

## AGENDA MEMORANDUM – FEBRUARY 10, 2025

### ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the December 2024 Budget Report

#### BACKGROUND INFORMATION:

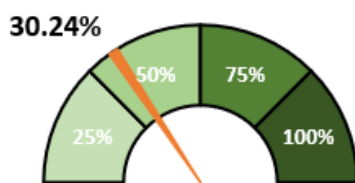
The information provided is for the FY 2024-2025 budget period, month ending December 31, 2024. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

#### DISCUSSION:

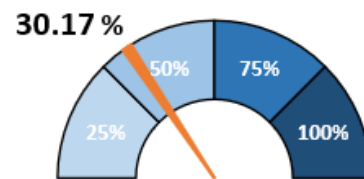
Attached is the budget report for December 2024, which is the third month of Fiscal Year 2025. 25% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 December 31, 2024, General Fund revenues total \$1,048,759. General Fund expenditures total \$1,032,299.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

#### Revenue (GF)

Total Revenue collected in the General fund is 30.24% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$894,872, 37% of projected property taxes for the year. Property tax revenue comes in throughout the year, but the majority comes in during the months of December and January.

# City of Richwood

TEXAS

- Sales Tax revenue received in December was earned in September. Sales tax is received 2 months after it is earned. The revenue received in October and November 2024 was posted to revenue in FY24. Accordingly, the revenue earned in August and September 2025, will be posted as revenue for FY25 even though it will not be received by the city until October and November. Therefore, we have one month of Sales Tax revenue showing.

MONTH RECEIVED	FY 2023				FY 2024				FY 2025			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	44,369.52	11,092.39	10,760.96	<b>66,222.87</b>	50,390.06	12,597.52	12,174.92	<b>75,162.50</b>	63,965.34	15,991.34	15,454.48	<b>95,411.16</b>
JAN	52,644.29	13,161.07	12,957.41	<b>78,762.77</b>	51,357.01	12,839.25	12,379.34	<b>76,575.60</b>				<b>0.00</b>
FEB	55,858.64	13,964.65	13,634.73	<b>83,458.02</b>	62,500.92	15,625.23	15,222.16	<b>93,348.31</b>				<b>0.00</b>
MAR	56,308.72	14,077.18	13,767.76	<b>84,153.66</b>	47,160.51	11,383.28	11,790.13	<b>70,333.92</b>				<b>0.00</b>
APR	51,255.32	12,813.83	12,475.55	<b>76,544.70</b>	53,116.00	13,279.00	12,889.00	<b>79,284.00</b>				<b>0.00</b>
MAY	58,663.20	14,665.80	14,074.45	<b>87,403.45</b>	60,982.24	15,245.56	14,768.02	<b>90,995.82</b>				<b>0.00</b>
JUN	47,805.40	11,951.34	11,489.95	<b>71,246.69</b>	59,244.38	14,811.10	14,220.19	<b>88,275.67</b>				<b>0.00</b>
JUL	56,403.73	14,100.94	13,673.07	<b>84,177.74</b>	58,811.21	14,702.80	14,080.90	<b>87,594.91</b>				<b>0.00</b>
AUG	55,897.00	13,974.00	13,604.00	<b>83,475.00</b>	60,287.46	15,071.86	14,348.07	<b>89,707.39</b>				<b>0.00</b>
SEPT	50,036.00	12,509.00	15,295.00	<b>77,840.00</b>	83,755.58	20,943.90	20,354.70	<b>125,054.18</b>				<b>0.00</b>
OCT*	67,678.00	16,919.00	16,418.00	<b>101,015.00</b>	63,965.34	15,991.34	15,454.48	<b>95,411.16</b>				<b>0.00</b>
NOV*	43,116.91	10,779.23	10,341.29	<b>64,237.43</b>	60,852.21	15,213.05	14,755.29	<b>90,820.55</b>				<b>0.00</b>
YEAR TOTAL	640,036.73	160,008.43	158,492.17	<b>958,537.33</b>	712,422.92	177,703.89	172,437.20	<b>1,062,564.01</b>	63,965.34	15,991.34	15,454.48	<b>95,411.16</b>

- Permits and Licenses revenues total \$1,835 this month for a total of \$9,275. This is compared to \$14,523 collected at this time last year.
- Inspection fees collected are \$9,270 year to date. Of this amount, \$2,265 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of December is \$4,305, \$14,842 year to date. This compares to \$19,395 at this time last year.
- Interest revenue is \$4,259 this month for a total of \$15,068 year to date.
- The Ambulance fee collected year to date is \$25,340.

