



**MEMORANDUM**

**TO:** Mayor and members of the City Council

**FROM:** Mike Peacock,  
City Manager

**DATE:** October 17, 2023

**SUBJECT:** **General Fund Financial Statement**

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Below, I have provided a breakdown of the General Fund Financial Statement included in your packets. These are explanations for many of the adjustments found in the spreadsheets. I am happy to discuss further any of the comments provided below.

**Revenues over 100%**

100-4001 GF Property Tax Penalties – collected \$5,090 more in penalties than budgeted, increased to \$33,278 for FY24.

100-4003 City Sales Taxes – collected \$142,141 more than budgeted, increased by \$150k for FY24.

100-4005 Mixed Beverage Tax - collected \$9,187 more than budgeted, increased to \$20k for FY24.

100-4006 Franchise Taxes – collected \$12,099 more than budgeted.

100-4105 Gas Well Fees – collected \$2,200 more than budgeted, increased to \$50k for FY24.

100-4113 Pet Microchip Fees – collected \$1,314 more than budgeted, increased to \$5k for FY24.

100-4115 Local Truancy & Prevention – collected \$3,287 more than budgeted.

100-4117 Time Payment Reimbursement Fees – collected \$1,151 more than budgeted.

100-4200 Fire Department Donations – collected \$600 more than budgeted.

100-4201 Animal Shelter Donations – collected \$1,642 more than budgeted.

100-4203 General Fund Donations – collected \$2,737 more than budgeted.

100-4401 Fire Department Grants – collected \$2,000 more than budgeted, received \$2k from United Co-op for Operation Round-Up (VFD grant)

100-4402 ESD Grant – collected \$26,000 more than budgeted, budget was \$169k, actual was \$195k, \$195k is budgeted for FY24.

100-4600 Interest Income – collected \$44,621 more than budgeted, budgeted \$40k for FY24.

### **Notes about other Revenues**

100-4407 ARPA Funds – revenues have not been recorded yet/final numbers will be available after the final check run for FY23 (11/2/23)

100-4901 Miscellaneous Revenue – adjustments made prior to year-end to reclassify asset disposals.

100-4902 Proceeds from Disposals – originally recorded as Miscellaneous Revenue but was reclassified as Proceeds from Disposals: \$25,000 sale of Bobcat at auction and \$22,980, and for the sale of 2016 Ford truck to Enterprise.

### **Expenses over 100%**

100-01-5711 CS Street Lights – higher energy costs, increased FY24 budget to \$57,000

100-01-5801 CS Christmas Tree & Décor – new Christmas decorations for city hall and materials to properly store, decreased to \$5,000 for FY24.

100-01-5903 CS Clean-up & Recycling – overtime for PW/PK employees, increased to \$17,500 for FY24.

100-02-5160 ND Dues & Subscriptions – Adobe/Zoom software/Amazon Prime membership, some will be moved to other departments in FY24.

100-02-5401 ND IT Services – server implementation/licensing

100-02-5402 ND Legal Services – correspondence with attorneys regarding various issues

100-02-5840 ND 380 Agreements – Joshua Grove/Retail Connection/Orrco.

100-02-5865 ND TIF1 Expenses – payment to Joshua Bobos \$91,758, \$100k is budgeted for FY24.

100-02-5941 ND Property Insurance – additional automobile coverage

100-02-5943 ND Technology Replacements – security cameras/wifi/connectivity (using ARPA funds – revenues not recorded yet)

100-02-5946 ND Records Management – Laserfiche software and activation, this line is in the Mayor/Council/City Secretary for FY24

100-02-5979 Transfer to Capital – journal entry made by Finance Director in June for FY21 bond transfer correction, journal entry made in March to clear out negative fund balance (suggested by auditor)

100-03-5120 M/C Payroll Taxes – unbudgeted salary increases in November 2022 resulted in more payroll taxes (City Secretary).

100-03-5160 M/C Dues/Memberships – Adobe/Remarkable/NTMCA monthly meetings/Docusign/Sam’s/CivicPlus, increase to \$1,200 for FY24.

100-03-5220 M/C Office Supplies – record books \$355

100-03-5410 M/C Software Maintenance – Municode/Survey Monkey/Grammarly

100-03-5909 M/C Miscellaneous – mayor lunches, increased to \$1,000 for FY24.

100-03-5931 M/C Publishing/Filing Fees – legal/election notices/filing fees, increased to \$12k for FY24.

