

TOWN OF ROCKPORT

WASTEWATER BUDGET

FY 13-14



Town of Rockport, Maine
Wastewater Budget
FY 13-14

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**Town of Rockport, Maine
Wastewater Budget
FY 13-14**

Wastewater Commissioners

Five Members - Three Year Terms

Chair				Vice-Chair	
William C. Chapman	Kenneth McKinley	Geoffrey Parker	Charlton Ames	Tracy Lee Murphy	
77 Pascal Avenue 236-2468	2 Harvey Hill Road 236-2814	40 School Street 236-3637	70 Beauchamp Point Road 236-3067	566 Main St. 236-4073	
Term Expires: June 2014	Term Expires: June 2015	Term Expires: June 30, 2014	Term Expires: June 30, 2015	Term Expires: June 2013	

Town Officials

Town Offices: 236-9648 - 101 Main Street, Rockport

Roger A. Moody Interim Town Manager 236-0806	Stephen E. Beveridge Public Works Director 236-6245	Michael Young Assistant Public Works Director 236-6245	Virginia B. Lindsey Finance Director 230-0180	Scott Bickford Code Enforcement Officer 236-0989	
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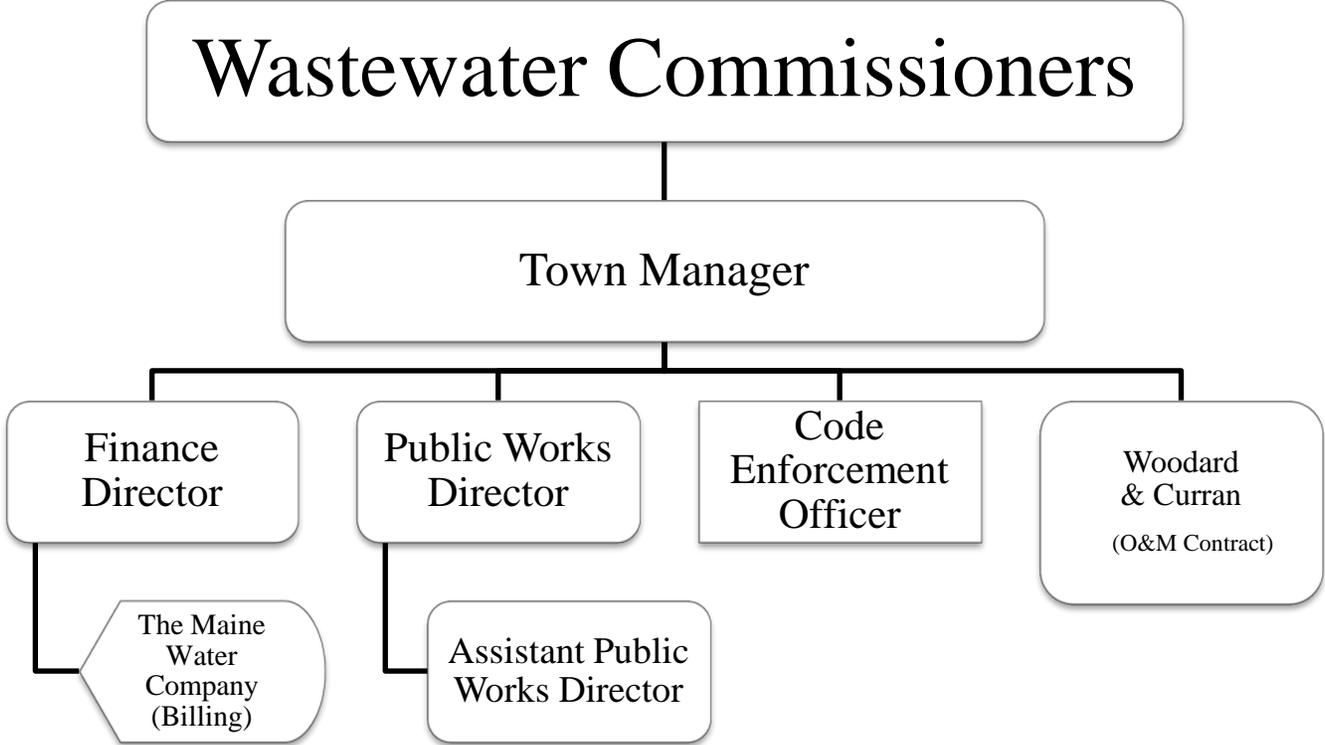
Contracted Engineering Firm

WOODARD & CURRAN
Engineering-Science-Operations
www.woodardcurran.com

Andrew Field
Plant Manager



**Town of Rockport
Wastewater Organization Chart**



Town of Rockport, Maine
Executive Summary of the Wastewater Budget
FY 13-14

Introduction

The fiscal year FY 13-14 Wastewater budget for the Town of Rockport, Maine will be presented to the Wastewater Commissioners at their regular meeting in May. The budget establishes the operational goals of the Wastewater department for the upcoming year. The budget is developed based on recommendations of the municipal officials, and is reviewed and amended by the town manager before presenting the budget to the Wastewater Commissioners for review. The budget receives final approval of the Wastewater Commissioners. Currently, the Wastewater Commissioners are considering an expansion of the sewer line on the northern section of US Route 1.

Town Departments - Functions and Key Budget Issues

The town manager oversees the operations of the Wastewater facilities, with the assistance of the public works director, code enforcement officer, and the personnel of Woodard & Curran. Woodard & Curran is the engineering company hired by the town to annually maintain the wastewater system.

Administration: The Administration Department provides the necessary funding for the municipal personnel required to provide support to the Wastewater department, as well as minimal office expenses to perform and maintain financial responsibilities. Insurances, billing costs, and other miscellaneous expenses also are paid through the Administration budget. Billing for Wastewater charges is provided by the Maine Water Company; financial records are then forwarded to the finance director for review, and financial records are updated and maintained by the town. The finance director, along with the town manager, is responsible for tracking accounts and implementing the lien process whenever necessary, for unpaid fees.

Key Budget Issue: *Providing adequate municipal staff to assist in maintaining the wastewater system.*

Operations: The Operations budget provides funding for contractual obligations, including funding to hire Woodard & Curran to maintain the Wastewater facilities; funding to pay both Camden and Rockland for use of their Wastewater treatment facilities; and payment for the treatment of wastewater from the Samoset. This budget also provides funds for any capital item requirements dealing with building upgrades and/or improvements, as well as equipment needs.

Key Budget Issue: *Providing adequate funding to maintain existing facilities, and to plan for future upgrades that may be required of the system.*

Long-Term Debt/Capital Maintenance: The long-term debt budget and capital maintenance budget includes the town's bonded indebtedness for past Wastewater bonded debts. Also included are funds for Rockport's share of Camden's debt for the upgrade to their Treatment Plant. In this budget proposal fees will be collected in preparation for necessary repairs and/or upgrades to the current system. These fees are classified as "capital maintenance". The Wastewater Commissioners are also in the process of developing a capital improvement plan, which will look at the needs of the system from current to up to the next five years. The system is ageing and will need some maintenance.

Key Budget Issue: *Bonded indebtedness includes upgrades to infrastructure at Camden Plant facilities. The town needs to prepare for the eventual repair and/or upgrades to the current system by means of setting aside funds each year for this eventuality.*

Town of Rockport, Maine Demographic Information

Demographics

The Town of Rockport, Maine was incorporated in February of 1891. It is located in Penobscot Bay along the mid-coast of the state. Rockport has a land area of 22.58 square miles and a population of approximately **3,330** (U. S. Census 2010). The Town is empowered by the state to levy a property tax on both real and personal property within its boundaries. The Town of Rockport is a municipal government, non-profit organization.

Rockport's census population indicates that the town grew by 121 from year 2000 to year 2010 (3.8% increase). 1,604 of the population in 2010 consisted of males, and 1,726 of the population was made up of females.

In year 2000 the average household size was 2.3. The State of Maine average is 2.4, whereas the US average is 2.61. Rockport's household size estimated for 2009 is 2.61.

The average family size is 3.11; State average family size is 2.82; and the average family size in the US is 3.19.

The per capita income in Rockport in year 2000 was \$25,498; State per capita income was \$23,226; and the US per capita income was \$25,267. Rockport's per capita income (in 2009 inflation-adjusted dollars) is estimated at \$32,727; US per capital income is estimated at \$27,041.

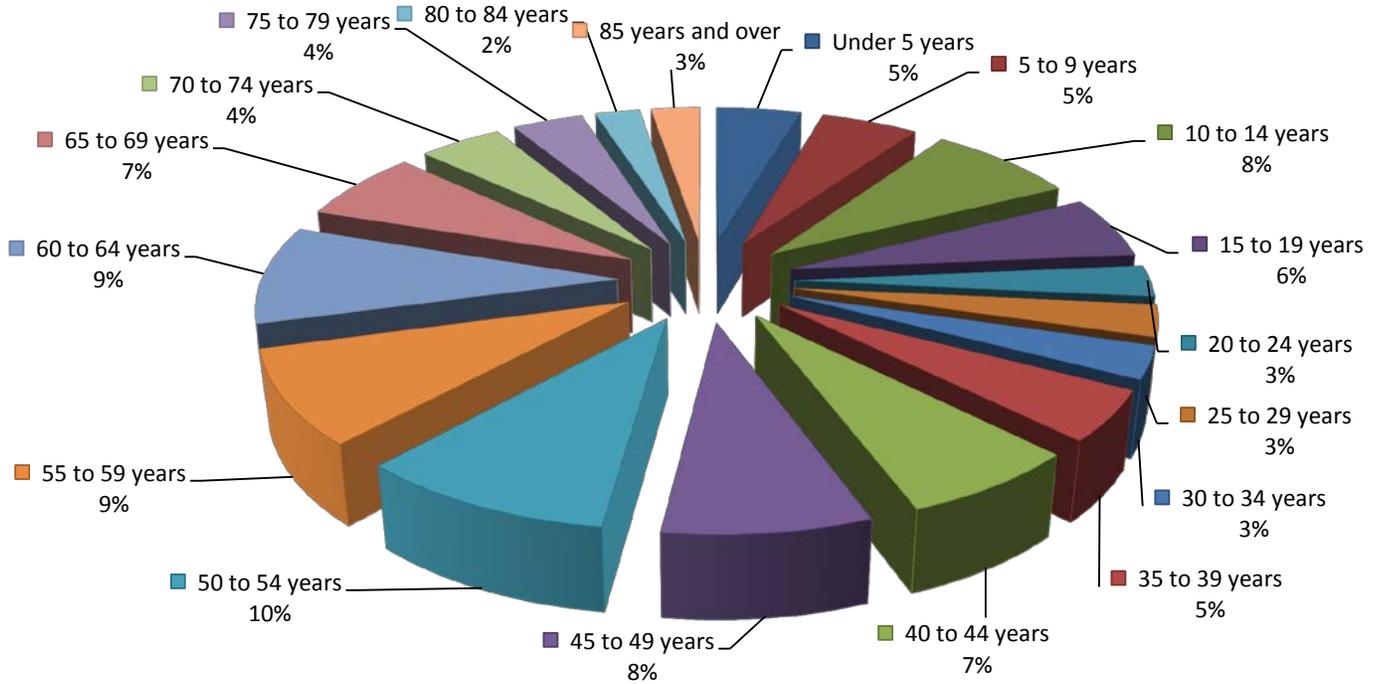
Owner Occupied Homes in Rockport averaged \$171,900 in value in year 2000; the average owner occupied home in the State was \$170,500; owner occupied homes in the US averaged \$185,200. Estimated median value on owner-occupied homes in 2009 was \$317,908(in US \$185,400; \$177,500 Maine).

The median age of Rockport residents in 2010 was 48.8. 4.53% of the population was under the age of 5 years; 73.81% was 18 years and over; and 2.61% of the population was 85 years and older.

Wastewater Residential Units		Wastewater Commercial Units	
Single units:	489	46	Public Authority: 3
Multi units:	55	9	
Seasonal Units:	14	2	
TOTAL	558	TOTAL	57
			TOTAL CUSTOMER COUNT 618

Following are charts depicting the demographic age and gender breakdowns, as well as the breakdown of household income.

Town of Rockport - Age Analysis



Population dynamics:		
	Number	Percent
Under 5 years	151	4.53%
5 to 9 years	173	5.20%
10 to 14 years	264	7.93%
15 to 19 years	197	5.92%
20 to 24 years	99	2.97%
25 to 29 years	100	3.00%
30 to 34 years	102	3.06%
35 to 39 years	159	4.77%
40 to 44 years	229	6.88%
45 to 49 years	261	7.84%
50 to 54 years	325	9.76%
55 to 59 years	297	8.92%
60 to 64 years	311	9.34%
65 to 69 years	223	6.70%
70 to 74 years	148	4.44%
75 to 79 years	125	3.75%
80 to 84 years	79	2.37%
85 years and over	87	2.61%
Total	3,330	100.00%

2010 - Median Resident Age
 48.8 Years Rockport
 42.4 Years Maine

Source: US Census 2010

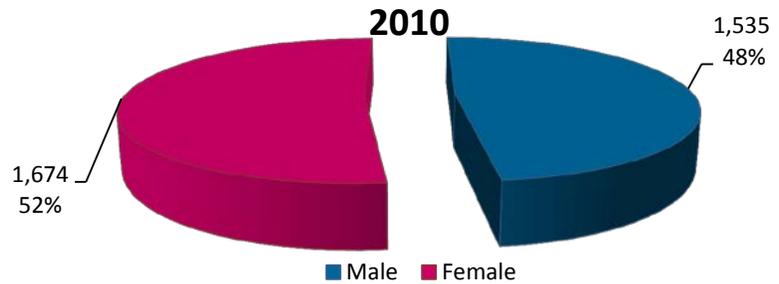
Town of Rockport, Maine

Population 2010 Census:

Male	1,604	48.17%
Female	1,726	51.83%
Total	3,330	100.00%

USCensus

Gender Representation of the Town



2010 - City-Data.com

Median Household Income:	\$51,975	Rockport
<i>Estimated</i>	\$46,405	Maine

2008 Household Income:

Income Range	Number	Percent
Less than \$10,000	83	6.01%
\$10,000-\$14,999	31	2.24%
\$15,000-\$19,999	91	6.58%
\$20,000-\$24,999	91	6.58%
\$25,000-\$29,999	94	6.80%
\$30,000-\$34,999	65	4.70%
\$35,000-\$39,999	106	7.67%
\$40,000-\$44,999	80	5.79%
\$45,000-\$49,999	69	4.99%
\$50,000-\$59,999	168	12.16%
\$60,000-\$74,999	147	10.64%
\$75,000-\$99,999	167	12.08%
\$100,000-\$124,999	73	5.28%
\$125,000-\$149,999	29	2.10%
\$150,000-\$199,999	55	3.98%
\$200,000 or more	33	2.39%
Total	1,382	100.00%

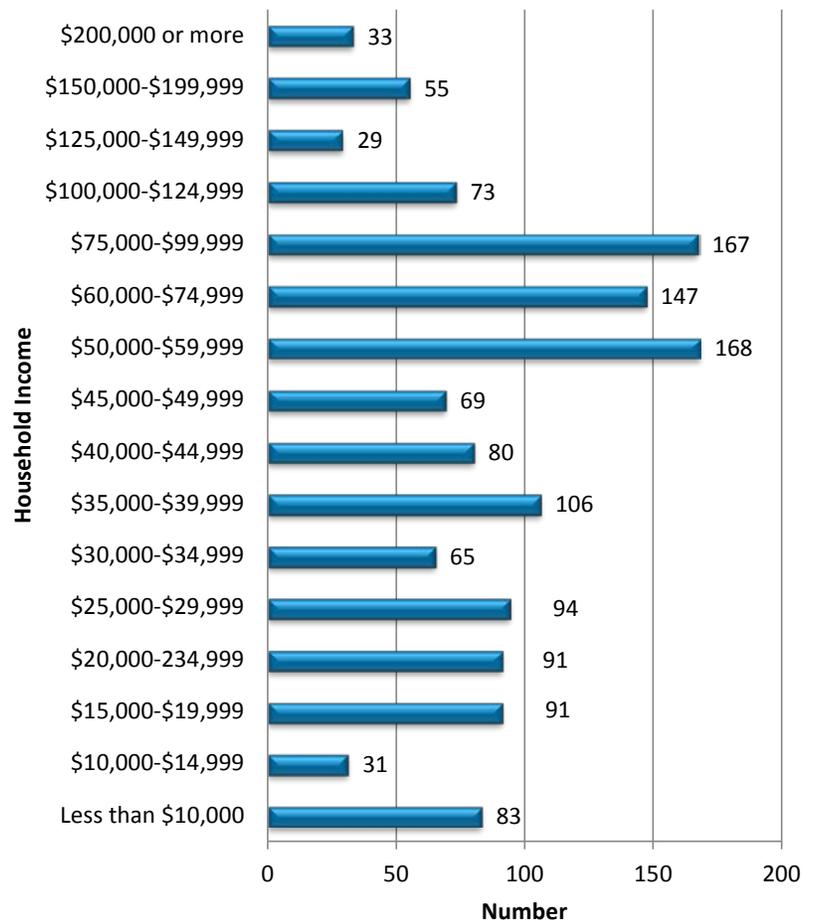
Per Capita Income

Knox County \$19,981

Median Household Income

Knox County \$36,774

Town of Rockport-Household Income 2008



Source: City-Data.com

Town of Rockport, Maine Wastewater Commission Governed by Charter

Town Government

The Town operates under the Select Board - Town Manager form of municipal government. Policy making and legislative authority are vested in the five member Select Board, which is elected. The Select Board members are elected to serve staggered three-year terms. The Select Board represents the executive branch of the municipal government, of which the Select Board members are the chief executive officers. The duty of the Select Board is to execute the will of the people, to manage Town affairs, and to provide leadership and oversight on issues of importance to the Town. The Select Board is charged under the Town Charter to serve as the Wastewater Commissioners and are empowered to perform all duties and functions authorized and established by state statute or municipal ordinance to operate and maintain the wastewater facility and sewer system within the town limits.

Administrative: The Administrative Department provides the municipal staffing support and office expenses to maintain the office operations required to maintain the wastewater financial operations and staff support for the infrastructure.

