



To: Mayor, City Council, City Manager

From: Steve Groom 

Date: January 31, 2017

Subject: Monthly Financial Summary for December 2016

This monthly financial update is an un-audited preliminary report intended to inform and assist governance decisions through October, for 3 month or 25.0% 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 25.0%, this report's primary purpose is to provide transparency and accountability.

General Fund

General Fund Revenues – Current General Fund Revenues in total are at 27.0% of budget

- Property Tax is at 33.7% since receipts are expected in December, January and February
- Sales Tax is at 22.5% and will fluctuate slightly as the year progresses
- Franchise Tax is at 32.4% due to timing of quarterly remittances.
- Other income is comprised of transfers from other funds as-budgeted.

General Fund Expenditures - Cumulative General Fund Expenditures in total are at 24.8% of budget. You will see several consequences of organizational changes that will need to be addressed later in year by budget transfers from and to various departments:

- City Council is at 27.4% due to travel for training accomplished early in year.
- City Manager is at 11.7% due to staff vacancy and structural changes
- Legal is at 20.2% due to usage
- Accounting is at 15.4% due to 1st quarter staff vacancies
- Interfund Services is at 76.1% due to TML insurance paid at beginning of year
- Police Admin is at 23.0%, includes interim City Manager during first two months of year
- Police Patrol is at 20.0%, a positive position for a large departmental budget
- Fire Suppression is at 24.5%; includes two paid positions on leave
- Emergency Management is at 114.7% due to prior-year expenses to be addressed in audit
- Street Maintenance is at 31.9%, a large departmental budget being watched
- Airport is at 52.3% due to contract services paid early in year
- Parks is at 21.9%, a positive position in a large departmental budget
- Cemetery is at 5.1% due to vacancies and structural changes
- Facilities Maintenance is at 30.5% due to structural changes

Enterprise Funds

Utility Fund – Cumulatively, revenues are at 23.4% of budget and expenditures are at 21.1%.

Sanitation Fund – Cumulatively, revenues are at 22.5% of budget and expenditures are 20.6%.

Retail Fund (Mall) – Cumulatively, revenues are 30.2% of budget and expenses are 19.7%.

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

010-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
PROPERTY TAXES	5,533,552	1,308,755.56	1,861,778.34	0.00	3,671,773.66	33.65
SALES TAX	5,213,808	335,393.06	1,174,021.82	0.00	4,039,786.18	22.52
FRANCHISE TAX	1,011,000	28,957.76	327,350.57	0.00	683,649.43	32.38
LICENSES AND FEES	20,750	1,085.00	3,321.00	0.00	17,429.00	16.00
PERMITS	84,600	10,842.03	25,232.94	0.00	59,367.06	29.83
FINES AND WARRANTS	580,800	29,566.16	98,066.12	0.00	482,733.88	16.88
LEASES AND RENTALS	31,340	1,100.00	4,420.00	0.00	26,920.00	14.10
CHARGES FOR SERVICE	15,800	279.20	969.70	0.00	14,830.30	6.14
OTHER AGENCIES	654,369	0.00	114,624.42	0.00	539,744.58	17.52
OTHER INCOME	1,291,629	93,983.39	289,729.84	0.00	1,001,899.16	22.43
TOTAL REVENUES	14,437,648	1,809,962.16	3,899,514.75	0.00	10,538,133.25	27.01
<u>EXPENDITURE SUMMARY</u>						
CITY COUNCIL	34,164	2,666.59	9,362.86	0.00	24,801.14	27.41
CITY MANAGER	347,730	19,298.19	40,788.92	0.00	306,941.08	11.73
CITY SECRETARY	126,740	9,180.03	25,547.19	0.00	101,192.81	20.16
LEGAL	91,700	0.00	18,508.65	0.00	73,191.35	20.18
HUMAN RESOURCES	195,105	10,758.81	34,775.08	0.00	160,329.92	17.82
ACCOUNTING	482,044	48,621.44	74,126.62	5.00	407,912.38	15.38
MUNICIPAL COURT	384,823	48,432.42	89,518.85	0.00	295,304.15	23.26
MIS	219,072	14,628.61	38,658.35	0.00	180,413.65	17.65
INTERFUND SERVICES	283,700	10,100.00	215,781.66	0.00	67,918.34	76.06
POLICE ADMINISTRATION	497,430	17,804.96	114,302.66	0.00	383,127.34	22.98
POLICE PATROL	2,171,027	158,424.72	433,735.91	0.00	1,737,291.09	19.98
POLICE CID	772,585	58,329.09	180,895.81	0.00	591,689.19	23.41
SUPPORT SERVICES	1,009,436	93,002.24	308,306.46	7,637.26	693,492.28	31.30
FIRE ADMINISTRATION	319,292	44,806.50	110,673.27	0.00	208,618.73	34.66
FIRE SUPPRESSION	2,741,606	213,343.58	670,413.03	0.00	2,071,192.97	24.45
EMERGENCY MANAGEMENT	78,186	18,524.52	76,669.69	12,990.00	11,473.69	114.67
WAREHOUSE	320,250	64,887.18	100,791.48	0.00	219,458.52	31.47
PUBLIC WORKS ADMIN	137,456	10,828.63	34,895.23	0.00	102,560.77	25.39
STREET MAINTENANCE	922,990	127,019.04	294,774.57	0.00	628,215.43	31.94
FLEET MAINTENANCE	200,296	13,607.31	40,943.87	0.00	159,352.13	20.44
AIRPORT	38,700	2,672.85	13,958.29	6,280.00	18,461.71	52.30
PARKS	874,581	64,357.07	191,727.89	0.00	682,853.11	21.92
CEMETERY	150,320	2,792.53	7,642.77	0.00	142,677.23	5.08
ENVIRONMENTAL SERVICES	0	571.00	571.00	0.00	571.00	0.00
FACILITY MAINTENANCE	222,996	43,412.58	67,943.60	0.00	155,052.40	30.47
LIBRARY	682,034	44,744.56	130,418.73	0.00	551,615.27	19.12
DEVELOPMENT SERVICES	596,316	31,447.16	96,639.01	0.00	499,676.99	16.21
ECONOMIC DEVELOPMENT ADM	247,896	20,284.18	58,377.26	0.00	189,518.74	23.55
MAIN STREET	28,850	3,492.54	3,599.12	0.00	25,250.88	12.48
TOTAL EXPENDITURES	14,177,325	1,198,038.33	3,484,347.83	26,912.26	10,666,064.91	24.77

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

610-UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	7,342,000	535,003.93	1,750,457.48	0.00	5,591,542.52	23.84
OTHER AGENCIES	131,000	0.00	0.00	0.00	131,000.00	0.00
TOTAL REVENUES	7,473,000	535,003.93	1,750,457.48	0.00	5,722,542.52	23.42
<u>EXPENDITURE SUMMARY</u>						
WASTEWATER OPERATIONS	1,975,393	149,979.09	457,991.07	0.00	1,517,401.93	23.18
ADMINISTRATION	221,973	18,860.94	45,036.60	0.00	176,936.40	20.29
ENGINEERING	237,750	11,623.62	43,586.49	0.00	194,163.51	18.33
WATER TREATMENT	1,664,822	105,330.59	276,122.37	20,402.13	1,368,297.50	17.81
WATER DISTRIBUTION	846,042	140,404.60	207,672.40	14,662.61	623,706.99	26.28
WASTEWATER COLLECTION	737,596	27,338.33	96,950.15	2,097.05	638,548.80	13.43
WASTEWATER TREATMENT	1,631,763	97,280.05	271,773.86	108,115.80	1,251,873.34	23.28
TOTAL EXPENDITURES	7,315,339	550,817.22	1,399,132.94	145,277.59	5,770,928.47	21.11

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

620-SANITATION FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	3,559,000	265,469.56	801,236.66	0.00	2,757,763.34	22.51
OTHER INCOME	<u>0</u>	<u>1,089.57</u>	<u>1,089.57</u>	<u>0.00</u>	<u>(1,089.57)</u>	<u>0.00</u>
TOTAL REVENUES	3,559,000	266,559.13	802,326.23	0.00	2,756,673.77	22.54
<u>EXPENDITURE SUMMARY</u>						
SANITATION OPERATIONS	365,831	30,485.92	91,457.76	0.00	274,373.24	25.00
SOLID WASTE COLLECTION	<u>2,689,917</u>	<u>335,085.93</u>	<u>537,715.65</u>	<u>0.00</u>	<u>2,152,201.35</u>	<u>19.99</u>
TOTAL EXPENDITURES	3,055,748	365,571.85	629,173.41	0.00	2,426,574.59	20.59

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

625-RETAIL FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	511,096	39,958.00	157,768.47	0.00	353,327.13	30.87
OTHER INCOME	<u>79,640</u>	<u>7,248.30</u>	<u>20,539.43</u>	<u>0.00</u>	<u>59,100.57</u>	<u>25.79</u>
TOTAL REVENUES	590,736	47,206.30	178,307.90	0.00	412,427.70	30.18
<u>EXPENDITURE SUMMARY</u>						
RETAIL FUND ADMIN.	427,764	36,234.40	85,306.84	0.00	342,457.16	19.94
RETAIL DEBT SERVICE	<u>163,001</u>	<u>3,770.00</u>	<u>30,771.73</u>	<u>0.00</u>	<u>132,229.27</u>	<u>18.88</u>
TOTAL EXPENDITURES	590,765	40,004.40	116,078.57	0.00	474,686.43	19.65