

FY 2017 Town of Forest Heights
2nd Quarter Report
July 1, 2016 to December 31, 2016

Account ID	Account Description	July 2016 - Dec 2016	FY 2017 BUDGET	% of BUDGET
	REVENUES			
	TAXES			
6000	Income Taxes	\$ 102,192.29	\$ 200,000.00	51.10%
6001	Real Taxes - Noncommercial	\$ 1,022,435.14	\$ 990,675.00	103.21%
6100	Real taxes - Commercial	\$ 31,509.17	\$ 59,625.00	52.85%
6003	Utility Taxes	\$ 46,872.37	\$ 52,000.00	90.14%
6005	Tangible Personal Property Taxes	\$ 12,626.46	\$ 10,000.00	126.26%
6007	Interest/Penalty-Town Real Estate Taxes	\$ 1,209.82	\$ 8,000.00	15.12%
6009	Town Services -Trash	\$ 78,512.00	\$ 159,324.00	49.28%
	Subtotals	\$ 1,295,357.25	\$ 1,479,624.00	87.55%
	LICENSES & PERMITS			
6017	Rental Permits	\$ 1,076.00	\$ 6,675.00	16.12%
6027	Building Permits	\$ 1,450.00	\$ 2,000.00	72.50%
6076	Occupancy Permits	\$ 700.00	\$ 2,450.00	28.57%
6117	Vacancy Permits	\$ 1,400.80	\$ 8,000.00	17.51%
6113	Utility Permits	\$ -	\$ 2,000.00	0.00%
	Subtotals	\$ 4,626.80	\$ 21,125.00	21.90%
	FEDERAL, STATE AND COUNTY SHARED REVENUES			
6008	GOCCP Grant-State Police Grant	\$ 25,316.50	\$ 50,633.00	50.00%
6023	Highway User Revenue	\$ 57,296.89	\$ 20,072.00	285.46%
6030	Parks & Planning Grant	\$ -	\$ 17,500.00	0.00%
6031	Bond Bill-Building Renovation	\$ -	\$ 50,000.00	0.00%
6106	Chesapeake Bay Trust - Rolph Drive	\$ -	\$ 202,490.00	0.00%
6080	NFWF Rolph Drive	\$ -	\$ 200,000.00	0.00%
6084	PG County - Stormwater Maintenance	\$ -	\$ 208,409.00	0.00%
6103	M-NCPPC Project Open Space	\$ -	\$ 43,883.00	0.00%
6109	MD SHA - Safe Routes to School	\$ -	\$ 211,000.00	0.00%
6110	MD DHCD Community Legacy Grant	\$ -	\$ 190,000.00	0.00%
6118	PG County - Local Impact Grant	\$ -	\$ 23,000.00	0.00%
	Subtotals	\$ 82,613.39	\$ 1,216,987.00	6.79%

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	SPECIAL TRASH PICKUP			
6010	Disposal of Tires	\$ -	\$ 100.00	0.00%
6022	Rebates Waste Disposal	\$ 1,999.00	\$ 7,996.00	25.00%
6024	Town Services - Metal Pick-Up	\$ 130.14	\$ 250.00	52.06%
	Subtotals	\$ 2,129.14	\$ 8,346.00	25.51%
	CABLE TV			
6073	Comcast Franchise Fee	\$ 4,315.13	\$ 16,500.00	26.15%
6074	Verizon Franchise Fee	\$ 7,953.25	\$ 32,000.00	24.85%
6075	Verizon Peg Grant	\$ 5,058.26	\$ 20,286.00	24.93%
	Subtotals	\$ 17,326.64	\$ 68,786.00	25.19%
	FINES & FORFEITURES			
6015	Parking Fines/Vehicle Release/Accident Reports	\$ 9,630.00	\$ 10,000.00	96.30%
6026	Grass Cutting	\$ -	\$ 500.00	0.00%
6037	Speed Camera Fund	\$ 437,217.15	\$ 775,000.00	56.42%
6094	Speed Camera Fund - Collections	\$ 70,585.01	\$ 200,000.00	35.29%
6077	Civil Citations	\$ 3,055.00	\$ 5,000.00	61.10%
	Subtotals	\$ 520,487.16	\$ 990,500.00	52.55%