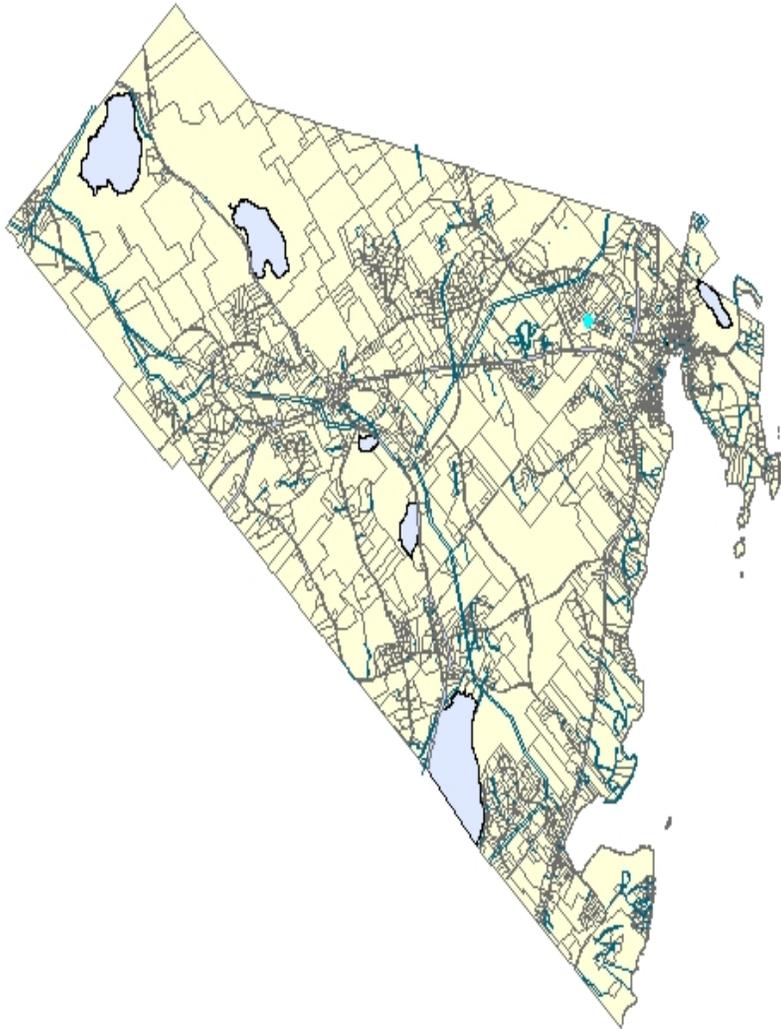
Operations: Operations provides funding for the town to hire an engineering firm to provide staff to maintain the wastewater system; the public works director provides assistance and back up whenever necessary. Operations also includes funding to help maintain the treatment systems for both Rockland and Camden for which the town's wastewater is collected and treated.

Debt/Capital Mainenance: The Wastewater debt includes Rockport's share of debt related to the Camden Treatment Plant upgrade. The bonds issued in November 1992 and May 1993 culminated a sewer construction project, which included installation of sewer lines and upgrading the town's sewer system. The final payment on these bonds was made in 2012. Future debt may be procured to extend the U S Route 1 sewer line; and additional fees may be collected in preparation of anticipated repairs and upgrades to the current sewer lines.

The town also has a TIF (Tax Incrementing Financing) bond related to the sewer line that was extended along Commercial Street. Payment of this bond is through the town's general fund budget annually. Said bond runs through November 2020.

Town of Rockport Knox County - State of Maine

Geographically, Rockport is situated in mid-coast Maine, in the County of Knox. It is approximately 40 miles from the state capitol of Augusta. It is approximately 57 miles from Bangor, and 79 miles from Portland, two of the largest cities in the State of Maine. The closest airport is the Knox County Regional Airport in Owls Head, which is 10 miles away.



2010 US Census Population:	3,330
Land area (square miles)	21.7
Miles of streets/roads	64.4
Water area (square miles)	12.4

Population per square mile of land area:	142.9
Housing units per square mile of land area:	74.6

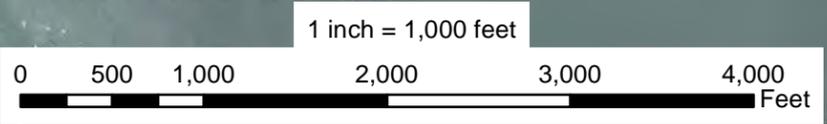
Town of Rockport, Maine

Glen Cove Wastewater Collection System



Legend

- Flow Meter
- Pump Station
- Force Main
- 8" Sewer
- 10" Sewer
- Municipal Boundary



Town of Rockport, Maine

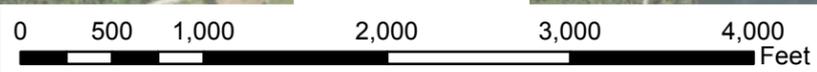
Village Wastewater Collection System



Legend

- Flow Meter
- Pump Station
- Force Main
- 8" Sewer
- 10" Sewer
- Municipal Boundary

1 inch = 1,000 feet



Town of Rockport, Maine

An Overview of How to Read the Budget Document

The budget notebook is broken out into a number of different sections. The first sections leading up to the actual "numbers" is informational about the community, including demographics and statistical information about the Town.

Organizational Chart

The organization chart depicts the town manager form of government, and designates the municipal officials involved in maintaining and supporting the Wastewater department.

Financial Policies

The town has a number of **Financial policies** that are a matter of practice. The financial policies include the use of the lien process for unpaid wastewater fees.

Budget Summary

The Summary of the proposed expenses and revenues, as well as previous budgets - both budgeted and actual costs.

Budget Process

The Wastewater budget is separate from the town's general fund budget, as it operates as an Enterprise Fund. In governmental accounting, an Enterprise Fund provides goods or services to the public for a fee that makes the entity self-supporting.

User Rates and Fees

This is the calculation of the user rates and fees based on the budgeted expenses and revenues, as well as the number of customers and the cubic foot usage of the system.

Budget Comparisons (Budget v. Actual)

Budget requests of the Town Manager and Wastewater Commissioners are compared to previous year's budgets.

Expenditures Summary

The **Expenditures Summary** includes totals from all departments, comparing proposed expenses to previous year's budgets.

Expenditures Chart

A chart of proposed expenses.

Revenues Summary

The **Revenues Summary** includes totals from all departments, comparing proposed revenues to previous year's estimated revenues.

Revenues Chart

A chart of proposed revenues.

Departmental Budgets

Each budget includes both appropriations (also known as expenses) and revenues applicable to a particular department.

Each department page header includes the department name and number. The department number represents the first set of numbers used in accounting reports and becomes the entire "line item number". The second set of numbers represents the second set of numbers in the line item number.

Expenditures are named next to their corresponding line item number. Across the page are columns representing the budget requests for the coming year (Manager and Commission.), as well as budget v. actual for the current budget year and two previous years, and actual expenses and revenues for the fiscal year of three years previous.

Following is an example of the header of a budget page:

Town of Rockport, Maine

An Overview of How to Read the Budget Document - *continued*

General Government Administration - Dept. 0200

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Budget YTD	FY 13-14 Manager Commission
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At the beginning of each departmental budget there is a summary page. The summary page summarizes the requests for Personnel Services, Employee Benefits, Purchased and Contractual Services, Other Contractual Services, Supplies, and Capital Outlay, as applicable, noted in the left-hand corner of the summary document. The summary page also includes graphs depicting the expenses and revenues pertaining to each department over time.

In the detailed pages of the departmental budget that follow the summary page the appropriation number column indicates both the line number and the description of the account. As an example: 0200-2115 Finance Director's Salary. This appropriation number would indicate the department (0200), followed by the account number (2115) which represents the municipal officer.

Account Name

Each account is assigned a name. Account descriptions are universal so comparisons between departments are easily made. For example, computer supplies would be the same account name and number in each department.

FY 009-10 Actual

Actual Expenses and Revenues during the fiscal year July 2008 through June 2009.

FY 10-11 Actual

Actual Expenses and Revenues during the fiscal year July 2009 through June 2010.

FY 11-12 Actual

Actual Expenses and Revenues during the fiscal year July 2010 through June 2011.

FY 12-13 Budget Y-T-D

Budget v Year-To-Date Expenses and Revenues for the fiscal year July 2011 through June 2012.

FY 13-14 Budget

After review and consideration of the town manager's recommendations the Wastewater Commission adopts a final budget. The last column will form the basis for the next fiscal year budget.

Glossary

A glossary of budgetary and financial terms is included in the budget document, providing definitions and a better understanding.

Putting it all Together

The budget is a series of spreadsheets whereby budget requests are presented by department. Recommendations are considered at various stages and carefully reviewed. The design of the budget is methodical in nature, in an order and format that helps the user to easily access information.

Town of Rockport, Maine

Town of Rockport - Office of the Town Manager

101 Main Street, P. O. Box 10, Rockport, ME 04856

(207) 236-9648 Fax (207) 230-0112

<http://town.rockport.me.us>

Richard C. Bates
Interim Town Manager
207.236.0806
townmanager@town.rockport.me.us



Date: June 24, 2013

TO: Wastewater Commissioners

From: Richard C. Bates, Town Manager

RE: Proposed FY 13-14 Wastewater Budget

The Wastewater Department is funded through the sewer rates charged property owners who either are connected to the sewer system or residents who could connect. The budget includes Administration costs, Operations costs (including capital items), and Long-Term Debt. The day-to-day operations of the system are contractually performed by Woodard & Curran, with support as needed from town personnel. The Town contracts with the City of Rockland and the Town of Camden for treatment of wastewater. The billing function is performed by The Maine Water Company.

The rate charged customers of the system comprises two components: debt retirement and usage. Properties not connected but having the option to connect to the system pay only debt service fees. Beginning in FY 13-14 the debt retirement also includes provisions for a capital improvement reserve fund to begin the process of repair and/or replacement of pump stations throughout the system. The debt fee will comprise the cost of the long-term debt as well as the cost of the capital reserve account specifically to be used for repair and/or replacement of parts of the current system.

The Administration budget has increased based on increased wages and benefits; an increase in the billing fee charged by The Maine Water Company; and funding to pay legal fees for bond counsel. The Maine Water Company's billing rate has increased from \$3.95 per bill issued to \$4.10. Funding in the Administration portion of the budget has increased slightly due to possible negotiations with the City of Rockland concerning flowage issues.

Operations are expected to decrease slightly for the coming year, based on usage this year.

Debt has decreased in large part to the payoff of two bonds; the town participates in two Camden Wastewater improvement bonds and shares the debt in the bonds as noted, which includes the Rawson Avenue Pump Station and the Camden Treatment Plant Upgrade. The debt budget also includes interest fees anticipated to be paid on a bond anticipation note (BAN) for an expansion of northern section of US Route 1. The debt/capital maintenance rate is proposed to remain unchanged, which will enable the town to begin a reserve fund to be used strictly for the repair/upgrade of the town's current sewer system. The usage fee is proposed to increase slightly for anticipated discussions with the city of Rockland.

Overall, wastewater operations are functioning efficiently and effectively. Future considerations may include expansion of the sewer line along U S Route 1, to accommodate commercial businesses along the highway.

Respectfully submitted,

Richard C. Bates

Richard C. Bates
Town Manager

Town of Rockport, Maine

Financial Plan

The Town's financial plan is based on minimal increases in spending while attempting to maintain and plan for future upgrades and maintenance of the sewer system.

Overall Goals

The overall goals for the Town include the following:

Fiscal Conservatism to ensure that the Town is financially sound. This will include balancing the budget, paying bills in a timely manner, while being ever mindful of future financial needs of the Town.

Flexibility to ensure that the Town is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

Adherence to Accounting and Management Practices as established by the Government Finance Officers' Association (GFOA) standards for financial reporting and budgeting, the GFOA Standards Board, and other professional standards.

Operating Budget Policies

The operating budget establishes the allocation of resources that enables the Town to deliver services on an annual basis. Services are delivered to the residents at a level that meets the real needs of the public as efficiently and effectively as possible.

Balanced Budget

Appropriations are limited to the total estimated revenues, including the amount to be billed to customers using the wastewater system. Financial reports are frequently issued and reviewed to in order to track spending. Through the warrant process, all expenditures are reviewed to ensure appropriate use of Town funds. The result is a financially well-managed organization that operates within budget authority.

Lien Process

The Wastewater Commissioners commit monthly the fees and charges related to the debt and usage of the sewer system. Once the commitment has been made, the Treasurer then has the authority to collect any outstanding balances.

Once the wastewater charges have been committed, then at the end of the fourth quarter billing for the fiscal year (June each year) and 30 days have passed on the fourth quarter billing date, a "Notice of Commitment" is sent to customers with outstanding balances.

After 90 days from the date the "Notice of Commitment" was mailed, the "Notice of Lien" can be sent by certified mail, with certified mailing costs added to the charges. On the 30th day from the date of the "Notice of Lien" a lien must then be recorded in the Registry of Deeds, including mailing costs for each certified mailing associated with the property and also the filing and discharge of the lien. A copy of the lien must be sent to the customer and any lien holders of the property by certified mail on the day the lien is recorded at the Registry.

Eighteen (18) months from the date of the liens is the foreclosure date. A "Notice of Foreclosure" can be sent out no earlier than 45 days before the actual Foreclosure date. A "Notice of Foreclosure" gets sent certified mail to property owners and any lien or mortgage holders recorded at the Registry.

If the lien is not paid before the date of foreclosure, then the town becomes the owner of the property.

This process is similar to the process utilized by the town for unpaid property taxes, and carries the same consequences.

**Town of Rockport, Maine
Wastewater Capital Budget
FY 13-14**

Capital Budget

During the coming year, town officials will be working on developing a capital budget plan for the Wastewater department.

The capital budget plan will look at immediate capital needs of the Wastewater department, as well as the capital needs over the next five years.

Beginning with the fiscal year ending June 30, 2013, \$20,000 was budgeted for capital items, without providing a list of those items.

The following page lists those items totaling \$21,000. It is anticipated that the entire \$20,000 budgeted in FY 12-13 will not be spent by year end.

On the following page each fiscal year end June 30, 2014, 2014, and 2016 have capital items listed that most likely will be required within the next four to five years.

Capital Items for "above ground" and "below ground" are listed separately, and are shown in the overall budget under different appropriation numbers.

Above Ground Capital Items can be found in the Operations Budget: E 0300-7355
Below Ground Capital Items can be found in the Debt Service/Capital Maintenance Budget: E 0400-7355 and E 0400-7500

The Wastewater Commissioners can vote annually to place unspent capital items in a reserve account for the purpose of helping pay for future capital costs. The replacement cost of the Maine Sport Pump Station may require funding appropriations over several years to help pay for the entire cost of this capital item. In anticipation of that replacement, funds have been budgeted to begin gathering funds to hold in reserve for the replacement of the pump station known as "the Maine Sport pump station".

Funding Proposed for FY 13-14 includes the following:

Above Ground Capital	E 0300-7355	19,000
Below Ground Capital	E 0400-7355	18,000
Below Ground Reserve	E 0400-7500	142,000
TOTAL CAPITAL BUDGET FY 13-14		179,000

Town of Rockport, Maine
Wastewater Capital Budget
FYE June 30, 2014 thru June 30, 2018

Capital Improvement Projects Estimates
- provided by Woodard & Curran

Rockport Maine Collection System

Item #	Equipment/System/Structure		FYE June 30, 2014	FYE June 30, 2015	FYE June 30, 2016	FYE June 30, 2017	FYE June 30, 2018
		Capital Items	Year 1	Year 2	Year 3	Year 4	Year 5
ABOVE GROUND CAPITAL ITEMS							
1	SCADA- Office Control Panel	Project approved in spring '13 with completion by June 13.					
2	Operations Building	Replace furnace.			5,000		
3	Romaha	New control panel & new pump			17,000		3,500
4	Warrenton	New SCADA/control panel with expansion of Rt 1 sewer and addition of hospital flow into station.				20,000	
5	Pines	New pump possibly with station reaching 15 yrs old.				3,500	
6	Eastward	New pump possibly with station reaching 25 yrs old.		3,500			
7	Clam Cove	New station in 2011 & low residential use.					
8	Sea Street	New pump (10 hp)	6,000				
9	Ship	Very low flow.					
10	Harbor View	On site generator for critical pump station (5 stations feed into this station).		110,000			
11	Marine Park	New in 2002. Minimal winter season flow.					
12	Goose River	Rework slipping retaining wall (50hp motor on early 90s pumps w softstart).	3,000				
13	Main St Extension	New pump.	3,500				
14	Brook	New pump.				4,000	
15	Mechanic	New pump.	3,500				
16	Beauchamp	New pump.			3,500		
17	Camden St. Flow Metering Station	Replace flow meter and control panel.				5,000	
18	Country Inn	Replace flow meter.					
19	CSD (high School)	New pump					4,000
20	Spruces	New pump.				4,000	
21	Fox Ridge	New pump.			5,600		
22	Misc Controls/Electrical	Unexpected electrical failures such as motors, panels, main disconnects, transfer switches.	3,000	3,200	3,200	3,500	5,000
Total Above Ground Capital Items (Operations Budget-0300)			19,000	116,700	34,300	40,000	12,500
BELOW GROUND CAPITAL ITEMS							
Capital Items							
24	Maine Sport	Replacement of Maine Sport Pump Station					330,000
25	~15 miles gravity sewer	Jet and camera the entire system (Village and Glen Cove).	15,000	30,000	30,000	30,000	
26	~15 miles gravity sewer	Repair/replace areas targeted for improvement following analysis of camera survey		25,000	25,000	25,000	25,000
27	249 Manhole structures	Thorough inspection of each structure and repair as necessary.		10,000	10,000	10,000	10,000
		Contingency	3,000	3,000	3,500	3,500	4,000
Total Below Ground Capital Items (Debt/Capital Maintenance Budget-0400)			18,000	68,000	68,500	68,500	369,000
			37,000	184,700	102,800	108,500	381,500
Carry from Previous Year			0	142,000	137,000	212,000	282,000
Annual Appropriation Operations and Debt/Capital Maintenance			179,000	179,700	177,800	178,500	178,500
Annual Reserve Account Balance Projected			142,000	137,000	212,000	282,000	79,000

TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

Budget Summary from FY 09-10 thru Proposed FY 13-14

Expenditures Less Revenues	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13		FY 13-14		
				Budget	YTD	Manager	Commission	
EXPENDITURES	750,937	800,287	791,501	833,823	636,207	831,417	-0.3%	831,417
REVENUES	(768,709)	(698,913)	(828,460)	(861,226)	(583,044)	(831,417)	-3.5%	(831,417)
Net Budget	\$ (17,772)	\$ 101,374	\$ (36,959)	\$ (27,403)	\$ 53,163	\$ (0)		\$ -

Budget Process

The Wastewater budget is separate from the town's general fund budget, as it operates as an Enterprise Fund. In governmental accounting, an Enterprise Fund provides goods or services to the public for a fee that makes the entity self-supporting.

Rate History		
Month/Year	Usage Rate per 100 cubic feet	Debt Fee
October, 2003	\$4.50	\$48.00
October, 2004	\$5.50 22.22%	\$48.00 0.00%
October, 2005	\$6.00 9.09%	\$48.00 0.00%
October, 2006	\$6.60 10.00%	\$48.00 0.00%
January, 2008	\$8.38 26.97%	\$51.00 6.25%
July, 2008	\$8.27 -1.31%	\$47.00 -7.84%
July, 2009	\$8.80 6.41%	\$45.00 -4.26%
July, 2010	\$9.38 6.59%	\$46.00 2.22%
July, 2011	\$9.38 0.00%	\$45.00 -2.17%
July, 2012	\$9.15 -2.45%	\$41.00 -8.89%
July, 2013	\$9.15 0.00%	\$41.00 0.00%

Rates are proposed based on expenditures and revenues.

TOWN OF ROCKPORT, Maine

Wastewater User Calculations FY 13-14

DEBT and Capital Maintenance		
Bonds	Interest	Total
Bond Anticipation Interest	20,000	20,000
Other Principal & Interest		
Camden Treatment Plant and Pump Station Rockport's Share	13,916	13,916
Reserve for Capital Maintenance		
Below Ground Upgrades	18,000	18,000
Reserve	142,000	142,000
TOTAL Debt and Capital Maintenance		
	193,916	193,916

USAGE		
	Cubic Feet Estimate	Rate Proposed
Quarterly	3,979,800	
Monthly	2,113,400	
Total Annual Estimate	6,093,200	\$9.20
		\$ 560,574

DEBT and Capital Maintenance CALCULATION		
Number of Equivalent Users	1,177	Annual
Fee for each User (Annual)	\$165	Calculation
Fee for each User (Quarter)	\$41	\$193,916

USAGE CALCULATION		
Appropriation	831,417	
Debt/Capital Maintenance	(193,916)	637,501
Entrance Fees	(1,000)	
Interest (Checking)	(1,400)	
Interest (Investment)	(3,500)	
Late Fees	(3,000)	
Surcharges	0	
Samoset Fees	(89,225)	(98,125)
		539,376
Usage Adjustment	20,000	20,000
Total to be Raised	559,376	559,376

Proposed Debt/Capital Maintenance Rate Change		
July 2010-June 2011	\$46	
July 2011-June 2012	\$45	-2.17%
July 2012-June 2013	\$41	-8.89%
July 2013-June 2014	\$41	0.00%

Example for Cost of Usage and Debt/Capital Maintenance for One Quarter:					
Rockport Public Library					
Usage in Cubic Feet	Usage for one Quarter			Debt/Capital Maintenance (1 Equivalent User)	Total Usage and Debt/Capital Maintenance estimated each Quarter.
	7	x rate =			
July 10-June 11	\$9.38	x rate =	\$65.66	\$46	\$111.66
July 11-June 12	\$9.38	x rate =	\$65.66	\$45	\$110.66 -0.90%
July 12-June 13	\$9.15	x rate =	\$64.05	\$41	\$105.05 -5.07%
July 13-June 14	\$9.20	x rate =	\$64.40	\$41	\$105.40 0.33%

TOWN OF ROCKPORT, Maine

Wastewater Budget

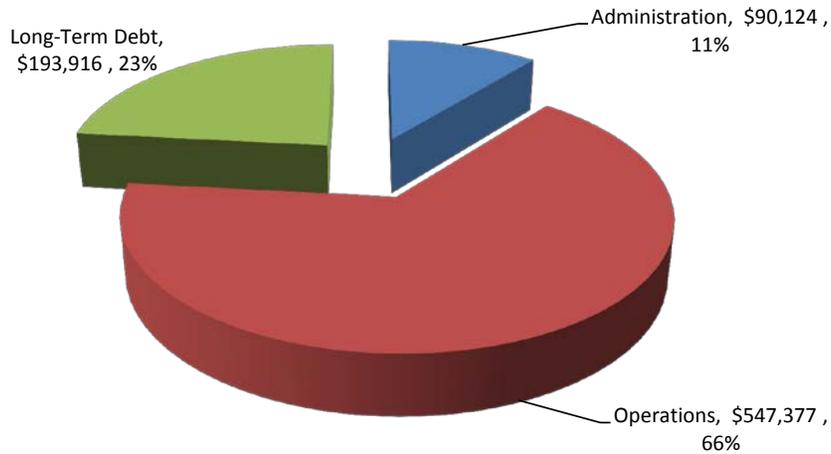
FY 13-14

EXPENDITURES SUMMARY

		FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14	
		Actual	Actual	Actual	Budget	YTD	Manager	Commission
ADMINISTRATION						04/30/13		
0200	Administration	39,081	38,087	47,068	73,609	36,647	90,124	22.4%
	Administration	39,081	38,087	47,068	73,609	36,647	90,124	22.4%
OPERATIONS								
0300	Operations	503,526	549,466	528,671	571,052	410,691	547,377	-4.1%
	Operations	503,526	549,466	528,671	571,052	410,691	547,377	-4.1%
DEBT								
0400	Debt/Capital Maintenance	208,331	212,734	215,762	189,162	188,869	193,916	2.5%
	Debt/Capital Maintenance	208,331	212,734	215,762	189,162	188,869	193,916	2.5%
Gross Town Expenditures		\$ 750,937	\$ 800,287	\$ 791,501	\$ 833,823	636,207	831,417	-0.3%

76.30%

Expenses



TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

EXPENDITURES SUMMARY

Manager's Proposal

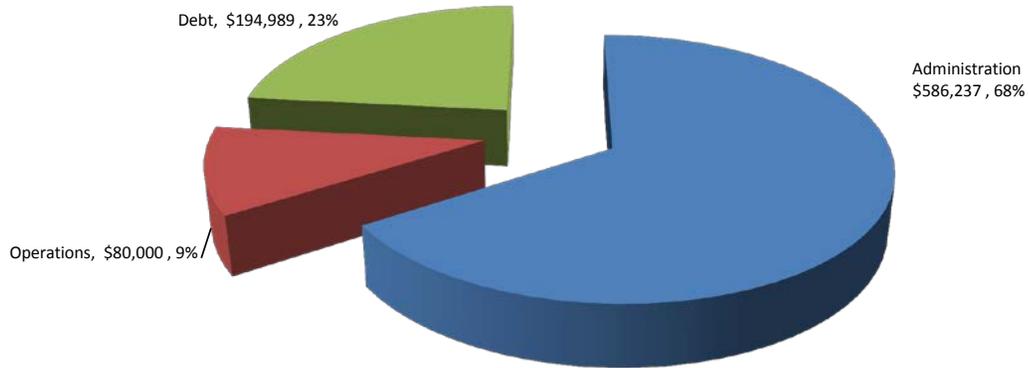
Department	Personnel Services	Employees Benefits	Purchased and Contractual Services	Other Contractual Services	Supplies	Debt	Capital Items	TOTAL
General Government								
0200 Administration	27,882	17,121	18,725	23,396	1,800		1,200	90,124
Total General Government	\$ 27,882	\$ 17,121	\$ 18,725	\$ 23,396	\$ 1,800	\$ -	\$ 1,200	\$ 90,124
Operations								
0300 Operations			498,377		30,000		19,000	547,377
Total Operations	\$ -	\$ -	\$ 498,377	\$ -	\$ 30,000	\$ -	\$ 19,000	\$ 547,377
Debt								
0400 Debt/Cap. Maint.						193,916		193,916
Total Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,916	\$ -	\$ 193,916
TOTALS	\$ 27,882	\$ 17,121	\$ 517,102	\$ 23,396	\$ 31,800	\$ 193,916	\$ 20,200	\$ 831,417

TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

REVENUES SUMMARY

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Budget YTD		FY 13-14 Manager Commission	
GENERAL GOVERNMENT					4/30/2013		
0200 Administration	480,931	449,212	523,576	586,237	372,769	548,276	-6.5% 548,276 -6.5%
General Government	\$ 480,931	\$ 449,212	\$ 523,576	\$ 586,237	\$ 372,769	\$ 548,276	-6.5% \$ 548,276 -6.5%
Operations							
0300 Operations	74,342	75,516	92,676	80,000	63,699	89,225	11.5% 89,225 11.5%
Operations	\$ 74,342	\$ 75,516	\$ 92,676	\$ 80,000	\$ 63,699	\$ 89,225	11.5% \$ 89,225 11.5%
Debt							
0400 Debt/Capital Maintenance	213,436	174,185	212,208	194,989	146,577	193,916	-0.6% 193,916 -0.6%
Debt/Capital Maintenance	\$ 213,436	\$ 174,185	\$ 212,208	\$ 194,989	\$ 146,577	\$ 193,916	-0.6% \$ 193,916 -0.6%
GROSS REVENUES	\$ 768,709	\$ 698,913	\$ 828,460	\$ 861,226	\$ 583,044	\$ 831,417	-3.5% \$ 831,417 -3.5%

Revenues



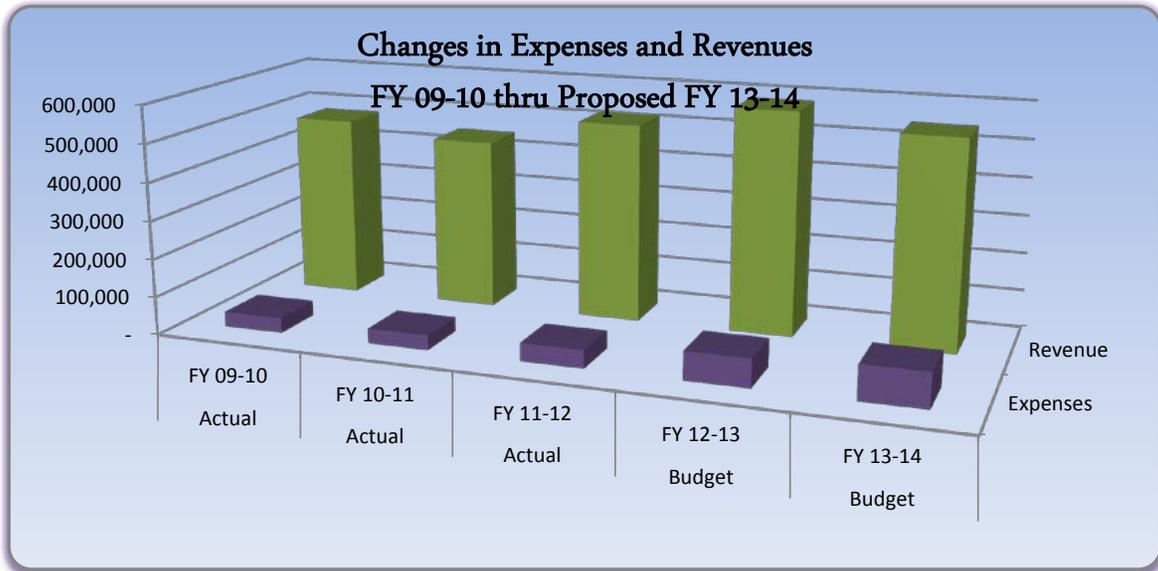
TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

General Government
Administration - Dept. 0200

Purpose:

The Administration budget provides funding for management, financial reporting and tracking, and staff required to provide support to wastewater operations.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14			
	Actual	Actual	Actual	Budget	YTD	Manager	Commission		
EXPENDITURES						4/30/2013			
2000 Personnel Services	19,454	17,912	21,940	26,768	19,795	27,882	4.2%	27,882	4.2%
2500 Employee Benefits	6,255	5,873	6,894	10,996	6,186	17,121	55.7%	17,121	55.7%
3000 Purchased and Contractual Services	3,279	3,763	6,685	6,700	2,366	18,725	179.5%	18,725	179.5%
4000 Contractual Services	9,046	9,706	10,334	22,765	7,758	23,396	2.8%	23,396	2.8%
5000 Supplies	1,047	834	1,216	2,000	275	1,800	-10.0%	1,800	-10.0%
7000 Capital Outlay	-	-	-	4,380	267	1,200	-72.6%	1,200	-72.6%
TOTAL -Administration Expenses	\$ 39,081	\$ 38,087	\$ 47,068	\$ 73,609	\$ 36,647	\$ 90,124	22.4%	\$ 90,124	22.4%
TOTAL -Revenues	\$ 480,931	\$ 449,212	\$ 523,576	\$ 586,237	\$ 372,769	\$ 548,276	-6.5%	\$ 548,276	-6.5%
NET Administration Budget	\$ (441,850)	\$ (411,125)	\$ (476,508)	\$ (512,628)	\$ (336,122)	\$ (458,152)		\$ (458,152)	-10.6%
		-6.95%	15.90%	7.6%	65.57%	-10.6%		-10.6%	



TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

General Government
Administration - Dept. 0200

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14			
	Actual	Actual	Actual	Budget	YTD	Manager	Commission		
EXPENDITURES									
Personnel Services 4/30/2013									
2105 Commissioners' Stipends (5%)	-	-	275	275		275	0.0%	275	0.0%
2110 Manager's Salary (5%, 10%)	4,385	4,001	4,481	4,635	3,308	7,500	61.8%	7,500	61.8%
2115 Finance Director's Salary (15%/18%, 23%)	7,173	6,762	7,484	9,290	5,801	12,650	36.2%	12,650	36.2%
2116 Public Works Director & Asst Drcctr's Salary (10%)	5,619	5,203	7,084	10,639	7,944	5,486	-48.4%	5,486	-48.4%
2125 Code Enforcement Officer (5%)	1,991	1,685	2,448	1,929	2,742	1,971	2.2%	1,971	2.2%
2205 Clerical Assistant (5%-0%-2012)	286	261	168	-					
	\$ 19,454	\$ 17,912	\$ 21,940	\$ 26,768	\$ 19,795	\$ 27,882	4.2%	\$ 27,882	4.2%
Employee Benefits									
2505 Unemployment Compensation	265	244	295	300	269	80	-73.3%	80	-73.3%
2510 Workers Compensation insurance	475	438	515	500	454	1,145	129.0%	1,145	129.0%
2520 Income Protection	236	200	291	400	158	386	-3.5%	386	-3.5%
2530 Deferred compensation	804	744	815	950	809	1,737	82.8%	1,737	82.8%
2540 Health Insurance	2,986	2,878	3,321	6,846	2,982	10,821	58.1%	10,821	58.1%
2550 FICA and Medicare Taxes	1,488	1,370	1,657	2,000	1,514	2,952	47.6%	2,952	47.6%
2555 Other Employee Benefits	-	-	-						
	\$ 6,255	\$ 5,873	\$ 6,894	\$ 10,996	\$ 6,186	\$ 17,121	55.7%	\$ 17,121	55.7%
Purchased and Contractual Services									
3005 Accounting and Auditing Services	1,406	1,442	2,883	1,600	789	1,640	2.5%	1,640	2.5%
3040 Legal Fees	-	1,815	1,786	1,500	-	6,000	300.0%	6,000	300.0%
3060 Consulting Fees (also Negotiations...)	60	-	-	800	885	7,000	775.0%	7,000	775.0%
3720 Insurance-Bldgs/Liability/Vehicles	1,566	-	1,600	1,700	-	1,785	5.0%	1,785	5.0%
3805 Advertising	-	-	-	300	-	1,500	400.0%	1,500	400.0%
3825 Liens and Discharges	247	368	416	500	390	500	0.0%	500	0.0%
3910 Miscellaneous Expenses	-	138	-	300	302	300	0.0%	300	0.0%
	\$ 3,279	\$ 3,763	\$ 6,685	\$ 6,700	\$ 2,366	\$ 18,725	179.5%	\$ 18,725	179.5%
Other Contractual Services									
4126 Fire Ext Inspection	-	141	36	150	-	150		150	
4325 Maine Water Co. Billing Charges	9,046	9,566	10,298	12,615	7,758	13,246	5.0%	13,246	5.0%
4450 Contingency	-	-	-	10,000	-	10,000		10,000	
	\$ 9,046	\$ 9,706	\$ 10,334	\$ 22,765	\$ 7,758	\$ 23,396	2.8%	\$ 23,396	2.8%
Supplies									
5405 Computer Supplies	-	-	-	500	109	500		500	
5420 Office Supplies	737	376	500	500	-	500	0.0%	500	0.0%
5425 Postage	309	457	716	1,000	166	800	-20.0%	800	-20.0%
	\$ 1,047	\$ 834	\$ 1,216	\$ 2,000	\$ 275	\$ 1,800	-10.0%	\$ 1,800	-10.0%
Capital Items									
7315 Computer Equipment-Finance (18% share)				270	267				
7316 Accounting Software (18% share)				2,055					
7335 Equipment-File Cabinet				2,055		1,200	-41.6%	1,200	-41.6%
	\$ -	\$ -	\$ -	\$ 4,380	\$ 267	\$ 1,200		\$ 1,200	
TOTAL -Administration Expenses	\$ 39,081	\$ 38,087	\$ 47,068	\$ 73,609	\$ 36,647	\$ 90,124	22.4%	\$ 90,124	22.4%
	11.8%	-2.54%	23.58%	56.4%	49.8%	22.4%		22.4%	

TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

Administration - Dept. 0200

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14			
	Actual	Actual	Actual	Budget	YTD	Manager	Commission		
REVENUES									
R5015 Entrance Fees	-	2,500	1,000	1,000	2,500	1,000	0.0%	1,000	0.0%
R5020 Billing Variance (Usage)	468,408	439,823	499,647	580,137	362,570	539,376	-7.0%	539,376	-7.0%
R5030 Interest Earned	5,448	2,060	2,738	1,500	1,175	1,400	-6.7%	1,400	-6.7%
R5031 Interest Earned (CD)	1,088	-	770	600	414	-			
R5035 Interest Earned-Surplus			3,115			-			
R5036 Interest Earned-Investment			13,234		3,215	3,500		3,500	
R5040 Late Fees	4,487	4,494	3,071	3,000	2,896	3,000	0.0%	3,000	0.0%
R5050 Surcharges		-							
R5065 Miscellaneous	1,500	335		-					
TOTAL -Revenues	\$ 480,931	\$ 449,212	\$ 523,576	\$ 586,237	\$ 372,769	\$ 548,276	-6.5%	\$ 548,276	-6.5%
NET Administration Budget	\$ (441,850)	\$ (411,125)	\$ (476,508)	\$ (512,628)	\$ (336,122)	\$ (458,152)	-10.6%	\$ (458,152)	-10.6%
		-6.95%	15.90%	7.6%	65.57%	-10.6%		-10.6%	

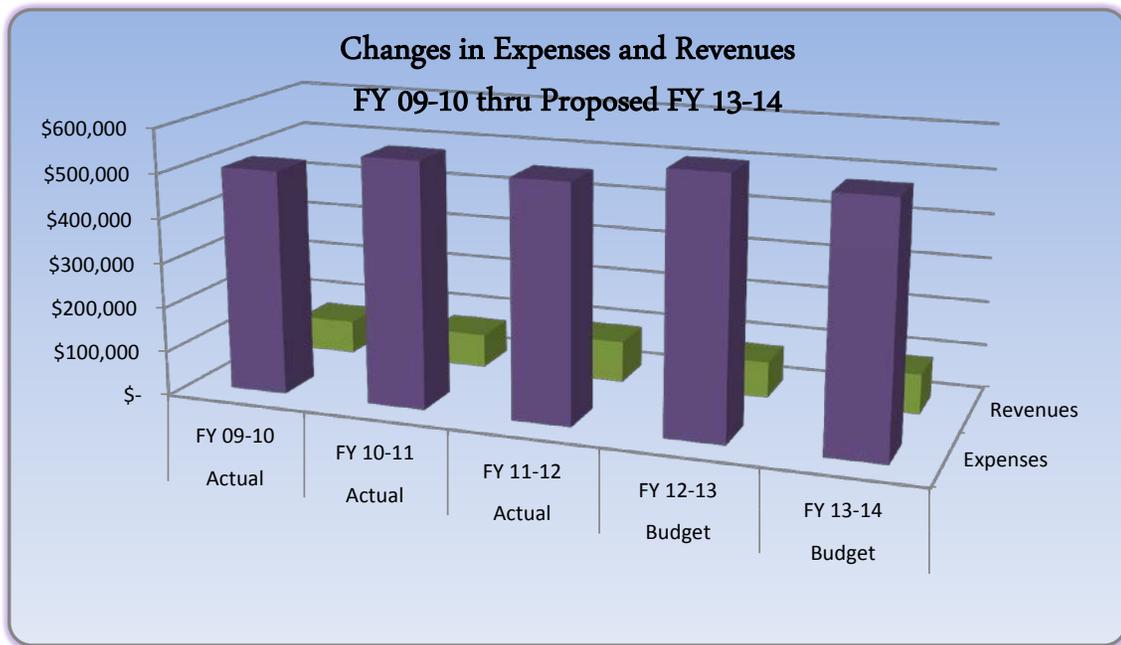
TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

General Government
Operations- Dept. 0300

Purpose:

The Operations budget includes funding to contract with Woodward & Curran to operate the town's Wastewater system, and also provides funds to pay both Camden and Rockland for the use of their sewer treatment facilities.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14			
	Actual	Actual	Actual	Budget	YTD	Manager	Commission		
EXPENDITURES									
	4/30/2013								
3000 Purchased and Contractual Services	496,644	513,542	511,871	521,052	384,796	498,377	-4.4%	498,377	-4.4%
5000 Supplies	-	-	-	30,000	23,312	30,000	0.0%	30,000	0.0%
5000 Capital Outlay	6,881	35,924	16,800	20,000	2,583	19,000	-5.0%	19,000	-5.0%
TOTAL -Operations Expenses	\$ 503,526	\$ 549,466	\$ 528,671	\$ 571,052	\$ 410,691	\$ 547,377	-4.1%	\$ 547,377	-4.1%
TOTAL -Revenues	\$ 74,342	\$ 75,516	\$ 92,676	\$ 80,000	\$ 63,699	\$ 89,225	11.5%	\$ 89,225	11.5%
NET Operations Budget	\$ 429,184	\$ 473,951	\$ 435,996	\$ 491,052	\$ 346,992	\$ 458,152	-6.7%	\$ 458,152	-6.7%



TOWN OF ROCKPORT, Maine
Wastewater Budget
FY 13-14

General Government
Operations- Dept. 0300

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14			
	Actual	Actual	Actual	Budget	YTD	Manager	Commission		
EXPENDITURES									
Purchased and Contractual Services 4/30/2013									
3090 Woodard & Curran Contract	172,524	176,694	176,694	173,052	143,377	173,052	0.0%	173,052	0.0%
3091 Camden Treatment	111,397	104,097	104,217	118,000	86,810	125,000	5.9%	125,000	5.9%
3092 Rockland Treatment	130,715	152,447	143,458	150,000	77,684	111,400	-25.7%	111,400	-25.7%
3093 Samoset Treatment	82,008	80,304	87,503	80,000	76,926	88,925	11.2%	88,925	11.2%
	\$ 496,644	\$ 513,542	\$ 511,871	\$ 521,052	\$ 384,796	\$ 498,377	-4.4%	\$ 498,377	-4.4%
Supplies									
5340 W&C Maintenance (cap)				30,000	23,312	30,000	0.0%	30,000	0.0%
	\$ -	\$ -	\$ -	\$ 30,000	\$ 23,312	\$ 30,000	0.0%	\$ 30,000	0.0%
Capital Items									
7110 Landscaping	900	-	-	-	-	-		-	
7205 Bldg Improvements (W&C)	358	14,725	2,000	-	2,583	-		-	
7215 Clam Cove Drive Pump Station	1,238	-	-	-	-	-		-	
7355 Capital Items (above ground)	4,385	21,200	14,800	20,000	-	19,000		19,000	
	\$ 6,881	\$ 35,924	\$ 16,800	\$ 20,000	\$ 2,583	\$ 19,000	-5.0%	\$ 19,000	-5.0%
TOTAL -Operations Expenses	\$ 503,526	\$ 549,466	\$ 528,671	\$ 571,052	\$ 410,691	\$ 547,377	-4.1%	\$ 547,377	-4.1%

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14			
	Actual	Actual	Actual	Budget	YTD	Manager	Commission		
REVENUES									
R5060 Samoset Fees	74,342	75,516	87,803	80,000	59,663	89,225	11.5%	89,225	11.5%
R5075 W&C Contract Savings Payback	-	-	4,873	-	4,036	-		-	
TOTAL -Revenues	\$ 74,342	\$ 75,516	\$ 92,676	\$ 80,000	\$ 63,699	\$ 89,225	11.5%	\$ 89,225	11.5%

NET Operations Budget	\$ 429,184	\$ 473,951	\$ 435,996	\$ 491,052	\$ 346,992	\$ 458,152	-6.7%	\$ 458,152	-6.7%
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**Town of Rockport, Maine
Wastewater Budget
FY 13-14**



Bid awarded for period July 2013 through June 2014
Second year of a Three Year Contract

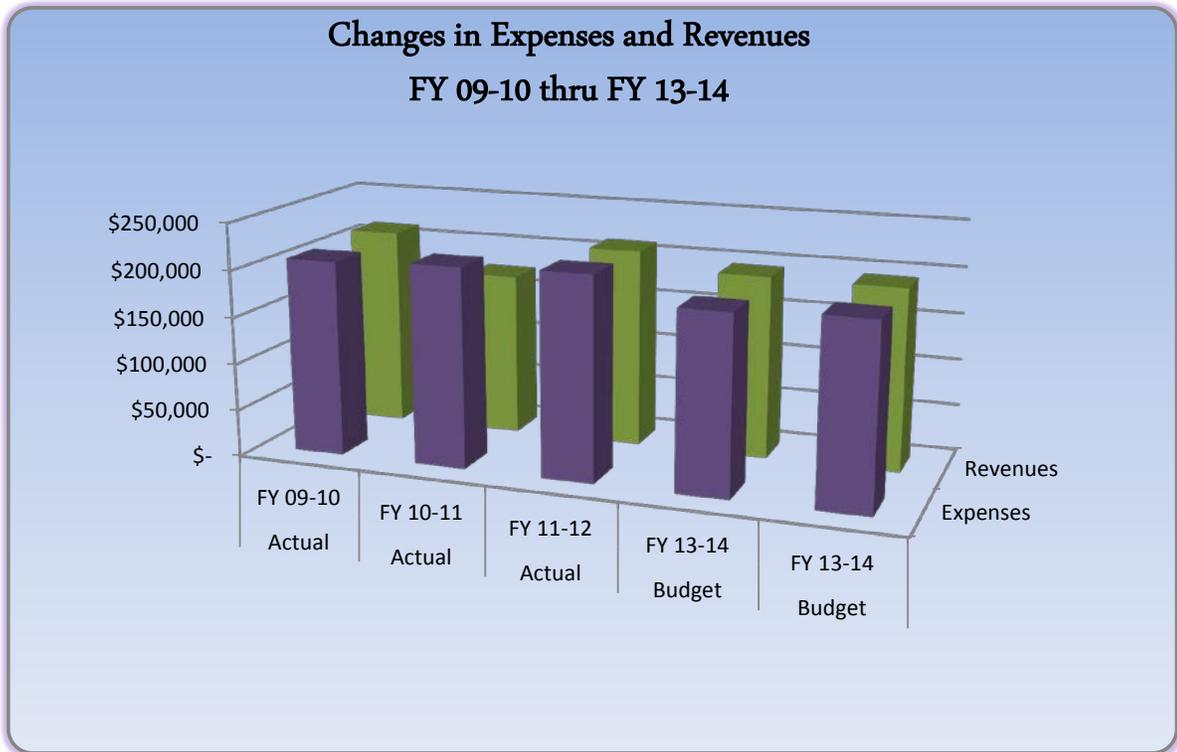
Personnel Services	76,541
Technical & Management Support	8,428
Utilities	38,715
Chemicals	3,759
Equipment	451
Supplies	4,992
Outside Services	40,166
Sub-Total	173,052
Preventive and Corrective Maintenance	
Capital Items	20,000
Maintenance Cap	30,000
Total Cost	223,052

TOWN OF ROCKPORT Wastewater Budget FY 13-14

General Government Debt/Capital Maintenance - Dept 0400

Purpose:
The Debt includes funding for two bonds as well as Rockport's share of Camden's bond to upgrade their sewer treatment system. Maintenance fees collected will be reserved for future repairs/replacement of sewer lines, pumps, etc.

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Budget YTD		FY 13-14 Manager Commission			
4/30/2013									
EXPENDITURES									
3000 Purchased and Contractual Services	-	-	-	-	-	20,000	0.0%	20,000	0.0%
6000 Debt	208,331	212,734	215,762	189,162	188,869	13,916	-92.6%	13,916	-92.6%
7000 Capital Maintenance	-	-	-	-	-	160,000		160,000	
TOTAL -Debt/Capital Maintenance	\$ 208,331	\$ 212,734	\$ 215,762	\$ 189,162	\$ 188,869	\$ 193,916	2.5%	\$ 193,916	2.5%
Revenues	\$ 213,436	\$ 174,185	\$ 212,208	\$ 194,989	\$ 146,577	\$ 193,916	-0.6%	\$ 193,916	-0.6%
NET Debt/Capital Maintenance Budget	\$ (5,105)	\$ 38,548	\$ 3,553	\$ (5,827)	\$ 42,292	\$ -		\$ -	



TOWN OF ROCKPORT
Wastewater Budget
FY 13-14

General Government
Debt/Capital Maintenance- Dept 0400

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14	
	Actual	Actual	Actual	Budget	YTD	Manager	Commission

EXPENDITURES

Purchased and Contractual Services

4/30/2013

3505 Interest on Bond Anticipation						20,000	20,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000

Debt

4/30/2013

6105 Bonds Payable (\$1.7 million)	125,000	135,000	135,000	135,000	135,000	-	-
6106 Bonds Payable (\$.5 million)	35,000	40,000	40,000	40,000	40,000	-	-
6110 Upgrades (Camden)	8,043	8,602	8,604	14,162	13,869	13,916	-1.73%
6205 Interest on Bonds	40,288	29,131	32,157				
TOTAL -Debt	\$ 208,331	\$ 212,734	\$ 215,762	\$ 189,162	\$ 188,869	13,916	-92.64%

Capital Maintenance

7355 Below Ground Capital Maintenance						18,000	18,000
7500 Reserve for Sewer Repair/Upgrade						142,000	142,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 160,000

TOTAL -Debt Expenses

\$ 208,331 \$ 212,734 \$ 215,762 \$ 189,162 \$ 188,869 \$ 193,916 2.5% \$ 193,916 2.5%

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		FY 13-14	
	Actual	Actual	Actual	Budget	YTD	Manager	Commission

REVENUES

R5010 Debt Service Billing	213,436	174,185	212,208	194,989	146,577	193,916	-0.55%
R5100 Bond Interest Refund	-	-	-				
TOTAL -Revenues	\$ 213,436	\$ 174,185	\$ 212,208	\$ 194,989	\$ 146,577	193,916	-0.55%

NET Debt/Capital Maintenance

Budget	\$ (5,105)	\$ 38,548	\$ 3,553	\$ (5,827)	\$ 42,292	\$ 0.00	\$ 0.00
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Town of Rockport

Wastewater OUTSTANDING Long-Term DEBT

FY 13-14

Camden Treatment Plant Upgrade (Rockport's Share: 11.7%)									
Date of Issue	Due Date	Rockport's Share	Rate	Payment Due	Total	FY Total	Beginning Balance Share	Balance Year End	Final Payment Due
10/1/2007	10/01/13	\$ 450.87		\$ 450.87	\$ 450.87				
	04/01/14	\$ 7,592.26	1.330%	\$ 7,592.26	\$ 7,592.26	\$ 8,043.13	\$ 120,566.34		1-Apr-22
0400-6110									
Camden Rawson Avenue Pump Station Upgrade (Rockport's Share: 11.7%)									
Date of Issue	Due Date	Rockport's Share	Rate	Payment Due	Total	FY Total	Beginning Balance Share	Balance Year End	Final Payment Due
1/15/2011	07/15/13	\$ 5,559.94		\$ 5,559.94	\$ 5,559.94				
	01/15/14	\$ 313.24	1.000%	\$ 313.24	\$ 313.24	\$ 5,873.18	\$ 84,737.80		15-Jul-25
0400-6110									
						\$ 13,916.31			

TOWN OF ROCKPORT

GLOSSARY

Town of Rockport, Maine

GLOSSARY

ACCOUNTING SYSTEM:

The total set of records and procedures that are used to record, classify, and report information on the financial status and operations

ACCRUAL BASIS:

The basis of accounting under which transactions are recognized when they occur, regardless of timing of related cash receipts and

ADOPTED BUDGET:

Refers to the budget amounts as originally approved by the Wastewater Commissioners, applicable to a single fiscal year.

APPROPRIATION:

An authorization granted by the Select Board that permits officials to incur obligations against and to make expenditures of town

ASSESSED VALUATION:

The total value of all real and personal property in the Town that is used as a basis for levying taxes. Tax exempt property is excluded

BOND:

A written promise to pay a specified sum of money (called principal or face value) at a specified future date, plus periodic interest paid at a specified percentage of the principal (interest rate) In the budget document these payments are identified as "Long-Term

BUDGET:

The financial plan for the operations of the Town for the year.

CAPITAL BUDGET:

The capital budget includes projects that exceed \$5,000 and may be budgeted, leased, mortgaged, or bonded for a period of three to five years or more. A capital budget is separate from the annual budget, but may be included in the annual budget for informational

CAPITAL ITEMS (Capital Outlay):

A category of account codes that identify major expenditures of public funds beyond maintenance and operating costs. Items may include vehicles, computer equipment, office furniture, and the acquisition or construction of a needed physical facility or improvements to land and/or buildings. Capital items have a value of \$3,000 or more and have a useful economic lifetime of more than one year

CARRY-OVER FUNDS:

Carry-over funds are the result of unspent appropriations in the prior year, new growth, the expansion of the tax base beyond what was projected, and increased revenues over estimated amounts. These funds are brought forward from the preceding fiscal year reserves. Appropriated carry-over funds are known as unreserved fund balance

CASH MANAGEMENT:

Management of cash flows in such a way that interest and penalties paid are minimized and interest earned is maximized. Checks received are deposited in a timely manner, and bills are paid no later than the due date unless discounts can be obtained by paying early. Future cash needs are determined, and cash on hand invested in interest-bearing secure accounts.

COMPARATIVE DATA:

Information from prior fiscal periods provided to enhance the analysis of financial data of the current fiscal period.

COST:

The amount of money or value exchanged for property or services.

Town of Rockport, Maine

GLOSSARY - Continued

DEBT:

An obligation resulting from the borrowing of money.

DEBT SERVICE:

The accounting for payments of principal and interest on long-term debt.

DEFICIT:

- (1) The excess of the liabilities of a fund over its assets.
- (2) The excess of expenditures over revenues during an accounting period.

DEPARTMENTAL BUDGET:

The financial plan for the operations of an individual department within the municipal government for the year.

EFFECTIVENESS:

Term used in connection with the evaluation of internal controls and performance measurement. The degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

ENTERPRISE FUND:

In governmental accounting, an enterprise fund provides goods or services to the public for a fee that makes the entity self-supporting.

ENCUMBRANCE:

A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being dispersed. Funds are often

EXPENDITURE:

Payment in cash for current operating expenses, debt, and capital outlays.

Employee benefit expenditures in the budget are the Town's share of employees' fringe benefits, including FICA, health insurance, life insurance, retirement, deferred compensation, unemployment, disability insurance, workers' compensation.

EXPENSES:

Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges which are presumed to benefit the

FAIR LABOR STANDARDS ACT (FLSA):

The FLSA sets minimum wage, overtime pay, recordkeeping, and youth employment standards for employment subject to its provisions. Non-exempt, covered employees must be paid at least the minimum wage and not less than one and one-half times their

FEES

A general term used for any charges levied by the Town associated with providing a service permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

FISCAL POLICY:

The Town government's policies with respect to taxes, spending and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of

FISCAL YEAR:

In the Town of Rockport, the twelve months beginning July 1 and ending the following June 30.

Town of Rockport, Maine

GLOSSARY - Continued

FUND:

A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE:

The excess of a fund's assets over its liabilities and reserves. The excess balance is often referred to as "surplus". A negative fund

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):

Government accounting and financial reporting is guided by what are referred to as "generally accepted accounting principles" (GAAP) applicable to governmental units. These standards were formulated through the voluntary action of several professional

GENERAL FUND:

Accounts for the general operations of the Town. This fund accounts for all financial transactions and resources not required to be

GOAL:

A long-range desirable development attained by time-phased objectives designed to implement a strategy.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB):

The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA):

An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. The GFOA has played a major role in the development and promotion of GAAP for state and local government since its inception and has sponsored the

GOVERNMENTAL FUNDS:

Funds generally used to account for tax-supported activities. There are five types of governmental funds: the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

GRANT:

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments.

INTERGOVERNMENTAL REVENUES:

Revenue from other governments primarily Federal and State grants, but also payments from other local governments.

INVESTMENT:

Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

LIABILITY:

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date, not including encumbrances.

LINE ITEM:

A specific expenditure category within a departmental budget, i.e. rent, travel, telephone, postage, printing, or office supplies. Defined by an appropriation number.

OTHER CONTRACTUAL SERVICES:

A category of account codes which includes items such as alarm/security monitoring, street lights, public agency funding, government and school assessments, and miscellaneous grants.

Town of Rockport, Maine

GLOSSARY - Continued

PERSONNEL SERVICES:

A category of account codes which identifies various classification of wages, salaries, and overtime expenses.

POSITION:

Placement of position within town government, describing duties and responsibilities to be performed by a person on a full-time, part-time, seasonal, temporary, or stipend basis. For the purpose of the Town's budget, the following definitions are used solely in describing the status and funding of positions:

Full-time Employee: Appointment of a budgeted position to work a standard work week of no less than 40 hours on a continuing and indefinite basis. All benefits apply in conformity with established personnel policy.

Part-time Employee: Appointment of a budgeted position to work less than a standard work week on a continuing basis. Part-time employees are paid only for hours actually worked, and are not eligible for any other benefits except those mandated by federal

Temporary Employee: Appointment to work a standard work week, or less, on a regular basis but for a definite limited period of time, usually not to exceed six (6) months. Temporary employees are paid for hours worked and overtime is paid where applicable, but they receive no other benefits except those mandated by federal and state laws.

Seasonal Employee: Appointment to a temporary position on a seasonal basis. The employee is terminated at the end of the applicable season, and such employees are paid only for hours actually worked, and are not eligible for any other benefits except those mandated by federal and state laws.

On-Call Employee: Appointment to work on an intermittent and as-needed basis. Employees who are on call do not have a regular schedule but work as available and as needed. Such employees are paid only for hours worked or by annual stipend, and are not eligible for any other benefits except those mandated by federal and state laws.

Contracted Individual: Retained under a contract between the Town and the individual. Such individual receives payments as negotiated by contract, and has no claim to benefits, except as specifically negotiated.

PROPOSED BUDGET:

The recommended budget submitted by the Town Administrator to the Wastewater Commissioners.

PURCHASED AND CONTRACTUAL SERVICES:

A category of account codes which reflects services provided by contract (either written or verbal); subcontracts, advertising, printing, mileage reimbursement, training costs, and other services.

REVENUE:

Funds which the government receives as income. It includes such items as fees from specific services, property taxes, grants and interest income.

SALARIES AND WAGES:

FLSA Exempt Employees are paid a salary based on the work week; FLSA Non-Exempt Employees are paid hourly wages, subject to wages and overtime provisions of FLSA.

SUPPLIES:

Supplies includes supplies of all types, which are consumed or deteriorated through use or which lose their identity through fabrication or incorporation into different or more complex units or substances.

TAX INCREMENTAL FINANCING DISTRICT (TIF):

Financing mechanism used to finance certain public improvements throughout a certain area defined within the town. Expenditures from these projects are recouped in future years via an incremental tax levied upon the districts "captured assessed value" at the inception of the TIF agreement.

UNENCUMBERED BALANCE:

The year-end cash balance of a fund less outstanding encumbrances. The unencumbered balance at year-end in a fund together with the estimated revenues for the upcoming year determine the maximum amount available for appropriation in the next year's budget.

UNAPPROPRIATED FUND BALANCE:

Fund balance at the close of a fiscal year that is not included in the annual budget.