

Monthly Finance Director’s Report – August 2021
(Preliminary and Unaudited)

The Finance Director’s report will address the present status of the Fiscal Year expenditure budget, Cash Flow trends, and status of the Town’s long-term strategies.

Section I: Expenditure Budget for Fiscal Year 2022

Budget Fiscal Year 2021

The general government budget for Fiscal Year (“FY”) 2022 presently stands at \$17,206,508, along with the Town’s Debt Service budget of \$3,209,844, total General Government Expense equate to \$20,416,352. The Board of Education budget of \$26,771,365 brings the Town-wide budget to \$47,187,717. The budget was approved at the May 11, 2021 referendum.

Budget Appropriations –

- A \$25 thousand reimbursable grant USDA rural development grant with a \$17,000 in kind match of town services was approved at the August 3, 2021 BoF meeting. Further it was approved by Town meeting at the August 24, 2021 meeting.

Municipal Reserve Fund Appropriations - During FY22 no appropriations against the municipal reserve fund (“MRF”) have been made.

Fiscal Year 22 Budget Performance

Through August 31, 2021, 16.7% of the general government budget equates to \$2,873,486. Actual expenditures of \$3,455,189 are \$582 thousand above the straight-lined budget. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year. Attached is the detail list of budget line items.

Section II: Cash Flow Summary

As of August 31, 2021, the Town’s cash balance was as follows:

Fund	Total	Monthly Activity
General Fund	25,746,892	-3,011,951
Capital Funds	1,838,621	-411,252
Reserve Funds	3,714,046	0
Non-major Funds	3,982,544	277,921
Total	35,282,103	-3,145,282

During the month of Auguste, the Town’s total cash decreased by \$3.1 million of which \$3 million was due to activities in the General Fund. The GF received \$2.3 million in revenues which were offset by \$5.1 million in expenditure.

State of Emergency COVID 19 Fund 2843 had a negative balance of \$596,441. Total funds expended to date equal \$1,000,440. Total funds received to date equal \$403,999. During the month of August 2021, no money was expended.

Section III. Long Term Strategies

1. Debt Service

Outstanding June 30, 2021: \$25,515,000
 Debt Service Payment FY22: \$3,209,845
 Debt Service Reserve: \$431,927

2. Capital Outlays FY22

The Municipal Reserve Fund, which includes capital non-recurring, fire apparatus, public work/transfer station, and Board of Education sinking funds, totals \$1,964,631 as of August 31, 2021.

Municipal Reserve Fund	FY 2022 Transfers	Balance
Capital Non- Recurring Budget 3350	\$183,643	\$580,394
Fire Apparatus -3351	170,000	191,922
Public Works – 3353	75,000	192,315
Board of Education – 3354	0	1,000,000
Catastrophic Illness – 7219	70,000	151,589
Post-employment Payout – 7220	40,000	153,079
Revaluation – 7222	50,000	142,581
Contingency – 7224	30,000	68,767
Roof Repair - 3020	25,000	67,350
P&R Sinking Fund – 3053 450335	10,000	9,487
Signage (P&R and DPW) – 3029 450334	7,415	6,337
P&R Mini Golf Carpets – 3055	8,307	8,362
DPW Garage Boiler – 3034	26,500	26,500
DPW Commercial Lawn Mower - 490000	15,473	473
Library back door – 3051	23,000	23,000
Playground pieces – 3057	6,462	0
YFS Fire Panel - 490000	4,200	4,200
Total	745,000	2,626,356

Capital Expenditures FY 2022 budgeted amount as noted below. To date, 30.2% has been utilized.

Department	Amount Budgeted/Transferred	Amount Used
Fire Department (4203)	60,000	\$0
Police Department (4201)	99,804	\$89,804

IT – Town (4143)	13,500	\$10,162
Highway & Streets (4303)	400,000	\$77,950
Library Heat Pumps (4501)	15,000	\$0
Total	588,304	177,916

3. Pension Plan

Description	Town Pension Plan	Fire Department Pension Plan
Actuarial Defined Contribution (ADC) FY22:	\$813,814	\$171,642
Paid to date by the Town & BoE	\$57,176	\$180,000
One time contribution	\$250,000	
ADC budget amount	\$468k (town) \$150 (BoE) = \$618k	\$180,000

4. Fund Balance Performance vs. Policy

- Unassigned General Fund Target Balance: 15% of approved GF annual expenditures
- Range of 12% to 15%: Deemed healthy – no action required.
- Less than 12%: Board of Finance shall be notified.
- Less than 5%: First Selectman develops plan to rebuild fund balance.

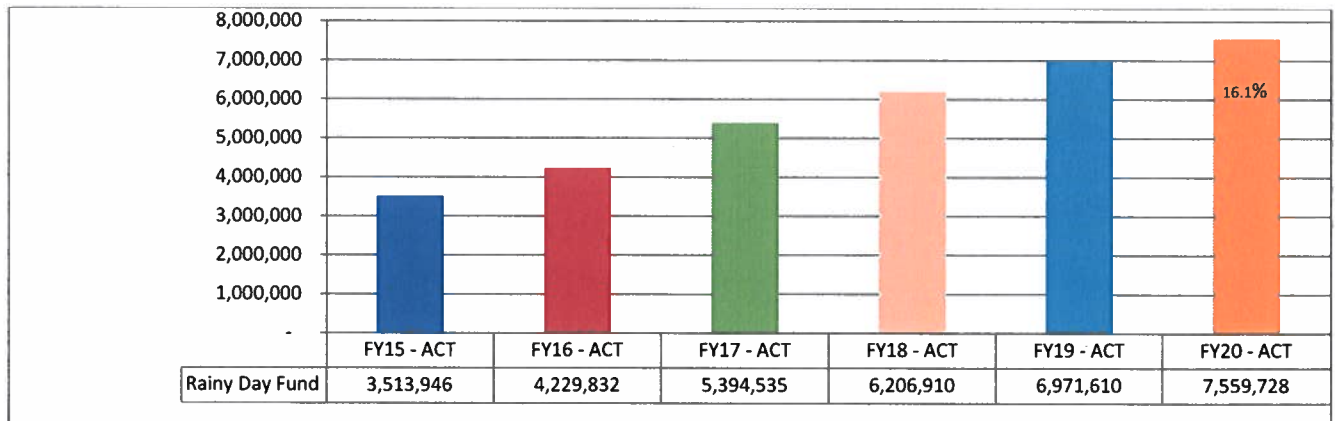
In the event that a fiscal year ends with surplus funds projected to be in excess of the 15% policy target, the Board of Selectmen shall make a recommendation to the Board of Finance for use of excess funds. As of June 30, 2020, the GF unassigned balance was 16.1% of FY21 budgetary expenditures.

Town of Old Saybrook Fund Balances for the Period Ending June 30, 2020

Fund	Non-spendable	Restricted	Committed	Unassigned	Total
General Fund	0	143,100	421,027	7,559,728	8,123,855
Capital Funds			1,356,467		1,356,467
Reserve Funds			3,929,247		3,929,247
Non-major Funds	5,000	224,974	1,427,861	(255,402)	1,402,433
Total	5,000	368,074	7,134,602	7,304,326	14,812,002

** Restricted (\$143,100 performance bonds GF) (\$224,974 restricted by grant program)

General Fund Balance Trend: Fiscal Years 2015 - 2020



Operating Budget Report: Expenses
General Fund: 1005

Dept. #	Department	FY22 Budget	FY22 Period Expense	FY22 YTD Expenses	Current FY% of Budget	FY21 YTD Expense	Prior FY % of Budget	YOY Change
411100	SELECTMEN	419,857	31,126	54,695	13.0%	48,755	12.1%	5,940
411200	MAIN STREET MAINTENANCE	10,000	-	-	0.0%	-	-	-
411700	BOARD OF FINANCE	63,625	37	37	0.1%	-	0.0%	37
412300	ACCOUNTING	308,316	19,687	37,503	12.2%	35,452	11.4%	2,051
412500	ETHICS	950	-	-	0.0%	-	0.0%	-
413100	ASSESSOR	172,103	12,065	37,323	21.7%	31,628	18.6%	5,695
413300	ASSESSMENT APPEALS	6,697	-	-	0.0%	-	0.0%	-
413500	TAX COLLECTOR	220,362	22,511	43,303	19.7%	42,846	19.7%	457
413700	TREASURER	8,634	665	1,064	12.3%	1,120	13.0%	(56)
413900	LEGAL SERVICES	105,000	4,368	4,368	4.2%	3,921	3.7%	447
414200	RETIREE HEALTH INS	264,000	19,877	45,753	17.3%	43,267	16.6%	2,486
414300	INFORMATION TECHNOLOGY	199,606	18,116	50,605	25.4%	26,162	13.2%	24,443
414701	TOWN CLERK	263,999	18,472	32,870	12.5%	32,079	12.3%	792
414702	VITAL STATISTICS	1,350	-	207	15.3%	-	0.0%	207
414900	REGISTRAR OF VOTERS	62,690	2,341	6,032	9.6%	18,159	25.0%	(12,127)
415101	LAND USE	363,095	21,418	38,724	10.7%	55,477	12.3%	(16,753)
415102	ARCH REVIEW BD	3,711	113	184	4.9%	43	1.2%	140
415300	PLANNING COMMISSION	15,361	130	130	0.8%	-	0.0%	130
415501	ZONING COMMISSION	34,794	504	517	1.5%	507	1.5%	11
415502	ZBA	13,447	505	513	3.8%	304	2.3%	209
415700	INSURANCE	377,000	500	105,972	28.1%	89,234	24.4%	16,739
415900	HISTORIC DISTRICT	5,381	-	-	0.0%	130	2.4%	(130)
416300	INLAND/WETLANDS	8,703	46	46	0.5%	354	4.1%	(308)
416500	HARBOR MGMT COMMISSION	21,924	1,303	2,518	11.5%	2,858	13.7%	(340)
417100	CONSERVATION COMMISSION	4,514	-	34	0.8%	195	4.3%	(161)
417300	ECONOMIC DEVELOPMENT	66,161	3,736	5,778	8.7%	5,702	8.7%	76
417700	POLITICAL SUB DIVISIONS	139,556	15,026	109,859	78.7%	149,875	82.2%	(40,016)
419900	TOWN HALL	496,735	33,052	52,442	10.6%	56,471	11.5%	(4,029)
420101	PD - FIELD SERVICE	3,662,744	219,459	445,269	12.2%	444,786	12.4%	483
420102	PD - SUPPORT SERVICE	1,092,953	74,218	138,047	12.6%	142,352	13.1%	(4,305)
420103	PD GENERAL EXPENDITURES	547,663	11,754	47,644	8.7%	146,828	27.1%	(99,184)
420300	FIRE DEPT.	600,695	203,693	219,810	36.6%	236,563	39.3%	(16,753)
421100	TREE WARDEN	55,689	3,430	6,930	12.4%	-	0.0%	6,930
421300	BUILDING	143,508	10,884	19,810	13.8%	18,738	13.1%	1,073
421500	ANIMAL CONTROL	25,000	-	25,000	100.0%	25,000	100.0%	-
421700	MARINE PATROL	61,015	8,936	12,590	20.6%	10,563	17.6%	2,027
421900	FIRE MARSHAL	145,281	8,046	13,568	9.3%	13,653	9.5%	(85)
422300	EMERGENCY MANGEMENT	204,029	5,164	16,984	8.3%	32,566	16.0%	(15,582)
430100	PW ADMIN	1,077,660	82,874	148,493	13.8%	157,357	14.6%	(8,864)
430300	PW HIGHWAY AND STREET	578,280	95,038	95,863	16.6%	52,287	9.1%	43,575
430500	ENGINEERING	80,000	-	-	0.0%	650	0.8%	(650)
430700	PW SNOW AND ICE	74,874	13	135	0.2%	-	0.0%	135
431100	STREET LIGHTING	80,000	3,664	3,664	4.6%	21,524	14.2%	(17,859)
431300	PW VEHICLE/EQUIP MAINT	81,000	1,679	5,015	6.2%	10,069	12.4%	(5,053)
431700	WASTE COLLECTION	32,500	-	2,832	8.7%	2,852	11.4%	(20)
432900	WATER HYDRANT	658,500	-	-	0.0%	-	0.0%	-
440100	ENVIRONMENTAL HEALTH	162,000	6,800	67,050	41.4%	67,050	41.4%	-
441100	NURSING	44,021	-	-	0.0%	635	1.4%	(635)
441900	YFS	413,517	-	413,517	100.0%	408,517	100.0%	5,000
442700	SOCIAL SRVS	121,376	8,514	13,263	10.9%	12,029	9.9%	1,234
450100	LIBRARY-ACTON	1,039,083	67,207	121,843	11.7%	114,915	11.3%	6,929
450301	RECREATION	613,296	64,306	110,029	17.9%	86,538	14.7%	23,491
450302	RECREATION MINI GOLF	75,566	11,906	24,137	31.9%	24,625	34.9%	(487)
450503	PARKS VICKY DUFFY PAV	12,300	1,076	1,678	13.6%	1,557	13.0%	121
450505	PARKS - OTHER	65,280	19,805	27,590	42.3%	15,720	24.8%	11,871
451100	THE KATE	71,500	10,719	11,217	15.7%	11,550	16.6%	(332)

Operating Budget Report: Expenses

General Fund: 1005

490000	CAPITAL OUTLAY	745,000	-	740,327	99.4%	718,850	94.8%	21,477
821100	WPCA ADMIN	284,294	14,700	27,121	9.5%	26,325	9.5%	797
840100	TRANSFER STATION OPERATI	359,413	23,186	38,183	10.6%	47,626	13.5%	(9,443)
840300	TS WASTE TRANSPORT/ DISPO	340,900	22,354	27,100	7.9%	30,388	8.9%	(3,288)
General Fund Budget - Total		17,206,508	1,205,020	3,455,189	20.1%	3,526,649	20.6%	(71,460)

:: Debt Service

Dept. #	Department	FY22 Budget	FY22 Period Expense	FY22 YTD Expenses	Current FY% of Budget	FY21 YTD Expense	Prior FY % of Budget	YOY Change
480100	DEBT SERVICE GG	3,209,844	2,235,525	2,794,751	87.1%	2,764,826	86.1%	29,925
Debt Service - Total		3,209,844	2,235,525	2,794,751	87.1%	2,764,826	86.1%	

:: Board of Education

Dept. #	Department	FY22 Budget	FY22 Period Expense	FY22 YTD Expenses	Current FY% of Budget	FY21 YTD Expense	Prior FY % of Budget	YOY Change
470000	BOARD OF EDUCATION	26,771,365	1,600,770	3,785,014	14.1%	4,246,098	15.9%	(461,084)
Board of Education - Total		26,771,365	1,600,770	3,785,014	14.1%	4,246,098	15.9%	
Overall - Total		47,187,717	5,041,315	10,034,954	21.3%	10,537,573	22.4%	(502,620)