

Les Baugh
County Member

Larry Farr
City Member Alternate

Stan Neutze
City Member

Julie Winter
City Member

Irwin Fust
Special District Member

Mary Rickert
County Member Alternate

Brenda Haynes
Special District Member



Larry Russell
Public Member

Joe Chimenti
County Member

Patricia A. Clarke
Special District Alternate

Katherine Ann Campbell
Public Member Alternate

George Williamson
Executive Officer

James M. Underwood
General Counsel

Kathy Bull
Manager

Agenda Item: 10.b.

Meeting Date: February 7, 2019

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

Subject: 2nd Quarter Budget Reports

Background:

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

Discussion:

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

- Budget vs Actual Report as of December 31, 2018
- Revenue Statement as of December 31, 2018
- Financial Statement as of December 31, 2018
- Balance Sheet as of December 31, 2018

For the 2nd Quarter budget report, most expenses should be approximately 50% spent. Overall expenses as of December 31, 2018 are slightly under budget with 44% of the budget expended. After all invoices are paid for that period, the total expenses will be approximately 48% of the budget for Fiscal Year 2018/2019.

Recommendation:

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

Attachments: FY 2018/2019 2nd Quarter Budget vs Actual
Revenue Statement
Financial Statement
Balance Sheet

**FY 2018/2019 2nd Quarter
Budget vs Actual**

Categories	Adopted FY 2018/2019 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
REVENUES								
Interest	0	2	3	0	0	6	-6	
Intergovernmental Revenue								
Contribution from Cities	62,000	62,000	0	0	0	62,000	0	100%
Contribution from Shasta County	62,000	62,000	0	0	0	62,000	0	100%
Contribution from Special Districts	62,000	61,610	390	0	0	62,000	0	100%
Total Intergovernmental Revenue	186,000	185,610	390	0	0	186,000	0	100%
TOTAL REVENUES	186,000	185,612	393	0	0	186,006	-6	100%
EXPENSES								
Salaries & Benefits								
Employer Expense								
Retirement - PERS - Previous EO	4,652	4,489	0	0	0	4,489	163	96%
Total Employer Expense	4,652	4,489	0	0	0	4,489	163	96%
Total Salaries & Benefits	4,652	4,489	0	0	0	4,489	163	96%
Services and Supplies								
Contract Employment Services								
Contract Executive Officer	61,500	9,860	10,027	0	0	19,887	41,613	32%
Contract LAFCO Personnel	44,650	14,073	10,921	0	0	24,995	19,655	56%
Total Contract Employment Services	106,150	23,934	20,948	0	0	44,882	61,268	42%
Office Services & Supplies								
Bank & Transfer Fees	120	30	30	0	0	60	60	50%
Communications	1,440	328	208	0	0	536	904	37%
Info Tech Tools & Equip	400	0	0	0	0	0	400	0%
Memberships	4,200	2,805	1,377	0	0	4,182	18	100%
Mileage Reimbursement	300	69	55	0	0	124	176	41%
Office Cleaning	1,140	285	190	0	0	475	665	42%
Office Expense	740	36	322	0	0	358	382	48%
Office Furnishings	0	0	0	0	0	0	0	0%
Office Supplies	1,500	162	18	0	0	180	1,320	12%
Postage & Shipping	700	130	0	0	0	130	570	19%
Printing	100	59	45	0	0	104	-4	104%
Total Office Services & Supplies	10,640	3,904	2,244	0	0	6,148	4,492	58%

