

TOWN OF SYKESVILLE



TREASURER'S REPORT FOR MARCH 2013

APPROVED (UNAUDITED)

Includes for this period:

- 1) Balance Sheet
- 2) Statement of Revenues and Expenditures with Budget Comparison
- 3) Check Register

Submitted by: Irma Bast, Town Treasurer

TOWN OF SYKESVILLE
Balance Sheet
As of March 31, 2013

Mar 31, 13

ASSETS

Current Assets

Checking/Savings

Vendor & P/R Checking	99,483.07
CCB-Main Checking	15,939.24
CCB-MM for Checking Funds	492,725.98
CCB-Old Main Line P.O. & Visitor Center	87,524.62
Excess Checking Funds CD's	99,998.91
CCB-Little Sykes Railway	7,094.60
Petty Cash Fund	450.00
CCB-Historic District Commission	8,224.30
CCB-Gate House Museum	44,160.92
CCB-Parks & Recreation	13,021.57
CCB-Schoolhouse Road Escrow	3,063.11
CCB-Unemployment Reserve	6,412.59
Certificates of Deposit: General Fund	354,000.00
Reserve Military Memorial	2,606.33
CCB-Historic Black Schoolhouse	1,149.55
CCB-Impact Fees	49,233.35
CCB-Development Inspection Fees	1,094.40
Police Auxiliary Reserve	1,058.53

Total Checking/Savings 1,287,241.07

Accounts Receivable

11000 - Accounts Receivable	4,529.50
Taxes Receivable	1,407.30

Total Accounts Receivable 5,936.80

Other Current Assets

Grants Receivable	82,421.46
Prepaid Expenses for Next Budget Year	1,030.10
Miscellaneous A/R	2,364.78
A/R - Warfield	
Loan Due from Warfield Development Corp.	123,649.59
A/R - Warfield - Other	0.12

Total A/R - Warfield 123,649.71

Amounts Due from Other Gov'ts 0.78

Total Other Current Assets 209,466.83

Total Current Assets 1,502,644.70

Other Assets

Loan Receivable - Cullum Salt	0.28
Loan Receivable-Baldwin's ADA	46,495.33
Due From Grant Fund	0.39

Total Other Assets 46,496.00

TOTAL ASSETS 1,549,140.70

TOWN OF SYKESVILLE
Balance Sheet
As of March 31, 2013

Mar 31, 13

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 37,249.48

Total Accounts Payable 37,249.48

Other Current Liabilities

Accrued Retirement Contributions -11,053.34

Accrued Vacation 26,817.00

Cleaning Deposit, Park Rental 10,075.00

Misc. Deferred Revenue 571.00

2200 · Payroll Liabilities

2210 · Federal Withholdings 76.48

Hanover local withholding -22.41

FICA-Employee's Share -32.04

FICA-Employer's Share 1,259.19

Medicare-Employee's Share -771.57

Medicare-Employer's Share 294.48

PA State withholding -68.80

Employee Deferred Comp Plan 350.00

Employee Contribution - Roth 100.00

Total 2200 · Payroll Liabilities 1,185.33

Amount Available - Cullum Salt 0.28

Total Other Current Liabilities 27,595.27

Total Current Liabilities 64,844.75

Total Liabilities 64,844.75

Equity

FB-Unreserved 475,495.58

Undistributed earnings of the corporation 1,331,735.75

Current Year Use of Reserves -490,544.39

Net Income 167,609.01

Total Equity 1,484,295.95

TOTAL LIABILITIES & EQUITY 1,549,140.70

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	Mar 13	Jul '12 - Mar 13	YTD Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
Revenues				
Town Property Taxes				
Real Estate Taxes	8,556.39	1,223,600.53	1,276,910.00	(53,309.47)
Individual Personal Property Tax	0.00	114.02	300.00	(185.98)
Corporate Personal Property Tax	599.48	29,058.40	34,000.00	(4,941.60)
Discounts, Tax	(22.96)	(400.38)	(500.00)	99.62
Total Town Property Taxes	9,132.91	1,252,372.57	1,310,710.00	(58,337.43)
Licenses & Permits				
Admissions Tax, State	0.00	781.10	1,000.00	(218.90)
Traders Licenses, County	80.50	456.78	1,500.00	(1,043.22)
Building Permits, County	0.00	638.47	1,000.00	(361.53)
Park/Visitor Center Permits Town				
Millard Cooper Park Pavillion Rentals	325.00	975.00	1,000.00	(25.00)
Total Park/Visitor Center Permits Town	325.00	975.00	1,000.00	(25.00)
Franchise Fees, Cable TV	0.00	25,406.67	44,000.00	(18,593.33)
Bid Packages, Town	0.00	45.00	100.00	(55.00)
Building/Zoning Permits, Town	12.50	3,229.34	2,500.00	729.34
Impact Fees	0.00	21,684.00	13,344.00	8,340.00
Historic District Comm - Zoning App	15.00	120.00		
Total Licenses & Permits	433.00	53,336.36	64,444.00	(11,107.64)
Intergovernmental				
Income Tax, State	1,885.28	265,519.44	535,000.00	(269,480.56)
Highway User Revenue, State	5,192.99	14,674.27	34,649.00	(19,974.73)
State Aid, PolProtGrant, State	8,627.25	25,881.75	34,509.00	(8,627.25)
Police Dept Misc Grants - State	0.00	4,386.08	5,000.00	(613.92)
Town County Agreement	0.00	265,821.00	265,800.00	21.00
Total Intergovernmental	15,705.52	576,282.54	874,958.00	(298,675.46)
Service Fees				
Commercial Trash Collections Charges	0.00	20,421.72	27,000.00	(6,578.28)
Commercial Solid Waste Collection Permits	250.00	1,250.00	1,000.00	250.00
Oil Recycling	217.21	8,197.58	10,000.00	(1,802.42)
Baldwin's ADA Principal	248.87	2,202.98	2,956.00	(753.02)
Baldwin's ADA Interest	185.59	1,707.11	2,258.00	(550.89)
Baldwin's Percent Rent	0.00	2,152.76	12,000.00	(9,847.24)
Rentals, Equip & Property	2,586.71	23,380.39	30,400.00	(7,019.61)
Newsletter Ads - Receipts	0.00	2,740.00	4,500.00	(1,760.00)
Total Service Fees	3,488.38	62,052.54	90,114.00	(28,061.46)

