



AGENDA MEMORANDUM – FEBRUARY 14, 2022

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the December 2021 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending December 31, 2021. 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 December may include corrections from prior months.

DISCUSSION:

Attached is the budget report for December 2021, which is the second month of Fiscal Year 22. 25% 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 December 31, 2021, General Fund revenues total \$1,054,601. General Fund expenditures total \$831,286. Budgeted transfers to other funds totaling \$454,128 have been processed. A transfer in from CCPD for purchase of vehicles is budgeted but has not yet been processed as the purchases had not yet been made in this period.

Revenue (GF)

Total Revenue collected in the General fund is at 34.22% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$892,280, 46.56% of projection. The majority of property tax revenue is realized in December – January.
- Sales Tax revenue received in December, earned in October, is \$53,567. CCPD received \$13,217 and for Transportation fund the amount is 13,392.
- Permits and Licenses revenues total \$5,650 for December, \$12,713 year to date. Inspection fees collected year to date are \$7,590.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$7,242 for 3 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for December is \$4,737 for a YTD total of \$19,828.



Expenditures (GF)

Expenditures in the General Fund are 32.67% of budget. Our largest expenditure to date is the debris removal following Hurricane Nicholas. Due to this large expenditure, our budget % is high but will even out as the year progresses.

30-Water, Sewer and Solid Waste Fund

Operating Revenues received through December total \$581,844, 23.78% of projection for the year. Total operating expense through December is \$401,344, 20.86% of budget.

RECOMMENDATION: Council to approve December 2021 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood Operational Budget Report 10/1/2021 - 12/31/2021							
10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							25% of year
Taxes	1,205,718.22	849,410.51	1,004,689.00	2,786,463.00	2,786,463.00	1,781,774.00	36.06%
Property taxes, including delinquent & penalties	1,093,433.16	775,183.02	892,280.17	1,916,463.00	1,916,463.00		46.56%
Franchise Taxes	55,356.06	20,660.18	58,842.31	190,000.00	190,000.00		30.97%
Sales Tax	56,929.00	53,567.31	53,567.00	680,000.00	680,000.00		7.88%
Licenses and permits	12,888.26	5,649.84	12,712.92	96,100.00	96,100.00	83,387.08	13.23%
Intergovernmental revenue	10,966.08	0.00	7,000.00	1,000.00	1,000.00	(6,000.00)	Ahead of Budget
Charges for services	0.00	500.00	2,140.00	10,000.00	10,000.00	7,860.00	21.40%
Fines and forfeitures	12,237.53	4,736.52	19,827.60	140,000.00	140,000.00	120,172.40	14.16%
Special Revenues	57.05	0.00	(119.00)	1,500.00	1,500.00	1,619.00	-7.93%
Interest	409.07	176.88	250.95	1,200.00	1,200.00	949.05	20.91%
Miscellaneous revenue	9,300.50	2,938.99	8,099.52	46,000.00	46,000.00	37,900.48	17.61%
Inspection Fees	7,590.00	2,530.00	7,590.00	30,000.00	30,000.00		
Miscellaneous Income	1,285.50	408.99	409.52	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	425.00	0.00	100.00	6,000.00	6,000.00		
Total Revenue	1,251,576.71	863,412.74	1,054,600.99	3,082,263.00	3,082,263.00	2,027,662.01	34.22%
Expenditures							
General Government							
Administration							
Personnel & Benefits	98,412.91	37,136.75	105,903.19	445,617.00	445,617.00	339,713.81	23.77%
Supplies	4,472.10	1,017.40	2,665.31	18,700.00	18,700.00	16,034.69	14.25%
Maintenance & Repair	589.88	385.33	965.89	5,000.00	5,000.00	4,034.11	19.32%
Utilities	3,490.08	950.15	3,424.59	14,000.00	14,000.00	10,575.41	24.46%
Professional Services	77,284.78	39,458.87	68,565.29	128,300.00	128,300.00	59,734.71	53.44%
Other Services	16,799.97	1,354.16	15,697.91	62,680.00	62,680.00	46,982.09	25.04%
Capital Equipment	6,165.36	271.31	953.27	5,100.00	5,100.00	4,146.73	18.69%
Total Administration	207,215.08	80,573.97	198,175.45	679,397.00	679,397.00	481,221.55	29.17%
Judicial							
Personnel & Benefits	14,980.59	5,579.70	15,306.80	70,402.00	70,402.00	55,095.20	21.74%
Supplies	499.49	0.00	252.67	2,300.00	2,300.00	2,047.33	10.99%
Professional Services	8,442.00	1,720.00	10,722.00	18,350.00	18,350.00	7,628.00	58.43%
Other Services	2,489.18	0.00	75.00	1,000.00	1,000.00	925.00	7.50%
Total Judicial	26,411.26	7,299.70	26,356.47	92,052.00	92,052.00	65,695.53	28.63%
Permitting & Inspections							
Personnel & Benefits	6,035.00	1,560.00	6,900.00	68,100.00	68,100.00	61,200.00	10.13%
Supplies	175.00	0.00	178.10	5,000.00	5,000.00	4,821.90	3.56%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	6,210.00	1,560.00	7,078.10	74,600.00	74,600.00	67,521.90	9.49%
Special Revenue Expenditures							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	239,836.34	89,433.67	231,610.02	847,549.00	847,549.00	615,938.98	27.33%
Public Safety							
Police Department							
Personnel & Benefits	222,205.10	60,644.09	172,924.80	870,078.00	870,078.00	697,153.20	19.87%
Supplies	6,024.56	4,782.00	8,661.02	32,000.00	32,000.00	23,338.98	27.07%
Maintenance & Repair	13,662.22	1,193.73	6,804.76	31,400.00	31,400.00	24,595.24	21.67%
Utilities	3,366.14	1,581.53	3,059.89	13,000.00	13,000.00	9,940.11	23.54%
Professional Services	4,346.56	4,575.92	30,310.06	146,028.00	146,028.00	115,717.94	20.76%
Other Services	14,661.35	2,950.00	15,878.93	14,600.00	14,600.00	(1,278.93)	Over Budget
Capital Equipment	2,937.30	0.00	3,088.61	4,625.00	4,625.00	1,536.39	66.78%
Total Police Department	267,203.23	75,727.27	240,728.07	1,111,731.00	1,111,731.00	871,002.93	21.65%
Fire Department							
Personnel & Benefits	3,402.05	0.00	7,873.60	31,934.00	31,934.00	24,060.40	24.66%
Supplies	1,091.27	1,609.66	1,902.80	16,400.00	16,400.00	14,497.20	11.60%
Maintenance & Repair	390.78	0.00	2,053.00	21,100.00	21,100.00	19,047.00	9.73%
Utilities	810.63	445.69	958.75	5,100.00	5,100.00	4,141.25	18.80%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	26,250.00	0.00	26,782.75	110,000.00	110,000.00	83,217.25	24.35%
Other Services	9,346.06	0.00	12,678.28	15,450.00	15,450.00	2,771.72	82.06%
Capital Equipment	34,428.84	0.00	32,722.67	64,712.00	64,712.00	31,989.33	50.57%
Total Fire Department	75,719.63	2,055.35	84,971.85	264,696.00	264,696.00	179,724.15	32.10%
Code Enforcement							
Personnel & Benefits	(254.00)	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	736.00	0.00	0.00	800.00	800.00	800.00	0.00%
Total Code Enforcement	482.00	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00%
Total Public Safety	343,404.86	77,782.62	325,699.92	1,379,227.00	1,379,227.00	1,053,527.08	23.61%
Public Works							
City Maintenance							
Personnel & Benefits	23,682.34	7,674.47	23,606.65	101,555.00	101,555.00	77,948.35	23.25%
Supplies	3,622.84	1,498.38	3,160.03	17,000.00	17,000.00	13,839.97	18.59%
Maintenance & Repair	7,450.73	8,289.38	14,466.99	43,500.00	43,500.00	29,033.01	33.26%
Utilities	4,776.84	2,451.01	4,939.42	35,900.00	35,900.00	30,960.58	13.76%
Other Services	2,540.73	0.00	2,621.36	6,300.00	6,300.00	3,678.64	41.61%
Capital Equipment	2,125.86	0.00	0.00	60,000.00	60,000.00	60,000.00	0.00%
Total City Maintenance	44,199.34	19,913.24	48,794.45	264,255.00	264,255.00	215,460.55	18.46%
Parks and Recreation							
Supplies	228.81	502.16	1,084.28	2,800.00	2,800.00	1,715.72	38.72%
Maintenance & Repair	16,225.34	3,144.34	5,119.20	25,000.00	25,000.00	19,880.80	20.48%
Utilities	366.04	166.08	311.32	2,700.00	2,700.00	2,388.68	11.53%
Other Services	6,027.52	395.96	2,739.74	16,300.00	16,300.00	13,560.26	16.81%
Total Parks and Recreation	22,847.71	4,208.54	9,254.54	46,800.00	46,800.00	37,545.46	19.77%
Emergency/Disaster							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
Total Emergency/Disaster	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	0.00%
Miscellaneous	0.00	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%
Total Expenditures	650,288.25	191,338.07	831,285.83	2,544,831.00	2,857,331.00	2,026,045.17	32.67%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	0.00	0.00	127,500.00	127,500.00	127,500.00	0.00%
Total Sources	0.00	0.00	0.00	127,500.00	127,500.00	127,500.00	0.00%
Uses							
Transfers Out	0.00	454,128.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Uses	0.00	454,128.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Other Financing Sources and Uses	0.00	(454,128.00)	(454,128.00)	(326,628.00)	(326,628.00)	127,500.00	139.04%
Total - 10 GENERAL FUND	601,288.46	217,946.67	(230,812.84)	210,804.00	(101,696.00)	(129,116.84)	-109.49%

City of Richwood Operational Budget Report 10/1/2021 - 12/31/2021							
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							25% of year
Sewer Department	218,841.56	75,318.49	220,193.96	907,100.00	907,100.00	686,906.04	24.27%
Water Department	288,577.35	95,388.41	282,863.38	1,230,000.00	1,230,000.00	947,136.62	23.00%
Solid Waste Department	78,896.15	26,287.05	78,786.90	310,000.00	310,000.00	231,213.10	25.42%
Total Operating income	586,315.06	196,993.95	581,844.24	2,447,100.00	2,447,100.00	1,865,255.76	23.78%
Operating expense							
Sewer Department							
Personnel & Benefits	37,610.33	12,195.87	38,115.98	180,056.00	180,056.00	141,940.02	21.17%
Supplies	1,643.90	651.86	1,342.25	11,500.00	11,500.00	10,157.75	11.67%
Maintenance & Repair	7,600.69	17,153.90	27,379.29	59,950.00	59,950.00	32,570.71	45.67%
Utilities	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	57,323.05	0.00	94,899.15	574,580.00	574,580.00	479,680.85	16.52%
Other Services	4,258.86	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
Total Sewer Department	108,436.83	30,001.63	166,858.76	856,186.00	856,186.00	689,327.24	19.49%
Water Department							
Personnel & Benefits	34,233.92	11,684.06	36,896.84	205,579.00	205,579.00	168,682.16	17.95%
Supplies	8,978.94	960.42	3,619.97	21,300.00	21,300.00	17,680.03	17.00%
Maintenance & Repair	26,853.35	9,220.47	17,811.94	78,010.00	78,010.00	60,198.06	22.83%
Utilities	11,251.23	4,462.01	9,935.62	84,500.00	84,500.00	74,564.38	11.76%
Professional Services	5,365.03	6,015.11	30,993.84	51,500.00	51,500.00	20,506.16	60.18%
Other Services	84,966.08	24,577.60	89,403.96	343,000.00	343,000.00	253,596.04	26.07%
Capital Equipment	902.31	0.00	601.54	3,610.00	3,610.00	3,008.46	16.66%
Total Water Department	172,550.86	56,919.67	189,263.71	787,499.00	787,499.00	598,235.29	24.03%
Solid Waste Department							
Professional Services	43,987.41	23,227.81	45,221.56	280,000.00	280,000.00	234,670.44	16.15%
Total Solid Waste Department	43,987.41	23,227.81	45,221.56	280,000.00	280,000.00	234,778.44	16.15%
Total Operating expense	324,975.10	110,149.11	401,344.03	1,923,685.00	1,923,685.00	1,522,340.97	20.86%
Total Net Operating Income (Loss)	261,339.96	86,844.84	180,500.21	523,415.00	523,415.00	342,914.79	34.49%
Non-Operating Items							
Non-operating income							
Interest income	131.96	9.58	75.96	1,000.00	1,000.00	924.04	7.60%
Grants	21,460.80	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,118.11	10.80	38.97	0.00	0.00	(38.97)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
Total Non-operating income	102,710.87	20.38	10,114.93	11,000.00	11,000.00	885.07	91.95%
Non-operating expense							
Debt Service	0.00	0.00	0.00	336,949.00	336,949.00	336,949.00	0.00%
Transfers Out	56,000.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	56,000.00	0.00	56,000.00	392,949.00	392,949.00	336,949.00	14.25%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	46,710.87	20.38	(45,885.07)	(681,949.00)	(681,949.00)	636,063.93	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	308,050.83	86,865.22	134,615.14	(158,534.00)	(158,534.00)	293,149.14	Ahead of Budget