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# Town of Old Orchard Beach

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**Treasurer - Finance Director**  
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OOB, ME 04064

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August 13, 2014

## **July 2014 Monthly Update from the Finance Office**

### **Year End:**

We continue to work on all account reconciliations through June 30, 2014, and continue to prepare for the FY 14 audit which will start in September. We anticipate the FY 14 audit and close to go smoothly based on the constant monitoring of the general ledger and the continued efforts to document standard operating procedures, to include process enhancements in both payroll and accounts payables.

### **Purchases and Procurement:**

The Finance office has been working on updating Munis vendor code set up to better track required insurance certificates, and W-9 information. This effort will work with the newly developed standardized contract that should be used for all purchases requiring a contract along with the updated purchase order request process, both which were put into place earlier this year. The goal is to ensure all departments are adhering to the procurement practices according to Charter.

### **Tax Office and Collections:**

The Tax Collector has finalized the FY 14 lien process. The FY 15 tax commitment will be billed in two installments with the first installment due 9/17/2014 and the second installment due 3/11/2015. The FY 15 tax bills will be mailed out within the next few days.

### **YTD Budget Report:**

Attached please find the year to date budget report through July 31, 2014. I have also included Special Revenue Funds year to date balances through July 31, 2014.

Respectfully,  
Diana H. Asanza, Treasurer – Finance Director

Town of Old Orchard Beach  
FY 2015 Budget YTD through July 2014

<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	45,900.00		45,900.00	5,143.20		40,756.80	11.2%
Town Manager/Admin Expense	725,293.00		725,293.00	24,839.93	5,867.64	694,585.43	4.2%
Tax Collector Expense	99,942.00		99,942.00	15,512.31	563.69	83,866.00	16.1%
Treasurer/Finance Expense	173,764.00		173,764.00	11,594.24		162,169.76	6.7%
Assessing Expense	119,092.00		119,092.00	15,018.72		104,073.28	12.6%
Town Clerk Expense	126,217.00		126,217.00	9,364.15		116,852.85	7.4%
Elections Expense	23,795.00		23,795.00	948.75		22,846.25	4.0%
Board of Registration Expense	4,810.00		4,810.00	200.00		4,610.00	4.2%
Planning Expense	86,724.00		86,724.00	5,847.53		80,876.47	6.7%
Code Enforcement Expense	199,166.00		199,166.00	11,824.08		187,341.92	5.9%
Town Hall Bldg Expense	97,640.00		97,640.00	22.23		97,617.77	0.0%
York County Tax Expense	889,200.00		889,200.00			889,200.00	0.0%
Contingency Expense	141,400.00		141,400.00			141,400.00	0.0%
Insurance/Benefit Expense	2,329,672.00		2,329,672.00	398,412.31		1,931,259.69	17.1%
Police Dept Expense	2,446,945.00		2,446,945.00	245,102.55	51,652.52	2,150,189.93	12.1%
Parking Enforcement Expense	57,200.00		57,200.00	13,632.00		43,568.00	23.8%
Emergency Management Expense	1,000.00		1,000.00			1,000.00	0.0%
Public Safety Complex Expense	55,950.00		55,950.00	72.96	204.71	55,672.33	0.5%
Lifeguard Expense	144,200.00		144,200.00	44,550.25		99,649.75	30.9%
Fire/Rescue Dept Expense	1,422,601.00		1,422,601.00	147,094.34	11,580.15	1,263,926.51	11.2%
Street & Traffic Light Expense	232,050.00		232,050.00	14,572.42		217,477.58	6.3%
Public Works Dept. Expense	1,442,301.00		1,442,301.00	83,532.13	37,476.31	1,321,292.56	8.4%
Parks Maintenance Expense	59,060.00		59,060.00	1,262.50	5,385.00	52,412.50	11.3%
Wastewater Treatment Expense	1,051,156.00		1,051,156.00	32,453.97	15,080.00	1,003,622.03	4.5%
Solid Waste Expense	601,000.00		601,000.00			601,000.00	0.0%
Recreation Dept. Expense	212,948.00		212,948.00	14,169.63		198,778.37	6.7%
Conservation Commission Expense	12,140.00		12,140.00			12,140.00	0.0%
Service Agency Allocation Expense	12,500.00		12,500.00	2,400.00		10,100.00	19.2%
Libby Memorial Library Expense	265,000.00		265,000.00	66,250.00		198,750.00	25.0%
Transit District Subsidy Expense	115,000.00		115,000.00	115,000.00		-	100.0%
OOB Historical Society Expense	17,960.00		17,960.00	1,955.98		16,004.02	10.9%
General Assistance Expense	77,735.00		77,735.00	4,799.41		72,935.59	6.2%
Tax Abatement Expense	25,000.00		25,000.00	255.30		24,744.70	1.0%
Debt Service Expense	1,258,980.00		1,258,980.00	10,791.24		1,248,188.76	0.9%
Ballpark Transfer	5,000.00		5,000.00			5,000.00	0.0%
RSU Subsidy Expense	11,162,780.00		11,162,780.00	930,231.65		10,232,548.35	8.3%
<b>Gross Municipal Budget</b>	<b>25,741,121.00</b>	<b>-</b>	<b>25,741,121.00</b>	<b>2,226,853.78</b>	<b>127,810.02</b>	<b>23,386,457.20</b>	<b>9.1%</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)	1,438,000.00	162,093.96	(1,275,906.04)	11.3%
Gen Govt Licenses/Permits/Fees	341,500.00	27,839.83	(313,660.17)	8.2%
Public Safety Licenses/Permits/Fees	336,000.00	114,314.04	(221,685.96)	34.0%
Public Works Licenses/Permits/Fees	5,000.00	900.00	(4,100.00)	18.0%
Sani License/Permits/Fees	31,000.00	7,962.50	(23,037.50)	25.7%
Rec Licenses/Permits/Fees	110,000.00	4,550.00	(105,450.00)	4.1%
Revenue Sharing	350,800.00	19,016.72	(331,783.28)	5.4%
Franchise Taxes	205,000.00	-	(205,000.00)	0.0%
Investment Earnings	10,000.00	1,185.12	(8,814.88)	11.9%
Sale of Town-owned property			-	
State Homestead Exemption Revenue	125,000.00	32,443.00	(92,557.00)	26.0%
Intergovernmental Revenue	108,500.00	-	(108,500.00)	0.0%
Gen Govt Other Revenue	74,400.00	5,465.75	(68,934.25)	7.3%

<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	500,000.00	-	(500,000.00)	0.0%
Transfer In from Rescue Call	500,000.00	-	(500,000.00)	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>4,522,200.00</b>	<b>375,770.92</b>	<b>(4,146,429.08)</b>	<b>8.3%</b>