



## AGENDA MEMORANDUM – FEBRUARY 13, 2023

### ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the January 2023 Budget Report

#### BACKGROUND INFORMATION:

The information provided is for the FY 2022-2023 budget period, month ending January 31, 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 January 2022, which is the fourth month of Fiscal Year 23. 33.3% 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 January 31, 2022, General Fund revenues total \$1,680,767. General Fund expenditures total \$1,026,353.

#### Revenue (GF)

Total Revenue collected in the General fund is at 52.19% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of January is \$1,441,550, 71% of projected property taxes for the year.
- Sales Tax revenue received in January was earned in November. The amount received in General Fund is \$52,644. \$12,957 was received within CCPD and \$13,161 within the Transportation Fund. After collecting 2 months of sales tax, we are behind FY22 and projection for this year.
- Permits and Licenses revenues total \$1,979 this month, year to date total of \$19,045. This is compared to \$18,390 collected at this time last year. Inspection fees collected are \$10,120 while fees paid for inspections are \$6,230 as of the end of January.

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 and do not show on this budget report.

- Court revenue for the month of January is \$9,673, year to date totaling \$36,030. This compares to \$27,548 at this time last year.



## **Expenditures (GF)**

Expenditures in the General Fund are currently shown at \$1,023,353, 36.48% of budget, just slightly ahead of budget overall.

All approved transfers to and from the General Fund have been made, with the exception of the transfer to Transportation Fund for road repairs.

Under the recommendation of our auditors, I have closed out Fund 11, which was a General Fund Capital Project account. No activity had occurred for several years within this fund, and it was carrying a negative fund balance. To close this out, an interfund transfer was created. The amount of \$33,651.61 is seen under Transfers out. This has no material impact on our financial situation or our financial reports as Fund 11 has been shown as a component of the General Fund.

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

Operating Revenues received through FY23 total \$887,617. Operating expense is \$650,319.

The first debt payments from the enterprise were made this month, as shown under non-operating expense.

As discussed above regarding Fund 11, it was also recommended to close out Fund 31 Utility Fund Contingency, which has similarly been shown as a component of the enterprise fund, and was carrying a negative fund balance. A transfer out from the enterprise fund was completed to close out Fund 31. This transfer is shown within non-operating expense as a Transfer Out.

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

**City of Richwood  
Operational Budget Report  
10/1/2022 -01/31/2023**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>33.3% of year</b>
Taxes	1,789,545.99	502,258.45	1,584,938.10	2,960,070.00	2,960,070.00	1,375,131.90	53.54%
Property taxes, including delinquent & penalties	1,621,010.25	449,591.30	1,441,550.10	2,039,070.00	2,039,070.00		70.70%
Franchise Taxes	58,842.31	22.86	46,374.19	196,000.00	196,000.00		23.66%
Sales Tax	109,693.43	52,644.29	97,013.81	725,000.00	725,000.00		13.38%
Licenses and permits	18,389.92	1,979.00	19,044.64	88,250.00	88,250.00	69,205.36	21.58%
Intergovernmental revenue	7,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Charges for services - Municipal Bldg Rental	2,440.00	1,450.00	2,775.00	7,000.00	7,000.00	4,225.00	39.64%
Fines and forfeitures	27,547.87	9,673.35	36,030.20	110,000.00	110,000.00	73,969.80	32.75%
Special Revenues	(109.36)	0.00	7,050.00	1,350.00	1,350.00	(5,700.00)	Ahead of Budget
Interest	312.18	6,253.71	18,219.91	2,500.00	2,500.00	(15,719.91)	Ahead of Budget
Miscellaneous revenue	11,277.15	2,858.13	12,708.95	50,000.00	50,000.00	37,291.05	25.42%
Inspection Fees	10,120.00	2,530.00	10,120.00	35,000.00	35,000.00		
Miscellaneous Income	757.15	28.13	1,788.95	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	400.00	300.00	800.00	5,000.00	5,000.00		
<b>Total Revenue</b>	<b>1,856,403.75</b>	<b>524,472.64</b>	<b>1,680,766.80</b>	<b>3,220,170.00</b>	<b>3,220,170.00</b>	<b>1,539,403.20</b>	<b>52.19%</b>
<b>Expenditures</b>							
<b>General Government</b>							
<b>Administration</b>							
Personnel & Benefits	157,989.64	50,548.94	153,563.74	471,868.00	471,868.00	318,304.26	32.54%
Supplies	3,999.80	(50.00)	4,428.55	18,900.00	18,900.00	14,471.45	23.43%
Maintenance & Repair	1,005.13	0.00	1,351.86	4,000.00	4,000.00	2,648.14	33.80%
Utilities	4,942.27	221.89	3,442.16	14,700.00	14,700.00	11,257.84	23.42%
Professional Services	74,979.23	4,344.21	92,316.91	184,300.00	184,300.00	91,983.09	50.09%
Other Services	15,934.27	46.02	27,702.75	71,500.00	71,500.00	43,797.25	38.75%
Capital Equipment	1,635.23	7,314.04	39,734.23	37,600.00	37,600.00	(2,134.23)	Over Budget
<b>Total Administration</b>	<b>260,485.57</b>	<b>62,425.10</b>	<b>322,540.20</b>	<b>802,868.00</b>	<b>802,868.00</b>	<b>480,327.80</b>	<b>40.17%</b>
<b>Judicial</b>							
Personnel & Benefits	23,053.26	7,781.37	24,322.74	73,735.00	73,735.00	49,412.26	32.99%
Supplies	252.67	0.00	0.00	2,300.00	2,300.00	2,300.00	0.00%
Professional Services	10,722.00	1,887.20	10,797.20	20,350.00	20,350.00	9,552.80	53.06%
Other Services	75.00	0.00	130.00	1,000.00	1,000.00	870.00	13.00%
<b>Total Judicial</b>	<b>34,102.93</b>	<b>9,668.57</b>	<b>35,249.94</b>	<b>97,385.00</b>	<b>97,385.00</b>	<b>62,135.06</b>	<b>36.20%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	9,075.00	0.00	6,230.00	40,000.00	40,000.00	33,770.00	15.58%
Supplies	178.10	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%
<b>Total Permitting &amp; Inspections</b>	<b>9,253.10</b>	<b>0.00</b>	<b>6,230.00</b>	<b>42,500.00</b>	<b>42,500.00</b>	<b>36,270.00</b>	<b>14.66%</b>
<b>Special Revenue Expenditures</b>							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
<b>Total Special Revenue Expenditures</b>	<b>0.00</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>303,841.60</b>	<b>72,093.67</b>	<b>364,020.14</b>	<b>944,253.00</b>	<b>944,253.00</b>	<b>580,232.86</b>	<b>38.55%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	268,572.26	103,441.69	317,989.43	872,524.00	872,524.00	554,534.57	36.44%
Supplies	17,310.70	0.00	11,849.78	51,000.00	51,000.00	39,150.22	23.23%
Maintenance & Repair	11,387.78	1,354.11	6,342.15	28,350.00	28,350.00	22,007.85	22.37%
Utilities	4,030.79	1,687.27	6,074.55	14,500.00	14,500.00	8,425.45	41.89%
Professional Services	101,838.06	27,116.44	100,139.40	159,556.00	159,556.00	59,416.60	62.76%
