



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

From: Steve Groom

Date: October 18, 2016

Subject: Monthly Financial Summary for September 2016

This monthly financial update is an un-audited preliminary report intended to inform and assist governance decisions through September, for 12 months or 100% of the year. While the audit process will lead to final audited financials that include some further adjustments, this report's primary purpose is to provide transparency and accountability.

General Fund

General Fund Revenues – Current General Fund Revenues in total are at 94% of budget

- Property Tax is unfavorable (98%) since current-year receipts were paid in Dec. and Jan.
- Sales Tax is unfavorable (91%), 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 98% of budget. During the year, an additional \$520,000 in expenditure was authorized for Emergency Management Services related to the April 2016 flooding, therefore budgeted expenses exceed budgeted revenues.

- City Council is at 94% primarily due to less-than-budgeted travel
- City Manager is at 104%; note that current severance pay ended in April
- Human Resources is at 121% due to additional position during year
- Accounting is at 91% due to salary savings from open positions
- Municipal Court is at 122% due to State court fees from higher case volume
- MIS is at 120% due to payment of \$43K annual systems support early in year
- Interfund Services is at 117% due to greater-than-budgeted TML insurance
- Police Patrol is at 101%, due primarily to personnel costs
- Fire Suppression is at 99%, a positive position for a large departmental budget
- Street Maintenance is at 95%, a positive position for a large departmental budget
- Parks is at 91%, a positive position for a large departmental budget

Enterprise Funds

Utility Fund – Currently revenues are at 107% of budget and expenditures are at 87%.

Sanitation Fund – Cumulatively, revenues are at 119% of budget and expenditures are 104%.

Retail Fund (City Mall) – Cumulatively, revenues are 103% of budget and expenditures are 78%.

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

010-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
PROPERTY TAXES	5,563,088	17,642.82	5,432,560.26	0.00	130,527.74	97.65
SALES TAX	5,652,994	399,036.70	5,117,924.50	0.00	535,069.50	90.53
FRANCHISE TAX	1,011,000	0.00	679,360.18	0.00	331,639.82	67.20
LICENSES AND FEES	2,000	1,465.00	35,470.00	0.00	(33,470.00)	1,773.50
PERMITS	69,000	3,311.75	95,837.81	0.00	(26,837.81)	138.90
FINES AND WARRANTS	411,363	41,844.14	564,553.43	0.00	(153,190.43)	137.24
LEASES AND RENTALS	30,667	1,820.00	31,187.50	0.00	(520.50)	101.70
CHARGES FOR SERVICE	20,430	448.00	20,905.60	0.00	(475.60)	102.33
OTHER AGENCIES	429,169	11,027.17	481,835.34	0.00	(52,666.34)	112.27
OTHER INCOME	<u>1,388,529</u>	<u>133,439.79</u>	<u>1,267,550.79</u>	<u>0.00</u>	<u>120,978.21</u>	<u>91.29</u>
TOTAL REVENUES	14,578,240	610,035.37	13,727,185.41	0.00	851,054.59	94.16
<u>EXPENDITURE SUMMARY</u>						
CITY COUNCIL	31,364	4,358.81	29,362.95	0.00	2,001.05	93.62
CITY MANAGER	230,918	20,259.34	223,174.85	15,833.17	(8,090.02)	103.50
CITY SECRETARY	130,890	12,663.71	109,231.22	0.00	21,658.78	83.45
LEGAL	95,000	6,533.37	92,062.18	0.00	2,937.82	96.91
HUMAN RESOURCES	148,127	27,896.24	179,768.83	0.00	(31,641.83)	121.36
ACCOUNTING	569,316	56,918.75	516,964.55	5.00	52,346.45	90.81
MUNICIPAL COURT	353,994	62,792.34	430,104.51	0.00	(76,110.51)	121.50
MIS	207,172	19,721.12	242,056.00	6,110.07	(40,994.07)	119.79
INTERFUND SERVICES	336,200	10,100.00	391,785.19	0.00	(55,585.19)	116.53
POLICE ADMINISTRATION	658,333	51,739.30	603,329.15	0.00	55,003.85	91.64
POLICE PATROL	2,084,065	215,021.52	2,105,220.71	0.00	(21,155.71)	101.02
POLICE CID	578,151	73,672.78	596,575.44	0.00	(18,424.44)	103.19
SUPPORT SERVICES	1,187,166	247,624.36	1,136,394.89	84,270.54	(33,499.43)	102.82
FIRE ADMINISTRATION	256,262	35,415.64	273,584.83	0.00	(17,322.83)	106.76
FIRE SUPPRESSION	2,869,034	303,116.24	2,830,992.67	0.00	38,041.33	98.67
EMERGENCY MANAGEMENT	598,941	130,343.11	482,929.54	0.00	116,011.46	80.63
WAREHOUSE	390,631	30,078.87	400,062.51	0.00	(9,431.51)	102.41
PUBLIC WORKS ADMIN	174,840	18,510.40	168,568.60	0.00	6,271.40	96.41
STREET MAINTENANCE	1,171,275	104,660.33	1,101,176.76	8,100.00	61,998.24	94.71
FLEET MAINTENANCE	210,478	23,702.37	202,662.43	0.00	7,815.57	96.29
AIRPORT	40,100	1,946.61	33,747.95	0.00	6,352.05	84.16
PARKS	859,565	98,796.08	773,344.02	9,759.00	76,461.98	91.10
CEMETERY	138,646	22,403.19	156,277.88	0.00	(17,631.88)	112.72
FACILITY MAINTENANCE	238,891	14,687.32	170,613.83	8,950.00	59,327.17	75.17
LIBRARY	713,633	69,763.12	676,360.17	0.00	37,272.83	94.78
DEVELOPMENT SERVICES	585,015	77,335.74	523,707.45	0.00	61,307.55	89.52
ECONOMIC DEVELOPMENT ADM	250,726	28,304.28	246,278.60	0.00	4,447.40	98.23
MAIN STREET	<u>31,950</u>	<u>1,161.58</u>	<u>16,234.74</u>	<u>0.00</u>	<u>15,715.26</u>	<u>50.81</u>
TOTAL EXPENDITURES	15,140,683	1,769,526.52	14,712,572.45	133,027.78	295,082.77	98.05

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

610-UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	7,006,600	623,431.13	7,525,860.88	0.00 (519,260.88)	107.41
OTHER AGENCIES	36,000	0.00	23,459.00	0.00	12,541.00	65.16
OTHER INCOME	12,160	0.00	661.00	0.00	11,499.00	5.44
TOTAL REVENUES	7,054,760	623,431.13	7,549,980.88	0.00 (495,220.88)	107.02
<u>EXPENDITURE SUMMARY</u>						
WASTEWATER OPERATIONS	1,859,749	149,979.09	1,821,325.62	0.00	38,423.38	97.93
ADMINISTRATION	128,641	9,562.44	122,307.07	0.00	6,333.93	95.08
ENGINEERING	279,710	29,912.98	171,123.84	10,000.00	98,586.16	64.75
WATER TREATMENT	1,811,574	158,275.62	1,466,817.97	0.00	344,756.03	80.97
WATER DISTRIBUTION	751,235	83,357.68	603,876.49	2,708.18	144,650.33	80.74
WASTEWATER COLLECTION	556,489	54,188.50	490,343.47	12,027.60	54,117.93	90.28
WASTEWATER TREATMENT	1,628,040	228,491.69	1,366,747.11	9,050.00	252,242.89	84.51
TOTAL EXPENDITURES	7,015,438	713,768.00	6,042,541.57	33,785.78	939,110.65	86.61

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

620-SANITATION FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	3,004,408	294,584.76	3,576,627.07	0.00 (572,219.07)	119.05
OTHER INCOME	4	0.00	263.88	0.00 (259.88)	6,597.00
TOTAL REVENUES	3,004,412	294,584.76	3,576,890.95	0.00 (572,478.95)	119.05
<u>EXPENDITURE SUMMARY</u>						
SANITATION OPERATIONS	365,831	30,485.92	365,831.04	0.00 (0.04)	100.00
SOLID WASTE COLLECTION	2,495,356	431,493.44	2,610,974.30	0.00 (115,618.30)	104.63
TOTAL EXPENDITURES	2,861,187	461,979.36	2,976,805.34	0.00 (115,618.34)	104.04

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

625-RETAIL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICE	558,409	38,075.49	580,697.80	0.00 (22,288.80)	103.99
OTHER INCOME	<u>80,191</u>	<u>6,636.67</u>	<u>80,009.20</u>	<u>0.00</u>	<u>181.80</u>	<u>99.77</u>
TOTAL REVENUES	638,600	44,712.16	660,707.00	0.00 (22,107.00)	103.46
<u>EXPENDITURE SUMMARY</u>						
RETAIL FUND ADMIN.	450,139	28,381.87	310,419.79	6,433.00	133,286.21	70.39
RETAIL DEBT SERVICE	<u>161,314</u>	<u>13,467.24</u>	<u>160,891.71</u>	<u>0.00</u>	<u>422.29</u>	<u>99.74</u>
TOTAL EXPENDITURES	611,453	41,849.11	471,311.50	6,433.00	133,708.50	78.13