



OCTOBER

MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

Our auditors completed their annual review of our accounting activity for FY2018-19 but continue with their review of the Comprehensive Annual Financial Report. They are scheduled to present the final document to Council at the December 16th meeting.

Finance Staff spent three days with Munis during the month of October. It was our first opportunity to get an in-depth view of how the various modules will function. One of the features that will certainly be used often is the ability to scan in documents such as invoices into the system for easy access. As it currently stands, if a department needs a copy of an invoice we have to manually go through the files and then send over a copy. With Munis, the department will be able to drill down to the invoice from their workstation saving time, filing space and printing costs. We are scheduled for another three day visit in mid-November.

During the last week of October our staff attended training on the new phone system. The phones are scheduled to be installed over the first weekend of November. The Finance Department is responsible for answering the main phone lines and will be able to take advantage of many of the new features the system offers....as soon as we figure them all out!

Happy Fall!

-Cathy Rodocker

By the Numbers:

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

Utility Billing:

Total Monthly Bills	20,089
New Customers	305
New Service Locations	42

Accounts Payable:

Invoices Processed	2,291
Payments Processed	1,492

Municipal Court:

Total Citations Issued	857
Total Suspensions Issued	55
Ticket Revenue	\$95,960

FY20 Financial Update:

General Fund revenues, excluding the \$9M intra-fund loan payback from URA, are still looking a bit skewed as property taxes have not been received. We did receive the certified tax revenues from both Clackamas and Washington counties. In total, \$8.2 million has been certified for the City and the average collection rate on the certified amount is 95%. While we expect to receive over \$7.7 million overall, we should receive a little over \$6 million over the next six weeks.

Transit Fund received the first FY2020 installment of STIF funds in October and the overall revenues to date exceeds the of expenses incurred.

Water Fund has ended the first four months of the year receiving over 50% of revenues for charges of services. As typical over the next several months, water sales will reduce significantly in line with the drop in irrigation usage.

All other operating funds have recorded revenues and expenditures in line with their adopted budgets.

Did you know?

That the Finance Team won “Best Group” for our team Halloween Costumes? We were Pac Man and his crew of ghosts!



	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	605,706	5%
Intergovernmental	2,265,804	166,790	7%
Licenses and Permits	177,750	114,061	64%
Charges for Services	747,100	143,160	19%
Fines	320,000	95,960	30%
Investment Revenue	300,900	178,601	59%
Other Revenues	9,569,070	9,027,782	94%
Transfers	3,599,940	1,037,252	29%
Total Revenue	28,635,814	11,369,312	40%
Personal Services	9,289,445	2,724,800	29%
Materials and Services	18,835,865	10,419,448	55%
Capital Outlay	291,604	0	-%
Transfers	4,003,336	286,334	7%
Total Expense	32,420,250	13,430,583	41%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	457,992	33%
Investment Revenue	23,069	10,173	44%
Total Revenue	1,397,044	468,164	34%
Personal Services	781,630	218,899	28%
Materials and Services	674,521	162,816	24%
Capital Outlay	149,000	19,327	13%
Transfers	2,400	800	33%
Total Expense	1,607,551	401,841	25%
Fund 230 Building Fund:			
Licenses and Permits	548,000	221,464	40%
Licenses and Permits-Villebois	254,000	65,645	26%
Charges for Services	9,000	2,250	25%
Investment Revenue	70,210	16,755	24%
Transfers	38,173	12,724	33%
Total Revenue	919,383	318,839	35%
Personal Services	1,056,480	290,485	27%
Materials and Services	173,553	36,553	21%
Transfers	650,393	280,618	43%
Total Expense	1,880,426	607,656	32%
Fund 235 Community Development Fund:			
Licenses and Permits	352,440	307,704	87%
Licenses and Permits-Villebois	203,305	14,788	7%
Charges for Services	904,335	112,296	12%
Investment Revenue	55,165	28,515	52%
Other Revenues	400	289	72%
Transfers	2,882,543	441,034	15%
Total Revenue	4,398,188	904,625	21%
Personal Services	3,273,480	746,125	23%
Materials and Services	629,877	154,931	25%
Capital Outlay	0	2,015	-%
Transfers	577,223	192,408	33%
Total Expense	4,480,580	1,095,479	24%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	308,488	17%
Investment Revenue	25,075	14,744	59%
Other Revenues	2,000	53,278	2,664%
Total Revenue	1,827,175	376,510	21%
Personal Services	373,970	114,489	31%
Materials and Services	524,865	104,579	20%
Debt Service	82,000	0	-%
Transfers	1,279,014	83,893	7%
Total Expense	2,259,849	302,961	13%
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	635,070	33%
Investment Revenue	60,180	32,779	54%
Total Revenue	1,959,180	667,849	34%
Transfers	1,797,040	39,451	2%
Total Expense	1,797,040	39,451	2%

	Budget	Activity	% Used
Fund 260 Transit Fund:			
Taxes	5,151,000	1,478,546	29%
Intergovernmental	4,217,893	564,811	13%
Charges for Services	185,000	28,329	15%
Investment Revenue	55,150	33,903	61%
Other Revenues	14,000	0	-%
Total Revenue	9,623,043	2,105,590	22%
Personal Services	4,146,860	1,102,831	27%
Materials and Services	2,284,406	561,148	25%
Capital Outlay	2,451,655	37,063	2%
Transfers	637,912	189,103	30%
Total Expense	9,520,833	1,890,145	20%
Fund 310 Water Operating Fund:			
Charges for Services	9,217,000	4,617,487	50%
Fines	19,000	5,952	31%
Investment Revenue	270,810	72,085	27%
Other Revenues	195,550	3,000	2%
Total Revenue	9,702,360	4,698,525	48%
Personal Services	629,168	147,506	23%
Materials and Services	4,180,454	951,143	23%
Capital Outlay	534,000	0	-%
Debt Service	1,870,000	0	-%
Transfers	4,321,744	269,505	6%
Total Expense	11,535,366	1,368,154	12%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	2,740,371	33%
Fines	0	27,738	-%
Investment Revenue	270,810	145,698	54%
Other Revenues	18,000	4,026	22%
Transfers	600,000	0	-%
Total Revenue	9,127,955	2,917,833	32%
Personal Services	402,546	85,562	21%
Materials and Services	3,484,878	786,913	23%
Capital Outlay	24,000	0	-%
Debt Service	3,000,000	0	-%
Transfers	4,022,036	189,336	5%
Total Expense	10,933,460	1,061,811	10%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	174,594	32%
Investment Revenue	25,075	10,457	42%
Total Revenue	570,575	185,051	32%
Materials and Services	373,843	87,099	23%
Transfers	430,103	0	-%
Total Expense	803,946	87,099	11%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	1,029,577	32%
Investment Revenue	50,150	15,142	30%
Total Revenue	3,225,150	1,044,719	32%
Personal Services	274,796	61,186	22%
Materials and Services	527,543	102,190	19%
Debt Service	508,000	0	-%
Transfers	3,553,189	275,905	8%
Total Expense	4,863,528	439,281	9%