



## AGENDA MEMORANDUM – JUNE 13, 2022

### ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the May 2022 Budget Report

#### BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending May 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 May 2022, which is the eighth month of Fiscal Year 22. 66% of the year has passed. The report reflects the original budget as approved for FY22 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 May 31, 2022, General Fund revenues total \$2,502,336. General Fund expenditures total \$1,863,138.

#### Revenue (GF)

Total Revenue collected in the General fund is at 81.19% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of May is \$1,841,536, 96.09% of projection for the year.
- Sales Tax revenue received in May, earned in March, is \$68,672. CCPD received \$17,013 and for Transportation fund the amount is \$17,168. Sales tax is 11% ahead of FY21 at this same time with a total of \$338,051 in general fund revenue, \$84,149 in CCPD revenue and \$84,513 in Transportation Fund revenue. This represents sales tax revenue earned October – March (6 months). Sales tax revenue is reflected when earned, not collected. Therefore, we currently show 6 months of revenue, or 50% of the year.
- Permits and Licenses revenues total \$9,398 for May, \$58,245 year to date. Inspection fees collected, year to date are \$20,240 while fees paid for inspections to date are \$24,053.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$26,554 for 11 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for May is \$8,980 for a YTD total of \$71,209, or 50.86 % of projection. While we are slightly behind for the year as a percentage of projection, we are \$10,272 ahead of this time last year.



### **Expenditures (GF)**

Expenditures in the General Fund are 73.21% of budget.

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

Operating Revenues received through May total \$1,583,115, 64.69% of projection for the year. Total operating expense through May is \$1,211,056, 62.96% of budget.

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

City of Richwood Operational Budget Report 10/1/2021 - 05/31/2022							
10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>66% of year</b>
Taxes	2,149,738.51	102,325.13	2,320,879.23	2,786,463.00	2,786,463.00	465,583.77	83.29%
Property taxes, including delinquent & penalties	1,713,451.02	10,724.24	1,841,535.55	1,916,463.00	1,916,463.00		96.09%
Franchise Taxes	132,136.42	22,929.35	141,292.39	190,000.00	190,000.00		74.36%
Sales Tax	304,151.07	68,671.54	338,051.29	680,000.00	680,000.00		49.71%
Licenses and permits	59,823.53	9,397.68	58,245.06	96,100.00	96,100.00	37,854.94	60.61%
Intergovernmental revenue	11,734.08	0.00	15,719.85	1,000.00	1,000.00	(14,719.85)	Ahead of Budget
Charges for services	1,832.00	500.00	4,490.00	10,000.00	10,000.00	5,510.00	44.90%
Fines and forfeitures	60,937.05	8,980.35	71,208.95	140,000.00	140,000.00	68,791.05	50.86%
Special Revenues	1,167.36	3.00	40.51	1,500.00	1,500.00	1,459.49	2.70%
Interest	1,122.03	17.29	397.47	1,200.00	1,200.00	802.53	33.12%
Miscellaneous revenue	29,627.37	3,539.06	31,355.07	46,000.00	46,000.00	14,644.93	68.16%
Inspection Fees	20,215.00	2,530.00	20,240.00	30,000.00	30,000.00		
Miscellaneous Income	6,737.37	259.06	8,515.07	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	2,675.00	750.00	2,600.00	6,000.00	6,000.00		
<b>Total Revenue</b>	<b>2,315,981.93</b>	<b>124,762.51</b>	<b>2,502,336.14</b>	<b>3,082,263.00</b>	<b>3,082,263.00</b>	<b>579,926.86</b>	<b>81.19%</b>
<b>Expenditures</b>							
<b>General Government</b>							
<b>Administration</b>							
Personnel & Benefits	278,689.68	33,964.33	305,411.16	445,617.00	445,617.00	140,205.84	68.54%
Supplies	7,447.23	1,168.92	7,193.38	18,700.00	18,700.00	11,506.62	38.47%
Maintenance & Repair	2,733.61	226.10	2,195.31	5,000.00	5,000.00	2,804.69	43.91%
Utilities	10,032.00	874.31	9,022.31	14,000.00	14,000.00	4,977.69	64.45%
Professional Services	163,773.62	2,837.95	107,506.36	128,300.00	128,300.00	20,793.64	83.79%
Other Services	45,306.02	23,528.85	48,244.78	62,680.00	62,680.00	14,435.22	76.97%
Capital Equipment	6,513.71	69.67	1,913.91	5,100.00	5,100.00	3,186.09	37.53%
<b>Total Administration</b>	<b>514,495.87</b>	<b>62,670.13</b>	<b>481,487.21</b>	<b>679,397.00</b>	<b>679,397.00</b>	<b>197,909.79</b>	<b>70.87%</b>
<b>Judicial</b>							
Personnel & Benefits	42,275.20	5,483.34	44,284.48	70,402.00	70,402.00	26,117.52	62.90%
Supplies	1,180.81	90.43	523.96	2,300.00	2,300.00	1,776.04	22.78%
Professional Services	12,631.80	0.00	13,152.00	18,350.00	18,350.00	5,198.00	71.67%
Other Services	205.00	0.00	205.00	1,000.00	1,000.00	795.00	20.50%
<b>Total Judicial</b>	<b>56,292.81</b>	<b>5,573.77</b>	<b>58,165.44</b>	<b>92,052.00</b>	<b>92,052.00</b>	<b>33,886.56</b>	<b>63.19%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	20,030.50	6,307.50	24,052.50	68,100.00	68,100.00	44,047.50	35.32%
Supplies	533.27	0.00	353.10	5,000.00	5,000.00	4,646.90	7.06%
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>20,563.77</b>	<b>6,307.50</b>	<b>24,405.60</b>	<b>74,600.00</b>	<b>74,600.00</b>	<b>50,194.40</b>	<b>32.72%</b>
<b>Special Revenue Expenditures</b>							
Supplies	0.00	847.50	1,141.50	1,500.00	1,500.00	358.50	76.10%
<b>Total Special Revenue Expenditures</b>	<b>0.00</b>	<b>847.50</b>	<b>1,141.50</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>358.50</b>	<b>76.10%</b>
<b>Total General Government</b>	<b>591,352.45</b>	<b>75,398.90</b>	<b>565,199.75</b>	<b>847,549.00</b>	<b>847,549.00</b>	<b>282,349.25</b>	<b>66.69%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	582,595.71	55,248.86	497,398.86	870,078.00	870,078.00	372,679.14	57.17%
Supplies	26,158.73	300.80	26,174.02	32,000.00	32,000.00	5,825.98	81.79%
Maintenance & Repair	24,433.63	2,270.07	19,597.58	31,400.00	31,400.00	11,802.42	62.41%
Utilities	9,291.47	1,555.61	9,983.64	13,000.00	13,000.00	3,016.36	76.80%
Professional Services	27,008.88	523.71	119,079.77	146,028.00	146,028.00	26,948.23	81.55%
Other Services	16,973.35	0.00	15,595.93	14,600.00	14,600.00	(995.93)	Over Budget
Capital Equipment	8,894.80	187.10	3,872.80	4,625.00	4,625.00	752.20	83.74%
<b>Total Police Department</b>	<b>695,356.57</b>	<b>60,086.15</b>	<b>691,702.60</b>	<b>1,111,731.00</b>	<b>1,111,731.00</b>	<b>420,028.40</b>	<b>62.22%</b>
<b>Fire Department</b>							
Personnel & Benefits	10,267.85	0.00	13,813.60	31,934.00	31,934.00	18,120.40	43.26%
Supplies	9,194.27	78.50	5,128.23	16,400.00	16,400.00	11,271.77	31.27%
Maintenance & Repair	4,506.57	8,449.14	13,024.42	21,100.00	21,100.00	8,075.58	61.73%
Utilities	2,809.01	330.64	3,184.77	5,100.00	5,100.00	1,915.23	62.45%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	78,750.00	0.00	65,093.75	110,000.00	110,000.00	44,906.25	59.18%
Other Services	17,703.38	4,845.34	22,992.62	15,450.00	15,450.00	(7,542.62)	Over Budget
Capital Equipment	61,557.75	0.00	35,177.83	64,712.00	64,712.00	29,534.17	54.36%
<b>Total Fire Department</b>	<b>184,788.83</b>	<b>13,703.62</b>	<b>158,415.22</b>	<b>264,696.00</b>	<b>264,696.00</b>	<b>106,280.78</b>	<b>59.85%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	(254.00)	500.00	500.00	1,000.00	1,000.00	500.00	50.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	875.07	0.00	0.00	800.00	800.00	800.00	0.00%
<b>Total Code Enforcement</b>	<b>621.07</b>	<b>500.00</b>	<b>500.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,300.00</b>	<b>17.86%</b>
<b>Total Public Safety</b>	<b>880,766.47</b>	<b>74,289.77</b>	<b>850,617.82</b>	<b>1,379,227.00</b>	<b>1,379,227.00</b>	<b>528,609.18</b>	<b>61.67%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	66,514.73	7,503.32	68,292.67	101,555.00	101,555.00	33,262.33	67.25%
Supplies	10,274.68	962.30	10,656.82	17,000.00	17,000.00	6,343.18	62.69%
Maintenance & Repair	16,409.43	1,550.28	26,019.62	43,500.00	43,500.00	17,480.38	59.82%
Utilities	16,787.90	2,409.30	17,209.75	35,900.00	35,900.00	18,690.25	47.94%
Other Services	9,267.89	6,189.07	8,810.43	6,300.00	6,300.00	(2,510.43)	Over Budget
Capital Equipment	2,125.86	0.00	59,422.00	60,000.00	60,000.00	578.00	99.04%
<b>Total City Maintenance</b>	<b>121,380.49</b>	<b>18,614.27</b>	<b>190,411.29</b>	<b>264,255.00</b>	<b>264,255.00</b>	<b>73,843.71</b>	<b>72.06%</b>
<b>Parks and Recreation</b>							
Supplies	1,670.67	0.00	2,128.07	2,800.00	2,800.00	671.93	76.00%
Maintenance & Repair	20,777.46	8,684.25	27,965.69	25,000.00	25,000.00	(2,965.69)	Over Budget
Utilities	1,405.39	230.89	1,586.67	2,700.00	2,700.00	1,113.33	58.77%
Other Services	10,634.53	4,950.03	9,302.02	16,300.00	16,300.00	6,997.98	57.07%
<b>Total Parks and Recreation</b>	<b>34,488.05</b>	<b>13,865.17</b>	<b>40,982.45</b>	<b>46,800.00</b>	<b>46,800.00</b>	<b>5,817.55</b>	<b>87.57%</b>
<b>Emergency/Disaster</b>							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>0.00</b>	<b>215,926.90</b>	<b>0.00</b>	<b>312,500.00</b>	<b>96,573.10</b>	<b>0.00%</b>
Miscellaneous	38,208.36	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
<b>Total Expenditures</b>	<b>1,666,195.82</b>	<b>182,168.11</b>	<b>1,863,138.21</b>	<b>2,544,831.00</b>	<b>2,857,331.00</b>	<b>994,192.79</b>	<b>73.21%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	0.00	0.00	127,218.50	127,500.00	127,500.00	281.50	99.78%
<b>Total Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>127,218.50</b>	<b>127,500.00</b>	<b>127,500.00</b>	<b>281.50</b>	<b>99.78%</b>
<b>Uses</b>							
Transfers Out	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
<b>Total Uses</b>	<b>317,000.00</b>	<b>0.00</b>	<b>454,128.00</b>	<b>454,128.00</b>	<b>454,128.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(317,000.00)</b>	<b>0.00</b>	<b>(326,909.50)</b>	<b>(326,628.00)</b>	<b>(326,628.00)</b>	<b>281.50</b>	<b>100.09%</b>
<b>Total - 10 GENERAL FUND</b>	<b>332,786.11</b>	<b>(57,405.60)</b>	<b>312,288.43</b>	<b>210,804.00</b>	<b>(101,696.00)</b>	<b>413,984.43</b>	<b>Ahead of Budget</b>

