

AGENDA MEMORANDUM – MARCH 10, 2025

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the January 2025 Budget Report

BACKGROUND INFORMATION:

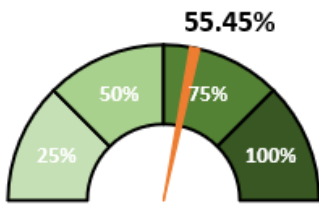
The information provided is for the FY 2024-2025 budget period, month ending January 31, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

DISCUSSION:

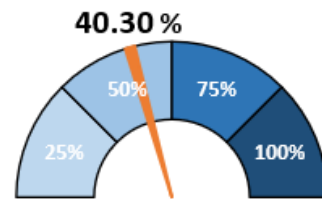
Attached is the budget report for January 2025, which is the fourth month of Fiscal Year 2025. 33% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 January 31, 2025, General Fund revenues total \$2,033,203. General Fund expenditures total \$1,401,151.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 55.45% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$1,685,482, 69.85% 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 January was earned in November. 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	66,222.87	50,390.06	12,597.52	12,174.92	75,162.50	63,965.34	15,991.34	15,454.48	95,411.16
JAN	52,644.29	13,161.07	12,957.41	78,762.77	51,357.01	12,839.25	12,379.34	76,575.60	60,852.21	15,213.05	14,755.29	90,820.55
FEB	55,858.64	13,964.65	13,634.73	83,458.02	62,500.92	15,625.23	15,222.16	93,348.31				0.00
MAR	56,308.72	14,077.18	13,767.76	84,153.66	47,160.51	11,383.28	11,790.13	70,333.92				0.00
APR	51,255.32	12,813.83	12,475.55	76,544.70	53,116.00	13,279.00	12,889.00	79,284.00				0.00
MAY	58,663.20	14,665.80	14,074.45	87,403.45	60,982.24	15,245.56	14,768.02	90,995.82				0.00
JUN	47,805.40	11,951.34	11,489.95	71,246.69	59,244.38	14,811.10	14,220.19	88,275.67				0.00
JUL	56,403.73	14,100.94	13,673.07	84,177.74	58,811.21	14,702.80	14,080.90	87,594.91				0.00
AUG	55,897.00	13,974.00	13,604.00	83,475.00	60,287.46	15,071.86	14,348.07	89,707.39				0.00
SEPT	50,036.00	12,509.00	15,295.00	77,840.00	83,755.58	20,943.90	20,354.70	125,054.18				0.00
OCT*	67,678.00	16,919.00	16,418.00	101,015.00	63,965.34	15,991.34	15,454.48	95,411.16				0.00
NOV*	43,116.91	10,779.23	10,341.29	64,237.43	60,852.21	15,213.05	14,755.29	90,820.55				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	712,422.92	177,703.89	172,437.20	1,062,564.01	124,817.55	31,204.39	30,209.77	186,231.71

- Permits and Licenses revenues total \$30,744 this month for a total of \$40,019. This is compared to \$23,907 collected at this time last year.
- Inspection fees collected are \$12,120 year to date. Of this amount, \$7,500 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of January is \$5,369, \$20,211 year to date. This compares to \$25,047 at this time last year.
- Interest revenue is \$4,722 this month for a total of \$19,790 year to date.
- The Ambulance fee collected year to date is \$33,766.

Expenditures (GF)

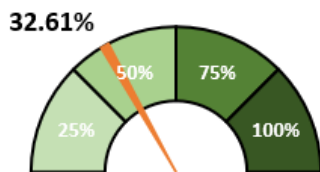
Expenditures in the General Fund are currently shown at \$1,401,151, 40.3% of budget. We have two line items that are over budget. City Maintenance and Repair is over by \$55,301. This is due to the City Hall roof. A portion may be reimbursed by FEMA. Emergency/Disaster is \$47,855 over budget. A portion of this is set for reimbursement from FEMA as well. Any remaining overages at year end will be included in a Budget Amendment.

Transfers (GF)

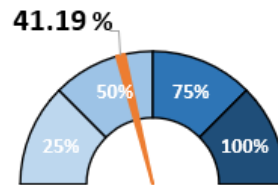
Interfund transfers have been made this month. The budget shows additional transfers coming from the General Fund fund balance, but this is not a transfer that happens until year end.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in January total \$998,410 year to date. Operating expenses are \$980,819.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

- There has been two Water Impact fees collected this year. The fee collected in January in the amount of \$9,700 reflects the increased fees from the Impact fee study. 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 January 2025 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Fiscal Year 2025 Operational Budget Report
10/1/2024 -01/31/2025

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							33% of year
Taxes	1,610,044.47	862,207.50	1,877,811.58	3,258,935.00	3,258,935.00	1,381,123.42	57.62%
Property taxes, including delinquent & penalties	1,460,049.98	790,610.28	1,685,482.48	2,412,935.00	2,412,935.00		69.85%
Franchise Taxes	48,247.42	10,745.01	67,511.55	196,000.00	196,000.00		34.44%
Sales Tax	101,747.07	60,852.21	124,817.55	650,000.00	650,000.00		19.20%
Licenses and permits	23,907.32	30,744.20	40,019.20	75,150.00	75,150.00	35,130.80	53.25%
Intergovernmental revenue	8,372.68	7,002.32	8,668.51	10,000.00	10,000.00	1,331.49	86.69%
Charges for services - Municipal Bldg Rental	2,135.00	1,600.00	3,375.00	7,000.00	7,000.00	3,625.00	48.21%
Municipal Court Revenue	25,046.81	5,368.84	20,210.71	110,000.00	110,000.00	89,789.29	18.37%
Special Revenues	4,857.00	0.00	5,193.00	1,050.00	1,050.00	(4,143.00)	Ahead of Budget
Interest	30,078.38	4,722.42	19,789.95	55,000.00	55,000.00	35,210.05	35.98%
Miscellaneous revenue	52,346.18	12,641.20	58,135.28	149,400.00	149,400.00	91,264.72	38.91%
Inspection Fees	12,980.00	2,850.00	12,120.00	30,000.00	30,000.00		
Miscellaneous Income	4,710.68	965.70	11,999.78	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	375.00	0.00	(150.00)	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	600.00	400.00	400.00	1,400.00	1,400.00		
Ambulance Fee Revenue	33,680.50	8,425.50	33,765.50	101,500.00	101,500.00		
Total Revenue	1,756,787.84	924,286.48	2,033,203.23	3,666,535.00	3,666,535.00	1,633,331.77	55.45%
Expenditures							
General Government Administration							
Personnel & Benefits	178,849.22	46,759.11	197,149.40	599,119.00	599,119.00	401,969.60	32.91%
Supplies	4,795.73	739.73	5,810.03	19,500.00	19,500.00	13,689.97	29.80%
Maintenance & Repair	2,099.31	189.00	11,425.99	16,480.00	16,480.00	5,054.01	69.33%
Utilities	5,640.12	1,526.17	8,211.36	15,300.00	15,300.00	7,088.64	53.67%
Professional Services	84,588.39	14,293.57	100,839.64	402,062.00	402,062.00	301,222.36	25.08%
Other Services	34,595.67	181.19	35,914.72	107,351.00	107,351.00	71,436.28	33.46%
Capital Equipment	2,849.59	374.21	1,496.84	7,155.00	7,155.00	5,658.16	20.92%
Total Administration	313,418.03	64,062.98	360,847.98	1,166,967.00	1,166,967.00	806,119.02	30.92%
Judicial							
Personnel & Benefits	25,793.57	670.50	4,370.95	10,501.00	10,501.00	6,130.05	41.62%
Supplies	0.00	0.00	(0.44)	300.00	300.00	300.44	-0.15%
Professional Services	9,630.00	375.00	10,765.00	18,950.00	18,950.00	8,185.00	56.81%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
Total Judicial	35,423.57	1,045.50	15,135.51	30,251.00	30,251.00	15,115.49	50.03%
Permitting & Inspections							
Personnel & Benefits	11,208.00	1,515.00	7,500.00	35,000.00	35,000.00	27,500.00	21.43%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Permitting & Inspections	11,208.00	1,515.00	7,500.00	36,000.00	36,000.00	28,500.00	20.83%
Special Revenue Expenditures							
Supplies	495.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	495.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	360,544.60	66,623.48	383,483.49	1,234,718.00	1,234,718.00	851,234.51	31.06%
