



21 AUGUST 2019

Memorandum

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

Subj: Monthly Finance Report for July 2019

1. Honorable Council, attached is the budget update for July 2019. This update represents 8.3% of the current fiscal year. Overall revenues are currently at 3%, lower than last year's 4%. Expenditures are at 8%, lower than last year's 9%.
2. There are no significant wire or ACH transfers to report.

Very respectfully,

Lisa Mills

Town of Portsmouth

Monthly Budget Report: Expenditures

July 31, 2019

EXPENDITURES	FY20			FY19			Year to Year Change	FY19 Annual Projection	FY19 (under)/over Projection
	Year to Date	Budget	% Budget	Year to Date	Budget	% Budget			
General Government									
Town Council	720	12,366	6%	2,654	11,866	22%	(1,934)	-	12,366
Town Administrator	29,638	298,231	10%	24,678	278,900	9%	4,960	-	298,231
Town Clerk	21,842	324,672	7%	24,951	308,401	8%	(3,109)	-	324,672
Canvassing	14,673	213,671	7%	20,714	230,928	9%	(6,041)	-	213,671
Finance	353,265	787,529	45%	366,702	780,667	47%	(13,437)	-	787,529
HR	185,266	2,207,790	8%	242,663	2,436,075	10%	(57,397)	-	2,207,790
Legal	10,432	251,900	4%	83,069	290,200	29%	(72,637)	-	251,900
Technology	-	221,462	0%	-	161,000	0%	-	-	221,462
Tax/Assessor	44,247	584,751	8%	72,577	563,399	13%	(28,330)	-	584,751
Building Official	21,750	317,510	7%	31,717	330,998	10%	(9,967)	-	317,510
Planning	24,510	383,994	6%	26,751	351,669	8%	(2,241)	-	383,994
Eco Development	1,201	43,798	3%	2,155	31,000	7%	(954)	-	43,798
Planning Board	1,098	32,692	3%	4,245	32,052	13%	(3,147)	-	32,692
Public Safety									
Police	424,301	6,300,873	7%	541,645	5,971,731	9%	(117,344)	-	6,300,873
PI Special Service	8,989	101,445	9%	11,283	112,340	10%	(2,294)	-	101,445
Animal Control	17,674	116,550	15%	24,239	114,794	21%	(6,565)	-	116,550
Harbormaster	9,606	105,860	9%	16,811	89,680	19%	(7,205)	-	105,860
Fire	299,411	6,569,451	5%	487,019	6,076,142	8%	(187,608)	-	6,569,451
Fire-EMA	625	8,500							
Public Works									
Dept Public Works	202,669	2,858,223	7%	244,652	2,791,950	9%	(41,983)	-	2,858,223
Road Improvements	-	700,000	0%	-	600,000	# 0%	-	-	700,000
Snow Removal	-	175,764	0%	-	169,000	# 0%	-	-	175,764
Community Services									
Civic Supports									
Other Civic Support	250,196	966,794	26%	236,047	921,821	26%	14,149	-	966,794
Recreation & Parks									
Recreation									
Sandy Point Beach	15,062	167,255	9%	10,266	63,782	16%	4,796	-	167,255
Other Recreation	6,668	42,423	16%	7,794	67,885	11%	(1,126)	-	42,423
Glen Manor House	-	-	0%	-	-	0%	-	-	-
Parks									
Glen Park	101	8,100	1%	500	8,100	6%	(399)	-	8,100
Meville Park	-	11,500	0%	744	11,500	6%	(744)	-	11,500
Meville Campground	-	-							
AICA Mold			0%			0%	-	-	-
Elevator			0%			0%	-	-	-
PI Dock			0%			0%	-	-	-
Spruce Acres			0%			0%	-	-	-
Debt Service	205,452	2,650,232	8%	214,925	2,904,345	7%	(9,473)	-	2,650,232
Transfers Out									
Septic Loan Debt Service	-	47,876	0%	-	53,871	0%	-	-	47,876
OPEB ER contribution	-	25,000	0%	-	25,000	0%	-	-	25,000
Town Capital Purchases	-	218,355	0%	-	346,423	0%	-	-	218,355
Town Capital(CIP Fund Bal)	-	-	0%	-	50,000	0%	-	-	-
Fund Balance	-	6,800	0%	-	-	0%	-	-	6,800
Reserve	-	2,442	0%	-	2,117	0%	-	-	2,442
Contingency	-	29,382	0%	-	29,251	0%	-	-	29,382
Total Municipal	2,149,396	26,793,191	8%	2,698,800	26,216,887	10%	(550,029)		26,784,691
School (Education)									
School State	102,830	4,056,226	3%	106,126	4,190,058	3%	(3,296)	-	4,056,226
School Local	2,791,177	33,590,691	8%	2,670,731	32,988,238	8%	120,446	-	33,590,691
School Capital	-	-		-	-				-
Other School Capital	-	534,700		-	-				-
Health Care Reduction	-	(96,565)	0%	-	(142,000)	0%	-	-	(96,565)
Total School	2,894,007	38,085,052	8%	2,776,857	37,036,296	7%	117,150		37,550,352
Grand Total	5,043,403	64,878,243	8%	5,475,657	63,253,183	9%	(432,879)		64,335,043

Town of Portsmouth
 Monthly Budget Report: Revenues
 July 31, 2019

REVENUES	FY20			FY19			Year to Year Change	Annual Projection	Budget (under)/over Projection
	Year to Date	Budget	% Budget	Year to Date	Budget	% Budget			
<u>Rental & Investment & Others</u>									
<u>Rental Revenue</u>									
Melville Pond Campground	-	75,000	0%	33,135	66,627	50%	(33,135)	-	75,000
Cell Towers	9,658	96,371		18,037	96,371		(8,379)	-	96,371
<u>Glen Farm</u>									
Glen Farm-Equestrian	-	8,000	0%	-	-	0%	-	-	8,000
Glen Farm-Polo	-	16,000	0%	-	16,000	0%	-	-	16,000
Glen Farm-Special Events	-	15,000	0%	1,700	10,000	17%	(1,700)	-	15,000
Glen Farm-Agricultural	-	860	0%	879	860	102%	(879)	-	860
Glen Farm-AICA	-	-		-	-		-	-	-
Glen Farm-PI Dock	634	7,626	8%	1,267	7,626	17%	(633)	-	7,626
Total Glen Farm	634	47,486		3,846	34,486		(3,212)	-	47,486
Total Rental Revenue	10,292	218,857	5%	55,018	197,484	28%	(44,726)	-	218,857
Glen Manor House	-	270,000	0%	-	286,458	0%	-	-	270,000
Glen Park (shown in Misc)	-	-		-	-		-	-	-
School SRO	-	40,000	0%	-	40,000	0%	-	-	40,000
Special Revenue	-	-		-	25,000	0%	-	-	-
Total rental & investment	10,292	528,857	2%	55,018	548,942	10%	(44,726)	-	528,857
Surplus (Bond)							-	-	-
Transfers In							-	-	-
TOTAL	1,813,381	64,878,243	3%	2,422,188	63,223,182	4%	(608,806)	-	64,878,243

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

REVENUES	FY20			FY19			Year to Year Change	Annual Projection	Budget (under)/over Projection
	Year to Date	Budget	% Budget	Year to Date	Budget	% Budget			
<u>Department Fees</u>									
<u>Tax Collector</u>									
Municipal Lien Fees	2,025	16,000	13%	1,275	18,500	7%	750	-	16,000
Field Cards & Maps	-	1,000	0%	485	1,000	49%	(485)	-	1,000
Penalties & Interest	11,226	300,000	4%	9,251	300,000	3%	1,975	-	300,000
Total Tax Collector	13,251	317,000		11,011	319,500		2,239		317,000
<u>Town Clerk</u>									
Beverage Licenses	15	46,233	0%	656	42,030	2%	(641)	-	46,233
Dog Licenses & Enforcement	422	16,500	3%	1,283	16,000	8%	(861)	-	16,500
RE Transfer Fees	26,739	378,750	7%	85,510	375,000	23%	(58,771)	-	378,750
Recording Fees	11,491	200,000	6%	21,548	200,000	11%	(10,057)	-	200,000
Short-Term Rental	2,476	3,000	83%	-	-	-	2,476	-	3,000
Other TC Misc. Receipts	1,478	38,900	4%	3,225	34,000	9%	(1,747)	-	38,900
Total Town Clerk	42,621	683,383		112,222	667,030		(69,602)		683,383
Municipal and Probate Courts	2,210	33,000		3,863	43,000		(1,653)	-	33,000
<u>Building Inspection</u>									
Building Inspections	5,325	203,712	3%	21,056	186,200	11%	(15,731)	-	203,712
Electrical Inspections	1,509	42,374	4%	5,164	35,400	15%	(3,655)	-	42,374
Mechanical Inspections	1,907	51,361	4%	4,284	43,900	10%	(2,377)	-	51,361
Plumbing Inspections	812	11,413	7%	1,687	16,700	10%	(875)	-	11,413
Other (Demo / Solar)	830	19,118		-	0	0%	830	-	19,118
Total Bldg Inspector	10,383	327,978		32,191	282,200		(21,808)		327,978
<u>Planning</u>									
Board of Review Filings	-	9,000	0%	-	9,000	0%	-	-	9,000
Planning Board Filings	295	12,000	2%	400	12,000	3%	(105)	-	12,000
Road Inspections	-	20,000	0%	3,270	20,000	16%	(3,270)	-	20,000
Total Planning	295	41,000		3,670	41,000		(3,375)		41,000
<u>Police Dept</u>									
Alarm Permits	-	10,500	0%	20	10,500	0%	(20)	-	10,500
Pistol & Hunting (in Misc)	-	-	0%	-	-	0%	-	-	-
VIN Fees	-	10,000	0%	1,140	8,500	13%	(1,140)	-	10,000
Police Detail & Admin	290	120,000	0%	2,131	80,000	3%	(1,842)	-	120,000
Animal Control Fines	-	1,500	0%	60	1,200	5%	(60)	-	1,500
Parking Fines	-	1,100	0%	555	1,000	56%	(555)	-	1,100
EMA / Civic Defense	-	-		-	-		-	-	-
Fingerprints	-	7,500	0%	240	6,500	4%	(240)	-	7,500
Police Reports	-	3,500	0%	422	3,000	14%	(422)	-	3,500
Traffic Fines	5,457	110,000	5%	-	120,000	0%	5,457	-	110,000
Total Police	5,747	264,100		4,568	230,700		1,178		264,100
<u>Harbor Master</u>									
Mooring Fees & Fines	-	107,500	0%	2,289	107,000	2%	(2,289)	-	107,500
Total Harbor Master	-	107,500		2,289	107,000		(2,289)		107,500
Total Police	5,747	371,600		6,857	337,700		(1,111)		371,600
<u>Finance</u>									
Other Finance	4,106	6,250	66%	-	-		4,106	-	6,250
Investment Income	2,593	100,000	3%	2,741	10,000	27%	(148)	-	100,000
Total Finance	6,699	106,250		2,741	10,000		3,958	0	106,250
<u>Fire</u>									
Fire Marshal	-	50,000	0%	-	50,000	0%	-	-	50,000
Ambulance	76,433	750,000	10%	5	800,000	0%	76,428	-	750,000
MV Mitigation	-	10,000	0%	-	10,000	0%	-	-	10,000
Misc	191	-		-	-		191	-	-
Total Fire	76,624	810,000		5	860,000		76,619		810,000
<u>Public Works</u>									
Transfer Station Stickers	4,280	20,000	21%	3,335	22,500	15%	945	-	20,000
<u>Recreation Department</u>									
Sandy Point Beach	15,532	30,000	52%	21,664	11,775	184%	(6,132)	-	30,000
Recreation Programs	825	10,000	8%	7,255	10,000	73%	(6,430)	-	10,000
Summer Camp	30,528	20,000		-	-		30,528	-	20,000
Brown House	-	24,000		-	-		-	-	24,000
Recreation Others	-	1,020		-	-		-	-	1,020
Total Recreation	46,885	85,020	0	28,919	21,775	0	17,966		85,020
Total Municipal	208,994	2,795,231	7%	204,815	2,604,705	8%	4,179		2,795,231

