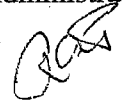


(6)

TOWN OF NATICK, MASSACHUSETTS
FINANCE DIRECTOR
(508) 647-6420

To: Mr. Charles M. Hughes, Chairman Board of Selectmen
Ms. Martha L. White, Town Administrator

From: Bob Palmer, Finance Director 

Subject: Quarterly Accounting Reports – 1st Qtr FY2012

Date: January 5, 2012

Please accept this memorandum transmitting information prepared by the prior Comptroller (Ms. Kucala) as well as recommended reports to be prepared and distributed to the Board of Selectmen and Town Administrator.

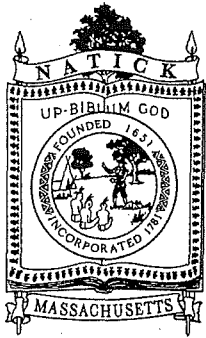
Included with this memorandum are Ms. Kucala's summary of certain observations, Year to Date (YTD) expense summary reports, YTD revenue reports for the enterprise funds.

Recommended additional reports would include;

Historical Actuals Comparison Reports for the general fund and enterprise funds for both revenue and expenditures.

Historical Actuals Comparison Reports – compare the “actual activity” for the same period, over the three (3) prior fiscal years with the current year actuals (same period).

These reports will be prepared and distributed to the Board of Selectmen and Town Administrator for consideration as a routine report to be distributed quarterly.



Town of Natick
Massachusetts

01760

Office of the Comptroller

TO: Board of Selectmen
FROM: Karen Shree Kucala, Comptroller
DATE: December 6, 2011
SUBJECT: Year to Date Expenditure and Revenue Review as of September 30, 2011.

The following is an overview of the General Fund, Water/Sewer Enterprise and Sassamon Trace Enterprise fund, revenue and expenditures as of September 30, 2011.

General Fund expenditures at the end of Period 3 are at 25.4% of the budget. Please note that encumbrances obligate funds for future periods.

The nine (9) departments highlighted in yellow have expended over 25% of their budget in the first quarter of Fiscal year 2012.

Those Departments are:

- 1- "Insurance Property/Liability" is at 32.3% primarily due to insurance premiums being paid at the beginning of the fiscal year.
- 2- "Information Systems" is at 33.4% this is primarily due to Software Maintenance Agreements.
- 3- "School Special Education" is at 40.1% this includes known encumbrances for FY12.
- 4- "School Department - Other" which is their Achievement program, is at 26% expended.



- 5- "School Technology" is at 35% this is attributed to Software licenses being paid at the beginning of the fiscal year.
- 6- "Public Works Sanitation" is at 27.9% primarily also due to encumbrances.
- 7- "Veterans Services" is at 48.9% this is due to the fact that the Veterans Administrative Assistant is also using the purchase order system, as she is reserving "Veterans Benefits" for the entire FY12, as the state approves the Benefits for each Veteran.
- 8- "Interest and Maturing Debt" is at 48.9% this is due to timing of debt payments.
- 9- "Retirement Board" is at 50% and that is because the Town paid the 1st half of the Fiscal Year 2012 Assessment.

General Fund receipts at the end of Period 3 are at 25% of the budget. Of note, and highlighted in yellow, are the following General Fund Receipts:

- 1- "Penalties and Interest" –\$ 92,000 of the \$180,768 is attributable to Tax Title Interest.
- 2- "Rentals" – Early collection of rents due to the Town.
- 3- "Licenses and Permits" This is primarily due to an increase in Building Permits and Building Alterations.
- 4- "Misc Non-Recurring" This consists primarily of \$393,754 in Tax Title, \$119,303 in FY11 FEMA receipts.

Water and Sewer Enterprise Fund expenditures at the end of Period 3 totaled 24.9% of the budget. "Fringe Benefits" are at 31% and is primarily due to the first half of the Retirement Board Assessment being paid. "Water/Sewer Debt" is at 31% and that is due to the timing of debt being due.

Golf Enterprise Fund expenditures totaled 21.6 % of the budget as of the end of Period 3, or the first quarter.

