



JUNE MONTHLY REPORT

From the Director:

Happy New Fiscal Year!

FY2019-20 has officially begun but the next several months will be dedicated to closing the books of the last fiscal year. Accounting begins the year gearing up for the eventual completion of the Comprehensive Annual Financial Report and the annual audit.

The month of June was a busy one for Finance as the final preparations are being completed on the upcoming transition to a bi-weekly payroll schedule. The HR/Finance team has worked with the managers and various staff members to help with training for the upcoming changes on everything from how to use the new time sheets to having a consultant come in to talk about personal budgeting. We are on track to have a smooth transition!

June 4th was a busy day for our municipal court program. In the morning an interagency pedestrian safety crosswalk mission took place at the intersection of SW Wilsonville Rd and SW Meadows Parkway as students were going to school. There were nine officers/deputies involved and 22 citations were issued. Later that evening, Judge Amy Lindgren was sworn in as the City's pro-tem judge. She is now able to assist with our court should Judge Weinhouse be unavailable.

We are very excited to have completed our search for our Finance Operations Manager. Beth Penner has been selected and will join the Finance Team on July 8th.

Happy Summer!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2018-June 30, 2019

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

Utility Billing:

Total Monthly Bills	72,550
New Customers	1,000
New Service Locations	151

Accounts Payable:

Invoices Processed	7,452
Payments Processed	4,088

Municipal Court:

Total Citations Issued	2,659
Total Suspensions Issued	567
Ticket Revenue	\$323,627

Fund Updates:

Attached please find the fund summaries through June 2019. Please note that this is the information available as of June 30th. Final numbers, as a result of preparing the year-end entries and Comprehensive Financial Reports will have an impact on both individual line items and ending fund balances for all funds. The following is an update on five of the operating funds.

The General Fund has received 97% of the revenues budgeted through the month of June. Total expenses are being reported at 74% of budget, due primarily to the timing of the Clackamas County Sheriff's contract payments.

The Building Fund revenues increased to 77% of budget through June. Currently, expenses continue to outpace the revenues. Due to the timing of building permit receipts between fiscal years, the excess fund balance will be used to bridge the expense to revenue gap this year. As budgeted, the Building Fund will be using the fund balance that has been built up over the last few years. As it currently stands, expenses have exceeded revenues by over \$400K.

While Community Development revenues are lower than anticipated through the first 12-months of the fiscal year, expenses have also been significantly lower than anticipated. As of June 30th, the total expenses exceed current revenues by a little over \$300K.

The Transit Fund's revenues continue to outpace the actual expenditures to date. The June 30th balance presented does not include the fourth quarter transit tax revenues. The HB2017 funds for FY2018-19 should also be received in July and will be recorded in the proper fiscal year.

Water revenues are nearing \$2 million more than originally anticipated with current revenues reporting at 124% of it budgeted water sales. Included in that total is the City of Sherwood water purchases at over \$2.2 million this fiscal year from the City, which is almost 80% more than the amount that was purchased last fiscal year.

The remaining operating funds; Fleet, Road Operating Road Maintenance, Sewer, Streetlight, and Stormwater are all seeing their year-to-date revenues exceeding their year-to-date expenditures as expected.

Did you know?

To prepare for the annual audit, the accounting staff will prepare a worksheet for every balance sheet account across all funds in the general ledger. The worksheet and documentation for each account is given to the auditors on the first day of the audit. This systematic approach provides the detailed information required for the audit process, reduces the number of questions to staff and helps to streamline the work schedule for the auditors.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,213,487	10,623,204	95%
Intergovernmental	2,141,825	2,077,261	97%
Licenses and Permits	176,510	258,516	146%
Charges for Services	753,480	734,665	98%
Fines	315,000	323,627	103%
Investment Revenue	206,000	419,538	204%
Other Revenues	3,557,120	3,507,099	99%
Transfers	3,369,303	3,153,884	94%
Total Revenue	21,732,725	21,097,794	97%
Personal Services	8,390,218	7,603,593	91%
Materials and Services	12,441,145	9,291,280	75%
Capital Outlay	144,300	181,372	126%
Transfers	4,552,000	1,747,620	38%
Total Expense	25,527,663	18,823,865	74%
Fund 210 Fleet Fund:			
Charges for Services	1,343,601	1,343,601	100%
Investment Revenue	23,690	31,965	135%
Other Revenues	0	9,900	-%
Total Revenue	1,367,291	1,385,466	101%
Personal Services	750,366	582,345	78%
Materials and Services	630,805	620,892	98%
Capital Outlay	188,000	126,174	67%
Transfers	2,400	2,400	100%
Total Expense	1,571,571	1,331,811	85%
Fund 230 Building Fund:			
Licenses and Permits	588,000	563,136	96%
Licenses and Permits-Villebois	547,000	269,797	49%
Charges for Services	8,600	8,600	100%
Investment Revenue	56,650	78,646	139%
Other Revenues	0	532	-%
Transfers	37,701	37,931	101%
Total Revenue	1,237,951	958,642	77%
Personal Services	1,030,960	893,754	87%
Materials and Services	186,691	127,000	68%
Transfers	900,660	344,640	38%
Total Expense	2,118,311	1,365,394	64%
Fund 235 Community Development Fund:			
Intergovernmental	62,500	0	-%
Licenses and Permits	563,413	1,111,944	197%
Licenses and Permits-Villebois	45,567	157,446	346%
Charges for Services	974,732	737,439	76%
Investment Revenue	39,140	71,738	183%
Other Revenues	200	919	460%
Transfers	3,225,167	1,710,013	53%
Total Revenue	4,910,719	3,789,499	77%
Personal Services	3,177,336	2,446,054	77%
Materials and Services	703,913	445,543	63%
Capital Outlay	28,000	28,508	102%
Transfers	551,172	551,172	100%
Total Expense	4,460,421	3,471,278	78%
Fund 240 Road Operating Fund:			
Intergovernmental	1,642,800	1,544,865	94%
Investment Revenue	17,510	35,051	200%
Other Revenues	2,000	3,459	173%
Total Revenue	1,662,310	1,583,375	95%
Personal Services	412,651	344,151	83%
Materials and Services	490,632	377,775	77%
Capital Outlay	51,500	104,983	204%
Debt Service	82,000	81,446	99%
Transfers	696,851	271,184	39%
Total Expense	1,733,634	1,179,540	68%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,792,369	1,860,645	104%
Investment Revenue	27,268	77,186	283%
Total Revenue	1,819,637	1,937,832	106%
Transfers	2,946,935	250,561	9%
Total Expense	2,946,935	250,561	9%
Fund 260 Transit Fund:			
Taxes	5,006,000	3,859,929	77%
Intergovernmental	2,549,740	1,955,942	77%
Charges for Services	185,000	157,174	85%
Investment Revenue	41,050	85,473	208%
Other Revenues	14,000	34,410	246%
Total Revenue	7,795,790	6,092,928	78%
Personal Services	3,526,766	3,313,199	94%
Materials and Services	1,910,759	1,712,974	90%
Capital Outlay	2,157,569	1,676,463	78%
Transfers	669,002	544,060	81%
Total Expense	8,264,096	7,246,697	88%
Fund 310 Water Operating Fund:			
Charges for Services	8,384,355	10,366,654	124%
Fines	19,000	17,947	94%
Investment Revenue	100,000	295,284	295%
Other Revenues	195,550	197,103	101%
Transfers	350,000	350,000	100%
Total Revenue	9,048,905	11,226,988	124%
Personal Services	581,820	464,575	80%
Materials and Services	4,220,553	3,113,244	74%
Capital Outlay	690,644	329,541	48%
Debt Service	1,875,000	1,832,782	98%
Transfers	2,647,753	972,646	37%
Total Expense	10,015,770	6,712,788	67%
Fund 320 Sewer Operating Fund:			
Charges for Services	7,996,145	8,231,369	103%
Fines	0	48,790	-%
Investment Revenue	127,602	284,151	223%
Other Revenues	27,000	23,065	85%
Transfers	600,000	600,000	100%
Total Revenue	8,750,747	9,187,376	105%
Personal Services	383,530	317,611	83%
Materials and Services	3,391,874	2,840,161	84%
Capital Outlay	29,833	18,683	63%
Debt Service	3,030,000	2,942,263	97%
Transfers	2,714,974	1,139,351	42%
Total Expense	9,550,211	7,258,069	76%
Fund 350 Street Lighting Fund:			
Charges for Services	518,250	521,846	101%
Investment Revenue	16,789	30,770	183%
Total Revenue	535,039	552,617	103%
Materials and Services	359,651	300,728	84%
Transfers	442,270	610	-%
Total Expense	801,921	301,338	38%
Fund 370 Storm Water Operating Fund:			
Charges for Services	2,928,917	2,962,929	101%
Investment Revenue	30,900	59,505	193%
Total Revenue	2,959,817	3,022,434	102%
Personal Services	259,270	186,649	72%
Materials and Services	473,780	390,045	82%
Capital Outlay	161,964	4,443	3%
Debt Service	508,500	507,827	100%
Transfers	2,169,419	1,414,471	65%
Total Expense	3,572,933	2,503,434	70%