



To: Mayor, City Council, City Manager

From: Steve Groom 

Date: July 17, 2017

Subject: Monthly Financial Summary for June 2017

---

This monthly un-audited preliminary report, for 9 months or 75% of the year, intends to inform and assist governance decisions for the remainder of the year and future planning. 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 75%, this report's primary purpose is to provide transparency and accountability.

**General Fund Revenues** – Current General Fund Revenues in total are at 82% of budget

- Property Tax is at 93% since most taxes are received December through February
- Sales Tax is at 69% and will fluctuate slightly as the year progresses
- Franchise Tax is at 99% 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 74% of budget.

**Hotel Occupancy Tax Fund** – Cumulatively, revenues are at 78% of budget, largely timing, and expenditures are at 68%.

**PEDC** – Cumulatively, revenues are at 70% of budget and expenditures are at 31%.

**Utility Fund** – Cumulatively, revenues are at 69% of budget and expenditures are at 68%.

**Sanitation Fund** – Cumulatively, revenues are at 74% of budget and expenditures are 86%.

**Retail Fund (Mall)** – Cumulatively, revenues are 99% of budget and expenses are 73%.

**Special Events Fund (Mall)** – Cumulatively, revenues are 79% of budget and expenses are 85%, the Hot Pepper Festival comprising the majority of the activity in this fund.

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2017

010-GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
PROPERTY TAXES	5,533,552	97,194.82	5,126,694.77	0.00	406,857.23	92.65
SALES TAX	5,213,808	356,684.42	3,612,648.10	0.00	1,601,159.90	69.29
FRANCHISE TAX	1,011,000	27,424.78	1,005,581.94	0.00	5,418.06	99.46
LICENSES AND FEES	20,750	685.00	12,892.00	0.00	7,858.00	62.13
PERMITS	84,600	3,956.00	70,924.67	0.00	13,675.33	83.84
FINES AND WARRANTS	580,800	23,257.01	250,262.41	0.00	330,537.59	43.09
LEASES AND RENTALS	31,340	8,300.00	28,335.00	0.00	3,005.00	90.41
CHARGES FOR SERVICE	15,800	1,606.70	7,818.50	0.00	7,981.50	49.48
OTHER AGENCIES	714,177	21,680.35	369,485.26	0.00	344,691.74	51.74
OTHER INCOME	1,367,376	407,646.97	1,402,419.11	0.00	( 35,043.11)	102.56
<b>TOTAL REVENUES</b>	<b>14,573,203</b>	<b>948,436.05</b>	<b>11,887,061.76</b>	<b>0.00</b>	<b>2,686,141.24</b>	<b>81.57</b>
<u>EXPENDITURE SUMMARY</u>						
CITY COUNCIL	34,164	1,489.85	24,068.63	0.00	10,095.37	70.45
CITY MANAGER	337,391	30,775.10	247,059.58	0.00	90,331.42	73.23
CITY SECRETARY	126,740	8,479.14	94,111.26	0.00	32,628.74	74.26
LEGAL	91,700	22,031.47	128,587.49	0.00	( 36,887.49)	140.23
HUMAN RESOURCES	251,964	22,128.07	182,958.58	0.00	69,005.42	72.61
ACCOUNTING	428,870	42,581.65	338,509.30	5.00	90,355.70	78.93
MUNICIPAL COURT	384,823	20,983.28	198,994.50	0.00	185,828.50	51.71
MIS	219,072	9,714.09	146,110.86	0.00	72,961.14	66.70
INTERFUND SERVICES	582,461	10,100.00	279,661.06	0.00	302,799.94	48.01
POLICE ADMINISTRATION	209,813	19,844.25	183,268.04	0.00	26,544.96	87.35
POLICE PATROL	1,884,938	135,764.27	1,360,614.82	0.00	524,323.18	72.18
POLICE CID	780,652	42,681.94	572,024.83	0.00	208,627.17	73.28
SUPPORT SERVICES	1,085,322	79,815.53	809,583.00	927.97	274,811.03	74.68
FIRE ADMINISTRATION	339,492	24,418.96	310,693.66	0.00	28,798.34	91.52
FIRE SUPPRESSION	2,788,176	224,083.42	2,053,505.95	0.00	734,670.05	73.65
EMERGENCY MANAGEMENT	78,186	7,859.45	37,181.98	53,984.80	( 12,980.78)	116.60
WAREHOUSE	320,250	41,995.01	392,902.61	0.00	( 72,652.61)	122.69
PUBLIC WORKS ADMIN	137,064	10,083.40	106,904.20	0.00	30,159.80	78.00
STREET MAINTENANCE	1,097,061	112,354.16	782,946.57	0.00	314,114.43	71.37
FLEET MAINTENANCE	193,861	26,251.95	161,002.50	0.00	32,858.50	83.05
AIRPORT	38,700	2,045.83	42,311.43	0.00	( 3,611.43)	109.33
PARKS	980,440	180,562.90	791,838.27	0.00	188,601.73	80.76
CEMETERY	76,175	33,401.83	63,606.80	0.00	12,568.20	83.50
ENVIRONMENTAL SERVICES	175,801	58,642.45	141,036.00	0.00	34,765.00	80.22
FACILITY MAINTENANCE	310,638	9,016.32	151,441.77	0.00	159,196.23	48.75
LIBRARY	687,947	50,222.99	505,747.62	0.00	182,199.38	73.52
DEVELOPMENT SERVICES	446,669	43,232.02	288,836.28	0.00	157,832.72	64.66
ECONOMIC DEVELOPMENT ADM	247,896	20,317.07	188,186.92	0.00	59,709.08	75.91
MAIN STREET	28,850	84.03	11,784.03	0.00	17,065.97	40.85
<b>TOTAL EXPENDITURES</b>	<b>14,365,116</b>	<b>1,290,960.43</b>	<b>10,595,478.54</b>	<b>54,917.77</b>	<b>3,714,719.69</b>	<b>74.14</b>

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2017

150-HOTEL/MOTEL OCCUPANCY  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
OTHER INCOME	542,575	38,595.22	424,585.25	0.00	117,989.75	78.25
TOTAL REVENUES	542,575	38,595.22	424,585.25	0.00	117,989.75	78.25
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATION	40,916	3,409.67	30,687.03	0.00	10,228.97	75.00
MARKETING	258,892	37,489.81	203,380.54	0.00	55,511.46	78.56
VISITOR CENTER	68,831	3,113.64	31,485.98	0.00	37,345.02	45.74
CIVIC CENTER	236,707	19,557.23	144,341.80	0.00	92,365.20	60.98
TOTAL EXPENDITURES	605,346	63,570.35	409,895.35	0.00	195,450.65	67.71

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2017

215-ECONOMIC DEVELOPMENT CORP  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
SALES TAX	1,038,962	71,336.89	718,516.06	0.00	320,445.94	69.16
CHARGES FOR SERVICE	195,858	16,321.50	143,034.39	0.00	52,823.61	73.03
OTHER INCOME	5,100	378.29	3,163.16	0.00	1,936.84	62.02
TOTAL REVENUES	1,239,920	88,036.68	864,713.61	0.00	375,206.39	69.74
<u>EXPENDITURE SUMMARY</u>						
OPERATIONS	515,473	12,172.46	273,825.50	0.00	241,647.50	53.12
SPECIAL SERVICES	297,000	42,124.23	92,201.28	0.00	204,798.72	31.04
COMMUNITY DEV PROGRAM	210,000	0.00	50,300.00	0.00	159,700.00	23.95
FACADE PROGRAM	30,000	0.00	24,150.00	0.00	5,850.00	80.50
DEBT	505,818	0.00	49,841.76	0.00	455,976.66	9.85
TOTAL EXPENDITURES	1,558,291	54,296.69	490,318.54	0.00	1,067,972.88	31.47

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2017

610-UTILITY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	7,342,000	643,710.32	5,093,254.77	0.00	2,248,745.23	69.37
OTHER AGENCIES	131,000	0.00	46,538.00	0.00	84,462.00	35.53
OTHER INCOME	0	0.00	6,096.12	0.00	(6,096.12)	0.00
<b>TOTAL REVENUES</b>	<b>7,473,000</b>	<b>643,710.32</b>	<b>5,145,888.89</b>	<b>0.00</b>	<b>2,327,111.11</b>	<b>68.86</b>
<u>EXPENDITURE SUMMARY</u>						
WASTEWATER OPERATIONS	2,005,393	149,979.09	1,377,206.11	0.00	628,186.89	68.68
ADMINISTRATION	267,144	22,364.34	185,894.70	0.00	81,249.30	69.59
CUSTOMER SERVICE	352,376	22,986.33	249,313.12	0.00	103,062.88	70.75
ENGINEERING	170,222	12,108.28	115,715.54	0.00	54,506.46	67.98
WATER TREATMENT	1,702,654	153,718.35	1,135,485.41	43,070.20	524,098.39	69.22
WATER DISTRIBUTION	839,785	68,192.40	646,936.69	19,747.98	173,100.33	79.39
WASTEWATER COLLECTION	727,676	41,735.58	372,098.20	100,749.12	254,828.68	64.98
WASTEWATER TREATMENT	1,684,265	106,237.23	978,871.18	50,646.91	654,746.91	61.13
<b>TOTAL EXPENDITURES</b>	<b>7,749,515</b>	<b>577,321.60</b>	<b>5,061,520.95</b>	<b>214,214.21</b>	<b>2,473,779.84</b>	<b>68.08</b>

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2017

620-SANITATION FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	3,559,000	283,944.62	2,602,880.04	0.00	956,119.96	73.14
OTHER INCOME	<u>0</u>	<u>0.00</u>	<u>12,987.98</u>	<u>0.00</u>	<u>( 12,987.98)</u>	<u>0.00</u>
TOTAL REVENUES	3,559,000	283,944.62	2,615,868.02	0.00	943,131.98	73.50
<u>EXPENDITURE SUMMARY</u>						
SANITATION OPERATIONS	395,831	30,485.92	274,373.28	0.00	121,457.72	69.32
SOLID WASTE COLLECTION	<u>2,594,917</u>	<u>119,030.93</u>	<u>2,219,627.22</u>	<u>72,626.20</u>	<u>302,663.58</u>	<u>88.34</u>
TOTAL EXPENDITURES	2,990,748	149,516.85	2,494,000.50	72,626.20	424,121.30	85.82

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2017

625-RETAIL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	511,096	44,884.96	496,839.69	0.00	14,255.91	97.21
OTHER INCOME	<u>79,640</u>	<u>6,636.67</u>	<u>85,064.53</u>	<u>0.00</u>	<u>( 5,424.53)</u>	<u>106.81</u>
TOTAL REVENUES	590,736	51,521.63	581,904.22	0.00	8,831.38	98.51
<u>EXPENDITURE SUMMARY</u>						
RETAIL FUND ADMIN.	427,764	51,957.23	297,797.53	0.00	129,966.47	69.62
RETAIL DEBT SERVICE	<u>163,001</u>	<u>13,590.07</u>	<u>131,716.52</u>	<u>0.00</u>	<u>31,284.48</u>	<u>80.81</u>
TOTAL EXPENDITURES	590,765	65,547.30	429,514.05	0.00	161,250.95	72.70

CITY OF PALESTINE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2017

635-RESTR DONATIONS SPCL EV  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
OTHER INCOME	<u>94,157</u>	<u>690.48</u>	<u>74,621.82</u>	<u>0.00</u>	<u>19,535.18</u>	<u>79.25</u>
TOTAL REVENUES	94,157	690.48	74,621.82	0.00	19,535.18	79.25
<u>EXPENDITURE SUMMARY</u>						
ADMINISTRATION	112,921	717.03	27,577.80	0.00	85,343.20	24.42
HOT PEPPER FESTIVAL	<u>0</u>	<u>0.00</u>	<u>68,056.83</u>	<u>0.00</u>	( <u>68,056.83</u> )	<u>0.00</u>
TOTAL EXPENDITURES	112,921	717.03	95,634.63	0.00	17,286.37	84.69