Other Services	16,170.93	0.00	14,232.16	18,200.00	18,200.00	3,967.84	78.20%
Capital Equipment	3,462.81	187.10	748.40	10,625.00	10,625.00	9,876.60	7.04%
<b>Total Police Department</b>	<b>422,773.33</b>	<b>133,786.61</b>	<b>457,375.87</b>	<b>1,154,755.00</b>	<b>1,154,755.00</b>	<b>697,379.13</b>	<b>39.61%</b>
<b>Fire Department</b>							
Personnel & Benefits	7,873.60	0.00	4,595.38	38,461.00	38,461.00	33,865.62	11.95%
Supplies	4,055.19	0.00	2,637.29	19,000.00	19,000.00	16,362.71	13.88%
Maintenance & Repair	2,828.50	797.30	5,582.30	30,500.00	30,500.00	24,917.70	18.30%
Utilities	1,548.00	337.00	1,711.60	5,000.00	5,000.00	3,288.40	34.23%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	65,093.75	0.00	38,311.00	160,907.00	160,907.00	122,596.00	23.81%
Other Services	13,905.28	960.00	14,203.24	27,000.00	27,000.00	12,796.76	52.60%
Capital Equipment	35,229.63	0.00	32,712.17	64,712.00	64,712.00	31,999.83	50.55%
<b>Total Fire Department</b>	<b>130,533.95</b>	<b>2,094.30</b>	<b>99,752.98</b>	<b>345,580.00</b>	<b>345,580.00</b>	<b>245,827.02</b>	<b>28.87%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	0.00	7,978.60	14,228.00	62,721.00	62,721.00	48,493.00	22.68%
Supplies	0.00	0.00	108.20	2,000.00	2,000.00	1,891.80	5.41%
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%
<b>Total Code Enforcement</b>	<b>0.00</b>	<b>7,978.60</b>	<b>14,336.20</b>	<b>67,221.00</b>	<b>67,221.00</b>	<b>52,884.80</b>	<b>21.33%</b>
<b>Total Public Safety</b>	<b>553,307.28</b>	<b>143,859.51</b>	<b>571,465.05</b>	<b>1,567,556.00</b>	<b>1,567,556.00</b>	<b>996,090.95</b>	<b>36.46%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	35,387.82	10,714.91	32,331.21	112,568.00	112,568.00	80,236.79	28.72%
Supplies	4,531.19	3,030.16	9,413.07	15,950.00	15,950.00	6,536.93	59.02%
Maintenance & Repair	17,349.14	3,543.62	11,850.04	36,510.00	36,510.00	24,659.96	32.46%
Utilities	7,380.53	0.00	8,600.32	44,700.00	44,700.00	36,099.68	19.24%
Other Services	2,621.36	0.00	2,753.67	10,100.00	10,100.00	7,346.33	27.26%
Capital Equipment	59,422.00	171.60	15,171.60	15,000.00	15,000.00	(171.60)	Over Budget
<b>Total City Maintenance</b>	<b>126,692.04</b>	<b>17,460.29</b>	<b>80,119.91</b>	<b>234,828.00</b>	<b>234,828.00</b>	<b>154,708.09</b>	<b>34.12%</b>
<b>Parks and Recreation</b>							
Supplies	1,111.76	1,537.67	1,740.23	3,800.00	3,800.00	2,059.77	45.80%
Maintenance & Repair	7,953.19	320.71	3,379.34	31,000.00	31,000.00	27,620.66	10.90%
Utilities	566.48	0.00	927.32	4,000.00	4,000.00	3,072.68	23.18%
Other Services	2,739.74	0.00	4,700.82	18,050.00	18,050.00	13,349.18	26.04%
<b>Total Parks and Recreation</b>	<b>12,371.17</b>	<b>1,858.38</b>	<b>10,747.71</b>	<b>56,850.00</b>	<b>56,850.00</b>	<b>46,102.29</b>	<b>18.91%</b>
<b>Emergency/Disaster</b>							
Contract Labor	215,926.90	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Emergency/Disaster</b>	<b>215,926.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
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%
<b>Total Expenditures</b>	<b>1,212,138.99</b>	<b>235,271.85</b>	<b>1,026,352.81</b>	<b>2,813,487.00</b>	<b>2,813,487.00</b>	<b>1,787,134.19</b>	<b>36.48%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	0.00	0.00	15,000.00	590,000.00	590,000.00	575,000.00	2.54%
<b>Total Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>590,000.00</b>	<b>590,000.00</b>	<b>575,000.00</b>	<b>2.54%</b>
<b>Uses</b>							
Transfers Out	454,128.00	33,651.61	362,651.61	904,000.00	904,000.00	541,348.39	40.12%
<b>Total Uses</b>	<b>454,128.00</b>	<b>33,651.61</b>	<b>362,651.61</b>	<b>904,000.00</b>	<b>904,000.00</b>	<b>541,348.39</b>	<b>40.12%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(454,128.00)</b>	<b>(33,651.61)</b>	<b>(347,651.61)</b>	<b>(314,000.00)</b>	<b>(314,000.00)</b>	<b>33,651.61</b>	<b>110.72%</b>
<b>Total - 10 GENERAL FUND</b>	<b>190,136.76</b>	<b>255,549.18</b>	<b>306,762.38</b>	<b>92,683.00</b>	<b>92,683.00</b>	<b>(214,079.38)</b>	

