



MAY

MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

The month of May was a busy one for Finance team as we prepared for budget meetings and the reentry to City Hall! We also through the kick-off off the HR/Payroll MUNIS implementation into the mix.

The Budget Committee meetings went quite well with great discussions between the staff and the committee. With the Council's adoption on June 1, staff will begin formatting the final budget document. This step includes removing the proposed and percentage columns and adding the approved and adopted columns throughout all of the tables.

The newly implemented paperless Accounts Payable process has been very successful. Margie Trader, our AP technician, spearheaded the transition once more and more staff began working from home. Having gotten the program approved by our auditors before implementation, staff now receives an electronic copy of all invoices for their online approval. Being as staff is now familiar with the process, Shelly Marcotte, our payroll technician, has created a similar process for timesheets!

Hard to believe that we are just weeks away from the end of the fiscal year! It has been quite a year and looking forward to the challenges and rewards of FY2020-21.

Stay Safe!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2019-May 31, 2020

Please Note: Utility Billing is reported with a one month lag-the numbers reported reflect the first month of the new fiscal year.

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	67,420	Invoices Processed	6,756	Total Citations Issued	2,082
New Customers	824	Payments Processed	3,809	Total Suspensions Issued	60
New Service Locations	79			Ticket Revenue	\$242,410

FY20 Financial Update:

Attached please find the financial reports through May 2020. Finance continues to monitor all funds on a regular basis and revenues several days a week.

General Fund: Overall, the general fund revenues are on track, with 92% of total revenues received. At this point in time, I expect that our taxes and intergovernmental revenues should be near the anticipated budget by the end of the fiscal year. This is great news since taxes are the single largest funding source for the General Fund. Hotel/Motel Tax and Court fines are significantly lower than anticipated. At the end of May, the General Fund expenditures are reported at \$26.4M, approximately \$500K less than the year-to-date revenues received.

Building Fund: Overall, revenues are in line with the amount budgeted. As of the end of May, the Fund has used over \$882K of the fund balance to meet the ongoing expenses.

Community Development Fund: Great news for the Community Development fund permit revenues! Last month those revenues increased almost \$200K! While the fund's expenses continue to outpace the revenues, the revenue from May will have a positive impact on the overall fund balance. Through May, the fund has used a little over \$1.0K of their fund balance to meet ongoing expenses.

Road Operating Fund: Due to the timing of receiving the gas tax receipts, the current revenues show a one month lag in the intergovernmental line item. We have received the revenue for the month of May, however, due to budget and Munis implementation, the revenue has not yet been recorded or reflected in this report. The amount received, however, was in line with the amount received last fiscal. Due to the delay in construction of CIP's, we anticipate the expenditures to be less than anticipated.

Transit Fund: With the 3rd quarter tax payments processed, we are on track with our Transit Tax revenues. The \$1.2M grant received will be reflected in the June reports. With several bus purchases put on hold, the Transit fund will end with less than anticipated intergovernmental revenue as well as capital expenses.

Water, Sewer and Stormwater Funds: As discussed during the budget committee meetings, the budget for Water and Sewer revenues were overly optimistic for the fiscal year. We anticipate both funds to Delayed construction on CIPS have reduced anticipated expenditures in all three funds.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	10,868,048	93%
Intergovernmental	2,265,804	2,138,766	94%
Licenses and Permits	177,750	130,499	73%
Charges for Services	747,100	527,434	71%
Fines	320,000	238,793	75%
Investment Revenue	300,900	466,745	155%
Other Revenues	9,569,070	9,541,154	100%
Transfers	3,817,812	3,001,647	79%
Total Revenue	28,853,686	26,913,087	93%
Personal Services	9,289,445	8,120,209	87%
Materials and Services	20,772,072	16,434,828	79%
Capital Outlay	311,604	93,667	30%
Transfers	4,896,602	1,714,812	35%
Total Expense	35,269,723	26,363,516	75%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	1,259,477	92%
Investment Revenue	23,069	29,096	126%
Other Revenues	0	25,131	-%
Total Revenue	1,397,044	1,313,705	94%
Personal Services	781,630	708,989	91%
Materials and Services	800,055	675,336	84%
Capital Outlay	149,000	70,278	47%
Transfers	2,400	2,200	92%
Total Expense	1,733,085	1,456,803	84%
Fund 230 Building Fund:			
Licenses and Permits	548,000	566,474	103%
Licenses and Permits-Villebois	254,000	104,008	41%
Charges for Services	9,000	6,750	75%
Investment Revenue	70,210	85,467	122%
Transfers	41,986	34,992	83%
Total Revenue	923,196	797,691	86%
Personal Services	1,056,480	908,730	86%
Materials and Services	385,469	308,032	80%
Transfers	936,604	463,139	49%
Total Expense	2,378,553	1,679,901	71%
Fund 235 Community Development Fund:			
Intergovernmental	0	49,500	-%
Licenses and Permits	352,440	747,375	212%
Licenses and Permits-Villebois	203,305	39,799	20%
Charges for Services	1,076,328	483,146	45%
Investment Revenue	55,165	80,520	146%
Other Revenues	400	16,482	4,121%
Transfers	3,201,704	1,531,572	48%
Total Revenue	4,889,342	2,948,394	60%
Personal Services	3,273,480	2,503,449	76%
Materials and Services	1,183,618	937,830	79%
Capital Outlay	0	2,015	-%
Transfers	581,628	529,121	91%
Total Expense	5,038,726	3,972,416	79%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	1,504,436	84%
Investment Revenue	25,075	50,589	202%
Other Revenues	2,000	57,769	2,888%
Total Revenue	1,827,175	1,612,794	88%
Personal Services	373,970	320,919	86%
Materials and Services	586,851	399,074	68%
Debt Service	82,000	81,446	99%
Transfers	1,537,030	663,073	43%
Total Expense	2,579,851	1,464,511	57%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	1,817,746	96%
Investment Revenue	60,180	76,035	126%
Total Revenue	1,959,180	1,893,780	97%
Transfers	4,113,962	2,535,994	62%
Total Expense	4,113,962	2,535,994	62%
Fund 260 Transit Fund:			
Taxes	5,151,000	4,720,691	92%
Intergovernmental	4,217,893	1,851,690	44%
Charges for Services	185,000	141,085	76%
Investment Revenue	55,150	102,096	185%
Other Revenues	14,000	11,087	79%
Total Revenue	9,623,043	6,826,650	71%
Personal Services	4,146,860	3,429,623	83%
Materials and Services	2,902,150	2,230,496	77%
Capital Outlay	2,451,655	56,475	2%
Transfers	637,912	524,620	82%
Total Expense	10,138,577	6,241,213	62%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	8,250,132	90%
Fines	19,000	11,693	62%
Investment Revenue	270,810	372,877	138%
Other Revenues	195,550	211,053	108%
Total Revenue	9,702,360	8,895,756	92%
Personal Services	629,168	482,932	77%
Materials and Services	4,295,104	3,028,411	71%
Capital Outlay	679,000	68,655	10%
Debt Service	1,870,000	2,586,020	138%
Transfers	4,344,613	1,141,385	26%
Total Expense	11,817,885	7,307,404	62%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	7,340,689	89%
Fines	0	64,722	-%
Investment Revenue	270,810	368,827	136%
Other Revenues	18,000	25,316	141%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	8,399,554	92%
Personal Services	402,546	292,225	73%
Materials and Services	3,574,439	2,715,777	76%
Capital Outlay	24,000	28,173	117%
Debt Service	3,000,000	2,943,263	98%
Transfers	4,162,436	600,640	14%
Total Expense	11,163,421	6,580,078	59%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	481,437	88%
Investment Revenue	25,075	31,668	126%
Total Revenue	570,575	513,105	90%
Materials and Services	373,843	287,408	77%
Transfers	430,103	43,591	10%
Total Expense	803,946	331,000	41%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	2,901,429	91%
Investment Revenue	50,150	53,987	108%
Total Revenue	3,225,150	2,955,416	92%
Personal Services	274,796	211,396	77%
Materials and Services	659,037	409,167	62%
Debt Service	508,000	507,827	100%
Transfers	4,040,765	1,465,498	36%
Total Expense	5,482,598	2,593,888	47%