



20 FEBRUARY 2019

Memorandum

From: Lisa Mills, Finance Director
To: Portsmouth Town Council
Via: Rich Rainer, Town Administrator

Subj: Monthly Finance Report for January 2019

1. Honorable Council, attached is the budget update for January 2019. This update represents 58% of the current fiscal year. Overall revenues are currently at 56%, lower from last year. Expenditures are at 54% of the budget projection, lower than last year's, 57%.
2. There are no significant wire or ACH transfers to report.

Very respectfully,

Lisa Mills

**Town of Portsmouth
Monthly Budget Report: Revenues
January 31, 2019**

| REVENUES | FY19 | | | FY18 | | | Year to Year Change | Annual Projection | Budget- Proj (under)/over |
|--|--------------|------------|----------|--------------|------------|----------|------------------------|----------------------|------------------------------|
| | Year to Date | Budget | % Budget | Year to Date | Actual | % Budget | | | |
| <u>Rental & Investment & Others</u> | | - | | | | | | | |
| <u>Rental Revenue</u> | | | | | | | | | |
| Melville Pond Campground | - | 66,627 | 0% | - | 78,750 | 0% | - | - | 66,627 |
| Cell Towers | 63,179 | 96,371 | 66% | 61,575 | 94,068 | 65% | 1,604 | - | 96,371 |
| <u>Other</u> | | | | | | | | | |
| Agricultural | 879 | 860 | 102% | - | 860 | 0% | 879 | - | 860 |
| AICA | - | - | | 7,200 | 14,400 | 50% | (7,200) | - | - |
| Prudence Island Dock | 4,435 | 7,626 | 58% | 5,069 | 7,626 | 66% | (634) | - | 7,626 |
| | 5,314 | 8,486 | | 12,269 | 22,886 | | (6,955) | | 8,486 |
| <u>Glen Farm</u> | | | | | | | | | |
| Glen Farm-Equestrian | | | 0% | | | | | - | - |
| Glen Farm-Polo | - | 16,000 | 0% | 15,120 | 16,000 | 95% | (15,120) | - | 16,000 |
| Glen Farm-Special Events | 4,700 | 10,000 | 47% | 750 | 10,000 | 8% | 3,950 | - | 10,000 |
| Total Glen Farm | 4,700 | 26,000 | | 15,870 | 26,000 | | (11,170) | - | 26,000 |
| Total Rental Revenue | 73,193 | 197,484 | 37% | 89,714 | 221,704 | 40% | (16,521) | - | 197,484 |
| Glen Manor House | - | 286,458 | 0% | - | 275,000 | 0% | - | - | 286,458 |
| Glen Park | 100 | | | 600 | - | | (500) | - | - |
| School SRO | 5,000 | 40,000 | 13% | 5,000 | 40,000 | 0% | - | - | 40,000 |
| Special Revenue | - | 25,000 | 0% | - | 25,000 | 0% | - | - | 25,000 |
| Total rental & investment | 78,293 | 548,942 | 14% | 95,314 | 561,704 | 17% | (17,021) | - | 548,942 |
| <i>Surplus (Bond)</i> | | | | | - | | - | - | - |
| <i>Transfers In</i> | | | | | | | - | - | - |
| TOTAL | 35,275,064 | 63,253,182 | 56% | 36,221,899 | 61,865,607 | 59% | (940,530) | - | 63,253,182 |

**Town of Portsmouth
Monthly Budget Report: Revenues
January 31, 2019**

| | FY19 | | | FY18 | | | Year to Year Change | Annual Projection | Budget- Proj (under)/over |
|-------------------------------------|------------------|------------------|----------------|------------------|------------------|------------|------------------------|----------------------|------------------------------|
| | Year to Date | Budget | % Budget | Year to Date | Actual | % Budget | | | |
| REVENUES | | | | | | | | | |
| <u>Department Fees</u> | | | | | | | | | |
| <u>Tax Collector</u> | | | | | | | | | |
| Municipal Lien Fees | 9,900 | 18,500 | 54% | 9,750 | 20,000 | 49% | 150 | - | 18,500 |
| Field Cards & Maps | 868 | 1,000 | 87% | 536 | 1,200 | 45% | 332 | - | 1,000 |
| Penalties & Interest | 176,732 | 300,000 | 59% | 171,211 | 320,000 | 54% | 5,521 | - | 300,000 |
| Total Tax Collector | 187,500 | 319,500 | | 181,497 | 341,200 | | 6,003 | | 319,500 |
| <u>Town Clerk</u> | | | | | | | | | |
| Beverage Licenses | 46,156 | 42,030 | 110% | 38,062 | 36,000 | 106% | 8,094 | - | 42,030 |
| Dog Licenses & Enforcement | 3,132 | 16,000 | 20% | 3,021 | 14,000 | 22% | 111 | - | 16,000 |
| RE Transfer Fees | 255,029 | 375,000 | 68% | 252,868 | 300,000 | 84% | 2,161 | - | 375,000 |
| Recording Fees | 97,232 | 200,000 | 49% | 109,553 | 200,000 | 55% | (12,321) | - | 200,000 |
| Short-Term Rental | 2,400 | - | - | - | - | - | 2,400 | - | - |
| Other TC Misc. Receipts | 30,701 | 34,000 | 90% | 23,829 | 31,000 | 77% | 6,872 | - | 34,000 |
| Total Town Clerk | 434,650 | 667,030 | | 427,334 | 581,000 | | 7,317 | | 667,030 |
| Municipal and Probate Courts | 15,075 | 43,000 | | 18,424 | 41,500 | | (3,349) | - | 43,000 |
| <u>Building Inspection</u> | | | | | | | | | |
| Building Inspections | 110,424 | 186,200 | 59% | 154,165 | 160,000 | 96% | (43,741) | - | 186,200 |
| Electrical Inspections | 20,468 | 35,400 | 58% | 29,723 | 32,000 | 93% | (9,255) | - | 35,400 |
| Mechanical Inspections | 24,242 | 43,900 | 55% | 41,570 | 38,000 | 109% | (17,328) | - | 43,900 |
| Plumbing Inspections | 5,629 | 16,700 | 34% | 12,990 | 15,000 | 87% | (7,361) | - | 16,700 |
| Other (In Misc. Receipts) | 29 | 0 | - | 1,241 | 0 | 0% | (1,212) | - | 0 |
| Total Bldg Inspector | 160,792 | 282,200 | | 239,689 | 245,000 | | (78,897) | | 282,200 |
| Bldg Permits | - | - | *in inspection | - | 35,000 | 0% | - | - | - |
| | | | | | 35,000 | | | | |
| | 160,792 | 282,200 | 57% | 239,689 | 280,000 | 86% | (78,897) | | 282,200 |
| <u>Planning</u> | | | | | | | | | |
| Board of Review Filings | - | 9,000 | 0% | - | 10,000 | 0% | - | - | 9,000 |
| Planning Board Filings | 11,700 | 12,000 | 98% | 10,960 | 22,000 | 50% | 740 | - | 12,000 |
| Road Inspections | 8,635 | 20,000 | 43% | 4,351 | 10,000 | 44% | 4,284 | - | 20,000 |
| Total Planning | 20,335 | 41,000 | | 15,311 | 42,000 | | 5,024 | | 41,000 |
| <u>Police Dept</u> | | | | | | | | | |
| Alarm Permits | 7,890 | 10,500 | 75% | 7,600 | 8,500 | 89% | 290 | - | 10,500 |
| Pistol & Hunting (in Misc) | - | - | 0% | 6,305 | - | 0% | - | - | - |
| VIN Fees | 4,890 | 8,500 | 58% | 5,760 | 8,500 | 68% | (870) | - | 8,500 |
| Police Detail & Admin | 77,300 | 80,000 | 97% | 77,544 | 100,000 | 78% | (244) | - | 80,000 |
| Animal Control Fines | 540 | 1,200 | 45% | 832 | 2,000 | 42% | (292) | - | 1,200 |
| Parking Fines | 425 | 1,000 | 43% | 495 | 650 | 76% | (70) | - | 1,000 |
| EMA / Civic Defense | - | - | - | - | 8,000 | 0% | - | - | - |
| Fingerprints | 3,880 | 6,500 | 60% | 4,060 | 6,250 | 65% | (180) | - | 6,500 |
| Police Reports | 1,178 | 3,000 | 39% | 1,987 | 3,500 | 57% | (809) | - | 3,000 |
| Traffic Fines | 13,925 | 120,000 | 12% | 67,613 | 80,000 | 85% | (53,687) | - | 120,000 |
| | 110,028 | 230,700 | | 172,196 | 217,400 | | (55,862) | | 230,700 |
| <u>Harbor Master</u> | | | | | | | | | |
| Mooring Fees & Fines | 1,325 | 107,000 | 1% | 5,934 | 111,000 | 5% | (4,609) | - | 107,000 |
| | 1,325 | 107,000 | | 5,934 | 111,000 | | (4,609) | | 107,000 |
| Total Police | 111,353 | 337,700 | | 178,130 | 328,400 | | (60,471) | | 337,700 |
| <u>Finance</u> | | | | | | | | | |
| Investment Income | 67,713 | 10,000 | 677% | 49,539 | 50,000 | 99% | 18,174 | - | 10,000 |
| Total Finance | 67,713 | 10,000 | | 49,539 | 50,000 | | 18,174 | | 10,000 |
| <u>Fire</u> | | | | | | | | | |
| Fire Marshal | - | 50,000 | 0% | - | 40,000 | 0% | - | - | 50,000 |
| Ambulance | 462,293 | 800,000 | 58% | 404,669 | 800,000 | 51% | 57,624 | - | 800,000 |
| MV Mitigation | - | 10,000 | 0% | - | 12,500 | 0% | - | - | 10,000 |
| Misc | 1,432 | - | - | 1,710 | - | - | (278) | - | - |
| Total Fire | 463,725 | 860,000 | | 406,379 | 852,500 | | 57,346 | | 860,000 |
| <u>Public Works</u> | | | | | | | | | |
| Transfer Station Stickers | 6,015 | 22,500 | 27% | - | - | 0% | 6,015 | - | 22,500 |
| <u>Recreation Department</u> | | | | | | | | | |
| Sandy Beach | 25,859 | 11,775 | 220% | 7,850 | 23,000 | 34% | 18,009 | - | 11,775 |
| Recreation Programs | 16,980 | 10,000 | 170% | 4,740 | 10,000 | 47% | 12,240 | - | 10,000 |
| Recreation Others | - | - | - | - | - | 0% | - | - | - |
| Total Recreation | 42,839 | 21,775 | 0 | 12,590 | 33,000 | | 30,249 | | 21,775 |
| <u>Other</u> | | | | | | | | | |
| Other Finance | 4,206 | 18,000 | 23% | 6,828 | 25,750 | 27% | (2,622) | - | 18,000 |
| Other Permits & Inspections | 5,781 | 12,000 | 48% | - | 4,250 | 0% | 5,781 | - | 12,000 |
| | 9,987 | 30,000 | | 6,828 | 30,000 | | 3,159 | | 30,000 |
| Total Municipal | 1,519,984 | 2,634,705 | 58% | 1,535,720 | 2,579,600 | 60% | (9,431) | | 2,634,705 |

**Town of Portsmouth
Monthly Budget Report: Revenues
January 31, 2019**

| REVENUES | FY19 | | | FY18 | | | Year to Year Change | Annual Projection | Budget- Proj (under)/over |
|--|-------------------|-------------------|------------|-------------------|-------------------|------------|------------------------|----------------------|------------------------------|
| | Year to Date | Budget | % Budget | Year to Date | Actual | % Budget | | | |
| <u>General Property Taxes & PILOT</u> | | | | | | | | | |
| RE & PP Property Taxes | 27,960,582 | 52,328,424 | 53% | 28,392,266 | 49,318,395 | 58% | (431,684) | - | 52,328,424 |
| MV Property Taxes | 1,554,673 | 2,053,151 | 76% | 1,604,945 | 2,255,090 | 71% | (50,272) | - | 2,053,151 |
| | 29,515,255 | 54,381,575 | | 29,997,211 | 51,573,485 | | (481,956) | - | 54,381,575 |
| Allowance for Doubtfull Accts | | (1,419,895) | | | | | | - | (1,419,895) |
| | 29,515,255 | 52,961,680 | | 29,997,211 | 51,573,485 | | (481,956) | - | 52,961,680 |
| Prorated | 30,051 | 45,000 | 67% | 37,379 | 58,000 | 64% | (7,328) | - | 45,000 |
| PILOT | 5,667 | 11,500 | 49% | 8,421 | 11,500 | 73% | (2,754) | - | 11,500 |
| Prior Year | 1,116,016 | 1,150,000 | 97% | 1,079,271 | 1,100,000 | 98% | 36,745 | - | 1,150,000 |
| Total Property Taxes | 30,666,990 | 54,168,180 | 57% | 31,122,282 | 52,742,985 | 59% | (455,292) | - | 54,168,180 |
| <u>State Aid</u> | | | | | | | | | |
| State Aid for School | 2,328,012 | 4,190,058 | 56% | 2,492,960 | 4,482,185 | 56% | (164,948) | - | 4,190,058 |
| Housing Aid | 170,356 | 715,236 | 24% | 246,072 | 794,223 | 31% | (75,716) | - | 715,236 |
| Hotel & Meal | 198,389 | 312,663 | 63% | 199,341 | 282,997 | 70% | (952) | - | 312,663 |
| Pub Svc Corp | 218,991 | 216,894 | 101% | 216,894 | 223,391 | 97% | 2,097 | - | 216,894 |
| MV Excise (+ MV Phase Out) | 94,049 | 351,768 | 27% | 226,807 | 84,669 | 268% | (132,757) | - | 351,768 |
| Library Aid | - | 114,736 | 0% | 86,510 | 113,853 | 76% | (86,510) | - | 114,736 |
| | 3,009,797 | 5,901,355 | 51% | 3,468,583 | 5,981,318 | 58% | (458,786) | - | 5,901,355 |

