

AGENDA MEMORANDUM – NOVEMBER 13, 2023

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the September 2023 Budget Report

BACKGROUND INFORMATION:

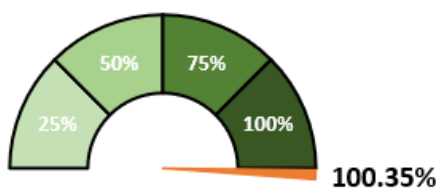
The information provided is for the FY 2022-2023 budget period, month ending September 30, 2023. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

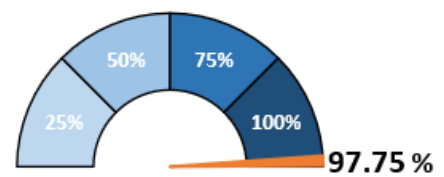
Attached is the budget report for September 2023, which is the twelfth and final month of Fiscal Year 23. 100% of the year has passed. The report reflects the original budget as approved for FY23 as well as the revised budget reflecting all budget amendments approved by council since the original budget 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 September 30, 2023, General Fund revenues total \$3,231,413. General Fund expenditures total \$2,872,314.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is at 100.35% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of September is \$1,973,350, 96.78% of projected property taxes for the year.
- Sales Tax revenue received in September was earned in July. The amount received in the General Fund is \$50,036 for a year-to-date total of \$521,242. The amount shown in the financial report reflects the amount received in October, \$67,678, which was earned in August. The amount earned in

City of Richwood

TEXAS

September will be added before the year is closed, reflecting the amount received in November. August & September amounts earned show as a revenue for the months it was earned and as a receivable at year end. The chart below compares FY23 sales tax revenue with FY22.

MONTH RECEIVED	FY 2022				FY 2023			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	53,567.31	13,391.83	13,217.46	80,176.60	44,369.52	11,092.39	10,760.96	66,222.87
JAN	56,126.12	14,031.53	13,925.95	84,083.60	52,644.29	13,161.07	12,957.41	78,762.77
FEB	57,614.76	14,403.69	14,521.54	86,539.99	55,858.64	13,964.65	13,634.73	83,458.02
MAR	50,637.08	12,659.27	12,646.82	75,943.17	56,308.72	14,077.18	13,767.76	84,153.66
APR	51,434.48	12,858.61	12,824.76	77,117.85	51,255.32	12,813.83	12,475.55	76,544.70
MAY	68,671.54	17,167.89	17,012.76	102,852.19	58,663.20	14,665.80	14,074.45	87,403.45
JUN	65,008.00	16,252.00	19,439.97	100,699.97	47,805.40	11,951.34	11,489.95	71,246.69
JUL	65,972.27	16,493.06	16,490.53	98,955.86	56,403.73	14,100.94	13,673.07	84,177.74
AUG	64,814.44	16,203.61	16,172.78	97,190.83	55,897.00	13,974.00	13,604.00	83,475.00
SEPT	54,061.24	13,515.30	13,440.49	81,017.03	50,036.00	12,509.00	15,295.00	77,840.00
OCT*	76,500.74	19,125.18	18,947.42	114,573.34	67,678.00	16,919.00	16,418.00	101,015.00
NOV*	65,732.13	16,502.16	16,433.03	98,667.32				0.00
YEAR TOTAL	730,140.11	182,604.13	185,073.51	1,097,817.75	596,919.82	149,229.20	148,150.88	894,299.90

*Accrued in month earned to reflect in the proper fiscal year

- Permits and Licenses revenues total \$9,119 this month, year to date total of \$89,523. This is compared to \$82,551 collected at this time last year. Inspection fees collected are \$30,335 while fees paid for inspections are \$33,671 as of the end of September.
- Water Impact fees collected this year total \$14,44, \$2,414 collected this month. No Sewer impact fees have been collected. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Municipal Court revenue for the month of September is \$10,950, year to date totaling \$113,738, above projected revenue by \$3,738. This compares to \$105,892 at this time last year.
- Interest revenue is at \$88,508 year to date, far ahead of budget projections, which were done very conservatively.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$2,872,314, 97.75% of budget. Therefore, as a fund, we are within budget and will not be bringing a budget amendment to council. However, two departments exceeded their budgets within the General Fund due to unforeseen or unavoidable expenditures.

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Administration:

- 10-01-5570 Attorney Fees Budget: 22,000.00 Actual: 39,317.00 Over: 17,317.00
- 10-01-5640 Insurance Budget: 42,000.00 Actual: 64,772.00 Over: 22,772.00

City Maintenance

- 10-02-5230 Gas Budget: 5,500.00 Actual: 8,248.41 Over: 2,748.41
- 10-02-5340 Vehicle M&R Budget: 4,000.00 Actual: 14,781.71 Over: 10,078.71
- 10-02-5365 Other Equip MR Budget: 7,000.00 Actual: 21,037.14 Over: 14,037.14

I list these expenditures to show that there is just cause for those departments to have exceeded the budget. However, ending the year within total budget shows the constraint staff has used in other areas as they realized spending was over budget in these areas.

Transfers (GF)

It was approved by council to use \$50,000 of the amount originally budgeted to transfer from Fund Balance to Transportation for work on a designated streets project to be used in conjunction with remaining Bond funds and Transportation fund balance to complete streets work in OWS. This transfer shows as both a transfer into general fund and a transfer out. The transfer in is shown only for transparency as this comes from Fund Balance of the General Fund. The remaining \$525,000 was not spent on the designated street project. However, an amount was approved by council to use for the purchase of equipment for the Public Works department. The portion of equipment that was purchased is reflected in the Equipment line of the City Maintenance department. The remaining approved equipment has not yet been received and it is assumed that the approval to use fund balance for the purchases will move to Fiscal Year 2024.

The General Fund ended the year well ahead of budget projections with total revenue received above projection and total expenditures at 97.75% of budget.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues received year-to-date through September total \$2,717,064. Operating expenses are \$2,010,116.

Revenue ended the year at \$53,764 above projection. Operating expenditures ended the year \$80,107 below budget. This gives us a Net Operating Income of \$706,947, which is \$133,870 better than the budget.

Non-operating income, which includes grant and interest income sources, ended the year almost \$70,000 ahead of projection

City of Richwood

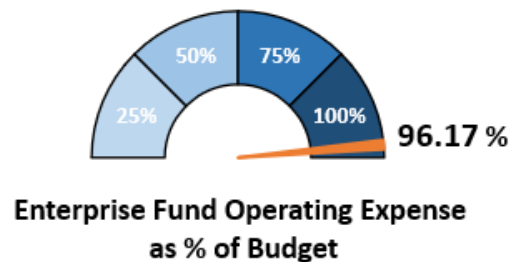
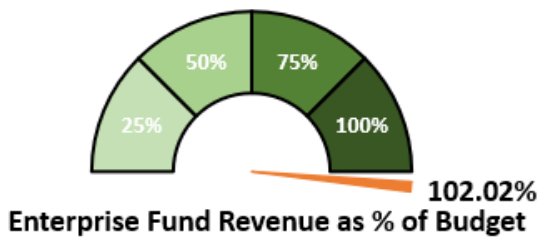
TEXAS

Non-operating expenses are a bit misleading. The report shows that debt service is below budget because the principal amount paid, \$190,000, has been transferred from an expense into the payable. At the time the budget is presented, principal payments are shown as a budget item merely to demonstrate cash needs.

A transfer was made to eliminate a negative fund balance in Fund 31. This shows as a transfer out of the enterprise fund 30 to Fund 31 Utility Fund Contingency. We had been carrying a negative balance for several years and it was requested by the council at the time of the audit report last year to clear that up. I worked with our auditors to make the needed entries.

Depreciation will be calculated during the audit period and is not yet reflected in this report.

The report shows that the Enterprise fund is showing a positive bottom line, \$614,222 better than the budget projection. This will be reduced by depreciation but will remain a positive addition to the net position of the enterprise fund.



RECOMMENDATION: Council to approve September 2023 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood
Operational Budget Report
10/1/2022 -9/30/2023**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							100% of year
Taxes	2,858,672.38	138,844.42	2,767,104.77	2,960,070.00	2,960,070.00	192,965.23	93.48%
Property taxes, including delinquent & penalties	1,920,077.44	256.84	1,973,350.06	2,039,070.00	2,039,070.00		96.78%
Franchise Taxes	208,454.83	20,874.10	196,835.72	196,000.00	196,000.00		100.43%
Sales Tax	730,140.11	117,713.48	596,918.99	725,000.00	725,000.00		82.33%
Licenses and permits	82,550.94	9,118.92	89,523.08	88,250.00	88,250.00	(1,273.08)	Ahead of Budget
Intergovernmental revenue	15,945.97	0.00	90,326.39	1,000.00	1,000.00	(89,326.39)	Ahead of Budget
Charges for services - Municipal Bldg Rental	7,569.88	350.00	8,950.00	7,000.00	7,000.00	(1,950.00)	Ahead of Budget
Municipal Court Revenue	105,891.90	10,949.55	113,738.21	110,000.00	110,000.00	(3,738.21)	Ahead of Budget
Special Revenues	1,000.65	0.00	8,023.73	1,350.00	1,350.00	(6,673.73)	Ahead of Budget
Interest	9,990.57	8,388.08	88,507.70	2,500.00	2,500.00	(86,007.70)	Ahead of Budget
Miscellaneous revenue	50,285.38	3,793.22	65,238.93	50,000.00	50,000.00	(15,238.93)	Ahead of Budget
Inspection Fees	30,360.00	2,530.00	30,335.00	35,000.00	35,000.00		
Miscellaneous Income	16,350.38	1,263.22	30,353.93	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	3,575.00	0.00	3,025.00	5,000.00	5,000.00		
Parks & Recreation - Sports Field Rental	0.00	0.00	1,525.00	0.00	0.00		
Total Revenue	3,131,907.67	171,444.19	3,231,412.81	3,220,170.00	3,220,170.00	(11,242.81)	Ahead of Budget
Expenditures							
General Government Administration							
Personnel & Benefits	455,266.02	45,050.21	475,787.84	471,868.00	471,868.00	(3,919.84)	Over Budget
Supplies	12,218.69	216.95	14,242.11	18,900.00	18,900.00	4,657.89	75.36%
Maintenance & Repair	2,866.88	213.99	4,986.50	4,000.00	4,000.00	(986.50)	Over Budget
Utilities	18,263.01	1,622.53	12,340.02	14,700.00	14,700.00	2,359.98	83.95%
Professional Services	141,024.49	5,857.50	172,305.98	184,300.00	184,300.00	11,994.02	93.49%
Other Services	57,227.70	697.47	90,736.47	71,500.00	71,500.00	(19,236.47)	Over Budget
Capital Equipment	4,091.76	340.98	43,095.87	37,600.00	37,600.00	(5,495.87)	Over Budget
Total Administration	690,958.55	53,999.63	813,494.79	802,868.00	802,868.00	(10,626.79)	Over Budget
Judicial							
Personnel & Benefits	68,578.35	6,553.30	72,024.66	73,735.00	73,735.00	1,710.34	97.68%
Supplies	1,667.55	0.00	0.00	2,300.00	2,300.00	2,300.00	0.00%
Professional Services	19,998.40	0.00	14,607.20	20,350.00	20,350.00	5,742.80	71.78%
Other Services	205.00	75.00	205.00	1,000.00	1,000.00	795.00	20.50%
Total Judicial	90,449.30	6,628.30	86,836.86	97,385.00	97,385.00	10,548.14	89.17%
Permitting & Inspections							
Personnel & Benefits	35,631.50	3,036.36	33,671.36	40,000.00	40,000.00	6,328.64	84.18%
Supplies	1,473.90	387.09	387.09	1,000.00	1,000.00	612.91	38.71%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	37,105.40	3,423.45	34,058.45	42,500.00	42,500.00	8,441.55	80.14%
Special Revenue Expenditures							
Supplies	1,141.50	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	1,141.50	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	819,654.75	64,051.38	934,390.10	944,253.00	944,253.00	9,862.90	98.96%
Public Safety							
Police Department							
Personnel & Benefits	780,419.03	73,685.14	856,572.30	872,524.00	872,524.00	15,951.70	98.17%
Supplies	50,413.27	3,234.92	53,023.47	51,000.00	51,000.00	(2,023.47)	Over Budget
Maintenance & Repair	30,927.73	4,602.53	34,914.53	28,350.00	28,350.00	(6,564.53)	Over Budget
Utilities	17,422.54	1,764.61	19,734.43	14,500.00	14,500.00	(5,234.43)	Over Budget
Professional Services	144,822.82	0.00	164,441.25	159,556.00	159,556.00	(4,885.25)	Over Budget
Other Services	15,732.39	0.00	15,652.16	18,200.00	18,200.00	2,547.84	86.00%
Capital Equipment	4,621.20	1,090.66	3,977.90	10,625.00	10,625.00	6,647.10	37.44%
Total Police Department	1,044,358.98	84,377.86	1,148,316.04	1,154,755.00	1,154,755.00	6,438.96	99.44%
Fire Department							
Personnel & Benefits	37,898.10	9,048.79	26,898.99	38,461.00	38,461.00	11,562.01	69.94%
Supplies	17,014.73	8,237.59	24,034.74	19,000.00	19,000.00	(5,034.74)	Over Budget
Maintenance & Repair	32,104.27	10,993.29	47,648.25	30,500.00	30,500.00	(17,148.25)	Over Budget

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Utilities	6,242.40	576.06	5,713.79	5,000.00	5,000.00	(713.79)	Over Budget
Professional Services	146,515.75	220.00	153,899.00	160,907.00	160,907.00	7,008.00	95.64%
Other Services	24,972.62	0.00	33,038.51	27,000.00	27,000.00	(6,038.51)	Over Budget
Capital Equipment	55,286.63	0.00	37,828.44	64,712.00	64,712.00	26,883.56	58.46%
Total Fire Department	320,034.50	29,075.73	329,061.72	345,580.00	345,580.00	16,518.28	95.22%
Code Enforcement							
Personnel & Benefits	500.00	5,786.77	52,640.90	62,721.00	62,721.00	10,080.10	83.93%
Supplies	165.01	46.67	727.06	2,000.00	2,000.00	1,272.94	36.35%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Code Enforcement	665.01	5,833.44	53,367.96	67,221.00	67,221.00	13,853.04	79.39%
Total Public Safety	1,365,058.49	119,287.03	1,530,745.72	1,567,556.00	1,567,556.00	36,810.28	97.65%
Public Works							
City Maintenance							
Personnel & Benefits	106,067.59	10,348.21	102,887.42	112,568.00	112,568.00	9,680.58	91.40%
Supplies	19,677.48	684.05	21,662.97	15,950.00	15,950.00	(5,712.97)	Over Budget
Maintenance & Repair	55,306.44	2,068.63	49,872.31	36,510.00	36,510.00	(13,362.31)	Over Budget
Utilities	30,125.63	3,962.74	36,826.07	44,700.00	44,700.00	7,873.93	82.38%
Other Services	8,943.73	0.00	18,656.38	10,100.00	10,100.00	(8,556.38)	Over Budget
Capital Equipment	59,422.00	0.00	133,680.17	15,000.00	140,000.00	6,319.83	95.49%
Total City Maintenance	279,542.87	17,063.63	363,585.32	234,828.00	359,828.00	(3,757.32)	Over Budget
Parks and Recreation							
Supplies	2,986.33	361.49	4,095.31	3,800.00	3,800.00	(295.31)	Over Budget
Maintenance & Repair	33,716.91	2,039.83	20,976.09	31,000.00	31,000.00	10,023.91	67.66%
Utilities	3,221.88	220.64	2,936.40	4,000.00	4,000.00	1,063.60	73.41%
Other Services	11,874.62	1,166.86	15,585.49	18,050.00	18,050.00	2,464.51	86.35%
Total Parks and Recreation	51,799.74	3,788.82	43,593.29	56,850.00	56,850.00	13,256.71	76.68%
Emergency/Disaster							
Contract Labor	215,926.90	0.00	0.00	0.00	0.00	0.00	0.00%
Total Emergency/Disaster	215,926.90	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00%
Development Agreements	0	0	0	10,000.00	10,000.00	10,000.00	0.00%
Total Expenditures	2,731,982.75	204,190.86	2,872,314.43	2,813,487.00	2,938,487.00	66,172.57	97.75%
Other Financing Sources and Uses							
Sources							
Transfers In	134,218.50	0.00	65,000.00	590,000.00	590,000.00	525,000.00	11.02%
Total Sources	134,218.50	0.00	65,000.00	590,000.00	590,000.00	525,000.00	11.02%
Uses							
Transfers Out	454,128.00	0.00	423,990.57	904,000.00	904,000.00	480,009.43	46.90%
Total Uses	454,128.00	0.00	423,990.57	904,000.00	904,000.00	480,009.43	46.90%
Total Other Financing Sources and Uses	(319,909.50)	0.00	(358,990.57)	(314,000.00)	(314,000.00)	44,990.57	
Total - 10 GENERAL FUND	80,015.42	(32,746.67)	107.81	92,683.00	(32,317.00)	32,424.81	

City of Richwood Operational Budget Report 10/1/2022 -9/30/2023							
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	901,453.44	88,017.38	962,361.20	956,700.00	956,700.00	(5,661.20)	Ahead of Budget
Water Department	1,162,182.17	135,242.50	1,413,999.36	1,381,600.00	1,381,600.00	(32,399.36)	Ahead of Budget
Solid Waste Department	328,599.42	28,495.51	340,703.10	325,000.00	325,000.00	(15,703.10)	Ahead of Budget
Total Operating income	2,392,235.03	251,755.39	2,717,063.66	2,663,300.00	2,663,300.00	(53,763.66)	Ahead of Budget
Operating expense							
Sewer Department							
Personnel & Benefits	174,029.80	15,744.08	178,274.24	184,767.00	184,767.00	6,492.76	96.49%
Supplies	9,281.63	656.17	8,203.73	10,200.00	10,200.00	1,996.27	80.43%
Maintenance & Repair	69,780.50	13,026.29	90,618.73	73,940.00	73,940.00	(16,678.73)	Over Budget
Professional Services	449,814.93	0.00	438,817.78	580,000.00	580,000.00	141,182.22	75.66%
Other Services	5,122.09	0.00	3,872.72	5,400.00	5,400.00	1,527.28	71.72%
Total Sewer Department	708,028.95	29,426.54	719,787.20	854,307.00	854,307.00	134,519.80	84.25%
Water Department							
Personnel & Benefits	247,360.59	20,621.31	226,919.26	221,306.00	221,306.00	(5,613.26)	Over Budget
Supplies	22,237.84	2,485.73	25,230.83	24,500.00	24,500.00	(730.83)	Over Budget
Maintenance & Repair	130,341.01	21,888.81	175,283.37	134,400.00	134,400.00	(40,883.37)	Over Budget
Utilities	69,465.16	6,573.22	65,162.89	71,900.00	71,900.00	6,737.11	90.63%
Professional Services	68,850.72	0.00	113,697.19	58,000.00	95,000.00	(18,697.19)	Over Budget ¹
Other Services	386,808.06	26,649.00	383,703.64	405,200.00	405,200.00	21,496.36	94.69%
Capital Equipment	3,609.24	300.77	3,381.90	3,610.00	3,610.00	228.10	93.68%
Total Water Department	928,672.62	78,518.84	993,379.08	918,916.00	955,916.00	(37,463.08)	Over Budget
Solid Waste Department							
Professional Services	280,970.72	28,301.15	296,950.05	280,000.00	280,000.00	(17,058.05)	Ahead of Budget
Total Solid Waste Department	280,970.72	28,301.15	296,950.05	280,000.00	280,000.00	(16,950.05)	Ahead of Budget
Total Operating expense	1,917,672.29	136,246.53	2,010,116.33	2,053,223.00	2,090,223.00	80,106.67	96.17%
Total Net Operating Income (Loss)	474,562.74	115,508.86	706,947.33	610,077.00	573,077.00	(133,870.33)	Ahead of Budget
Non-Operating Items							
Non-operating income							
Interest income	265.25	0.00	2,056.43	500.00	500.00	(1,556.43)	Ahead of Budget
Grants	415,182.98	0.00	65,389.82	0.00	0.00	(65,389.82)	Ahead of Budget
Other income	1,434.88	766.75	3,724.49	1,000.00	1,000.00	(2,724.49)	Ahead of Budget
Transfers In	10,000.00	0.00	37,000.00	37,000.00	37,000.00	0.00	At Budget
Total Non-operating income	426,883.11	766.75	108,170.74	38,500.00	38,500.00	69,670.74	280.96%
Non-operating expense							
Debt Service	159,844.25	(190,000.00)	232,955.07	363,615.00	363,615.00	130,659.93	64.07%
Transfers Out	56,000.00	0.00	125,979.02	56,000.00	56,000.00	(69,979.02)	Over Budget
Total Non-operating expense	215,844.25	(190,000.00)	358,934.09	419,615.00	419,615.00	60,680.91	85.54%
Depreciation Expense	284,307.62	0.00	0.00	350,000.00	350,000.00	350,000.00	0.00%
Total Non-Operating Items	(73,268.76)	190,766.75	(250,763.35)	(731,115.00)	(731,115.00)	480,351.65	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	401,293.98	306,275.61	456,183.98	(121,038.00)	(158,038.00)	614,221.98	Ahead of Budget

Budget Amendments:

¹ Temporary ground storage - Water approved by CC 10/10/2022