Attached is a series of Year-to-date Budget Reports by department summarizing expenditures and receipts for the General and Enterprise Funds.

If you have any questions, please feel free to contact me at 1-508-647-6435 ext 1 or 1-978-807-0552.

TOWN OF NATICK
WATER SEWER ENTERPRISE FUND
September 30, 2011

	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD ACTUAL	Percent of target (estimate) in-house
WATER SEWER ENTERPRISE FUND REVENUE:					
TOTAL USER CHARGE	12,439,776.00	-	-	2,138,182.00	17.2%
TOTAL CONNECTION FEE	170,000.00	-	-	15,600.00	9.2%
TOTAL OTHER DEPARTMENTAL REVEUE	750,000.00	-	-	238,753.20	31.8%
TOTAL INVESTMENT INCOME	45,000.00	-	-	-	0.0%
RETAINED EARNINGS	410,000.00	-	-	410,000.00	100.0%
TOTAL WATER SEWER REVENUE	13,814,776.00	-	-	2,802,535.20	20.3%



	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE	AVAILABLE BALANCE	% EXPENDED COMPARED TO REVISED BUDGET
TOTAL SEWER/WATER SHARED EXPENSES	200,000.00	-	200,000.00	320,000.00	-	(120,000.00)	160.0%
TOTAL WATER/SEWER SALARIES	118,618.00	15,000.00	133,618.00	21,796.31	15,000.00	96,821.69	27.5%
TOTAL SEWER/WATER BILLING EXPENSE	105,700.00	72,400.00	178,100.00	-	72,400.00	105,700.00	40.7%
TOTAL SEWER SALARIES	664,674.00	-	664,674.00	129,961.77	-	534,712.23	19.6%
TOTAL SEWER SALARIES	4,733,088.00	6,705.00	4,739,793.00	1,362,852.58	6,307.80	3,370,632.26	28.9%
TOTAL WATER SALARIES	979,070.00	-	979,070.00	217,291.62	800.00	760,978.38	22.3%
TOTAL WATER EXPENSES	873,500.00	33,357.00	906,857.00	201,060.10	42,831.01	662,965.42	26.9%
TOTAL WATER CAPITAL EXPENSES	223,000.00	26,855.00	249,855.00	5,159.70	51,004.59	193,690.80	22.5%
TOTAL WATER SEWER DEBT	2,341,218.00	-	2,341,218.00	740,952.65	-	1,600,265.35	31.6%
TOTAL EMPLOYEE BENEFITS	630,025.00	-	630,025.00	195,300.37	-	434,724.63	31.0%
TOTAL SICK BUY-BACK	-	-	-	12,458.35	-	(12,458.35)	
TOTAL FY12 CAPITAL	410,000.00	-	410,000.00	-	-	410,000.00	0.0%
TRANS TO G/F - INDIRECTS	2,535,883.00	-	2,535,883.00	-	-	2,535,883.00	0.0%
TOTAL EXPENDITURES:	13,814,776.00	154,317.00	13,559,093.00	3,194,375.10	188,343.40	10,176,373.76	24.9%

7

TOWN OF NATICK
 SASSAMON TRACE GOLF COURSE
 September 30, 2011

	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	ACTUAL RECEIPTS THRU 9/30/2011	Percent of Target (estimate) in house
SASSAMON TRACE GOLF COURSE RECEIPTS					
TOTAL SASSAMON TRACE GOLF COURSE FEES	551,400.00	-	-	189,416.41	34.4%
TOTAL SASSAMON TRACE GOLF COURSE SUBSIDY TRANSFER IN FROM GEN'L FUND	320,000.00	-	-	320,000.00	100.0%
RETAINED EARNINGS	48,364.00			48,364.00	100.0%
TOTAL REVENUE SASSAMOM TRACE 9-30-11	919,764.00			509,416.41	55.4%

SASSAMON TRACE GOLF COURSE EXPENDITURES THROUGH 9-30-11	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	ACTUAL EXPENDITURE 9/30/2011	AVAILABLE	% expended from revised budget
SALARIES	144,707.00	-	144,707.00	46,346.73	98,360.27	32.0%
TOTAL EXPENSES	402,747.00	2,953.00	405,700.39	114,830.36	290,870.03	28.3%
TOTAL CAPITAL	2,000.00	-	2,000.00	2,237.00	(237.00)	111.9%
TOTAL DEBT SERVICE	295,333.00	-	295,333.00	-	295,333.00	0.0%
LEASE PAYMENT LAND	62,646.00	-	62,646.00	29,277.28	33,368.72	46.7%
FUNDING SCHEDULE (28 YRS)	12,331.00	-	12,331.00	6,165.50	6,165.50	50.0%
TOTAL SASSAMON TRACE EXPENSES	919,764.00	2,953.00	922,717.39	198,856.87	723,860.52	21.6%

TOWN OF NATICK
EXPENDITURES FY12
JULY 2011 THRU SEPTEMBER 2011

FOR 2012 03

ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANFRS ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
115 PRINTING TOWN REPORT	5,500.00	-	5,500.00	-	-	5,500.00	0.0%
117 INSURANCE PROPERTY/LIABILITY	520,958.00	-	520,958.00	168,381.75	-	352,576.25	32.3%
123 BD SELECTMEN/TN ADMINISTRATOR	755,936.00	-	755,936.00	160,371.59	-	595,564.41	21.2%
131 FINANCE COMMITTEE	21,500.00	-	21,500.00	540.01	-	20,959.99	2.5%
132 RESERVE FUND	400,000.00	-	400,000.00	-	-	400,000.00	0.0%
134 COMPTROLLER	337,450.00	-	337,450.00	65,078.22	2,550.00	269,821.78	20.0%
141 ASSESSORS	424,278.00	-	424,278.00	72,404.92	-	351,873.08	17.1%
145 TREASURER	673,562.00	-	673,562.00	42,204.46	500.00	630,857.54	6.3%
146 COLLECTOR OF REVENUE	376,307.00	-	376,307.00	49,449.43	-	326,857.57	13.1%
151 LEGAL SERVICES -TOWN COUNSEL	304,480.00	-	304,480.00	15,805.64	-	288,674.36	5.2%
152 PERSONNEL BOARD	1,000.00	-	1,000.00	-	-	1,000.00	0.0%
155 INFORMATION SYSTEMS	878,045.00	-	878,045.00	292,545.68	1,126.17	584,373.15	33.4%
161 TOWN CLERK	227,360.00	-	227,360.00	44,356.90	-	183,003.10	19.5%
162 BOARD OF REGISTRARS	85,150.00	-	85,150.00	2,747.55	-	82,402.45	3.2%
180 COMMUNITY DEVELOPMENT	670,161.00	-	670,161.00	164,902.16	-	505,258.84	24.6%
192 PUBLIC BLDGS PROP MAINT	1,493,400.00	-	1,493,400.00	295,720.35	81.06	1,197,598.59	19.8%
210 POLICE DEPARTMENT	5,862,441.00	-	5,862,441.00	1,169,781.67	3,106.87	4,689,552.46	20.0%
220 FIRE DEPARTMENT	7,139,086.00	-	7,139,086.00	1,632,562.73	5,339.76	5,501,183.51	22.9%
244 WEIGHTS/MEASURES	15,509.00	-	15,509.00	3,814.38	-	11,694.62	24.6%
246 PARKING ENFORCEMENT	104,309.00	-	104,309.00	5,799.06	-	98,509.94	5.6%
251 NATICK EMERGENCY MANAGEMENT AS	4,100.00	-	4,100.00	810.00	-	3,290.00	19.8%
300 ADMINISTRATION	9,695,288.00	-	9,695,288.00	2,375,206.65	12,075.15	7,308,006.20	24.6%
310 REGULAR EDUCATION	23,610,543.00	-	23,610,543.00	1,944,980.72	169,308.48	21,496,253.80	9.0%
320 SPECIAL EDUCATION	11,093,052.00	-	11,093,052.00	1,272,011.06	3,173,744.86	6,647,296.08	40.1%
330 ENGLISH LANGUAGE LEARNERS	188,784.00	-	188,784.00	14,268.81	-	174,515.19	7.6%
350 504	142,784.00	-	142,784.00	-	-	142,784.00	0.0%
360 PRESCHOOL	592,668.00	-	592,668.00	54,750.43	4,000.00	533,917.57	9.9%
370 NORTHSTAR	483,633.00	-	483,633.00	39,748.47	241.87	443,642.66	8.3%

TOWN OF NATICK
EXPENDITURES FY12
JULY 2011 THRU SEPTEMBER 2011

FOR 2012 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0001 GENERAL FUND							
380 OTHER	153,290.00	-	153,290.00	39,510.91	302.56	113,476.53	26.0%
390 TECHNOLOGY	1,842,961.00	-	1,842,961.00	401,645.86	243,732.64	1,197,582.50	35.0%
410 PUBLIC WORKS ENGINEERING	476,717.00	-	476,717.00	81,116.89	467.50	395,132.61	17.1%
420 PUBLIC WORKS - ADMIN	279,666.00	-	279,666.00	60,554.50	-	219,111.50	21.7%
425 PUBLIC WORKS BLDG MAINTENANCE	779,405.00	-	779,405.00	106,224.33	23,615.29	649,565.38	16.7%
426 PUBLIC WORKS WATER	782,040.00	-	782,040.00	137,927.71	14,696.51	629,415.78	19.5%
427 PUBLIC WORKS SANITATION	669,842.00	-	669,842.00	132,857.38	53,870.55	483,114.07	27.9%
429 PUB WKS HWY MAINT/SANT/RECYCLE	3,127,340.00	-	3,127,340.00	518,153.66	30,830.08	2,578,356.26	17.6%
512 BOARD OF HEALTH	412,296.00	-	412,296.00	83,639.82	-	328,656.18	20.3%
541 COUNCIL ON AGING	419,056.00	-	419,056.00	86,114.66	758.77	332,182.57	20.7%
543 VETERANS SERVICES	292,589.00	-	292,589.00	58,670.74	84,313.84	149,604.42	48.9%
549 COMMISSION ON DISABILITY	1,810.00	-	1,810.00	141.54	-	1,668.46	7.8%
610 MORSE INSTITUTE LIBRARY	1,848,818.00	-	1,848,818.00	468,469.22	43,635.22	1,336,713.56	27.7%
615 BACON FREE LIBRARY	118,827.00	-	118,827.00	16,717.50	-	102,109.50	14.1%
630 RECREATIONS AND PARKS	560,572.00	-	560,572.00	127,535.98	1,425.09	431,610.93	23.0%
690 ARTS COUNCIL	700.00	-	700.00	-	-	700.00	0.0%
691 HISTORIC COMMISSION	1,000.00	-	1,000.00	-	-	1,000.00	0.0%
692 HISTORIC DISTRICT COMMISSION	500.00	-	500.00	-	-	500.00	0.0%
710 INTEREST AND MATURING DEBT	8,652,360.00	-	8,652,360.00	3,412,906.91	-	5,239,453.09	39.4%
800 STATE AND COUNTY CHRGS	1,360,929.00	-	1,360,929.00	190,070.00	-	1,170,859.00	14.0%
910 OTHER EMPLOYEE BENEFITS	15,269,212.00	-	15,269,212.00	3,362,349.63	3,000.00	11,903,862.37	22.0%
911 RETIREMENT BOARD	5,626,663.00	-	5,626,663.00	2,813,331.50	-	2,813,331.50	50.0%
912 NON-CONTRIBUTORY PENSIONS	90,369.00	-	90,369.00	18,753.00	-	71,616.00	20.8%
990 OTHER FINANCING USES	2,349,934.00	-	2,349,934.00	2,349,934.00	-	-	100.0%
TOTAL GENERAL FUND	111,224,180.00	-	111,224,180.00	24,354,868.38	3,872,722.27	82,996,589.35	25.4%
GRAND TOTAL	111,224,180.00	-	111,224,180.00	24,354,868.38	3,872,722.27	82,996,589.35	25.4%