	REVENUES FROM INTEREST INCOME			
6018	Investment Interest Income	\$ 1,603.56	\$ 2,000.00	80.18%
	Subtotals	\$ 1,603.56	\$ 2,000.00	80.18%
	RENTAL INCOME			
6019	Municipal Building Rental	\$ 11,210.00	\$ 15,000.00	74.73%
	Subtotals	\$ 11,210.00	\$ 15,000.00	74.73%

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	OTHER REVEUES			
6021	Miscellaneous	\$ 2,514.27	\$ 1,000.00	251.43%
6035	Notary Services	\$ -	\$ 100.00	0.00%
6038.1	Donations - Unrestricted	\$ 2,400.00	\$ 1,000.00	240.00%
6039	Yard Sale	\$ 490.00	\$ 600.00	81.67%
6040	Newsletter Advertising	\$ 350.00	\$ 500.00	70.00%
6105	Utility Line Warranty Rebate	\$ -	\$ 1,500.00	0.00%
6070	Solar Energy	\$ -	\$ 3,000.00	0.00%
6114	Bid Documents	\$ -	\$ 600.00	0.00%
6115	Utility Fees	\$ 820.00	\$ 1,500.00	54.67%
6116	Senior Programs	\$ 680.15	\$ 700.00	97.16%
	Subtotals	\$ 7,254.42	\$ 10,500.00	69.09%
	SALE OF LAND & EQUIPMENT			
6028	Sale of Fixed Assets	\$ -	\$ 500.00	0.00%
	Subtotals	\$ -	\$ 500.00	0.00%
	OTHER FINANCING			
6111	Other Financing - Loan	\$ -	\$ 500,000.00	0.00%
	Subtotals	\$ -	\$ 500,000.00	0.00%
	TRANSFERS			
6999	Transfer from Fund Balance	\$ -	\$ 331,482.00	0.00%
6085	Unassigned Fund Balance (R)	\$ -	\$ 809,413.00	
	Subtotal	\$ -	\$ 1,140,895.00	0.00%
	Total Revenues	\$ 1,942,608.36	\$ 5,454,263.00	35.62%
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	Account Description	July 2016 - Dec 2016	FY 2017 BUDGET	% of BUDGET
	EXPENSES			
	ELECTED OFFICIALS			
	TOWN COUNCIL			
7000	Salary - Council	\$ 7,514.88	\$ 15,000.00	50.10%
7001	Service Expense - Council	\$ -	\$ 3,700.00	0.00%
7002	Dues/Meetings/Convention - Council	\$ -	\$ 11,000.00	0.00%
7228	FICA - Council	\$ 573.84	\$ 1,200.00	47.82%
7229	Workers Comp - Council	\$ 215.28	\$ 431.00	49.95%
	Subtotal	\$ 8,304.00	\$ 31,331.00	26.50%
	MAYOR			
7004	Salary - Mayor	\$ 6,000.00	\$ 12,000.00	50.00%
7006	Service Expense - Mayor	\$ 2,154.42	\$ 4,500.00	47.88%
7007	Dues/Meetings/Convention-Mayor	\$ 5,105.44	\$ 8,000.00	63.82%
7005	Employee Appreciation - Mayor	\$ 1,624.28	\$ 2,500.00	64.97%
7197	Event/Meeting Hospitality	\$ 346.21	\$ 2,500.00	13.85%
7230	FICA - Mayor	\$ 459.00	\$ 918.00	50.00%
7231	Workers Comp - Mayor	\$ 90.78	\$ 305.00	29.76%
7008	Election Expenses	\$ -	\$ 2,500.00	0.00%
	Subtotal	\$ 15,780.13	\$ 33,223.00	47.50%
	Total Elected Officials	\$ 24,084.13	\$ 64,554.00	37.31%
	TOWN ADMINISTRATION			
	TOWN CLERK			
7009	Salary - Town Clerk	\$ 22,761.51	\$ 50,000.00	45.52%
7011	Training - Town Clerk	\$ 1,220.00	\$ 2,000.00	61.00%
7012	Town Clerk Service Expenses	\$ 189.42	\$ 500.00	37.88%
7014	Town Clerk Dues/Meeting/Convention	\$ 230.00	\$ 2,000.00	11.50%
