

Les Baugh  
County Member

Irwin Fust  
Special District Member

Larry Farr  
City Member Alternate

Mary Rickert  
County Member Alternate

Stan Neutze  
City Member

Brenda Haynes  
Special District Member

Julie Winter  
City Member



Larry Russell  
Public Member

Katharine Ann Campbell  
Public Member Alternate

Joe Chimenti  
County Member

George Williamson  
Executive Officer

Patricia A. Clarke  
Special District Alternate

James M. Underwood  
General Counsel

Kathy Bull  
Manager

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## Agenda Item: 9.b.

**Meeting Date:** August 1, 2019

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

**Subject:** 4<sup>th</sup> Quarter Financial Budget Reports – End of Year

### **BACKGROUND:**

At each Regular Commission Meeting following an end to a fiscal quarter and end of year, staff provides Budget vs Actual, Revenue Statement, Financial Statement, Balance Sheet reports to the Commission for acceptance.

### **DISCUSSION:**

The Executive Committee met on July 10<sup>th</sup>, and reviewed the Budget vs Actual, Revenue Statement, Financial Statement, Balance Sheet reports for Fiscal Year 2018/2019 4<sup>th</sup> Quarter – Year End, which were accepted and approved to bring forward to the Shasta LAFCO Commission.

At the April 4, 2019 Commission Meeting, the Commission approved an amendment increase to the budget, adding \$20,000 to account for PERL legal expenses. With the approved amended operational budget total of \$201,784.00, and expenditures of \$177,186, only 88 percent of the budget was utilized. Without this amendment, a total of 97 percent of the budget would have been utilized. There was an additional unexpected cost of \$6,085 for moving expenses, and despite these additional costs, Shasta LAFCO was able to keep costs well within its budget. Below is a summary of budget items listed with the percentage of funds used:

- Total Contract Employment Services – 86%
- Total Office Services & Supplies – 87%
- Total Professional Services – 71%
- Total Rents, Lease & Misc – 93%
- MSR/SOI Expenses – 89%
- Utilities – 43%

The additional \$20,000 for PERL legal expense did not have to be transferred from the contingency fund, therefore the contingency fund is currently at \$46,709.75.

### **RECOMMENDATION:**

Staff recommends the Commission review and accept the 4<sup>th</sup> Quarter Financial Budget Reports for End of Fiscal Year 2018/2019.

Attachments: Budget vs Actual, Revenue Statement, Financial Statement, Balance Sheet

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

Categories	Amended 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
<b>REVENUES</b>								
<b>Interest</b>	0	2	3	0	0	6	-6	
<b>Intergovernmental Revenue</b>								
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%
<b>Total Intergovernmental Revenue</b>	<b>186,000</b>	<b>185,610</b>	<b>390</b>	<b>0</b>	<b>0</b>	<b>186,000</b>	<b>0</b>	<b>100%</b>
<b>TOTAL REVENUES</b>	<b>186,000</b>	<b>185,612</b>	<b>393</b>	<b>0</b>	<b>0</b>	<b>186,006</b>	<b>-6</b>	<b>100%</b>
<b>EXPENSES</b>								
<b>Salaries &amp; Benefits</b>								
<b>Employer Expense</b>								
Retirement - PERS - Previous EO	4,652	4,489	0	0	0	4,489	163	96%
<b>Total Employer Expense</b>	<b>4,652</b>	<b>4,489</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,489</b>	<b>163</b>	<b>96%</b>
<b>Total Salaries &amp; Benefits</b>	<b>4,652</b>	<b>4,489</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,489</b>	<b>163</b>	<b>96%</b>
<b>Services and Supplies</b>								
<b>Contract Employment Services</b>								
Contract Executive Officer	61,500	9,860	10,027	9,800	16,771	46,458	15,042	76%
Contract LAFCO Personnel	44,650	14,073	10,921	14,746	5,222	44,962	-312	101%
<b>Total Contract Employment Services</b>	<b>106,150</b>	<b>23,934</b>	<b>20,948</b>	<b>24,546</b>	<b>21,993</b>	<b>91,420</b>	<b>14,730</b>	<b>86%</b>
<b>Office Services &amp; Supplies</b>								
Bank & Transfer Fees	120	30	30	30	30	120	0	100%
Communications	1,440	328	208	477	253	1,266	174	88%
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	163	287	13	96%
Office Cleaning	1,140	285	190	404	236	1,115	25	98%
Office Expense	740	36	322	89	101	548	192	74%
Office Furnishings	0	0	0	0	0	0	0	0%
Office Supplies	1,500	162	18	436	262	878	622	59%
Postage & Shipping	700	130	0	259	381	770	-70	110%
Printing	100	59	45	0	0	104	-4	104%
<b>Total Office Services &amp; Supplies</b>	<b>10,640</b>	<b>3,904</b>	<b>2,244</b>	<b>1,695</b>	<b>1,426</b>	<b>9,269</b>	<b>1,371</b>	<b>87%</b>

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

Categories	Amended 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
<b>Professional Services</b>								
<b>Misc Professional Services</b>								
Fiscal/Audit Services	3,000	0	5,000	0	0	5,000	-2,000	167%
InfoTech Services	250	218	0	293	0	511	-261	204%
InfoTech- Website	720	639	0	0	0	639	81	89%
<b>Total Misc Professional Services</b>	<b>3,970</b>	<b>857</b>	<b>0</b>	<b>5,293</b>	<b>0</b>	<b>6,150</b>	<b>-2,180</b>	<b>155%</b>
<b>Legal Counsel</b>								
Misc Legal Services	10,000	525	1,305	3,210	750	5,790	4,210	58%
PERL Legal Services	20,000	0	5,015	7,288	7,288	12,303	7,698	
<b>Total Legal Counsel</b>	<b>30,000</b>	<b>525</b>	<b>1,305</b>	<b>8,225</b>	<b>8,038</b>	<b>18,093</b>	<b>11,908</b>	<b>1</b>
<b>Total Professional Services</b>	<b>33,970</b>	<b>1,382</b>	<b>1,305</b>	<b>13,518</b>	<b>8,038</b>	<b>24,242</b>	<b>9,728</b>	<b>71%</b>
<b>Rents, Leases &amp; Misc</b>								
Property & General Liability	1,943	1,810	0	0	0	1,810	133	93%
Publications/Legal Notices - Regular	1,000	380	0	0	170	550	450	55%
Rents & Leases Equipment - Postage Me	400	98	98	105	99	399	1	100%
Rents & Leases Equipment - Copier	4,765	1,120	747	1,593	1,553	5,012	-247	105%
Rents & Leases of Structures	11,964	2,991	2,991	2,991	2,004	10,977	987	92%
Small Tools & Equipment	100	0	0	0	0	0	100	0%
Software	250	0	0	0	242	242	8	97%
<b>Total Rents, Leases &amp; Misc</b>	<b>20,422</b>	<b>6,398</b>	<b>3,835</b>	<b>4,689</b>	<b>4,068</b>	<b>18,990</b>	<b>1,432</b>	<b>93%</b>
<b>MSR/SOI Expenses</b>								
GIS Services	3,600	620	620	62	1,178	2,480	1,120	69%
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	2,382	6,203	19,798	202	99%
<b>Total MSR/SOI Expenses</b>	<b>25,000</b>	<b>6,628</b>	<b>5,826</b>	<b>2,444</b>	<b>7,381</b>	<b>22,278</b>	<b>2,722</b>	<b>89%</b>
<b>Moving Expenses</b>								
Communication					99	99	-99	
Contract Staff					3,795	3,795	-3,795	
Info Tech Services					518	518	-518	
Mileage Reimbursement					63	63	-63	
Office Expense					1,562	1,562	-1,562	
Office Supplies					48	48	-48	
<b>Total Moving Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,085</b>	<b>6,085</b>	<b>-6,085</b>	
Utilities	950	0	0	191	221	412	538	43%
<b>Total Services &amp; Supplies</b>	<b>197,132</b>	<b>42,245</b>	<b>34,158</b>	<b>47,083</b>	<b>49,211</b>	<b>172,697</b>	<b>24,435</b>	<b>88%</b>

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

Categories	Amended 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
<b>TOTAL EXPENSES</b>	<b>201,784</b>	<b>46,734</b>	<b>34,158</b>	<b>47,083</b>	<b>49,211</b>	<b>177,186</b>	<b>24,598</b>	<b>88%</b>
Appropriation for Contingency	4,216	4,216	0	0	0	4,216		
<b>TOTAL BUDGET ALLOTMENT BALANCE</b>	<b>\$206,000</b>	<b>\$159,266</b>	<b>\$125,108</b>	<b>\$78,025</b>	<b>\$28,814</b>	<b>\$28,814</b>		
<b>CONTINGENCY FUND BALANCE</b>								
Contingency Deposit	\$0	\$10,779	\$3	\$3	\$3	\$9		
Contingency Withdrawal	\$0	\$0	\$0	\$0	\$0	\$0		
Contingency Balance	\$35,922	\$46,702	\$46,705	\$46,707	\$46,710	\$46,710		



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

Categories	Amended 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
<b>FEE BASED SERVICES</b>								
Received - Tierra Robles Formation						\$0		
Received - Fall River CSD Pre-Application						\$0		
Received - Redding Westridge Annex					\$1,839	\$1,839		
Received - Cottonwood Stephens Ridge						\$0		
Received - Keswick/Shasta CSD			\$5,750			\$5,750		
						\$0		
<b>Total Received Apps &amp; Pre-Apps</b>	\$10,000	\$0	\$5,750	\$0	\$1,839	\$7,589	\$2,411	
Charged - Tierra Robles Formation		\$0	\$732	\$0	\$224	\$956		
Charged - Fall River CSD Pre-Application		\$120	\$60	\$0	\$0	\$179		
Charged - Redding Westridge Annex		\$979	\$118	\$3,697	\$0	\$4,794		
Charged - Cottonwood Stephens Ridge		\$1,252	\$0	\$0	\$0	\$1,252		
Charged - Keswick/Shasta CSD			\$1,251	\$5,279	\$2,436	\$8,966		
						\$0		
<b>Total Charged-Apps &amp; Pre-Apps</b>	\$10,000	\$2,351	\$2,160	\$8,976	\$2,660	\$16,147	-\$6,147	
						\$0		
						\$0		
<b>Total Refunded Apps &amp; Pre-Apps</b>		\$0	\$0	\$0	\$0	\$0	\$0	
Balance - Tierra Robles Formation		\$1,979	\$1,247	\$1,247		\$4,473		
Balance - Fall River CSD Pre-Application		-\$160	-\$220	-\$220		-\$600		
Balance - Redding Westridge Annex		-\$287	-\$405	\$1,839		\$1,147		
Balance - Cottonwood Stephens Ridge		\$332	\$332	\$0		\$663		
Balance - Keswick/Shasta CSD			\$4,499	-\$780	-\$3,216	\$503		
						\$0		
<b>Total Balance Apps &amp; Pre-Apps</b>	\$10,000	\$1,863	\$5,453	\$2,086	-\$3,216	\$6,186	\$3,814	
<b>Amount held-Application Fee Fund</b>	\$10,000	-\$2,351	\$3,590	-\$8,976	-\$821	-\$14,744	-\$4,744	

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*A. Bul*

Signature

*7/24/2019*  
Date

**Shasta Local Agency Formation Commission**  
**Revenue Statement**  
April through June 2019

Cash Basis

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Date	Memo	Account	Paid Amount
TOTAL			

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# Shasta Local Agency Formation Commission Financial Statement

Cash Basis

March 31 through June 30, 2019

	Mar 31 - Jun 30, 19
Ordinary Income/Expense	
Expense	
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	16,771.40
52008 · Contract LAFCO Personnel	5,221.53
Total 52005 · Contract Employment Services	21,992.93
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	30.00
52020 · Communications	253.00
52070 · Mileage Reimbursement	163.28
52078 · Office Cleaning	235.61
52080 · Office Expense	101.03
52100 · Office Supplies	261.71
52110 · Postage & Shipping	381.47
Total 52009 · Office Services & Supplies	1,426.10
52200 · Professional Services	
52285 · Legal Services	
52287 · Miscellaneous Legal Service	750.00
52288 · PERL Legal Services	7,287.50
Total 52285 · Legal Services	8,037.50
Total 52200 · Professional Services	8,037.50
52309 · Rents, Leases & Misc.	
52320 · Publication/Legal Notice-Reg	170.40
52331 · Rents & Leases Equip Post Meter	98.89
52332 · Rents & Leases Equip Copier	1,552.50
52345 · Rents & Leases of Structures	2,004.03
52500 · Software	241.73
Total 52309 · Rents, Leases & Misc.	4,067.55
52400 · Application Processing Expenses	
52402 · EO - Application Processing	1,624.00
52403 · Staff - Application Processing	1,165.32
52440 · Public Hearing Notice	642.75
52450 · Office Supplies	27.46
Total 52400 · Application Processing Expenses	3,459.53
52670 · MSR/SOI Expenses	
52675 · GIS Services	1,178.00
52680 · Misc. Other	6,261.50
Total 52670 · MSR/SOI Expenses	7,439.50
52690 · Moving Expenses	
52691 · Communication	99.00
52692 · Contract - LAFCO Staff	2,838.60
52693 · Info Tech Services	517.50
52694 · Mileage Reimbursement	62.81
52695 · Office Expense	1,562.26
52696 · Office Supplies	48.42
Total 52690 · Moving Expenses	5,128.59
52720 · Utilities	221.18
Total 52000 · Services & Supplies	51,772.88
Total Expense	51,772.88

**Shasta Local Agency Formation Commission  
Financial Statement**

Cash Basis

March 31 through June 30, 2019

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	<u>Mar 31 - Jun 30, 19</u>
Net Ordinary Income	-51,772.88
Other Income/Expense	
Other Income	
45000 · Interest	<u>2.89</u>
Total Other Income	<u>2.89</u>
Net Other Income	<u>2.89</u>
Net Income	<u><u>-51,769.99</u></u>



**Shasta Local Agency Formation Commission**  
**Balance Sheet**  
As of June 30, 2019

Cash Basis

	Jun 30, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	996.21
<b>Total 10020 · US Bank - Operational</b>	10,425.80
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	14.75
<b>Total 10030 · US Bank - Savings</b>	46,709.75
<b>Total Checking/Savings</b>	57,135.55
<b>Accounts Receivable</b>	
11001 · Accounts Receivable	1,122.97
<b>Total Accounts Receivable</b>	1,122.97
<b>Total Current Assets</b>	58,258.52
<b>TOTAL ASSETS</b>	<b>58,258.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	-251.06
<b>Total Accounts Payable</b>	-251.06
<b>Total Current Liabilities</b>	-251.06
<b>Total Liabilities</b>	-251.06
<b>Equity</b>	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-19,730.35
Net Income	-1,400.93
<b>Total Equity</b>	58,509.58
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>58,258.52</b>