100-04-5111 AD Overtime – HR Manager overtime

100-04-5117 AD Longevity – added Administrative Assistant at mid-year (Bradsher) and (difference between Fundview calculation and budgeted amounts)

100-04-5150 AD Training & Travel – TML conference/Fred Pryor seminars/chamber luncheon

100-04-5160 AD Dues/Memberships – Adobe/TML/SHRM/Cleburne Times Review

100-04-5221 AD Printing – envelopes/checks for new bank accounts

100-04-5222 AD Postage – big mailout in April

100-04-5330 AD Bldg R&M – irrigation repair

100-04-5350 AD Office Equipment R&M – postage machine/printers/copiers

100-04-5750 AD Mobile Technology – unbudgeted equipment purchases (IT)

100-04-5909 AD Miscellaneous – lunch meetings/bank fees/gift cards

100-05-5117 PD Longevity -\$108 over budget (difference between Fundview calculation and budgeted amounts)

100-05-5217 PD Criminal Investigation - searches, narcotics testing

100-05-5222 PD Postage - shipping costs

100-05-5310.01 PD Fuel, Oil, Service - high gas prices

100-05-5403 PD Code Enforcement Software - Fundview increased price

100-05-5404 PD Contract Services - dispatch fees, Superion, software agreements

100-06-5111 PW Overtime - short staffed

100-06-5120 PW Payroll Taxes - due to overtime and city cleanups

100-06-5140 PW TMRS - due to overtime and city cleanups

100-06-5261 PW Equipment Rental - sweeper rentals

100-06-5310.01 PW Fuel, Oil, Service - high gas prices

100-06-5320 PW Equipment R&M - loader repair, chipper repair, A/C in Sterling

100-06-5331 PW Sign R&M - signs for downtown

100-07-5110 MC Salaries - vacation sellback

100-07-5111 MC Overtime - covering the front when Angela was out.

100-07-5120 MC Payroll Taxes - vacation sellback and overtime

100-07-5140 MC TMRS - vacation sellback and overtime

100-07-5220 MC Office Supplies - computer speakers and microphone required for Laserfiche training.

100-07-5221 MC Printing - ordered court shucks 3 times this year (more citations being issued)

100-08-5111 DS Overtime - staff worked at the Joshua United event.

100-08-5120 DS Payroll Taxes - due to overtime at the Joshua United event

100-08-5160 DS Dues/Memberships - adobe, Zoom

100-08-5402 DS IT Services - budget was not increased for FY23, corrected for FY24

100-08-5403 DS Permits Software - General Code software was not budgeted

100-08-5404 DS Contract Services - SGR consultant

100-08-5605 DS Lease Payments - vehicle buyout

100-09-5111 AS Overtime - short staffed

100-09-5117 AS Longevity - \$12 over budget (difference between Fundview calculation and budgeted amounts)

100-09-5213 AS Uniforms - badge/carrier/shirts/embroidery

100-09-5220 AS Office Supplies - printer/cartridges, general office supplies

100-09-5222 AS Postage - shipping

100-09-5283 AS Staff Immunizations - rabies for Heather and Allison

100-09-5330.01 AS Animal Food - milk, formula, food

100-09-5605 AS Lease Payments - new truck

100-09-5750 AS Mobile Technology - purchased equipment from Verizon.

100-10-5111 FD Overtime - lots of overtime due to staff shortage and mandatory training

100-10-5120 FD Payroll Taxes - due to overtime

100-10-5181 FD Staff Immunizations - Huguley physicals

100-10-5220 FD Office Supplies - Sam's/Amazon

100-10-5262 FD Equipment - equipment for new tanker

100-10-5310.01 FD Fuel, Oil, Service - high gas prices

100-10-5310 FD Vehicle R&M - fire engine repairs

100-10-5330 FD Bldg R&M - cleaning, landscaping

100-10-5402 FD IT Services - Wi-Fi upgrade

100-10-5601 FD Capital Outlay <\$5,000 - radio equipment/vehicle wraps - Expeditions

100-10-5605 FD Lease Payments - Expeditions

100-10-5710 FD Utilities - rising energy costs

100-10-5909 FD Miscellaneous - meals

100-11-5111 PK Overtime - short staffed

100-11-5117 PK Longevity - \$24.00 over budget (difference between Fundview calculation and budgeted amounts)

100-11-5270 PK Park Supplies & Materials - lawn equipment/mulch/stain for pavilion/splash pad repair/basketball goal /flags

100-11-5275 PK Field Supplies & Materials - infield mix/signs/ant and weed killer.

100-11-5310.01 PK Fuel, Oil, Service - high gas prices

100-11-5320 PK Equipment R&M - mower repairs and parts/actuator for infield machine

100-11-5330 PK Building R&M - security lights at ball fields.

100-11-5335 PK Dept Bldg R&M - overhead door trolley/remotes, A/C repair

100-11-5715 PK Utilities - water bill for splash pad