## Expenditures (GF)

Expenditures in the General Fund are currently shown at \$1,048,759, 30.17% of budget.

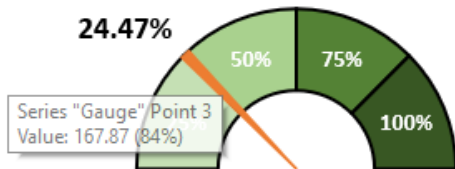
## Transfers (GF)

Interfund transfers have not yet been made. They will be processed in January.

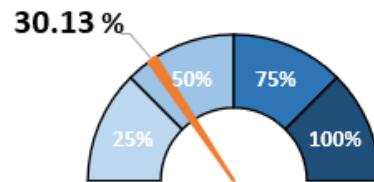
# City of Richwood TEXAS

## 30-Water, Sewer, and Solid Waste Fund

Operating Revenues in December total \$749,203 year to date. Operating expenses are \$717,380.



**Enterprise Fund Revenue as % of Budget**



**Enterprise Fund Operating Expense as % of Budget**

- There has been 1 Water Impact fee collected this year. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Maintenance and Repair currently show as over budget due to the replacement of LS #6 Force Main. This was approved by council and will come as a budget amendment at year end.

**RECOMMENDATION:** Council to approve December 2024 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood**  
**Fiscal Year 2025 Operational Budget Report**  
**10/1/2024 -12/31/2024**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>25% of year</b>
Taxes	1,068,478.35	852,594.20	1,015,604.08	3,258,935.00	3,258,935.00	2,243,330.92	31.16%
Property taxes, including delinquent & penalties	969,840.87	767,138.84	894,872.20	2,412,935.00	2,412,935.00		37.09%
Franchise Taxes	48,247.42	21,490.02	56,766.54	196,000.00	196,000.00		28.96%
Sales Tax	50,390.06	63,965.34	63,965.34	650,000.00	650,000.00		9.84%
Licenses and permits	14,523.24	1,835.00	9,275.00	75,150.00	75,150.00	65,875.00	12.34%
Intergovernmental revenue	1,372.68	2.32	1,666.19	10,000.00	10,000.00	8,333.81	16.66%
Charges for services - Municipal Bldg Rental	1,335.00	125.00	1,775.00	7,000.00	7,000.00	5,225.00	25.36%
Municipal Court Revenue	19,395.05	4,304.51	14,841.87	110,000.00	110,000.00	95,158.13	13.49%
Special Revenues	4,834.00	1,903.00	5,193.00	1,050.00	1,050.00	(4,143.00)	Ahead of Budget
Interest	21,983.44	4,259.33	15,067.53	55,000.00	55,000.00	39,932.47	27.40%
Miscellaneous revenue	38,576.97	14,706.22	45,494.08	149,400.00	149,400.00	103,905.92	30.45%
Inspection Fees	9,150.00	3,670.00	9,270.00	30,000.00	30,000.00		
Miscellaneous Income	3,759.97	2,587.22	11,034.08	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	125.00	0.00	(150.00)	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	300.00	0.00	0.00	1,400.00	1,400.00		
Ambulance Fee Revenue	25,242.00	8,449.00	25,340.00	101,500.00	101,500.00		
<b>Total Revenue</b>	<b>1,170,498.73</b>	<b>879,729.58</b>	<b>1,108,916.75</b>	<b>3,666,535.00</b>	<b>3,666,535.00</b>	<b>2,557,618.25</b>	<b>30.24%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	117,638.48	64,533.30	150,390.29	599,119.00	599,119.00	448,728.71	25.10%
Supplies	2,182.26	2,456.47	5,070.30	19,500.00	19,500.00	14,429.70	26.00%
Maintenance & Repair	1,831.62	239.99	11,236.99	16,480.00	16,480.00	5,243.01	68.19%
Utilities	4,535.34	1,359.68	6,685.19	15,300.00	15,300.00	8,614.81	43.69%
Professional Services	76,984.42	53,114.94	86,546.07	402,062.00	402,062.00	315,515.93	21.53%
Other Services	33,248.35	911.31	35,733.53	107,351.00	107,351.00	71,617.47	33.29%
Capital Equipment	2,508.61	374.21	1,122.63	7,155.00	7,155.00	6,032.37	15.69%
<b>Total Administration</b>	<b>238,929.08</b>	<b>122,989.90</b>	<b>296,785.00</b>	<b>1,166,967.00</b>	<b>1,166,967.00</b>	<b>870,182.00</b>	<b>25.43%</b>
<b>Judicial</b>							
Personnel & Benefits	17,195.41	1,219.92	3,700.45	10,501.00	10,501.00	6,800.55	35.24%
Supplies	0.00	0.00	(0.44)	300.00	300.00	300.44	-0.15%
Professional Services	8,860.00	560.00	10,390.00	18,950.00	18,950.00	8,560.00	54.83%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>26,055.41</b>	<b>1,779.92</b>	<b>14,090.01</b>	<b>30,251.00</b>	<b>30,251.00</b>	<b>16,160.99</b>	<b>46.58%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	8,265.00	1,695.00	5,985.00	35,000.00	35,000.00	29,015.00	17.10%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
<b>Total Permitting &amp; Inspections</b>	<b>8,265.00</b>	<b>1,695.00</b>	<b>5,985.00</b>	<b>36,000.00</b>	<b>36,000.00</b>	<b>30,015.00</b>	<b>16.63%</b>
<b>Special Revenue Expenditures</b>							
Supplies	495.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
<b>Total Special Revenue Expenditures</b>	<b>495.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00%</b>
<b>Total General Government</b>	<b>273,744.49</b>	<b>126,464.82</b>	<b>316,860.01</b>	<b>1,234,718.00</b>	<b>1,234,718.00</b>	<b>917,857.99</b>	<b>25.66%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	193,807.66	102,544.04	230,636.41	960,447.00	960,447.00	729,810.59	24.01%
Supplies	8,117.18	2,782.04	9,126.91	46,700.00	46,700.00	37,573.09	19.54%
Maintenance & Repair	7,408.91	5,552.30	7,935.41	24,100.00	24,100.00	16,164.59	32.93%
Utilities	5,333.83	515.83	2,291.56	19,500.00	19,500.00	17,208.44	11.75%
Professional Services	71,743.66	0.00	100,035.11	228,716.00	228,716.00	128,680.89	43.74%
Other Services	12,878.76	626.51	12,159.64	15,213.00	15,213.00	3,053.36	79.93%
Capital Equipment	5,501.80	339.38	1,018.14	1,827.00	1,827.00	808.86	55.73%
<b>Total Police Department</b>	<b>304,791.80</b>	<b>112,360.10</b>	<b>363,203.18</b>	<b>1,296,503.00</b>	<b>1,296,503.00</b>	<b>933,299.82</b>	<b>28.01%</b>
<b>Fire Department</b>							
Personnel & Benefits	2,278.00	0.00	11,208.40	42,200.00	42,200.00	30,991.60	26.56%
Supplies	1,508.89	239.69	1,109.63	18,000.00	18,000.00	16,890.37	6.16%
Maintenance & Repair	13,040.24	(135.02)	8,149.11	47,000.00	47,000.00	38,850.89	17.34%
Utilities	1,428.43	531.90	1,693.86	6,150.00	6,150.00	4,456.14	27.54%
Professional Services	38,311.00	0.00	45,120.00	160,000.00	160,000.00	114,880.00	28.20%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Other Services	19,422.72	0.00	19,598.48	50,646.00	50,646.00	31,047.52	38.70%
Capital Equipment	32,712.17	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
<b>Total Fire Department</b>	<b>108,701.45</b>	<b>636.57</b>	<b>119,591.65</b>	<b>383,708.00</b>	<b>383,708.00</b>	<b>264,116.35</b>	<b>31.17%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	15,586.13	8,557.69	19,749.94	82,559.00	82,559.00	62,809.06	23.92%
Supplies	644.09	232.89	(252.75)	6,200.00	6,200.00	6,452.75	-4.08%
Maintenance & Repair	25.50	2.00	2.00	1,000.00	1,000.00		
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	522.24	0.00	572.59	809.00	809.00	236.41	70.78%
<b>Total Code Enforcement</b>	<b>16,777.96</b>	<b>8,792.58</b>	<b>20,071.78</b>	<b>91,568.00</b>	<b>91,568.00</b>	<b>70,498.22</b>	<b>21.92%</b>
<b>Total Public Safety</b>	<b>430,271.21</b>	<b>121,789.25</b>	<b>502,866.61</b>	<b>1,771,779.00</b>	<b>1,771,779.00</b>	<b>1,268,912.39</b>	<b>28.38%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	27,756.21	21,554.38	55,749.82	209,482.00	209,482.00	153,732.18	26.61%
Supplies	4,025.72	1,917.38	4,279.91	21,700.00	21,700.00	17,420.09	19.72%
Maintenance & Repair	7,870.49	4,318.34	23,399.37	56,860.00	56,860.00	33,460.63	41.15%
Utilities	10,089.69	3,611.19	12,739.64	42,130.00	42,130.00	29,390.36	30.24%
Other Services	5,897.96	100.00	6,582.80	19,774.00	19,774.00	13,191.20	33.29%
Capital Equipment	185,781.80	0.00	60,635.16	65,000.00	65,000.00	4,364.84	93.28%
<b>Total City Maintenance</b>	<b>241,421.87</b>	<b>31,501.29</b>	<b>163,386.70</b>	<b>414,946.00</b>	<b>414,946.00</b>	<b>251,559.30</b>	<b>39.38%</b>
<b>Parks and Recreation</b>							
Supplies	297.48	1,461.57	2,387.01	4,800.00	4,800.00	2,412.99	49.73%
Maintenance & Repair	6,142.29	1,675.40	7,262.82	27,000.00	27,000.00	19,737.18	26.90%
Utilities	727.63	227.46	801.27	3,600.00	3,600.00	2,798.73	22.26%
Other Services	4,982.03	0.00	7,339.60	19,568.00	19,568.00	12,228.40	37.51%
<b>Total Parks and Recreation</b>	<b>12,149.43</b>	<b>3,364.43</b>	<b>17,790.70</b>	<b>54,968.00</b>	<b>54,968.00</b>	<b>37,177.30</b>	<b>32.37%</b>
<b>Emergency/Disaster</b>							
Personnel & Benefits	0.00	9,000.00	9,000.00	0.00	0.00	(9,000.00)	
Supplies	0.00	0.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	30,000.00	32,129.53	0.00	0.00	(32,129.53)	
Professional Services	0.00	0.00	2,900.00	0.00	0.00	(2,900.00)	
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>39,000.00</b>	<b>47,854.53</b>	<b>0.00</b>	<b>0.00</b>	<b>(47,854.53)</b>	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>957,587.00</b>	<b>322,119.79</b>	<b>1,048,758.55</b>	<b>3,476,411.00</b>	<b>3,476,411.00</b>	<b>2,427,652.45</b>	<b>30.17%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	25,000.00	0.00	60,500.00	980,000.00	980,000.00	919,500.00	100.00%
<b>Total Sources</b>	<b>25,000.00</b>	<b>0.00</b>	<b>60,500.00</b>	<b>980,000.00</b>	<b>980,000.00</b>	<b>919,500.00</b>	<b>6.17%</b>
<b>Uses</b>							
Transfers Out	334,000.00	0.00	0.00	1,095,000.00	1,095,000.00	1,095,000.00	0.00%
<b>Total Uses</b>	<b>334,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,095,000.00</b>	<b>1,095,000.00</b>	<b>1,095,000.00</b>	<b>0.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(309,000.00)</b>	<b>0.00</b>	<b>60,500.00</b>	<b>(115,000.00)</b>	<b>(115,000.00)</b>	<b>(175,500.00)</b>	
<b>Total - 10 GENERAL FUND</b>	<b>(96,088.27)</b>	<b>557,609.79</b>	<b>120,658.20</b>	<b>75,124.00</b>	<b>75,124.00</b>	<b>(45,534.20)</b>	

City of Richwood Operational Budget Report 10/1/2024 -12/31/2024							
25 Transportation Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							
404126 Sales Tax - Streets	79,774.92	15,245.56	81,376.79	160,000.00	160,000.00	78,623.21	50.86%
404125 Transportation Fee	95,030.00	12,075.00	96,029.49	142,500.00	142,500.00	46,470.51	67.39%
404110 Interest Earnings	17,911.44	1,037.53	15,267.41	2,000.00	2,000.00	-13,267.41	Ahead of Budget
<b>Total Revenue</b>	<b>192,716.36</b>	<b>28,358.09</b>	<b>192,673.69</b>	<b>304,500.00</b>	<b>304,500.00</b>	<b>111,826.31</b>	<b>63.28%</b>
<b>Expenditures</b>							
<b>Maintenance &amp; Repair</b>							
405380 Streets M&R	141,218.68	0.00	47,024.41	207,500.00	207,500.00	160,475.59	22.66%
405382 Sidewalks M&R	3,615.00	0.00	0.00	47,500.00	47,500.00	47,500.00	0.00%
405385 Drainage M&R	48,405.01	1,024.20	13,026.77	47,500.00	47,500.00	34,473.23	27.42%
<b>Total Maintenance &amp; Repair</b>	<b>193,238.69</b>	<b>1,024.20</b>	<b>60,051.18</b>	<b>302,500.00</b>	<b>302,500.00</b>	<b>242,448.82</b>	<b>19.85%</b>
<b>Capital Improvements*</b>							
405915 Capital Expenditures - Streets	330,469.34	0.00	264,989.43				
405916 Capital Expenditures - Sidewalks	336,894.30	0.00	0.00				
405917 Capital Expenditures - Drainage	323,847.76	120.00	120.00				
<b>Total Capital Improvements</b>	<b>991,211.40</b>	<b>120.00</b>	<b>265,109.43</b>				
<b>Total Expenditures</b>	<b>1,184,450.09</b>	<b>1,144.20</b>	<b>325,160.61</b>	<b>302,500.00</b>	<b>302,500.00</b>	<b>242,448.82</b>	
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
<b>Transfers In</b>							
404128 Transfer from Bond Fund	245,749.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Transfers In</b>	<b>245,749.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Sources</b>	<b>245,749.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Other Financing Sources and Uses</b>	<b>245,749.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total - 25 Transportation</b>	<b>-745,984.73</b>	<b>27,213.89</b>	<b>-132,486.92</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-130,622.51</b>	

\*Presented to council 2/13/23

FY23 Transfer from bond fund to bring remaining amount into transportation fund for additional projects:

Streets	245,749.00	
Sidewalks	118,670.00	
Drainage	122,077.97	
Interest (unallocated)	60,091.00	
		546,587.97
Project Estimates		
Streets	750,000.00	
Sidewalks	402,055.00	
Drainage	424,411.00	
		1,576,466.00
Remaining amount required		-1,029,878.03
Transfer from General Fund	50,000.00	
Remaining amount from Transportation Fund Balance		-979,878.03
Change in fund balance FY23	-571,046.00	