



City of St. Helens

265 Strand Street, St. Helens, OR 97051
Phone: 503-397-6272 www.sthelensoregon.gov

February 7, 2024

To: St. Helens City Council

From: Gloria Butsch, Finance Director

RE: Second Quarter FY2024 Financial Report

For the first quarter of the new fiscal year, I changed the presentation. My goal is to provide a report that is brief, easily understood and provide all the financial information needed for the Council to make decisions.

Since this is a new format and the information is condensed from what you have received in past years, please let me know if there is any specific information that you would like to have clarified in future reports.

The focus of this report is on our major operating funds: General Fund and Utility Funds.

In the Budget to Actual Reports, please note that the beginning fund balances are estimated until we have the completed audit. Though you received the audit presentation from the auditor on January 24th, the financial reports were still in draft form and the entire report document had not yet been completed. As near as I can tell, the fund balances that I show in this quarterly report are the actual ending fund balances from FY2023.

As of the second quarter, we expect revenues and expenditures to be approximately 50% of budget (50% of budget remaining). There are exceptions, particularly for property taxes, which approximately 94% of budget was collected in November and early December.

I reported in the first quarter that it appeared the estimated beginning fund balance for the General Fund was \$500k less than the budget, however during performing additional audit adjustments, it is closer to \$300k less than budget. Additionally, I would like to clear up some statements made by others that have mis-quoted me as saying that \$500k was "missing"; this is not the case. Budget estimates are our best effort for forecasting resources and requirements. Last year, the audit was extremely late, and we were unable to rely on it for the beginning fund balances when preparing the FY2024 budget.

In the General Fund, overall expenditure for personnel services is at 54% remaining and materials and service are at 71%; however, this includes contingency (which we hope to not need). If we eliminate contingency as an available expenditure, we have almost 55% of budget remaining.

Police materials & services are at 41% of budget remaining. This is due to the report writing software, the cost of which was supposed to be shared with the County and the City of Scappoose. The City of Scappoose pulled out, increasing the cost shares for the County and us.

Finance is at 43% remaining, this is due to exorbitant bank fees, which staff are working on reducing. In addition, though Finance has budgeted for banking fees, most of these fees are generated from utility services and should be included in General Fund Support Services which is charged out to the Utility Funds.

Administration has 13% of the remaining budget in materials & services; this is primarily due to the costs of professional services. We are analyzing this to determine if some should be allocated to other departments or if we will need to make budget adjustments.



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The Utility Funds are all operating at better than 50%. Charges for services for the Water, Sewer, and Storm Funds are right at 50% of budget. Personnel Services are 59% to 65% remaining.

I've included the Budget to Actual Report for all funds. There are only a couple of notable items. In the Community Development Fund, we had not budgeted for timber harvesting, however the forester advised that it was a good time, marketwise. Also, in nearly all funds, interest revenue is well over what we anticipated, or was not budgeted for. In the General Fund it is less than budgeted; this is because in the past the General Fund received nearly 100% of interest earnings from the LGIP. I made a correction to this practice as this pooled cash and all funds should receive interest earnings based on their cash balances.

As always, please contact me if you have any questions.



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General Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 12/31/2023

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	2,325,900	2,016,776	(309,124)	-13%
Taxes	2,186,000	2,050,741	(135,259)	-6%
Governmental	650,400	314,088	(336,312)	-52%
Grants	811,000	100,382	(710,618)	-88%
Charges for Services	7,632,800	3,362,182	(4,270,618)	-56%
Miscellaneous	641,000	201,741	(439,259)	-69%
Total Revenue	14,247,100	8,045,910	(6,201,190)	-44%
Expenditures				
Personnel Services				
Administration	655,300	304,290	351,010	54%
City Recorder	310,500	145,331	165,169	53%
City Council	65,000	33,752	31,248	48%
Court	219,000	100,402	118,598	54%
Police	4,861,900	2,315,682	2,546,218	52%
Library	643,300	305,292	338,008	53%
Finance	704,900	311,320	393,580	56%
Parks	480,200	211,594	268,606	56%
Recreation	365,000	148,333	216,667	59%
Planning	384,000	181,627	202,373	53%
Building	505,900	169,794	336,106	66%
Technology	318,500	144,561	173,939	55%
Total Personnel Services	9,513,500	4,371,978	5,141,522	54%
Materials & Services				
Administration	37,900	32,936	4,964	13%
City Recorder	82,500	27,517	54,983	67%
City Council	71,000	26,318	44,682	63%
Court	252,700	100,402	152,298	60%
Police	753,100	444,440	308,660	41%
Library	194,500	76,115	118,385	61%
Finance	371,000	212,253	158,747	43%
Parks	146,600	57,907	88,693	60%
Recreation	62,100	23,708	38,392	62%
Planning	48,500	10,972	37,528	77%
Building	50,400	19,402	30,998	62%
Technology	485,000	158,654	326,346	67%
General Services	290,400	184,099	106,301	37%
Contingency & Unappropriated	1,887,900	-	1,887,900	100%
Total Materials & Services & Other	4,733,600	1,374,723	3,358,877	71%
Total Revenue over Expenditure	-	2,299,209		

* Estimated until audit completion



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Water Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 12/31/2023

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
Beginning Fund Balance *	3,804,200	4,256,342	452,142	12%
Grants	1,000,000	-	(1,000,000)	-100%
Charges for Services	3,868,000	2,199,044	(1,668,956)	-43%
Miscellaneous	<u>68,000</u>	<u>107,601</u>	<u>39,601</u>	<u>58%</u>
Total Revenue	8,740,200	6,562,987	(2,177,213)	-25%
<u>Expenditures</u>				
Personnel Services				
Water Distribution	968,800	397,816	570,984	59%
Water Filtration	<u>207,300</u>	<u>87,122</u>	<u>120,178</u>	<u>58%</u>
Total Personnel Services	1,176,100	484,938	691,162	59%
Materials & Services				
Water Distribution	2,289,200	1,178,380	1,110,820	49%
Water Filtration	<u>280,700</u>	<u>94,712</u>	<u>185,988</u>	<u>66%</u>
Total Materials & Service	2,569,900	1,273,091	1,296,809	50%
Capital Outlay	<u>2,830,000</u>	<u>88,094</u>	<u>2,741,906</u>	<u>97%</u>
Total Capital Outlay	2,830,000	88,094		
Debt Service	<u>464,200</u>	<u>37,220</u>	<u>426,980</u>	<u>92%</u>
Total Debt Service	464,200	37,220	426,980	92%
Contingency & Unappropriated	<u>1,700,000</u>	<u>-</u>	<u>1,700,000</u>	<u>100%</u>
Total Contingency & Unappropriated	1,700,000	-	1,700,000	100%
Total Revenue over Expenditures	-	4,679,644		

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Sewer Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 12/31/2023

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	3,844,400	4,443,701	599,301	16%
Grants	2,500,000	-	(2,500,000)	
Charges for Services	4,962,500	2,561,821	(2,400,679)	-48%
Loan Proceeds	4,445,000	-	(4,445,000)	
Miscellaneous	<u>71,700</u>	<u>105,491</u>	<u>33,791</u>	<u>47%</u>
Total Revenue	15,823,600	7,111,013	(8,712,587)	-55%
Expenditures				
Personnel Services				
Sewer Collection	739,500	265,948	473,552	64%
Primary Treatment	176,200	69,213	106,987	61%
Secondary Treatment	251,300	100,949	150,351	60%
Pump Service	<u>70,700</u>	<u>-</u>	<u>70,700</u>	<u>100%</u>
Total Personnel Services	1,237,700	436,110	801,590	65%
Materials & Services				
Sewer Collection	2,138,400	1,069,278	1,069,122	50%
Primary Treatment	225,400	142,753	82,647	37%
Secondary Treatment	371,900	168,856	203,044	55%
Pump Service	<u>19,500</u>	<u>11,465</u>	<u>8,035</u>	<u>41%</u>
Total Materials & Service	2,755,200	1,392,353	1,362,847	49%
Capital Outlay	<u>7,434,200</u>	<u>12,010</u>	<u>7,422,190</u>	<u>100%</u>
Total Capital Outlay	7,434,200	12,010	7,422,190	100%
Debt Service	<u>670,500</u>	<u>99,650</u>	<u>570,850</u>	<u>85%</u>
Total Debt Service	670,500	99,650	570,850	85%
Contingency & Unappropriated	<u>3,726,000</u>	<u>-</u>	<u>3,726,000</u>	<u>100%</u>
Total Contingency & Unappropriated	3,726,000	-	3,726,000	100%
Total Revenue over Expenditures	-	5,170,890		

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Storm Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 12/31/2023

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	1,417,900	1,545,055	127,155	9%
Charges for Services	1,590,000	820,458	(769,542)	-48%
Miscellaneous	<u>14,000</u>	<u>33,305</u>	<u>19,305</u>	<u>138%</u>
Total Revenue	3,021,900	2,398,818	(623,082)	-21%
Expenditures				
Personnel Services				
Operations	<u>631,100</u>	<u>261,362</u>	<u>369,738</u>	<u>59%</u>
Total Personnel Services	631,100	261,362	369,738	59%
Materials & Services				
Operations	<u>1,190,500</u>	<u>586,083</u>	<u>604,417</u>	<u>51%</u>
Total Materials & Service	1,190,500	586,083	604,417	51%
Capital Outlay				
	<u>200,000</u>	<u>-</u>	<u>200,000</u>	<u>100%</u>
Total Capital Outlay	200,000	-	-	-
Contingency & Unappropriated				
	<u>1,000,300</u>	<u>-</u>	<u>1,000,300</u>	<u>100%</u>
Total Contingency & Unappropriated	1,000,300	-	1,000,300	100%
Total Revenue over Expenditures	-	1,551,374		

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Cost of Services 2nd Qtr FY2024 ending Dec 31, 2023

General Fund

Operating Expenditures	
Administration	337,225
City Recorder	172,847
City Council	60,070
Court	200,804
Police	2,760,122
Library	381,407
Finance	523,573
Parks	269,501
Recreation	172,041
Planning	192,600
Building	189,196
Technology	303,216
Non-Departmental	<u>184,099</u>
	5,746,701

Operating Revenue	
Taxes	2,050,741
Governmental	314,088
Charges for Services	3,362,182
Miscellaneous	<u>201,741</u>
	5,928,752

Operating Surplus (Deficit) 182,051

Water Fund

Operating Expenditures	
Water Distribution	1,576,196
Water Filtration	<u>181,833</u>
	1,758,029

Operating Revenue	
Charges for Services	2,199,044
Miscellaneous	<u>107,601</u>
	2,306,645

Operating Surplus (Deficit) 548,616

Sewer Fund

Operating Expenditures	
Sewer Collection	1,335,226
Primary Treatment	211,966
Secondary Treatment	269,806
Pump Services	<u>11,465</u>
	1,828,463

Operating Revenue	
Charges for Services	2,561,821
Miscellaneous	<u>105,491</u>
	2,667,312

Operating Surplus (Deficit) 838,849

Storm Fund

Operating Expenditures	
Operations	847,445

Operating Revenue	
Charges for Services	820,458
Miscellaneous	<u>33,305</u>
	853,763

Operating Surplus (Deficit) 6,319