

TOWN OF HIGHLAND PARK

Financial Report
For the Period Ending September 30, 2012

OVERVIEW AS OF SEPTEMBER 30TH

General and Utility Fund combined revenues are \$26,193,277. This is 102% of the annual projected amounts. Combined expenses and encumbrances of \$28,384,332 are 96% of the annual budget.

YEAR-TO-DATE ACTIVITY

- ▲ **Property Taxes** are 100% of projection
- ▲ **Sales Taxes** are 109% of projection
- ▲ **Building Permits** are 115% of projection
- ▲ **Water Sales** are 100% of projection

COMPARISON TO LAST YEAR

- ▲ **Property Tax Collections** are 100% of prior year
- ▲ **Sales Taxes** are 110% of prior year
- ▼ **Building Permits** are 99% of prior year
- ▲ **Water Sales** are 108% of prior year

GENERAL FUND REVENUES

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

	SEPTEMBER 2012				YEAR TO DATE				ANNUAL			PRIOR YEAR		
	Signal	Actual	Budget	%	Signal	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Property Taxes	●	\$ 3,021	\$ 2,138	141%	●	\$ 9,660,892	\$ 9,623,335	100%	\$ 9,660,892	\$ 9,623,335	100%	\$ 9,709,443	\$ 9,688,985	100%
Sales Taxes	●	225,801	181,190	125%	●	2,778,977	2,550,000	109%	2,778,977	2,550,000	109%	2,564,337	2,325,000	110%
Other Taxes	-	-	-	-	●	138,898	110,000	126%	138,898	110,000	126%	117,244	100,000	117%
Franchise Fees	-	-	-	-	●	1,078,503	1,010,000	107%	1,078,503	1,010,000	107%	995,484	990,000	101%
Sanitation Charges	●	104,042	105,263	99%	●	1,250,918	1,263,150	99%	1,250,918	1,263,150	99%	1,155,707	1,164,250	99%
Licenses and Permits	●	79,986	72,973	110%	●	995,507	882,200	113%	995,507	882,200	113%	1,008,939	881,325	114%
Charges for Services	●	96,887	96,993	100%	●	1,253,792	1,264,500	99%	1,253,792	1,264,500	99%	1,204,485	1,128,000	107%
Fines and Forfeitures	●	34,029	29,042	117%	●	351,545	348,500	101%	351,545	348,500	101%	366,990	371,000	99%
Earnings on Investments	●	2,657	7,929	34%	●	73,494	95,150	77%	73,494	95,150	77%	93,008	120,100	77%
Miscellaneous	●	39,891	27,750	144%	●	403,875	333,000	121%	403,875	333,000	121%	304,333	331,984	92%
Transfers	●	1,506	1,530	98%	●	19,577	20,000	98%	19,577	20,000	98%	31,322	31,745	99%
Total Revenues	●	\$ 587,820	\$ 524,808	112%	●	\$ 18,005,978	\$ 17,499,835	103%	\$ 18,005,978	\$ 17,499,835	103%	\$ 17,551,292	\$ 17,132,389	102%

YEAR-TO-DATE OVERVIEW

Through September 30th, General Fund non-property tax revenues of \$8,345,086 are \$468,586 more than projected. Total revenues (including Property Taxes) are up \$454,686 over this period last year.

PROPERTY TAXES

Tax collections of \$9,660,892 are \$37,557 more than projected. As of September 30th, 99.24% of the 2011 tax levy has been collected.

SALES TAXES

Total revenues of \$2,778,977 are \$228,977 more than projected year-to-date. Current year revenue is \$214,640 higher than this time last year.

OTHER TAXES

Revenues of \$138,898 are \$28,898 more than projected through September.

FRANCHISE FEES

Revenues totaling \$1,078,503 are \$68,503 more than projected year-to-date.

SANITATION COLLECTION CHARGES

Revenues of \$1,250,918 are \$12,232 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, and the decrease in billable units has resulted in decreased revenues.

LICENSES AND PERMITS

Revenues of \$995,507 are \$113,307 more than projected at September 30th, the result of Building Permits being 115% of projections.

CHARGES FOR SERVICES

Revenues of \$1,253,792 are \$10,708 less than projected at the end of September. E911, Alarm Monitoring Fees, Library Fees and Municipal Court Fees are all lower than projections.

FINES AND FORFEITURES

Total revenues of \$351,545 are \$3,045 more than projection through September 30th, the result of Municipal Court Fines being \$10,481 below projections.

EARNINGS ON INVESTMENTS

Interest earnings of \$73,494 are \$21,656 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 September 2012, the average balance has been \$7,378,794 at an ROI of 0.369%.

MISCELLANEOUS REVENUES

Revenues of \$403,875 are \$70,875 more than projected

TRANSFERS

Transfers from other funds of \$19,577 have been made as of September 30th.

GENERAL FUND EXPENDITURES

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

	SEPTEMBER 2012				YEAR TO DATE				ANNUAL			PRIOR YEAR		
	Signal	Actual	Budget	%	Signal	Actual	Budget	%	Actual	Budget	%	Actual	Annual Budget	%
Administration	●	\$ 34,305	\$ 35,557	96%	●	\$ 552,649	\$ 564,105	98%	\$ 552,649	\$ 564,105	98%	\$ 565,787	\$ 620,305	91%
Public Safety	●	1,089,714	885,917	123%	●	10,076,653	10,449,750	96%	10,076,653	10,449,570	96%	9,744,143	10,208,145	95%
Street	●	27,567	32,892	84%	●	398,698	402,260	99%	398,698	402,260	99%	321,224	389,785	82%
Street Lighting	●	18,939	21,893	87%	●	195,008	269,740	72%	195,008	269,740	72%	255,169	306,110	83%
Library	●	57,416	52,886	109%	●	648,048	693,770	93%	648,048	693,770	93%	613,869	650,097	94%
Parks	●	125,749	100,410	125%	●	1,286,369	1,314,695	98%	1,286,369	1,314,695	98%	1,290,359	1,315,035	98%
Swimming Pool	●	13,782	13,970	99%	●	171,049	192,805	89%	171,049	192,805	89%	205,817	237,135	87%
Municipal Court	●	20,554	24,537	84%	●	283,486	296,250	96%	283,486	296,250	96%	278,652	307,950	90%
Finance	-	7,359	(4,207)	-	●	478,728	514,810	93%	478,728	479,161	100%	491,021	541,015	91%
Building Inspection	●	33,001	32,614	101%	●	371,925	380,705	98%	371,925	380,705	98%	383,248	362,580	106%
Service Center	-	2,278	226	-	-	30,346	2,440	-	30,346	2,440	1244%	12,157	2,555	476%
Town Hall	-	-	-	-	-	3,003	-	-	3,003	-	-	-	-	-
Non-Departmental	●	4,364	12,759	34%	●	146,603	135,370	108%	146,603	171,019	86%	86,233	152,780	56%
Sanitation	●	77,648	77,152	101%	●	1,045,479	1,069,155	98%	1,045,479	1,069,155	98%	1,011,959	1,248,205	81%
Information Technology	●	289,906	111,302	260%	●	344,365	261,385	132%	344,365	261,385	132%	-	-	-
Transfers	●	615,626	431,580	143%	●	2,534,368	2,534,981	100%	2,534,368	2,534,981	100%	1,634,794	1,634,794	100%
Total Expenditures	●	\$ 2,418,208	\$ 1,829,488	132%	●	\$ 18,566,777	\$ 19,082,221	97%	\$ 18,566,777	\$ 19,082,041	97%	\$ 16,894,432	\$ 17,976,491	94%

YEAR-TO-DATE OVERVIEW

Total General Fund expenditures and encumbrances of \$18,566,777 are \$515,444 less than budgeted year-to-date.

ADMINISTRATION DEPARTMENT

Expenditures/encumbrances of \$552,649 are \$11,456 less more than projected.

DEPARTMENT OF PUBLIC SAFETY

Total expenditures and encumbrances of \$10,076,653 are \$373,097 less than projected.

STREET DEPARTMENT

Total department expenditures/encumbrances of \$398,698 are \$3,562 less than projected.

STREET LIGHTING DEPARTMENT

Total expenditures/encumbrances of \$195,008 are \$74,732 less than projected.

LIBRARY

Total departmental expenditures/encumbrances of \$648,048 are \$45,722 less than projected.

PARKS DEPARTMENT

Parks expenditures & encumbrances totaling \$1,286,369 are \$28,326 less than projected.

SWIMMING POOL

Expenditures/encumbrances of \$171,049 are \$21,756 less than projections.

MUNICIPAL COURT

Total expenditures/encumbrances of \$283,486 are \$12,764 less than projected at September 30th.

FINANCE

Expenditures/encumbrances of \$478,728 are \$36,082 less than projected at September 30th.

BUILDING INSPECTION

Total expenditures/encumbrances of \$371,925 are \$8,780 less than projected.

SERVICE CENTER

Expenditures and encumbrances are \$27,906 over projections, the result of decreased maintenance services provided other departments and the unbudgeted purchase of network equipment. In the 2013 Budget year, all costs will be allocated to departments located at the Service Center.

TOWN HALL

Encumbrances of \$3,003 will be allocated as expensed in future periods.

NON-DEPARTMENTAL

Total expenditures/encumbrances of \$146,603 are \$11,233 more than projected.

SANITATION

Expenditures and encumbrances of \$1,075,479 are \$6,324 more than projected through the end of September.

INFORMATION TECHNOLOGY

Expenses totaling \$344,365 are \$82,980 less than projected at the end of September.

TRANSFERS

Transfers of \$2,534,368 have been made to the Capital Projects Fund through September 30th.

UTILITY FUND REVENUES

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

	SEPTEMBER 2012				YEAR TO DATE				ANNUAL			PRIOR YEAR		
	Signal	Actual	Budget	%	Signal	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Water Sales	●	\$ 621,324	\$ 562,639	110%	●	\$ 5,424,066	\$ 5,417,950	100%	\$ 5,424,066	\$ 5,417,950	100%	\$ 5,785,103	\$ 5,363,295	108%
Sanitary Sewer Charges	●	238,145	264,551	90%	●	2,583,255	2,635,400	98%	2,583,255	2,635,400	98%	2,739,169	2,740,475	100%
Other Charges for Service	●	880	1,750	50%	●	31,830	20,990	152%	31,830	20,990	152%	116,793	114,900	102%
Licenses and Permits	●	4,865	2,833	172%	●	53,860	34,000	158%	53,860	34,000	158%	33,320	34,000	98%
Fines and Forfeitures	●	9,931	9,830	101%	●	73,455	75,000	98%	73,455	75,000	98%	84,720	55,000	154%
Earnings on Investments	●	718	1,667	43%	●	11,195	20,000	56%	11,195	20,000	56%	17,952	80,000	22%
Miscellaneous	-	(93)	1,416	-	●	9,638	17,000	57%	9,638	17,000	57%	12,822	17,000	75%
Total Revenues	●	\$ 875,770	\$ 844,686	104%	●	\$ 8,187,299	\$ 8,220,340	100%	\$ 8,187,299	\$ 8,220,340	100%	\$ 8,789,879	\$ 8,404,670	105%

YEAR-TO-DATE OVERVIEW

Total Utility Fund revenues of \$8,187,299 are \$33,041 less than projected through September. Total revenues are \$602,580 less than this time last year.

WATER SALES

Revenues totaling \$5,424,066 are \$6,116 more than projected and \$361,037 less than this period last year. The volume of water sold is 95% of projections; comparatively, this volume is 91% of the volume as of September 30th last year.

SANITARY SEWER CHARGES

Revenues of \$2,583,255 are \$52,145 less than projections through the end of September.

OTHER CHARGES FOR SERVICES

Year-to-date revenues of \$31,830 are \$10,840 more than projected through the end of September.

LICENSES AND PERMITS

Total revenues (i.e., Plumbing Permits) of \$53,860 are \$19,860 more than projection.

FINES AND FORFEITURES

Revenues (Penalty Charges for Late Payment) of \$73,455 are \$1,545 less than projected.

EARNINGS ON INVESTMENTS

Interest earnings of \$11,195 are \$8,805 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 September 2012, the average balance has \$2,411,883 with an ROI of 0.463%.

MISCELLANEOUS REVENUE

Revenues of \$9,638 are \$7,362 less than projected.

UTILITY FUND EXPENDITURES

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

	SEPTEMBER 2012				YEAR TO DATE				ANNUAL			PRIOR YEAR		
	Signal	Actual	Budget	%	Signal	Actual	Budget	%	Actual	Budget	%	Actual	Annual Budget	%
Utility Administration	●	\$ 113,326	\$ 140,289	81%	●	\$ 1,112,383	\$ 1,201,375	93%	\$ 1,112,383	\$ 1,201,375	93%	\$ 1,129,254	\$ 1,231,255	92%
Water	●	455,813	375,493	121%	●	4,003,410	4,050,385	99%	4,003,410	4,050,385	99%	3,320,753	3,064,525	108%
Sewer	●	173,202	155,103	112%	●	2,124,235	2,170,370	98%	2,124,235	2,170,370	98%	1,178,179	1,034,735	114%
Engineering	●	48,641	53,767	90%	●	676,572	661,950	102%	676,572	661,950	102%	637,862	651,995	98%
Transfers	●	643,596	1,141,352	56%	●	1,900,955	2,399,050	79%	1,900,955	2,399,050	79%	2,153,133	2,276,510	95%
Total Expenses	●	\$ 1,434,578	\$ 1,866,004	77%	●	\$ 9,817,555	\$ 10,483,130	94%	\$ 9,817,555	\$ 10,483,130	94%	\$ 8,419,181	\$ 8,259,020	102%

YEAR-TO-DATE OVERVIEW

Total Utility Fund expenditures plus encumbrances of \$9,817,555 are \$665,575 less than budgeted at September 30th.

UTILITY ADMINISTRATION

Expenditures/encumbrances totaling \$1,112,383 are \$88,992 less than projected.

WATER DEPARTMENT

Departmental expenditures/encumbrances of \$4,003,410 are \$46,975 less than projected.

SEWER DEPARTMENT

Expenditures/encumbrances of \$2,124,235 are \$46,135 less than projections at the end of September.

ENGINEERING DEPARTMENT

Expenditures/encumbrances of \$676,572 are \$14,622 more than projection, the result of overtime related to the Beverly Drive project and a worker's comp claim.

TRANSFERS

Transfers of \$1,900,955 have been this year.

FINANCIAL RESOURCES AND INVESTMENTS

AVAILABLE FINANCIAL RESOURCES

Available Financial Resources represent the operating reserves available for current operations. The Town's Statement of Financial Management Policies requires minimum balances be maintained in the following funds: General Fund—Unassigned Fund Balance equal to 22% of the current year's non-capital budget; Utility Fund—Net Working Capital equal to 25% of the current year's non-capital budget; and Capital Projects Fund—\$2,000,000. Other funds do not have a required minimum.

<u>Fund</u>	<u>Available Financial Resources</u>
General Fund	\$ 354,113
Utility Fund	\$ 769,539
Capital Projects Fund	\$ 12,012,066
Storm Water Drainage Utility Fund (Dedicated)	\$ 622,516
Municipal Court Technology Fund (Dedicated)	\$ 54,077
Municipal Court Security Fund (Dedicated)	\$ 4,869

INVESTMENTS

The market value of the Town's investment portfolio at September 31, 2012 was \$23,783,013. This amount is 100.030% of the recorded book value of \$23,756,080. 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 0.319%.

Clayton Gray, CGFO
Controller

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