

CITY OF SANGER, TEXAS MONTHLY FINANCIAL AND INVESTMENT REPORT

FOR THE MONTH ENDING APRIL 30, 2025

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INTRODUCTION

COMMENTS

This is the financial report for the period ending April 30, 2025. Revenues and expenditures reflect activity from October 1, 2024, through April 30, 2025 (58% of the fiscal year).

GENERAL FUND

- The General Fund has collected 87% of projected operating revenues.
- All revenue categories are performing within projections.
- Operating expenditures & encumbrances are 56% of the annual budget
- All expenditure categories are within projections.

ENTERPRISE FUND

- The Enterprise Fund has collected 56% of projected operating revenues.
- All revenue categories are performing within projections.
- Operating expenditures & encumbrances are 54% of the annual budget.
- All expenditure categories are within projections.

INTERNAL SERVICE FUND

- The Internal Service Fund has collected 58% of projected transfers from the General and Enterprise Funds.
- All revenue categories are performing within projections.
- Operating expenditures & encumbrances are 60% of the annual budget.
- All expenditure categories are within projections.

This unaudited report is designed for internal use and does not include all the funds and accounts in the City of Sanger's operations. For a complete report, refer to the City of Sanger Annual Financial Report, available at https://www.sangertexas.org/177/Financial-Transparency

GENERAL FUND

CITY OF SANGER, TEXAS General Fund Revenue & Expense Report (Unaudited) April 30, 2025

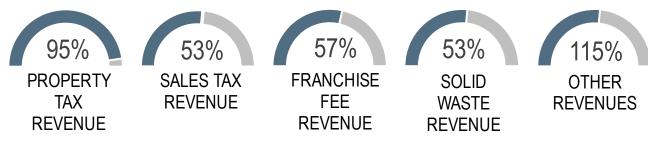
			Y	ear to Date			
	Ar	nual Budget		Actual	% of Budget	Bu	dget Balance
Revenues							
Property Taxes	\$	7,715,872	\$	7,365,875	95.5%	\$	349,997
Sales & Beverage Taxes		1,943,000		1,029,167	53.0%		913,833
Franchise Fees		1,150,239		656,524	57.1%		493,715
Solid Waste		1,366,000		726,400	53.2%		639,600
Licenses & Permits		481,750		1,362,509	282.8%		(880,759)
Fines & Forfeitures		187,926		84,970	45.2%		102,956
Department Revenues		1,180,246		909,877	77.1%		270,369
Interest		365,000		292,883	80.2%		72,117
Miscellaneous		149,400		162,799	109.0%		(13,399)
Transfers		395,000		355,417	90.0%		39,583
Total Revenues	\$	14,934,433	\$	12,946,421	86.7%	\$	1,988,012
Expenditures							
Police	\$	3,879,638	\$	2,290,477	59.0%	\$	1,589,161
Fire	Ψ	3,657,301	Ψ	1,910,360	52.2%	Ψ	1,746,941
Municipal Court		289,619		124,803	43.1%		164,816
Development Services		1,042,858		600,648	57.6%		442,210
Streets		948,312		549,683	58.0%		398,629
Parks & Recreation		950,890		555,905	58.5%		394,985
Library		594,357		302,233	50.9%		292,124
Solid Waste		1,200,000		669,174	55.8%		530,826
Transfers		2,402,878		1,397,485	58.2%		1,005,393
Total Expenditures	\$	14,965,853	\$	8,400,768	56.1%	\$	6,565,085
Revenues Over(Under) Expenditures	\$	(31,420)	\$	4,545,653		\$	(4,577,073)

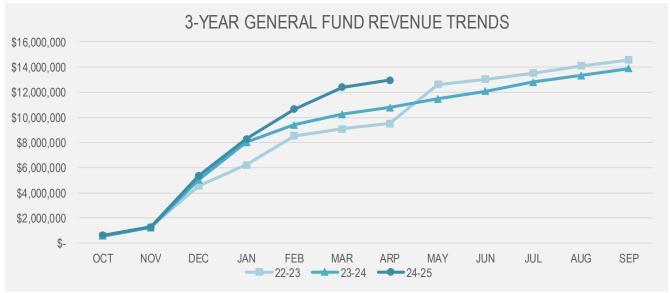
YTD REVENUES \$12,946,421

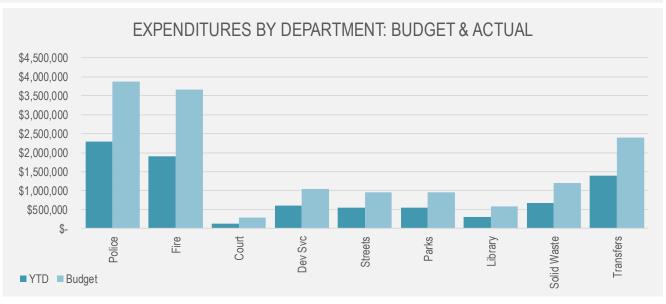
87%
OF ANNUAL
BUDGET

YTD EXPENDITURES

\$ 8,400,768 OF AN







ENTERPRISE FUND

CITY OF SANGER, TEXAS Enterprise Fund Revenue & Expense Report (Unaudited) April 30, 2025

			Υ	ear to Date			
	An	nual Budget		Actual	% of Budget	Buc	dget Balance
Revenues							
Water	\$	2,952,439	\$	1,682,174	57.0%	\$	1,270,265
Wastewater		3,044,402		1,643,706	54.0%		1,400,696
Electric		9,259,319		4,969,738	53.7%		4,289,581
Penalties & Fees		231,500		127,201	54.9%		104,299
Interest		122,500		124,869	101.9%		(2,369)
Miscellaneous		149,020		145,098	97.4%		3,922
Transfers		300,000		300,000	0.0%		-
Total Revenues	\$	16,059,180		8,992,786	56.0%	\$	7,066,394
Expenditures							
Water	\$	2,229,483		1,138,024	51.0%		1,091,459
Wastewater		977,837		653,174	66.8%		324,663
Electric		7,961,520		3,486,931	43.8%		4,474,589
Customer Service		472,058		201,864	42.8%		270,194
Debt Service		2,377,599		1,943,724	81.8%		433,875
Transfers		2,040,683		1,267,936	62.1%		772,747
Total Expenditures		16,059,180		8,691,653	54.1%		7,367,527
Revenues Over(Under) Expenditures		-	\$	301,133		\$	(301,133)

YTD REVENUES \$8,992,786

56% OF ANNUAL BUDGET

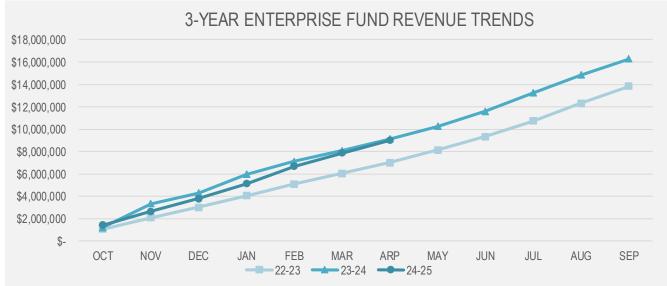
\$8,691,653

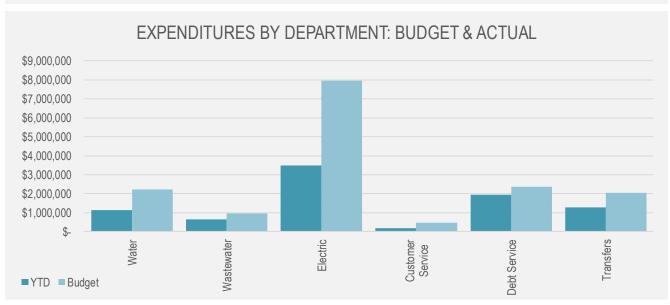












INTERNAL SERVICE FUND

CITY OF SANGER, TEXAS Internal Service Fund Revenue & Expense Report (Unaudited) April 30, 2025

			Υ	ear to Date			
	An	nual Budget		Actual	% of Budget	Buc	lget Balance
Revenues							
Transfer from Enterprise Fund	\$	1,945,684	\$	1,112,519	57.2%	\$	833,165
Transfer from General Fund		1,945,683		1,112,519	57.2%	\$	833,164
Transfer from 4A		15,000		15,000	100.0%	\$	-
Transfer from 4B		15,000		15,000	100.0%		-
Total Revenues		3,921,367		2,255,038	57.5%		1,666,329
.							
Operating Expenditures						_	
City Council	\$	70,300		33,347	47.4%	\$	36,953
Administration		397,863		195,338	49.1%		202,525
City Secretary		212,898		112,178	52.7%		100,720
Legal		392,737		254,791	64.9%		137,946
Public Works		499,428		153,264	30.7%		346,164
Finance		575,370		329,122	57.2%		246,248
Human Resources		380,845		229,449	60.2%		151,396
Marketing		635,844		420,082	66.1%		215,762
Facilities		375,742		282,207	75.1%		93,535
Non-Departmental		490,340		420,935	85.8%		69,405
Total Expenditures		4,031,367		2,430,713	60.3%		1,600,654
Revenues Over(Under) Expenditures	\$	(110,000)	\$	(175,675)		\$	65,675

YTD REVENUES **\$2,255,038**

58% OF ANNUAL BUDGET

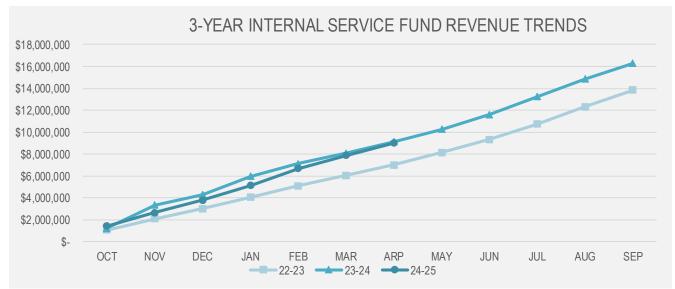
\$2,430,713

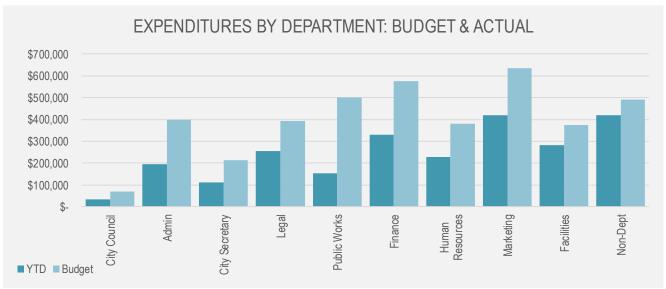
60%
OF ANNUAL
BUDGET

57%
GENERAL
FUND
TRANSFERS

57% ENTERPRISE FUND TRANSFERS

100% 4A FUND TRANSFERS 100% 4B FUND TRANSFERS





DEBT SERVICE FUND

CITY OF SANGER, TEXAS Debt Service Fund Revenue & Expense Report (Unaudited) April 30, 2025

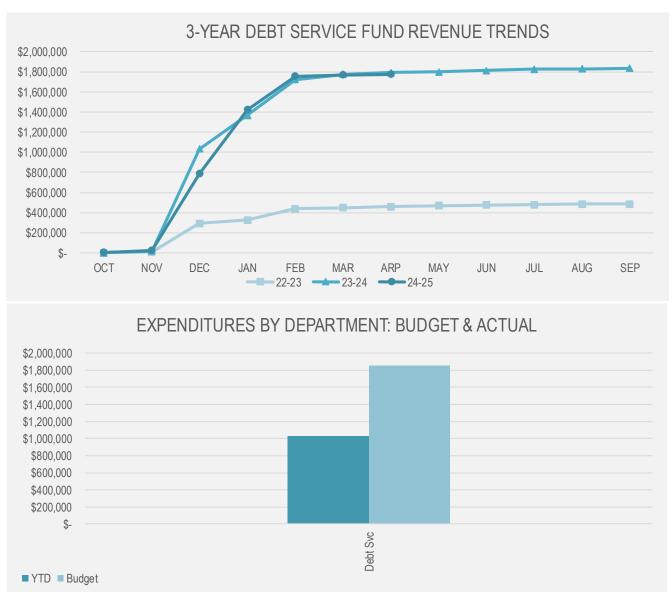
			Υ	ear to Date			
			Ex	penditures &			
	Anı			cumbrances	% of Budget	Bud	lget Balance
Revenues							
Property Taxes	\$	1,659,557		1,587,058	95.6%	\$	72,499
Interest		12,000		9,680	80.7%		2,320
Transfers		180,000	\$	180,000	100.0%		-
Total Revenues	\$	1,851,557		1,776,738	96.0%	\$	74,819
Operating Expenditures							
Debt Service		1,849,252		1,035,348	56.0%		813,904
Total Expenditures		1,849,252		1,035,348	56.0%		813,904
Revenues Over(Under) Expenditures	\$	2,305	\$	741,390		\$	(739,085)

YTD REVENUES \$1,776,738

96% OF ANNUAL BUDGET

\$1,035,348





CAPITAL PROJECTS FUND

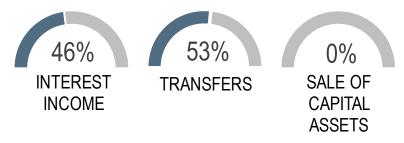
CITY OF SANGER, TEXAS Capital Projects Fund Revenue & Expense Report (Unaudited) April 30, 2025

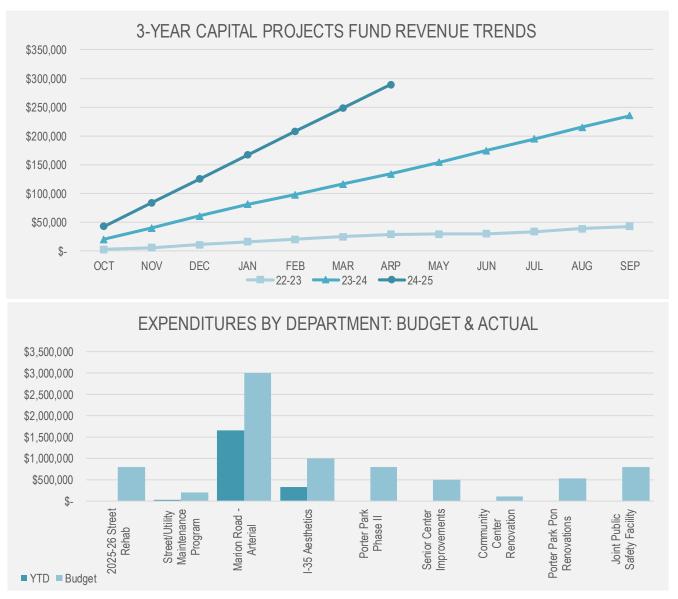
		Year to Date		
	Annual Budget	Actual	% of Budget	Budget Balance
Revenues	7 tilliaal Baaget	7 local	70 Of Budgot	Baagot Balarioo
Interest	\$ 50,000	\$ 22,939	45.9%	27,061
Transfers	500,000	266,697	53.3%	233,303
Sale of Capital Assets	12,000,000	-	0.0%	12,000,000
Total Revenues	12,550,000	289,636	2.3%	12,260,364
Operating Expenditures				
2025-26 Street Rehab	791,594	-	0.0%	791,594
Street/Utility Maintenance Program	200,000	34,650	17.3%	165,350
Marion Road - Arterial	3,000,000	1,650,700	55.0%	1,349,300
Belz Road Reconstruction	-	1,335,000	0.0%	(1,335,000)
I-35 Aesthetics	1,000,000	327,534	32.8%	672,466
Total Streets Projects	4,991,594	3,347,884	67.1%	1,643,710
D / D / D! !!	222 222		0.00/	000 000
Porter Park Phase II	800,000	-	0.0%	800,000
Senior Center Improvements	500,000	-	0.0%	500,000
Community Center Renovation	100,000	-	0.0%	100,000
Porter Park Pon Renovations	530,000	-	0.0%	530,000
Total Parks Projects	1,930,000	-	0.0%	1,930,000
1 : (D 1): 0 ((E):	000 000		0.00/	200 000
Joint Public Safety Facility	800,000	-	0.0%	800,000
Total Nondepartmental Projects	800,000	-	0.0%	800,000
Total Expenditures	7,721,594	3,347,884	43.4%	4,373,710
Revenues Over(Under) Expenditures	\$ 4,828,406	\$ (3,058,248)		\$ 7,886,654

\$289,636

2% OF ANNUAL BUDGET

\$3,347,884





ENTERPRISE CAPITAL PROJECTS FUND

CITY OF SANGER, TEXAS Enterprise Capital Projects Fund Revenue & Expense Report (Unaudited) April 30, 2025

			Υe	ear to Date			
	Anı	nual Budget		Actual	% of Budget	Buc	lget Balance
Revenues							
Water Taps	\$	350,000	\$	104,550	29.9%	\$	245,450
Sewer Taps		400,000		149,250	37.3%		250,750
Interest		200,000		108,415	54.2%		91,585
State Reimbursements		3,500,000		266,631	0.0%		3,233,369
Total Revenues	\$	4,450,000		628,846	14.1%	\$	3,821,154
Operating Expenditures							
Water: Automated Metering System		-		48,116	0.0%		(48,116)
Water: I-35 Utility Relocation		-		261,135	0.0%		(261,135)
Total Water Projects		-		309,251	0.0%		(309,251)
Sewer: I-35 Utility Relocation		-		236,647	0.0%		(236,647)
Sewer: Railroad Lift Station		208,319		-	0.0%		208,319
Sewer: Keaton Road Sewer		320,000		-	0.0%		320,000
Sewer: Fifth Street Rehab		350,000		-	0.0%		350,000
Sewer: WWTP Blowers		291,681		291,682	0.0%		(1)
Sewer: WWTP Clarifiers		200,000		-	0.0%		200,000
Total Sewer Projects		1,370,000		528,329	38.6%		841,671
Total Expenditures		1,370,000		837,580	61.1%		532,420
Revenues Over(Under) Expenditures	\$	3,080,000	\$	(208,734)		\$	3,288,734

YTD REVENUES **\$628,846**

14% OF ANNUAL BUDGET

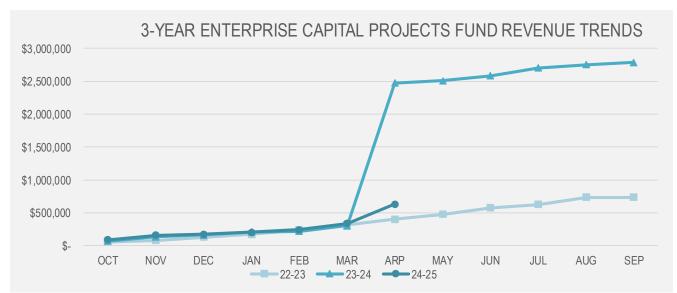
YTD EXPENDITURES \$837,580

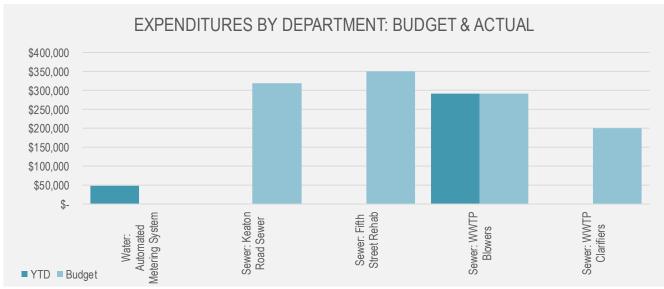














CITY OF SANGER, TEXAS 4A Fund Revenue & Expense Report (Unaudited) April 30, 2025

			Υ	ear to Date			
	An	nual Budget		Actual	% of Budget	Bu	dget Balance
Revenues							
Sales Tax	\$	962,500	\$	509,003	52.9%	\$	453,497
Interest		95,000	\$	86,160	90.7%		8,840
Total Revenues	\$	1,057,500		595,163	56.3%	\$	462,337
Operating Expenditures							
Economic Development	\$	561,747	\$	305,016	54.3%	\$	256,731
Transfers		15,000		15,000	100.0%		
Total Expenditures		576,747		320,016	55.5%		256,731
Revenues Over(Under) Expenditures	\$	480,753	\$	275,147		\$	205,606

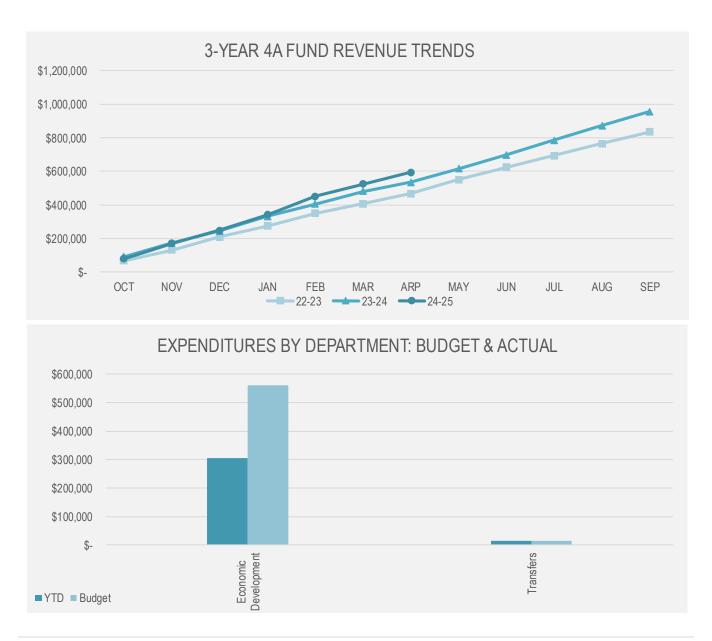
\$595,163

56% OF ANNUAL BUDGET

\$320,016







4B FUND

CITY OF SANGER, TEXAS 4B Fund Revenue & Expense Report (Unaudited) April 30, 2025

			Υ	ear to Date			
	An	nual Budget		Actual	% of Budget	Bud	lget Balance
Revenues							
Sales Tax	\$	962,500	\$	509,003	52.9%	\$	453,497
Interest		44,000	\$	43,371	98.6%		629
Total Revenues	\$	1,006,500		552,374	54.9%	\$	454,126
Operating Expenditures							
Economic Development	\$	291,746	\$	72,160	24.7%	\$	219,586
Transfers		195,000		195,000	100.0%		
Total Expenditures		486,746		267,160	54.9%		219,586
Revenues Over(Under) Expenditures	\$	519,754	\$	285,214		\$	234,540

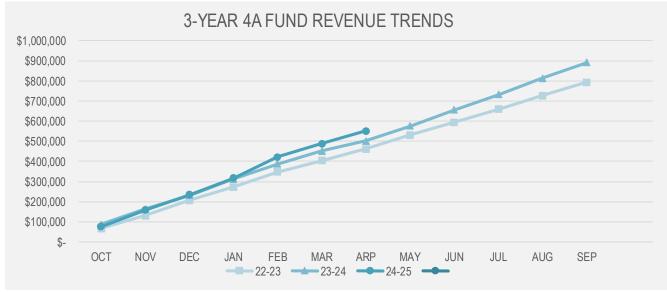
\$552,374

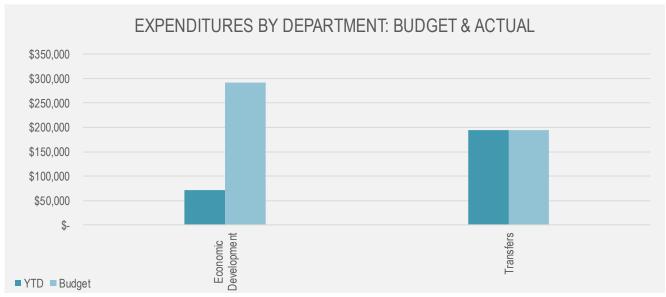
55%
OF ANNUAL
BUDGET

\$267,160







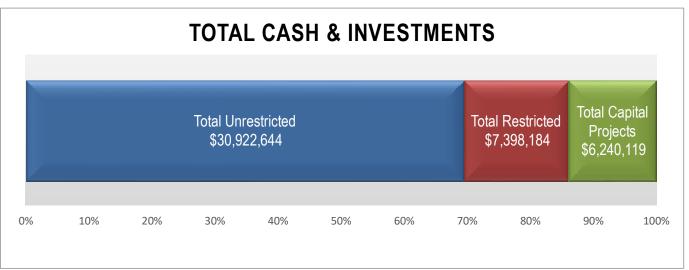


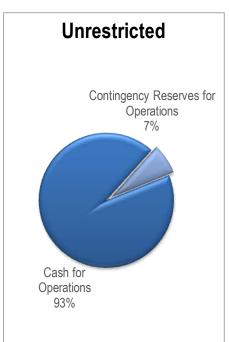
CASH AND INVESTMENTS REPORT

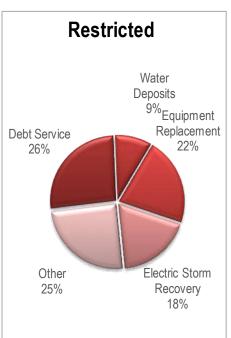
CITY OF SANGER, TEXAS TOTAL CASH AND INVESTMENTS April 30, 2025

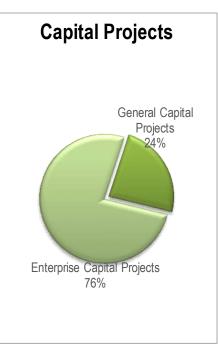
Name	General	E	Enterprise	De	ebt Service	Capital Projects	Total
UNRESTRICTED							
Cash for Operations	\$ 21,204,517	\$	7,484,326	\$	-	\$ -	\$ 28,688,843
Contingency Reserves for Operations	1,119,879		1,113,922		-	-	2,233,801
TOTAL UNRESTRICTED	\$ 22,324,396	\$	8,598,248	\$	•	\$ •	\$ 30,922,644
RESTRICTED							
Debt Service	\$ -	\$	351,069	\$	1,076,683	\$ -	\$ 1,427,752
Water Deposits	-		495,524		-	-	495,524
Equipment Replacement	1,017,526		159,841		-	-	1,177,367
Electric Storm Recovery	-		988,951		-	-	988,951
Hotel Occupancy Tax	363,816		-		-	-	363,816
Grant Funds	168,351		-		-	-	168,351
Keep Sanger Beautiful (KSB)	5,766		-		-	-	5,766
Library	103,627		-		-	-	103,627
Parkland Dedication	108,981		-		-	-	108,981
Roadway Impact	2,364,974		-		-	-	2,364,974
Court Security	21,684		-		-	-	21,684
Court Technology	3,504		-		-	-	3,504
Youth Diversion Fund	19,048		-		-	-	19,048
Child Safety Fee	98,586		-		-	-	98,586
Forfeited Property	3,661		-		-	-	3,661
Donations	46,592		-		-	-	46,592
TOTAL RESTRICTED	\$ 4,326,116	\$	1,995,385	\$	1,076,683	\$ -	\$ 7,398,184
CAPITAL PROJECTS							
General Capital Projects	\$ -	\$	-	\$	-	\$ 1,487,391	\$ 1,487,391
Enterprise Capital Projects	-		-		-	4,752,728	4,752,728
TOTAL CAPITAL PROJECTS	\$	\$		\$	-	\$ 6,240,119	\$ 6,240,119
TOTAL CASH AND INVESTMENTS	\$ 26,650,512	\$	10,593,633	\$	1,076,683	\$ 6,240,119	\$ 44,560,947

These totals do not include the 4A Corporation and 4B Corporation, which are presented on page 25.









GENERAL FUND CASH AND INVESTMENTS April 30, 2025

Name	Acct. #	Maturity	Yield	Pr	rior Period		Current Balance
Pooled Cash	001-00-1000		0.05%	\$ 2	21,435,237	\$	20,784,345
Employee Benefits Cash	110-00-1000		0.20%		5,261		5,261
Employee Benefits MM	110-00-1010		0.20%		149,850		155,006
Internal Service Fund	180-00-1000		0.05%		295,867		259,905
OPERATING ACCOUNTS				\$ 2	21,886,215	\$	21,204,517
GF Contingency Reserve MM 2487969	001-00-1031		0.20%	\$	658,961	\$	659,882
GF Contingency Reserve CD Prosperity	001-00-1039	4/26/2025	0.55%		230,570		230,570
GF Contingency Reserve CD 674907	001-00-1043	7/13/2025	0.45%		229,427		229,427
CONTINGENCY RESERVE				\$	1,118,958	\$	1,119,879
* GF Equipment Replacement MM 2376237	001-00-1032		0.20%	\$	206,171	\$	206,977
* GF Equipment Replacement CD 719706	001-00-1033	7/6/2025	0.45%	\$	68,946	\$	68,946
* General Storm Recovery Pooled Cash	201-00-1000		0.05%		740,256		741,603
EQUIPMENT REPLACEMENT RESERVES				\$	1,015,373	\$	1,017,526
* Hotel Occupancy Tax	050-00-1000				332,385		363,816
* Police Grant Fund	320-00-1000				4,780		4,987
* Fire Grant Fund	324-00-1000				161,935		162,230
* Library Grant Fund	342-00-1000				1,132		1,134
* Beautification Board - KSB	432-00-1000				5,756		5,766
* Library Restricted for Building Expansion	442-00-1000				48,130		48,218
* Library Building Expansion CD 702994	442-00-1035	1/22/2026	0.45%		55,409		55,409
* Parkland Dedication Fund	450-00-1000				108,783		108,981
* Roadway Impact Fee Fund	451-00-1000				2,348,313		2,364,974
* Court Security Restricted Fund	470-00-1000				21,417		21,684
* Court Technology Restricted Fund	471-00-1000				3,240		3,504
* Youth Diversion Fund	472-00-1000				18,725		19,048
* Child Safety Fee Fund	475-00-1000				98,407		98,586
* Forfeited Property Fund	480-00-1000				3,654		3,661
* Police Donations	620-00-1000				288		289
* Fire Donations	624-00-1000				21,993		22,033
* Banner Account for Parks	632-00-1000				16,407		16,437
* Library Donations	642-00-1000				7,819		7,833
OTHER				\$	3,258,573	\$	3,308,590
TOTAL CASH AND INVESTMENTS				\$ 2	27,279,119	\$	26,650,512
TOTAL UNRESTRICTED	TOTAL UNRESTRICTED \$ 23,005,173						22,324,396

*Restricted Funds

ENTERPRISE FUND CASH AND INVESTMENTS April 30, 2025

	Name	Acct. #	Maturity	Yield	Р	rior Period	Current Balance
	Pooled Cash	008-00-1000		0.05%	\$	8,011,000	\$ 7,484,326
	OPERATING ACCOUNTS				\$	8,011,000	\$ 7,484,326
*	Pooled Cash	008-00-1000		0.05%	\$	192,815	\$ 194,558
*	Water Deposit CD 2375850	008-00-1041	1/3/2026	0.45%		300,966	300,966
	WATER DEPOSIT REFUND ACCOUNTS				\$	493,781	\$ 495,524
*	Combined EF Debt Service MM 2376113	008-00-1039		0.20%		350,421	351,069
	BOND FUNDS				\$	350,421	\$ 351,069
	EF Contingency Reserve MM 2809753	008-00-1012		0.20%	\$	657,333	\$ 658,251
	EF Contingency Reserve CD 787860	008-00-1014	2/14/2026	0.45%		341,284	341,284
	EF Reserve CD 642541	008-00-1040	9/25/2025	0.45%		114,387	114,387
	CONTINGENCY RESERVES				\$	1,113,004	\$ 1,113,922
*	EF Storm Recovery MM	208-00-1033		0.20%	\$	987,571	\$ 988,951
*	EF Equipment Replacement MM 2376202	008-00-1034		0.20%		159,190	159,841
	OTHER				\$	1,146,761	\$ 1,148,792
	TOTAL CASH AND INVESTMENTS				\$	11,114,967	\$ 10,593,633
	TOTAL UNRESTRICTED				\$	9,124,004	\$ 8,598,248

^{*}Restricted Funds

DEBT SERVICE & CAPITAL PROJECTS CASH AND INVESTMENTS April 30, 2025

DEBT SERVICE FUND

	Name	Acct.#	Maturity	Yield	Pr	ior Period	Current Balance
*	Pooled Cash	003-00-1000		0.05%	\$	1,061,811	\$ 1,012,683
*	DSF Money Market 2376105	003-00-1010		0.20%		63,392	64,000
	TOTAL RESTRICTED				\$	1,125,203	\$ 1,076,683

GENERAL CAPITAL PROJECTS FUND

	Name	Acct.#	Maturity	Yield	Pr	ior Period	Current
*	Pooled Cash	004-00-1000		0.05%	\$	1,321,644	\$ 1,362,149
*	2023C Tax Bond Proceeds	004-00-1014		0.05%		125,011	125,242
	TOTAL RESTRICTED				\$	1,446,655	\$ 1,487,391

ENTERPRISE CAPITAL PROJECTS FUND

	Name	Acct.#	Maturity	Yield	Prior Period		Current Balance
*	Pooled Cash	840-00-1000		0.05%	\$	178,934	\$ 40,670
*	2023B Bond Proceeds	840-00-1014		0.20%		1,488,963	1,102,608
*	Sewer Capital Improvements MM-10% Rev	840-00-1020		0.20%		1,696,547	1,698,918
*	Water Capital Reserve MM 2376156 Tap Fees	840-00-1037		0.20%		493,873	468,619
*	Sewer Capital Reserve MM 2380226 Tap Fees	840-00-1038		0.20%		1,428,748	1,441,913
	TOTAL RESTRICTED				\$	5,287,065	\$ 4,752,728

^{*}Restricted Funds

4A & 4B FUNDS CASH AND INVESTMENTS April 30, 2025

General

	Name	Acct. #	Maturity	Yield	Pr	Prior Period		Current Balance
*	Pooled Cash	41-00-1000		0.05%	\$	3,659,729	\$	3,477,448
*	Cash NOW 900020693 Prosperity	41-00-1010		0.05%		333,317		333,358
*	4A MM 902551273 Prosperity	41-00-1012		0.20%		2,101,521		2,106,703
*	Sanger TX Ind Corp CD 486639	41-00-1013	11/2/2025	0.25%		101,200		101,200
	TOTAL CASH AND INVESTMENTS		_		\$	6,195,767	\$	6,018,709

4B FUND

	Name	Acct. #	Maturity	Yield	Prior Period		Current Balance	
*	Pooled Cash	42-00-1000		0.05%	\$	2,506,990	\$	2,557,337
*	Cash MM 2379694	42-00-1010		0.05%		211,927		212,571
*	4B CD 653500	42-00-1013	4/3/2025	0.45%		23,571		23,571
*	4B CD 659924	42-00-1014	11/12/2025	0.45%		23,383		23,383
*	4B CD 664243	42-00-1015	6/5/2025	0.45%		23,410		23,410
*	4B CD 673277	42-00-1016	7/9/2025	0.45%		23,479		23,479
*	4B CD 686115	42-00-1017	8/4/2025	0.45%		23,483		23,483
*	4B CD 689521	42-00-1018	9/11/2025	0.45%		23,463		23,463
*	4B CD 694371	42-00-1019	11/14/2025	0.45%		23,481		23,481
*	4B CD 697230	42-00-1020	11/17/2025	0.45%		23,540		23,540
*	4B CD 699934	42-00-1021	12/18/2025	0.45%		23,385		23,385
*	4B CD 702285	42-00-1022	1/31/2026	0.45%		23,110		23,110
*	4B CD 706078	42-00-1023	2/19/2026	0.45%		23,186		23,186
*	4B CD 720097	42-00-1024	2/9/2026	0.45%		23,064		23,064
*	4B CD 720119	42-00-1025	11/9/2025	0.45%		23,026		23,026
	TOTAL CASH AND INVESTMENTS				\$	3,022,498	\$	3,073,489

^{*}Restricted Funds

CITY OF SANGER, TEXAS CASH AND INVESTMENTS April 30, 2025

The Monthly Investment Report is in full compliance with the objectives, restrictions, and strategies as set forth in the City of Sanger's Investment Policy and Texas Government Code 2256.023, the Public Funds Investment Act (PFIA).

The City only invests in Money Market accounts and Certificates of Deposit. Interest is paid monthly on all accounts. Therefore, book value and market value are the same and the City does not have accrued interest on its investments.

Ethics Disclosure and Conflicts of Interest

In accordance with the PFIA, investment officers are required to file a disclosure statement with the Texas Ethics Commission and the governing body if:

- a. the officer has a business relationship with a business organization offering to engage in an investment transaction with the City (as defined in 2256.005 (i) (1-3); or
- b. the officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the entity. PFIA 2256.005 (i).

Clayton Gray

Finance Director

John Noblitt City Manager