



AGENDA MEMORANDUM – DECEMBER 11, 2023

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the November 2023 Budget Report

BACKGROUND INFORMATION:

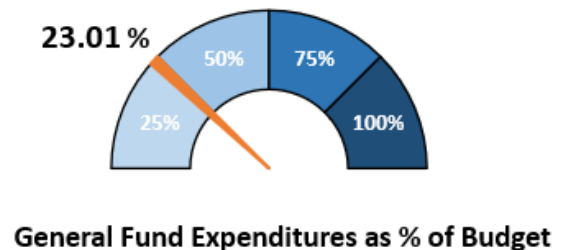
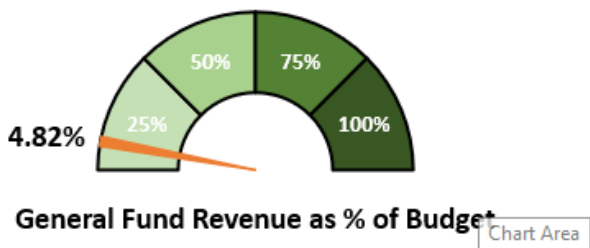
The information provided is for the FY 2023-2024 budget period, month ending November 30, 2023. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

Attached is the budget report for November 2023, which is the second month of Fiscal Year 24. 16.6% of the year has passed. The report reflects the original budget as approved for FY24 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, 2023, General Fund revenues total \$165,873. General Fund expenditures total \$676,215.



Revenue (GF)

Total Revenue collected in the General fund is at 4.82% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of September is \$79,869, 3.62% of projected property taxes for the year. The majority of Ad Valorem revenue for the current year will be received beginning in November through February.

City of Richwood

TEXAS

- Sales Tax revenue received in November was earned in September and was recorded as revenue in FY23. We ended Fiscal Year 2023 \$139,280 behind Fiscal Year 2022.

MONTH RECEIVED	FY 2022				FY 2023			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	53,567.31	13,391.83	13,217.46	80,176.60	44,369.52	11,092.39	10,760.96	66,222.87
JAN	56,126.12	14,031.53	13,925.95	84,083.60	52,644.29	13,161.07	12,957.41	78,762.77
FEB	57,614.76	14,403.69	14,521.54	86,539.99	55,858.64	13,964.65	13,634.73	83,458.02
MAR	50,637.08	12,659.27	12,646.82	75,943.17	56,308.72	14,077.18	13,767.76	84,153.66
APR	51,434.48	12,858.61	12,824.76	77,117.85	51,255.32	12,813.83	12,475.55	76,544.70
MAY	68,671.54	17,167.89	17,012.76	102,852.19	58,663.20	14,665.80	14,074.45	87,403.45
JUN	65,008.00	16,252.00	19,439.97	100,699.97	47,805.40	11,951.34	11,489.95	71,246.69
JUL	65,972.27	16,493.06	16,490.53	98,955.86	56,403.73	14,100.94	13,673.07	84,177.74
AUG	64,814.44	16,203.61	16,172.78	97,190.83	55,897.00	13,974.00	13,604.00	83,475.00
SEPT	54,061.24	13,515.30	13,440.49	81,017.03	50,036.00	12,509.00	15,295.00	77,840.00
OCT*	76,500.74	19,125.18	18,947.42	114,573.34	67,678.00	16,919.00	16,418.00	101,015.00
NOV*	65,732.13	16,502.16	16,433.03	98,667.32	43,116.91	10,779.23	10,341.29	64,237.43
YEAR TOTAL	730,140.11	182,604.13	185,073.51	1,097,817.75	640,036.73	160,008.43	158,492.17	958,537.33

- Permits and Licenses revenues total \$582 this month, year to date total of \$3,522. This is compared to \$14,823 collected at this time last year. Inspection fees collected are \$6,295.
- There have been no Water Impact fees collected this year. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Municipal Court revenue for the month of November is \$5,742, for a total year to date of \$12,903. This compares to \$18,706 at this time last year.
- Interest revenue is at \$7,131 this month, \$14,394 year to date.
- The Ambulance fee, new this fiscal year, saw \$16,839 with the November billing.
- Credit Card Fees will begin in January.

Expenditures (GF)

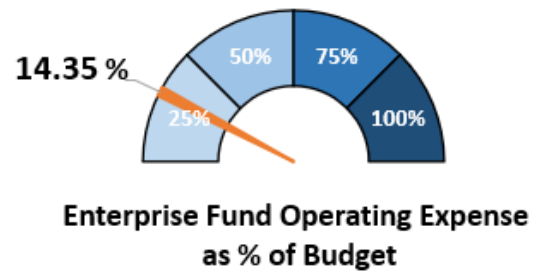
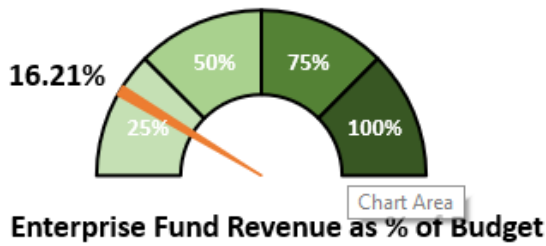
Expenditures in the General Fund are currently shown at \$676,215, 23.01% of budget.

Transfers (GF)

All approved interfund transfers have been completed.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in November total \$467,209 year to date. Operating expenses are \$112,835.



RECOMMENDATION: Council to approve November 2023 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Fiscal Year 2024 Operational Budget Report
10/1/2023 -11/30/2023

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							16.6% of year
Taxes	127,215.46	103,954.55	106,686.11	3,045,188.00	3,045,188.00	2,938,501.89	3.50%
Property taxes, including delinquent & penalties	99,984.49	77,141.56	79,869.17	2,209,188.00	2,209,188.00		3.62%
Franchise Taxes	27,230.97	26,812.99	26,816.94	196,000.00	196,000.00		13.68%
Sales Tax	0.00	0.00	0.00	640,000.00	640,000.00		0.00%
Licenses and permits	14,822.64	582.00	3,522.00	54,150.00	54,150.00	50,628.00	6.50%
Intergovernmental revenue	0.00	0.00	1,372.68	1,100.00	1,100.00	(272.68)	Ahead of Budget
Charges for services - Municipal Bldg Rental	675.00	350.00	1,160.00	9,000.00	9,000.00	7,840.00	12.89%
Municipal Court Revenue	18,705.81	5,742.33	12,903.02	130,000.00	130,000.00	117,096.98	9.93%
Special Revenues	500.00	1,100.00	1,106.00	1,050.00	1,050.00	(56.00)	Ahead of Budget
Interest	7,492.03	7,130.91	14,394.11	50,000.00	50,000.00	35,605.89	28.79%
Miscellaneous revenue	6,378.77	12,345.13	24,729.20	149,152.00	149,152.00	124,422.80	16.58%
Inspection Fees	5,060.00	3,310.00	6,295.00	30,000.00	30,000.00		
Miscellaneous Income	818.77	617.63	1,470.70	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	500.00	0.00	125.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	0.00	0.00	0.00	3,600.00	3,600.00		
Credit Card Fee Revenue	0.00	0.00	0.00	1,000.00	1,000.00		
Ambulance Fee Revenue	0.00	8,417.50	16,838.50	101,052.00	101,052.00		
Total Revenue	175,789.71	131,204.92	165,873.12	3,439,640.00	3,439,640.00	3,273,766.88	4.82%
Expenditures							
General Government Administration							
Personnel & Benefits	68,291.19	41,100.30	76,841.56	528,232.00	528,232.00	451,390.44	14.55%
Supplies	3,615.20	984.77	1,090.29	18,500.00	18,500.00	17,409.71	5.89%
Maintenance & Repair	944.88	224.25	1,236.33	5,900.00	5,900.00	4,663.67	20.95%
Utilities	1,316.04	1,726.92	3,340.38	11,550.00	11,550.00	8,209.62	28.92%
Professional Services	53,801.53	8,951.00	26,341.71	152,800.00	152,800.00	126,458.29	17.24%
Other Services	27,126.88	179.09	32,412.29	94,000.00	94,000.00	61,587.71	34.48%
Capital Equipment	32,079.21	340.98	2,167.63	7,600.00	7,600.00	5,432.37	28.52%
Total Administration	187,174.93	53,507.31	143,430.19	818,582.00	818,582.00	675,151.81	17.52%
Judicial							
Personnel & Benefits	10,799.18	6,080.48	10,937.04	79,311.00	79,311.00	68,373.96	13.79%
Supplies	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00	0.00%
Professional Services	8,400.00	0.00	7,700.00	19,500.00	19,500.00	11,800.00	39.49%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
Total Judicial	19,199.18	6,080.48	18,637.04	100,611.00	100,611.00	81,973.96	18.52%
Permitting & Inspections							
Personnel & Benefits	4,840.00	0.00	50.00	30,000.00	30,000.00	29,950.00	0.17%
Supplies	0.00	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%
Total Permitting & Inspections	4,840.00	0.00	50.00	32,000.00	32,000.00	31,950.00	0.16%
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	211,214.11	59,587.79	162,117.23	952,693.00	952,693.00	790,575.77	17.02%
Public Safety Police Department							
Personnel & Benefits	140,387.45	66,877.96	128,396.26	929,557.00	929,557.00	801,160.74	13.81%
Supplies	8,794.38	(56.83)	3,010.05	52,000.00	52,000.00	48,989.95	5.79%
Maintenance & Repair	2,281.28	5,396.31	6,549.56	29,900.00	29,900.00	23,350.44	21.90%
Utilities	2,762.85	1,466.33	3,231.48	19,500.00	19,500.00	16,268.52	16.57%
Professional Services	73,022.96	0.00	66,189.28	198,085.00	198,085.00	131,895.72	33.41%
Other Services	14,232.16	0.00	12,878.76	20,200.00	20,200.00	7,321.24	63.76%
Capital Equipment	374.20	5,127.60	5,314.70	7,249.00	7,249.00	1,934.30	73.32%
Total Police Department	241,855.28	78,811.37	225,570.09	1,256,491.00	1,256,491.00	1,030,920.91	17.95%
Fire Department							
Personnel & Benefits	3,711.00	0.00	2,278.00	35,200.00	35,200.00	32,922.00	6.47%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Supplies	1,507.63	0.00	269.83	17,500.00	17,500.00	17,230.17	1.54%
Maintenance & Repair	447.00	4,785.71	9,679.80	34,500.00	34,500.00	24,820.20	28.06%
Utilities	631.58	534.81	1,038.65	6,150.00	6,150.00	5,111.35	16.89%
Professional Services	38,311.00	38,311.00	38,311.00	161,000.00	161,000.00	122,689.00	23.80%
Other Services	13,243.24	0.00	19,422.72	32,000.00	32,000.00	12,577.28	60.70%
Capital Equipment	32,712.17	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
Total Fire Department	90,563.62	43,631.52	103,712.17	346,062.00	346,062.00	242,349.83	29.97%
Code Enforcement							
Personnel & Benefits	1,669.99	5,308.49	9,758.47	69,421.00	69,421.00	59,662.53	14.06%
Supplies	0.00	0.00	26.00	2,200.00	2,200.00	2,174.00	1.18%
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	0.00	0.00	522.24	900.00	900.00	377.76	58.03%
Total Code Enforcement	1,669.99	5,308.49	10,306.71	74,521.00	74,521.00	63,214.29	13.83%
Total Public Safety	334,088.89	127,751.38	339,588.97	1,677,074.00	1,677,074.00	1,337,485.03	20.25%
Public Works							
City Maintenance							
Personnel & Benefits	14,027.91	9,510.35	19,443.84	121,689.00	121,689.00	102,245.16	15.98%
Supplies	3,706.12	554.80	30,773.61	25,825.00	25,825.00	(4,948.61)	Over Budget
Maintenance & Repair	7,230.40	3,429.62	3,979.62	29,860.00	29,860.00	25,880.38	13.33%
Utilities	8,125.46	3,333.40	6,675.15	38,400.00	38,400.00	31,724.85	17.38%
Other Services	2,753.67	0.00	5,876.32	22,800.00	22,800.00	16,923.68	25.77%
Capital Equipment	15,000.00	85,672.38	97,789.38	0.00	0.00	(97,789.38)	Over Budget
Total City Maintenance	50,843.56	102,500.55	164,537.92	238,574.00	238,574.00	74,036.08	68.97%
Parks and Recreation							
Supplies	82.08	18.97	183.71	5,100.00	5,100.00	4,916.29	3.60%
Maintenance & Repair	1,862.30	1,751.26	4,612.36	32,000.00	32,000.00	27,387.64	14.41%
Utilities	310.89	251.58	470.21	3,500.00	3,500.00	3,029.79	13.43%
Other Services	4,356.77	0.00	4,704.40	17,100.00	17,100.00	12,395.60	27.51%
Total Parks and Recreation	6,612.04	2,021.81	9,970.68	57,700.00	57,700.00	47,729.32	17.28%
Emergency/Disaster							
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Emergency/Disaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	12,960.00	12,960.00	12,960.00	0.00%
Development Agreements	0	0	0	12,960.00	12,960.00	12,960.00	0.00%
Total Expenditures	602,758.60	291,861.53	676,214.80	2,939,001.00	2,939,001.00	2,262,786.20	23.01%
Other Financing Sources and Uses							
Sources							
Transfers In	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	Over Budget
Total Sources	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	100.00%
Uses							
Transfers Out	329,000.00	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Uses	329,000.00	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Other Financing Sources and Uses	(314,000.00)	0.00	(309,000.00)	(309,000.00)	(309,000.00)	0.00	
Total - 10 GENERAL FUND	(740,968.89)	(160,656.61)	(819,341.68)	191,639.00	191,639.00	(1,010,980.68)	

