

TOWN OF HIGHLAND PARK

Financial Report
For the Period Ending June 30, 2012

OVERVIEW AS OF JUNE 30TH

General and Utility Fund combined revenues are \$21,191,772. This is 82% of the annual projected amounts. Combined expenses and encumbrances of \$19,312,886 are 66% of the annual budget.

YEAR-TO-DATE ACTIVITY

- ▲ **Property Taxes** are 100% of projection
- ▲ **Sales Taxes** are 107% of projection
- ▲ **Building Permits** are 121% of projection
- ▼ **Water Sales** are 96% of projection

COMPARISON TO LAST YEAR

- ▼ **Property Tax Collections** are 99% of prior year
- ▲ **Sales Taxes** are 105% of prior year
- ▲ **Building Permits** are 110% of prior year
- ▼ **Water Sales** are 96% of prior year

GENERAL FUND REVENUES

| Revenue Signal Key | |
|--------------------|----------------------|
| ● | > 100% of Projected |
| ● | 95-100% of Projected |
| ● | < 95% of Projected |

| | JUNE 2012 | | | | YEAR TO DATE | | | | ANNUAL | | | PRIOR YEAR | | |
|-------------------------|-----------|------------|------------|------|--------------|---------------|---------------|------|---------------|---------------|------|---------------|---------------|------|
| | Signal | Actual | Budget | % | Signal | Actual | Budget | % | Actual | Budget | % | Actual | Budget | % |
| Property Taxes | ● | \$ 24,457 | \$ 47,933 | 51% | ● | \$ 9,583,494 | \$ 9,561,075 | 100% | \$ 9,583,494 | \$ 9,623,335 | 100% | \$ 9,649,324 | \$ 9,688,985 | 100% |
| Sales Taxes | ● | 205,476 | 190,630 | 108% | ● | 2,070,707 | 1,931,910 | 107% | 2,070,707 | 2,550,000 | 81% | 1,962,391 | 2,325,000 | 84% |
| Other Taxes | - | - | - | - | ● | 101,330 | 82,500 | 123% | 101,330 | 110,000 | 92% | 82,237 | 100,000 | 82% |
| Franchise Fees | - | - | - | - | ● | 884,909 | 815,236 | 109% | 884,909 | 1,010,000 | 88% | 807,641 | 990,000 | 82% |
| Sanitation Charges | ● | 96,189 | 97,021 | 99% | ● | 864,192 | 873,188 | 99% | 864,192 | 1,263,150 | 68% | 867,327 | 1,164,250 | 74% |
| Licenses and Permits | ● | 81,000 | 72,973 | 111% | ● | 772,879 | 663,281 | 117% | 772,879 | 882,200 | 88% | 702,229 | 881,325 | 80% |
| Charges for Services | ● | 120,626 | 129,162 | 93% | ● | 1,021,337 | 1,035,452 | 99% | 1,021,337 | 1,264,500 | 81% | 908,328 | 1,128,000 | 81% |
| Fines and Forfeitures | ● | 29,960 | 29,042 | 103% | ● | 254,871 | 261,375 | 98% | 254,871 | 348,500 | 73% | 266,066 | 371,000 | 72% |
| Earnings on Investments | ● | 5,441 | 7,929 | 69% | ● | 54,140 | 71,362 | 76% | 54,140 | 95,150 | 57% | 78,815 | 120,100 | 66% |
| Miscellaneous | ● | 26,585 | 27,750 | 96% | ● | 286,487 | 249,750 | 115% | 286,487 | 333,000 | 86% | 243,501 | 331,984 | 73% |
| Transfers | ● | 2,259 | 2,350 | 96% | ● | 15,060 | 15,411 | 98% | 15,060 | 20,000 | 75% | 14,306 | 31,745 | 45% |
| Total Revenues | ● | \$ 591,993 | \$ 604,790 | 98% | ● | \$ 15,909,406 | \$ 15,560,540 | 102% | \$ 15,909,406 | \$ 17,499,835 | 91% | \$ 15,582,165 | \$ 17,132,389 | 91% |

YEAR-TO-DATE OVERVIEW

Through June 30st, General Fund non-property tax revenues of \$6,325,912 are \$326,447 more than projected. Total revenues are up \$327,241 over this period last year.

PROPERTY TAXES

Tax collections of \$9,583,494 are \$22,419 more than projected. As of June 30th, 98.6% of the 2011 tax levy has been collected.

SALES TAXES

Total revenues of \$2,070,707 are \$138,797 more than projected year-to-date. Current year revenue is \$108,316 higher than this time last year.

OTHER TAXES

Revenues of \$101,330 are \$18,830 more than projected through June.

FRANCHISE FEES

Revenues totaling \$884,909 are \$69,673 more than projected year-to-date.

SANITATION COLLECTION CHARGES

Revenues of \$864,192 are \$8,996 less than projected year-to-date. This revenue stream is impacted by the number of units receiving service. Building activity and home vacancies reduce the number of billing units.

LICENSES AND PERMITS

Revenues of \$772,879 are \$109,598 more than projected at June 30th, the result of Building Permits being 121% of projections.

CHARGES FOR SERVICES

Revenues of \$1,021,337 are \$14,115 less than projected at the end of June. Alarm Monitoring Fees, Swimming Pool Season Fees and Library Fees are all lower than projections.

FINES AND FORFEITURES

Total revenues of \$254,871 are \$6,504 less than projection through June 30th, the result of Municipal Court Fines being \$5,445 below projections.

EARNINGS ON INVESTMENTS

Interest earnings of \$54,140 are \$17,222 less than projected due to current economic conditions. The annual projection is based on an average of \$7,000,000 investable cash with a 0.50% rate of return (ROI). Through June 2012, the average balance has been \$7,817,901 at an ROI of 0.3491%.

MISCELLANEOUS REVENUES

Revenues of \$286,487 are \$36,737 more than projected

TRANSFERS

Transfers from other funds of \$15,060 have been made as of June 30th.

GENERAL FUND EXPENDITURES

| Expenditure Signal Key | |
|------------------------|--------------------|
| ● | < 100% of Budget |
| ● | 100-102% of Budget |
| ● | > 102% of Budget |

| | JUNE 2012 | | | | YEAR TO DATE | | | | ANNUAL | | | PRIOR YEAR | | |
|------------------------|-----------|--------------|--------------|------|--------------|---------------|---------------|------|---------------|---------------|-------|---------------|---------------|------|
| | Signal | Actual | Budget | % | Signal | Actual | Budget | % | Actual | Budget | % | Actual | Annual Budget | % |
| Administration | ● | \$ 57,205 | \$ 55,657 | 103% | ● | \$ 427,785 | \$ 436,600 | 98% | \$ 427,785 | \$ 564,105 | 76% | \$ 415,584 | \$ 620,305 | 67% |
| Public Safety | ● | 1,042,696 | 1,164,858 | 90% | ● | 7,460,303 | 8,191,340 | 91% | 7,460,303 | 10,610,570 | 70% | 7,152,710 | 10,208,145 | 70% |
| Street | ● | 34,756 | 40,443 | 86% | ● | 317,696 | 305,655 | 104% | 317,696 | 402,260 | 79% | 254,211 | 389,785 | 65% |
| Street Lighting | ● | 15,943 | 26,711 | 60% | ● | 139,553 | 196,564 | 71% | 139,553 | 269,740 | 52% | 207,485 | 306,110 | 68% |
| Library | ● | 62,596 | 66,915 | 94% | ● | 474,539 | 540,349 | 88% | 474,539 | 693,770 | 68% | 442,869 | 650,097 | 68% |
| Parks | ● | 98,642 | 120,500 | 82% | ● | 1,017,613 | 1,035,327 | 98% | 1,017,613 | 1,314,695 | 77% | 966,629 | 1,315,035 | 74% |
| Swimming Pool | ● | 60,313 | 30,267 | 199% | ● | 91,263 | 84,499 | 108% | 91,263 | 192,805 | 47% | 112,831 | 237,135 | 48% |
| Municipal Court | ● | 31,054 | 33,599 | 92% | ● | 219,714 | 228,121 | 96% | 219,714 | 296,250 | 74% | 202,780 | 307,950 | 66% |
| Finance | ● | 21,679 | 15,408 | 141% | ● | 342,654 | 411,046 | 83% | 342,654 | 514,810 | 67% | 331,772 | 541,015 | 61% |
| Building Inspection | ● | 41,022 | 43,667 | 94% | ● | 285,089 | 293,635 | 97% | 285,089 | 380,705 | 75% | 278,689 | 362,580 | 77% |
| Service Center | - | 1,456 | 832 | - | - | 25,289 | 2,328 | - | 25,289 | 2,440 | 1036% | 7,350 | 2,555 | 288% |
| Town Hall | - | - | - | - | - | 3,003 | - | - | 3,003 | - | - | 3,003 | - | - |
| Non-Departmental | ● | 970 | 9,788 | 10% | ● | 50,193 | 106,006 | 47% | 50,193 | 135,370 | 37% | 77,192 | 152,780 | 51% |
| Sanitation | ● | 87,414 | 77,153 | 113% | ● | 822,885 | 837,697 | 98% | 822,885 | 1,069,155 | 77% | 884,767 | 1,248,205 | 71% |
| Information Technology | - | 2,426 | - | - | - | 2,426 | - | - | 2,426 | - | - | - | - | - |
| Transfers | ● | 15,658 | 15,790 | 99% | ● | 1,918,740 | 1,921,580 | 100% | 1,918,740 | 2,353,160 | 82% | 1,634,794 | 1,634,794 | 100% |
| Total Expenditures | ● | \$ 1,573,830 | \$ 1,701,588 | 92% | ● | \$ 13,598,745 | \$ 14,590,747 | 93% | \$ 13,598,745 | \$ 18,799,835 | 72% | \$ 12,972,666 | \$ 17,976,491 | 72% |

YEAR-TO-DATE OVERVIEW

Total General Fund expenditures and encumbrances of \$13,598,745 are \$992,002 less than budgeted year-to-date.

ADMINISTRATION DEPARTMENT

Expenditures/encumbrances of \$427,785 are \$8,815 less more than projected.

DEPARTMENT OF PUBLIC SAFETY

Total expenditures and encumbrances of \$7,460,303 are \$731,037 less than projected.

STREET DEPARTMENT

Total department expenditures/encumbrances of \$317,696 are \$12,041 more than projected. The cost of new Town entry signs (\$33,292) was not in the current budget.

STREET LIGHTING DEPARTMENT

Total expenditures/encumbrances of \$139,553 are \$57,011 less than projected.

LIBRARY

Total departmental expenditures/encumbrances of \$474,539 are \$65,810 less than projected.

PARKS DEPARTMENT

Parks expenditures & encumbrances totaling \$1,017,613 are \$17,714 less than projected due to retirement/staffing changes in the department.

SWIMMING POOL

Expenditures/encumbrances of \$91,263 are \$6,764 more than projections.

MUNICIPAL COURT

Total expenditures/encumbrances of \$219,714 are \$8,407 less than projected at June 30th.

FINANCE

Expenditures/encumbrances of \$342,654 are \$68,392 less than projected at June 30th.

BUILDING INSPECTION

Total expenditures/encumbrances of \$285,089 are \$8,546 less than projected.

SERVICE CENTER

Expenditures and encumbrances are \$25,289 over projections, the result of decreased maintenance services provided other departments and the unbudgeted purchase of network equipment. Personnel cost savings from an open position will offset some of these costs through the rest of the year.

TOWN HALL

Encumbrances of \$3,003 will be allocated as expensed through the year.

NON-DEPARTMENTAL

Total expenditures/encumbrances of \$50,193 are \$55,813 less than projected.

SANITATION

Expenditures and encumbrances of \$822,885 are \$14,812 less than projected through the end of June.

INFORMATION TECHNOLOGY

Expenses total \$2,426 at the end of June. The Fiscal Year 2012 Budget will be amended to reflect the creation of the IT Department.

TRANSFERS

Transfers of \$1,918,740 have been made to the Capital Projects Fund through June 30th.

UTILITY FUND REVENUES

| Revenue Signal Key | |
|---------------------------------------|----------------------|
| ● | > 100% of Projected |
| ● | 95-100% of Projected |
| ● | < 95% of Projected |

| | JUNE 2012 | | | | YEAR TO DATE | | | | ANNUAL | | | PRIOR YEAR | | |
|---------------------------|---------------------------------------|------------|------------|------|---------------------------------------|--------------|--------------|------|--------------|--------------|------|--------------|--------------|------|
| | Signal | Actual | Budget | % | Signal | Actual | Budget | % | Actual | Budget | % | Actual | Budget | % |
| Water Sales | ● | \$ 499,206 | \$ 542,972 | 92% | ● | \$ 3,355,077 | \$ 3,501,297 | 96% | \$ 3,355,077 | \$ 5,417,950 | 62% | \$ 3,450,495 | \$ 5,363,295 | 64% |
| Sanitary Sewer Charges | ● | 223,960 | 226,493 | 99% | ● | 1,800,059 | 1,884,914 | 95% | 1,800,059 | 2,635,400 | 68% | 1,874,447 | 2,740,475 | 68% |
| Other Charges for Service | ● | 2,870 | 1,750 | 164% | ● | 21,170 | 15,743 | 134% | 21,170 | 20,990 | 101% | 87,856 | 114,900 | 76% |
| Licenses and Permits | ● | 3,195 | 2,833 | 113% | ● | 37,035 | 25,500 | 145% | 37,035 | 34,000 | 109% | 24,025 | 34,000 | 71% |
| Fines and Forfeitures | ● | 5,584 | 5,070 | 110% | ● | 55,111 | 50,345 | 109% | 55,111 | 75,000 | 73% | 56,869 | 55,000 | 103% |
| Earnings on Investments | ● | 765 | 1,667 | 46% | ● | 8,982 | 15,000 | 60% | 8,982 | 20,000 | 45% | 15,778 | 80,000 | 20% |
| Miscellaneous | ● | 1,268 | 1,416 | 90% | ● | 4,932 | 12,750 | 39% | 4,932 | 17,000 | 29% | 11,264 | 17,000 | 66% |
| Total Revenues | ● | \$ 736,848 | \$ 782,201 | 94% | ● | \$ 5,282,366 | \$ 5,505,549 | 96% | \$ 5,282,366 | \$ 8,220,340 | 64% | \$ 5,520,734 | \$ 8,404,670 | 66% |

YEAR-TO-DATE OVERVIEW

Total Utility Fund revenues of \$5,282,366 are \$223,183 less than projected through June. Total revenues are \$238,368 less than this time last year.

WATER SALES

Revenues totaling \$3,355,077 are \$146,220 less than projected and \$95,418 less than this period last year. The volume of water sold is 92% of projections; in addition, this volume is 96% of the volume as of June 30th last year.

SANITARY SEWER CHARGES

Revenues of \$1,800,059 are \$84,855 less than projections through the end of June.

OTHER CHARGES FOR SERVICES

Year-to-date revenues of \$21,170 are \$5,427 more than projected through the end of June.

LICENSES AND PERMITS

Total revenues (i.e., Plumbing Permits) of \$37,035 are \$11,535 more than projection.

FINES AND FORFEITURES

Revenues (Penalty Charges for Late Payment) of \$55,111 are \$4,766 more than projected.

EARNINGS ON INVESTMENTS

Interest earnings of \$8,982 are \$6,018 less than projected year-to-date. The annual projection of \$20,000 was based on an average of \$4,000,000 in investable cash with a 0.50% rate of return (ROI). Through June 2012, the average balance has \$2,526,321 with an ROI of 0.464%.

MISCELLANEOUS REVENUE

Revenues of \$4,932 are \$7,818 less than projected.

UTILITY FUND EXPENDITURES

| Expenditure Signal Key | |
|------------------------|--------------------|
| ● | < 100% of Budget |
| ● | 100-102% of Budget |
| ● | > 102% of Budget |

| | JUNE 2012 | | | | YEAR TO DATE | | | | ANNUAL | | | PRIOR YEAR | | |
|------------------------|-----------|------------|------------|------|--------------|--------------|--------------|------|--------------|---------------|-----|--------------|---------------|-----|
| | Signal | Actual | Budget | % | Signal | Actual | Budget | % | Actual | Budget | % | Actual | Annual Budget | % |
| Utility Administration | ● | \$ 152,899 | \$ 168,917 | 91% | ● | \$ 867,428 | \$ 922,784 | 94% | \$ 867,428 | \$ 1,201,375 | 72% | \$ 772,153 | \$ 1,231,255 | 63% |
| Water | ● | 373,672 | 378,496 | 99% | ● | 2,073,550 | 2,105,213 | 98% | 2,073,550 | 4,050,385 | 51% | 2,019,833 | 3,064,525 | 66% |
| Sewer | ● | 190,137 | 193,257 | 98% | ● | 996,186 | 1,038,654 | 96% | 996,186 | 2,170,370 | 46% | 767,948 | 1,034,735 | 74% |
| Engineering | ● | 65,410 | 66,920 | 98% | ● | 519,617 | 510,860 | 102% | 519,617 | 661,950 | 78% | 459,050 | 651,995 | 70% |
| Transfers | ● | 93,792 | 94,000 | 100% | ● | 1,257,360 | 1,257,698 | 100% | 1,257,360 | 2,399,050 | 52% | 1,811,039 | 2,276,510 | 80% |
| Total Expenses | ● | \$ 875,910 | \$ 901,590 | 97% | ● | \$ 5,714,141 | \$ 5,835,209 | 98% | \$ 5,714,141 | \$ 10,483,130 | 55% | \$ 5,830,023 | \$ 8,259,020 | 71% |

YEAR-TO-DATE OVERVIEW

Total Utility Fund expenditures plus encumbrances of \$5,714,141 are \$121,068 less than budgeted at June 30th.

UTILITY ADMINISTRATION

Expenditures/encumbrances totaling \$867,428 are \$55,356 less than projected.

WATER DEPARTMENT

Departmental expenditures/encumbrances of \$2,073,550 are \$31,663 less than projected.

SEWER DEPARTMENT

Expenditures/encumbrances of \$996,186 are \$42,468 less than projections at the end of June.

ENGINEERING DEPARTMENT

Expenditures/encumbrances of \$519,617 are \$8,757 more than projection, the result of overtime related to the Beverly Drive project and a worker's comp claim.

TRANSFERS

Transfers of \$1,257,360 have been made so far this year.

CASH AND INVESTMENTS

AVAILABLE CASH BALANCES

Available cash balances equal the sum of cash plus investments less outstanding Purchase Orders. For the General and Utility Funds, the Available Cash Balance is the amount ABOVE the Minimum Required Fund Balance.

| | | |
|---|----|-----------|
| General Fund | \$ | 3,562,610 |
| Utility Fund | \$ | 729,630 |
| Capital Projects Fund | \$ | 9,247,199 |
| Storm Water Drainage Utility Fund (Dedicated) | \$ | 519,262 |
| Municipal Court Technology Fund (Dedicated) | \$ | 49,661 |
| Municipal Court Security Fund (Dedicated) | \$ | 4,121 |

INVESTMENTS

The market value of the Town's investment portfolio at June 30, 2012 was \$25,206,865. This amount is 100.007% of the recorded book value of \$25,205,057. The Town's investment practice is to invest funds for specific maturity or call dates (passive investment management), rather than buy and sell based upon market conditions (active investment management). The total portfolio yield is 0.290%.

Clayton Gray, CGFO
Controller

Bill Pollock, CGFO, CPFA, RTA
Director of Fiscal and Human Resources