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	Mar 13	Jul '12 - Mar 13	YTD Budget	\$ Over Budget
Local / Program Revenues				
Post Office Income				
PO Money Order Income	9,340.24	61,382.50		
PO Retail Income	161.43	2,836.00		
PO Services Income	7.25	184.50		
PO Postage Income	12,759.25	73,069.14		
Stamp Commissions	830.84	7,419.11		
Tower Rental	470.00	3,040.00	4,100.00	(1,060.00)
Post Office Income - Other	0.00	0.00	14,800.00	(14,800.00)
Total Post Office Income	23,569.01	147,931.25	18,900.00	129,031.25
Gatehouse - Donations	190.00	1,201.00	500.00	701.00
Gatehouse - Fundraisers	0.00	640.00	4,000.00	(3,360.00)
Gatehouse - Memberships	0.00	615.00		
Schoolhouse Donations	200.00	3,575.39	1,000.00	2,575.39
Little Sykes Railway Revenues	0.00	1,003.48	1,500.00	(496.52)
Military Memorial Donations	1,200.00	8,025.00		
P & R Event Revenue				
P&R Concert Concessions	0.00	581.73	1,200.00	(618.27)
P&R Cinema Sponsorships	575.00	1,318.00	1,300.00	18.00
P&R Cinema Concessions	0.00	319.05	600.00	(280.95)
P&R Kickball Tournament	0.00	0.00	300.00	(300.00)
Total P & R Event Revenue	575.00	2,218.78	3,400.00	(1,181.22)
Total Local / Program Revenues	25,734.01	165,209.90	29,300.00	135,909.90
Main Street Association Revenue				
Main Street Assoc. Dues	0.00	100.00	100.00	0.00
Main Street Assoc Sponsorship	0.00	6,666.70	9,166.70	(2,500.00)
Main Street Assoc. Donations	0.00	449.85	449.85	0.00
Transfer from MSA Reserve Account	0.00	9,505.32		
Main Street Assoc. Event Revenue	0.00	5,211.70	5,211.70	0.00
Total Main Street Association Revenue	0.00	21,933.57	14,928.25	7,005.32
Revenue from Miscellaneous Sources				
Parking Violations	59.49	484.49	1,000.00	(515.51)
Interest	1,455.12	12,376.66	15,335.50	(2,958.84)
Misc Receipts - Police Department	105.00	5,487.43	3,000.00	2,487.43
Misc Receipts - General	315.00	6,959.27	1,500.00	5,459.27
SBP 2012 Howard Co/State Bond Bill	0.00	0.00	150,000.00	(150,000.00)
South Branch Park State Bond	0.00	0.00	256,000.00	(256,000.00)
POS: Warfield Trail Phase 2	0.00	26,386.64	29,987.00	(3,600.36)
Sale of Town Assets / Equipment	0.00	(73.20)	0.00	(73.20)
Total Revenue from Miscellaneous Sources	1,934.61	51,621.29	456,822.50	(405,201.21)
Total Revenues	56,428.43	2,182,808.77	2,841,276.75	(658,467.98)

Expense

Mayor & Town Council

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	<u>Mar 13</u>	<u>Jul '12 - Mar 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Salaries	1,200.00	9,000.00	14,300.00	(5,300.00)
Dues	0.00	1,049.00	2,200.00	(1,151.00)
Subscriptions	213.21	779.77	650.00	129.77
Maryland Municipal League Dues	0.00	4,528.13	5,088.00	(559.87)
Md Municipal League Annual Convention	225.00	1,285.80	4,800.00	(3,514.20)
Advertising & Publishing	126.20	2,601.77	4,000.00	(1,398.23)
Flowers & Condolences	56.00	315.99	500.00	(184.01)
Residential Holiday Decorating Contest	0.00	119.40	150.00	(30.60)
Town Newsletter	1,914.04	8,090.68	12,000.00	(3,909.32)
Employee Events	0.00	600.00	700.00	(100.00)
Mayor and Council Retreat	170.64	170.64	200.00	(29.36)
Elections	0.00	0.00	1,400.00	(1,400.00)
Community Media Center	0.00	10,162.67	18,580.00	(8,417.33)
Christmas Decorations	0.00	1,145.95	1,200.00	(54.05)
Contingency	0.00	0.00	6,382.00	(6,382.00)
Total Mayor & Town Council	3,905.09	39,849.80	72,150.00	(32,300.20)
Town Commissions				
Plan & Zone Commission	0.00	0.00	500.00	(500.00)
SHDC-Oper Exp Town Funded	0.00	60.00	500.00	(440.00)
SHDC Ombudsman	0.00	0.00	500.00	(500.00)
SHDC- Grant Program	0.00	0.00	750.00	(750.00)
Total Town Commissions	0.00	60.00	2,250.00	(2,190.00)
Professional Services				
Auditor	0.00	13,875.00	13,400.00	475.00
Legal Counsel	1,328.00	39,063.00	45,000.00	(5,937.00)
Engineering	(1,881.92)	21,966.35	27,500.00	(5,533.65)
Codification Services	0.00	995.80	2,500.00	(1,504.20)
Insurance - General & Liability	0.00	19,241.00	23,050.00	(3,809.00)
Employment Search Services	0.00	10,500.00	10,500.00	0.00
Employment Search Expenses	0.00	5,834.16	7,000.00	(1,165.84)
Total Professional Services	(553.92)	111,475.31	128,950.00	(17,474.69)

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	<u>Mar 13</u>	<u>Jul '12 - Mar 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Administration				
Salaries	16,051.34	136,582.64	194,288.00	(57,705.36)
Utilities: Town House	286.53	3,728.33	5,500.00	(1,771.67)
Telephone: TH, Police, PW	356.18	3,101.86	4,000.00	(898.14)
Building Maintenance: TH	0.00	1,768.46	4,000.00	(2,231.54)
Exterior Painting: Town House	0.00	23,250.00	22,575.00	675.00
Housekeeping: TH	0.00	2,890.00	4,500.00	(1,610.00)
Floor Mat Maint for Town Bldgs	0.00	0.00	600.00	(600.00)
HeatingL: TH	1,509.23	5,772.72	6,600.00	(827.28)
Equipment Maintenance	0.00	981.70	1,300.00	(318.30)
Prop Maintenance - Landscaping	0.00	0.00	400.00	(400.00)
Travel Expense-All Depts	209.08	1,530.81	6,800.00	(5,269.19)
Office Supplies	690.21	5,081.64	4,000.00	1,081.64
Postage-All Departments	0.00	1,269.90	2,200.00	(930.10)
Building/Kitchen Supplies	47.59	694.73	650.00	44.73
Computer Hardware	0.00	1,380.00	2,500.00	(1,120.00)
Computer Software	229.00	1,723.91	1,500.00	223.91
Computer Maintenance	393.75	1,887.50	1,650.00	237.50
Bank Rental	95.00	95.00	100.00	(5.00)
Cellular Phones	64.58	264.58	1,000.00	(735.42)
Training & Education	0.00	419.85	2,000.00	(1,580.15)
Bank Fees - Misc Charges	10.30	100.05	600.00	(499.95)
Contract Services-Copier Lease	0.00	952.72	1,500.00	(547.28)
Total Administration	<u>19,942.79</u>	<u>193,476.40</u>	<u>268,263.00</u>	<u>(74,786.60)</u>

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	<u>Mar 13</u>	<u>Jul '12 - Mar 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Public Safety				
Salaries	26,943.90	235,937.48	360,193.00	(124,255.52)
Overtime-Partial Offset by Grant	886.13	14,596.98	10,000.00	4,596.98
New Employee Background & Screening	1,631.00	2,526.00	1,000.00	1,526.00
Court Pay	50.00	2,100.00	6,300.00	(4,200.00)
Vacation Time Payout	673.06	673.06		
Utilities	539.53	4,061.33	6,500.00	(2,438.67)
Building Maintenance	0.00	573.66	1,500.00	(926.34)
Housekeeping	0.00	800.00	1,200.00	(400.00)
Heating	0.00	460.16	1,200.00	(739.84)
Equipment Maintenance	0.00	1,318.14	2,900.00	(1,581.86)
Gasoline & Oil	1,482.94	13,023.84	19,800.00	(6,776.16)
Vehicle Maintenance	(236.00)	1,688.97	7,500.00	(5,811.03)
Office Supplies	17.74	2,435.30	2,500.00	(64.70)
Miscellaneous Supplies	3.05	153.65	2,000.00	(1,846.35)
Computer Hardware	0.00	249.99	700.00	(450.01)
Computer Software	0.00	0.00	300.00	(300.00)
Computer Maintenance	0.00	600.00	1,500.00	(900.00)
Uniforms	24.48	2,528.31	3,500.00	(971.69)
Cellular Phones	370.62	3,180.78	6,000.00	(2,819.22)
Training & Education	0.00	150.00	2,000.00	(1,850.00)
Subscriptions	0.00	601.70	700.00	(98.30)
Community Outreach / Advertising	0.00	236.00		
Ammunition	0.00	1,275.74	1,320.00	(44.26)
Contract Svc-Copier Lease	88.00	792.00	900.00	(108.00)
Auxiliary Police	59.41	1,100.05	1,600.00	(499.95)
Vol Fire Dept Contribution	0.00	2,500.00	2,500.00	0.00
Total Public Safety	<u>32,533.86</u>	<u>293,563.14</u>	<u>443,613.00</u>	<u>(150,049.86)</u>

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	Mar 13	Jul '12 - Mar 13	YTD Budget	\$ Over Budget
Public Works & Sanitation				
Salaries	14,318.32	139,307.35	213,695.00	(74,387.65)
Salaries- Temp. Part Time Public Works	870.00	10,410.00	2,000.00	8,410.00
Salaries-Overtime-Excluding Snow Removal	0.00	(582.05)	3,570.00	(4,152.05)
Utilities	180.80	1,130.77	2,800.00	(1,669.23)
Building Maintenance	164.52	2,448.44	1,500.00	948.44
Heating	115.09	841.41	1,200.00	(358.59)
Equipment Maintenance	0.00	382.87	2,700.00	(2,317.13)
Dumpsters/Sanitation Equipment	0.00	0.00	3,300.00	(3,300.00)
Gasoline & Oil	1,908.90	22,379.86	32,500.00	(10,120.14)
Vehicle Maintenance	755.71	21,873.95	35,000.00	(13,126.05)
Office Supplies	141.97	340.72	950.00	(609.28)
Miscellaneous Supplies	3.61	3,099.36	5,960.00	(2,860.64)
Computer Maintenance	0.00	995.25	650.00	345.25
Internet Service	66.95	634.60	900.00	(265.40)
Uniforms	375.68	2,946.91	6,100.00	(3,153.09)
Protective Safety Equip	119.99	1,142.69	2,200.00	(1,057.31)
Employee Shoe Program	149.99	685.03	900.00	(214.97)
Cellular Phones	183.49	1,492.04	2,500.00	(1,007.96)
Training and Education	127.00	962.56	1,000.00	(37.44)
CDL - Drug & Alcohol Testing	243.50	458.00	600.00	(142.00)
Advertising for Sanitation Dept	0.00	975.60	1,500.00	(524.40)
Tipping Fees	4,921.56	49,283.18	80,000.00	(30,716.82)
Recycling Bins	0.00	1,700.00	1,700.00	0.00
Total Public Works & Sanitation	24,647.08	262,908.54	403,225.00	(140,316.46)
Streets & Roads				
Overtime-Snow Removal	0.00	1,046.32	4,590.00	(3,543.68)
Misc Road materials	171.08	2,507.23	3,500.00	(992.77)
Snow Removal Supplies	0.00	10,257.98	20,000.00	(9,742.02)
Drainage & Inlets	0.00	550.00	7,000.00	(6,450.00)
Road Repair/Patching	0.00	0.00	6,000.00	(6,000.00)
Parking Lot Flower Bed Maintenance	0.00	0.00	2,000.00	(2,000.00)
Street Lighting Electric Service	5,098.40	45,366.25	63,000.00	(17,633.75)
Signs	0.00	2,076.53	4,500.00	(2,423.47)
Total Streets & Roads	5,269.48	61,804.31	110,590.00	(48,785.69)
Parks Maintenance				
Utilities	158.57	2,158.88	2,400.00	(241.12)
Housekeeping	0.00	925.00	1,700.00	(775.00)
Equipment Maintenance	0.00	741.18	2,700.00	(1,958.82)
Property Maintenance	0.00	8,563.79	8,000.00	563.79
Parks Vandalism Repairs	0.00	45.00	1,500.00	(1,455.00)
Miscellaneous Supplies	338.61	604.17	2,100.00	(1,495.83)
Tree Care/Maintenance	0.00	216.99	6,000.00	(5,783.01)
Weed Control	0.00	159.95	300.00	(140.05)
Sediment Pond Maintenance	0.00	0.00	4,000.00	(4,000.00)
Property Maintenance-Lease Prop from How	0.00	2,054.80	4,800.00	(2,745.20)
Total Parks Maintenance	497.18	15,469.76	33,500.00	(18,030.24)

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	<u>Mar 13</u>	<u>Jul '12 - Mar 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Main Street / Downtown				
SBP / Main St Supervisor	2,400.00	22,128.00	31,200.00	(9,072.00)
Contributions to Main Street Assoc.	0.00	0.00	2,203.75	(2,203.75)
Utilities @ South Branch Park	38.61	358.85	900.00	(541.15)
Utility Expense Grant- S & P Railway	0.00	400.00	400.00	0.00
Little Sykes Building Maintenance	0.00	0.00	650.00	(650.00)
Building Maint- Baldwin's Train Station	0.00	0.00	1,500.00	(1,500.00)
Little Sykes Property Maint.	98.40	423.40	750.00	(326.60)
Contribution to Main Street Association at C	0.00	2,203.75		
Little Sykes Mini-Train Maint.	0.00	0.00	1,000.00	(1,000.00)
Total Main Street / Downtown	<u>2,537.01</u>	<u>25,514.00</u>	<u>38,603.75</u>	<u>(13,089.75)</u>
Main Street Assoc Expenditures				
Main Street Assoc. Supplies	0.00	4,600.51	4,600.51	0.00
Main Street Assoc. Marketing	0.00	550.00	550.00	0.00
MSA Transfer to Town General Fund	0.00	5,000.00	5,000.00	0.00
MSA Transfer to Reserve	0.00	14,283.06	4,777.74	9,505.32
Total Main Street Assoc Expenditures	<u>0.00</u>	<u>24,433.57</u>	<u>14,928.25</u>	<u>9,505.32</u>
Visitor Center & Post Office				
Salaries	2,065.25	20,455.80	33,799.00	(13,343.20)
Utilities	482.09	3,381.77	5,300.00	(1,918.23)
Security Services-Professional	0.00	264.00	275.00	(11.00)
Telephone	55.84	477.37	700.00	(222.63)
Business Machine Supplies	46.68	288.98	1,532.00	(1,243.02)
Building Maintenance	731.00	1,338.07	1,500.00	(161.93)
Housekeeping	0.00	2,060.00	3,400.00	(1,340.00)
Office Supplies	70.51	523.42	500.00	23.42
Retail Supplies - For Customer Purchase				
Money Order Expense	8,525.19	63,276.64		
Retail Sales Expense	69.53	435.09		
Postage for Resale Expense	11,548.12	74,900.72		
Retail Supplies - For Customer Purchase - C	0.00	0.00	500.00	(500.00)
Total Retail Supplies - For Customer Purcha	<u>20,142.84</u>	<u>138,612.45</u>	<u>500.00</u>	<u>138,112.45</u>
Internet Service	68.81	791.51	1,000.00	(208.49)
ACH Merchant & Bank Fees	161.25	1,225.50	2,685.00	(1,459.50)
Promotions-Advertising	0.00	8.50	650.00	(641.50)
Total Visitor Center & Post Office	<u>23,824.27</u>	<u>169,427.37</u>	<u>51,841.00</u>	<u>117,586.37</u>

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	<u>Mar 13</u>	<u>Jul '12 - Mar 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Sykesville Colored Schoolhouse				
Utilities	192.05	979.50	2,300.00	(1,320.50)
Schoolhouse Telephone	27.40	238.18	300.00	(61.82)
Building Maintenance	94.38	377.52	1,000.00	(622.48)
Housekeeping	0.00	240.00	360.00	(120.00)
Schoolhouse Supplies	0.00	652.56	400.00	252.56
Total Sykesville Colored Schoolhouse	313.83	2,487.76	4,360.00	(1,872.24)
Gate House Museum				
Salaries-Director & Curator	345.00	4,535.00	7,270.00	(2,735.00)
Utilities	24.52	993.26	1,500.00	(506.74)
Security Services-Professional	0.00	360.00	360.00	0.00
Telephon	27.40	238.18	400.00	(161.82)
Building Maintenance	78.71	1,030.86	2,500.00	(1,469.14)
Housekeeping	0.00	480.00	750.00	(270.00)
Heating	647.81	3,010.42	3,000.00	10.42
Property Maintenance - Landscaping	0.00	1,033.30	350.00	683.30
Museum Events	(50.00)	990.47	4,000.00	(3,009.53)
Office Supplies	0.00	1,002.05	500.00	502.05
Misc Supplies	0.00	408.46	700.00	(291.54)
Internet Service	61.39	664.81	950.00	(285.19)
Volunteer Training/Workshops	0.00	0.00	150.00	(150.00)
Promotions-Advertising	0.00	1,248.28	300.00	948.28
Artifact Restoration	0.00	0.00	250.00	(250.00)
Exhibit Planning	0.00	1,091.31	400.00	691.31
Volunteer Recognition Event	0.00	0.00	200.00	(200.00)
Total Gate House Museum	1,134.83	17,086.40	23,580.00	(6,493.60)
Parks & Recreation				
Parks & Rec, Misc Park Events				
Kickball Tournament	0.00	0.00	300.00	(300.00)
Advertising	0.00	0.00	500.00	(500.00)
Concert Bands	0.00	400.00	700.00	(300.00)
Misc. Holiday Events	101.89	101.89	400.00	(298.11)
Concert Concessions	0.00	356.70	800.00	(443.30)
ASCAP Fees	0.00	328.25	350.00	(21.75)
Movies in the Park: South Branch	254.96	1,123.94	1,200.00	(76.06)
Cinema Concessions	0.00	40.55	500.00	(459.45)
Cinema Equipment Maintenance	0.00	0.00	400.00	(400.00)
Total Parks & Rec, Misc Park Events	356.85	2,351.33	5,150.00	(2,798.67)
Volunteer Supplies	0.00	0.00	200.00	(200.00)
Total Parks & Recreation	356.85	2,351.33	5,350.00	(2,998.67)

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	<u>Mar 13</u>	<u>Jul '12 - Mar 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Employee Benefits				
Christmas Bonus-Employees	0.00	5,617.35	5,300.00	317.35
Excess Vacation Payout	0.00	24,681.33	28,000.00	(3,318.67)
Transfer to Unemployment Reserve Acct	0.00	0.00	5,000.00	(5,000.00)
Short Term Disability	246.12	2,361.03	3,562.00	(1,200.97)
Retirement Plan/401a	5,013.58	70,517.86	87,740.00	(17,222.14)
Workers' Comp Insurance	5,831.00	54,475.00	54,500.00	(25.00)
Long Term Disability/Employer	237.08	2,227.91	3,294.00	(1,066.09)
Life Insurance	165.78	1,537.95	2,265.00	(727.05)
Health Insurance-Employer's Share	14,985.20	133,089.88	164,222.00	(31,132.12)
Social Security	4,840.42	46,656.36	70,009.00	(23,352.64)
Unemployment Benefits Paid	0.00	62.01		
Total Employee Benefits	<u>31,319.18</u>	<u>341,226.68</u>	<u>423,892.00</u>	<u>(82,665.32)</u>
Debt Service				
CDA 2002 Parking Lots - Principal	0.00	166,200.00	166,200.00	0.00
CDA 2002 Parking Lots- Interest	0.00	4,725.48	4,724.98	0.50
CDA 2005 Police Stat Expansion-Principal	0.00	0.00	21,200.00	(21,200.00)
CDA 2005 Police Stat Expansion - Interest	0.00	4,179.26	8,359.00	(4,179.74)
Bank of America 070108 Principal	0.00	0.00	67,992.00	(67,992.00)
Bank of America 070108 Int	0.00	15,426.58	30,853.00	(15,426.42)
2009 Charger-Principal	0.00	7,259.35	7,260.00	(0.65)
2009 Charger-Interest	0.00	515.42	515.00	0.42
2010 Charger - Principal	0.00	0.00	5,201.00	(5,201.00)
2010 Charger - Interest	0.00	0.00	1,101.00	(1,101.00)
Total Debt Service	<u>0.00</u>	<u>198,306.09</u>	<u>313,405.98</u>	<u>(115,099.89)</u>
Capital Outlay				
Raincliff PWA Expenditures	94.50	10,261.24	20,000.00	(9,738.76)
Relocate House	11.92	124.76		
South Branch Park Improvements				
SBP 2012 HoCo/State Grant	0.00	0.00	150,000.00	(150,000.00)
SBP State Comm Parks Grant	0.00	0.00	269,470.00	(269,470.00)
South Branch Park Improvements - Other	0.00	2,488.77		
Total South Branch Park Improvements	<u>0.00</u>	<u>2,488.77</u>	<u>419,470.00</u>	<u>(416,981.23)</u>
POS: Warfield Trail Phase 2	0.00	23,676.00	29,987.00	(6,311.00)
Capital Outlay-Public Safety	0.00	35,252.58	37,402.00	(2,149.42)
Capital Outlay-Public Works/Sanitation	0.00	36,664.58	41,500.00	(4,835.42)
Capital Outlay: Streets & Roads	0.00	160,959.59	165,000.00	(4,040.41)
Transfer to Unemployment Reserve Account	5,000.00	5,000.00		
Total Capital Outlay	<u>5,106.42</u>	<u>274,427.52</u>	<u>713,359.00</u>	<u>(438,931.48)</u>
9999 - clearing	(5,000.00)	(5,000.00)		
Total Expense	<u>145,833.95</u>	<u>2,028,867.98</u>	<u>3,051,860.98</u>	<u>(1,022,993.00)</u>
Net Ordinary Income	<u>(89,405.52)</u>	<u>153,940.79</u>	<u>(210,584.23)</u>	<u>364,525.02</u>

TOWN OF SYKESVILLE
Statement of Revenues and Expenditures-Budget vs. Actual
7/1/12-3/31/13

	<u>Mar 13</u>	<u>Jul '12 - Mar 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense				
Other Income				
Transfer from Fund Balance	0.00	0.00	189,584.23	(189,584.23)
Transfer from Raincliffe PWA	0.00	0.00	20,000.00	(20,000.00)
Transfer from Little Sykes Reserve	0.00	0.00	1,000.00	(1,000.00)
SPD Community Outreach / Jr. CSI Donations	0.00	0.00	2,055.95	(2,055.95)
Total Other Income	0.00	0.00	212,640.18	(212,640.18)
Other Expense				
SPD Community Outreach/Jr. CSI Expese	0.00	0.00	2,055.95	(2,055.95)
Total Other Expense	0.00	0.00	2,055.95	(2,055.95)
Net Other Income	0.00	0.00	210,584.23	(210,584.23)
Net Income	<u>(89,405.52)</u>	<u>153,940.79</u>	<u>0.00</u>	<u>153,940.79</u>

TOWN OF SYKESVILLE
Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
40002	Bast, Irma	03/05/2013		
	Bast, Irma	03/01/2013	-40.07	Mileage 2/5/13-3/1/13
TOTAL			-40.07	
40004	BG&E Streets	03/05/2013		8066592503
	BG&E Streets	03/01/2013	-4,806.43	Street Lighting 1692502000
TOTAL			-4,806.43	
40005	Carr Cable Regu	03/05/2013		
	Carr Cable Regu	02/12/2013	-5,148.27	Qtr ending 12/31/12
TOTAL			-5,148.27	
40006	Frederick Psychology Center, LLC	03/05/2013		
	Frederick Psychology Center, LLC	02/27/2013	-240.00	Test:potential new hire: Bird
TOTAL			-240.00	
40007	Fuelman	03/05/2013		
NP37260262	Fuelman	02/25/2013	-124.66	Vehicle #1 Sanitation
	Fuelman		-79.20	Vehicle #2 PW
	Fuelman		-47.91	Vehicle # 6410
	Fuelman		-52.41	Vehicle #6411
	Fuelman		-38.24	Vehicle #6412 2011 Charger
	Fuelman		-51.36	Vehicle #6414
	Fuelman		-117.82	Vehicle #6415
	Fuelman		-128.17	Vehicle #6416
	Fuelman		-317.21	Vehicle 13A (2011 Trash Truck)
TOTAL			-956.98	

TOWN OF SYKESVILLE
Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
40008	Lewis, David	03/05/2013		
	Lewis, David	02/27/2013	-105.96	Air Soft Training Rifle
TOTAL			-105.96	
40009	Quantel	03/05/2013		
1555268	Quantel	03/01/2013	-356.18	Service 3/1/13-4/1/13
	Quantel		-27.40	Service 3/1/13-4/1/13
	Quantel		-55.84	Service 3/1/13-4/1/13
	Quantel		-27.40	Service 3/1/13-4/1/13
TOTAL			-466.82	
40010	Sharp Electronics Corp	03/05/2013		
6745294635-1	Sharp Electronics Corp	01/01/2013	-1,657.81	Excess Copies Fee
TOTAL			-1,657.81	
40011	Town of Sykesville	03/05/2013		
	Town of Sykesville	02/28/2013	-224.00	20 sheets of \$.45 stamps; 20 books of forever stamps (.46); 2 sheets of \$1.00
TOTAL			-224.00	
40012	Verizon Wireles	03/05/2013		Acct # 619938794-00001
	Verizon Wireles	02/22/2013	-265.86	Svc 2/23-3/22/13
TOTAL			-265.86	
40013	Home Depot	03/05/2013		6035 3225 0327 5731

TOWN OF SYKESVILLE
Check Register
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Num	Source Name	Date	Paid Amount	Memo
	Home Depot	02/07/2013	-70.34	Shop supplies
TOTAL			-70.34	
40016	A.I.R Pre-Employment Screening	03/13/2013		
555SPD022813-1	A.I.R Pre-Employment Screening	03/08/2013	-61.00	Pre-employment screening: Bird
TOTAL			-61.00	
40017	ATCO Internatio	03/13/2013		Cust ID #754658
IO368510	ATCO Internatio	02/19/2013	-144.00	Armorex clean wipes for vehicles
TOTAL			-144.00	
40018	BG&E	03/13/2013		
BG&E	BG&E	03/05/2013	-139.35	Post Office Elec 3787450000
BG&E	BG&E		-62.69	Town House Elec 7275500000
BG&E	BG&E		-21.68	Saslow Parking Lot 6936930000
BG&E	BG&E		-130.15	Police Elec. 3117160000
BG&E	BG&E		-58.91	Public Wks Elec 0118091000
BG&E	BG&E		-115.09	Public Wks Heat 0118091000
BG&E	BG&E		-50.64	Train Sta Street Light 8317350000
BG&E	BG&E		-51.06	Train Sta Street Light 7776091000
BG&E	BG&E		-80.70	McElroy Parking Lot 3606000000
BG&E	BG&E		-62.08	Schoolhouse Elec 1414921000
BG&E	BG&E		-24.52	Museum Elec 1178761000
BG&E	BG&E		-44.72	Cooper Park Elec 5494080000
BG&E	BG&E		-11.92	SBP Elec 2134290000
BG&E	BG&E		-11.92	Relocated House Elec 0610412000
BG&E	BG&E		-26.69	SBP: Bldg A Elec 7479211000
BG&E	BG&E		-22.90	McElroy Extension lights 0019540000
BG&E	BG&E		-31.37	Sandosky Pkg Lights 8548861000
TOTAL			-946.39	

TOWN OF SYKESVILLE
Check Register
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Num	Source Name	Date	Paid Amount	Memo
40019	BG&E Repairs	03/13/2013		Customer No 1473
	BG&E Repairs	02/14/2013	-270.20	Repair street light: Concord Lane
TOTAL			-270.20	
40020	Corporate Occup	03/13/2013		174106
298225	Corporate Occup	02/28/2013	-305.00	Pre-emply. test: Bird
TOTAL			-305.00	
40021	Direct Energy	03/13/2013		
	Direct Energy	03/06/2013	-342.74	Post Office 1115215
	Direct Energy		-132.29	TH 835948
	Direct Energy		-12.35	Saslow Lot 1115217
	Direct Energy		-317.83	SPD 835944
	Direct Energy		-121.89	PW 835945
	Direct Energy		-129.97	Schoolhouse 1115218
	Direct Energy		-82.89	MCP 835946
	Direct Energy		-30.96	SBP: Bldg A 1115216
	Direct Energy		-21.27	McElroy Extension 1115220
TOTAL			-1,192.19	
40022	Drain Relief In	03/13/2013		
13592	Drain Relief In	02/11/2013	-155.00	Repair Bathrooms @ Visitor Center
TOTAL			-155.00	
40023	Fleming Petrole	03/13/2013		
7788	Fleming Petrole	02/01/2013	-365.72	heating fuel TH

