



AGENDA MEMORANDUM – JANUARY 10, 2022

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the November 2021 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2020-2021 budget period, month ending November 31, 2021. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and November may include corrections from prior months.

DISCUSSION:

Attached is the budget report for November 2021, which is the second month of Fiscal Year 22. 16.7% of the year has passed. The report reflects the original budget as approved for FY22 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

10-General Fund

As of November 30, 2021, General Fund revenues total \$246,103. General Fund expenditures total \$627,442. Budgeted transfers to other funds totaling \$454,128 have been processed. A transfer in from CCPD for purchase of vehicles is budgeted but has not yet been processed as the purchases have not yet been made.

Revenue (GF)

Total Revenue collected in the General fund is at 6.2% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of November is \$117,097. The majority of property tax revenue is realized in November – January.
- Sales Tax revenue received in November, earned in September, is \$54,949. CCPD received \$13,606 and for Transportation fund the amount is 13,734. These amounts were earned in FY21 and therefore were shown at year end as a receivable and do not show as current revenue.
- Permits and Licenses revenues total \$2,375 for November, \$7,063 year to date. Inspection fees collected year to date are \$5,060.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$7,242 for 3 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for November is \$8,968 for a YTD total of \$15,091.



Expenditures (GF)

Expenditures in the General Fund are 24.66% of budget. Our largest expenditure to date is the debris removal following Hurricane Nicholas. Due to this large expenditure, our budget % is high but will even out as the year progresses.

30-Water, Sewer and Solid Waste Fund

Operating Revenues received through November total \$384,850. Total operating expense through November is \$287,579.

