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# Town of Old Orchard Beach

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**Treasurer - Finance Director**

OOB Town Hall  
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OOB, ME 04064

**Diana H. Asanza**

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September 23, 2015

## **August 2015 Monthly Update from the Finance Office**

**Finance:**

We are working to close out FY 15 and prepare for the audit. The auditors have started the interim work and have scheduled the on-site work for October.

The Finance Clerk position is vacant and I am working on filling the role. In the meantime the Finance office has been working very hard to maintain business as usual since the vacancy occurred during the busiest time for the office – year end, summer season, annual audit. The AP/Payroll clerk has been working on a departmental guide for the payroll process and accounts payable process that will very helpful when training a new employee to complete cross-training within the department.

**Tax Office and Collections:**

The Tax Office is very busy at this time with the 1<sup>st</sup> tax installment due September 16, 2015, and the second installment due March 16, 2016. Fiscal year 2015 tax liens have been filed.

**YTD Budget Report:**

Attached please find the year to date budget report through August 31, 2015.

Expenditures are at 25.4% through August 31, 2015, which is due to several large expenditures that are paid 100% in the month of July, such as County Assessment, Transit Assessment, and General Insurance. In addition the bulk of the seasonal expenses such as Parking Enforcement, Police Reserves, and Lifeguards are incurred within the first 3 months of the fiscal year.

Non-property tax revenue is at 27.8% of budget which is in part due to the Public Safety Fees, where parking meters and parking violations are at 74.6% of budget. The majority of activity for these revenue sources occurs in the summer months.

Respectfully,

*Diana H. Asanza*, Treasurer – Finance Director

Town of Old Orchard Beach  
FY 2016 Budget YTD through August 2015

<b>Municipal Budget</b>	<b>Adopted Budget</b>	<b>Trans/Adjust</b>	<b>Revised Budget</b>	<b>Actual YTD</b>	<b>Encumbered</b>	<b>Available Budget</b>	<b>% Used</b>
Town Council Expense	43,320.00		43,320.00	941.74		42,378.26	2.2%
Town Manager/Admin Expense	692,643.00		692,643.00	82,915.02		609,727.98	12.0%
Tax Collector Expense	102,269.00		102,269.00	23,387.01		78,881.99	22.9%
Treasurer/Finance Expense	178,782.00		178,782.00	20,011.85		158,770.15	11.2%
Assessing Expense	121,610.00		121,610.00	21,448.35		100,161.65	17.6%
Town Clerk Expense	139,692.00		139,692.00	18,921.58	3,868.95	116,901.47	16.3%
Elections Expense	23,600.00		23,600.00	230.00		23,370.00	1.0%
Board of Registration Expense	2,850.00		2,850.00	(55.00)		2,905.00	-1.9%
Planning Expense	117,237.00		117,237.00	13,684.15		103,552.85	11.7%
Code Enforcement Expense	209,959.00		209,959.00	23,630.73		186,328.27	11.3%
Town Hall Bldg Expense	78,815.00		78,815.00	3,110.11		75,704.89	3.9%
York County Tax Expense	906,764.00		906,764.00	906,711.62		52.38	100.0%
Contingency Expense	200,000.00		200,000.00			200,000.00	0.0%
Insurance/Benefit Expense	2,504,914.00		2,504,914.00	581,781.81		1,923,132.19	23.2%
Police Dept Expense	2,410,584.00		2,410,584.00	390,465.04	4,670.14	2,015,448.82	16.4%
Parking Enforcement Expense	78,125.00		78,125.00	24,998.00		53,127.00	32.0%
Lifeguard Expense	147,500.00		147,500.00	88,059.17		59,440.83	59.7%
Fire/Rescue Dept Expense	1,683,845.00		1,683,845.00	248,320.97	9,798.06	1,425,725.97	15.3%
Street & Traffic Light Expense	255,000.00		255,000.00	36,326.61		218,673.39	14.2%
Public Works Dept. Expense	1,487,466.00		1,487,466.00	220,604.20	22,256.84	1,244,604.96	16.3%
Parks Maintenance Expense	74,060.00		74,060.00	8,098.95	2,427.79	63,533.26	14.2%
Wastewater Treatment Expense	1,082,591.00		1,082,591.00	104,390.13	31,448.19	946,752.68	12.5%
Solid Waste Expense	612,000.00		612,000.00	61,622.13		550,377.87	10.1%
Recreation Dept. Expense	216,092.00		216,092.00	34,078.67	500.00	181,513.33	16.0%
Conservation Commission Expense	12,390.00		12,390.00	195.01		12,194.99	1.6%
Service Agency Allocation Expense	12,500.00		12,500.00	12,500.00		-	100.0%
Libby Memorial Library Expense	245,000.00		245,000.00	61,250.00		183,750.00	25.0%
Transit District Subsidy Expense	115,000.00		115,000.00	115,000.00		-	100.0%
OOB Historical Society Expense	17,622.00		17,622.00	4,581.87		13,040.13	26.0%
General Assistance Expense	78,861.00		78,861.00	5,823.36		73,037.64	7.4%
Tax Abatement Expense	25,000.00		25,000.00	-		25,000.00	0.0%
Debt Service Expense	1,271,859.00		1,271,859.00	352,491.24		919,367.76	27.7%
CIP General Government E	-		-	1,282,000.00		(1,282,000.00)	
Ballpark Transfer	8,000.00		8,000.00	8,000.00		-	100.0%
RSU Subsidy Expense	11,341,558.00		11,341,558.00	1,890,259.66		9,451,298.34	16.7%
<b>Gross Municipal Budget</b>	<b>26,497,508.00</b>	<b>-</b>	<b>26,497,508.00</b>	<b>6,645,783.98</b>	<b>74,969.97</b>	<b>19,776,754.05</b>	<b>25.4%</b>

<b>Municipal Revenues</b>	<b>Adopted Budget</b>	<b>Actual YTD</b>	<b>Balance</b>	<b>% Collected</b>
Non-Property Tax (Excise, Taxes in Lieu, Interest/Fees)	1,458,000.00	314,052.88	(1,143,947.12)	21.5%
Gen Govt Licenses/Permits/Fees	342,500.00	32,306.67	(310,193.33)	9.4%
Public Safety Licenses/Permits/Fees	426,000.00	317,902.83	(108,097.17)	74.6%
Public Works Licenses/Permits/Fees	5,000.00	1,500.00	(3,500.00)	30.0%
Sani License/Permits/Fees	31,000.00	16,627.50	(14,372.50)	53.6%
Rec Licenses/Permits/Fees	20,000.00	1,850.00	(18,150.00)	9.3%
Revenue Sharing	341,535.00	74,506.43	(267,028.57)	21.8%
Franchise Taxes	200,000.00	53,255.51	(146,744.49)	26.6%
Investment Earnings	15,000.00	4,124.61	(10,875.39)	27.5%
Sale of Town-owned property	-	-	-	
State Homestead Exemption Revenue	125,000.00	37,934.00	(87,066.00)	30.3%
Intergovernmental Revenue	99,945.00	13,056.66	(86,888.34)	13.1%
Gen Govt Other Revenue	69,000.00	3,678.18	(65,321.82)	5.3%

<b>Other Municipal Credits</b>	<b>Adopted Budget</b>	<b>Actual YTD</b>	<b>Balance</b>	<b>% Collected</b>
General Fund Use of Prior Year Fund Balance	550,000.00		(550,000.00)	0.0%
Transfer In from Rescue Call	625,000.00		(625,000.00)	0.0%
Transfer in from Special Dog Fund	3,000.00		(3,000.00)	0.0%
Transfer in from Prior Year Balance Bond Proceeds	384,000.00		(384,000.00)	0.0%
Bond Proceeds				
<b>Total Municipal Revenue/Credits</b>	<b>4,694,980.00</b>	<b>870,795.27</b>	<b>(3,824,184.73)</b>	<b>18.5%</b>