7003	Codification	\$ 995.00	\$ 6,000.00	16.58%
	Subtotal	\$ 25,395.93	\$ 60,500.00	41.98%
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	TOWN ADMINISTRATOR			
7013	Salary-Town Administrator	\$ 33,507.68	\$ 72,000.00	46.54%
7225	Town Administrator Service Expenses	\$ -	\$ 500.00	0.00%
7226	Town Administrator Dues/Meetings/Convention	\$ 648.00	\$ 2,500.00	25.92%
	Subtotal	\$ 34,155.68	\$ 75,000.00	45.54%
	FINANCE			
7016	Salary - Treasurer	\$ 29,778.86	\$ 64,000.00	46.53%
7018	Treasurer Service Expense	\$ 291.80	\$ 500.00	58.36%
7019	Insurance-Fidelity (Treasurer)	\$ -	\$ 200.00	0.00%
7020	Training - Treasurer	\$ 40.00	\$ 1,500.00	2.67%
7021	Dues/Meetings/MML Conv	\$ -	\$ 1,500.00	0.00%
7022	Data Auto System/ Upkeep-Treasurer	\$ -	\$ 1,000.00	0.00%
7023	Auditing - Treasurer	\$ 13,000.00	\$ 13,000.00	100.00%
	Subtotal	\$ 43,110.66	\$ 81,700.00	52.77%
	ADMINISTRATIVE			
7015	Office Assistant	\$ 17,106.84	\$ 36,553.00	46.80%
7239	Overtime - Office Assistance	\$ 965.71	\$ 2,000.00	48.29%
7127	FICA	\$ 8,927.54	\$ 22,400.00	39.86%
7128	Health Insurance	\$ 11,008.03	\$ 21,600.00	50.96%
7129	Retirement Fund	\$ 5,626.95	\$ 11,300.00	49.80%
7130	Workmen's Compensation Insurance	\$ 1,388.76	\$ 2,811.00	49.40%
7131	Life/Disability Insurance	\$ 1,419.18	\$ 2,900.00	48.94%
7132	Vehicle Repair	\$ 376.19	\$ 500.00	75.24%
7024	Fuel	\$ 330.85	\$ 600.00	55.14%
7224	Training - Administration	\$ 290.00	\$ 1,700.00	17.06%
	Subtotal	\$ 47,440.05	\$ 102,364.00	46.34%
	Total Administration	\$ 150,102.32	\$ 319,564.00	46.97%
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	GENERAL - NON DEPARTMENTAL			
7025	Legal Services	\$ 51,884.15	\$ 95,000.00	54.61%
7227	Newsletter Expense	\$ 682.10	\$ 3,000.00	22.74%
7029	General Liability Insurance	\$ 17,192.83	\$ 33,600.00	51.17%
7034	Contract - Temp Employees	\$ 3,014.93	\$ 10,000.00	30.15%
7232	Salary - Comm/IT Specialist	\$ -	\$ 25,000.00	0.00%
7233	Salary - Webmaster	\$ 600.00	\$ 8,000.00	7.50%
7035	Publications & Subscriptions	\$ 325.00	\$ 600.00	54.17%
7036	Legal Notices	\$ 66.64	\$ 4,000.00	1.67%
7038	Copier - Administration	\$ 1,766.02	\$ 6,500.00	27.17%
7039	Postage - Administration	\$ 194.47	\$ 800.00	24.31%
7040	Internet Acc & Web Page Service	\$ 3,890.92	\$ 6,000.00	64.85%
7041	Office Supplies	\$ 3,002.21	\$ 6,000.00	50.04%
7042	Service Contracts	\$ 874.04	\$ 5,000.00	17.48%
7044	Utilities -Municipal Building	\$ 3,589.16	\$ 7,000.00	51.27%
7045	Telephone-Municipal Building	\$ 259.00	\$ 12,460.00	2.08%
7047	ADP - Payroll Service Charge	\$ 3,239.57	\$ 6,500.00	49.84%
7048	Association Dues	\$ 3,125.65	\$ 4,300.00	72.69%
7050	Bank Service Charges	\$ 516.51	\$ 600.00	86.09%
7193	Celluar Phones	\$ 1,343.44	\$ 3,500.00	38.38%
7198	Office Equipment	\$ 382.17	\$ 4,000.00	9.55%
7350	Salary - Healthy Heights Program Manager	\$ 3,411.00	\$ 9,000.00	37.90%
7351	Salary - Sustainability Planner	\$ 14,061.95	\$ 26,000.00	54.08%
7352	Healthy Heights Expense	\$ 182.64	\$ 1,500.00	12.18%
7353	I-Net Dues	\$ -	\$ 4,400.00	0.00%
7257	Social Programs	\$ 511.89	\$ 1,500.00	34.13%
	Total Non Departmental	\$ 114,116.29	\$ 284,260.00	40.15%
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	PUBLIC SAFETY			
7054	Salary - Police Chief	\$ 26,630.65	\$ 57,223.00	46.54%
7055	Salary - Police Clerk	\$ 16,526.10	\$ 35,763.00	46.21%
7200	Salary - Deputy Chief	\$ 12,709.23	\$ 27,300.00	46.55%
7057	Salary - Private 1	\$ 17,342.92	\$ 38,313.00	45.27%
7059	Salary - Corporal 1	\$ 17,551.23	\$ 39,080.00	44.91%
7060	Salary - Private 2	\$ 18,281.13	\$ 38,313.00	47.72%
7061	Salary - Private 3	\$ 16,641.81	\$ 37,190.00	44.75%
7262	Salary - Staff Sergeant	\$ 20,330.69	\$ 42,749.00	47.56%
7065	Police Overtime	\$ 12,580.78	\$ 15,000.00	83.87%
7056	Salary - Code Enforcement Officer	\$ 16,411.99	\$ 36,000.00	45.59%
7167	Workers Compensation	\$ 59,109.58	\$ 94,164.00	62.77%
7168	Health Insurance	\$ 12,825.75	\$ 28,000.00	45.81%
7169	Life/Disability Insurance	\$ 2,283.51	\$ 5,000.00	45.67%
7170	Retirement	\$ 8,746.84	\$ 16,300.00	53.66%
7171	FICA	\$ 13,797.39	\$ 29,200.00	47.25%
7066	New Uniform Issue-Police	\$ 2,653.56	\$ 3,000.00	88.45%
7068	Gasoline Expenses-Police	\$ 8,150.96	\$ 29,000.00	28.11%
7069	Vehicle/ Equipment Repair	\$ 9,037.50	\$ 15,000.00	60.25%
7070	Office Supplies	\$ 2,153.13	\$ 5,000.00	43.06%
7073	Communication Equipment (cell phones)	\$ 820.71	\$ 2,000.00	41.04%
7074	Law Enforcement Equipment	\$ -	\$ 1,500.00	0.00%
7075	MPTC Training Courses	\$ -	\$ 400.00	0.00%
7076	Supplies & Miscellaneous Expenses	\$ 865.79	\$ 5,000.00	17.32%
7077	Mobile Data Computers	\$ 3,780.90	\$ 8,500.00	44.48%
7175	Surveillance Camera	\$ 654.52	\$ 10,000.00	6.55%
7082	Utilities - Police	\$ -	\$ 5,000.00	0.00%
7083	Training/Meetings/Conventions	\$ 75.00	\$ 4,000.00	1.88%
7084	Telephone - Police	\$ -	\$ 6,000.00	0.00%
7201	Debt Service - New Police Vehicle	\$ -	\$ 24,000.00	0.00%
7176	Police MOU /Attorney Fee	\$ 2,565.00	\$ 6,000.00	42.75%
7203	Communication Equipment	\$ -	\$ 500.00	0.00%
7204	Service Weapons (Firearms & Ammunition)	\$ 1,500.00	\$ 1,500.00	100.00%
7205	Recruitment Expenses	\$ 460.00	\$ 1,500.00	30.67%
7206	Substance and Physical Testing	\$ 427.00	\$ 500.00	85.40%
7207	Neighborhood Watch Program	\$ -	\$ 700.00	0.00%
	Total Public Safety	\$ 304,913.67	\$ 668,695.00	45.60%
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	PUBLIC WORKS DEPARTMENT			
	ADMINISTRATION			
7107	Part-Time Seasonal	\$ 8,706.38	\$ 12,000.00	72.55%
7085	Crewman 2	\$ 13,306.31	\$ 28,080.00	47.39%
7088	Crewman 3	\$ 14,513.62	\$ 32,240.00	45.02%
7235	PW Director	\$ 24,665.37	\$ 54,060.00	45.63%
7090	Overtime - Public Works	\$ 1,008.58	\$ 3,000.00	33.62%
7098	Uniform Replacement	\$ 337.29	\$ 800.00	42.16%
7101	Telephone	\$ 927.15	\$ 2,000.00	46.36%
7102	Health Insurance	\$ 6,179.71	\$ 10,800.00	57.22%
7103	FICA	\$ 4,664.67	\$ 9,900.00	47.12%
7282	Unemployment Compensation	\$ 3,042.00	\$ 5,000.00	60.84%
7104	Retirement	\$ 2,866.51	\$ 5,969.00	48.02%
7105	Workers Comp	\$ 9,970.60	\$ 15,819.00	63.03%
7106	Life/Disability Insurance	\$ 877.73	\$ 2,494.00	35.19%
7260	Substance Testing	\$ -	\$ 500.00	0.00%
7242	PW Training	\$ 2,784.34	\$ 3,400.00	81.89%
	Subtotal	\$ 93,850.26	\$ 186,062.00	50.44%
	BUILDING MAINTENANCE			
7093	Supplies/Misc.	\$ 1,007.64	\$ 3,000.00	33.59%
7096	Janitorial Supplies	\$ 1,416.96	\$ 3,000.00	47.23%
7097	Sm Equipment/PW Bldg Maint-Replacement	\$ 1,328.98	\$ 3,500.00	37.97%
7095	Exterminating	\$ 536.34	\$ 3,800.00	14.11%
	Subtotal	\$ 4,289.92	\$ 13,300.00	32.26%
	FLEET MAINTENANCE			
7092	Vehicle Maintenance	\$ 4,666.24	\$ 10,000.00	46.66%
7094	Fuel	\$ 1,990.46	\$ 3,600.00	55.29%
7320	Large Equipment	\$ -	\$ 10,000.00	0.00%
	Subtotal	\$ 6,656.70	\$ 23,600.00	28.21%
	PARK MAINTENANCE			
7089	Park Maintenance/Supplies	\$ 8,377.80	\$ 10,000.00	83.78%
7263	Public Area Maintenance	\$ 17,762.42	\$ 60,000.00	29.60%
	Subtotal	\$ 26,140.22	\$ 70,000.00	37.34%
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	STREET MAINTENANCE			
7099	Street Signs and Street Painting	\$ 1,516.50	\$ 10,000.00	15.17%
7243	Street Maintenance	\$ 1,512.00	\$ 20,000.00	7.56%
8008	Snow/Tree Removal	\$ 775.00	\$ 20,000.00	3.88%
	Subtotal	\$ 3,803.50	\$ 50,000.00	7.61%
	Total Public Works Department	\$ 134,740.60	\$ 342,962.00	39.29%
	SPEED CAMERA			
7300	Administration Fee	\$ 218,320.73	\$ 400,000.00	54.58%
7301	Salary	\$ 7,622.50	\$ 14,000.00	54.45%
7216	Attorney Fees	\$ 6,954.00	\$ 20,000.00	34.77%
7210	Computers/Software	\$ -	\$ 4,000.00	0.00%
7217	Street Signs/Crosswalk Painting	\$ -	\$ 13,000.00	0.00%
7244	Audit	\$ -	\$ 3,000.00	0.00%
7214	Other	\$ -	\$ 2,000.00	0.00%
	Total Direct Speed Camera Cost	\$ 232,897.23	\$ 456,000.00	51.07%
	ALLOWABLE EXPENSES			
7310	Travel and Meeting	\$ -	\$ 500.00	0.00%
7309	Public Safety Programs	\$ -	\$ 1,000.00	0.00%
7308	Office Supplies/Equipment	\$ -	\$ 500.00	0.00%
7212	Surveillance Cameras	\$ -	\$ 26,500.00	0.00%
