

Town of Pendleton
First Quarter Budget Performance Report
January 1, 2021 – March 31, 2021

Introduction

As we progress into the fiscal year a report may address the individual performance of selected town funds. For disclosure purposes, a description of the Town's major operating funds is presented below:

AOO – General Fund – All administrative operating expenses of the town. This includes professional services, court-justice, town clerk, town supervisor, and administrative expenses.

DAO- Highway Fund – All expenses associated with maintenance of roads, drainage, town parks, and snow removal.

SFO – Fire Department Fund – Contractual expenses related to fire protection for the Town of Pendleton. For all residents.

SRO – Refuse fund – Contractual expenses related to refuse collection for the Town of Pendleton. For all residents.

SSO – Sewer fund – Contractual expenses related to sewage system. For all applicable residents.

SWO – Water fund – Costs associated for water distribution to Town of Pendleton residents.

Revenue Budget Summary:

This revenue summary is being reported for all of the Town of Pendleton's funds.

The largest Town revenues are from property taxes and cable providers for right-away fees. Property tax collections occur in the first half of the fiscal year. We anticipate that these revenues will be received and reported in the next budget update. The Town has received the cable payment. At this time there are no significant increases or decreases in revenue collections.

The budget does include funding for three grant projects. The budget amount totals \$506,000. Revenue is received from these grants upon completion of grant procedures and the submission of documented expenses paid by the Town for the grant work. The three grants include the ADA bathroom in the Town Park, recreational project, and the salt barn/generator grant project.

Expense Budget Summary:

The major expense category for the Town of Pendleton is for personnel services. These expenses were paid per the normal payroll process and there were no major expense issues with this category. It is expected that all other categories should have recorded expenses at approximately twenty-five percent of their budget. This is what has occurred in the first quarter of 2021. The Town's budget also has cyclical expenses. These expenses include the community recreation program, playground maintenance, bike path maintenance, etc. Expenses in many of these cyclical categories will increase in the second and third quarters of the fiscal year.

The expenses recorded to date are what can be expected for the first quarter of the fiscal year. There are no major expense issues present at this early stage of the year.

Comparison to 2020

There are no major variances or changes between the expenses being recorded in 2021 to the expenses recorded in 2020.

2020 Financial Statements

The certified public accounting firm of Lumsden and McCormick completed the 2020 financial statement preparation in the month of March. The financial statements will be provided to New York State. The work on the statements proceeded very well and this was greatly due to Superintendent's Assistant, Claudia Lawler and our Town Clerk Debbie Maurer.

Budget Transfers

The need to complete budget transfers at various points in a fiscal year is normal. Budget transfers occur due to unexpected circumstances that result in additions or reductions to the original budget. It is important to state that the original budget is an estimate based on the best information available at the time of budget development. Actual expenses will vary.

In this report there are four budget transfers listed that require Town Board approval.

BOARD ACTION:

Resolve to approve the three budget transfers listed below in the 2021 Town of Pendleton General fund budget and one budget transfer from the Town's Fire fund budget. The budget transfers will occur following Town of Pendleton Board approval which will occur on May10, 2021.

1. AOO-1420-100-Attorney – Personnel Services – Addition - \$20,000

- a. Planned contractual expense, currently a payroll expense

Transfer from: AOO-1420-430-Attorney Contractual Professional fees - \$10,000

AOO-9030-800- Social Security - \$10,000

Total Transfer = \$20,000

2. AOO-1989-410- Farmer's Market – Addition - \$1,000

- a. Resumption of town support for the farmer's market

Transfer from: AOO-1989-400 – Business Development-\$1,000

Total transfer = \$1,000

3. AOO-8020-200- Planning Board – Fixed Assets - \$210

- a. Purchase of a printer.

Transfer from: AOO-8020-4 – Planning Board Contractual - \$210

Total transfer \$210

4. SFO-3410-400-Fire Protection – Contractual - \$4,795

- a. Slight variance in contractual fire protection expense.

Transfer from: SFO-9010-800 NYS Retirement - \$4,795

Total transfer = \$4,795

Resolution for Transfer of funds from Reserves

1. Resolve to transfer \$18,000 from the Highway fund -Equipment reserve (DA200.2) to Machinery Contractual (DA0-5130-400)
2. Resolve to transfer \$16,000 for culvert and drainage pipe repairs from Highway reserve (DA-200.1) to DA-5110-451- Road and Drainage Suppliers

Current balances:

DA200.2 = \$172,760.61 as of April 26, 2021

DA200.2 = \$1,554.78 as of April 12, 2021