



TOWN OF OAK BLUFFS

TO	SELECT BOARD
FROM	TOWN ADMINISTRATOR & ASST TOWN ADMINISTRATOR

1. Department Head Updates

1. CIRCUIT AVENUE - STREETScape UPDATE – JANUARY 5, 2022

Provided by Select Board Office Administrator – Debra Alley.,

Debra has been liaison with local businesses and The Waterfield Group/ Lawrence Lynch in answering questions and following-up on concerns. Debra provided in-hand a hard copy informational packet to businesses on Circuit Avenue on December 29, 2021.

The project has started in earnest; On Tuesday Jan 4th cuts (Saw cutting) were made in the road on the Reliable side. Wednesday started with sidewalk removal at the top end of Circuit Avenue and Kennebec Ave near Third World Trading, this work is schedule to continue until Tuesday 11th at the north end of Phase 1 stopping at Reliable Market.

The next part of this phase will be the installation of the new curb in the same location from Kennebec heading north down to Reliable Market. Followed by bring in gravel and grade for new sidewalk, installation of the cement sidewalk.

Latest updates go to:

<https://www.oakbluffsma.gov/476/Circuit-Avenue-Sidewalk-Information-Page>

Description of Work	Duration	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Material Procurement	60 Days																												
Project Survey/Layout	10 Days		X	X	X																								
Material Delivery	15 Days		X	X	X	X	X																						
Sawcutting	5 Days		X	X	X	X	X																						
Secure Work Zone From Pedestrian Traffic			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X								
Secure Work Zone From Vehicle Traffic			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X								
Excavation of Sidewalk -From Kennebec heading north, stopping at Reliable Market	5 Days			X	X	X	X			X	X																		
Install new curb in same location (Kennebec to Reliable)	5 Days									X	X	X	X	X															
Gravel and Grade for New Sidewalk	3 Days																X	X	X	X									
Furnish and Install Cement Concrete Walk	5 Days																X	X	X	X	X								
Transition Out of Phase I into Phase II																								X	X	X	X	X	

2. TOWN CLERK OFFICE NOTIFICATION: *Provided by Town Clerk Colleen Morris*

- 152 census forms for 2022 have been mailed with dog license renewal forms for all OB residents to look out for.
- Nomination papers are available to anyone interested in running for office. The deadline to obtain papers is Tuesday, February 22nd at 5 pm.

3. BOH UPDATE ON COVID-19 TEST DISTRIBUTION AND UPCOMING DATES

Provided by Health Agent – Meegan Lancaster

SHIPMENT 1

1/3/2022 – 585 kits received.

- 450 kits distributed on 1/4 at Town hall in 3 hours
 - Residency was verified by Town Clerk and tests distributed by Administrative Assistant (Thank you Lorna and Colleen!!!).
 - Very smooth. Wait times briefly approached 10 minutes during the first 30-40 minutes and then went down to 1-5 minutes.
 - Remainder of tests distributed to Town departments and community partners



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SHIPMENT 2

Anticipated delivery **date January 10th (may change)** – 1350 kits to be delivered

- Pick up site being set up at Town Hall with shelter and lighting in order to facilitate evening distribution for working people
- 120 kits to be distributed to Island Elderly Housing
- 150 kits to be distributed to Oak Bluffs businesses
- Remainder for Town distribution – anticipated to occur on Thursday 1/13 from 3-6pm

SHIPMENT 3

Anticipated delivery date – **week of January 17th (tbd)** – 2700 kits to be delivered

- Distribution to be continued. Hoping to have a Saturday distribution on 1/22.

SHIPMENT 4

- TBD

Anticipate completion of distribution of a total of approximately 5185 kits (10370 tests) in Oak Bluffs by end of week 1/22/2022.

4. COVID - TOWN EMPLOYEE POLICIES

Human Resources Dept update, Assistant Town Administrator.

Last week I re-issued the employee workplace policies on the Town's response to COVID in the workplace to establish where we stand today on protocols. While some emergency protocols are rescinded, several are ongoing:

1. Mask mandate is still required in Town Buildings and when working with other employees;
2. General Hygiene including social distancing provisions still apply;
3. In-person meetings can be done – remote is preferable at this time.

The biggest change is incorporating the new quarantine and isolation guidelines from the CDC which cut quarantine down from 10 to 5 days, with mask wearing if you test positive.

There are now specific rules for exposure depending on vaccination status. This involves working case-by-case with each employee when a situation arises to determine how long, if any, time is needed out of the workplace. We no longer need to blanket everyone with a 10 day isolation lock down.

COVID is now a constant in the workplace and the Town must be nimble and informed of current State/Federal guidelines, which are now working on keeping doors open and businesses operational.

5. NEW TOWN HALL STATUS

The new Town Hall is on a pathway to temporary Certificate of Occupancy (CO) with a punchlist being drafted of the final tasks. Elevator, HVAC systems, Fire Alarm testing, Life and Safety inspections are being scheduled.

COVID played its part with delay due to worker positive tests, which held up flooring completion for a week to observe quarantine protocols, which in turn delayed furniture installation. Flooring is expected to be completed the week ending Jan 14. Furniture is now scheduled for the week of January 24 through 28.

Final needs after temp CO will be miscellaneous punchwork and the exterior light poles, which have suffered from continued supply chain delays for delivery.

Landscaping is mostly complete with balance of plants and stone wall on the south evaluation done this week. The Dellbrooke work trailer will be removed around Jan 28, with a clean-up of the area.

Before the building is handed over, owner training is required on building systems, and I believe IT, the Facilities Coordinator and Town Management may have to complete a 2 hour class on the key system. Gone are the days of getting keys cut at Philips.

Moving dates are tentatively scheduled February 17-18 with Town Hall Offices closed for the shift – if this is confirmed then ribbon cutting will be the day after Presidents Day on February 22.

2. Financial Report

Financial Update :

Provided by Assistant Accountant Carrie Blair

Financial reports are available through January 6th, 2022.

For this period, I have attached the summary revenue and expenditure reports, along with the monthly analysis of Local Estimated Receipts (LER) for FY21 and FY22. LER Receipts are lower than last year at this time; however, that will change soon as the Other Excise receipts will be recorded this week.

Expenditures are currently at 48% year to date.

Preliminary Fiscal Year 2022 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
							as of 1/6/22						
01 MV Excise	\$ 19,857	\$ 50,566	\$ 23,641	\$ 34,214	\$ 26,872	\$ 34,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	189,502
02 Other Excise	\$ 53	\$ 15	\$ 1,023,846	\$ 4,199	\$ 3,041	\$ 613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,031,767
03 Penalties and Interest	\$ 87,279	\$ 39,088	\$ 54,912	\$ 16,004	\$ 13,156	\$ 12,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	222,527
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
08 Charges for Services-Trash	\$ 36,550	\$ 25,266	\$ 19,512	\$ 11,188	\$ 12,819	\$ 8,183	\$ 387	\$ -	\$ -	\$ -	\$ -	\$ -	113,905
10 Fees	\$ 10,621	\$ 11,941	\$ 7,372	\$ 6,690	\$ 9,010	\$ 4,833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	50,467
11 Rentals	\$ 8,500	\$ 11,375	\$ 200	\$ 9,325	\$ 375	\$ 725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30,500
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 112	\$ 255	\$ 394	\$ 45	\$ 221	\$ 101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,128
16 Other Dept. Revenue	\$ 27,031	\$ 7,209	\$ 11,416	\$ 14,041	\$ 13,446	\$ 16,286	\$ 5,549	\$ -	\$ -	\$ -	\$ -	\$ -	94,977
17 Licenses and Permits	\$ 19,448	\$ 16,015	\$ 23,372	\$ 25,421	\$ 68,994	\$ 34,277	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	188,276
19 Fines and Forfeits	\$ 320	\$ 840	\$ 1,865	\$ 350	\$ 1,030	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,205
20 Investment Income	\$ 859	\$ 758	\$ 418	\$ 384	\$ 343	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,058
21 Other Miscellaneous-Recurring	\$ 331,871	\$ 328,880	\$ 164,813	\$ 15,125	\$ (518)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	840,170
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 542,500	\$ 492,208	\$ 1,331,760	\$ 136,986	\$ 148,790	\$ 116,554	\$ 6,686	\$ -	\$ -	\$ -	\$ -	\$ -	2,775,483
Cummulative Monthly Totals	\$ 542,500	\$ 1,034,708	\$ 2,366,468	\$ 2,503,454	\$ 2,652,244	\$ 2,768,798	\$ 2,775,483	\$ 2,775,483	\$ 2,775,483	\$ 2,775,483	\$ 2,775,483	\$ 2,775,483	

Percent relative to FY21 19% 19% 92% 14% 14%

Percent relative to FY22 RECAP

Est LER FY21 RECAP \$ 3,968,872
 Est LER FY22 RECAP \$ -
 Past 3 yr Avg \$ 4,808,173

Preliminary Fiscal Year 2021 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 17,565	\$ 28,178	\$ 35,346	\$ 43,340	\$ 34,117	\$ 21,696	\$ 2,031	\$ 212,517	\$ 426,298	\$ 42,544	\$ 50,660	\$ 144,511	1,058,802
02 Other Excise	\$ -	\$ 38	\$ 82,783	\$ 853,330	\$ 25	\$ 412,308	\$ 163	\$ 2,355	\$ 111,685	\$ 582	\$ 143	\$ 211,442	1,674,854
03 Penalties and Interest	\$ 31,083	\$ 21,830	\$ 18,645	\$ 20,628	\$ 37,880	\$ 17,703	\$ 23,983	\$ 116,254	\$ 22,621	\$ 27,743	\$ 146,501	\$ 31,915	516,786
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,951	\$ -	15,951
08 Charges for Services-Trash	\$ 31,265	\$ 36,860	\$ 15,595	\$ 17,585	\$ 11,355	\$ 10,580	\$ 8,960	\$ 8,335	\$ 10,230	\$ 16,320	\$ 19,805	\$ 33,695	220,585
10 Fees	\$ 17,223	\$ 14,481	\$ 11,410	\$ 5,923	\$ 8,668	\$ 10,020	\$ 10,450	\$ (21,600)	\$ 7,817	\$ 7,601	\$ 7,508	\$ 1,794	81,294
11 Rentals	\$ 1,200	\$ 2,050	\$ 750	\$ -	\$ 1,125	\$ 350	\$ 3,200	\$ (750)	\$ 5,225	\$ 300	\$ 18,584	\$ 6,150	38,184
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 53	\$ -	\$ -	\$ 61	\$ -	\$ 33	\$ 16	\$ 23	\$ 410	\$ 30	\$ 88	\$ (893)	(180)
16 Other Dept. Revenue	\$ 8,666	\$ 11,792	\$ 20,763	\$ (1,182)	\$ (331)	\$ 51,479	\$ 6,910	\$ 7,284	\$ 19,307	\$ 12,874	\$ 23,171	\$ 19,548	180,281
17 Licenses and Permits	\$ 28,395	\$ 18,935	\$ 16,640	\$ 24,244	\$ 19,933	\$ 64,194	\$ 23,085	\$ 14,068	\$ 84,698	\$ 39,095	\$ 34,063	\$ 45,122	412,472
19 Fines and Forfeits	\$ 220	\$ 33	\$ 1,571	\$ 456	\$ 435	\$ 169	\$ 270	\$ 1,124	\$ 520	\$ 893	\$ -	\$ 295	5,985
20 Investment Income	\$ 8,276	\$ 6,260	\$ 5,557	\$ 7,964	\$ 7,803	\$ 1,696	\$ 669	\$ 1,272	\$ 716	\$ 332	\$ 811	\$ 1,215	42,571
21 Other Miscellaneous-Recurring	\$ 313,472	\$ 274,170	\$ 150,702	\$ (3,929)	\$ 13,435	\$ 350	\$ -	\$ 90,689	\$ 47,164	\$ 23,278	\$ 88,935	\$ 168,816	1,167,083
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	250
Total	\$ 457,417	\$ 414,625	\$ 359,762	\$ 968,420	\$ 134,445	\$ 590,578	\$ 79,735	\$ 431,571	\$ 736,690	\$ 171,592	\$ 406,221	\$ 663,860	5,414,917
Cummulative Monthly Totals	\$ 457,417	\$ 872,043	\$ 1,231,804	\$ 2,200,225	\$ 2,334,670	\$ 2,925,248	\$ 3,004,983	\$ 3,436,555	\$ 4,173,245	\$ 4,344,837	\$ 4,751,057	\$ 5,414,917	

Percent relative to FY21 RECAP 12% 22% 31% 55% 59% 74% 76% 87% 105% 109% 120% 136%

Est LER FY20 RECAP \$ 4,128,000
 Est LER FY21 RECAP \$ 3,968,872
 Past 3 yr Avg \$ -
 Actual FY20 \$ 4,734,515

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TOWN OF OAK BLUFFS
YTD REPORT

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FOR 2022 07

JOURNAL DETAIL 2022 1 TO 2022 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
108 OTHER GOVT SUPPORT						
228,570.00	228,570.00	100,342.50	0.00	0.00	128,227.50	43.9%
122 BOARD OF SELECTMEN						
545,961.52	545,961.52	218,710.23	0.00	0.00	327,251.29	40.1%
131 FINANCE COMMITTEE						
7,675.00	7,675.00	1,793.13	0.00	0.00	5,881.87	23.4%
132 FIN COMM RESERVE FD.						
50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
135 TOWN ACCOUNTANT						
162,800.00	162,800.00	77,244.12	0.00	0.00	85,555.88	47.4%
141 ASSESSORS						
181,617.13	181,617.13	94,925.00	0.00	0.00	86,692.13	52.3%
144 TREAS/COLL (FIXED P/R COST)						
4,663,337.64	4,663,337.64	2,801,434.14	0.00	0.00	1,861,903.50	60.1%
146 TREASURER/COLLECTOR						
243,102.46	243,102.46	122,163.14	0.00	0.00	120,939.32	50.3%
155 INFORMATION TECHNOLOGY						
375,424.00	375,424.00	244,047.84	0.00	0.00	131,376.16	65.0%
161 TOWN CLERK						
143,658.21	143,658.21	67,965.13	0.00	0.00	75,693.08	47.3%
163 BOARD OF REGISTRARS						
27,483.10	27,483.10	1,200.90	0.00	0.00	26,282.20	4.4%
171 CONSERVATION COMMISSION						
109,614.96	109,614.96	36,432.22	0.00	0.00	73,182.74	33.2%
175 PLANNING BOARD						
53,307.75	53,307.75	25,744.01	0.00	0.00	27,563.74	48.3%
199 UNCLASSIFIED (SELECTMEN)						
1,311,327.00	1,311,327.00	1,050,744.47	0.00	0.00	260,582.53	80.1%
210 POLICE DEPARTMENT						
2,656,120.04	2,656,120.04	1,369,626.76	0.00	0.00	1,286,493.28	51.6%
220 FIRE DEPARTMENT						
522,094.72	522,094.72	167,545.59	0.00	0.00	354,549.13	32.1%
231 AMBULANCE SERVICE						
504,971.40	504,971.40	180,941.37	0.00	0.00	324,030.03	35.8%
241 BUILDING INSPECTOR						
243,647.73	243,647.73	94,919.78	0.00	0.00	148,727.95	39.0%
249 SHELLFISH						
211,716.94	211,716.94	95,096.24	0.00	0.00	116,620.70	44.9%
291 EMERGENCY MANAGEMENT						
27,200.00	27,200.00	5,155.01	0.00	0.00	22,044.99	19.0%

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TOWN OF OAK BLUFFS
YTD REPORT

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FOR 2022 07

JOURNAL DETAIL 2022 1 TO 2022 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
296 MARINA MANAGER						
286,093.00	286,093.00	186,417.30	0.00	0.00	99,675.70	65.2%
300 OAK BLUFFS SCHOOL						
8,987,185.30	8,987,185.30	3,114,138.36	0.00	0.00	5,873,046.94	34.7%
301 MARTHA'S VINEYARD REG HS						
5,473,468.48	5,473,468.48	2,736,734.24	0.00	0.00	2,736,734.24	50.0%
421 HIGHWAY-ADMINISTRATION						
1,736,153.86	1,736,153.86	958,663.19	-3,700.00	0.00	777,490.67	55.2%
519 BOARD OF HEALTH						
245,914.23	245,914.23	82,711.92	0.00	0.00	163,202.31	33.6%
541 COUNCIL ON AGING						
124,382.22	124,382.22	63,126.36	0.00	0.00	61,255.86	50.8%
543 VETERANS' SERVICES						
60,500.00	60,500.00	20,678.41	0.00	0.00	39,821.59	34.2%
610 LIBRARY						
576,002.43	576,002.43	261,251.40	0.00	0.00	314,751.03	45.4%
612 ARTS COUNCIL						
2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0%
630 PARKS AND RECREATION						
197,506.20	197,506.20	168,497.40	0.00	0.00	29,008.80	85.3%
710 MATURING DEBT-PRINCIPAL						
2,459,102.48	2,459,102.48	1,274,102.48	0.00	0.00	1,185,000.00	51.8%
750 MATURING DEBT-INTEREST						
871,957.79	871,957.79	528,693.13	0.00	0.00	343,264.66	60.6%
760 MATURING BAN-INTEREST						
50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
TOTAL GENERAL FUND						
33,339,895.59	33,339,895.59	16,153,045.77	-3,700.00	0.00	17,186,849.82	48.4%
GRAND TOTAL						
33,339,895.59	33,339,895.59	16,153,045.77	-3,700.00	0.00	17,186,849.82	48.4%