**FY 2018/2019 2nd Quarter
Budget vs Actual**

Categories	Adopted FY 2018/2019 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
Professional Services								
Misc Professional Services								
Fiscal/Audit Services	3,000	0	0	0	0	0	3,000	0%
InfoTech Services	250	218	0	0	0	218	33	87%
InfoTech- Website	720	639	0	0	0	639	81	89%
Total Misc Professional Services	3,970	857	0	0	0	857	3,114	22%
Legal Counsel								
Misc Legal Services	10,000	525	1,305	0	0	1,830	8,170	18%
Total Legal Counsel	10,000	525	1,305	0	0	1,830	8,170	18%
Total Professional Services	13,970	1,382	1,305	0	0	2,687	11,284	19%
Rents, Leases & Misc								
Property & General Liability	1,943	1,810	0	0	0	1,810	133	93%
Publications/Legal Notices - Regular	1,000	380	0	0	0	380	620	38%
Rents & Leases Equipment - Postage Me	400	98	98	0	0	195	205	49%
Rents & Leases Equipment - Copier	4,765	1,120	747	0	0	1,866	2,899	39%
Rents & Leases of Structures	11,964	2,991	2,991	0	0	5,982	5,982	50%
Small Tools & Equipment	100	0	0	0	0	0	100	0%
Software	250	0	0	0	0	0	250	
Total Rents, Leases & Misc	20,422	6,398	3,835	0	0	10,233	10,189	50%
MSR/SOI Expenses								
GIS Services	3,600	620	620	0	0	1,240	2,360	34%
Postage Printing	200	0	0	0	0	0	200	0%
Public Hearing Notice	1,200	0	0	0	0	0	1,200	0%
Misc. Other	20,000	6,008	5,206	0	0	11,214	8,787	56%
Total MSR/SOI Expenses	25,000	6,628	5,826	0	0	12,454	12,547	50%
Utilities	950	0	0	0	0	0	950	0%
Total Services & Supplies	177,132	42,245	34,158	0	0	76,403	100,729	43%
TOTAL EXPENSES	181,784	46,734	34,158	0	0	80,892	100,892	44%
Appropriation for Contingency	4,216	4,216	0	0	0	4,216		
TOTAL BUDGET ALLOTMENT BALANCE	\$186,000	\$139,266	\$105,108	\$0	\$0	\$105,108		
CONTINGENCY FUND BALANCE								
Contingency Deposit	\$0	\$10,777	\$0	\$0	\$0	\$0	\$0	
Contingency Withdrawal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Contingency Balance	\$31,861	\$42,638	\$42,638	\$0	\$0	\$42,638	\$42,638	

**FY 2018/2019 2nd Quarter
Budget vs Actual**

Categories	Adopted FY 2018/2019 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
FEE BASED SERVICES								
Received - Tierra Robles Formation						\$0		
Received - Fall River CSD Pre-Application						\$0		
Received - Redding Westridge Annex						\$0		
Received - Cottonwood Stephens Ridge						\$0		
Received - Keswick/Shasta CSD			\$5,750			\$5,750		
Total Received Apps & Pre-Apps	\$10,000	\$0	\$5,750	\$0	\$0	\$5,750	\$4,250	
Charged - Tierra Robles Formation		\$0	\$732			\$732		
Charged - Fall River CSD Pre-Application		\$120	\$60			\$179		
Charged - Redding Westridge Annex		\$979	\$118			\$1,097		
Charged - Cottonwood Stephens Ridge		\$1,252	\$2,088			\$3,340		
Charged - Keswick/Shasta CSD			\$1,251			\$1,251		
Total Charged-Apps & Pre-Apps	\$10,000	\$2,351	\$4,248	\$0	\$0	\$6,600	\$3,400	
Total Refunded Apps & Pre-Apps		\$0	\$0	\$0	\$0	\$0	\$0	
Balance - Tierra Robles Formation		\$1,979	\$1,247			\$3,226		
Balance - Fall River CSD Pre-Application		-\$160	-\$220			-\$380		
Balance - Redding Westridge Annex		-\$287	-\$405			-\$692		
Balance - Cottonwood Stephens Ridge		\$332	-\$1,756			-\$1,425		
Balance - Keswick/Shasta CSD			\$4,589			\$4,589		
Total Balance Apps & Pre-Apps	\$10,000	\$1,863	\$3,455	\$0	\$0	\$5,318	\$4,682	
Amount held-Application Fee Fund	\$10,000	-\$2,351	\$1,502	\$0	\$0	-\$850	\$10,850	

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1/28/2019
 Date

**Shasta Local Agency Formation Commission
Revenue Statement
October through December 2018**

Cash Basis

Date	Memo	Account	Paid Amount
Buckeye Fire Protection District			
10/02/2018	LAFCO FEES 2018/2019	41030 · Contribution from Special Distr	227.00
Total Buckeye Fire Protection District			227.00
Fall River Resource Conservation District			
10/29/2018	LAFCO FEES 2018/2019	41030 · Contribution from Special Distr	163.00
Total Fall River Resource Conservation District			163.00
Shasta County			
Keswick Annex to Shasta CSD			
12/21/2018	Keswick Dissolution/Shasta CSD Anne...	42000 · Application Fees	5,750.00
Total Keswick Annex to Shasta CSD			5,750.00
Total Shasta County			5,750.00
TOTAL			6,140.00

Shasta Local Agency Formation Commission Financial Statement

October through December 2018

Cash Basis

	Oct - Dec 18
Ordinary Income/Expense	
Income	
41000 · Intergovernmental Revenue	
41030 · Contribution from Special Distr	390.00
Total 41000 · Intergovernmental Revenue	390.00
42000 · Application Fees	5,750.00
Total Income	6,140.00
Gross Profit	6,140.00
Expense	
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	6,430.74
52008 · Contract LAFCO Personnel	11,219.94
Total 52005 · Contract Employment Services	17,650.68
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	30.00
52020 · Communications	207.84
52060 · Memberships	1,377.00
52070 · Mileage Reimbursement	54.55
52078 · Office Cleaning	190.00
52080 · Office Expense	322.29
52100 · Office Supplies	17.96
52120 · Printing	44.71
Total 52009 · Office Services & Supplies	2,244.35
52200 · Professional Services	
52285 · Legal Services	
52287 · Miscellaneous Legal Service	1,305.00
Total 52285 · Legal Services	1,305.00
Total 52200 · Professional Services	1,305.00
52309 · Rents, Leases & Misc.	
52331 · Rents & Leases Equip Post Meter	97.59
52332 · Rents & Leases Equip Copier	746.52
52345 · Rents & Leases of Structures	2,991.00
Total 52309 · Rents, Leases & Misc.	3,835.11
52400 · Application Processing Expenses	
52402 · EO - Application Processing	2,205.50
52403 · Staff - Application Processing	214.76
52410 · CDFW Fees	116.00
52440 · Public Hearing Notice	139.86
Total 52400 · Application Processing Expenses	2,676.12
52670 · MSR/SOI Expenses	
52675 · GIS Services	620.00
52680 · Misc. Other	4,119.00
Total 52670 · MSR/SOI Expenses	4,739.00
Total 52000 · Services & Supplies	32,450.26
Total Expense	32,450.26
Net Ordinary Income	-26,310.26

**Shasta Local Agency Formation Commission
Financial Statement**

Cash Basis

October through December 2018

	<u>Oct - Dec 18</u>
Other Income/Expense	
Other Income	
45000 · Interest	2.93
Total Other Income	2.93
Net Other Income	2.93
Net Income	<u><u>-26,307.33</u></u>

**Shasta Local Agency Formation Commission
Balance Sheet**

Cash Basis

As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	112,374.05
Total 10020 · US Bank - Operational	121,803.64
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	8.99
Total 10030 · US Bank - Savings	46,703.99
Total Checking/Savings	168,507.63
Accounts Receivable	
11001 · Accounts Receivable	1,122.97
Total Accounts Receivable	1,122.97
Total Current Assets	169,630.60
TOTAL ASSETS	169,630.60
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-20,230.35
Net Income	110,220.09
Total Equity	169,630.60
TOTAL LIABILITIES & EQUITY	169,630.60