Public Safety							
Police Department							
Personnel & Benefits	294,725.08	74,145.64	302,882.05	960,447.00	960,447.00	657,564.95	31.54%
Supplies	16,640.48	2,973.33	10,955.24	46,700.00	46,700.00	35,744.76	23.46%
Maintenance & Repair	9,875.37	5,055.04	12,981.20	24,100.00	24,100.00	11,118.80	53.86%
Utilities	7,159.44	720.70	3,012.26	19,500.00	19,500.00	16,487.74	15.45%
Professional Services	71,753.87	40,054.07	140,089.18	228,716.00	228,716.00	88,626.82	61.25%
Other Services	12,878.76	0.00	11,668.42	15,213.00	15,213.00	3,544.58	76.70%
Capital Equipment	5,688.90	339.38	1,357.52	1,827.00	1,827.00	469.48	74.30%
Total Police Department	418,721.90	123,288.16	482,945.87	1,296,503.00	1,296,503.00	813,557.13	37.25%
Fire Department							
Personnel & Benefits	2,998.00	153.10	13,261.50	42,200.00	42,200.00	28,938.50	31.43%
Supplies	2,873.30	299.70	2,554.33	18,000.00	18,000.00	15,445.67	14.19%
Maintenance & Repair	18,594.02	764.07	8,922.43	47,000.00	47,000.00	38,077.57	18.98%
Utilities	1,956.84	496.15	2,190.01	6,150.00	6,150.00	3,959.99	35.61%
Professional Services	38,746.00	40,000.00	85,120.00	160,000.00	160,000.00	74,880.00	53.20%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Other Services	20,394.72	972.00	21,061.70	50,646.00	50,646.00	29,584.30	41.59%
Capital Equipment	32,954.89	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
Total Fire Department	118,517.77	42,685.02	165,822.14	383,708.00	383,708.00	217,885.86	43.22%
Code Enforcement							
Personnel & Benefits	24,074.14	6,334.67	26,084.61	82,559.00	82,559.00	56,474.39	31.60%
Supplies	773.82	50.00	(202.75)	6,200.00	6,200.00	6,402.75	-3.27%
Maintenance & Repair	35.75	0.00	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%
Total Code Enforcement	25,405.95	6,384.67	26,456.45	91,568.00	91,568.00	64,113.55	28.89%
Total Public Safety	562,645.62	172,357.85	675,224.46	1,771,779.00	1,771,779.00	1,096,554.54	38.11%
Public Works							
City Maintenance							
Personnel & Benefits	40,756.66	17,483.77	73,233.59	209,482.00	209,482.00	136,248.41	34.96%
Supplies	4,959.35	958.06	5,237.97	21,700.00	21,700.00	16,462.03	24.14%
Maintenance & Repair	11,438.54	88,761.50	112,160.87	56,860.00	56,860.00	(55,300.87)	Over Budget
Utilities	13,639.31	3,625.02	16,364.66	42,130.00	42,130.00	25,765.34	38.84%
Other Services	5,897.96	0.00	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%
Total City Maintenance	262,473.62	110,828.35	274,215.05	414,946.00	414,946.00	140,730.95	66.08%
Parks and Recreation							
Supplies	850.97	34.80	2,421.81	4,800.00	4,800.00	2,378.19	50.45%
Maintenance & Repair	7,761.02	2,303.32	9,566.14	27,000.00	27,000.00	17,433.86	35.43%
Utilities	1,047.62	245.06	1,046.33	3,600.00	3,600.00	2,553.67	29.06%
Other Services	4,982.03	0.00	7,339.60	19,568.00	19,568.00	12,228.40	37.51%
Total Parks and Recreation	14,641.64	2,583.18	20,373.88	54,968.00	54,968.00	34,594.12	37.06%
Emergency/Disaster							
Personnel & Benefits	0.00	0.00	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	0.00	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)	
Total Emergency/Disaster	0.00	0.00	47,854.53	0.00	0.00	(47,854.53)	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	1,200,305.48	352,392.86	1,401,151.41	3,476,411.00	3,476,411.00	2,075,259.59	40.30%
Other Financing Sources and Uses							
Sources							
Transfers In	25,000.00	15,000.00	75,500.00	980,000.00	980,000.00	904,500.00	100.00%
Total Sources	25,000.00	15,000.00	75,500.00	980,000.00	980,000.00	904,500.00	7.70%
Uses							
Transfers Out	334,000.00	395,000.00	395,000.00	1,095,000.00	1,095,000.00	700,000.00	36.07%
Total Uses	334,000.00	395,000.00	395,000.00	1,095,000.00	1,095,000.00	700,000.00	36.07%
Total Other Financing Sources and Uses	(309,000.00)	(380,000.00)	(319,500.00)	(115,000.00)	(115,000.00)	204,500.00	
Total - 10 GENERAL FUND	247,482.36	191,893.62	312,551.82	75,124.00	75,124.00	(237,427.82)	

City of Richwood
Operational Budget Report
10/1/2024 -01/31/2025

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							33% of year
Sewer Department	334,103.19	86,185.05	339,983.43	1,049,551.00	1,049,551.00	709,567.57	32.39%
Water Department	495,639.91	129,920.81	526,494.10	1,617,799.00	1,617,799.00	1,091,304.90	32.54%
Solid Waste Department	119,739.09	33,258.44	131,932.00	394,000.00	394,000.00	262,068.00	33.49%
Total Operating income	949,482.19	249,364.30	998,409.53	3,061,350.00	3,061,350.00	2,062,940.47	32.61%
Operating expense							
Sewer Department							
Personnel & Benefits	50,758.00	18,240.50	75,607.95	210,174.00	210,174.00	134,566.05	35.97%
Supplies	2,697.04	525.11	2,698.02	9,800.00	9,800.00	7,101.98	27.53%
Maintenance & Repair	8,237.03	919.88	147,086.38	66,040.00	66,040.00	(81,046.38)	Over Budget
Professional Services	179,314.05	111,212.14	241,193.25	485,000.00	485,000.00	243,806.75	49.73%
Other Services (insurance)	7,334.36	0.00	5,742.35	5,802.00	5,802.00	59.65	98.97%
Total Sewer Department	248,340.48	130,897.63	472,327.95	776,816.00	776,816.00	304,488.05	60.80%
Water Department							
Personnel & Benefits	93,842.61	26,927.80	108,998.31	344,731.00	344,731.00	235,732.69	31.62%
Supplies	14,738.82	786.47	19,498.67	38,500.00	38,500.00	19,001.33	50.65%
Maintenance & Repair	59,317.36	1,232.51	23,420.21	133,220.00	133,220.00	109,799.79	17.58%
Utilities	29,646.92	8,461.18	37,001.11	77,683.00	77,683.00	40,681.89	47.63%
Professional Services	11,123.56	31,448.25	37,756.23	85,500.00	85,500.00	47,743.77	44.16%
Other Services	121,778.83	33,511.38	161,282.88	544,824.00	544,824.00	383,541.12	29.60%
Capital Equipment	1,203.08	605.31	2,421.24	3,655.00	3,655.00	1,233.76	66.24%
Total Water Department	331,651.18	102,972.90	390,378.65	1,228,113.00	1,228,113.00	837,734.35	31.79%
Solid Waste Department							
Professional Services	114,181.42	29,568.51	118,112.04	376,000.00	376,000.00	257,779.96	31.41%
Total Solid Waste Department	114,181.42	29,568.51	118,112.04	376,000.00	376,000.00	257,887.96	31.41%
Total Operating expense	694,173.08	263,439.04	980,818.64	2,380,929.00	2,380,929.00	1,400,110.36	41.19%
Total Net Operating Income (Loss)	255,309.11	(14,074.74)	17,590.89	680,421.00	680,421.00	662,830.11	2.59%
Non-Operating Items							
Non-operating income							
Interest income	1,392.59	1,672.78	6,666.15	0.00	0.00	(6,666.15)	Ahead of Budget
Other income	855.27	401.40	310.64	2,412.00	2,412.00	2,101.36	12.88%
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	At Budget
Total Non-operating income	72,247.86	2,074.18	6,976.79	2,412.00	2,412.00	4,564.79	289.25%
Non-operating expense							
Debt Service	184,754.81	6,807.50	112,172.50	360,405.00	360,405.00	248,232.50	31.12%
Transfers Out	56,000.00	0.00	0.00	56,000.00	56,000.00	56,000.00	0.00%
Total Non-operating expense	240,754.81	6,807.50	112,172.50	416,405.00	416,405.00	304,232.50	26.94%
Depreciation Expense	0.00	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00%
Total Non-Operating Items	(168,506.95)	(4,733.32)	(105,195.71)	(738,993.00)	(738,993.00)	633,797.29	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	86,802.16	(18,808.06)	(87,604.82)	(58,572.00)	(58,572.00)	(29,032.82)	149.57%

Budget Amendments: