Town of Lisbon

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To: Town Council / Finance Committee / Glenn Michalowski, Town Manager / Sarah Bennett, Assistant Town Manager
From: Samantha Bryant, Finance Director
Subject: Statutory Quarterly Finance Report
Date: April 8, 2024

Per Town Code:
The finance director shall submit quarterly investment reports to the town manager and town council. The report shall list the institution, investment type, amount, interest rate, maturity, current market value (for maturities of over three months), and the aggregate rate of return on the investments for the quarter.

To ensure that adequate cash flows are available for town use, a cash flow budget report will also be required quarterly.

At the end of the fiscal year, the finance director will provide an aggregate report of the investments and the rate of return achieved.

Per State Law 30A MRSA 5603.2.B:
Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months;

Investment Report

Institution	Investment Type	Current Value	Current Yield	Maturity
Northeast Bank	Money Market Account	$2,090,236.71	5.23%	n/a
Northeast Bank	Certificate of Deposit	$504,762.41	5.30%	7/25/24
Portland Trust Co	Mutual Fund	$1,334,452.71	5.23%	n/a
Portland Trust Co	Mutual Fund	$1,145,361.31	5.23%	n/a
Lisbon Community Federal Credit Union	Savings Account	$5,930.50	0.20%	n/a
Lisbon Community Federal Credit Union	Certificate of Deposit	$21,659.79	2.75%	7/15/24
Androscoggin Bank	Checking Account	$8,517,657.75	2.70%	n/a

Cash Flow Budget Report

Starting with this quarter, I will be looking at all Town cash holdings, not just the Androscoggin sweep account when doing this analysis.

At the end of the third quarter of fiscal year 2024, the Town had $13,620,061.18 in cash compared to $10,197,120.84 last quarter. The primary reason for the $3,422,940.34 increase is that March 16th was the deadline for the second installment of property tax payments. At the end of the third quarter of fiscal year 2023 the Town had $13,470,437.27 in total cash, which is comparable to now.

Treasurer's Accounts Review

Enclosed is a report from our financial software showing expenses and revenues through the third quarter of fiscal year 2024. Please note these amounts have not yet been reconciled and should not be treated as final. Once the backlog of reconciliation is completed, these reports will be more accurate and worthwhile. All accounts except the Town General Fund operating bank account have been reconciled in our accounting software through March 2024.

With the above caveat, expenses overall appear to be in line with the FY24 Budget (75% of the way through the year we've spent….75.1% of the budgeted amount).

Above 75% of Budget:

- Economic Development – Annual support from Dingley TIF per budget hasn't been contributed yet. This is an accounting measure that will be completed by end of the fiscal year.
- General Assistance – Due to demand, total General Assistance requested is exceeding budget.
- Miscellaneous – This includes an accounting measure for overlay that inflates expenses by ~$228k
- County Tax, Liability Insurance, Technology – these all include payments that are made at the beginning of the year to cover the entire fiscal year
- Emergency Management – This includes 3 quarters of payments to LEMS as we pay in advance each quarter.
- Other Public Works – This includes 3 quarters of hydrant rental payments.

Below 50% of Budget

- Appeals Board – expenses are based on appeals filed;
- Legal – Bills lag a month or two months behind;
- Code Enforcement – Health insurance expenses for staff far lower than budgeted; permit revenues much higher than budgeted;

Revenues appear to be exceeding budget:

- Excise taxes are ahead of budget, as vehicle prices continue to remain elevated.
- Due to elevated interest rates, investment earnings continue to overperform budgeted amounts.
- Building permits are above budget due to the Springworks construction.
- Transfer station revenues are above 50% because permit fees are collected at the beginning of fiscal year.
- Parks and Rec are seeing additional participants in programs this fiscal year, leading to higher revenues.