** END OF REPORT - Generated by Carrie Blair **

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break N	Year/Period: 2022/ 7
Sequence 2	2	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YTD REPORT				
				Carry forward code: 1
				Print journal detail: Y
Print Full or Short description: F				From Yr/Per: 2022/ 1
Print MTD Version: Y				To Yr/Per: 2022/13
Print Revenues-Version headings: N				Include budget entries: Y
Format type: 1				Incl encumb/liq entries: Y
Print revenue budgets as zero: N				Sort by JE # or PO #: J
Include Fund Balance: N				Detail format option: 1
Include requisition amount: N				
Multiyear view: D				
Amounts/totals exceed 999 million dollars: Y				

Find Criteria

Field Name	Field Value
Fund	01
Department	
Character Code	
Org	01108:01760
Object	5*
Account type	
Account status	
Rollup Code	

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TOWN OF OAK BLUFFS
YTD REPORT

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FOR 2022 07

JOURNAL DETAIL 2022 1 TO 2022 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
01 MOTOR VEH EXCISE						
-800,000.00	-800,000.00	-189,502.44	0.00	0.00	-610,497.56	23.7%
02 OTHER EXCISE						
-1,399,910.00	-1,399,910.00	-1,031,767.32	0.00	0.00	-368,142.68	73.7%
03 PENALTIES & INTEREST						
-100,000.00	-100,000.00	-222,527.25	0.00	0.00	122,527.25	222.5%
04 PILOT						
-14,000.00	-14,000.00	0.00	0.00	0.00	-14,000.00	.0%
08 CHGS TRASH DISP						
-175,000.00	-175,000.00	-113,905.00	-387.00	0.00	-61,095.00	65.1%
09 OTHER CHGS						
0.00	0.00	1,464.89	0.00	0.00	-1,464.89	100.0%
10 FEES						
-88,500.00	-88,500.00	-50,697.93	0.00	0.00	-37,802.07	57.3%
11 RENTALS						
-45,000.00	-45,000.00	-30,500.00	0.00	0.00	-14,500.00	67.8%
13 DEPT LIBRARY						
-2,500.00	-2,500.00	-1,128.02	0.00	0.00	-1,371.98	45.1%
16 OTHER DEPTL						
-122,500.00	-122,500.00	-94,977.29	-5,548.74	0.00	-27,522.71	77.5%
17 LIC & PERMITS						
-396,700.00	-396,700.00	-188,276.20	-750.00	0.00	-208,423.80	47.5%
19 FINES & FORFEIT						
-15,000.00	-15,000.00	-9,205.00	0.00	0.00	-5,795.00	61.4%
20 INVMT INCOME						
-50,000.00	-50,000.00	-3,057.62	0.00	0.00	-46,942.38	6.1%
21 MISC RECURRING						
-950,000.00	-950,000.00	-840,170.31	0.00	0.00	-109,829.69	88.4%
TOTAL GENERAL FUND						
-4,159,110.00	-4,159,110.00	-2,774,249.49	-6,685.74	0.00	-1,384,860.51	66.7%
TOTAL REVENUES						
-4,159,110.00	-4,159,110.00	-2,774,249.49	-6,685.74	0.00	-1,384,860.51	
GRAND TOTAL						
-4,159,110.00	-4,159,110.00	-2,774,249.49	-6,685.74	0.00	-1,384,860.51	66.7%

** END OF REPORT - Generated by Carrie Blair **

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break N	Year/Period: 2022/ 7
Sequence 2	10	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YTD REPORT				
				Carry forward code: 1
				Print journal detail: Y
Print Full or Short description: F				From Yr/Per: 2022/ 1
Print MTD Version: Y				To Yr/Per: 2022/13
Print Revenues-Version headings: N				Include budget entries: Y
Format type: 1				Incl encumb/liq entries: Y
Print revenue budgets as zero: N				Sort by JE # or PO #: J
Include Fund Balance: N				Detail format option: 1
Include requisition amount: N				
Multiyear view: D				
Amounts/totals exceed 999 million dollars: Y				

Find Criteria	
Field Name	Field Value
Fund	01
Department	
Character Code	01:21
Org	
Object	4*
Account type	
Account status	Active
Rollup Code	