



# AGENDA MEMORANDUM – JANUARY 13, 2025

## ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

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

### BACKGROUND INFORMATION:

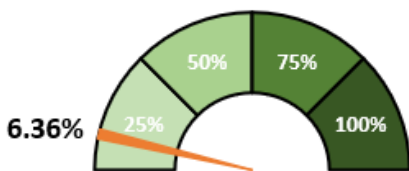
The information provided is for the FY 2024-2025 budget period, month ending November 30, 2024. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

### DISCUSSION:

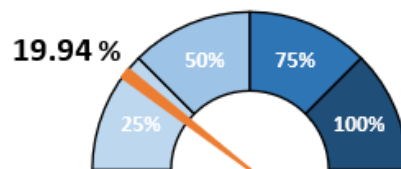
Attached is the budget report for November 2024, which is the first month of Fiscal Year 2025. 16.7% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 November 30, 2024, General Fund revenues total \$233,090. General Fund expenditures total \$693,286.



**General Fund Revenue as % of Budget**



**General Fund Expenditures as % of Budget**

### Revenue (GF)

Total Revenue collected in the General fund is 6.36% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of November is \$163,010, 5% 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 November 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.

# City of Richwood

## TEXAS

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 will not show any revenue in the current fiscal year until December.

- Permits and Licenses revenues total \$7,440 this month. This is compared to \$3,522 collected at this time last year.
- Inspection fees collected are \$5,600 year to date. Of this amount, \$2,265 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of November is \$10,537. This compares to \$12,903 at this time last year.
- Interest revenue is \$4,568 this month for a total of \$10,808 year to date.
- The Ambulance fee collected year to date is \$16,898.

### Expenditures (GF)

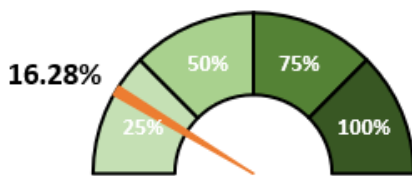
Expenditures in the General Fund are currently shown at \$693,286, 19.94% of budget.

### Transfers (GF)

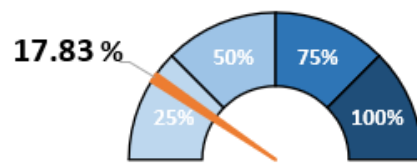
Interfund transfers have not yet been made. They will be processed after more revenue comes in to negate the need to take from investments as we are keeping a minimal amount in pooled cash.

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

Operating Revenues in November total \$498,497 year to date. Operating expenses are \$424,626.



**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 November 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 -11/30/2024**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>16.7% of year</b>
Taxes	106,686.11	145,808.59	163,009.88	3,258,935.00	3,258,935.00	3,095,925.12	5.00%
Property taxes, including delinquent & penalties	79,869.17	121,289.20	127,733.36	2,412,935.00	2,412,935.00		5.29%
Franchise Taxes	26,816.94	24,519.39	35,276.52	196,000.00	196,000.00		18.00%
Sales Tax	0.00	0.00	0.00	650,000.00	650,000.00		0.00%
Licenses and permits	3,522.00	3,865.00	7,440.00	75,150.00	75,150.00	67,710.00	9.90%
Intergovernmental revenue	1,372.68	1,515.21	1,663.87	10,000.00	10,000.00	8,336.13	16.64%
Charges for services - Municipal Bldg Rental	1,160.00	525.00	1,650.00	7,000.00	7,000.00	5,350.00	23.57%
Municipal Court Revenue	12,903.02	5,358.98	10,537.36	110,000.00	110,000.00	99,462.64	9.58%
Special Revenues	1,106.00	3,290.00	3,290.00	1,050.00	1,050.00	(2,240.00)	Ahead of Budget
Interest	14,394.11	4,567.89	10,808.20	55,000.00	55,000.00	44,191.80	19.65%
Miscellaneous revenue	24,904.20	17,118.02	34,690.38	149,400.00	149,400.00	114,709.62	23.22%
Inspection Fees	6,295.00	2,680.00	5,600.00	30,000.00	30,000.00		
Miscellaneous Income	1,645.70	6,020.52	12,342.38	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	0.00	0.00	0.00	1,400.00	1,400.00		
Ambulance Fee Revenue	16,838.50	8,417.50	16,898.00	101,500.00	101,500.00		
<b>Total Revenue</b>	<b>166,048.12</b>	<b>182,048.69</b>	<b>233,089.69</b>	<b>3,666,535.00</b>	<b>3,666,535.00</b>	<b>3,433,445.31</b>	<b>6.36%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	77,642.14	45,853.22	84,119.97	599,119.00	599,119.00	514,999.03	14.04%
Supplies	1,934.80	100.00	(481.97)	19,500.00	19,500.00	19,981.97	-2.47%
Maintenance & Repair	1,484.88	10,669.00	10,717.01	16,480.00	16,480.00	5,762.99	65.03%
Utilities	3,340.38	1,436.34	4,123.51	15,300.00	15,300.00	11,176.49	26.95%
Professional Services	40,779.74	20,613.42	33,431.13	402,062.00	402,062.00	368,630.87	8.31%
Other Services	33,025.32	466.58	32,828.19	107,351.00	107,351.00	74,522.81	30.58%
Capital Equipment	2,167.63	374.21	748.42	7,155.00	7,155.00	6,406.58	10.46%
<b>Total Administration</b>	<b>160,374.89</b>	<b>79,512.77</b>	<b>165,486.26</b>	<b>1,166,967.00</b>	<b>1,166,967.00</b>	<b>1,001,480.74</b>	<b>14.18%</b>
<b>Judicial</b>							
Personnel & Benefits	11,012.04	668.22	1,050.14	10,501.00	10,501.00	9,450.86	10.00%
Supplies	0.00	0.00	(33.44)	300.00	300.00	333.44	-11.15%
Professional Services	8,300.00	660.00	9,830.00	18,950.00	18,950.00	9,120.00	51.87%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>19,312.04</b>	<b>1,328.22</b>	<b>10,846.70</b>	<b>30,251.00</b>	<b>30,251.00</b>	<b>19,404.30</b>	<b>35.86%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	5,455.00	0.00	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>5,455.00</b>	<b>0.00</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>185,141.93</b>	<b>80,840.99</b>	<b>178,597.96</b>	<b>1,234,718.00</b>	<b>1,234,718.00</b>	<b>1,056,120.04</b>	<b>14.46%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	128,403.43	67,383.78	126,192.37	960,447.00	960,447.00	834,254.63	13.14%
Supplies	6,294.06	0.00	775.76	46,700.00	46,700.00	45,924.24	1.66%
Maintenance & Repair	6,692.56	(487.72)	2,301.30	24,100.00	24,100.00	21,798.70	9.55%
