



TOWN OF OAK BLUFFS

evaluations, the Select Board with any related committees, will be updated and involved in assessing viability.

4. Fourth element is internal review of our personnel policies and procedures. Most which I have written in the last years are still sound, however, I recognize some areas without a policy and some that need to be revised. Most important with the flux of new staff is educating on these policies and having them be autonomous on following through on the requirements.
5. Fifth effort is the stay interview. Perhaps my favorite part of HR is taking the time to check-in with departments and get ahead of any potential concerns to be addressed in advance of escalation. Also, to hear what is working well, what is still in progress and is there something stuck that I can help with.
Mid-probation interviews will also be conducted, to see that these new employees are meeting the pace of onboarding, getting the training/ tools they need plus finding out has the position changed from what they initially expected. In general, to see that the Town is providing for the employee as outlined upon their hire.

Wendy Brough
Assistant Town Administrator

2. Financial Report

- **Financial Update** :

Financial Update – August 5th, 2022

Financial reports are available for FY23 through August 5th. For this period, I have attached the summary revenue and expenditure reports, along with the monthly analysis of Local Estimated Receipts (LER) for FY22 and FY23. Expenditures through 23-02, with a target of 7.69%, are at 14% due to operational timing/seasonality or required annual/quarterly payments. LER receipts for July are 22% higher than the same time last year. The accounting office is busy with reconciliations and closing the books. That will be our priority over the next couple of months.

Carrie Blair
Acting Town Accountant

Preliminary Fiscal Year 2023 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
		as of 8/5/22											
01 MV Excise	\$ 23,239	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	23,534
02 Other Excise	\$ 163	\$ 183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	346
03 Penalties and Interest	\$ 127,327	\$ 2,961	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	130,287
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
08 Charges for Services-Trash	\$ 24,388	\$ 2,609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	26,997
09 Other Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
10 Fees	\$ 19,775	\$ 1,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,810
11 Rentals	\$ 10,500	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,200
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	101
16 Other Dept. Revenue	\$ 63,618	\$ 878	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	64,496
17 Licenses and Permits	\$ 25,552	\$ 4,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30,467
19 Fines and Forfeits	\$ 843	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	843
20 Investment Income	\$ 1,991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,991
21 Other Miscellaneous-Recurring	\$ 362,284	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	362,284
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
													-
Total	\$ 659,780	\$ 15,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	675,355
Cummulative Monthly Totals	\$ 659,780	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	\$ 675,355	

Percent relative to FY22

22%

Percent relative to FY23 RECAP

\$ 675,355	Est LER FY22 RECAP	\$ 4,450,000
	Est LER FY23 RECAP	\$ -
	Past 3 yr Avg	\$ 7,002,897

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

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 19,857	\$ 50,566	\$ 23,641	\$ 34,214	\$ 26,872	\$ 36,099	\$ 8,299	\$ 74,484	\$ 534,767	\$ 181,104	\$ 45,432	\$ 51,561	1,086,895
02 Other Excise	\$ 53	\$ 15	\$ 1,023,846	\$ 4,199	\$ 3,041	\$ 1,328,007	\$ 123	\$ 136	\$ 207,048	\$ 300	\$ 86	\$ 198,800	2,765,653
03 Penalties and Interest	\$ 87,279	\$ 39,088	\$ 54,912	\$ 16,004	\$ 13,156	\$ 14,196	\$ 35,907	\$ 25,394	\$ 21,467	\$ 14,255	\$ 22,958	\$ 26,850	371,465
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,858	\$ -	14,858
08 Charges for Services-Trash	\$ 36,550	\$ 25,266	\$ 19,512	\$ 11,188	\$ 12,819	\$ 13,183	\$ 10,365	\$ 8,064	\$ 9,575	\$ 10,414	\$ 13,004	\$ 42,699	212,639
09 Other Charges	\$ (231)	\$ (482)	\$ (219)	\$ (302)	\$ (231)			\$ 4					
10 Fees	\$ 10,621	\$ 11,941	\$ 7,372	\$ 6,690	\$ 9,241	\$ 5,647	\$ 16,026	\$ 8,400	\$ 15,346	\$ 27,873	\$ 30,801	\$ (45,435)	104,522
11 Rentals	\$ 8,500	\$ 11,375	\$ 200	\$ 9,325	\$ 375	\$ 725	\$ (1,125)	\$ 1,750	\$ 1,975	\$ 1,100	\$ 7,800	\$ 26,772	68,772
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 112	\$ 255	\$ 394	\$ 45	\$ 221	\$ 101	\$ -	\$ 135	\$ 460	\$ -	\$ 182	\$ 582	2,487
16 Other Dept. Revenue	\$ 27,031	\$ 7,209	\$ 11,416	\$ 14,041	\$ 13,446	\$ 17,821	\$ 8,323	\$ 5,981	\$ 14,603	\$ 6,844	\$ 8,462	\$ 25,735	160,913
17 Licenses and Permits	\$ 19,448	\$ 16,015	\$ 23,372	\$ 25,421	\$ 68,994	\$ 34,302	\$ 41,477	\$ 16,434	\$ 158,294	\$ 26,428	\$ 48,000	\$ 39,339	517,522
19 Fines and Forfeits	\$ 320	\$ 840	\$ 1,865	\$ 350	\$ 1,030	\$ 5,330	\$ 1,935	\$ 485	\$ 1,049	\$ 300	\$ 200	\$ 195	13,899
20 Investment Income	\$ 859	\$ 758	\$ 418	\$ 384	\$ 343	\$ 295	\$ 455	\$ 642	\$ 592	\$ 530	\$ 760	\$ 783	6,820
21 Other Miscellaneous-Recurring	\$ 331,871	\$ 328,880	\$ 164,813	\$ 15,125	\$ (518)	\$ -	\$ -	\$ 154,363	\$ 40,169	\$ 16,645	\$ 44,266	\$ 145,836	1,241,449
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,740	17,740
													-
Total	\$ 542,269	\$ 491,726	\$ 1,331,541	\$ 136,684	\$ 148,790	\$ 1,455,705	\$ 121,783	\$ 296,272	\$ 1,005,344	\$ 285,793	\$ 236,809	\$ 531,457	6,584,173
Cummulative Monthly Totals	\$ 542,269	\$ 1,033,996	\$ 2,365,537	\$ 2,502,220	\$ 2,651,010	\$ 4,106,714	\$ 4,228,498	\$ 4,524,770	\$ 5,530,114	\$ 5,815,908	\$ 6,052,717	\$ 6,584,173	

Percent relative to FY22 RECAP

12%

23%

53%

56%

60%

92%

95%

102%

124%

131%

136%

148%

	Est LER FY21 RECAP	\$ 3,968,872
	Est LER FY22 RECAP	\$ 4,450,000
	Past 3 yr Avg	\$ 4,808,173

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TOWN OF OAK BLUFFS
YTD REPORT

P 1
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FOR 2023 02

JOURNAL DETAIL 2023 1 TO 2023 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	-23,534.00	-294.84	0.00	-776,466.00	2.9%
02 OTHER EXCISE	-2,144,000.00	-2,144,000.00	-346.00	-183.00	0.00	-2,143,654.00	.0%
03 PENALTIES & INTEREST	-210,000.00	-210,000.00	-130,287.41	-2,960.62	0.00	-79,712.59	62.0%
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	-26,997.00	-2,609.00	0.00	-148,003.00	15.4%
10 FEES	-29,000.00	-29,000.00	-20,810.00	-1,035.00	0.00	-8,190.00	71.8%
11 RENTALS	-47,000.00	-47,000.00	-13,200.00	-2,700.00	0.00	-33,800.00	28.1%
13 DEPT LIBRARY	0.00	0.00	-100.97	0.00	0.00	100.97	100.0%
16 OTHER DEPTL	-99,500.00	-99,500.00	-64,496.19	-878.00	0.00	-35,003.81	64.8%
17 LIC & PERMITS	-402,700.00	-402,700.00	-30,466.56	-4,915.00	0.00	-372,233.44	7.6%
19 FINES & FORFEIT	-5,000.00	-5,000.00	-842.50	0.00	0.00	-4,157.50	16.9%
20 INVMT INCOME	-25,000.00	-25,000.00	-1,990.86	0.00	0.00	-23,009.14	8.0%
21 MISC RECURRING	-950,000.00	-950,000.00	-362,283.83	0.00	0.00	-587,716.17	38.1%
TOTAL GENERAL FUND	-4,901,200.00	-4,901,200.00	-675,355.32	-15,575.46	0.00	-4,225,844.68	13.8%
TOTAL REVENUES	-4,901,200.00	-4,901,200.00	-675,355.32	-15,575.46	0.00	-4,225,844.68	
GRAND TOTAL	-4,901,200.00	-4,901,200.00	-675,355.32	-15,575.46	0.00	-4,225,844.68	13.8%

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

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break N	Year/Period: 2023/ 2
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 Full or Short description: F				Print journal detail: Y
Print MTD Version: Y				From Yr/Per: 2023/ 1
Print Revenues-Version headings: N				To Yr/Per: 2023/13
Format type: 1				Include budget entries: Y
Print revenue budgets as zero: N				Incl encumb/liq entries: Y
Include Fund Balance: N				Sort by JE # or PO #: J
Include requisition amount: N				Detail format option: 1
Multiyear view: D				
Amounts/totals exceed 999 million dollars: Y				

Find Criteria	
Field Name	Field Value
Fund	01
Department	
Character Code	01:22
Org	
Object	4*
Account type	
Account status	Active
Rollup Code	

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TOWN OF OAK BLUFFS
YTD REPORT

P 1
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FOR 2023 02

JOURNAL DETAIL 2023 1 TO 2023 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
01108 OTHER GOVT SUPPORT						
239,383.60	239,383.60	0.00	0.00	0.00	239,383.60	.0%
01122 BOARD OF SELECTMEN						
546,533.28	546,533.28	22,871.93	0.00	0.00	523,661.35	4.2%
01131 FINANCE COMMITTEE						
8,175.00	8,175.00	0.00	0.00	0.00	8,175.00	.0%
01132 FINANCE COMM.-RESERVE FD.						
50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
01135 TOWN ACCOUNTANT						
114,643.12	114,643.12	5,840.00	0.00	0.00	108,803.12	5.1%
01141 ASSESSORS						
202,539.20	202,539.20	12,634.96	0.00	0.00	189,904.24	6.2%
01144 TREAS/COLL (FIXED P/R COST)						
4,852,982.05	4,852,982.05	1,653,961.00	0.00	0.00	3,199,021.05	34.1%
01146 TREASURER/COLLECTOR						
261,714.69	261,714.69	10,239.22	0.00	0.00	251,475.47	3.9%
01155 INFORMATION TECHNOLOGY						
454,528.50	454,528.50	73,121.03	0.00	0.00	381,407.47	16.1%
01161 TOWN CLERK						
147,450.00	147,450.00	7,818.34	0.00	0.00	139,631.66	5.3%
01163 BOARD OF REGISTRARS						
41,844.50	41,844.50	1,060.50	0.00	0.00	40,784.00	2.5%
01171 CONSERVATION COMMISSION						
106,229.04	106,229.04	5,584.61	0.00	0.00	100,644.43	5.3%
01175 PLANNING BOARD						
61,542.28	61,542.28	0.00	0.00	0.00	61,542.28	.0%
01199 UNCLASSIFIED (SELECTMEN)						
1,267,071.00	1,267,071.00	938,026.53	16,222.79	0.00	329,044.47	74.0%
01210 POLICE DEPARTMENT						
2,690,737.31	2,690,737.31	157,950.50	0.00	0.00	2,532,786.81	5.9%
01220 FIRE DEPARTMENT						
603,008.27	603,008.27	22,095.70	0.00	0.00	580,912.57	3.7%
01231 AMBULANCE SERVICE						
736,497.38	736,497.38	23,588.56	0.00	0.00	712,908.82	3.2%
01241 BUILDING INSPECTOR						
245,615.82	245,615.82	15,202.98	0.00	0.00	230,412.84	6.2%
01249 SHELLFISH						
219,855.00	219,855.00	19,190.99	0.00	0.00	200,664.01	8.7%
01291 EMERGENCY MANAGEMENT						
20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	.0%

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TOWN OF OAK BLUFFS
YTD REPORT

P 2
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FOR 2023 02

JOURNAL DETAIL 2023 1 TO 2023 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01296 MARINA MANAGER						
294,468.72	294,468.72	31,527.12	0.00	0.00	262,941.60	10.7%
01300 SCHOOL						
9,318,810.43	9,318,810.43	66,277.67	0.00	0.00	9,252,532.76	.7%
01301 MARTHA'S VINEYARD REG HS						
5,815,684.11	5,815,684.11	1,453,921.02	0.00	0.00	4,361,763.09	25.0%
01421 HIGHWAY-ADMINISTRATION						
1,778,723.85	1,778,723.85	106,338.83	20,949.64	0.00	1,672,385.02	6.0%
01519 BOARD OF HEALTH						
265,160.85	265,160.85	8,275.68	0.00	0.00	256,885.17	3.1%
01541 COUNCIL ON AGING						
138,578.73	138,578.73	6,706.32	0.00	0.00	131,872.41	4.8%
01543 VETERANS' SERVICES						
60,500.00	60,500.00	9,598.42	5,634.35	0.00	50,901.58	15.9%
01610 LIBRARY						
602,615.07	602,615.07	26,473.05	0.00	0.00	576,142.02	4.4%
01612 ARTS COUNCIL						
2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0%
01630 PARKS AND RECREATION						
242,128.44	242,128.44	95,054.47	0.00	0.00	147,073.97	39.3%
01710 MATURING DEBT-PRINCIPAL						
2,447,215.95	2,447,215.95	157,215.95	0.00	0.00	2,290,000.00	6.4%
01750 MATURING DEBT-INTEREST						
975,571.27	975,571.27	9,922.34	0.00	0.00	965,648.93	1.0%
01760 INTEREST ON PAYOFF- BANS						
25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	.0%
TOTAL GENERAL FUND						
34,836,807.46	34,836,807.46	4,942,497.72	42,806.78	0.00	29,894,309.74	14.2%
GRAND TOTAL						
34,836,807.46	34,836,807.46	4,942,497.72	42,806.78	0.00	29,894,309.74	14.2%

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

Munis correction	-79,360.30
App ATM GF budget	34,757,447.46
WW Appropriated	719,480.68
Total ATM App Budget	35,476,928.14

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break N	Year/Period: 2023/ 2
Sequence 2	9	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: 2023/ 1
Print MTD Version: Y				To Yr/Per: 2023/13
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	Active
Rollup Code	