Les Baugh County Member

Larry Farr City Member

Stan Neutze City Member

Francie Sullivan City Member Alternate Irwin Fust Special District Member

Mary Rickert County Member Alternate

Brenda Haynes Special District Member



Larry Russell Public Member

Patricia A. Clarke

Special District Alternate

David Kehoe County Member Bob Richardson Public Member Alternate

> George Williamson Executive Officer

James M. Underwood General Counsel

> Kathy Bull Office Manager

## Agenda Item: 9.b.

Meeting Date: February 1, 2018

From: George Williamson, Executive Officer & Kathy Bull, Office Manager

**Subject:** 2<sup>nd</sup> Quarter Budget Reports (Mid-Year)

### Background:

At the end of each Fiscal Quarter, staff provides an update to the overall expenditures.

### **Discussion:**

The following 2<sup>nd</sup> Quarter budget and fiscal information is included for the Commission's review and acceptance:

- Budget vs Actual Report as of December 31, 2017
- Revenue Statement as of December 31, 2017
- Financial Statement as of December 31, 2017
- Balance Sheet as of December 31, 2017

For the 2<sup>nd</sup> Quarter budget report, most expenses should be approximately 50% spent. A couple of items to note on the Budget vs Actual Report are as follows:

- 1. A few expenditures show a larger amount spent, such as Memberships, and Property & General Liability which can be accounted for as these are one-time payments.
- 2. Budget Item for Info Tech-Website shows an overage of \$283.00 which is for annual website security. This amount was not included in the budget in error.

Overall expenses as of December 31, 2017 are slightly under budget with 48% of the budget expended. After all invoices are paid for that period, the total expenses will be approximately 53% of the budget for Fiscal Year 2017/2018.

### **Recommendation:**

It is recommended that the Commission review and accept the report as presented or provide staff direction as needed.

Attachments

2nd Actuart 1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,	2nd     2nd       Quar     Actu       Actu     0       Actu	3rd 4th Actual Quarter Actual 0 0 0	Acti a Ac	Over/Under Budget -1 -1	% Budget Used 100% 100% 100% 90%
REVENUIT           Revenue         0         0         0         0           Revenue         62,000 <th></th> <th>- <u> </u></th> <th></th> <th></th> <th>100% 100% 100% 100% 90%</th>		- <u> </u>			100% 100% 100% 100% 90%
0         0         0         0           Revenue         62,000         62,000         62,000           Shasta County         62,000         62,000         62,000           Shasta County         62,000         62,000         62,000           Shesta County         62,000         62,000         62,000           Shesta County         62,000         134,607         1           Intal Revenue         186,000         184,607         1           Intal Revenue         14,133         1,133         1           Int Services         103,535         21,140         1           Int Services		- 00			100% 100% 100% 100% 90%
Revenue         E2,000         60,607         1				4	100% 100% 100% 100% 90%
Cities         62,000         63,607         1           Intal Revenue         186,000         184,607         1		<u> </u>		4	100% 100% 100% 100% 90%
Shasta County         62,000         62,000         62,000         62,000         7           Special Districts         62,000         184,607         1           Intal Revenue         186,000         184,607         1           Intal Revenue         4,573         4,133         1           Int Services         4,573         4,133         1           Its         4,573         4,133         1           Int Services         103,535         21,133         1           Its         4,573         4,133         1           Its         4,535         11,156         1           Its         4,3535         22,386         28           Its         3,816         2,726         1           Intent         1,140         2,85         1           Intent         1,140		<u> </u>			100% 100% 100% 90%
Special Districts         62,000         60,607         1           intal Revenue         186,000         184,607         1           intal Revenue         4,133         intal service         4,133           intsee         4,573         4,133         intal service           intse         4,5355         11,156         12           intservices         103,535         22,386         28           intervices         1,33         intal service         1,33           intservices         1,3535         22,736         28           intervice         3,816         2,726         1           intervit		00		4	100% 100% 100% 90%
Intal Revenue         186,000         184,607         1           Iss,000         4,573         4,133           Iss         4,5355         11,156           Officer         60,000         11,20           Iss         103,535         22,386         28           Iss         1,440         3,19           Iss         1,440         2,726           Iss         1,140         285           Iss         1,140         285		00			100% 100%
Ise,000     186,000     184,607     1       FXPENSE     - Previous EO     4,573     4,133       ense     10,000     11,230       ersonnel     4,535     22,386       oyment Services     103,535     22,386       oyment Services     103,535     22,726       ersonnel     1,440     319       ersonnel     1,140     2,726       oment     240     0       enent     2,726       enent     2,726       enent     2,726       enent     2,726       oment     1,140     2,85       1,140     2,85       1,140     2,85       1,140     2,726		00			<b>100%</b> 90%
EXPENSES         - Previous EO       4,573       4,133         ense       4,573       4,133         ense       4,573       4,133         ense       4,573       4,133         its       43,535       11,156         officer       60,000       11,20         ersonnel       1,440       319         es       1,440       319         icquip       3,816       2,726         oment       2,400       0         oment       1,140       285         oment       1,140       285         if       1,30       1         if       0       0<	(PENSES)	00			%06
i - Previous EO     4,573     4,133       inse     4,573     4,133       ense     4,573     4,133       its     43,535     11,156       oyment Services     103,535     22,386       ipplies     1,440     285       inplies     3,816     2,726       imment     2,410     0       inheit     1,140     285       inheit     1,140     285       inheit     1,140     285       inheit     1,140     1,39       inheit     1,130 <td>15,70</td> <td>00</td> <td></td> <td></td> <td>%06</td>	15,70	00			%06
i - Previous EO     4,573     4,133       ense     11,156     12,5       officer     60,000     11,256       ersonnel     43,535     22,386       oyment Services     103,535     22,386       oper     1,440     319       es     1,440     319       es     1,440     285       endup     400     0       endup     3,816     2,726       ement     2,410     285       1,140     285     1       740     54     1       0     0     0	15,70	<u> </u>			%06
i- Previous EO     4,573     4,133       ense     4,573     4,133       ense     4,573     4,133       its     4,573     4,133       officer     60,000     11,230       officer     60,000     11,230       officer     60,000     11,230       officer     103,535     22,386       opment Services     103,535     22,386       opment Services     1,440     319       ess     1,440     319       endup     3,816     2,726       officer     240     0       endup     1,140     285       inent     2,40     54       of     0     0	15,70	00			%06
ense $4,573$ $4,133$ its $4,573$ $4,133$ its $4,573$ $4,133$ nt Services $60,000$ $11,230$ $15,7$ nt Services $43,535$ $11,156$ $12,5$ Officer $60,000$ $11,230$ $15,7$ ersonnel $43,535$ $22,386$ $28,2$ opplies $1,440$ $319$ $3$ ess $1,20$ $10$ $319$ $3$ opplies $1,440$ $319$ $3$ end $3,816$ $2,726$ $1$ omment $240$ $0$ $0$ imment $240$ $0$ $0$ imment $2,726$ $1$ imment $2,726$ $1$ $740$ $0$ $0$ $1,140$ $285$ $1$ $1,140$ $285$ $1$ $1,140$ $285$ $1$ $1,130$ $139$ $1$	15,70	00			0/ 00
Its     4,573     4,133       Its     4,573     4,133       Its     4,573     4,133       Its     60,000     11,230     15,7       Its     43,535     11,156     12,5       Officer     60,000     11,156     12,5       Its     43,535     22,386     28,2       Opment Services     103,535     22,386     28,2       Its     400     0     0       Its     400     0     0       Its     1,140     285     1       Its     1,130     1	15,70	0		5 440	%06
Int Services     60,000     11,230     15,7       Int Services     60,000     11,156     12,5       Officer     60,000     11,156     12,5       ersonnel     43,535     21,11,156     12,5       oyment Services     103,535     22,386     28,2       opplies     120     10     319     3       opplies     3,816     2,726     1       end     2,400     0     0     1       end     1,140     285     1       end     1,140     285     1       end     0     0     0     0       1,500     139     1			0 4,133		80%
Int Services     60,000     11,230     15,7       Officer     60,000     11,156     12,5       ersonnel     43,535     11,156     12,5       oyment Services     103,535     22,386     28,2       upplies     1,440     319     3       ess     1,440     319     3       endup     400     0     0       endup     3,816     2,726     1       iment     240     0     0       iment     240     0     1       1,140     285     1     1       iment     1,140     285     1       1,500     139     54     1					
$\begin{array}{ c c c c c c c c c c c c c c c c c c c$					
43,535     11,156     12,5       103,535     22,386     28,2       103,535     22,386     28,2       120     120     10       120     120     10       1400     319     3       3,816     2,726       240     0       240     0       740     28,726       1,140     285       740     54       1,500     139			26.936	33.064	45%
103,535         22,386         28,2           120         120         10           1,440         319         3           400         0         0           3,816         2,726         1           240         0         0           1,140         285         1           740         54         1           1,500         139         1			23,657		54%
120     10       1,440     319       3,816     2,726       3,816     2,726       1,140     285       1,140     285       1,140     285       1,130     0       1,500     1	1997 - 1998	0	0 50,592	52,943	49%
120     10       1,440     319       1,440     319       400     0       3,816     2,726       3,816     2,726       1,140     285       1,140     285       740     54       0     0       1,500     139	•				
$\begin{array}{ c c c c c c c c c c c c c c c c c c c$			40	80	33%
400     0       3,816     2,726       3,816     2,726       1,140     285       1,140     285       740     54       0     0       1,500     139			641	2	45%
3,816     2,726       240     0       1,140     285       740     54       0     0       1,500     139			0		%0
240     0     1       1,140     285     1       740     54     1       0     0     0       1,500     139     1	,726		2.726	-	71%
1,140     285     1       740     54     0       0     0     0       1,500     139     1			108		45%
740 54 54 0 0 0 0 1.500 1.39 1			475		42%
0 0 1.500 139			134		18%
1.500 139			0		%0
2001	139 138		277	1,223	18%
& Shipping 700 65			65	635	9%6
300 0			0		%0
Total Office Services & Supplies 10,396 3,598 867		0	0 4,465	5,931	43%

FY 2017/2018 2nd Quarter Budget vs Actual

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Quarte	tual
FY 2017/2018 2nd	Budget vs Ac

1

Categories	Adopted FY 2017/2018 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter	Year to Date Actual	Over/Under Budget	% Budget Used
Professional Services								
Misc Professional Services								
Fiscal/Audit Services	7,500	0	5,000			5,000	2.500	67%
InfoTech Services	250	0	0			0		%0
InfoTech- Website	320	603	0			603	-283	188%
Total Misc Professional Services	8,070	603	5,000	0	0	5,603	~	%69
Legal Counsel								
Misc Legal Services	10,000	810	540			1,350	8,650	14%
Total Legal Counsel	10,000	810	540	0	0	1,350		14%
Total Professional Services	18,070	1,413	5,540	0	0	6,953		38%
Rents, Leases & Misc								
Property & General Liability	1,833	1,833	0			1,833	0	100%
Publications/Legal Notices - Regular	1,000	0	577			577	42	58%
Rents & Leases Equipment - Postage Me		98	102			199	201	50%
Rents & Leases Equipment - Copier	4,782	1,155	1,244			2,398	5	50%
Rents & Leases of Structures	11,504	2,820	2,820			5.640		49%
Small Tools & Equipment	100	0	0			0		%0
Software	0	0	0			0	0	%0
Total Rents, Leases & Misc	19,619	5,905	4,742	0	0	10,648	8,971	54%
MSR/SOI Expenses								
GIS Services	3,592	1,023	3,058			4.081	-489	114%
Postage Printing	400	0				0	400	%0
Public Hearing Notice	1,008	0				0	1,008	%0
Misc. Other	20,000	2,056	4,522			6,578		33%
Total MSR/SOI Expenses	25,000	3,079	7,580	0	0	10,659		43%
Utilities	750	252	209			461	289	61%
Total Services & Supplies	177,370	36,632	47,145	0	0	83,778	93,	47%
TOTAL EXPENSES	181,943	40,765	47,145	0	0	87,911		48%
Appropriation for Contingency	4,057	0	4,059	0	0	4.059	-2	
<b>TOTAL BUDGET ALLOTMENT BALANCE</b>	\$186,000	\$40,765	\$51,204	\$0	\$0	\$94.030	\$91.97	47%
	COI	ONTINGENC	X					
Contingency Deposit		\$0	\$4,057			\$4.057		
Contingency Withdrawal		\$0	\$0			\$0		
Contingency Interest	\$0	\$0	\$1			\$1		
Contingency Balance	\$31,861	\$31,861	\$35,919	\$0	\$0	\$35,919		
			Dane 2 of 3					

Page 2 of 3

Y 2017/2018 2nd Quarter	<b>Budget vs Actual</b>
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Categories	Adopted FY 2017/2018	1st Quarter	2nd Quarter	3rd Quarter	4th Outstor	Year to Date	Over/Under	% Budget
	Budget	Actual	Actual	Actual	Aual lei	Actual	Dudger	Osea
		FEE BAS	FEE BASED SERVICES	CES				
Received - Tierra Robles Formation		\$0	\$0			\$0		
Received - CSA 25 Bennett-Endraske Annex		\$1,600	\$280			\$1.880		
Received - Fall River/Pine Grove		\$1,925				\$1,925		
Received - Fall River CSD Pre - Application		\$0	\$2,500			\$2,500		
Total Received - Apps & Pre-Apps	\$10,000	\$3,525	\$2,780	\$0	\$0	\$6,305	\$3,695	ALC: NO PARTY OF
Charged - Tierra Tobles		\$0	\$1,780			\$1,780		
Charged - CSA 13 Alpine Annexation		\$216				\$216		
Charged - CSA 25 Bennett-Endraske Annex		\$1,312				\$1,312		
Charged - Fall River CSD Pre -Application			\$1,054			\$1,054		
Total Charged - Apps & Pre-Apps	\$10,000	\$1,528	\$2,834	\$0	\$0	\$4,362	\$5,638	
Refund - CSA 13 Alpine Annexation			\$1,123			\$1,123		
Refund - Fall River/Pine Grove Consolidation			\$158			\$158		
Total Refund - Apps & Pre-Apps		\$0	\$1,281	\$0	\$0	\$1,281		
Balance - Tierra Robles Formation		\$0	\$1,979			\$1,979		
Balance - CSA 13 Alpine Annexation			\$0			\$0		
Balance - CSA 25 Bennett-Endraske Annex			\$0			\$0		
Balance - Fall River/Pine Grove Consolidation			\$0			\$0		
Balance - Fall River CSD Pre -Application		\$0	-\$40			-\$40		
Amount held - Application Fee Fund	\$10,000	\$1,997	-\$1,335	\$0	\$0	\$662	-\$1,943	

This is a true certififed copy

A. B.M. Signature

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## Shasta Local Agency Formation Commission Revenue Statement

#### Cash Basis

## October through December 2017

Date	Memo	Account	Paid Amount
Buckeye Fire P	Protection District		
12/26/2017	FY 2017/2018 Share of Cost	41030 · Contribution from Special Distr	231.00
Total Buckeye F	Fire Protection District		231.00
	Cemetery District Consolidation		
10/17/2017	Refund for unutilized deposit fees	42000 · Application Fees	-158.00
Total Pine G	rove Consolidation		-158.00
Total Fall River	Mills Cemetery District		-158.00
	y Community Services Dist		
Annexation	Everytive Officer convices Contember	52402 EQ Application Processing	-216.00
10/17/2017 10/17/2017	Executive Officer services - September Executive Officer services - September	52402 · EO - Application Processing 52415 · GIS Services	-210.00 -80.00
10/17/2017	Executive Officer services - September	52403 · Staff - Application Processing	-124.00
11/06/2017	October Executive Officer Services	52402 · EO - Application Processing	-594.00
11/06/2017	October Executive Officer Services	52403 · Staff - Application Processing	-40.00
11/06/2017	Week ending 10/15/2017	52008 · Contract LAFCO Personnel	-41.09
Total Annexa	ation		-1,095.09
Total Fall River	Valley Community Services Dist		-1,095.09
Shasta County			
CSA 25 - Ke 12/05/2017	swick - Bennett Shasta County CSA 25 Keswick Benne	42000 · Application Fees	279.59
Total CSA 25	5 - Keswick - Bennett		279.59
CSA13-Alpir	ne Meadows Annex		
10/17/2017	Refund of unutilized deposit fees	42000 · Application Fees	-1,122.97
Total CSA13	-Alpine Meadows Annex		-1,122.97
Total Shasta Co	punty		-843.38
Tierra Robles			
12/13/2017	November Executive Officer services	52402 · EO - Application Processing	-1,026.00
Total Tierra Rob	oles		-1,026.00

## Shasta Local Agency Formation Commission Revenue Statement

#### Cash Basis

October through December 2017

Date	Memo	Account	Paid Amount
Tucker Oaks \	Water District		
11/27/2017	FY 2017/2018 Share of Cost	41030 · Contribution from Special Distr	92.00
Total Tucker O	aks Water District		92.00
Western Shas	ta Resource Conservation Dist		
12/06/2017	FY 2017/2018 Share of Cost	41030 · Contribution from Special Distr	1,070.00
Total Western	Shasta Resource Conservation Dist		1,070.00
TOTAL			-1,729.47

# Shasta Local Agency Formation Commission Financial Statement

October through December 2017

	Oct - Dec 17	
dinary Income/Expense		-
Income		
41000 · Intergovernmental Revenue	1 202 00	
41030 · Contribution from Special Distr	1,393.00	
Total 41000 · Intergovernmental Revenue	1,393	3.00
42000 · Application Fees	-1,001	1.38
Total Income	391	1.62
Gross Profit	391	1.62
Expense		
52000 · Services & Supplies		
52005 · Contract Employment Services		
52006 · Contractor Executive Officer	15,705.76	
52008 · Contract LAFCO Personnel	12,501.05	
Total 52005 · Contract Employment Services	28,206.81	
52009 · Office Services & Supplies		
52010 · Bank & Transfer Fees	30.00	
52020 · Communications	321.45	
52070 · Mileage Reimbursement	107.91	
52078 · Office Cleaning	190.00	
52080 · Office Expense	79.63	
52100 · Office Supplies	138.17	
Total 52009 · Office Services & Supplies	867.16	
52200 · Professional Services		
52201 · Misc Professional Services		
52244 · Fiscal/Audit Services	5,000.00	
Total 52201 · Misc Professional Services	5,000.00	
52285 · Legal Services		
52287 · Miscellaneous Legal Service	540.00	
Total 52285 · Legal Services	540.00	
Total 52200 · Professional Services	5,540.00	
	0,040.00	

#### Cash Basis

# Shasta Local Agency Formation Commission Financial Statement

### October through December 2017

	Oct - Dec 17
52309 · Rents, Leases & Misc. 52320 · Publication/Legal Notice-Reg 52330 · Rents & Leases Equipment 52332 · Rents & Leases Equip Copier 52345 · Rents & Leases of Structures	577.20 384.91 960.09 2,820.00
Total 52309 · Rents, Leases & Misc.	4,742.20
52400 · Application Processing Expenses 52402 · EO - Application Processing 52403 · Staff - Application Processing 52415 · GIS Services	1,836.00 918.00 80.00
Total 52400 · Application Processing Expenses	2,834.00
52670 · MSR/SOI Expenses 52675 · GIS Services 52680 · Misc. Other	3,057.90 4,522.00
Total 52670 · MSR/SOI Expenses	7,579.90
52720 · Utilities	209.31
Total 52000 · Services & Supplies	49,979.3
Total Expense	49,979.3
Net Ordinary Income	-49,587.70
Other Income/Expense Other Income 45000 · Interest	0.5
Total Other Income	0.52
Net Other Income	0.52
Net Income	-49,587.24

#### Cash Basis

# Shasta Local Agency Formation Commission Balance Sheet

As of December 31, 2017

Cash Basis	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
10020 · US Bank - Operational	
10021 · Application Fees	5,314.59
10020 · US Bank - Operational - Other	101,488.25
Total 10020 · US Bank - Operational	106,802.84
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	35,918.00
10030 · US Bank - Savings - Other	1.04
Total 10030 · US Bank - Savings	35,919.04
Total Checking/Savings	142,721.88
Accounts Receivable	
11001 · Accounts Receivable	1,122.97
Total Accounts Receivable	1,122.97
Other Current Assets	
12000 · Undeposited Funds	231.00
Total Other Current Assets	231.00
Total Current Assets	144,075.85
TOTAL ASSETS	144,075.85
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-34,190.55
Net Income	98,625.54
Total Equity	144,075.85
TOTAL LIABILITIES & EQUITY	144,075.85