Utilities	3,611.30	1,065.93	1,775.73	19,500.00	19,500.00	17,724.27	9.11%
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	0.00	11,423.13	15,213.00	15,213.00	3,789.87	75.09%
Capital Equipment	5,314.70	339.38	678.76	1,827.00	1,827.00	1,148.24	37.15%
<b>Total Police Department</b>	<b>234,938.47</b>	<b>68,301.37</b>	<b>243,182.16</b>	<b>1,296,503.00</b>	<b>1,296,503.00</b>	<b>1,053,320.84</b>	<b>18.76%</b>
<b>Fire Department</b>							
Personnel & Benefits	2,278.00	575.40	5,688.40	42,200.00	42,200.00	36,511.60	13.48%
Supplies	509.83	0.00	204.20	18,000.00	18,000.00	17,795.80	1.13%
Maintenance & Repair	11,268.49	330.00	8,051.13	47,000.00	47,000.00	38,948.87	17.13%
Utilities	1,038.65	512.16	1,161.96	6,150.00	6,150.00	4,988.04	18.89%
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	18,613.48	50,646.00	50,646.00	32,032.52	36.75%
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>105,540.86</b>	<b>1,417.56</b>	<b>111,551.34</b>	<b>383,708.00</b>	<b>383,708.00</b>	<b>272,156.66</b>	<b>29.07%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	10,289.99	6,233.12	11,192.25	82,559.00	82,559.00	71,366.75	13.56%
Supplies	412.09	0.00	(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	0.00	510.98	809.00	809.00	298.02	63.16%
<b>Total Code Enforcement</b>	<b>11,224.32</b>	<b>6,233.12</b>	<b>11,342.40</b>	<b>91,568.00</b>	<b>91,568.00</b>	<b>79,225.60</b>	<b>12.39%</b>
<b>Total Public Safety</b>	<b>351,703.65</b>	<b>75,952.05</b>	<b>366,075.90</b>	<b>1,771,779.00</b>	<b>1,771,779.00</b>	<b>1,405,703.10</b>	<b>20.66%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	19,443.84	16,957.77	34,195.44	209,482.00	209,482.00	175,286.56	16.32%
Supplies	3,206.92	756.38	1,814.01	21,700.00	21,700.00	19,885.99	8.36%
Maintenance & Repair	5,640.73	13,825.89	17,354.37	56,860.00	56,860.00	39,505.63	30.52%
Utilities	6,719.92	3,510.03	9,128.45	42,130.00	42,130.00	33,001.55	21.67%
Other Services	5,876.32	0.00	6,482.80	19,774.00	19,774.00	13,291.20	32.78%
Capital Equipment	97,789.38	0.00	60,635.16	65,000.00	65,000.00	4,364.84	93.28%
<b>Total City Maintenance</b>	<b>138,677.11</b>	<b>35,050.07</b>	<b>129,610.23</b>	<b>414,946.00</b>	<b>414,946.00</b>	<b>285,335.77</b>	<b>31.24%</b>
<b>Parks and Recreation</b>							
Supplies	297.48	0.00	925.44	4,800.00	4,800.00	3,874.56	19.28%
Maintenance & Repair	4,698.48	2,429.72	4,556.43	27,000.00	27,000.00	22,443.57	16.88%
Utilities	470.21	187.69	573.81	3,600.00	3,600.00	3,026.19	15.94%
Other Services	4,982.03	0.00	6,467.43	19,568.00	19,568.00	13,100.57	33.05%
<b>Total Parks and Recreation</b>	<b>10,448.20</b>	<b>2,617.41</b>	<b>12,523.11</b>	<b>54,968.00</b>	<b>54,968.00</b>	<b>42,444.89</b>	<b>22.78%</b>
<b>Emergency/Disaster</b>							
Supplies	0.00	0.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	0.00	(246.47)	0.00	0.00	246.47	
Professional Services	0.00	2,900.00	2,900.00	0.00	0.00	(2,900.00)	
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>2,900.00</b>	<b>6,478.53</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,478.53)</b>	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>685,970.89</b>	<b>197,360.52</b>	<b>693,285.73</b>	<b>3,476,411.00</b>	<b>3,476,411.00</b>	<b>2,783,125.27</b>	<b>19.94%</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>(828,922.77)</b>	<b>(15,311.83)</b>	<b>(399,696.04)</b>	<b>75,124.00</b>	<b>75,124.00</b>	<b>(474,820.04)</b>	

**City of Richwood**  
**Operational Budget Report**  
**10/1/2024 -11/30/2024**

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>16.7% of year</b>
Sewer Department	168,777.99	86,876.79	170,154.21	1,049,551.00	1,049,551.00	879,396.79	16.21%
Water Department	241,987.46	134,983.12	263,048.26	1,617,799.00	1,617,799.00	1,354,750.74	16.26%
Solid Waste Department	56,278.30	33,510.70	65,294.56	394,000.00	394,000.00	328,705.44	16.57%
<b>Total Operating income</b>	<b>467,043.75</b>	<b>255,370.61</b>	<b>498,497.03</b>	<b>3,061,350.00</b>	<b>3,061,350.00</b>	<b>2,562,852.97</b>	<b>16.28%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	24,002.62	18,628.37	35,109.29	210,174.00	210,174.00	175,064.71	16.70%
Supplies	1,795.29	442.54	943.03	9,800.00	9,800.00	8,856.97	9.62%
Maintenance & Repair	6,845.12	1,857.59	3,148.83	66,040.00	66,040.00	62,891.17	4.77%
Professional Services	36,906.50	92,524.86	129,981.11	485,000.00	485,000.00	355,018.89	26.80%
Other Services (insurance)	7,334.36	0.00	5,742.35	5,802.00	5,802.00	59.65	98.97%
<b>Total Sewer Department</b>	<b>76,883.89</b>	<b>113,453.36</b>	<b>174,924.61</b>	<b>776,816.00</b>	<b>776,816.00</b>	<b>601,891.39</b>	<b>22.52%</b>
<b>Water Department</b>							
Personnel & Benefits	42,182.49	24,642.10	43,240.36	344,731.00	344,731.00	301,490.64	12.54%
Supplies	8,432.88	8,777.42	15,843.13	38,500.00	38,500.00	22,656.87	41.15%
Maintenance & Repair	37,555.20	8,194.40	10,488.32	133,220.00	133,220.00	122,731.68	7.87%
Utilities	14,787.02	7,721.85	20,370.58	77,683.00	77,683.00	57,312.42	26.22%
Professional Services	5,561.78	0.00	5,561.78	85,500.00	85,500.00	79,938.22	6.51%
Other Services	40,600.17	38,498.65	93,955.46	544,824.00	544,824.00	450,868.54	17.25%
Capital Equipment	601.54	605.31	1,210.62	3,655.00	3,655.00	2,444.38	33.12%
<b>Total Water Department</b>	<b>149,721.08</b>	<b>88,439.73</b>	<b>190,670.25</b>	<b>1,228,113.00</b>	<b>1,228,113.00</b>	<b>1,037,442.75</b>	<b>15.53%</b>
<b>Solid Waste Department</b>							
Professional Services	56,939.96	29,574.78	59,031.09	376,000.00	376,000.00	316,860.91	15.70%
<b>Total Solid Waste Department</b>	<b>56,939.96</b>	<b>29,574.78</b>	<b>59,031.09</b>	<b>376,000.00</b>	<b>376,000.00</b>	<b>316,968.91</b>	<b>15.70%</b>
<b>Total Operating expense</b>	<b>283,544.93</b>	<b>231,467.87</b>	<b>424,625.95</b>	<b>2,380,929.00</b>	<b>2,380,929.00</b>	<b>1,956,303.05</b>	<b>17.83%</b>
<b>Total Net Operating Income (Loss)</b>	<b>183,498.82</b>	<b>23,902.74</b>	<b>73,871.08</b>	<b>680,421.00</b>	<b>680,421.00</b>	<b>606,549.92</b>	<b>10.86%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	67.03	1,671.71	3,376.40	0.00	0.00	(3,376.40)	Ahead of Budget
Other income	220.18	(128.15)	(128.15)	2,412.00	2,412.00	2,540.15	-5.31%
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>70,287.21</b>	<b>1,543.56</b>	<b>3,248.25</b>	<b>2,412.00</b>	<b>2,412.00</b>	<b>836.25</b>	<b>134.67%</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>(295,841.08)</b>	<b>1,543.56</b>	<b>3,248.25</b>	<b>(738,993.00)</b>	<b>(738,993.00)</b>	<b>742,241.25</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>(112,342.26)</b>	<b>25,446.30</b>	<b>77,119.33</b>	<b>(58,572.00)</b>	<b>(58,572.00)</b>	<b>135,691.33</b>	<b>Ahead of Budget</b>

Budget Amendments: