

MEMO

Date: August 4, 2020

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director



Re: FY 2020 Operating budget balances carried forward into FY 2021

The Town has 13 General Fund operating accounts with available balances at June 30, 2020 that department heads have requested some or all of the account balance be carried forward into FY 2021. These accounts total \$136,876 in balances for which approval is being requested for use in FY 2021. In addition, carry forward into FY 2021 \$197,000 in Fort Williams Park CIP Fund account balances. Finally, carry forward into FY 2021 \$26,235.66 in Portland Head Light Fund account balance.

The suggest order is:

A. *Authorize the following General Fund departmental balances be carried forward from FY 2020 into FY 2021:*

1. Administration (0110)	\$ 3,000
2. ACP (0120)	18,884
3. Elections (0140)	35,000
4. Police (0210)	25,000
5. Library (0510)	6,000
6. Public Information (0530)	4,000
7. Parks (0640)	5,440
8. Fort Williams Park (0645)	33,000
9. Trees (0660)	<u>6,552</u>
Total General Fund Balances	<u>\$ 136,876</u>

B. *Authorize Fort Williams Park CIP Fund account balances of \$197,000 be carried forward from FY 2020 into FY 2021.*

C. *Authorize Portland Head Light Fund account balance of \$26,235.66 be carried forward from FY 2020 into FY 2021.*

Enc:

TOWN OF CAPE ELIZABETH
FY 2020 OPERATING AND CIP PROJECT BALANCES CARRIED INTO FY 2021
AUGUST 4, 2020

<u>Dept</u>	<u>Account</u>	<u>Account Title</u>	<u>Budget FY2020</u>	<u>YTD Exp FY 2020</u>	<u>Avail Balance</u>	<u>Carried Forward</u>
GENERAL FUND						
Administration						
0110 -	2004	Printing & Advertising	15,300.00	(8,459.11)	6,840.89	3,000.00
		Subtotal Administration	15,300.00	(8,459.11)	6,840.89	3,000.00
ACP						
0120 -	2011	GIS Improvements	26,200.00	(8,780.50)	17,419.50	17,420.00
0120 -	3020	Books/Publications	2,000.00	(535.40)	1,464.60	1,464.00
		Subtotal ACP	28,200.00	(9,315.90)	18,884.10	18,884.00
Elections						
0140 -	1002	Part time Payroll	50,710.00	(19,280.84)	31,429.16	30,000.00
0140 -	2010	Professional Services	7,600.00	(2,517.45)	5,082.55	5,000.00
		Subtotal Elections	58,310.00	(21,798.29)	36,511.71	35,000.00
Police						
0210 -	1003	Overtime Pay	116,487.00	(74,014.09)	42,472.91	20,000.00
0210 -	2008	Training	50,988.00	(44,905.94)	6,082.06	5,000.00
		Subtotal Police	167,475.00	(118,920.03)	48,554.97	25,000.00
Library						
0510 -	3020	Books	35,700.00	(30,948.44)	4,751.56	3,000.00
0510 -	3022	Audio Visual Material	10,637.00	(6,424.98)	4,212.02	3,000.00
		Subtotal Library	46,337.00	(37,373.42)	8,963.58	6,000.00
Public Information						
0530 -	2034	Equipment Maintenance	9,500.00	(3,050.00)	6,450.00	4,000.00
		Subtotal Public Information	9,500.00	(3,050.00)	6,450.00	4,000.00
Parks						
06410 -	4114	Greenbelt Trails Maintenance	26,500.00	(21,059.18)	5,440.82	5,440.00
		Subtotal Parks	26,500.00	(21,059.18)	5,440.82	5,440.00
Fort Williams Park						
0645 -	2036	Stone Wall Repairs	29,000.00	-	29,000.00	29,000.00
0645 -	2041	Fencing & Gate Maintenance	6,000.00	1,461.00	7,461.00	4,000.00
		Subtotal Fort Williams Park	35,000.00	1,461.00	36,461.00	33,000.00
Trees						
0660 -	2010	Professional Services	25,000.00	(18,448.00)	6,552.00	6,552.00
		Subtotal Trees	25,000.00	(18,448.00)	6,552.00	6,552.00
		Total General Fund	411,622.00	(236,962.93)	174,659.07	136,876.00
FORT WILLIAMS CIP FUND						
0865	4005	Master & Business Plan	65,000.00	-	65,000.00	65,000.00
0865	4021	Pedestrian Improvements	12,000.00	-	12,000.00	12,000.00
0865	4022	Cliff Walk Safety Improvements	105,000.00	-	105,000.00	105,000.00
0865	4031	Overflow Parking - ADA Improvements	15,000.00	-	15,000.00	15,000.00
		Total Fort Williams CIP Fund	197,000.00	-	197,000.00	197,000.00
PROTLAND HEAD LIGHT FUND						
0870	5001	Hardscape Pedestrian Improvements	130,000.00	(103,764.34)	26,235.66	26,235.66
		Total Portland Head Light Fund	130,000.00	(103,764.34)	26,235.66	26,235.66
		Grand Total All Funds	738,622.00	(340,727.27)	397,894.73	360,111.66