

## AGENDA MEMORANDUM – FEBRUARY 13, 2024

### ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the December 2023 Budget Report

#### BACKGROUND INFORMATION:

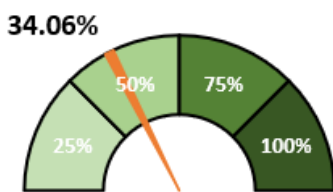
The information provided is for the FY 2023-2024 budget period, month ending December 31, 2023. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

#### DISCUSSION:

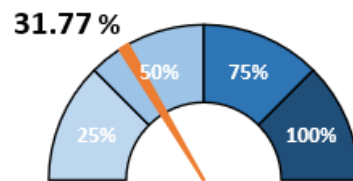
Attached is the budget report for December 2023, which is the third month of Fiscal Year 24. 25% of the year has passed. The report reflects the original budget as approved for FY24 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 December 31, 2023, General Fund revenues total \$1,171,391. General Fund expenditures total \$936,636.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

#### Revenue (GF)

Total Revenue collected in the General fund is at 34.06% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$969,841, 43.9% of projected property taxes for the year. The majority of Ad Valorum revenue for the current year will be received beginning in December through February.

# City of Richwood

TEXAS

- Sales Tax revenue received in December was earned in October. It is almost \$10,000 more than this period last year, which is good news as sales tax revenues for FY23 were behind FY22. Sales tax is received 2 months after it is earned. The revenue received in October and November was posted to revenue in FY23. Accordingly, the revenue earned in August and September 2024, will be posted as revenue for FY24 even though it will not be received by the city until October and November. The chart reflects the revenue when received, not earned.

MONTH RECEIVED	FY 2023				FY 2024			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	44,369.52	11,092.39	10,760.96	66,222.87	50,390.06	12,597.52	12,174.92	75,162.50
JAN	52,644.29	13,161.07	12,957.41	78,762.77				0.00
FEB	55,858.64	13,964.65	13,634.73	83,458.02				0.00
MAR	56,308.72	14,077.18	13,767.76	84,153.66				0.00
APR	51,255.32	12,813.83	12,475.55	76,544.70				0.00
MAY	58,663.20	14,665.80	14,074.45	87,403.45				0.00
JUN	47,805.40	11,951.34	11,489.95	71,246.69				0.00
JUL	56,403.73	14,100.94	13,673.07	84,177.74				0.00
AUG	55,897.00	13,974.00	13,604.00	83,475.00				0.00
SEPT	50,036.00	12,509.00	15,295.00	77,840.00				0.00
OCT*	67,678.00	16,919.00	16,418.00	101,015.00				0.00
NOV*	43,116.91	10,779.23	10,341.29	64,237.43				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	50,390.06	12,597.52	12,174.92	75,162.50

- Permits and Licenses revenues total \$11,001 this month, year to date total of \$14,523. This is compared to \$17,066 collected at this time last year. Inspection fees collected are \$9,150.
- There have been two Water Impact fees collected this year for a total of \$4,828. 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 December is \$6,492, for a total year to date of \$19,395. This compares to \$26,357 at this time last year.
- Interest revenue is at \$8,482 this month, \$22,876 year to date.
- The Ambulance fee, new this fiscal year, is at \$25,242.
- Credit Card Fees will begin in January.

## Expenditures (GF)

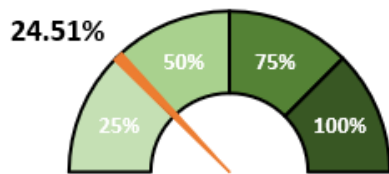
Expenditures in the General Fund are currently shown at \$936,636, 31.87% of budget. The City Maintenance department is currently showing as over budget due to equipment purchases, which were approved for FY23 but not made available until this current fiscal year.

## Transfers (GF)

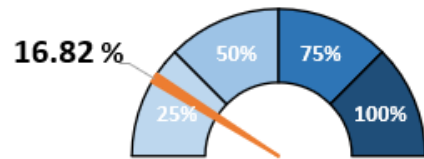
All approved interfund transfers have been completed.

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

Operating Revenues in December total \$706,585 year to date. Operating expenses are \$415,362.



**Enterprise Fund Revenue as % of Budget**



**Enterprise Fund Operating Expense as % of Budget**

**RECOMMENDATION:** Council to approve December 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 -12/31/2023**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>25% of year</b>
Taxes	1,082,679.65	961,792.24	1,068,478.35	3,045,188.00	3,045,188.00	1,976,709.65	35.09%
Property taxes, including delinquent & penalties	991,958.80	889,971.70	969,840.87	2,209,188.00	2,209,188.00		43.90%
Franchise Taxes	46,351.33	21,430.48	48,247.42	196,000.00	196,000.00		24.62%
Sales Tax	44,369.52	50,390.06	50,390.06	640,000.00	640,000.00		7.87%
Licenses and permits	17,065.64	11,001.24	14,523.24	54,150.00	54,150.00	39,626.76	26.82%
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	1,325.00	175.00	1,335.00	9,000.00	9,000.00	7,665.00	14.83%
Municipal Court Revenue	26,356.85	6,492.03	19,395.05	130,000.00	130,000.00	110,604.95	14.92%
Special Revenues	7,050.00	3,728.00	4,834.00	1,050.00	1,050.00	(3,784.00)	Ahead of Budget
Interest	11,966.20	8,481.80	22,875.91	50,000.00	50,000.00	27,124.09	45.75%
Miscellaneous revenue	9,850.82	13,672.77	38,576.97	149,152.00	149,152.00	110,575.03	25.86%
Inspection Fees	7,590.00	2,855.00	9,150.00	30,000.00	30,000.00		
Miscellaneous Income	1,760.82	2,114.27	3,759.97	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	300.00	300.00	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	8,403.50	25,242.00	101,052.00	101,052.00		
<b>Total Revenue</b>	<b>1,156,294.16</b>	<b>1,005,343.08</b>	<b>1,171,391.20</b>	<b>3,439,640.00</b>	<b>3,439,640.00</b>	<b>2,268,248.80</b>	<b>34.06%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	103,419.80	39,891.34	117,533.48	528,232.00	528,232.00	410,698.52	22.25%
Supplies	4,568.31	105.39	2,040.19	18,500.00	18,500.00	16,459.81	11.03%
Maintenance & Repair	1,351.86	306.75	1,791.63	5,900.00	5,900.00	4,108.37	30.37%
Utilities	3,220.27	1,194.96	4,535.34	11,550.00	11,550.00	7,014.66	39.27%
Professional Services	87,972.70	8,967.50	45,379.99	152,800.00	152,800.00	107,420.01	29.70%
Other Services	27,656.73	40.29	33,065.61	94,000.00	94,000.00	60,934.39	35.18%
Capital Equipment	32,420.19	340.98	2,508.61	7,600.00	7,600.00	5,091.39	33.01%
<b>Total Administration</b>	<b>260,609.86</b>	<b>50,847.21</b>	<b>206,854.85</b>	<b>818,582.00</b>	<b>818,582.00</b>	<b>611,727.15</b>	<b>25.27%</b>
<b>Judicial</b>							
Personnel & Benefits	16,541.37	5,933.37	16,945.41	79,311.00	79,311.00	62,365.59	21.37%
Supplies	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00	0.00%
Professional Services	8,910.00	0.00	8,300.00	19,500.00	19,500.00	11,200.00	42.56%
Other Services	130.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>25,581.37</b>	<b>5,933.37</b>	<b>25,245.41</b>	<b>100,611.00</b>	<b>100,611.00</b>	<b>75,365.59</b>	<b>25.09%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	6,230.00	2,810.00	5,700.00	30,000.00	30,000.00	24,300.00	19.00%
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%
<b>Total Permitting &amp; Inspections</b>	<b>6,230.00</b>	<b>2,810.00</b>	<b>5,700.00</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>26,300.00</b>	<b>17.81%</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>292,421.23</b>	<b>59,590.58</b>	<b>237,800.26</b>	<b>952,693.00</b>	<b>952,693.00</b>	<b>714,892.74</b>	<b>24.96%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	214,108.51	65,404.23	193,807.66	929,557.00	929,557.00	735,749.34	20.85%
Supplies	11,849.78	23.46	6,317.52	52,000.00	52,000.00	45,682.48	12.15%
Maintenance & Repair	4,856.74	716.35	7,278.91	29,900.00	29,900.00	22,621.09	24.34%
Utilities	4,387.28	1,722.53	5,333.83	19,500.00	19,500.00	14,166.17	27.35%
Professional Services	73,022.96	0.00	66,194.20	198,085.00	198,085.00	131,890.80	33.42%
Other Services	14,429.16	0.00	12,878.76	20,200.00	20,200.00	7,321.24	63.76%
Capital Equipment	561.30	187.10	5,501.80	7,249.00	7,249.00	1,747.20	75.90%
<b>Total Police Department</b>	<b>323,215.73</b>	<b>68,053.67</b>	<b>297,312.68</b>	<b>1,256,491.00</b>	<b>1,256,491.00</b>	<b>959,178.32</b>	<b>23.66%</b>
<b>Fire Department</b>							
Personnel & Benefits	4,595.38	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	2,637.29	579.92	1,089.75	17,500.00	17,500.00	16,410.25	6.23%
Maintenance & Repair	5,077.00	0.00	9,679.80	34,500.00	34,500.00	24,820.20	28.06%
Utilities	1,374.60	389.78	1,428.43	6,150.00	6,150.00	4,721.57	23.23%
Professional Services	38,311.00	0.00	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%
<b>Total Fire Department</b>	<b>97,950.68</b>	<b>969.70</b>	<b>104,921.87</b>	<b>346,062.00</b>	<b>346,062.00</b>	<b>241,140.13</b>	<b>30.32%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	6,249.40	5,239.65	15,529.64	69,421.00	69,421.00	53,891.36	22.37%
Supplies	108.20	232.00	644.09	2,200.00	2,200.00	1,555.91	29.28%
Maintenance & Repair	0.00	25.50	25.50	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%
<b>Total Code Enforcement</b>	<b>6,357.60</b>	<b>5,497.15</b>	<b>16,721.47</b>	<b>74,521.00</b>	<b>74,521.00</b>	<b>56,825.03</b>	<b>22.44%</b>
<b>Total Public Safety</b>	<b>427,524.01</b>	<b>74,520.52</b>	<b>418,956.02</b>	<b>1,677,074.00</b>	<b>1,677,074.00</b>	<b>1,258,117.98</b>	<b>24.98%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	21,211.30	8,312.37	27,756.21	121,689.00	121,689.00	93,932.79	22.81%
Supplies	6,502.86	249.02	31,623.99	25,825.00	25,825.00	(5,798.99)	Over Budget
Maintenance & Repair	8,541.42	2,015.94	7,656.67	29,860.00	29,860.00	22,203.33	25.64%
Utilities	8,600.32	3,369.77	10,089.69	38,400.00	38,400.00	28,310.31	26.28%
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	87,992.42	185,781.80	0.00	0.00	(185,781.80)	Over Budget
<b>Total City Maintenance</b>	<b>62,609.57</b>	<b>101,939.52</b>	<b>268,784.68</b>	<b>238,574.00</b>	<b>238,574.00</b>	<b>(30,210.68)</b>	<b>Over Budget</b>
<b>Parks and Recreation</b>							
Supplies	202.56	0.00	297.48	5,100.00	5,100.00	4,802.52	5.83%
Maintenance & Repair	3,189.93	475.38	5,087.74	32,000.00	32,000.00	26,912.26	15.90%
Utilities	927.32	257.42	727.63	3,500.00	3,500.00	2,772.37	20.79%
Other Services	4,717.81	0.00	4,982.03	17,100.00	17,100.00	12,117.97	29.13%
<b>Total Parks and Recreation</b>	<b>9,037.62</b>	<b>732.80</b>	<b>11,094.88</b>	<b>57,700.00</b>	<b>57,700.00</b>	<b>46,605.12</b>	<b>19.23%</b>
<b>Emergency/Disaster</b>							
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
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%
<b>Total Expenditures</b>	<b>791,592.43</b>	<b>236,783.42</b>	<b>936,635.84</b>	<b>2,939,001.00</b>	<b>2,939,001.00</b>	<b>2,002,365.16</b>	<b>31.87%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	Over Budget
<b>Total Sources</b>	<b>15,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Uses</b>							
Transfers Out	329,000.00	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
<b>Total Uses</b>	<b>329,000.00</b>	<b>0.00</b>	<b>334,000.00</b>	<b>334,000.00</b>	<b>334,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(314,000.00)</b>	<b>0.00</b>	<b>(309,000.00)</b>	<b>(309,000.00)</b>	<b>(309,000.00)</b>	<b>0.00</b>	
<b>Total - 10 GENERAL FUND</b>	<b>50,701.73</b>	<b>768,559.66</b>	<b>(74,244.64)</b>	<b>191,639.00</b>	<b>191,639.00</b>	<b>(265,883.64)</b>	

City of Richwood Operational Budget Report 10/1/2023 -12/31/2023							
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>25% of year</b>
Sewer Department	243,985.58	82,317.65	251,095.64	981,504.00	981,504.00	730,408.36	25.58%
Water Department	339,022.44	125,275.98	367,270.41	1,519,867.00	1,519,867.00	1,152,596.59	24.16%
Solid Waste Department	84,474.54	31,940.30	88,218.60	381,000.00	381,000.00	292,781.40	23.15%
<b>Total Operating income</b>	<b>667,482.56</b>	<b>239,533.93</b>	<b>706,584.65</b>	<b>2,882,371.00</b>	<b>2,882,371.00</b>	<b>2,175,786.35</b>	<b>24.51%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	41,591.43	11,439.70	35,442.32	212,594.00	212,594.00	177,151.68	16.67%
Supplies	1,732.40	102.60	1,897.89	8,500.00	8,500.00	6,602.11	22.33%
Maintenance & Repair	12,758.19	2,056.12	7,225.10	67,740.00	67,740.00	60,514.90	10.67%
Professional Services	91,249.53	0.00	36,906.50	715,000.00	715,000.00	678,093.50	5.16%
Other Services	3,872.72	0.00	7,334.36	4,650.00	4,650.00	(2,684.36)	Over Budget
<b>Total Sewer Department</b>	<b>151,204.27</b>	<b>13,598.42</b>	<b>88,806.17</b>	<b>1,008,484.00</b>	<b>1,008,484.00</b>	<b>919,677.83</b>	<b>8.81%</b>
<b>Water Department</b>							
Personnel & Benefits	55,889.52	20,710.49	62,892.98	262,978.00	262,978.00	200,085.02	23.92%
Supplies	7,627.72	189.76	7,026.79	27,600.00	27,600.00	20,573.21	25.46%
Maintenance & Repair	85,055.63	4,778.33	40,664.39	146,720.00	146,720.00	106,055.61	27.72%
Utilities	15,873.70	7,558.61	22,345.63	66,600.00	66,600.00	44,254.37	33.55%
Professional Services	39,714.92	0.00	5,561.78	230,500.00	230,500.00	224,938.22	2.41%
Other Services	101,755.53	35,818.60	101,601.18	433,040.00	433,040.00	331,438.82	23.46%
Capital Equipment	902.31	300.77	902.31	3,610.00	3,610.00	2,707.69	24.99%
<b>Total Water Department</b>	<b>306,819.33</b>	<b>69,356.56</b>	<b>240,995.06</b>	<b>1,171,048.00</b>	<b>1,171,048.00</b>	<b>930,052.94</b>	<b>20.58%</b>
<b>Solid Waste Department</b>							
Professional Services	97,539.32	28,620.73	85,560.69	290,000.00	290,000.00	204,331.31	29.50%
<b>Total Solid Waste Department</b>	<b>97,539.32</b>	<b>28,620.73</b>	<b>85,560.69</b>	<b>290,000.00</b>	<b>290,000.00</b>	<b>204,439.31</b>	<b>29.50%</b>
<b>Total Operating expense</b>	<b>555,562.92</b>	<b>111,575.71</b>	<b>415,361.92</b>	<b>2,469,532.00</b>	<b>2,469,532.00</b>	<b>2,054,170.08</b>	<b>16.82%</b>
<b>Total Net Operating Income (Loss)</b>	<b>111,919.64</b>	<b>127,958.22</b>	<b>291,222.73</b>	<b>412,839.00</b>	<b>412,839.00</b>	<b>121,616.27</b>	<b>70.54%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	73.97	818.52	885.55	2,500.00	2,500.00	1,614.45	35.42%
Grants	54,874.03	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,403.92	401.40	621.58	3,000.00	3,000.00	2,378.42	20.72%
Transfers In	0.00	0.00	70,000.00	70,000.00	70,000.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>56,351.92</b>	<b>1,219.92</b>	<b>71,507.13</b>	<b>75,500.00</b>	<b>75,500.00</b>	<b>3,992.87</b>	<b>94.71%</b>
<b>Non-operating expense</b>							
Debt Service	67,975.00	0.00	0.00	435,981.00	435,981.00	435,981.00	0.00%
Transfers Out	56,000.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
<b>Total Non-operating expense</b>	<b>123,975.00</b>	<b>0.00</b>	<b>56,000.00</b>	<b>491,981.00</b>	<b>491,981.00</b>	<b>435,981.00</b>	<b>11.38%</b>
Depreciation Expense	71,005.44	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(138,628.52)</b>	<b>1,219.92</b>	<b>15,507.13</b>	<b>(716,481.00)</b>	<b>(716,481.00)</b>	<b>731,988.13</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>(26,708.88)</b>	<b>129,178.14</b>	<b>306,729.86</b>	<b>(303,642.00)</b>	<b>(303,642.00)</b>	<b>610,371.86</b>	<b>Ahead of Budget</b>

Budget Amendments: