



# SEPTEMBER MONTHLY REPORT

*FINANCE—The department where everyone counts*

- **New Assistant Finance Director:** In the great news file, the City has a new Assistant Finance Director! Katherine Smith was promoted from the City's Finance Operations Manager to Assistant Finance Director. She brings a broad based accounting, finance, and managerial background from both public and private sectors. As well as a service-oriented mindset, sharp analytical skills, strategic thinking, accounting know how, and a collaborative team spirit to ensure heightened Finance Department business partnering within our organization. This is a big win for our department and the organization.
- **Staffing:** The department has two remaining openings, the Finance Operations Manager position and an Accounting Technician.
- **Finalized FYE 2021 Trial Balance:** One small step for the department and one giant step for the ongoing migration to its new Enterprise Resource Planning (ERP) system, MUNIS. The closure of Fiscal Year end has been no small task in the shadow of immense change management still underway just beneath the surface throughout the organization.

The City of course shifted its General Ledger, Purchasing, and Accounts Payable systems mid fiscal year, changing its Chart of Account structure in the process affecting nearly 3,000 different accounts across the City's 24 Funds, training and reskilling end users, coordinating technology, and redesigning business practices to fit the software. The smooth transition belies the ongoing hard work by the entire Finance Team in this endeavor (as well as of course IT). The metaphor of rebuilding an aircraft engine while simultaneously flying the same plane at the speed of sound is apropos. The closure of FYE 2021 was one for the record books. Phase I of Payroll has also now been fully implemented. Phase II will entail electronic timesheets and a more automated processing is on the horizon. Also on the immediate horizon is Utility Billing, Business Licensing, and Transit Tax collections.

- **ATTACHED FINANCIALS:** FINANCE continues to monitor all departments for on-going budget compliance. A couple of items of note:
  - ⇒ General Fund: Intergovernmental Revenue reflects the receipt of \$2.8 million ARPA funds. Other Revenues reflects the overnight loan repayment to the Urban Renewal.
  - ⇒ Transit Fund: Intergovernmental Revenue reflect the receipt of \$787k in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds. SMART will receive a total allocation of \$1.6 million

**CITY OF WILSONVILLE - Fund Summaries**  
**Reporting Month: SEP FY 2022**

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 12,450,940	\$ 41,044	\$ 12,409,896	0%
Intergovernmental	2,685,330	2,828,343	(143,013)	105%
Licenses and permits	169,850	140,512	29,338	83%
Charges for services	706,490	64,820	641,670	9%
Fines and forfeitures	315,000	24,847	290,153	8%
Investment revenue	91,000	335	90,665	0%
Other revenues	16,343,324	16,339,866	3,458	100%
Transfers in	4,453,155	775,649	3,677,506	17%
<b>TOTAL REVENUES</b>	<b>\$ 37,215,089</b>	<b>\$ 20,215,416</b>	<b>\$ 16,999,673</b>	<b>54%</b>
Personnel services	9,763,662	1,801,703	7,961,959	18%
Materials and services	26,426,917	17,354,755	9,072,162	66%
Capital outlay	20,000	1,472	18,528	7%
Transfers out	2,888,645	192,712	2,695,933	7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,099,224</b>	<b>\$ 19,350,642</b>	<b>\$ 19,748,582</b>	<b>49%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,489,124	\$ 372,278	\$ 1,116,846	25%
Investment revenue	7,500	-	7,500	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,496,624</b>	<b>\$ 372,278</b>	<b>\$ 1,124,346</b>	<b>25%</b>
Personnel services	802,150	153,817	648,333	19%
Materials and services	671,135	101,166	569,969	15%
Capital outlay	-	42,908	(42,908)	-
Transfers out	2,400	600	1,800	25%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,475,685</b>	<b>\$ 298,491</b>	<b>\$ 1,177,194</b>	<b>20%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,060,463	\$ 818,238	\$ 242,225	77%
Charges for services	11,700	-	11,700	0%
Investment revenue	12,000	-	12,000	0%
Transfers in	41,545	10,386	31,159	25%
<b>TOTAL REVENUES</b>	<b>\$ 1,125,708</b>	<b>\$ 828,624</b>	<b>\$ 297,084</b>	<b>74%</b>
Personnel services	1,102,560	162,377	940,183	15%
Materials and services	176,948	86,995	89,953	49%
Transfers out	405,606	85,341	320,265	21%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,685,114</b>	<b>\$ 334,713</b>	<b>\$ 1,350,401</b>	<b>20%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 161,200	\$ -	\$ 161,200	0%
Licenses and permits	593,446	412,204	181,242	69%
Charges for services	745,080	119,229	625,851	16%
Investment revenue	8,500	-	8,500	0%
Other revenues	250	-	250	0%
Transfers in	2,383,525	409,585	1,973,940	17%
<b>TOTAL REVENUES</b>	<b>\$ 3,892,001</b>	<b>\$ 941,018</b>	<b>\$ 2,950,983</b>	<b>24%</b>
Personnel services	3,266,740	510,295	2,756,445	16%
Materials and services	783,614	137,591	646,023	18%
Transfers out	598,095	147,270	450,825	25%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,648,449</b>	<b>\$ 795,156</b>	<b>\$ 3,853,293</b>	<b>17%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 1,995,223	\$ 143,975	\$ 1,851,248	7%
Investment revenue	12,500	-	12,500	0%
Other revenues	-	3,301	(3,301)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,007,723</b>	<b>\$ 147,276</b>	<b>\$ 1,860,447</b>	<b>7%</b>
Personnel services	416,900	48,000	368,900	12%
Materials and services	495,930	92,128	403,802	19%
Capital outlay	13,000	-	13,000	0%
Transfers out	809,155	70,785	738,370	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,734,985</b>	<b>\$ 210,913</b>	<b>\$ 1,524,072</b>	<b>12%</b>

**CITY OF WILSONVILLE - Fund Summaries**  
**Reporting Month: SEP FY 2022**

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,150,000	\$ 554,162	\$ 1,595,838	26%
Investment revenue	20,000	-	20,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>	<b>\$ 554,162</b>	<b>\$ 1,615,838</b>	<b>26%</b>
Transfers out	\$ 2,503,924	\$ 56,458	2,447,466	2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,503,924</b>	<b>\$ 56,458</b>	<b>\$ 2,447,466</b>	<b>2%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,000,000	\$ 1,198,784	\$ 3,801,216	24%
Intergovernmental	3,964,104	799,597	3,164,507	20%
Charges for services	-	1,167	(1,167)	-
Fines and forfeitures	5,000	9,944	(4,944)	199%
Investment revenue	75,000	-	75,000	0%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,060,104</b>	<b>\$ 2,009,492</b>	<b>\$ 7,050,612</b>	<b>22%</b>
Personnel services	4,251,900	734,973	3,516,927	17%
Materials and services	2,118,188	518,759	1,599,429	24%
Capital outlay	1,990,000	337,680	1,652,320	17%
Transfers out	669,447	147,307	522,140	22%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,029,535</b>	<b>\$ 1,738,719</b>	<b>\$ 7,290,816</b>	<b>19%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,411,000	\$ 4,195,334	\$ 5,215,666	45%
Investment revenue	150,000	-	150,000	0%
Other revenues	12,000	8,597	3,403	72%
<b>TOTAL REVENUES</b>	<b>\$ 9,573,000</b>	<b>\$ 4,203,931</b>	<b>\$ 5,369,069</b>	<b>44%</b>
Personnel services	629,100	95,305	533,795	15%
Materials and services	4,538,189	479,763	4,058,426	11%
Capital outlay	247,400	-	247,400	0%
Transfers out	10,798,267	309,550	10,488,717	3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,212,956</b>	<b>\$ 884,618</b>	<b>\$ 15,328,338</b>	<b>5%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,275,000	\$ 2,096,921	\$ 6,178,079	25%
Investment revenue	160,000	-	160,000	0%
Other revenues	30,000	2,797	27,203	9%
Transfers in	600,000	-	600,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,065,000</b>	<b>\$ 2,099,718</b>	<b>\$ 6,965,282</b>	<b>23%</b>
Personnel services	377,750	33,598	344,152	9%
Materials and services	3,740,830	610,708	3,130,122	16%
Capital outlay	291,100	-	291,100	0%
Debt service	2,623,500	-	2,623,500	0%
Transfers out	2,907,055	229,996	2,677,059	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,940,235</b>	<b>\$ 874,302</b>	<b>\$ 9,065,933</b>	<b>9%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 536,650	\$ 137,938	\$ 398,712	26%
Investment revenue	8,500	-	8,500	0%
<b>TOTAL REVENUES</b>	<b>\$ 545,150</b>	<b>\$ 137,938</b>	<b>\$ 407,212</b>	<b>25%</b>
Materials and services	384,030	44,858	339,172	12%
Transfers out	1,045,000	-	1,045,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,030</b>	<b>\$ 44,858</b>	<b>\$ 1,384,172</b>	<b>3%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,440,000	\$ 875,977	\$ 2,564,023	25%
Investment revenue	15,000	-	15,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,455,000</b>	<b>\$ 875,977</b>	<b>\$ 2,579,023</b>	<b>25%</b>
Personnel services	273,170	44,940	228,230	16%
Materials and services	788,536	68,237	720,299	9%
Capital outlay	107,000	-	107,000	0%
Debt service	518,000	-	518,000	0%
Transfers out	2,049,216	167,340	1,881,876	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,735,922</b>	<b>\$ 280,517</b>	<b>\$ 3,455,405</b>	<b>8%</b>