



# NOVEMBER MONTHLY REPORT

## From the Director:

Greetings from the Finance Team! Hope you and yours had a safe and Happy Thanksgiving.

The Finance Team continues to work through the difficulties of a new software system. Report training was very helpful and we are slowly getting reports together that will provide necessary financial information. The reports are a bit cumbersome so far and provide much greater level of detail than in the past. But, we are moving forward!

We will begin the preparation for the upcoming implementation of the Utility Billing Module in December. This implementation will take over a year and the Utility Billing (UB) team will consist of Cricket , Keith and myself.

The completed Comprehensive Annual Financial Report (CAFR) will be submitted to the auditors this week for their review. The federal government did release the guidelines our auditors needed to complete their review of the funds the City received through the CARES act. The audit and final review of the CAFR should be done within the next several weeks.

And for some good news, the City and Urban Renewal Area districts have received the vast majority of property tax revenues during the last several of weeks . Over \$13M of receipts has been processed and we will continue to receive payments throughout December.

As the holidays are quickly approaching, all of us in Finance wish you Happy Holidays!

*-Cathy Rodocker*

## By the Numbers:

Finance Statistics for the period of July 1, 2020-November 30, 2020

Please Note: Utility Billing is reported with a one month lag.

### Utility Billing:

Total Monthly Bills	27,217
New Customers	403
New Service Locations	45

### Accounts Payable:

November AP Pymts	
Payments Processed	

### Municipal Court:

\$2.5M Total Citations Issued	456
1,674 Total Suspensions Issued	158
Ticket Revenue	\$84,230

## **FY21 Financial Update:**

Attached please find the new version of the Fund Summary Statements! Dillon and Keith have been busy trying to create the reports we have used over the last several years. Big shout out to both of them for making my life easier!!

### **General Fund:**

The property taxes received has increased the total General Fund revenues to \$10M, which more than covers the year to date expenditures of nearly \$8M.

### **Building Inspection Fund:**

Permit revenue is coming in at 35% of budget for a total of \$334K through the month of November. Expenditures total \$572K, with the beginning fund balance covering the difference.

### **Community Development Fund:**

Permit revenues received through November is 31% of budget for a total of \$218K. Transfers In and Charges for Services, which are primarily derived from project management fees for capital projects, total \$1.55M. As of the end of the November, revenues for the CD Fund are outpacing the expenditures by over \$400K.

### **Road Operating Fund:**

Gas Tax and Vehicle Registration Fee revenues continue to be coming in lower than anticipated. This is probably the single largest reduction in revenue that the City is seeing that is directly related to the pandemic. To date, only 22% of the revenues budged has been received. Public Works are aware of the issue and continue to closely monitor the fund's expenditures.

### **Water Operating Fund:**

While having a slow start to the fiscal year, water sales have continued to get back on track and at the end of November the totals sales is comparable to that of FY2020.

All other operating funds are meeting expectations.

**City of Wilsonville - Fund Summaries**  
**Reporting Month: NOV FY 2021**

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
<b>110 - General Fund</b>				
Taxes	\$ 11,954,800	\$ 7,294,238	\$ 4,660,562	39%
Intergovernmental	2,415,495	381,156	2,034,339	84%
Licenses and permits	182,750	158,866	23,884	13%
Charges for services	672,610	174,402	498,208	74%
Fines and forfeitures	320,000	84,230	235,770	74%
Investment revenue	163,900	39,920	123,980	76%
Other revenues	665,250	525,720	139,530	21%
Transfers in	4,151,876	1,404,858	2,747,018	66%
<b>TOTAL REVENUES</b>	<b>\$ 20,526,681</b>	<b>\$ 10,063,389</b>	<b>\$ 10,463,292</b>	<b>51%</b>
Personnel services	\$ 9,334,432	\$ 3,064,677	\$ 6,269,755	67%
Materials and services	10,448,382	1,619,441	8,828,941	85%
Capital outlay	20,000	5,554	14,446	72%
Transfers out	6,373,062	3,299,490	3,073,572	48%
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,175,876</b>	<b>\$ 7,989,163</b>	<b>\$ 18,186,713</b>	<b>69%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,411,703	\$ 588,386	\$ 823,317	58%
Investment revenue	9,600	7,524	2,076	22%
Other revenues	18,000	-	18,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 1,439,303</b>	<b>\$ 595,910</b>	<b>\$ 843,393</b>	<b>59%</b>
Personnel services	\$ 788,700	\$ 232,032	\$ 556,668	71%
Materials and services	676,906	191,147	485,759	72%
Capital outlay	65,000	-	65,000	100%
Transfers out	2,400	1,000	1,400	58%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,533,006</b>	<b>\$ 424,179</b>	<b>\$ 1,108,827</b>	<b>72%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 950,565	\$ 334,333	\$ 616,232	65%
Charges for services	9,600	4,000	5,600	58%
Investment revenue	22,800	24,262	(1,462)	-6%
Transfers in	40,883	17,035	23,848	58%
<b>TOTAL REVENUES</b>	<b>\$ 1,023,848</b>	<b>\$ 379,630</b>	<b>\$ 644,218</b>	<b>63%</b>
Personnel services	\$ 1,081,750	\$ 356,030	\$ 725,720	67%
Materials and services	165,347	86,539	78,808	48%
Transfers out	405,321	128,705	276,616	68%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,652,418</b>	<b>\$ 571,275</b>	<b>\$ 1,081,143</b>	<b>65%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 63,000	\$ -	\$ 63,000	100%
Licenses and permits	709,723	218,606	491,117	69%
Charges for services	619,450	211,810	407,640	66%
Investment revenue	12,500	17,358	(4,858)	-39%
Other revenues	250	140	110	44%
Transfers in	3,119,134	1,339,197	1,779,937	57%
<b>TOTAL REVENUES</b>	<b>\$ 4,524,057</b>	<b>\$ 1,787,110</b>	<b>\$ 2,736,947</b>	<b>60%</b>
Personnel services	\$ 3,215,620	\$ 1,038,795	\$ 2,176,825	68%
Materials and services	712,625	95,197	617,428	87%
Transfers out	584,243	243,435	340,808	58%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,512,488</b>	<b>\$ 1,377,427</b>	<b>\$ 3,135,061</b>	<b>69%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 2,382,151	\$ 530,635	\$ 1,851,516	78%
Investment revenue	2,000	6,975	(4,975)	-249%
Other revenues	2,000	315	1,686	84%
<b>TOTAL REVENUES</b>	<b>\$ 2,386,151</b>	<b>\$ 537,925</b>	<b>\$ 1,848,227</b>	<b>77%</b>
Personnel services	\$ 382,270	\$ 108,302	\$ 273,968	72%
Materials and services	514,578	175,096	339,482	66%
Capital outlay	13,000	10,246	2,754	21%
Debt Service	82,000	-	82,000	100%
Transfers out	1,525,765	105,496	1,420,269	93%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,517,613</b>	<b>\$ 399,140</b>	<b>\$ 2,118,473</b>	<b>84%</b>

**City of Wilsonville - Fund Summaries**  
**Reporting Month: NOV FY 2021**

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,065,000	\$ 865,477	\$ 1,199,523	58%
Investment revenue	3,100	18,798	(15,698)	-506%
<b>TOTAL REVENUES</b>	<b>\$ 2,068,100</b>	<b>\$ 884,275</b>	<b>\$ 1,183,825</b>	<b>57%</b>
Transfers out	\$ 4,092,922	\$ 123,313	\$ 3,969,609	97%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,092,922</b>	<b>\$ 123,313</b>	<b>\$ 3,969,609</b>	<b>97%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,050,000	\$ 2,627,810	\$ 2,422,190	48%
Intergovernmental	5,296,588	579,622	4,716,966	89%
Charges for services	170,000	-	170,000	100%
Fines and forfeitures	5,000	144,219	(139,219)	-2784%
Investment revenue	31,100	25,408	5,692	18%
Other revenues	16,000	-	16,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 10,568,688</b>	<b>\$ 3,377,059</b>	<b>\$ 7,191,629</b>	<b>68%</b>
Personnel services	\$ 4,106,110	\$ 1,302,267	\$ 2,803,843	68%
Materials and services	2,268,268	651,685	1,616,583	71%
Capital outlay	2,629,941	85,438	2,544,503	97%
Transfers out	808,863	247,655	561,208	69%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,813,182</b>	<b>\$ 2,287,045</b>	<b>\$ 7,526,137</b>	<b>77%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,006,000	\$ 5,288,432	\$ 3,717,568	41%
Fines and forfeitures	19,000	(5)	19,005	100%
Investment revenue	195,000	122,638	72,362	37%
Other revenues	12,000	6,100	5,900	49%
Transfers in	183,270	-	183,270	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,415,270</b>	<b>\$ 5,417,164</b>	<b>\$ 3,998,106</b>	<b>42%</b>
Personnel services	\$ 615,190	\$ 184,080	\$ 431,110	70%
Materials and services	4,405,491	1,447,574	2,957,917	67%
Capital outlay	426,000	107,205	318,795	75%
Transfers out	4,003,411	335,555	3,667,856	92%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,450,092</b>	<b>\$ 2,074,414</b>	<b>\$ 7,375,678</b>	<b>78%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,147,000	\$ 3,349,870	\$ 4,797,130	59%
Investment revenue	196,200	142,677	53,523	27%
Other revenues	18,000	11,382	6,618	37%
Transfers in	600,000	-	600,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 8,961,200</b>	<b>\$ 3,503,929</b>	<b>\$ 5,457,271</b>	<b>61%</b>
Personnel services	\$ 365,500	\$ 123,824	\$ 241,676	66%
Materials and services	3,577,813	1,082,753	2,495,060	70%
Debt service	2,960,000	-	2,960,000	100%
Transfers out	4,617,870	779,387	3,838,483	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,521,183</b>	<b>\$ 1,985,964</b>	<b>\$ 9,535,219</b>	<b>83%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 524,150	\$ 220,697	\$ 303,453	58%
Investment revenue	12,500	4,465	8,035	64%
<b>TOTAL REVENUES</b>	<b>\$ 536,650</b>	<b>\$ 225,162</b>	<b>\$ 311,488</b>	<b>58%</b>
Materials and services	\$ 381,320	\$ 114,047	\$ 267,273	70%
Transfers out	1,305,247	7,222	1,298,025	99%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,686,567</b>	<b>\$ 121,269</b>	<b>\$ 1,565,298</b>	<b>93%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,370,000	\$ 1,373,686	\$ 1,996,314	59%
Investment revenue	15,300	11,520	3,780	25%
Transfers in	2,500,000	2,500,000	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 5,885,300</b>	<b>\$ 3,885,206</b>	<b>\$ 2,000,094</b>	<b>34%</b>
Personnel services	\$ 270,080	\$ 88,161	\$ 181,919	67%
Materials and services	782,453	194,305	588,148	75%
Capital outlay	13,000	9,950	3,050	23%
Debt Service	679,200	-	679,200	100%
Transfers out	3,569,567	1,002,167	2,567,400	72%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,314,300</b>	<b>\$ 1,294,583</b>	<b>\$ 4,019,717</b>	<b>76%</b>