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

REVENUES	FY20			FY19			Year to Year Change	Annual Projection	Budget (under)/over Projection
	Year to Date	Budget	% Budget	Year to Date	Budget	% Budget			
<u>General Property Taxes & PILOT</u>									
RE & PP Property Taxes	693,257	54,194,288	1%	1,334,526	52,328,424	3%	(641,269)	-	54,194,288
MV Property Taxes	103,359	1,852,949	6%	127,471	2,053,151	6%	(24,112)	-	1,852,949
	796,616	56,047,237		1,461,997	54,381,575		(665,381)	-	56,047,237
Allowance for Doubtfull Accts		(1,431,816)			(1,419,895)		-	-	(1,431,816)
	796,616	54,615,421		1,461,997	52,961,680		(665,381)	-	54,615,421
Prorated	-	50,000	0%	-	45,000	0%	-	-	50,000
PILOT	2,285	11,500	20%	-	11,500	0%	2,285	-	11,500
Prior Year	297,469	1,150,000	26%	250,504	1,150,000	22%	46,965	-	1,150,000
Total Property Taxes	1,096,370	55,826,921	2%	1,712,501	54,168,180	3%	(616,131)	-	55,826,921
<u>State Aid</u>									
State Aid for School	102,830	4,056,226	3%	106,126	4,190,058	3%	(3,296)	-	4,056,226
Housing Aid	-	565,385	0%	-	715,236	0%	-	-	565,385
Hotel & Meal	34,468	306,555	11%	30,688	312,663	10%	3,781	-	306,555
Pub Svc Corp	220,104	218,991	101%	218,991	216,894	101%	1,113	-	218,991
MV Excise Reimbursement	94,646	94,646	100%	94,049	94,646	99%	597	-	94,646
MV Excise Phase Out Reimb	45,677	372,002	12%	-	257,122	0%	45,677	-	372,002
Library Aid	-	113,429	0%	-	114,736	0%	-	-	113,429
	497,725	5,727,234	9%	449,854	5,901,355	8%	47,871	-	5,727,234

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

	Increases Contributions	Decreases Payments	Income Realized	Gain/Loss Unrealized	Balance
June					57,341,324.29
July	16,594.35	(475,511.48)	29,945.45	201,254.13	57,113,606.74
August					57,113,606.74
September					57,113,606.74
October					57,113,606.74
November					57,113,606.74
December					57,113,606.74
January					57,113,606.74
February					57,113,606.74
March					57,113,606.74
April					57,113,606.74
May					57,113,606.74
June					57,113,606.74
	16,594.35	(475,511.48)	29,945.45	201,254.13	