

Town of Pendleton
Budget Performance Report
January 1, 2021 – May 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 are 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. Non-property taxes or sales taxes are received from Niagara County in quarterly payments. The Town records the first payments in our highway fund. This creates a deficit in the General fund for the first half of the budget year. The attached revenue and expense reports provide detailed information on all revenue and expense accounts.

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. Although these grants are budgeted, expenses and revenues may not occur until State approval is received for each of them.

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. It is expected that all other categories should have recorded expenses at approximately at forty percent of their budget. Specific fund net positions are listed below:

General Fund Net Position – (340,418) – Major revenue issue is that sales tax revenues are recorded in the highway fund to maximize their revenue budget. This has occurred and the remaining sales tax revenues will now be recorded in the General fund. The performance of revenue receipts to expenses will need to be monitored closely in the second half of this budget year.

Highway Fund Net Position - \$539,543 – Major revenues have been received – sales tax. These funds will support the expenses in this fund for the rest of this budget year. Note, snow removal expenses were under budget creating a positive impact on this fund.

Fire Fund Net Position - \$20,049 – Revenue and expenses have occurred in this fund. Budget is in a balanced position pending no other major expenses.

Refuse Fund Net Position - \$252,258 – Budget is in a balanced position for payment of expenses for the remaining part of the budget year.

Sewer Fund Net Position – (\$58,529) – Budget is negative and will be monitored throughout the remaining budget year. When sewer rents are received the deficit will be eliminated.

Water Fund Net Position - \$114,601 – Budget is in a positive position. Continued monitoring of expenses throughout the remaining budget year will occur.

Summary: The receipt of sales tax revenue in the general fund in the latter part of this fiscal year will balance that fund's budget. The other funds are in good positions. As is necessary, revenue and expense accounts will need to continue to be monitored as we proceed through the second half of this budget year.

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.

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-Town Hall Personnel – Addition - \$6,000

- a. Adjustment for contractual to employee

Transfer from: AOO-1420-430-Attorney Contractual Professional fees - \$6,000

AOO-9030-800- Social Security - \$6,000

Total Transfer = \$20,000

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

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

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

Total transfer = \$1,000

3. AOO-1620-100- Town Personnel - \$12,000

- a. Adjustment for change in staffing position.

Transfer from: AOO-7140-100 – Playground Staffing - \$12,000

Total transfer \$12,000