

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: 9.d.

Meeting Date: June 6, 2019

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

Subject: 3rd Quarter Budget Reports

Background:

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

Discussion:

The following 3rd Quarter budget and fiscal information is included for the Commission's review and acceptance:

- Budget vs Actual Report as of March 31, 2019
- Revenue Statement as of March 31, 2019
- Financial Statement as of March 31, 2019
- Balance Sheet as of March 31, 2019

For the 3rd Quarter budget report, most expenses should be approximately 75% spent. Overall expenses as of March 31, 2019 are slightly under budget with 70.9% of the budget expended. After all invoices are paid for that period, the total expenses will be approximately 77%, slightly over 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 3rd 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	9,800	0	29,687	31,813	48%
Contract LAFCO Personnel	44,650	14,073	10,921	14,746	0	39,740	4,910	89%
Total Contract Employment Services	106,150	23,934	20,948	24,546	0	69,428	36,722	65%
Office Services & Supplies								
Bank & Transfer Fees	120	30	30	30	0	90	30	75%
Communications	1,440	328	208	477	0	1,013	427	70%
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	404	0	879	261	77%
Office Expense	740	36	322	89	0	447	293	60%
Office Furnishings	0	0	0	0	0	0	0	0%
Office Supplies	1,500	162	18	436	0	616	884	41%
Postage & Shipping	700	130	0	259	0	389	311	56%
Printing	100	59	45	0	0	104	-4	104%
Total Office Services & Supplies	10,640	3,904	2,244	1,695	0	7,844	2,796	74%

**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	5,000	0	5,000	-2,000	167%
Info Tech Services	250	218	0	293	0	510	-260	204%
Info Tech- Website	720	639	0	0	0	639	81	89%
Total Misc Professional Services	3,970	857	0	5,293	0	6,149	-2,179	155%
Legal Counsel								
Misc Legal Services	10,000	525	1,305	3,210	0	5,040	4,960	50%
PERL Legal Services	0	0	0	5,015	0	5,015	-5,015	100%
Total Legal Counsel	10,000	525	1,305	8,225	0	10,055	-55	2
Total Professional Services	13,970	1,382	1,305	13,518	0	16,204	-2,234	116%
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	105	0	300	100	75%
Rents & Leases Equipment - Copier	4,765	1,120	747	1,593	0	3,459	1,306	73%
Rents & Leases of Structures	11,964	2,991	2,991	2,991	0	8,973	2,991	75%
Small Tools & Equipment	100	0	0	0	0	0	100	0%
Software	250	0	0	0	0	0	250	0%
Total Rents, Leases & Misc	20,422	6,398	3,835	4,689	0	14,922	5,500	73%
MSR/SOI Expenses								
GIS Services	3,600	620	620	62	0	1,302	2,298	36%
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	0	13,537	6,463	68%
Total MSR/SOI Expenses	25,000	6,628	5,826	2,444	0	14,897	10,103	60%
Utilities	950	0	0	191	0	191	759	20%
Total Services & Supplies	177,132	42,245	34,158	47,083	0	123,486	53,646	70%
TOTAL EXPENSES	181,784	46,734	34,158	47,083	0	127,975	53,809	70%
Contingency Fund Balance								
Appropriation for Contingency	4,216	4,216	0	0	0	4,216		
TOTAL BUDGET ALLOTMENT BALANCE	\$186,000	\$139,266	\$105,108	\$0	\$0	\$58,025		
CONTINGENCY FUND BALANCE								
Contingency Deposit	\$0	\$10,777	\$0	\$0	\$0	\$0	\$0	\$0
Contingency Withdrawal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency Balance	\$31,861	\$42,638	\$42,638	\$0	\$0	\$42,638	\$0	\$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		
						\$0		
Total Received Apps & Pre-Apps	\$10,000	\$0	\$5,750	\$0	\$0	\$5,750	\$4,250	
Charged - Tierra Robles Formation		\$0	\$732	\$0		\$732		
Charged - Fall River CSD Pre-Application		\$120	\$60	\$0		\$179		
Charged - Redding Westridge Annex		\$979	\$118	\$3,697		\$4,794		
Charged - Cottonwood Stephens Ridge		\$1,252	\$2,088	\$0		\$3,340		
Charged - Keswick/Shasta CSD			\$1,251	\$5,279		\$6,530		
						\$0		
Total Charged-Apps & Pre-Apps	\$10,000	\$2,351	\$4,248	\$8,976	\$0	\$15,575	-\$5,575	
						\$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	-\$1,897		-\$2,589		
Balance - Cottonwood Stephens Ridge		\$332	-\$1,756	-\$1,756		-\$3,181		
Balance - Keswick/Shasta CSD			\$4,589	-\$949		\$3,640		
						\$0		
Total Balance Apps & Pre-Apps	\$10,000	\$1,863	\$3,455	-\$3,574	\$0	\$1,744	\$8,256	
Amount held-Application Fee Fund	\$10,000	-\$2,351	\$1,502	-\$8,976	\$0	-\$9,825	\$19,825	

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Signature

5/30/2019
Date

Shasta Local Agency Formation Commission
Revenue Statement
January through March 2019

Cash Basis

Date	Memo	Account	Paid Amount
TOTAL			

Shasta Local Agency Formation Commission
Financial Statement
January through March 2019

Cash Basis

	Jan - Mar 19
Ordinary Income/Expense	
Expense	
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	9,800.25
52008 · Contract LAFCO Personnel	14,745.80
Total 52005 · Contract Employment Services	24,546.05
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	30.00
52020 · Communications	476.89
52078 · Office Cleaning	403.85
52080 · Office Expense	89.05
52100 · Office Supplies	436.45
52110 · Postage & Shipping	259.02
Total 52009 · Office Services & Supplies	1,695.26
52200 · Professional Services	
52201 · Misc Professional Services	
52244 · Fiscal/Audit Services	5,000.00
52251 · InfoTech Services	292.50
Total 52201 · Misc Professional Services	5,292.50
52285 · Legal Services	
52287 · Miscellaneous Legal Service	3,210.00
52288 · PERL Legal Services	5,015.00
Total 52285 · Legal Services	8,225.00
Total 52200 · Professional Services	13,517.50
52309 · Rents, Leases & Misc.	
52331 · Rents & Leases Equip Post Meter	104.85
52332 · Rents & Leases Equip Copier	1,593.04
52345 · Rents & Leases of Structures	2,991.00
Total 52309 · Rents, Leases & Misc.	4,688.89
52400 · Application Processing Expenses	
52402 · EO - Application Processing	2,912.00
52403 · Staff - Application Processing	3,533.88
52415 · GIS Services	279.00
52440 · Public Hearing Notice	279.72
52450 · Office Supplies	34.30
Total 52400 · Application Processing Expenses	7,038.90
52670 · MSR/SOI Expenses	
52675 · GIS Services	62.00
52680 · Misc. Other	2,381.50
Total 52670 · MSR/SOI Expenses	2,443.50
52720 · Utilities	191.48
Total 52000 · Services & Supplies	54,121.58
66900 · Reconciliation Discrepancies	-0.05
Total Expense	54,121.53
Net Ordinary Income	-54,121.53
Other Income/Expense	

Shasta Local Agency Formation Commission
Financial Statement
January through March 2019

Cash Basis

	Jan - Mar 19
Other Income	
45000 · Interest	2.87
Total Other Income	2.87
Net Other Income	2.87
Net Income	<u>-54,118.66</u>

Shasta Local Agency Formation Commission
Balance Sheet
As of March 31, 2019

Cash Basis

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	53,020.10
Total 10020 · US Bank - Operational	62,449.69
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	11.86
Total 10030 · US Bank - Savings	46,706.86
Total Checking/Savings	109,156.55
Accounts Receivable	
11001 · Accounts Receivable	1,122.97
Total Accounts Receivable	1,122.97
Total Current Assets	110,279.52
TOTAL ASSETS	110,279.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-0.05
Total Accounts Payable	-0.05
Total Current Liabilities	-0.05
Total Liabilities	-0.05
Equity	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-19,730.35
Net Income	50,369.06
Total Equity	110,279.57
TOTAL LIABILITIES & EQUITY	110,279.52