**City of Richwood  
Operational Budget Report  
10/1/2022 -01/31/2023**

30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Net Operating Income (Loss)</b>							
<b>Operating income</b>							<b>33.3% of year</b>
Sewer Department	296,401.17	69,621.49	313,613.01	956,700.00	956,700.00	643,086.99	32.78%
Water Department	378,671.82	112,388.55	451,410.99	1,381,600.00	1,381,600.00	930,189.01	32.67%
Solid Waste Department	106,489.88	28,118.88	112,593.42	325,000.00	325,000.00	212,406.58	34.64%
<b>Total Operating income</b>	<b>781,562.87</b>	<b>210,128.92</b>	<b>877,617.42</b>	<b>2,663,300.00</b>	<b>2,663,300.00</b>	<b>1,785,682.58</b>	<b>32.95%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	55,265.05	19,657.77	61,249.20	184,767.00	184,767.00	123,517.80	33.15%
Supplies	2,581.60	0.00	1,732.40	10,200.00	10,200.00	8,467.60	16.98%
Maintenance & Repair	33,197.09	945.67	13,436.86	73,940.00	73,940.00	60,503.14	18.17%
Professional Services	263,728.44	0.00	91,249.53	580,000.00	580,000.00	488,750.47	15.73%
Other Services	5,122.09	0.00	3,872.72	5,400.00	5,400.00	1,527.28	71.72%
<b>Total Sewer Department</b>	<b>359,894.27</b>	<b>20,603.44</b>	<b>171,540.71</b>	<b>854,307.00</b>	<b>854,307.00</b>	<b>682,766.29</b>	<b>20.08%</b>
<b>Water Department</b>							
Personnel & Benefits	56,265.05	25,962.26	81,851.78	221,306.00	221,306.00	139,454.22	36.99%
Supplies	5,471.84	516.60	8,144.32	24,500.00	24,500.00	16,355.68	33.24%
Maintenance & Repair	30,947.10	8,392.64	93,448.27	134,400.00	134,400.00	40,951.73	69.53%
Utilities	15,000.80	1,521.01	17,394.71	71,900.00	71,900.00	54,505.29	24.19%
Professional Services	40,714.76	37,726.21	77,441.13	58,000.00	58,000.00	(19,441.13)	Over Budget
Other Services	89,403.96	0.00	101,755.53	405,200.00	405,200.00	303,444.47	25.11%
Capital Equipment	1,203.08	300.77	1,203.08	3,610.00	3,610.00	2,406.92	33.33%
<b>Total Water Department</b>	<b>239,006.59</b>	<b>74,419.49</b>	<b>381,238.82</b>	<b>918,916.00</b>	<b>918,916.00</b>	<b>537,677.18</b>	<b>41.49%</b>
<b>Solid Waste Department</b>							
Professional Services	68,449.37	0.00	97,539.32	280,000.00	280,000.00	182,352.68	34.84%
<b>Total Solid Waste Department</b>	<b>68,449.37</b>	<b>0.00</b>	<b>97,539.32</b>	<b>280,000.00</b>	<b>280,000.00</b>	<b>182,460.68</b>	<b>34.84%</b>
<b>Total Operating expense</b>	<b>667,350.23</b>	<b>95,022.93</b>	<b>650,318.85</b>	<b>2,053,223.00</b>	<b>2,053,223.00</b>	<b>1,402,904.15</b>	<b>31.67%</b>
<b>Total Net Operating Income (Loss)</b>	<b>114,212.64</b>	<b>115,105.99</b>	<b>227,298.57</b>	<b>610,077.00</b>	<b>610,077.00</b>	<b>382,778.43</b>	<b>37.26%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	99.31	74.08	148.05	500.00	500.00	351.95	29.61%
Grants	0.00	0.00	54,874.03	0.00	0.00	(54,874.03)	Ahead of Budget
Other income	55.68	209.98	1,613.90	1,000.00	1,000.00	(613.90)	Ahead of Budget
Transfers In	10,000.00	0.00	0.00	37,000.00	37,000.00	37,000.00	0.00%
<b>Total Non-operating income</b>	<b>10,154.99</b>	<b>284.06</b>	<b>56,635.98</b>	<b>38,500.00</b>	<b>38,500.00</b>	<b>18,135.98</b>	<b>147.11%</b>
<b>Non-operating expense</b>							
Debt Service	0.00	73,790.55	73,790.55	363,615.00	363,615.00	289,824.45	20.29%
Transfers Out	56,000.00	69,979.02	69,979.02	56,000.00	56,000.00	(13,979.02)	Over Budget
<b>Total Non-operating expense</b>	<b>56,000.00</b>	<b>143,769.57</b>	<b>143,769.57</b>	<b>419,615.00</b>	<b>419,615.00</b>	<b>275,845.43</b>	<b>34.26%</b>
Depreciation Expense	0.00	0.00	0.00	350,000.00	350,000.00	350,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(45,845.01)</b>	<b>(143,485.51)</b>	<b>(87,133.59)</b>	<b>(731,115.00)</b>	<b>(731,115.00)</b>	<b>643,981.41</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>68,367.63</b>	<b>(28,379.52)</b>	<b>140,164.98</b>	<b>(121,038.00)</b>	<b>(121,038.00)</b>	<b>261,202.98</b>	<b>Ahead of Budget</b>