Les Baugh County Member

Larry Farr

City Member

Irwin Fust Special District Member

City Member Alternate Stan Neutze City Member Julie Winter Mary Rickert County Member Alternate

Brenda Haynes Special District Member



Larry Russell Public Member

Joe Chimenti County Member

Executive Officer James M. Underwood

Katharine Ann Campbell

Public Member Alternate George Williamson

Patricia A. Clarke Special District Alternate General Counsel Kathy Bull Manager

Agenda Item: 9.b.

Meeting Date: August 1, 2019

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

Subject: 4th 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 10th, and reviewed the Budget vs Actual, Revenue Statement, Financial Statement, Balance Sheet reports for Fiscal Year 2018/2019 4th 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 4th Quarter Financial Budget Reports for End of Fiscal Year 2018/2019.

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

999 Mission De Oro Drive, Suite 106, Redding, CA 96003 530.242.1112 <u>exec@shasta.LAFCO.ca.gov</u>

		٥	Duuger vs Actual	CIUAI				
	Amended FY	1st	2nd	3rd	4th	Year to		
Categories	2018/2019 Budget	Quarter	Quarter	Quarter	Quarter	Date	Budget	% Duaget Used
	Buager	Actual	Actual	Actual	Actual	Actual		
		REV	VENUES		and the second			
Interest	0	2	3	0	0	9	9-	
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	-9	100%
		EX	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		1. A.			- All and a second			
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%
Total Contract Employment Services	106,150	23,934	20,948	24,546	21,993	91,420	14,730	86%
Office Services & Supplies								
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	200	130	0	259	381	770	-70	110%
Printing	100	59	45	0	0	104	4	104%
Total Office Services & Supplies	10,640	3,904	2,244	1,695	1,426	9,269	1,371	87%

FY 2018/2019 2nd Quarter Budget vs Actual

Page 1 of 4

d Quarter	Actual
18/2019 2n	udget vs A
FY 201	B

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Professional Services Misc Professional Services Fiscal/Audit Services	2018/2019 Budget	Quarter Actual	Quarter Actual	Quarter Actual	Quarter Actual	Date Actual	Over/Under Budget	% Budget Used
Misc Professional Services Fiscal/Audit Services								
Fiscal/Audit Services								
	3,000	0	0	5,000	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%
Total Misc Professional Services	3,970	857	0	5,293	0	6,150	-2,180	155%
Legal Counsel								
Misc Legal Services	10,000	525	1,305	3,210	750	5,790	4,210	58%
PERL Legal Services	20,000	0	0	5,015	7,288	12,303	7,698	
Total Legal Counsel	30,000	525	1,305	8,225	8,038	18,093	11,908	-
Total Professional Services	33,970	1,382	1,305	13,518	8,038	24,242	9,728	71%
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	170	550	450	55%
Rents & Leases Equipment - Postage Me	400	98	98	105	66	399	-	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	80	97%
Total Rents, Leases & Misc	20,422	6,398	3,835	4,689	4,068	18,990	1,432	93%
MSR/SOI Expenses					100000000000000000000000000000000000000			
GIS Services	3,600	620	620	62	1,178	2,480	1,120	69%
Postage Printing	200	0	0	0	0	0		%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	%66
Total MSR/SOI Expenses	25,000	6,628	5,826	2,444	7,381	22,278	2,722	89%
Moving Expenses								
Communication					66	66	66-	
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		
Total Moving Expenses	0	0	0	0	6,085	6,085	-6,085	
Utilities	950	0	0	191	221	412	538	43%
Total Services & Supplies	197,132	42,245	34,158	47,083	49,211	172,697	24,435	88%

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FY 2018/2019 2nd Quarter Budget vs Actual

Bud	Amenaea F1 2018/2019 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
TOTAL EXPENSES	201,784	46,734	34,158	47,083	49,211	177,186	24,598	88%
Appropriation for Contingency	4,216	4,216	0	0	0	4,216		
TOTAL BUDGET ALLOTMENT BALANCE \$20	\$206,000	\$159,266	\$125,108	\$78,025	\$28,814	\$28,814		
	CON	NTINGENC	ONTINGENCY FUND BALANCE	ALANCE				
Contingency Deposit	\$0	\$10,779	\$3	\$3	\$3	6\$		
Contingency Withdrawal	\$0	\$0	\$0	\$0	\$0	\$0		
Contingency Balance \$:	\$35,922	\$46,702	\$46,705	\$46,707	\$46,710	\$46,710		

8/2019 2nd Quarter	udget vs Actual
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	Amended FY	1st	2nd	3rd	4th	Year to	(•
Categories	2018/2019	Quarter	Quarter	Quarter	Quarter	Date	Uver/Under	% Budget
	Budget	Actual	Actual	Actual	Actual	Actual	Buaget	Used
		FEE BAS	BASED SERVICES	CES				
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		
Total Received Apps & Pre-Apps	\$10,000	\$0	\$5,750	\$0	\$1,839	\$7,589	\$2,411	A State of the sta
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		
Total Charged-Apps & Pre-Apps	\$10,000	\$2,351	\$2,160	\$8,976	\$2,660	\$16,147	-\$6,147	
						\$0		
						\$0		
Total Refunded Apps & Pre-Apps		\$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		
Total Balance Apps & Pre-Apps	\$10,000	\$1,863	\$5,453	\$2,086	-\$3,216	\$6,186	\$3,814	
Amount held-Application Fee Fund	\$10,000	-\$2,351	\$3,590	-\$8,976	-\$821	-\$14,744	-\$4,744	

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A. S.W. Signature

2 Qy/2019 Date

Page 4 of 4

Shasta Local Agency Formation Commission Revenue Statement April through June 2019

Shasta Local Agency Formation Commission Financial Statement

March 31 through June 30, 2019

Signer\$2000 - Services & Supplies\$2005 - Contract Employment Services\$2006 - Contract LAFCO Personnel\$2007 - Contract Employment Services\$2008 - Contract Employment Services\$2009 - Office Services & Supplies\$2009 - Office Services & Supplies\$2009 - Office Services & Supplies\$2009 - Office Services & Supplies\$2000 - Office Services & Supplies\$2000 - Office Expense\$2000 - Office Services & Supplies\$2000 - Office Services & Supplies\$2110 - Postage & Shipping\$2110 - Postage & Shipping\$2220 - Professional Services\$2220 - Professional Services\$2230 - Publication/Legal Notice-Reg\$2230 - Publication/Legal Notice-Reg\$2332 - Rents & Leases & Misc.\$2332 - Rents & Leases & Misc.\$2332 - Rents & Leases & Misc.\$2332 - Rents & Leases & Misc.\$2400 - Application Processing\$2400 - Software\$2417.3Total \$2200 - Professiong Expenses\$2400 - Application Processing\$2400 - Application Processing\$2400 - Software\$2417.5\$2400 - Application Processing\$2400 - Application Processing\$2400 - Application Processing\$25270 - MSR/SOI Expenses\$26270 - MSR/SOI Expenses\$26290 - Moving Expenses\$26290 - Moving Expenses	-	Mar 31 - Jun 30, 19
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52320 · Publication/Legal Notice-Reg 170.40 52331 · Rents & Leases Equip Post Meter 98.89 52332 · Rents & Leases Equip Post Meter 98.89 52322 · 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 1,624.00 52403 · Staff - Application Processing 1,165.32 52404 · Public Hearing Notice 642.75 52450 · Office Supplies 27.46 Total 52400 · Application Processing Expenses 3,459.53 52670 · MSR/SOI Expenses 1,178.00 52680 · Misc. Other 6,261.50 Total 52670 · MSR/SOI Expenses 7,439.50 52691 · Communication 99.00 52691 · Communication 99.00 52692 · Contract - LAFCO Staff 2,838.60 52693 · Info Tech Services 517.50 52694 · Mileage Reimbursement 62.26 52696 · Office Expenses 5,128.59 52720 · Utilities 221.18 Total 52600 · M	Total 52200 · Professional Services	8,037.50
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52345 · Rents & Leases of Structures2,004.03 241.7352500 · Software241.73Total 52309 · Rents, Leases & Misc.4,067.5552400 · Application Processing Expenses1,624.00 62403 · Staff - Application Processing 1,165.321,624.00 642.7552400 · Public Hearing Notice642.75 52450 · Office Supplies27.46Total 52400 · Application Processing Expenses3,459.5352670 · MSR/SOI Expenses3,459.5352670 · MSR/SOI Expenses1,178.00 6,261.5052680 · Misc. Other6,261.50Total 52670 · MSR/SOI Expenses7,439.5052690 · Moving Expenses517.50 6,261.5052690 · Moving Expenses517.50 6,2693 · Info Tech Services52693 · Info Tech Services1,562.26 4,84.2Total 52690 · Moving Expenses5,128.5952720 · Utilities221.18Total 52000 · Services & Supplies51,772.88	52331 · Rents & Leases Equip Post Meter	98.89
52345 · Rents & Leases of Structures2,004.03 241.7352500 · Software241.73Total 52309 · Rents, Leases & Misc.4,067.5552400 · Application Processing Expenses1,624.00 62403 · Staff - Application Processing 1,165.321,624.00 642.7552400 · Public Hearing Notice642.75 52450 · Office Supplies27.46Total 52400 · Application Processing Expenses3,459.5352670 · MSR/SOI Expenses3,459.5352670 · MSR/SOI Expenses1,178.00 6,261.5052680 · Misc. Other6,261.50Total 52670 · MSR/SOI Expenses7,439.5052690 · Moving Expenses517.50 6,261.5052690 · Moving Expenses517.50 6,2693 · Info Tech Services52693 · Info Tech Services1,562.26 4,84.2Total 52690 · Moving Expenses5,128.5952720 · Utilities221.18Total 52000 · Services & Supplies51,772.88		1,552.50
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52440 · Public Hearing Notice642.7552450 · Office Supplies27.46Total 52400 · Application Processing Expenses3,459.5352670 · MSR/SOI Expenses1,178.0052680 · Misc. Other6,261.50Total 52670 · MSR/SOI Expenses7,439.5052690 · Moving Expenses7,439.5052690 · Moving Expenses52691 · Communication52691 · Communication99.0052693 · Info Tech Services517.5052694 · Mileage Reimbursement62.8152695 · Office Expense1,562.2652696 · Office Supplies48.42Total 52690 · Moving Expenses5,128.5952720 · Utilities221.18Total 52000 · Services & Supplies51,772.88		
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52670 · MSR/SOI Expenses 1,178.00 52675 · GIS Services 1,178.00 52680 · Misc. Other 6,261.50 Total 52670 · MSR/SOI Expenses 7,439.50 52690 · Moving Expenses 2,838.60 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		27.46
52670 · MSR/SOI Expenses 1,178.00 52675 · GIS Services 1,178.00 52680 · Misc. Other 6,261.50 Total 52670 · MSR/SOI Expenses 7,439.50 52690 · Moving Expenses 2,838.60 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 52400 · Application Processing Expanses	3 459 53
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Total 52670 · MSR/SOI Expenses7,439.5052690 · Moving Expenses99.0052691 · Communication99.0052692 · Contract - LAFCO Staff2,838.6052693 · Info Tech Services517.5052694 · Mileage Reimbursement62.8152695 · Office Expense1,562.2652696 · Office Supplies48.42Total 52690 · Moving Expenses5,128.5952720 · Utilities221.18Total 52000 · Services & Supplies51,772.88		·
52690 · Moving Expenses 99.00 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	-	
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	·	7,439.30
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	• •	00.00
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		
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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		
52696 · Office Supplies 48.42 Total 52690 · Moving Expenses 5,128.59 52720 · Utilities 221.18 Total 52000 · Services & Supplies 51,772.88		
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52720 · Utilities 221.18 Total 52000 · Services & Supplies 51,772.88		
Total 52000 · Services & Supplies 51,772.88		
	-	
Total Expense 51,772.88	Total 52000 · Services & Supplies	51,772.88
	Total Expense	51,772.88

Shasta Local Agency Formation Commission Financial Statement March 31 through June 30, 2019

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

Shasta Local Agency Formation Commission **Balance Sheet**

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As	of	June	30,	2019

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