



To: Mayor, City Council  
Mike Alexander, Interim City Manager

From: Steve Groom 

Date: September 22, 2016

Subject: Monthly Financial Summary for August 2016

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This monthly financial update is an un-audited preliminary report intended to inform and assist governance decisions through August, for 11 months or 91.67% of the year. While there are many variables unique to each revenue and expense that various departments manage to arrive within budget at year-end and none are likely at exactly 91.67%, this report's primary purpose is to provide transparency and accountability.

#### **General Fund**

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**General Fund Revenues** – Current General Fund Revenues in total are at 90% of budget

- Property Tax is ahead (97%) since current-year receipts were paid in Dec. and Jan.
- Sales Tax is behind (83%), most months have been less than prior year.
- Franchise Tax is behind (67%) due to timing of quarterly remittances.

**General Fund Expenditures** - Current General Fund Expenditures in total are at 86% of budget.

- City Council is at 80% primarily due to less-than-budgeted travel
- City Manager is at 97%; note that current severance pay ended in April
- Accounting is at 81% due to salary savings from open positions
- Municipal Court is at 104% due to State court fees from higher case volume
- MIS is at 110% due to payment of \$43K annual systems support early in year
- Interfund Services is at 113% due to greater-than-budgeted TML insurance
- Police Patrol is at 91%, a positive position for a large departmental budget
- Fire Suppression is at 88% a positive position for a large departmental budget
- Street Maintenance is at 86%, a positive position for a large departmental budget
- Parks is at 78%, a positive position for a large departmental budget

#### **Enterprise Funds**

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**Utility Fund** – Currently revenues are at 98% of budget and expenditures are at 77%.

**Sanitation Fund** – Cumulatively, revenues are at 109% of budget and expenditures are at 88%.

**Retail Fund (City Mall)** – Cumulatively, revenues are 96% of budget and expenditures are 70%.

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2016

010--GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
PROPERTY TAXES	5,563,088	26,668.99	5,414,917.44	0.00	148,170.56	97.34
SALES TAX	5,652,994	540,627.42	4,718,887.80	0.00	934,106.20	83.48
FRANCHISE TAX	1,011,000	207,409.05	679,360.18	0.00	331,639.82	67.20
LICENSES AND FEES	2,000	1,561.00	34,005.00	0.00	( 32,005.00)	1,700.25
PERMITS	69,000	3,793.52	92,526.06	0.00	( 23,526.06)	134.10
FINES AND WARRANTS	411,363	39,567.16	522,709.29	0.00	( 111,346.29)	127.07
LEASES AND RENTALS	36,667	2,540.00	20,320.00	0.00	10,347.00	66.26
CHARGES FOR SERVICE	20,430	1,309.00	20,457.60	0.00	( 27.60)	100.14
OTHER AGENCIES	429,169	1,400.00	470,808.17	0.00	( 41,639.17)	109.70
OTHER INCOME	<u>1,388,529</u>	<u>91,261.96</u>	<u>1,126,397.71</u>	<u>0.00</u>	<u>262,131.29</u>	<u>81.12</u>
TOTAL REVENUES	14,578,240	915,138.10	13,100,389.25	0.00	1,477,850.75	89.86
<u>EXPENDITURE SUMMARY</u>						
CITY COUNCIL	31,364	2,904.09	25,004.14	0.00	6,359.86	79.72
CITY MANAGER	230,918	13,698.74	202,915.51	20,030.87	7,971.62	96.55
CITY SECRETARY	130,890	8,627.99	96,567.51	0.00	34,322.49	73.78
LEGAL	95,000	7,339.34	85,528.81	0.00	9,471.19	90.03
HUMAN RESOURCES	148,127	20,868.76	151,872.59	0.00	( 3,745.59)	102.53
ACCOUNTING	569,316	29,028.52	460,045.80	5.00	109,265.20	80.81
MUNICIPAL COURT	353,994	21,585.85	367,312.17	0.00	( 13,318.17)	103.76
MIS	207,172	21,849.53	222,334.88	6,110.07	( 21,272.95)	110.27
INTERFUND SERVICES	336,200	10,199.00	381,685.19	0.00	( 45,485.19)	113.53
POLICE ADMINISTRATION	658,333	37,683.65	551,056.57	0.00	107,276.43	83.70
POLICE PATROL	2,084,065	172,179.45	1,886,465.03	0.00	197,599.97	90.52
POLICE CID	578,151	58,758.35	522,124.10	0.00	56,026.90	90.31
SUPPORT SERVICES	1,187,166	90,437.44	888,029.89	84,270.54	214,865.57	81.90
FIRE ADMINISTRATION	256,262	26,695.81	238,169.19	0.00	18,092.81	92.94
FIRE SUPPRESSION	2,869,034	252,484.62	2,526,374.03	1,844.43	340,815.54	88.12
EMERGENCY MANAGEMENT	598,941	152,503.99	352,586.43	0.00	246,354.57	58.87
WAREHOUSE	390,631	61,768.73	386,141.19	0.00	4,489.81	98.85
PUBLIC WORKS ADMIN	174,840	12,309.74	150,058.20	0.00	24,781.80	85.83
STREET MAINTENANCE	1,171,275	89,327.38	994,712.29	15,073.48	161,489.23	86.21
FLEET MAINTENANCE	210,478	17,112.84	178,546.78	0.00	31,931.22	84.83
AIRPORT	40,100	1,468.56	31,801.34	0.00	8,298.66	79.31
PARKS	859,565	90,995.40	672,118.77	0.00	187,446.23	78.19
CEMETERY	138,646	23,841.97	133,735.19	0.00	4,910.81	96.46
FACILITY MAINTENANCE	238,891	13,469.49	155,926.51	8,950.00	74,014.49	69.02
LIBRARY	713,633	57,352.18	606,597.05	0.00	107,035.95	85.00
DEVELOPMENT SERVICES	585,015	42,422.82	446,117.79	600.00	138,297.21	76.36
ECONOMIC DEVELOPMENT ADM	250,726	21,886.33	217,974.32	0.00	32,751.68	86.94
MAIN STREET	<u>31,950</u>	<u>1,533.57</u>	<u>15,073.16</u>	<u>0.00</u>	<u>16,876.84</u>	<u>47.18</u>
TOTAL EXPENDITURES	15,140,683	1,360,334.14	12,946,874.43	136,884.39	2,056,924.18	86.41

CITY OF PALESTINE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

610-UTILITY FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	7,006,600	732,028.25	6,902,429.75	0.00	104,170.25	98.51
OTHER AGENCIES	36,000	0.00	23,459.00	0.00	12,541.00	65.16
OTHER INCOME	12,160	43.20	661.00	0.00	11,499.00	5.44
<b>TOTAL REVENUES</b>	<b>7,054,760</b>	<b>732,071.45</b>	<b>6,926,549.75</b>	<b>0.00</b>	<b>128,210.25</b>	<b>98.18</b>
<u>EXPENDITURE SUMMARY</u>						
WASTEWATER OPERATIONS	1,859,749	149,979.09	1,671,346.53	0.00	188,402.47	89.87
ADMINISTRATION	128,641	7,830.55	112,744.63	0.00	15,896.37	87.64
ENGINEERING	279,710	16,093.36	140,699.90	4,600.00	134,410.10	51.95
WATER TREATMENT	1,811,574	138,795.08	1,307,828.24	26,630.00	477,115.76	73.66
WATER DISTRIBUTION	751,235	43,655.20	519,031.38	29,842.67	202,360.95	73.06
WASTEWATER COLLECTION	556,489	34,649.04	435,597.74	8,636.56	112,254.70	79.83
WASTEWATER TREATMENT	1,628,040	89,502.79	1,137,731.93	23,469.92	466,838.15	71.33
<b>TOTAL EXPENDITURES</b>	<b>7,015,438</b>	<b>480,505.11</b>	<b>5,324,980.35</b>	<b>93,179.15</b>	<b>1,597,278.50</b>	<b>77.23</b>

CITY OF PALESTINE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

620-SANITATION FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	3,004,406	365,311.08	3,282,042.31	0.00 (	277,634.31)	109.24
OTHER INCOME	4	0.00	263.88	0.00 (	259.88)	6,597.00
TOTAL REVENUES	3,004,412	365,311.08	3,282,306.19	0.00 (	277,894.19)	109.25
<u>EXPENDITURE SUMMARY</u>						
SANITATION OPERATIONS	365,831	30,485.92	335,345.12	0.00	30,485.88	91.67
SOLID WASTE COLLECTION	2,495,355	194,925.54	2,179,480.86	0.00	315,875.14	87.34
TOTAL EXPENDITURES	2,861,187	225,411.46	2,514,825.98	0.00	346,361.02	87.89

CITY OF PALESTINE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

625-RETAIL FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	558,409	59,898.39	542,622.31	0.00	15,786.69	97.17
OTHER INCOME	<u>80,191</u>	<u>6,636.67</u>	<u>73,372.53</u>	<u>0.00</u>	<u>6,818.47</u>	<u>91.50</u>
TOTAL REVENUES	638,600	66,535.06	615,994.84	0.00	22,605.16	96.46
<u>EXPENDITURE SUMMARY</u>						
RETAIL FUND ADMIN.	450,139	30,351.36	282,002.64	0.00	168,136.36	62.65
RETAIL DEBT SERVICE	<u>161,314</u>	<u>13,453.55</u>	<u>147,424.47</u>	<u>0.00</u>	<u>13,889.53</u>	<u>91.39</u>
TOTAL EXPENDITURES	611,453	43,804.91	429,427.11	0.00	182,025.89	70.23