



AGENDA MEMORANDUM – JANUARY 9, 2023

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the November 2022 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2022-2023 budget period, month ending November 30, 2022. 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 November 2022, which is the second month of Fiscal Year 23. 16.7% 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 November 30, 2022, General Fund revenues total \$127,215. General Fund expenditures total \$567,828.

Revenue (GF)

Total Revenue collected in the General fund is at 5.46% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of November is \$127,215. November is the first month to see large deposits come in from the county for Property Tax revenue. The majority of property tax revenue will be received between October and January.
- Sales Tax revenue received in November was earned in September. Therefore, it does not show on this budget report as it was included in FY22 revenue.
- Permits and Licenses revenues total \$858 this month. Inspection fees collected are \$2,530 while fees paid for inspections are \$4,840 as of the end of November.

Water Impact fees collected this year total \$4,828. No Sewer impact fees have been collected. All Impact Fees are posted to Fund 32 Utility Capital Improvements.

- Court revenue for the month of November is \$9,525, year to date totaling \$18,706.



Expenditures (GF)

Expenditures in the General Fund are currently shown at \$567,828, 20.18% of budget. Expenditures are tracking slightly ahead of expected budget at this point in the year due to front loaded expenses, such as insurance, and one-time expenses, such as the payment on the Fire Engine and software annual fees. The only line item that is currently exceeding annual budget is Attorney Fees.

You may notice a negative amount under city maintenance capital equipment. The new sign for city hall was originally coded to the incorrect department in October and November when invoices were paid. I created a journal entry to move it to administration capital equipment dated in November. This caused current period expenditure in city maintenance to be negative but brought year to date to the correct amounts for each.

All approved transfers to and from the General Fund have been made, with the exception of the transfer to Transportation Fund for road repairs. This brings our Total Income (bottom line) \$798,722 less than anticipated annual income. As revenue is received, this disparity will lessen.

30-Water, Sewer and Solid Waste Fund

Operating Revenues received through FY23 total \$427,946. Operating expense is \$387,809. As mentioned in the discussion of General Fund expenditures, some expenses have been paid for the year.

RECOMMENDATION: Council to approve November 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Operational Budget Report
11/1/2022 - 11/30/2022

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							16.7% of year
Taxes	139,833.15	124,086.12	127,215.46	2,960,070.00	2,960,070.00	2,832,854.54	4.30%
Property taxes, including delinquent & penalties	111,981.11	96,855.15	99,984.49	2,039,070.00	2,039,070.00		4.90%
Franchise Taxes	27,852.04	27,230.97	27,230.97	196,000.00	196,000.00		13.89%
Sales Tax	0.00	0.00	0.00	725,000.00	725,000.00		0.00%
Licenses and permits	2,375.00	858.00	14,822.64	88,250.00	88,250.00	73,427.36	16.80%
Intergovernmental revenue	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Charges for services - Municipal Bldg Rental	1,100.00	200.00	675.00	7,000.00	7,000.00	6,325.00	9.64%
Fines and forfeitures	8,967.62	9,524.89	18,705.81	110,000.00	110,000.00	91,294.19	17.01%
Special Revenues	0.00	500.00	500.00	1,350.00	1,350.00	850.00	37.04%
Interest	52.72	4,095.25	7,492.03	2,500.00	2,500.00	(4,992.03)	Ahead of Budget
Miscellaneous revenue	2,630.00	3,204.81	6,378.77	50,000.00	50,000.00	43,621.23	12.76%
Inspection Fees	2,530.00	2,530.00	5,060.00	35,000.00	35,000.00		
Miscellaneous Income	0.00	674.81	818.77	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	100.00	0.00	500.00	5,000.00	5,000.00		
Total Revenue	154,958.49	142,469.07	175,789.71	3,220,170.00	3,220,170.00	3,044,380.29	5.46%
Expenditures							
General Government							
Administration							
Personnel & Benefits	38,059.55	37,162.47	68,021.19	471,868.00	471,868.00	403,846.81	14.42%
Supplies	973.15	734.13	2,980.56	18,900.00	18,900.00	15,919.44	15.77%
Maintenance & Repair	0.00	609.89	944.88	4,000.00	4,000.00	3,055.12	23.62%
Utilities	1,459.02	125.40	1,316.04	14,700.00	14,700.00	13,383.96	8.95%
Professional Services	7,677.73	19,024.72	52,262.33	184,300.00	184,300.00	132,037.67	28.36%
Other Services	893.88	1,385.45	20,771.95	71,500.00	71,500.00	50,728.05	29.05%
Capital Equipment	340.98	28,764.96	32,079.21	37,600.00	37,600.00	5,520.79	85.32%
Total Administration	49,404.31	87,807.02	178,376.16	802,868.00	802,868.00	624,491.84	22.22%
Judicial							
Personnel & Benefits	5,340.91	6,004.00	10,799.18	73,735.00	73,735.00	62,935.82	14.65%
Supplies	119.70	0.00	0.00	2,300.00	2,300.00	2,300.00	0.00%
Professional Services	1,322.00	140.00	8,400.00	20,350.00	20,350.00	11,950.00	41.28%
Other Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Judicial	6,782.61	6,144.00	19,199.18	97,385.00	97,385.00	78,185.82	19.71%
Permitting & Inspections							
Personnel & Benefits	2,580.00	4,840.00	4,840.00	40,000.00	40,000.00	35,160.00	12.10%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	2,580.00	4,840.00	4,840.00	42,500.00	42,500.00	37,660.00	11.39%
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	58,766.92	98,791.02	202,415.34	944,253.00	944,253.00	741,837.66	21.44%
Public Safety							
Police Department							
Personnel & Benefits	58,328.84	72,936.15	140,826.68	872,524.00	872,524.00	731,697.32	16.14%
Supplies	3,287.09	5,446.65	8,794.38	51,000.00	51,000.00	42,205.62	17.24%
Maintenance & Repair	2,089.26	400.05	2,130.74	28,350.00	28,350.00	26,219.26	7.52%
Utilities	720.84	1,605.16	2,762.85	14,500.00	14,500.00	11,737.15	19.05%
Professional Services	1,997.10	2,142.00	48,008.96	159,556.00	159,556.00	111,547.04	30.09%
Other Services	52.00	0.00	14,232.16	18,200.00	18,200.00	3,967.84	78.20%
Capital Equipment	2,859.80	187.10	374.20	10,625.00	10,625.00	10,250.80	3.52%
Total Police Department	69,334.93	82,717.11	217,129.97	1,154,755.00	1,154,755.00	937,625.03	18.80%
Fire Department							
Personnel & Benefits	0.00	750.00	3,711.00	38,461.00	38,461.00	34,750.00	9.65%
Supplies	293.14	908.05	1,507.63	19,000.00	19,000.00	17,492.37	7.93%
Maintenance & Repair	155.00	0.00	155.00	30,500.00	30,500.00	30,345.00	0.51%
Utilities	436.40	336.07	631.58	5,000.00	5,000.00	4,368.42	12.63%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	26,782.75	0.00	38,311.00	160,907.00	160,907.00	122,596.00	23.81%
Other Services	0.00	0.00	13,243.24	27,000.00	27,000.00	13,756.76	49.05%
Capital Equipment	0.00	0.00	32,712.17	64,712.00	64,712.00	31,999.83	50.55%
Total Fire Department	27,667.29	1,994.12	90,271.62	345,580.00	345,580.00	255,308.38	26.12%
Code Enforcement							
Personnel & Benefits	0.00	1,669.99	1,669.99	62,721.00	62,721.00	61,051.01	2.66%
Supplies	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Code Enforcement	0.00	1,669.99	1,669.99	67,221.00	67,221.00	65,551.01	2.48%
Total Public Safety	97,002.22	86,381.22	309,071.58	1,567,556.00	1,567,556.00	1,258,484.42	19.72%
Public Works							
City Maintenance							
Personnel & Benefits	7,814.08	8,945.92	14,297.91	112,568.00	112,568.00	98,270.09	12.70%
Supplies	905.80	1,598.10	3,347.92	15,950.00	15,950.00	12,602.08	20.99%
Maintenance & Repair	5,423.96	4,632.07	6,221.51	36,510.00	36,510.00	30,288.49	17.04%
Utilities	2,457.07	5,455.17	8,125.46	44,700.00	44,700.00	36,574.54	18.18%
Other Services	0.00	0.00	2,753.67	10,100.00	10,100.00	7,346.33	27.26%
Capital Equipment	0.00	(14,212.00)	15,000.00	15,000.00	15,000.00	0.00	100.00%
Total City Maintenance	16,600.91	6,419.26	49,746.47	234,828.00	234,828.00	185,081.53	21.18%
Parks and Recreation							
Supplies	461.91	59.93	82.08	3,800.00	3,800.00	3,717.92	2.16%
Maintenance & Repair	732.38	973.02	1,862.30	31,000.00	31,000.00	29,137.70	6.01%
Utilities	145.24	0.00	310.89	4,000.00	4,000.00	3,689.11	7.77%
Other Services	0.00	550.96	4,339.78	18,050.00	18,050.00	13,710.22	24.04%
Total Parks and Recreation	1,339.53	1,583.91	6,595.05	56,850.00	56,850.00	50,254.95	11.60%
Emergency/Disaster							
Contract Labor	75,466.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Emergency/Disaster	75,466.00	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	249,175.58	193,175.41	567,828.44	2,813,487.00	2,813,487.00	2,245,658.56	20.18%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	0.00	15,000.00	590,000.00	590,000.00	575,000.00	2.54%
Total Sources	0.00	0.00	15,000.00	590,000.00	590,000.00	575,000.00	2.54%
Uses							
Transfers Out	0.00	0.00	329,000.00	904,000.00	904,000.00	575,000.00	36.39%
Total Uses	0.00	0.00	329,000.00	904,000.00	904,000.00	575,000.00	36.39%
Total Other Financing Sources and Uses	0.00	0.00	(314,000.00)	(314,000.00)	(314,000.00)	0.00	100.00%
Total - 10 GENERAL FUND	(94,217.09)	(50,706.34)	(706,038.73)	92,683.00	92,683.00	(798,721.73)	

**City of Richwood
Operational Budget Report
11/1/2022 -11/30/2022**

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							16.7% of year
Sewer Department	74,309.37	80,129.75	156,234.68	956,700.00	956,700.00	800,465.32	16.33%
Water Department	94,532.31	116,050.45	215,278.08	1,381,600.00	1,381,600.00	1,166,321.92	15.58%
Solid Waste Department	26,191.95	28,195.92	56,432.88	325,000.00	325,000.00	268,567.12	17.36%
Total Operating income	195,033.63	224,376.12	427,945.64	2,663,300.00	2,663,300.00	2,235,354.36	16.07%
Operating expense							
Sewer Department							
Personnel & Benefits	12,658.07	14,366.05	27,167.69	184,767.00	184,767.00	157,599.31	14.70%
Supplies	411.68	733.39	1,299.50	10,200.00	10,200.00	8,900.50	12.74%
Maintenance & Repair	9,717.89	3,874.74	5,261.76	73,940.00	73,940.00	68,678.24	7.12%
Professional Services	84,168.75	91,249.53	91,249.53	580,000.00	580,000.00	488,750.47	15.73%
Other Services	1,185.30	0.00	3,872.72	5,400.00	5,400.00	1,527.28	71.72%
Total Sewer Department	108,141.69	110,223.71	128,851.20	854,307.00	854,307.00	725,455.80	15.08%
Water Department							
Personnel & Benefits	12,643.47	20,317.87	37,898.03	221,306.00	221,306.00	183,407.97	17.12%
Supplies	644.93	3,114.07	5,102.37	24,500.00	24,500.00	19,397.63	20.83%
Maintenance & Repair	4,851.83	23,054.87	46,224.53	134,400.00	134,400.00	88,175.47	34.39%
Utilities	4,176.77	2,973.21	8,181.84	71,900.00	71,900.00	63,718.16	11.38%
Professional Services	14,802.40	0.00	38,061.78	58,000.00	58,000.00	19,938.22	65.62%
Other Services	29,832.60	26,649.00	74,118.23	405,200.00	405,200.00	331,081.77	18.29%
Capital Equipment	300.77	300.77	601.54	3,610.00	3,610.00	3,008.46	16.66%
Total Water Department	67,252.77	76,409.79	210,188.32	918,916.00	918,916.00	708,727.68	22.87%
Solid Waste Department							
Professional Services	21,993.75	48,769.66	48,769.66	280,000.00	280,000.00	231,122.34	17.42%
Total Solid Waste Department	21,993.75	48,769.66	48,769.66	280,000.00	280,000.00	231,230.34	17.42%
Total Operating expense	197,388.21	235,403.16	387,809.18	2,053,223.00	2,053,223.00	1,665,413.82	18.89%
Total Net Operating Income (Loss)	(2,354.58)	(11,027.04)	40,136.46	610,077.00	610,077.00	569,940.54	6.58%
Non-Operating Items							
Non-operating income							
Interest income	66.38	66.70	73.96	500.00	500.00	426.04	14.79%
Grants	0.00	54,874.03	54,874.03	0.00	0.00	(54,874.03)	Ahead of Budget
Other income	14.11	9.33	229.85	1,000.00	1,000.00	770.15	not budgeted
Transfers In	0.00	0.00	0.00	37,000.00	37,000.00	37,000.00	0.00%
Total Non-operating income	80.49	54,950.06	55,177.84	38,500.00	38,500.00	16,677.84	143.32%
Non-operating expense							
Debt Service	0.00	0.00	0.00	363,615.00	363,615.00	363,615.00	0.00%
Transfers Out	0.00	0.00	0.00	56,000.00	56,000.00	56,000.00	0.00%
Total Non-operating expense	0.00	0.00	0.00	419,615.00	419,615.00	419,615.00	0.00%
Depreciation Expense	23,668.00	0.00	0.00	350,000.00	350,000.00	350,000.00	0.00%
Total Non-Operating Items	(23,587.51)	54,950.06	55,177.84	(731,115.00)	(731,115.00)	786,292.84	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	(25,942.09)	43,923.02	95,314.30	(121,038.00)	(121,038.00)	216,352.30	Ahead of Budget

***Depreciation not yet calculated