RECOMMENDATION: Council to approve November 2021 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood Operational Budget Report 11/1/2021 - 11/30/2021							
10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							100% of year
Taxes	134,562.54	139,833.15	155,279.28	2,786,463.00	2,786,463.00	2,631,183.72	5.57%
Property taxes, including delinquent & penalties	98,540.65	111,981.11	117,097.15	1,916,463.00	1,916,463.00		6.11%
Franchise Taxes	36,021.84	27,852.04	38,182.13	190,000.00	190,000.00		20.10%
Sales Tax	0.00	0.00	0.00	680,000.00	680,000.00		0.00%
Licenses and permits	8,154.34	2,375.00	7,063.08	96,100.00	96,100.00	89,036.92	7.35%
Intergovernmental revenue	(14,160.00)	0.00	7,000.00	1,000.00	1,000.00	(6,000.00)	Ahead of Budget
Charges for services	0.00	1,100.00	1,640.00	10,000.00	10,000.00	8,360.00	16.40%
Fines and forfeitures	10,317.30	8,967.62	15,091.08	140,000.00	140,000.00	124,908.92	10.78%
Special Revenues	47.35	0.00	(119.00)	1,500.00	1,500.00	1,619.00	-7.93%
Interest	237.52	18.21	39.56	1,200.00	1,200.00	1,160.44	3.30%
Miscellaneous revenue	6,178.00	2,630.00	5,160.53	46,000.00	46,000.00	40,839.47	11.22%
Inspection Fees	5,060.00	2,530.00	5,060.00	30,000.00	30,000.00		
Miscellaneous Income	693.00	0.00	0.53	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	425.00	100.00	100.00	6,000.00	6,000.00		
Total Revenue	145,337.05	154,923.98	191,154.53	3,082,263.00	3,082,263.00	2,891,108.47	6.20%
Expenditures							
General Government							
Administration							
Personnel & Benefits	65,628.53	38,059.55	68,766.44	445,617.00	445,617.00	376,850.56	15.43%
Supplies	2,542.10	942.16	1,616.92	18,700.00	18,700.00	17,083.08	8.65%
Maintenance & Repair	562.50	0.00	580.56	5,000.00	5,000.00	4,419.44	11.61%
Utilities	2,124.31	1,459.02	2,474.44	14,000.00	14,000.00	11,525.56	17.67%
Professional Services	26,471.33	6,277.73	25,456.42	128,300.00	128,300.00	102,843.58	19.84%
Other Services	14,306.45	596.68	9,384.35	62,680.00	62,680.00	53,295.65	14.97%
Capital Equipment	139.34	340.98	681.96	5,100.00	5,100.00	4,418.04	13.37%
Total Administration	111,774.56	47,676.12	108,961.09	679,397.00	679,397.00	570,435.91	16.04%
Judicial							
Personnel & Benefits	10,022.19	5,340.91	9,727.10	70,402.00	70,402.00	60,674.90	13.82%
Supplies	399.36	119.70	252.67	2,300.00	2,300.00	2,047.33	10.99%
Professional Services	7,542.00	282.00	7,962.00	18,350.00	18,350.00	10,388.00	43.39%
Other Services	1,731.72	0.00	75.00	1,000.00	1,000.00	925.00	7.50%
Total Judicial	19,695.27	5,742.61	18,016.77	92,052.00	92,052.00	74,035.23	19.57%
Permitting & Inspections							
Personnel & Benefits	2,305.00	2,580.00	2,580.00	68,100.00	68,100.00	65,520.00	3.79%
Supplies	175.00	0.00	178.10	5,000.00	5,000.00	4,821.90	3.56%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	2,480.00	2,580.00	2,758.10	74,600.00	74,600.00	71,841.90	3.70%
Special Revenue Expenditures							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	133,949.83	55,998.73	129,735.96	847,549.00	847,549.00	717,813.04	15.31%
Public Safety							
Police Department							
Personnel & Benefits	141,871.71	58,328.84	112,280.71	870,078.00	870,078.00	757,797.29	12.90%
Supplies	4,302.68	3,287.09	3,879.02	32,000.00	32,000.00	28,120.98	12.12%
Maintenance & Repair	4,273.38	1,981.46	5,611.03	31,400.00	31,400.00	25,788.97	17.87%
Utilities	2,283.20	720.84	1,478.36	13,000.00	13,000.00	11,521.64	11.37%
Professional Services	4,153.28	1,997.10	25,734.14	146,028.00	146,028.00	120,293.86	17.62%
Other Services	14,661.35	0.00	12,928.93	14,600.00	14,600.00	1,671.07	88.55%
Capital Equipment	2,750.20	2,859.80	3,088.61	4,625.00	4,625.00	1,536.39	66.78%
Total Police Department	174,295.80	69,175.13	165,000.80	1,111,731.00	1,111,731.00	946,730.20	14.84%
Fire Department							
Personnel & Benefits	1,908.38	0.00	7,873.60	31,934.00	31,934.00	24,060.40	24.66%
Supplies	1,042.35	227.57	227.57	16,400.00	16,400.00	16,172.43	1.39%
Maintenance & Repair	162.38	155.00	2,053.00	21,100.00	21,100.00	19,047.00	9.73%
Utilities	492.33	436.40	513.06	5,100.00	5,100.00	4,586.94	10.06%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	26,250.00	26,782.75	26,782.75	110,000.00	110,000.00	83,217.25	24.35%
Other Services	9,346.06	0.00	12,678.28	15,450.00	15,450.00	2,771.72	82.06%
Capital Equipment	32,712.17	0.00	32,722.67	64,712.00	64,712.00	31,989.33	50.57%
Total Fire Department	71,913.67	27,601.72	82,850.93	264,696.00	264,696.00	181,845.07	31.30%
Code Enforcement							
Personnel & Benefits	(254.00)	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	736.00	0.00	0.00	800.00	800.00	800.00	0.00%
Total Code Enforcement	482.00	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00%
Total Public Safety	246,691.47	96,776.85	247,851.73	1,379,227.00	1,379,227.00	1,131,375.27	17.97%
Public Works							
City Maintenance							
Personnel & Benefits	16,500.31	7,814.08	15,932.18	101,555.00	101,555.00	85,622.82	15.69%
Supplies	3,000.07	905.80	1,661.65	17,000.00	17,000.00	15,338.35	9.77%
Maintenance & Repair	5,066.99	5,423.96	6,177.61	43,500.00	43,500.00	37,322.39	14.20%
Utilities	2,403.97	2,457.07	2,488.41	35,900.00	35,900.00	33,411.59	6.93%
Other Services	2,526.67	0.00	2,621.36	6,300.00	6,300.00	3,678.64	41.61%
Capital Equipment	2,125.86	0.00	0.00	60,000.00	60,000.00	60,000.00	0.00%
Total City Maintenance	31,623.87	16,600.91	28,881.21	264,255.00	264,255.00	235,373.79	10.93%
Parks and Recreation							
Supplies	228.81	461.91	582.12	2,800.00	3,200.00	2,617.88	20.79%
Maintenance & Repair	9,804.69	732.38	1,974.86	25,000.00	23,000.00	21,025.14	7.90%
Utilities	151.18	145.24	145.24	2,700.00	2,000.00	1,854.76	5.38%
Other Services	5,502.03	0.00	2,343.78	16,300.00	12,450.00	10,106.22	14.38%
Total Parks and Recreation	15,686.71	1,339.53	5,046.00	46,800.00	40,650.00	35,604.00	10.78%
Emergency/Disaster							
Contract Labor	0.00	75,466.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
Total Emergency/Disaster	0.00	75,466.00	215,926.90	0.00	312,500.00	96,573.10	0.00%
Miscellaneous	0.00	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
Total Expenditures	427,951.88	246,182.02	627,441.80	2,544,831.00	2,851,181.00	2,223,739.20	24.66%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	0.00	0.00	127,500.00	127,500.00	127,500.00	0.00%
Total Sources	0.00	0.00	0.00	127,500.00	127,500.00	127,500.00	0.00%
Uses							
Transfers Out	0.00	454,128.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Uses	0.00	454,128.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Other Financing Sources and Uses	0.00	(454,128.00)	(454,128.00)	(326,628.00)	(326,628.00)	127,500.00	139.04%
Total - 10 GENERAL FUND	(282,614.83)	(545,386.04)	(890,415.27)	210,804.00	(95,546.00)	(794,869.27)	-422.39%

City of Richwood Operational Budget Report 11/1/2021 - 11/30/2021							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							100% of year
Sewer Department	145,418.39	74,309.37	144,875.47	907,100.00	907,100.00	762,224.53	15.97%
Water Department	193,033.43	94,532.31	187,474.97	1,230,000.00	1,230,000.00	1,042,525.03	15.24%
Solid Waste Department	52,526.55	26,191.95	52,499.85	310,000.00	310,000.00	257,500.15	16.94%
Total Operating income	390,978.37	195,033.63	384,850.29	2,447,100.00	2,447,100.00	2,062,249.71	15.73%
Operating expense							
Sewer Department							
Personnel & Benefits	26,151.95	12,658.07	25,920.11	180,056.00	180,056.00	154,135.89	14.40%
Supplies	541.50	411.68	535.05	11,500.00	11,500.00	10,964.95	4.65%
Maintenance & Repair	5,648.81	9,717.89	10,225.39	59,950.00	59,950.00	49,724.61	17.06%
Utilities	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	57,323.05	84,168.75	94,899.15	574,580.00	574,580.00	479,680.85	16.52%
Other Services	4,258.86	0.00	3,936.79	5,100.00	5,100.00	1,163.21	77.19%
Total Sewer Department	93,924.17	106,956.39	135,516.49	856,186.00	856,186.00	720,669.51	15.83%
Water Department							
Personnel & Benefits	23,261.46	12,643.47	25,212.78	205,579.00	205,579.00	180,366.22	12.26%
Supplies	7,976.66	644.93	2,659.55	21,300.00	21,300.00	18,640.45	12.49%
Maintenance & Repair	21,367.43	4,851.83	8,591.47	78,010.00	78,010.00	69,418.53	11.01%
Utilities	5,317.01	4,176.77	5,473.61	84,500.00	84,500.00	79,026.39	6.48%
Professional Services	5,365.03	14,802.40	24,978.73	51,500.00	51,500.00	26,521.27	48.50%
Other Services	61,071.03	29,832.60	62,551.06	343,000.00	343,000.00	280,448.94	18.24%
Capital Equipment	601.54	300.77	601.54	3,610.00	3,610.00	3,008.46	16.66%
Total Water Department	124,960.16	67,252.77	130,068.74	787,499.00	787,499.00	657,430.26	16.52%
Solid Waste Department							
Professional Services	21,885.75	21,993.75	21,993.75	280,000.00	280,000.00	257,898.25	7.85%
Total Solid Waste Department	21,885.75	21,993.75	21,993.75	280,000.00	280,000.00	258,006.25	7.85%
Total Operating expense	240,770.08	196,202.91	287,578.98	1,923,685.00	1,923,685.00	1,636,106.02	14.95%
Total Net Operating Income (Loss)	150,208.29	(1,169.28)	97,271.31	523,415.00	523,415.00	426,143.69	18.58%
Non-Operating Items							
Non-operating income							
Interest income	36.47	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Grants	0.00	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	901.73	14.11	(127.17)	0.00	0.00	127.17	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
Total Non-operating income	80,938.20	14.11	9,872.83	11,000.00	11,000.00	1,127.17	89.75%
Non-operating expense							
Debt Service	0.00	0.00	0.00	336,949.00	336,949.00	336,949.00	0.00%
Transfers Out	56,000.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	56,000.00	0.00	56,000.00	392,949.00	392,949.00	336,949.00	14.25%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	24,938.20	14.11	(46,127.17)	(381,949.00)	(681,949.00)	635,821.83	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	175,146.49	(1,155.17)	51,144.14	141,466.00	(158,534.00)	209,678.14	Ahead of Budget