

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: City Treasurer's Report

Committee Review: N/A

Meeting Date: Budget Committee & Common Council – October 6, 2026

Presented by: Misty Molzof, Treasurer

Recommended Action Items:

1. **Budget Committee Action:** Approve Treasurer's Report
2. **Common Council Action:** Approve Payment of Bills in the amount of \$379,630.68.
3. **Common Council Action:** Approve Accounts Receivable/Delinquent Personal Property Tax Write-offs in the amount of \$44,499.05 (see 2c & 2d below).

1. Financial Reports (August 31, 2026):

a. Cash Balances Report

Activity	Amount
Beginning balance	\$10,422,662.22
Receipts including interest	\$1,406,669.56
Disbursements	(\$1,111,405.87)
Ending balance	\$10,717,925.91
Increase during August	\$295,263.69
Interest included in receipts	\$31,442.84

- i. The cash report shows money held in the bank and investment accounts listed in the attachment. The ending balance includes accounts designated for projects, landfill care, housing programs, the Library, and other specific purposes. The full \$10.72 million should therefore not be treated as available for general operating expenses.
- ii. The cash report measures money received and paid during August. The balance sheet also includes amounts owed to and by the City. The budget summary measures recorded activity from January through August against the annual budget. Each report answers a different financial question.

b. Balance Sheet

2. Balance sheet item	Amount
Total assets	\$10,431,922.06
Less total liabilities	(\$338,552.39)
Total fund equity	\$10,093,369.67

- i. The General Fund equity section shows a fund balance of \$10,241,613.57 and a year-to-date revenue shortfall of \$148,243.90, producing current fund equity of \$10,093,369.67. The repeated "Balance — Current Date" line displays the same year-to-date result; it should not be subtracted a second time.
- ii. A year-to-date shortfall means recorded expenditures have exceeded recorded revenues through the reporting date. It does not, by itself, establish the year-end result because receipts and expenditures occur at different times during the year. For example, a large portion of our state aid comes in September and October.

Other reported funds

Fund	Total assets	Liabilities	Fund equity
Greater Richland Tourism	\$1,653.92	\$0.00	\$1,653.92

Fund	Total assets	Liabilities	Fund equity
Library Fund	\$434,529.48	\$3,588.42	\$430,941.06
Fund 30	\$180,533.51	\$10,000.00	\$170,533.51
Economic Development	\$445,822.94	\$0.00	\$445,822.94

- iii. These are the balances reported for each fund, not interchangeable spending accounts. This fund-level report does not present a complete inventory of City buildings, infrastructure, or long-term debt. The loan schedule on the cash report uses several different dates and should not be read as a reconciled August 31 debt total.

c. Revenue/Expense – Summary by Department

Understanding revenues and expenditures

The budget-versus-actual summary compares the 2026 annual budget with revenues and expenditures recorded from January 1 through August 31. Its 2025 columns show the full prior year through December 31, so the two actual columns cover different lengths of time.

Budget is the annual amount planned. Actual YTD is the amount recorded so far this year. Budget Less Actual is the difference between those amounts. For expenditures, a positive difference generally indicates budget remaining and a negative difference indicates spending above that budget. For revenues, a positive difference indicates revenue still needed to meet the budget; a negative difference indicates receipts above the budget.

The percentage column shows actual activity divided by the annual budget. Eight months represent 66.67% of the year, but that is only a rough reference. Tax settlements, state aid, grants, annual payments, and seasonal programs do not occur evenly each month. A percentage above or below 66.67% requires context before concluding that a department is over budget or that savings are available.

Reported activity through August 31

Summary item	2026 annual budget	2026 actual YTD
Revenues	\$11,042,743.50	\$4,608,242.62
Expenditures	\$10,930,151.00	\$4,586,514.87
Library transfer out	\$312,428.00	\$312,428.00
Net after Library transfer	(\$199,835.50)	(\$290,700.25)

Using the reported totals, revenues exceeded expenditures by \$21,727.75 before the Library transfer. After the \$312,428.00 transfer, the summary shows a net shortfall of \$290,700.25 this figure is different than on the balance sheet, due to some intermixing of funds on the Revenue & Expense Statement that are consider inter-fund transfers.

Items that warrant attention

1. Buildings and Grounds expenditures total \$167,223.45 against a \$115,410.00 annual budget, or \$51,813.45 above budget.
 - a. Allocations are done differently in 2026 than in past years, and now that are fully staffed again, we will be working on some internal account reconciliation and moving expenditures or preparing a budget amendment for your review and approval. This will occur during budget meetings with the department heads, and will likely conclude once the 20274 budget is adopted.
2. Economic Development expenditures total \$165,212.64 against \$129,425.00, or \$35,787.64 above budget. There is some grant revenues and expenditures coming in and going out of this section will causes the variance in budget versus actual.

3. A negative departmental net amount usually means that direct departmental revenue does not cover its expenditures and that other City revenue supports the service. Percentages on net rows can be difficult to interpret, especially when the budget is negative or zero. “#DIV/0!” means the percentage cannot be calculated because the budget denominator is zero or blank; it does not establish a financial loss.

The budget summary and General Fund balance sheet show different year-to-date results. The reconciliation items on the final page identify figures to confirm before finalizing the packet.

3. Update on Delinquent Personal Property Tax Listing - Letters were mailed requesting payment on 9/1/2026, since then:

- a. Paid - **\$6.76** - Red Dragon Martial Arts \$6.76

- b. Continue to pursue collections - **\$803.52**

Business	Amount
Anderson Realty LLC	\$167.82
Center Massage	\$11.59
Frame Corner Gallery	\$5.37
Fun in the Sun Tanning	\$185.47
Iverson Designs	\$68.57
K&K Furniture	\$43.47
Northern Leasing Systems	\$19.11
Oasis	\$211.54
Pinnacle Propane Express	\$26.57
Pitney Bowes Inc	\$23.44
Studio Graphics	\$40.57
Total	\$803.52

- c. Letters Returned via USPS - **\$4,667.78 – Request Council Approve Write off**

Business	Amount
Dairy Queen	\$4,204.70
Hicks Woodworking	\$18.19
Lady Fit	\$72.45
Northern Leasing Systems	\$21.29
Rock Star Nails	\$17.39
Smucker Foodservice Inc	\$113.52
The Hunter Shack	\$17.39
Wertz Floor & Home LLC	\$202.85
Total	\$4,667.78

- d. Request Council Approve Write-off - **\$39,821.27**

Business	Amount
Cinco de Mayo	\$448.14
Computer Recycling Store	\$5.20
DS Services of America	\$82.97
Gordy's Richland Center Foods	\$39,284.96
Total	\$39,821.27

Combined proposed delinquent personal property tax write-offs total \$44,499.05. The basis for the additional write-offs should be included in the final packet.

4. Update on General Fund Accounts Receivables

- a. I am requesting incident documentation from the Fire Department and seeking the information needed to pursue collection through the Wisconsin Tax Refund Intercept Program (TRIP). The accounts awaiting that information total \$8,474.00.

Account	Amount
Lisa Ermilio	\$600.00
Tavarn Rosenberry	\$800.00
Eric Rossing	\$40.00
Courtney Babino	\$485.00
Matthew Briggs	\$600.00
Brittany Munson	\$600.00
Casey Caley	\$1,625.00
Crystal Hernandez	\$260.00
Ronald Dwyer	\$616.00
Ravyn Nimocks	\$600.00
Joann Pepe	\$440.00
Rowin Edward	\$600.00
Cody VonBehren	\$608.00
Monique Walmer	\$600.00

Separately, the Richland County Coroner invoice of \$600.00 was paid to the Fire Department by both the County and the City. A refund from the Fire Department is pending. Including this item, the accounts described in this section total \$9,074.00.

- b. Collection letters for the following accounts, totaling \$4,747.00, were mailed October 1, 2026. Mailing a notice is a collection step and does not indicate that payment has been received.

Name	Date	Amount Due
		\$
Brandon Lee Adams	5/26/2025	600.00
		\$
Julio Cesar Diaz	3/7/2025	600.00
		\$
Destiny Irene Shannon	6/20/2026	600.00
		\$
Eric Sean Freel	9/7/2025	612.00
		\$
Isaah Matthew Foges	2/23/2026	612.00
		\$
Jennifer Linda Sidie	11/3/2024	400.00
		\$
Ralph Edward Smalley	4/29/2024	611.00
		\$
Logan Jay Thomas Hooks	4/6/2026	100.00
		\$
Aiden Xavior-Lee Lemmons	2/28/2026	612.00

- c. Notices of proposed collection through the property tax bill were mailed October 1, 2026, for the following accounts totaling \$26,629.98. The draft describes these as special assessment charges or liens; the final description should match the authorized collection method for each charge.

Tax Parcel ID	Owner Name	Property Address	Amount Charged
---------------	------------	------------------	----------------

276-1669-1010	Daniel Higby	695 N Chestnut Street	\$ 18,879.98
276-2100-6711	Mark Prouty	610 S Sheldon Street	\$ 1,650.00
276-1663-1000	Roger & Joanne Nicholson	472 E 4th Street	\$ 1,650.00
276-1683-1200	Sue Carter	441 W 3rd Street	\$ 1,650.00
276-2158-2100	Jax Richland Holdings, LLC	Joanne Harris, 1400 Veterans Drive, Lot 14	\$ 600.00
276-1674-7000	Tegan Lynn Marie Schlueter	645 N Central Avenue	\$ 2,200.00

d. Cropland Leases:

- i. Troy Clary - \$5,985.00 – making \$200 payments per month
- ii. Chad Johnson \$65,795.00 – Sent information to City Attorney for review and options.

Recommended Action Items:

1. **Budget Committee Action:** Approve Treasurer's Report
2. **Common Council Action:** Approve Payment of Bills in the amount of \$.
3. **Common Council Action:** Approve Accounts Receivable/Delinquent Personal Property Tax Write-offs in the amount of \$44,499.05 (see 2c & 2d below).