**Town of Portsmouth
Monthly Budget Report: Expenditures
January 31, 2019**

| EXPENDITURES | FY19 | | | FY18 | | | Year to Year Change | FY19 Annual Projection | FY19 (under)/over Projection |
|--------------------------------------|---------------------|-------------------|-----------------|---------------------|-------------------|-----------------|--------------------------------|---------------------------------------|---|
| | Year to Date | Budget | % Budget | Year to Date | Actual | % Budget | | | |
| <u>General Government</u> | | | | | | | | | |
| Town Council | 12,298 | 11,866 | 104% | 6,565 | 18,066 | 36% | 5,733 | - | 11,866 |
| Town Administrator | 165,169 | 278,900 | 59% | 151,701 | 279,974 | 54% | 13,468 | - | 278,900 |
| Town Clerk | 160,888 | 308,401 | 52% | 198,727 | 380,739 | 52% | (37,839) | - | 308,401 |
| Canvassing | 155,826 | 230,928 | 67% | 88,697 | 184,766 | 48% | 67,129 | - | 230,928 |
| Finance | 547,380 | 780,667 | 70% | 657,887 | 860,446 | 76% | (110,507) | - | 780,667 |
| HR | 642,973 | 2,436,075 | 26% | 1,344,989 | 1,872,539 | 72% | (702,016) | - | 2,436,075 |
| Legal | 167,368 | 290,200 | 58% | 87,217 | 225,000 | 39% | 80,151 | - | 290,200 |
| Technology | 26,723 | 161,000 | 17% | 77,198 | 111,500 | 69% | (50,475) | - | 161,000 |
| Tax/Assessor | 333,550 | 563,399 | 59% | 287,791 | 549,660 | 52% | 45,759 | - | 563,399 |
| Building Inspections | 170,748 | 330,998 | 52% | 170,420 | 301,815 | 56% | 328 | - | 330,998 |
| Planning | 196,381 | 351,669 | 56% | 160,590 | 358,885 | 45% | 35,791 | - | 351,669 |
| Eco Development | 16,160 | 31,000 | 52% | 15,559 | 29,500 | 53% | 601 | - | 31,000 |
| Planning Board | 23,481 | 32,052 | 73% | 17,963 | 30,724 | 58% | 5,518 | - | 32,052 |
| <u>Public Safety</u> | | | | | | | | | |
| Police | 2,945,195 | 5,971,731 | 49% | 3,047,986 | 5,884,000 | 52% | (102,791) | - | 5,971,731 |
| PI Special Service | 62,158 | 112,340 | 55% | 65,741 | 109,864 | 60% | (3,583) | - | 112,340 |
| Animal Control | 75,508 | 114,794 | 66% | 70,946 | 109,197 | 65% | 4,562 | - | 114,794 |
| Harbormaster | 50,615 | 89,680 | 56% | 48,621 | 112,573 | 43% | 1,994 | - | 89,680 |
| Fire | 3,076,560 | 6,076,142 | 51% | 3,485,806 | 6,084,917 | 57% | (409,246) | - | 6,076,142 |
| <u>Public Works</u> | | | | | | | | | |
| Dept Public Works | 1,256,575 | 2,786,671 | 45% | 1,333,063 | 2,601,361 | 51% | (76,488) | - | 2,786,671 |
| Road Improvements | 587,642 | 600,000 | 98% | 438,804 | 800,000 | 55% | 148,838 | - | 600,000 |
| Snow Removal | 38,661 | 174,279 | 22% | 102,111 | 175,355 | 58% | (63,449) | - | 174,279 |
| <u>Community Services</u> | | | | | | | | | |
| <u>Civic Supports</u> | | | | | | | | | |
| Other Civic Support | 656,278 | 921,821 | 71% | 735,681 | 911,249 | 81% | (79,403) | - | 921,821 |
| <u>Recreation & Parks</u> | | | | | | | | | |
| <u>Recreation</u> | | | | | | | | | |
| Sandy Point Beach | 27,236 | 63,782 | 43% | 43,738 | 59,000 | 74% | (16,502) | - | 63,782 |
| Other Recreation | 36,140 | 67,885 | 53% | 22,573 | 58,866 | 38% | 13,567 | - | 67,885 |
| Glen Manor House | - | - | 0% | - | - | 0% | - | - | - |
| <u>Parks</u> | | | | | | | | | |
| Glen Park | 2,733 | 8,100 | 34% | 2,709 | 6,500 | 42% | 24 | - | 8,100 |
| Meville Park | 787 | 11,500 | 7% | 4,064 | 11,500 | 35% | (3,277) | - | 11,500 |
| Meville Campground | - | - | 0% | - | - | 0% | - | - | - |
| AICA Mold | - | - | 0% | - | - | 0% | - | - | - |
| Elevator | - | - | 0% | - | - | 0% | - | - | - |
| PI Dock | - | - | 0% | - | - | 0% | - | - | - |
| Spruce Acres | - | - | 0% | - | - | 0% | - | - | - |
| Bond Debt Service | 1,447,463 | 2,904,345 | 50% | 1,247,884 | 2,470,115 | 51% | 199,579 | - | 2,904,345 |
| <u>Transfers Out</u> | | | | | | | | | |
| Septic Loan Debt Service | - | 53,871 | 0% | 50,225 | 54,924 | 91% | (50,225) | - | 53,871 |
| OPEB ER contribution | - | 25,000 | 0% | - | 50,000 | 0% | - | - | 25,000 |
| Town Capital | - | 346,423 | 0% | - | 139,051 | 0% | - | - | 346,423 |
| Town Capital Reserve | - | 50,000 | 0% | - | - | 0% | - | - | 50,000 |
| Reserve | - | 2,117 | 0% | - | - | 0% | - | - | 2,117 |
| Contingency | - | 29,251 | 0% | 150,000 | 200,000 | 75% | (150,000) | - | 29,251 |
| Fund Balance | - | - | 0% | 40,466 | 69,370 | 58% | (40,466) | - | - |
| Total Municipal | 12,882,496 | 26,216,887 | 49% | 14,155,723 | 25,111,456 | 56% | (1,273,227) | - | 26,216,887 |
| <u>School (Education)</u> | | | | | | | | | |
| School State | 2,328,012 | 4,190,058 | 56% | 2,492,960 | 4,482,185 | 56% | (164,948) | - | 4,190,058 |
| School Local | 19,160,306 | 32,988,238 | 58% | 18,695,115 | 32,048,768 | 58% | 465,191 | - | 32,988,238 |
| School Capital | - | - | - | - | 797,565 | 0% | - | - | - |
| Other School Capital | - | - | - | - | (574,367) | 0% | - | - | - |
| Health Care Reduction | - | (142,000) | 0% | - | - | - | - | - | (142,000) |
| Total School | 21,488,318 | 37,036,296 | 58% | 21,188,075 | 36,754,151 | 58% | 300,243 | - | 37,036,296 |
| Grand Total | 34,370,814 | 63,253,183 | 54% | 35,343,798 | 61,865,607 | 57% | (972,985) | - | 63,253,183 |

Town of Portsmouth
Monthly Report of Pension Assets
January 31, 2019

| | Increases Contributions | Decreases Payments | Income Realized | Gain/Loss Unrealized | Balance |
|-----------|----------------------------|-----------------------|--------------------|-------------------------|---------------|
| June | | | | | 56,716,067.48 |
| July | 37,662.11 | (441,518.39) | 28,357.11 | 948,289.77 | 57,288,858.08 |
| August | 4,611.77 | (412,484.05) | 28,582.91 | 449,075.30 | 57,358,644.01 |
| September | 1,111,927.66 | (416,556.72) | 268,849.26 | (681,955.14) | 57,640,909.07 |
| October | 23,702.44 | (449,993.93) | 29,276.29 | (3,033,670.32) | 54,210,223.55 |
| November | 36,538.62 | (420,467.31) | 29,131.88 | 586,795.25 | 54,442,221.99 |
| December | 1,105,097.03 | (494,653.09) | 1,434,649.14 | (4,010,340.34) | 52,476,974.73 |
| January | 19,784.92 | (432,949.69) | 30,646.59 | 2,987,016.96 | 55,081,473.51 |
| February | | | | | 55,081,473.51 |
| March | | | | | 55,081,473.51 |
| April | | | | | 55,081,473.51 |
| May | | | | | 55,081,473.51 |
| June | | | | | 55,081,473.51 |
| | 2,339,324.55 | (3,068,623.18) | 1,849,493.18 | (2,754,788.52) | |