



Town of Acton

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Finance Department
Stephen G. Barrett, CPA, Director

May 05, 2006

TO: Don Johnson
FROM: Stephen G. Barrett, CPA (SGB)
SUBJECT: Financial Overview of Recreation Department's Revolving Fund Accounts
REFERENCE: Recreation Revolving Fund G/L Analysis (copy attached)

In response to the request for a financial overview of the Town's Recreation Fund, I think it would be helpful to revisit staff analysis performed in March 2006. At that time, we prepared an analysis which was to be utilized to review FY 07 Recreation Department budgets, and also to consider and plan for the Town's entrance into the concert business. The analysis attempted to unravel the complexities that are involved with the Recreation Revolving fund.

I also want to draw your attention to some of the following unique Recreation Department factors which makes our attached analysis atypical versus what is normally seen when analyzing other Town Departments:

The Recreation Department operates through a self-supporting revolving Fund, which receives no tax subsidy or appropriation.

Town Departments provide services throughout the Town's fiscal year, which runs from July 1 through June 30, whereas Recreation Department financial transactions are not easily categorized to that exact timeframe. In April of each year the Recreation Department begins receiving monies for the Spring/Summer program. Funds are received through June while services are rendered primarily in the months of July and August. In the case of the Recreation Department, analysis performed using traditional fiscal year timeframes ending June 30, doesn't work, because of the timing of receipts and disbursements. An analysis performed using the period 1 April thru 30 March, allows for a better snapshot of their activity.

Attached is a general ledger analysis performed for the March 31, 2005 through March 6, 2006 timeframe. Undesignated fund balance as of March 6, 2006 is \$148,644.44. Please keep in mind that the \$91,547.66 loss in Column S has to be tempered by the fact that, included in these results, is \$88,000 of Extraordinary Expenditures, and an additional \$44,000 of Concert Program Expenditures, as detailed on the attached Analysis sheet. Taking these into account, this business segment appears to have "held it's own" for this period, which included transition in the Department's sole management position.

I've also attached copies of FY 07 Recreation Department budgets, along with the Recreation Department 2006 Spring/Summer program event brochure.

**TOWN OF ACTON
RECREATION REVOLVING FUND
G/L ANALYSIS**

	E	G	I	K (Col. G+I)	M	O	Q (Col. M-O)	S (Col. G-M)	U (Col. E+G-M)	W	X (Col. K-Q)	
	Undesignated Fund Bal. as of 3/31/2005	Fund Revenues for the period 1 Apr. 2005 - 6 Mar. 2006	Transfers In for the period 1 Apr. 2005 - 6 Mar. 2006	"Adjusted" Fund Revenues for the period 1 Apr. 2005 - 6 Mar. 2006	Fund Expenditures for the period 1 Apr. 2005 - 6 Mar. 2006	Transfers Out for the period 1 Apr. 2005 - 6 Mar. 2006	"Adjusted" Fund Expenditures for the period 1 Apr. 2005 - 6 Mar. 2006	Fund P/L	Undesignated Fund Bal. as of 3/6/2006	Open Encumbrances as of 3/6/2006	"Adjusted" Fund P/L	
1 Recreation Programs	3750	74,085.35	71,411.83	RC2 10,882.40	82,294.23	127,714.73	0	127,714.73	(56,302.90)	17,782.45	6,913.51	(45,420.50)
2 Special Events	3751	2,054.90	6,621.19	RC3 5,047.19	11,668.38	8,461.01	0	8,461.01	(1,839.82)	215.08	971.45	3,207.37
3 Beach Programs	3752	45,875.48	76,535.26	RC4 4,933.20	81,468.46	106,667.52	0	106,667.52	(30,132.26)	15,743.22	34,064.95	(25,199.06)
4 Concert Program	3753	(651.16)	40,643.08	RC5 37,878.90	78,521.98	39,591.92	0	39,591.92	1,051.16	400.00	10,400.00	38,930.06
5 Summer Youth Program	3754	111,978.21	157,700.25	0	157,700.25	156,568.52	RC1 53,894.29	102,674.23	1,131.73	113,109.94	377.71	55,026.02
6 Bus Trips	3755	3,258.06	-	0	-	1,503.52	0	1,503.52	(1,503.52)	1,754.54	750.00	(1,503.52)
7 Community Garden	3756	862.91	-	0	-	-	0	-	-	862.91	0	-
8 Acton Day	3757	2,728.35	10,102.55	RC6 7,301.25	17,403.80	14,054.80	0	14,054.80	(3,952.05)	(1,223.70)	105.70	3,349.20
	240,192.10	363,014.16	66,042.94		429,057.10	454,561.82	53,894.29	400,667.53	(91,547.66)	148,644.44	53,583.32	28,389.57
					Δ 12,148.65							

Extraordinary Expenditures:

46,104.13	Sand
27,400.00	Paving
1,188.93	Grills
8,951.00	Picnic Tables
4,937.34	Fireworks

88,581.40 S/T

Detail on Concert
Program Expenditures:

26,500.00	Indian Hill
10,000.00	Pyramid Prod.
36,500.00	
7,500.00	Encumb. for Liv. T.
44,000.00	

Notes:

- Fund Revenues above include some pre-pays for the June to September 2006 time period.
- Fund Balances as of 3/6/2006 do not include encumbrances totaling \$53,583.32.
- Analysis above excludes Gifts.

RC = Re-Class
RC1 53,894.29

27,964.41 Frm Summer Youth Program to Concert, Dec. 2005
10,882.40 Frm Summer Youth Programs to Rec. Prog., Nov. 2005
4,847.69 Frm Rec. Concert Gift to Spec. E., Nov. 2005
199.79 Frm Summer Youth Programs to Spec. E., Nov. 2005
10,000.00 Frm Summer Youth Programs to Concert, Dec. 2005

RC2 From RC1, Nov. 2005
RC3 \$4,847.69 frm RC1, Nov. 2005 + \$199.79 frm RC1, Nov. 2005
RC4
RC5 \$27,878.90 frm RC1, Nov. 2005 + \$10,000 frm RC1, Dec. 2005
RC6 Frm Rec. Concert Gift to Acton Day, Nov. 2005