**MEMORANDUM**

 TO: Cape Elizabeth Town Council

 FROM: Michael McGovern, Town Manager

 DATE: November 22, 2016

 SUBJECT: Status of Community Services Special Fund

The Community Services Special Fund was established many years ago to account for revenues and expenditures of the community services programs. On July 1, 2016 the Community Services program became a municipal department and its finances are part of the municipal budget within the general fund.

The June 30, 2016 year-end financial statements showed that the community services fund had a deficit of $32,485. It is proposed to close the fund by absorbing the $32,485 deficit into the general fund.