TOWN OF SYKESVILLE
Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
7789	Fleming Petrole	02/01/2013	-362.21	heating fuel Gatehouse
7980	Fleming Petrole	02/15/2013	-749.13	heating fuel TH
TOTAL			-1,477.06	
40024	Fuelman	03/13/2013		
	Fuelman	03/04/2013	-102.64	Vehicle #1 Sanitation
	Fuelman		-67.74	Vehicle #2 PW
	Fuelman		-49.20	Vehicle # 6410
	Fuelman		-59.29	Vehicle #6411
	Fuelman		-61.06	Vehicle #6412 2011 Charger
	Fuelman		-102.84	Vehicle #6414
	Fuelman		-45.96	Vehicle #6415
	Fuelman		-84.86	Vehicle #6416
	Fuelman		-138.95	Vehicle 13A (2011 Trash Truck)
	Fuelman		-72.15	Vehicle 2a (2012 F350)
TOTAL			-784.69	
40025	Kelly & Assoc	03/13/2013		134286
	Kelly & Assoc	03/04/2013	-10,277.00	APR Premium
	Kelly & Assoc		-165.78	APR Premium
	Kelly & Assoc		-246.12	APR Premium
	Kelly & Assoc		-237.08	APR Premium
TOTAL			-10,925.98	
40026	MD Institute of Criminal Justice	03/13/2013		
	MD Institute of Criminal Justice	03/07/2013	-180.00	Polygraph: Fertetta
TOTAL			-180.00	
40027	Orkin Pest Cont	03/13/2013		D8506294

TOWN OF SYKESVILLE
Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
	Orkin Pest Cont	03/05/2013	-78.71	Mar.. scheduled service at Gatehouse
TOTAL			<u>-78.71</u>	
40028	Shannon-Baum	03/13/2013		
188964-IN	Shannon-Baum	12/19/2012	-119.40	2012 Winners of Holiday contest signs
0189502-IN	Shannon-Baum	02/14/2013	-28.17	Street Signs
TOTAL			<u>-147.57</u>	
40029	Stewart Directo	03/13/2013		
67012	Stewart Directo	03/01/2013	-144.00	CC MD Criss Cross
TOTAL			<u>-144.00</u>	
40030	Eldersburg Auto	03/13/2013	36990	
57381167	Eldersburg Auto	01/17/2013	-6.00	10 Fuses
57384191	Eldersburg Auto	02/07/2013	-29.86	DEF fluid for diesels
TOTAL			<u>-35.86</u>	
40031	PEBSO/401a	03/13/2013		
	PEBSO/401a	02/28/2013	-4,940.30	February 2013 Contribution
TOTAL			<u>-4,940.30</u>	
40032	Shaw, Ian	03/13/2013		
	Shaw, Ian		-186.70	Void lost check #14488
TOTAL			<u>-186.70</u>	
40033	Fraser, Mark	03/13/2013		

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Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
	Fraser, Mark		-38.07	Replace void ck # 37463
TOTAL			<u>-38.07</u>	
40034	Big Belly Deli, Inc.	03/20/2013		
	Big Belly Deli, Inc.	03/12/2013	-170.64	Retreat breakfast & lunch
TOTAL			<u>-170.64</u>	
40035	Canon Solutions America, Inc.	03/20/2013		
4008473191	Canon Solutions America, Inc.	01/05/2013	-88.00	Jan. 2013 copier lease
89554	Canon Solutions America, Inc.	02/28/2013	-88.00	Feb 2013 copier lease
4009036717	Canon Solutions America, Inc.	03/11/2013	-88.00	Mar 2013 copier lease
TOTAL			<u>-264.00</u>	
40036	Comcast--PW	03/20/2013		15012 103019-01-3
	Comcast--PW	03/09/2013	-66.95	Equipment & Internet Service 3/21-4/20/13
TOTAL			<u>-66.95</u>	
40037	Farm & Home Ser	03/20/2013		
273702	Farm & Home Ser	12/04/2012	-28.14	6 Bags of cement for street signs
	Farm & Home Ser	02/28/2013	-1.19	Finance Chg on 273702
TOTAL			<u>-29.33</u>	
40038	Fuelman	03/20/2013		
NP37431882	Fuelman	03/11/2013	-102.59	Vehicle #1 Sanitation
	Fuelman		-70.30	Vehicle #2 PW
	Fuelman		-109.33	Vehicle #3 PW

TOWN OF SYKESVILLE
Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
	Fuelman		-91.07	Vehicle #4 PW
	Fuelman		-32.58	Vehicle # 6410
	Fuelman		-55.38	Vehicle #6411
	Fuelman		-57.75	Vehicle #6412 2011 Charger
	Fuelman		-73.87	Vehicle #6414
	Fuelman		-87.20	Vehicle #6415
	Fuelman		-274.53	Vehicle 13A (2011 Trash Truck)
	Fuelman		-48.08	Vehicle 2a (2012 F350)
TOTAL			-1,002.68	
40039	Hutchinson, August	03/20/2013		
	Hutchinson, August	03/12/2013	-150.00	Honorarium for Presentation 3/27/13
TOTAL			-150.00	
40040	LCN	03/20/2013		10024335
Town Budget FY2013	LCN	02/22/2013	-63.10	Legal ad: public hearing on budget adj.
TOTAL			-63.10	
40041	Nextel Communic	03/20/2013		
103416260-066	Nextel Communic	03/08/2013	-64.58	Cell phone 2/5-3/4/13
	Nextel Communic		-104.76	Cell phone 2/5-3/4/13
	Nextel Communic		-183.49	Cell phone 2/5-3/4/13
TOTAL			-352.83	
40042	SK Printing, Inc.	03/20/2013		
1003	SK Printing, Inc.	03/13/2013	-1,914.04	Design, Print Spring '13 Newsletter
TOTAL			-1,914.04	

TOWN OF SYKESVILLE
Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
40043	Speedy Cleaning Service	03/20/2013		
	Speedy Cleaning Service	02/28/2013	-300.00	January Cleaning svc
	Speedy Cleaning Service		-100.00	January Cleaning svc
	Speedy Cleaning Service		-60.00	January Cleaning svc
	Speedy Cleaning Service		-30.00	January Cleaning svc
	Speedy Cleaning Service		-260.00	January Cleaning svc
			<u>-750.00</u>	
40044	Staples GOVT	03/20/2013		
3193462586	Staples GOVT	02/23/2013	-28.26	Boxes & tape
	Staples GOVT		-173.48	Toner, file folder, paper
			<u>-201.74</u>	
40045	Platinum 6395	03/20/2013		5588-4691-1938-6395
	Platinum 6395	02/12/2013	-47.59	Flashback LED batons-AUX
			<u>-47.59</u>	
40046	Platinum 5032	03/20/2013		
	Platinum 5032	03/07/2013	-225.00	MML Main Street Booth
			<u>-225.00</u>	
40047	Platinum 3275	03/20/2013		5588 4649 9795 3275
	Platinum 3275	03/04/2013	-105.31	TH Deposit Books & Deposit Stamp
			<u>-105.31</u>	
40048	Baltimore Sun	03/26/2013		60447991

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Check Register
March 2013

Num	Source Name	Date	Paid Amount	Memo
	Baltimore Sun	03/01/2013	-29.21	Pro-rated thru cancellation on 3/26/13
TOTAL			<u>-29.21</u>	
40049	Betz, Julia L.	03/26/2013		
	Betz, Julia L.	03/25/2013	-4.96	Purchase "We Bought A Zoo" DVD for cinema
TOTAL			<u>-4.96</u>	
40050	Brekford Corp	03/26/2013		
121084	Brekford Corp	12/14/2012	-903.00	Additional Upfitting for #6413: 2013 Ford Interceptor
TOTAL			<u>-903.00</u>	
40051	Byte Right Supp	03/26/2013		
17940	Byte Right Supp	03/05/2013	-131.25	Remove & install Kaspersky/MalwareBytes
	Byte Right Supp		-262.50	Updated QB; reset wireless & security
	Byte Right Supp		-229.00	5 renewals; Kaspersky software
TOTAL			<u>-622.75</u>	
40052	CC Comm, Tipping Fees	03/26/2013		91
3026	CC Comm, Tipping Fees	03/05/2013	-4,921.56	Tipping Fees Feb 2013
TOTAL			<u>-4,921.56</u>	
40053	Comcast-Gatehouse-8207-02-4	03/26/2013		15012 028207-02-4
	Comcast-Gatehouse-8207-02-4	03/14/2013	-61.39	Internet 3/22/13-4/21/13
TOTAL			<u>-61.39</u>	
40054	Comcast-PO-2824-01-6	03/26/2013		15012 062824-01-6

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Check Register
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Num	Source Name	Date	Paid Amount	Memo
	Comcast-PO-2824-01-6	03/14/2013	-68.81	internet 3/22/13-4/21/13
TOTAL			-68.81	
40055	Deluxe RapidForms	03/26/2013		Cust #9063881
0037735974	Deluxe RapidForms	03/05/2013	-323.90	New P/R & Vendor checks
TOTAL			-323.90	
40056	Fuelman	03/26/2013		
NP37474158	Fuelman	03/18/2013	-227.91	Vehicle #1 Sanitation
	Fuelman		-62.19	Vehicle #2 PW
	Fuelman		-87.27	Vehicle # 6410
	Fuelman		-59.18	Vehicle #6411
	Fuelman		-60.47	Vehicle #6412 2011 Charger
	Fuelman		-98.57	Vehicle #6413
	Fuelman		-87.67	Vehicle #6415
	Fuelman		-50.86	Vehicle #6416
	Fuelman		-120.72	Vehicle 13A (2011 Trash Truck)
	Fuelman		-72.42	Vehicle 2a (2012 F350)
TOTAL			-927.26	
40057	Jack Leeb	03/26/2013		
1298	Jack Leeb	03/18/2013	-425.00	Preemployment assessment: W. Fertetta
TOTAL			-425.00	
40058	Johnson, Katie	03/26/2013		
	Johnson, Katie	03/09/2013	-101.89	Candy for Easter Egg Hunt
TOTAL			-101.89	

TOWN OF SYKESVILLE
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Num	Source Name	Date	Paid Amount	Memo
40059	LCN	03/26/2013	10024335	
Town of Sykesville	LCN	03/01/2013	-63.10	Legal ad for public mtg/retreat 3/2/13
TOTAL			<u>-63.10</u>	
40060	National Capital Industries	03/26/2013		
398222	National Capital Industries	03/23/2013	-171.08	13 Bags Blacktop
TOTAL			<u>-171.08</u>	
40061	Secretary of St	03/26/2013		
	Secretary of St	03/21/2013	-20.00	Gidget Gill: Notary Application
	Secretary of St	03/25/2013	-20.00	Janice Perrault Notary application
TOTAL			<u>-40.00</u>	
40062	Sykesville Car Service	03/26/2013		
26869	Sykesville Car Service	03/15/2013	-41.00	Oil Change #6412: 2011 Charger
TOTAL			<u>-41.00</u>	
40063	Platinum 1704	03/26/2013	5588 4600 0168 1704	
	Platinum 1704	02/22/2013	-59.00	Waste & Recycling News (1 year)
	Platinum 1704	02/25/2013	-129.00	Managers Intelligence Rpt (1 year)
	Platinum 1704	02/26/2013	-20.29	Lunch w/ Bob Bond
	Platinum 1704	02/27/2013	-51.00	Trailer Tags: Reimbursed by R. Esworthy
	Platinum 1704	02/28/2013	-21.57	Office supplies
	Platinum 1704	02/28/2013	-130.98	Travel Scan Pro. shipping
	Platinum 1704	03/19/2013	-127.00	Subscription: Executive Leadership
TOTAL			<u>-538.84</u>	

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Num	Source Name	Date	Paid Amount	Memo
234070	Bank of NY Mellon	03/22/2013		
	Bank of NY Mellon	03/22/2013	-5,800.00	HSA Contributions: Mar-May 2013
TOTAL			-5,800.00	