City of Richwood Operational Budget Report 10/1/2021 - 05/31/2022							
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>66% of year</b>
Sewer Department	581,548.31	74,151.13	597,698.88	907,100.00	907,100.00	309,401.12	65.89%
Water Department	769,360.05	97,015.98	767,880.57	1,230,000.00	1,230,000.00	462,119.43	62.43%
Solid Waste Department	210,336.55	27,883.32	217,535.11	310,000.00	310,000.00	92,464.89	70.17%
<b>Total Operating income</b>	<b>1,561,244.91</b>	<b>199,050.43</b>	<b>1,583,114.56</b>	<b>2,447,100.00</b>	<b>2,447,100.00</b>	<b>863,985.44</b>	<b>64.69%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	101,792.35	11,918.76	102,899.21	180,056.00	180,056.00	77,156.79	57.15%
Supplies	4,023.97	102.85	4,244.60	11,500.00	11,500.00	7,255.40	36.91%
Maintenance & Repair	12,824.74	342.25	61,110.12	59,950.00	59,950.00	(1,160.12)	Ahead of Budget
Utilities	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	304,080.33	0.00	332,877.31	574,580.00	574,580.00	241,702.69	57.93%
Other Services	6,636.36	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
<b>Total Sewer Department</b>	<b>429,357.75</b>	<b>12,363.86</b>	<b>506,253.33</b>	<b>856,186.00</b>	<b>856,186.00</b>	<b>349,932.67</b>	<b>59.13%</b>
<b>Water Department</b>							
Personnel & Benefits	98,799.69	17,739.83	121,126.96	205,579.00	205,579.00	84,452.04	58.92%
Supplies	18,825.87	273.62	10,908.27	21,300.00	21,300.00	10,391.73	51.21%
Maintenance & Repair	81,880.50	10,405.52	75,801.35	78,010.00	78,010.00	2,208.65	97.17%
Utilities	49,046.72	5,026.81	34,379.29	84,500.00	84,500.00	50,120.71	40.69%
Professional Services	28,895.80	0.00	46,276.54	51,500.00	51,500.00	5,223.46	89.86%
Other Services	240,134.56	68,387.96	252,543.92	343,000.00	343,000.00	90,456.08	73.63%
Capital Equipment	2,406.16	300.77	2,406.16	3,610.00	3,610.00	1,203.84	66.65%
<b>Total Water Department</b>	<b>519,989.30</b>	<b>102,134.51</b>	<b>543,442.49</b>	<b>787,499.00</b>	<b>787,499.00</b>	<b>244,056.51</b>	<b>69.01%</b>
<b>Solid Waste Department</b>							
Professional Services	153,848.16	23,227.81	161,360.61	280,000.00	280,000.00	118,531.39	57.63%
<b>Total Solid Waste Department</b>	<b>153,848.16</b>	<b>23,227.81</b>	<b>161,360.61</b>	<b>280,000.00</b>	<b>280,000.00</b>	<b>118,639.39</b>	<b>57.63%</b>
<b>Total Operating expense</b>	<b>1,103,195.21</b>	<b>137,726.18</b>	<b>1,211,056.43</b>	<b>1,923,685.00</b>	<b>1,923,685.00</b>	<b>712,628.57</b>	<b>62.96%</b>
<b>Total Net Operating Income (Loss)</b>	<b>458,049.70</b>	<b>61,324.25</b>	<b>372,058.13</b>	<b>523,415.00</b>	<b>523,415.00</b>	<b>151,356.87</b>	<b>71.08%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	497.14	0.00	99.31	1,000.00	1,000.00	900.69	9.93%
Grants	37,513.60	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,188.53	210.55	721.92	0.00	0.00	(721.92)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>119,199.27</b>	<b>210.55</b>	<b>10,821.23</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>178.77</b>	<b>98.37%</b>
<b>Non-operating expense</b>							
Debt Service	114,622.50	0.00	117,374.25	336,949.00	336,949.00	219,574.75	34.83%
Transfers Out	81,752.25	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
<b>Total Non-operating expense</b>	<b>196,374.75</b>	<b>0.00</b>	<b>173,374.25</b>	<b>392,949.00</b>	<b>392,949.00</b>	<b>219,574.75</b>	<b>44.12%</b>
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(77,175.48)</b>	<b>210.55</b>	<b>(162,553.02)</b>	<b>(681,949.00)</b>	<b>(681,949.00)</b>	<b>519,395.98</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>380,874.22</b>	<b>61,534.80</b>	<b>209,505.11</b>	<b>(158,534.00)</b>	<b>(158,534.00)</b>	<b>368,039.11</b>	<b>Ahead of Budget</b>