



To: Mayor, City Council, City Manager

From: Steve Groom *SG*

Date: January 4, 2017

Subject: Monthly Financial Summary for November 2016

This monthly financial update is an un-audited preliminary report intended to inform and assist governance decisions through October, for 1 month or 16.7% 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 16.7%, this report's primary purpose is to provide transparency and accountability.

General Fund

General Fund Revenues – Current General Fund Revenues in total are at 13% of budget

- Property Tax is at 10% since receipts are expected in December, January and February
- Sales Tax is at 16.1% and will fluctuate slightly as the year progresses
- Franchise Tax is at 30% 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 16.2% 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 19.6% due to travel for training accomplished early in year
- City Manager is at 6.2% due to staff vacancy and structural changes
- Legal is at 20.2% due to usage
- Accounting is at 5% due to 1st quarter staff vacancies
- Interfund Services is at 69% due to TML insurance paid at beginning of year
- Police Admin is at 19.4%, includes interim City Manager during first two months of year
- Police Patrol is at 12.5%, a positive position for a large departmental budget
- Fire Suppression is at 16.5%; includes two paid positions on leave
- Emergency Management is at 88.5% due to prior-year expenses to be addressed in audit
- Street Maintenance is at 17.5%, a large departmental budget being watched
- Airport is at 43.4% due to contract services paid early in year
- Parks is at 14.3%, a positive position in a large departmental budget
- Cemetery is at 3.2% due to vacancies and structural changes
- Facilities Maintenance is at 24.7% due to structural changes

Enterprise Funds

Utility Fund – Cumulatively, revenues are at 16.3% of budget and expenditures are at 11.9%.

Sanitation Fund – Cumulatively, revenues are at 15.1% of budget and expenditures are 7.7%.

Retail Fund (Mall) – Cumulatively, revenues are 21.1% of budget and expenses are 11.4%.

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2016

010-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
PROPERTY TAXES	5,533,552	375,082.42	553,022.78	0.00	4,980,529.22	9.99
SALES TAX	5,213,808	440,041.22	838,628.76	0.00	4,375,179.24	16.08
FRANCHISE TAX	1,011,000	284,681.23	298,392.81	0.00	712,607.19	29.51
LICENSES AND FEES	20,750	1,065.00	2,236.00	0.00	18,514.00	10.78
PERMITS	84,600	10,726.33	14,390.91	0.00	70,209.09	17.01
FINES AND WARRANTS	580,800	32,281.61	68,499.96	0.00	512,300.04	11.79
LEASES AND RENTALS	31,340	1,300.00	3,320.00	0.00	28,020.00	10.59
CHARGES FOR SERVICE	15,800	219.50	690.50	0.00	15,109.50	4.37
OTHER AGENCIES	654,369	2,472.00	27,134.76	0.00	627,234.24	4.15
OTHER INCOME	<u>1,291,629</u>	<u>12,069.55</u>	<u>109,645.38</u>	<u>0.00</u>	<u>1,181,983.62</u>	<u>8.49</u>
TOTAL REVENUES	14,437,648	1,159,938.86	1,915,961.86	0.00	12,521,686.14	13.27
<u>EXPENDITURE SUMMARY</u>						
CITY COUNCIL	34,164	4,441.01	6,696.27	0.00	27,467.73	19.60
CITY MANAGER	347,730	14,307.81	21,490.73	0.00	326,239.27	6.18
CITY SECRETARY	126,740	9,366.89	16,367.16	0.00	110,372.84	12.91
LEGAL	91,700	18,508.65	18,508.65	0.00	73,191.35	20.18
HUMAN RESOURCES	195,105	14,396.40	24,016.27	0.00	171,088.73	12.31
ACCOUNTING	482,044	19,803.98	25,505.18	5.00	456,533.82	5.29
MUNICIPAL COURT	384,823	20,885.22	41,086.43	0.00	343,736.57	10.68
MIS	219,072	17,201.38	23,182.07	0.00	195,889.93	10.58
INTERFUND SERVICES	283,700	0.00	195,581.66	0.00	88,118.34	68.94
POLICE ADMINISTRATION	497,430	66,524.79	96,497.70	0.00	400,932.30	19.40
POLICE PATROL	2,171,027	149,342.22	271,183.69	0.00	1,899,843.31	12.49
POLICE CID	772,585	63,936.70	121,413.72	0.00	651,171.28	15.72
SUPPORT SERVICES	1,009,436	108,638.52	215,304.22	7,637.26	786,494.52	22.09
FIRE ADMINISTRATION	319,292	34,226.98	65,233.44	0.00	254,058.56	20.43
FIRE SUPPRESSION	2,741,606	265,513.43	452,823.98	0.00	2,288,782.02	16.52
EMERGENCY MANAGEMENT	78,186	48,032.60	56,172.69	12,990.00	9,023.31	88.46
WAREHOUSE	320,250	18,088.86	35,904.30	0.00	284,345.70	11.21
PUBLIC WORKS ADMIN	137,456	12,086.77	24,066.60	0.00	113,389.40	17.51
STREET MAINTENANCE	922,990	89,171.92	161,660.77	0.00	761,329.23	17.51
FLEET MAINTENANCE	200,296	14,058.12	27,062.31	0.00	173,233.69	13.51
AIRPORT	38,700	10,044.22	11,285.44	6,280.00	21,134.56	45.39
PARKS	874,581	53,670.19	124,851.39	0.00	749,729.61	14.28
CEMETERY	150,320	1,841.40	4,850.24	0.00	145,469.76	3.23
FACILITY MAINTENANCE	222,996	12,398.31	24,531.02	30,450.00	168,014.98	24.66
LIBRARY	682,034	46,969.84	82,335.50	0.00	599,698.50	12.07
DEVELOPMENT SERVICES	596,316	34,498.22	64,916.85	0.00	531,399.15	10.89
ECONOMIC DEVELOPMENT ADM	247,896	20,287.94	38,093.08	0.00	209,802.92	15.37
MAIN STREET	<u>28,850</u>	<u>48.60</u>	<u>106.58</u>	<u>0.00</u>	<u>28,743.42</u>	<u>0.37</u>
TOTAL EXPENDITURES	14,177,325	1,168,290.97	2,250,727.94	57,362.26	11,869,234.80	16.28

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2016

610-UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	7,342,000	577,305.40	1,215,633.55	0.00	6,126,366.45	16.56
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	577,305.40	1,215,633.55	0.00	6,257,366.45	16.27
<u>EXPENDITURE SUMMARY</u>						
WASTEWATER OPERATIONS	1,975,393	4,102.22	158,032.89	0.00	1,817,360.11	8.00
ADMINISTRATION	221,973	13,932.31	26,175.66	0.00	195,797.34	11.79
ENGINEERING	237,750	17,273.32	31,962.87	0.00	205,787.13	13.44
WATER TREATMENT	1,664,822	101,035.69	170,791.78	20,402.13	1,473,628.09	11.48
WATER DISTRIBUTION	846,042	44,348.43	65,904.47	46,044.30	734,093.23	13.23
WASTEWATER COLLECTION	737,596	42,067.76	69,611.82	2,097.05	665,887.13	9.72
WASTEWATER TREATMENT	<u>1,631,763</u>	<u>107,696.20</u>	<u>171,896.96</u>	<u>108,115.80</u>	<u>1,351,750.24</u>	<u>17.16</u>
TOTAL EXPENDITURES	7,315,339	330,455.93	694,376.45	176,659.28	6,444,303.27	11.91

CITY OF PALESTINE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2016

620-SANITATION FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	<u>3,559,000</u>	<u>247,719.84</u>	<u>535,767.10</u>	<u>0.00</u>	<u>3,023,232.90</u>	<u>15.05</u>
TOTAL REVENUES	3,559,000	247,719.84	535,767.10	0.00	3,023,232.90	15.05
<u>EXPENDITURE SUMMARY</u>						
SANITATION OPERATIONS	365,831	0.00	30,485.92	0.00	335,345.08	8.33
SOLID WASTE COLLECTION	<u>2,689,917</u>	<u>189,935.29</u>	<u>202,629.72</u>	<u>0.00</u>	<u>2,487,287.28</u>	<u>7.53</u>
TOTAL EXPENDITURES	3,055,748	189,935.29	233,115.64	0.00	2,822,632.36	7.63

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2016

625-RETAIL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	511,096	60,235.96	117,810.47	0.00	393,285.13	23.05
OTHER INCOME	<u>79,640</u>	<u>0.00</u>	<u>6,654.46</u>	<u>0.00</u>	<u>72,985.54</u>	<u>8.36</u>
TOTAL REVENUES	590,736	60,235.96	124,464.93	0.00	466,270.67	21.07
<u>EXPENDITURE SUMMARY</u>						
RETAIL FUND ADMIN.	427,764	24,443.76	44,378.09	0.00	383,385.91	10.37
RETAIL DEBT SERVICE	<u>163,001</u>	<u>9,726.81</u>	<u>23,231.73</u>	<u>0.00</u>	<u>139,769.27</u>	<u>14.25</u>
TOTAL EXPENDITURES	590,765	34,170.57	67,609.82	0.00	523,155.18	11.44