---------|
| | 2019 | 2020 | | |
| General Gov't, incl. Elected Officials | \$ 224,447 | \$224,421 | \$482,592.00 | 46.50% |
| Risk Management | \$ 75,912 | \$85,050 | \$99,494.00 | 85.48% |
| Employee Benefits | \$ 188,020 | \$208,609 | \$401,954.00 | 51.90% |
| Town Departments: | | | | |
| Assessing | \$ 33,156 | \$36,035 | \$84,479.00 | 42.66% |
| Codes Enforcement | \$ 66,806 | \$61,848 | \$143,430.00 | 43.12% |
| Tax Collector's Office | \$ 15,713 | \$15,859 | \$39,470.00 | 40.18% |
| Town Clerk's Office | \$ 28,072 | \$36,140 | \$64,340.00 | 56.17% |
| Town Planner | \$ 25,208 | \$24,614 | \$77,941.00 | 31.58% |
| Committees & Commissions | \$ 1,249 | \$851 | \$4,860.00 | 17.50% |
| Treasurer | \$ 14,997 | \$10,437 | \$13,451.00 | 77.59% |
| Harbormaster | \$ 34,791 | \$30,616 | \$98,007.00 | 31.24% |
| Animal Control | \$ 16,526 | \$15,556 | \$29,173.00 | 53.32% |
| Facilities: | | | | |
| Municipal Buildings | \$ 45,486 | \$44,808 | \$106,520.00 | 42.07% |
| Town Dock & Landings | \$ 1,467 | \$1,957 | \$28,000.00 | 6.99% |
| Cedar/Robinhood Beach | \$ 1,203 | \$1,415 | \$5,050.00 | 28.02% |
| Cemeteries | | \$0 | \$16,970.00 | 0.00% |
| Public Works: | | | | |
| Recycling Ctr. & Transfer Stn. | \$ 152,740 | \$163,817 | \$394,802.00 | 41.49% |
| Road Maintenance | \$ 22,599 | \$34,441 | \$113,240.00 | 30.41% |
| Snow Removal | \$ 387,272 | \$389,654 | \$503,969.00 | 77.32% |
| Protection & Safety: | | | | |
| Law Enforcement | \$ 230,505 | \$236,360 | \$424,836.00 | 55.64% |
| Marine Patrol | \$ 118,195 | \$120,424 | \$219,464.00 | 54.87% |
| Marine Specialist | \$ 954 | \$341 | \$4,000.00 | 8.52% |
| Fire & Rescue Dept. Operations | \$ 115,242 | \$76,412 | \$205,000.00 | 37.27% |
| Municipal Fire Assistance | \$ 67,344 | \$73,898 | \$178,586.00 | 41.38% |
| Paramedics & Other | \$ 166,977 | \$168,448 | \$290,773.00 | 57.93% |
| Street Lighting | \$ 11,764 | \$11,220 | \$27,000.00 | 41.55% |
| Social & Cultural: | | | | |
| General Assistance | \$ 8,533 | \$6,740 | \$45,000.00 | 14.98% |
| Social Services | | \$0 | \$21,380.00 | 0.00% |
| Health & Wellness | \$ 22,478 | \$10,471 | \$44,688.00 | 23.43% |
| Cultural | \$ 133,257 | \$79,572 | \$297,379.00 | 26.76% |
| Recreation Programs | \$ 17,420 | \$10,845 | \$10,400.00 | 104.28% |
| Recreation Department | \$ 24,514 | \$28,393 | \$64,208.00 | 44.22% |

Special Projects & Capital Reserves:

| | | | | |
|-------------------------------|--------------------|--------------------|-----------------------|---------------|
| Special Projects | \$6,550 | \$13,151 | \$106,349.00 | 12.37% |
| Capital Reserves | \$164,182 | \$182,164 | \$1,562,228.00 | 11.66% |
| Mitchell Field | \$6,740 | \$3,631 | \$18,700.00 | 19.42% |
| Other: | | | | |
| Contingency | \$0 | \$0 | \$57,727.00 | 0.00% |
| Debt Service | \$13,169 | \$10,132 | \$365,000.00 | 2.78% |
| Grants | \$39,401 | \$26,548 | | |
| Total Municipal Budget | \$2,482,892 | \$2,444,878 | \$6,650,460.00 | 36.76% |
| MSAD # 75 | \$3,870,274 | \$4,406,180 | | |
| Cumberland County | \$0 | \$0 | | |
| TOTAL | \$6,353,166 | \$6,851,057 | | |