7208	IT/Software	\$ -	\$ 2,500.00	0.00%
	Total	\$ -	\$ 31,000.00	0.00%
	STREET HWY ADMINISTRATION			
8000	Street Repair Project	\$ 10,500.00	\$ 200,000.00	5.25%
	Total	\$ 10,500.00	\$ 200,000.00	5.25%
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	TRASH SERVICES			
8001	Goode Trash Contract	\$ 79,662.00	\$ 159,324.00	50.00%
8002	Refuse Disposal Fees	\$ -	\$ 4,500.00	0.00%
8102	Goode Trash Contract Muncipal Bldg Dumpster	\$ -	\$ 2,500.00	0.00%
	Total Contracted Trash Expenses	\$ 79,662.00	\$ 166,324.00	47.90%
	CAPITAL IMPROVEMENTS			
8012	Sustainable Design Service - Consulting Engineer	\$ 11,771.18	\$ 15,000.00	78.47%
8018	North Huron Street Reconstruction	\$ -	\$ 100,000.00	0.00%
8016	Stormdrain Repair/Reconstruction	\$ -	\$ 50,000.00	0.00%
8020	Annexation Study/Survey	\$ -	\$ 10,000.00	0.00%
8034	Rolph Drive Project	\$ -	\$ 621,581.00	0.00%
8042	Debt Service - Street Improvements	\$ 6,654.23	\$ 43,537.00	15.28%
	Total	\$ 18,425.41	\$ 840,118.00	2.19%
	MUNICIPAL BLDG EXPENSE			
7194	Network System - IT System/Phones	\$ 11,578.26	\$ 15,000.00	77.19%
7046	Community Room/Upgrade & Maintence	\$ 789.87	\$ 6,000.00	13.16%
7256	Community Room Rental Expense	\$ 815.00	\$ 4,000.00	20.38%
7196	Furniture	\$ 318.00	\$ 2,000.00	15.90%
7223	General Building Repair & Maintenance	\$ 5,889.75	\$ 50,000.00	11.78%
8038	Modoc Building	\$ 264,298.31	\$ 465,000.00	56.84%
	Total	\$ 283,689.19	\$ 542,000.00	52.34%
	STREET LIGHTING			
8006	Street Lighting Expenses	\$ 19,150.78	\$ 40,000.00	47.88%
	Total	\$ 19,150.78	\$ 40,000.00	47.88%
	Special Program Expense			
8010	Parks and Planning	\$ 9,481.80	\$ 10,000.00	94.82%
8028	Plus 60 Senior Program	\$ 1,467.19	\$ 5,000.00	29.34%
8030	Youth Programs	\$ 2,406.53	\$ 3,000.00	80.22%
8031	Sustainable Forest Heights Planning	\$ 42.00	\$ 1,500.00	2.80%
8032	Economic Development Business	\$ -	\$ 2,000.00	0.00%
8033	Forest Heights Sustainable CDC	\$ 7,500.00	\$ 7,500.00	100.00%
	Total	\$ 20,897.52	\$ 29,000.00	72.06%
Account ID				

**Town of Forest Heights
Summary Balance Sheet
As of December 31, 2016**

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	2,563,231.74
Accounts Receivable	10,356.24
Other Current Assets	384,117.55
Total Current Assets	<u>2,957,705.53</u>
Fixed Assets	4,224,254.16
Other Assets	1,287,794.28
TOTAL ASSETS	<u><u>8,469,753.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	89,686.31
Other Current Liabilities	303,811.96
Total Current Liabilities	<u>393,498.27</u>
Long Term Liabilities	<u>480,500.00</u>
Total Liabilities	<u>873,998.27</u>
Equity	<u>7,595,755.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,469,753.97</u></u>