



To: Mayor, City Council, City Manager

From: Steve Groom

Date: February 22, 2017

Subject: Monthly Financial Summary for January 2017

This monthly financial update is an un-audited preliminary report intended to inform and assist governance decisions through October, for 4 month or 33.3% 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 33.3%, this report's primary purpose is to provide transparency and accountability.

General Fund

General Fund Revenues – Current General Fund Revenues in total are at 47.1% of budget

- Property Tax is at 74.2% since most taxes are received December through February
- Sales Tax is at 29.6% and will fluctuate slightly as the year progresses
- Franchise Tax is at 33.8% 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 32.9% 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 32.2% due to travel for training accomplished early in year
- City Manager is at 21.0% due to staff vacancy and structural changes
- Legal is at 43.8% due to usage
- Accounting is at 19.0% 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 30.6% of budget and expenditures are at 27.7%.

Sanitation Fund – Cumulatively, revenues are at 31.3% of budget and expenditures are 35.1%.

Retail Fund (Mall) – Cumulatively, revenues are 38.6% of budget and expenses are 25.9%.

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2017

010-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
PROPERTY TAXES	5,533,552	2,246,505.83	4,108,284.17	0.00	1,425,267.83	74.24
SALES TAX	5,213,808	368,781.74	1,542,803.56	0.00	3,671,004.44	29.59
FRANCHISE TAX	1,011,000	14,010.48	341,361.05	0.00	669,638.95	33.76
LICENSES AND FEES	20,750	1,885.00	5,206.00	0.00	15,544.00	25.09
PERMITS	84,600	11,921.00	37,153.94	0.00	47,446.06	43.92
FINES AND WARRANTS	580,800	32,146.30	130,212.42	0.00	450,587.58	22.42
LEASES AND RENTALS	31,340	3,120.00	7,540.00	0.00	23,800.00	24.06
CHARGES FOR SERVICE	15,800	548.00	1,517.70	0.00	14,282.30	9.61
OTHER AGENCIES	654,369	95,308.22	250,504.76	0.00	403,864.24	38.28
OTHER INCOME	1,291,629	90,589.65	380,555.30	0.00	911,073.70	29.46
TOTAL REVENUES	14,437,648	2,864,816.22	6,805,138.90	0.00	7,632,509.10	47.13
<u>EXPENDITURE SUMMARY</u>						
CITY COUNCIL	34,164	1,620.30	10,983.16	0.00	23,180.84	32.15
CITY MANAGER	347,730	32,301.53	73,090.45	0.00	274,639.55	21.02
CITY SECRETARY	126,740	8,385.72	33,932.91	0.00	92,807.09	26.77
LEGAL	91,700	21,680.07	40,188.72	0.00	51,511.28	43.83
HUMAN RESOURCES	195,105	18,031.79	52,806.87	0.00	142,298.13	27.07
ACCOUNTING	482,044	19,867.05	93,993.67	5.00	388,045.33	19.50
MUNICIPAL COURT	384,823	18,657.57	108,176.42	0.00	276,646.58	28.11
MIS	219,072	37,159.23	75,817.58	0.00	143,254.42	34.61
INTERFUND SERVICES	283,700	10,259.08	226,040.74	0.00	57,659.26	79.68
POLICE ADMINISTRATION	497,430	11,248.54	125,256.20	0.00	372,173.80	25.18
POLICE PATROL	2,171,027	153,633.05	587,368.96	0.00	1,583,658.04	27.05
POLICE CID	772,585	66,035.23	246,931.04	0.00	525,653.96	31.96
SUPPORT SERVICES	1,009,436	86,511.36	394,817.82	0.00	614,618.18	39.11
FIRE ADMINISTRATION	319,292	24,028.15	134,701.42	0.00	184,590.58	42.19
FIRE SUPPRESSION	2,741,606	226,795.25	897,208.28	0.00	1,844,397.72	32.73
EMERGENCY MANAGEMENT	78,186	19,858.27	96,527.96	0.00	(18,341.96)	123.46
WAREHOUSE	320,250	41,409.67	142,201.15	0.00	178,048.85	44.40
PUBLIC WORKS ADMIN	137,456	12,036.02	46,931.25	0.00	90,524.75	34.14
STREET MAINTENANCE	922,990	110,390.78	405,165.35	0.00	517,824.65	43.90
FLEET MAINTENANCE	200,296	21,332.62	62,276.49	0.00	138,019.51	31.09
AIRPORT	38,700	3,877.98	17,836.27	0.00	20,863.73	46.09
PARKS	874,581	58,554.79	250,282.68	0.00	624,298.32	28.62
CEMETERY	150,320	2,634.97	10,277.74	0.00	140,042.26	6.84
ENVIRONMENTAL SERVICES	0	14,831.24	15,402.24	0.00	(15,402.24)	0.00
FACILITY MAINTENANCE	222,996	16,782.32	84,725.92	9,873.00	128,397.08	42.42
LIBRARY	682,034	57,230.30	187,649.03	27,644.00	466,740.97	31.57
DEVELOPMENT SERVICES	596,316	26,281.71	122,920.72	0.00	473,395.28	20.61
ECONOMIC DEVELOPMENT ADM	247,896	20,308.22	78,685.48	0.00	169,210.52	31.74
MAIN STREET	28,850	1,372.92	4,972.04	0.00	23,877.96	17.23
TOTAL EXPENDITURES	14,177,325	1,143,115.73	4,627,168.56	37,522.00	9,512,634.44	32.90

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2017

610-UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	7,342,000	538,876.36	2,289,333.84	0.00	5,052,666.16	31.18
OTHER AGENCIES	<u>131,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>131,000.00</u>	<u>0.00</u>
TOTAL REVENUES	7,473,000	538,876.36	2,289,333.84	0.00	5,183,666.16	30.63
<u>EXPENDITURE SUMMARY</u>						
WASTEWATER OPERATIONS	1,975,393	149,979.09	607,970.16	0.00	1,367,422.84	30.78
ADMINISTRATION	221,973	21,441.59	66,478.19	0.00	155,494.81	29.95
ENGINEERING	237,750	11,272.39	54,858.88	0.00	182,891.12	23.07
WATER TREATMENT	1,664,822	148,494.51	424,616.88	0.00	1,240,205.12	25.51
WATER DISTRIBUTION	846,042	68,887.04	276,559.44	12,108.18	557,374.38	34.12
WASTEWATER COLLECTION	737,596	36,560.36	133,510.51	0.00	604,085.49	18.10
WASTEWATER TREATMENT	<u>1,631,763</u>	<u>71,747.88</u>	<u>343,521.74</u>	<u>108,115.80</u>	<u>1,180,125.46</u>	<u>27.68</u>
TOTAL EXPENDITURES	7,315,339	508,382.86	1,907,515.80	120,223.98	5,287,599.22	27.72

CITY OF PALESTINE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2017

620-SANITATION FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	3,559,000	310,681.02	1,111,917.68	0.00	2,447,082.32	31.24
OTHER INCOME	<u>0</u>	<u>616.07</u>	<u>2,109.95</u>	<u>0.00</u>	<u>(2,109.95)</u>	<u>0.00</u>
TOTAL REVENUES	3,559,000	311,297.09	1,114,027.63	0.00	2,444,972.37	31.30
<u>EXPENDITURE SUMMARY</u>						
SANITATION OPERATIONS	365,831	30,485.92	121,943.68	0.00	243,887.32	33.33
SOLID WASTE COLLECTION	<u>2,689,917</u>	<u>14,200.23</u>	<u>551,915.88</u>	<u>398,792.20</u>	<u>1,739,208.92</u>	<u>35.34</u>
TOTAL EXPENDITURES	3,055,748	44,686.15	673,859.56	398,792.20	1,983,096.24	35.10

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2017

625-RETAIL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	511,096	42,359.96	200,128.43	0.00	310,967.17	39.16
OTHER INCOME	<u>79,640</u>	<u>7,250.96</u>	<u>28,004.13</u>	<u>0.00</u>	<u>51,635.87</u>	<u>35.16</u>
TOTAL REVENUES	590,736	49,610.92	228,132.56	0.00	362,603.04	38.62
<u>EXPENDITURE SUMMARY</u>						
RETAIL FUND ADMIN.	427,764	33,114.13	118,420.97	0.00	309,343.03	27.68
RETAIL DEBT SERVICE	<u>163,001</u>	<u>3,770.00</u>	<u>34,541.73</u>	<u>0.00</u>	<u>128,459.27</u>	<u>21.19</u>
TOTAL EXPENDITURES	590,765	36,884.13	152,962.70	0.00	437,802.30	25.89