City of Richwood Operational Budget Report 10/1/2023 -11/30/2023							
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							16.6% of year
Sewer Department	167,586.45	80,102.92	168,894.59	981,504.00	981,504.00	812,609.41	17.21%
Water Department	228,212.30	111,191.21	242,056.05	1,519,867.00	1,519,867.00	1,277,810.95	15.93%
Solid Waste Department	56,492.61	28,600.10	56,258.39	381,000.00	381,000.00	324,741.61	14.77%
Total Operating income	452,291.36	219,894.23	467,209.03	2,882,371.00	2,882,371.00	2,415,161.97	16.21%
Operating expense							
Sewer Department							
Personnel & Benefits	27,167.69	11,402.66	23,626.59	212,594.00	212,594.00	188,967.41	11.11%
Supplies	1,299.50	56.97	743.82	8,500.00	8,500.00	7,756.18	8.75%
Maintenance & Repair	7,421.34	2,274.32	4,837.50	67,740.00	67,740.00	62,902.50	7.14%
Professional Services	91,249.53	36,906.50	124,323.59	715,000.00	715,000.00	590,676.41	17.39%
Other Services	3,872.72	0.00	7,334.36	4,650.00	4,650.00	(2,684.36)	Over Budget
Total Sewer Department	131,010.78	50,640.45	160,865.86	1,008,484.00	1,008,484.00	847,618.14	15.95%
Water Department							
Personnel & Benefits	37,911.37	20,602.03	39,821.32	262,978.00	262,978.00	223,156.68	15.14%
Supplies	5,102.37	4,184.18	5,320.41	27,600.00	27,600.00	22,279.59	19.28%
Maintenance & Repair	47,115.62	2,216.70	33,506.57	146,720.00	146,720.00	113,213.43	22.84%
Utilities	8,181.84	7,606.44	14,697.46	66,600.00	66,600.00	51,902.54	22.07%
Professional Services	38,061.78	0.00	5,561.78	230,500.00	230,500.00	224,938.22	2.41%
Other Services	74,118.23	0.00	37,058.92	433,040.00	433,040.00	395,981.08	8.56%
Capital Equipment	601.54	300.77	601.54	3,610.00	3,610.00	3,008.46	16.66%
Total Water Department	211,092.75	34,910.12	136,568.00	1,171,048.00	1,171,048.00	1,034,480.00	11.66%
Solid Waste Department							
Professional Services	48,769.66	28,500.13	56,939.96	290,000.00	290,000.00	232,952.04	19.63%
Total Solid Waste Department	48,769.66	28,500.13	56,939.96	290,000.00	290,000.00	233,060.04	19.63%
Total Operating expense	390,873.19	114,050.70	354,373.82	2,469,532.00	2,469,532.00	2,115,158.18	14.35%
Total Net Operating Income (Loss)	61,418.17	105,843.53	112,835.21	412,839.00	412,839.00	300,003.79	27.33%
Non-Operating Items							
Non-operating income							
Interest income	73.96	67.03	67.03	2,500.00	500.00	2,432.97	2.68%
Grants	54,874.03	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	234.77	200.70	210.45	3,000.00	1,000.00	2,789.55	7.02%
Transfers In	0.00		70,000.00	70,000.00	37,000.00	0.00	At Budget
Total Non-operating income	55,182.76	267.73	70,277.48	75,500.00	38,500.00	31,777.48	93.08%
Non-operating expense							
Debt Service	0.00	0.00	0.00	435,981.00	363,615.00	435,981.00	0.00%
Transfers Out	56,000.00		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	491,981.00	419,615.00	363,615.00	11.38%
Depreciation Expense	47,336.96	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(48,154.20)	267.73	14,277.48	(716,481.00)	(681,115.00)	695,392.48	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	13,263.97	106,111.26	127,112.69	(303,642.00)	(268,276.00)	395,388.69	Ahead of Budget

Budget Amendments: