

## AGENDA MEMORANDUM – DECEMBER 9, 2024

### ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

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

#### BACKGROUND INFORMATION:

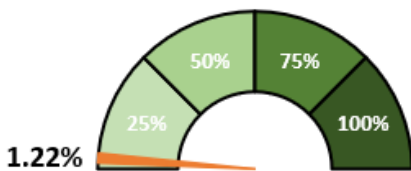
The information provided is for the FY 2024-2025 budget period, month ending October 31, 2024. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

#### DISCUSSION:

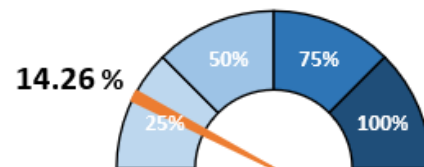
Attached is the budget report for October 2024, which is the first month of Fiscal Year 2025. 8.3% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 October 31, 2024, General Fund revenues total \$44,807. General Fund expenditures total \$495,838.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

#### Revenue (GF)

Total Revenue collected in the General fund is 1.22% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of October is \$6,444, .27% 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.
- Sales Tax revenue received in October was earned in August. 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 October 2025, will be posted as revenue for FY25 even

# City of Richwood

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though it will not be received by the city until October and November. Therefore, we will not show any revenue in the current fiscal year until December.

- Permits and Licenses revenues total \$3,575 this month. This is compared to \$2,940 collected at this time last year.
- Inspection fees collected are \$2,920 year to date. Of this amount, \$2,265 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of October is \$5,178. This compares to \$7,161 at this time last year.
- Interest revenue is at \$5,128.49 this month.
- The Ambulance fee collected year to date is \$8,481.

### Expenditures (GF)

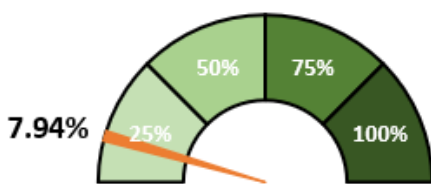
Expenditures in the General Fund are currently shown at \$495,838, 14.26% of budget. It is expected to have expenditures at a higher percentage as many are paid at the first of the fiscal year.

### Transfers (GF)

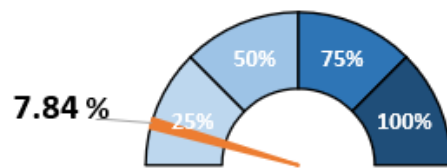
Interfund transfers have not yet been made. They will be processed after more revenue comes in to negate the need to take from investments as we are keeping a minimal amount in pooled cash.

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

Operating Revenues in October total \$243,126 year to date. Operating expenses are \$186,623.



**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.

**RECOMMENDATION:** Council to approve October 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 -10/31/2024**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>8.3% of year</b>
Taxes	2,731.56	17,201.29	17,201.29	3,258,935.00	3,258,935.00	3,241,733.71	0.53%
Property taxes, including delinquent & penalties	2,727.61	6,444.16	6,444.16	2,412,935.00	2,412,935.00		0.27%
Franchise Taxes	3.95	10,757.13	10,757.13	196,000.00	196,000.00		5.49%
Sales Tax	0.00	0.00	0.00	650,000.00	650,000.00		0.00%
Licenses and permits	2,940.00	3,575.00	3,575.00	75,150.00	75,150.00	71,575.00	4.76%
Intergovernmental revenue	1,372.68	148.66	148.66	10,000.00	10,000.00	9,851.34	1.49%
Charges for services - Municipal Bldg Rental	810.00	1,125.00	1,125.00	7,000.00	7,000.00	5,875.00	16.07%
Municipal Court Revenue	7,160.69	5,178.38	5,178.38	110,000.00	110,000.00	104,821.62	4.71%
Special Revenues	6.00	0.00	0.00	1,050.00	1,050.00	1,050.00	0.00%
Interest	7,263.20	5,128.49	5,128.49	55,000.00	55,000.00	49,871.51	9.32%
Miscellaneous revenue	12,384.07	17,572.36	17,572.36	149,400.00	149,400.00	131,827.64	11.76%
Inspection Fees	2,985.00	2,920.00	2,920.00	30,000.00	30,000.00		
Miscellaneous Income	853.07	6,321.86	6,321.86	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	125.00	(150.00)	(150.00)	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	0.00	0.00	0.00	1,400.00	1,400.00		
Ambulance Fee Revenue	8,421.00	8,480.50	8,480.50	101,500.00	101,500.00		
<b>Total Revenue</b>	<b>34,668.20</b>	<b>49,929.18</b>	<b>49,929.18</b>	<b>3,666,535.00</b>	<b>3,666,535.00</b>	<b>3,616,605.82</b>	<b>1.36%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	35,741.26	38,266.75	38,266.75	599,119.00	599,119.00	560,852.25	6.39%
Supplies	105.52	(581.97)	(581.97)	19,500.00	19,500.00	20,081.97	-2.98%
Maintenance & Repair	1,012.08	48.01	48.01	16,480.00	16,480.00	16,431.99	0.29%
Utilities	1,613.46	2,687.17	2,687.17	15,300.00	15,300.00	12,612.83	17.56%
Professional Services	17,390.71	12,817.71	12,817.71	402,062.00	402,062.00	389,244.29	3.19%
Other Services	32,233.20	32,361.61	32,361.61	107,351.00	107,351.00	74,989.39	30.15%
Capital Equipment	1,826.65	374.21	374.21	7,155.00	7,155.00	6,780.79	5.23%
<b>Total Administration</b>	<b>89,922.88</b>	<b>85,973.49</b>	<b>85,973.49</b>	<b>1,166,967.00</b>	<b>1,166,967.00</b>	<b>1,080,993.51</b>	<b>7.37%</b>
<b>Judicial</b>							
Personnel & Benefits	4,856.56	381.92	381.92	10,501.00	10,501.00	10,119.08	3.64%
Supplies	0.00	(33.44)	(33.44)	300.00	300.00	333.44	-11.15%
Professional Services	7,700.00	9,170.00	9,170.00	18,950.00	18,950.00	9,780.00	48.39%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>12,556.56</b>	<b>9,518.48</b>	<b>9,518.48</b>	<b>30,251.00</b>	<b>30,251.00</b>	<b>20,732.52</b>	<b>31.47%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	2,615.00	2,265.00	2,265.00	35,000.00	35,000.00	32,735.00	6.47%
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>2,615.00</b>	<b>2,265.00</b>	<b>2,265.00</b>	<b>36,000.00</b>	<b>36,000.00</b>	<b>33,735.00</b>	<b>6.29%</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>105,094.44</b>	<b>97,756.97</b>	<b>97,756.97</b>	<b>1,234,718.00</b>	<b>1,234,718.00</b>	<b>1,136,961.03</b>	<b>7.92%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	61,518.30	58,808.59	58,808.59	960,447.00	960,447.00	901,638.41	6.12%
Supplies	3,066.88	775.76	775.76	46,700.00	46,700.00	45,924.24	1.66%
Maintenance & Repair	1,283.25	2,789.02	2,789.02	24,100.00	24,100.00	21,310.98	11.57%
Utilities	1,765.15	709.80	709.80	19,500.00	19,500.00	18,790.20	3.64%
Professional Services	71,738.74	100,035.11	100,035.11	228,716.00	228,716.00	128,680.89	43.74%
Other Services	12,878.76	11,423.13	11,423.13	15,213.00	15,213.00	3,789.87	75.09%
Capital Equipment	187.10	339.38	339.38	1,827.00	1,827.00	1,487.62	18.58%
<b>Total Police Department</b>	<b>152,438.18</b>	<b>174,880.79</b>	<b>174,880.79</b>	<b>1,296,503.00</b>	<b>1,296,503.00</b>	<b>1,121,622.21</b>	<b>13.49%</b>
<b>Fire Department</b>							
Personnel & Benefits	2,278.00	5,113.00	5,113.00	42,200.00	42,200.00	37,087.00	12.12%
Supplies	269.83	204.20	204.20	18,000.00	18,000.00	17,795.80	1.13%
Maintenance & Repair	4,894.09	7,721.13	7,721.13	47,000.00	47,000.00	39,278.87	16.43%
Utilities	503.84	649.80	649.80	6,150.00	6,150.00	5,500.20	10.57%
Professional Services	0.00	45,120.00	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	18,613.48	18,613.48	50,646.00	50,646.00	32,032.52	36.75%
Capital Equipment	32,712.17	32,712.17	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
<b>Total Fire Department</b>	<b>60,080.65</b>	<b>110,133.78</b>	<b>110,133.78</b>	<b>383,708.00</b>	<b>383,708.00</b>	<b>273,574.22</b>	<b>28.70%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	4,449.98	4,959.13	4,959.13	82,559.00	82,559.00	77,599.87	6.01%
Supplies	26.00	(360.83)	(360.83)	6,200.00	6,200.00	6,560.83	-5.82%
Maintenance & Repair	0.00	0.00	0.00	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	510.98	510.98	809.00	809.00	298.02	63.16%
<b>Total Code Enforcement</b>	<b>4,998.22</b>	<b>5,109.28</b>	<b>5,109.28</b>	<b>91,568.00</b>	<b>91,568.00</b>	<b>85,458.72</b>	<b>5.58%</b>
<b>Total Public Safety</b>	<b>217,517.05</b>	<b>290,123.85</b>	<b>290,123.85</b>	<b>1,771,779.00</b>	<b>1,771,779.00</b>	<b>1,481,655.15</b>	<b>16.37%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	9,933.49	17,237.67	17,237.67	209,482.00	209,482.00	192,244.33	8.23%
Supplies	1,518.81	1,057.63	1,057.63	21,700.00	21,700.00	20,642.37	4.87%
Maintenance & Repair	550.00	3,528.48	3,528.48	56,860.00	56,860.00	53,331.52	6.21%
Utilities	3,341.75	5,618.42	5,618.42	42,130.00	42,130.00	36,511.58	13.34%
Other Services	5,876.32	6,482.80	6,482.80	19,774.00	19,774.00	13,291.20	32.78%
Capital Equipment	12,117.00	60,635.16	60,635.16	65,000.00	65,000.00	4,364.84	93.28%
<b>Total City Maintenance</b>	<b>33,337.37</b>	<b>94,560.16</b>	<b>94,560.16</b>	<b>414,946.00</b>	<b>414,946.00</b>	<b>320,385.84</b>	<b>22.79%</b>
<b>Parks and Recreation</b>							
Supplies	164.74	925.44	925.44	4,800.00	4,800.00	3,874.56	19.28%
Maintenance & Repair	2,947.22	2,103.04	2,103.04	27,000.00	27,000.00	24,896.96	7.79%
Utilities	218.63	386.12	386.12	3,600.00	3,600.00	3,213.88	10.73%
Other Services	4,704.40	6,467.43	6,467.43	19,568.00	19,568.00	13,100.57	33.05%
<b>Total Parks and Recreation</b>	<b>8,034.99</b>	<b>9,882.03</b>	<b>9,882.03</b>	<b>54,968.00</b>	<b>54,968.00</b>	<b>45,085.97</b>	<b>17.98%</b>
<b>Emergency/Disaster</b>							
Supplies	0.00	3,825.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	(309.86)	(309.86)	0.00	0.00	309.86	
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>3,515.14</b>	<b>3,515.14</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,515.14)</b>	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>363,983.85</b>	<b>495,838.15</b>	<b>495,838.15</b>	<b>3,476,411.00</b>	<b>3,476,411.00</b>	<b>2,980,572.85</b>	<b>14.26%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	25,000.00	60,500.00	60,500.00	980,000.00	980,000.00	919,500.00	100.00%
<b>Total Sources</b>	<b>25,000.00</b>	<b>60,500.00</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>60,500.00</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>(638,315.65)</b>	<b>(385,408.97)</b>	<b>(385,408.97)</b>	<b>75,124.00</b>	<b>75,124.00</b>	<b>(460,532.97)</b>	

City of Richwood Operational Budget Report 10/1/2024 -10/31/2024							
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>8.3% of year</b>
Sewer Department	88,791.67	83,277.42	83,277.42	1,049,551.00	1,049,551.00	966,273.58	7.93%
Water Department	130,864.84	128,065.14	128,065.14	1,617,799.00	1,617,799.00	1,489,733.86	7.92%
Solid Waste Department	27,658.29	31,783.86	31,783.86	394,000.00	394,000.00	362,216.14	8.07%
<b>Total Operating income</b>	<b>247,314.80</b>	<b>243,126.42</b>	<b>243,126.42</b>	<b>3,061,350.00</b>	<b>3,061,350.00</b>	<b>2,818,223.58</b>	<b>7.94%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	12,223.93	16,480.92	16,480.92	210,174.00	210,174.00	193,693.08	7.84%
Supplies	782.14	500.49	500.49	9,800.00	9,800.00	9,299.51	5.11%
Maintenance & Repair	2,563.18	1,291.24	1,291.24	66,040.00	66,040.00	64,748.76	1.96%
Professional Services	0.00	37,456.25	37,456.25	485,000.00	485,000.00	447,543.75	7.72%
Other Services (insurance)	7,334.36	5,742.35	5,742.35	5,802.00	5,802.00	59.65	98.97%
<b>Total Sewer Department</b>	<b>22,903.61</b>	<b>61,471.25</b>	<b>61,471.25</b>	<b>776,816.00</b>	<b>776,816.00</b>	<b>715,344.75</b>	<b>7.91%</b>
<b>Water Department</b>							
Personnel & Benefits	19,219.29	18,598.26	18,598.26	344,731.00	344,731.00	326,132.74	5.40%
Supplies	1,136.23	530.86	530.86	38,500.00	38,500.00	37,969.14	1.38%
Maintenance & Repair	31,289.87	2,293.92	2,293.92	133,220.00	133,220.00	130,926.08	1.72%
Utilities	7,091.02	12,648.73	12,648.73	77,683.00	77,683.00	65,034.27	16.28%
Professional Services	5,561.78	5,561.78	5,561.78	85,500.00	85,500.00	79,938.22	6.51%
Other Services	11,876.51	55,456.81	55,456.81	544,824.00	544,824.00	489,367.19	10.18%
Capital Equipment	300.77	605.31	605.31	3,655.00	3,655.00	3,049.69	16.56%
<b>Total Water Department</b>	<b>76,475.47</b>	<b>95,695.67</b>	<b>95,695.67</b>	<b>1,228,113.00</b>	<b>1,228,113.00</b>	<b>1,132,417.33</b>	<b>7.79%</b>
<b>Solid Waste Department</b>							
Professional Services	28,439.83	29,456.31	29,456.31	376,000.00	376,000.00	346,435.69	7.83%
<b>Total Solid Waste Department</b>	<b>28,439.83</b>	<b>29,456.31</b>	<b>29,456.31</b>	<b>376,000.00</b>	<b>376,000.00</b>	<b>346,543.69</b>	<b>7.83%</b>
<b>Total Operating expense</b>	<b>127,818.91</b>	<b>186,623.23</b>	<b>186,623.23</b>	<b>2,380,929.00</b>	<b>2,380,929.00</b>	<b>2,194,305.77</b>	<b>7.84%</b>
<b>Total Net Operating Income (Loss)</b>	<b>119,495.89</b>	<b>56,503.19</b>	<b>56,503.19</b>	<b>680,421.00</b>	<b>680,421.00</b>	<b>623,917.81</b>	<b>8.30%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	0.00	0.00	0.00	0.00	0.00	0.00	At Budget
Grants	0.00	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	9.75	0.00	0.00	2,412.00	2,412.00	2,412.00	0.00%
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>70,009.75</b>	<b>0.00</b>	<b>0.00</b>	<b>2,412.00</b>	<b>2,412.00</b>	<b>2,412.00</b>	<b>0.00%</b>
<b>Non-operating expense</b>							
Debt Service	0.00	0.00	0.00	360,405.00	360,405.00	360,405.00	0.00%
Transfers Out	56,000.00	0.00	0.00	56,000.00	56,000.00	56,000.00	0.00%
<b>Total Non-operating expense</b>	<b>56,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>416,405.00</b>	<b>416,405.00</b>	<b>416,405.00</b>	<b>0.00%</b>
Depreciation Expense	310,128.29	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(296,118.54)</b>	<b>0.00</b>	<b>0.00</b>	<b>(738,993.00)</b>	<b>(738,993.00)</b>	<b>738,993.00</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>(176,622.65)</b>	<b>56,503.19</b>	<b>56,503.19</b>	<b>(58,572.00)</b>	<b>(58,572.00)</b>	<b>115,075.19</b>	<b>Ahead of Budget</b>

Budget Amendments: