



# SEPTEMBER MONTHLY REPORT

## From the Director:

Greetings from the Finance Team!

September was an unusual month at City Hall with the facility closure causing much angst with the Accounting team. The team was not able to meet the MUNIS implementation deadlines and we have been forced to move the go-live date to October 26. While disappointed, the extra time allowed us to complete our year-end analysis and begin the work on the annual Comprehensive Annual Financial Report (CAFR).

Beth Wolf and Cricket Jones are leading the MUNIS training for the rest of City staff over the next two weeks for purchasing, purchase cards and contracts. With the new system, all purchases not made with a purchasing card will require a system generated purchase order. The system is set up to automatically notify the appropriate approvers which should simplify the process. All invoices will be approved electronically as well through the system with copies of the invoices accessible online for easy viewing. This alone will be a great time and space saver as we currently keep three years worth of paper copies of invoices and check vouchers!

Barbara Jacobson and Amanda Bryant, who handles our transit tax payments, continue to work with Rockwell Collins on their past due payments. They have paid a majority of their payments including \$140K in penalties for late payments. Unfortunately, several checks were inadvertently sent to the State Treasurer and Barbara is now working with their offices to reimburse the City.

Happy Fall!!

*-Cathy Rodocker*

## By the Numbers:

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

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

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	13,582	Invoices Processed	1288	Total Citations Issued	305
New Customers	189	Payments Processed	894	Total Suspensions Issued	100
New Service Locations	23			Ticket Revenue	\$47,101

## **FY21 Financial Update:**

Attached please find the financial reports for the month of September 2020. Below is a high-level review of where we are currently at for the end of the first quarter.

### General Fund:

For the first quarter, we have received 10% of the overall budgeted revenues. This is lower than anticipated as we are seeing a reduction in the amount of past due property taxes being remitted. Last year for the same time period, we had received approximately \$300K more than received to date. On the expense side, the 52% spent in transfers reflect the 5-year Operating Loan to the Stormwater Fund.

### Building Fund:

The building fund revenues for the first quarter represents 20% of the budgeted revenues, slightly lower than anticipated. Expenses for the first quarter have exceeded revenues by \$120K.

### Community Development:

The Community Development revenues for the first quarter represents 25% of the budgeted revenues. It is import to note that a large portion of the revenues are from the increased subsidy from the General Fund. Expenses are slightly lower than anticipated leaving the fund with less expenses than revenue.

### Road Operating Fund:

The Road Operating Fund revenues for the first quarter are coming in at 14% of the budgeted revenues. As expected, the reduction in driving over the last several months are being reflected in lower than normal gas tax revenues. Comparing the revenues received in August and September to last year, we have a reduction of nearly \$54K.

### Transit Fund:

Transit Taxes reported to date reflect the amount collected but earned in FY2020. The first quarter taxes will be collected during the month of October.

### Water Fund:

As expected, the water sales for September have rebounded and compares to last year's usage. Finance will continue to monitor the consumption and revenues of the operating fund.

All other operating funds revenues and expenses are in line with budgeted expectations.

	Budget	Activity	% Used
<b>Fund 110 General Fund:</b>			
Taxes	11,954,800	133,733	1%
Intergovernmental	2,415,495	240,962	10%
Licenses and Permits	182,750	147,932	81%
Charges for Services	672,610	95,719	14%
Fines	320,000	47,101	15%
Investment Revenue	163,900	42,977	26%
Other Revenues	1,180,350	501,045	42%
Transfers	3,429,047	796,625	23%
<b>Total Revenue</b>	<b>20,318,952</b>	<b>2,006,095</b>	<b>10%</b>
Personal Services	9,334,432	1,741,474	19%
Materials and Services	10,186,292	1,546,531	15%
Capital Outlay	20,000	0	-%
Transfers	5,647,535	2,958,562	52%
<b>Total Expense</b>	<b>25,188,259</b>	<b>6,246,566</b>	<b>25%</b>
<b>Fund 210 Fleet Fund:</b>			
Charges for Services	1,411,703	353,032	25%
Investment Revenue	9,600	6,912	72%
Other Revenues	18,000	0	-%
<b>Total Revenue</b>	<b>1,439,303</b>	<b>359,944</b>	<b>25%</b>
Personal Services	788,700	129,422	16%
Materials and Services	676,906	104,846	15%
Capital Outlay	65,000	0	-%
Transfers	2,400	600	25%
<b>Total Expense</b>	<b>1,533,006</b>	<b>234,868</b>	<b>15%</b>
<b>Fund 230 Building Fund:</b>			
Licenses and Permits	877,190	138,675	16%
Licenses and Permits-Villebois	73,375	39,739	54%
Charges for Services	9,600	2,400	25%
Investment Revenue	22,800	21,631	95%
Transfers	40,883	10,221	25%
<b>Total Revenue</b>	<b>1,023,848</b>	<b>212,666</b>	<b>21%</b>
Personal Services	1,081,750	198,943	18%
Materials and Services	165,347	62,418	38%
Transfers	405,321	76,332	19%
<b>Total Expense</b>	<b>1,652,418</b>	<b>337,692</b>	<b>20%</b>
<b>Fund 235 Community Development Fund:</b>			
Intergovernmental	63,000	0	-%
Licenses and Permits	689,983	149,676	22%
Licenses and Permits-Villebois	11,740	11,552	98%
Charges for Services	607,450	127,072	21%
Investment Revenue	12,500	13,238	106%
Other Revenues	250	103	41%
Transfers	2,862,264	751,612	26%
<b>Total Revenue</b>	<b>4,247,187</b>	<b>1,053,253</b>	<b>25%</b>
Personal Services	3,215,620	579,420	18%
Materials and Services	712,625	44,996	6%
Transfers	584,243	146,061	25%
<b>Total Expense</b>	<b>4,512,488</b>	<b>770,477</b>	<b>17%</b>
<b>Fund 240 Road Operating Fund:</b>			
Intergovernmental	2,382,151	276,314	12%
Investment Revenue	2,000	4,918	246%
Other Revenues	2,000	162	8%
<b>Total Revenue</b>	<b>2,386,151</b>	<b>281,394</b>	<b>12%</b>
Personal Services	382,270	57,618	15%
Materials and Services	514,578	60,628	12%
Debt Service	82,000	0	-%
Transfers	1,525,765	57,103	4%
<b>Total Expense</b>	<b>2,504,613</b>	<b>175,349</b>	<b>7%</b>

	Budget	Activity	% Used
<b>Fund 245 Road Maintenance Fund:</b>			
Charges for Services	2,065,000	519,257	25%
Investment Revenue	3,100	16,785	541%
<b>Total Revenue</b>	<b>2,068,100</b>	<b>536,042</b>	<b>26%</b>
Transfers	3,458,278	8,861	-%
<b>Total Expense</b>	<b>3,458,278</b>	<b>8,861</b>	<b>0%</b>
<b>Fund 260 Transit Fund:</b>			
Taxes	5,050,000	1,409,018	28%
Intergovernmental	5,296,588	32,028	1%
Charges for Services	170,000	0	-%
Investment Revenue	36,100	165,503	458%
Other Revenues	16,000	0	-%
<b>Total Revenue</b>	<b>10,568,688</b>	<b>1,606,549</b>	<b>15%</b>
Personal Services	4,106,110	715,783	17%
Materials and Services	2,268,268	410,359	18%
Capital Outlay	2,629,941	55,487	2%
Transfers	721,421	148,593	21%
<b>Total Expense</b>	<b>9,725,740</b>	<b>1,330,221</b>	<b>14%</b>
<b>Fund 310 Water Operating Fund:</b>			
Charges for Services	9,006,000	3,598,626	40%
Fines	19,000	0	-%
Investment Revenue	195,000	91,488	47%
Other Revenues	195,270	4,000	2%
<b>Total Revenue</b>	<b>9,415,270</b>	<b>3,694,115</b>	<b>39%</b>
Personal Services	615,190	106,650	17%
Materials and Services	4,405,491	808,139	18%
Capital Outlay	426,000	107,205	25%
Transfers	3,979,914	215,919	5%
<b>Total Expense</b>	<b>9,426,595</b>	<b>1,237,914</b>	<b>13%</b>
<b>Fund 320 Sewer Operating Fund:</b>			
Charges for Services	8,147,000	2,048,907	25%
Investment Revenue	196,200	87,654	45%
Other Revenues	18,000	1,619	9%
Transfers	600,000	0	-%
<b>Total Revenue</b>	<b>8,961,200</b>	<b>2,138,180</b>	<b>24%</b>
Personal Services	365,500	69,272	19%
Materials and Services	3,577,813	532,593	15%
Debt Service	2,960,000	0	-%
Transfers	3,863,718	329,681	9%
<b>Total Expense</b>	<b>10,767,031</b>	<b>931,546</b>	<b>9%</b>
<b>Fund 350 Street Lighting Fund:</b>			
Charges for Services	524,150	132,251	25%
Investment Revenue	12,500	3,051	24%
<b>Total Revenue</b>	<b>536,650</b>	<b>135,302</b>	<b>25%</b>
Materials and Services	381,320	85,222	22%
Transfers	1,088,820	6,512	1%
<b>Total Expense</b>	<b>1,470,140</b>	<b>91,734</b>	<b>6%</b>
<b>Fund 370 Storm Water Operating Fund:</b>			
Charges for Services	3,370,000	823,913	24%
Investment Revenue	15,300	7,606	50%
Transfers	2,500,000	2,500,000	100%
<b>Total Revenue</b>	<b>5,885,300</b>	<b>3,331,519</b>	<b>57%</b>
Personal Services	270,080	50,007	19%
Materials and Services	782,453	67,395	9%
Debt Service	679,200	0	-%
Transfers	2,849,969	676,936	24%
<b>Total Expense</b>	<b>4,581,702</b>	<b>794,338</b>	<b>17%</b>