

Les Baugh
County Member

Pamelyn Morgan
City Member

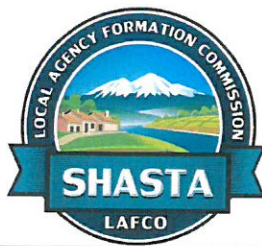
Stan Neutze
City Member Alternate

Mark Mezzano
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

Fred Ryness
Special District Alternate

Katharine Ann Campbell
Public Member Alternate

George Williamson
Executive Officer

James M. Underwood
General Counsel

Kathy Bull
Manager

Agenda Item: 9.b.

Meeting Date: October 7, 2021

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

Subject: End of Fiscal Year 2020/2021 Financial Budget Reports

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 September 24th, and reviewed the Budget vs Actual, Financial Statement, Balance Sheet reports for Fiscal Year 2020/2021 4th Quarter – Year End, which were accepted and approved to bring forward to the Shasta LAFCO Commission.

At the June 4, 2020, Commission Meeting, the Commission approved the Fiscal Year 2020/2021 operational budget for \$204,600, and a budget amendment was approved at the February 4, 2021 Commission Meeting increasing the budget \$291,390. Expenditures for the Fiscal Year 2020/2021 is \$297,363 with 102 percent of the budget utilized. Shasta LAFCO was able to keep costs close to its overall budget. Below is a summary of budget items listed with the percentage of funds used:

- Payroll Expenses (not budgeted) – 14% (due to approved manager transition from contractor to employee)
- Total PERS – Previous EO – 100%
- Contract Employment Services – 80%
- Total Office Services & Supplies – 93%
- Total Professional Services – 140% (Overage due to external legal counsel expenses, staff under budget)
- Total Rents, Lease & Misc. – 102%
- MSR/SOI Expenses – 100%
- Total Expenses – 102%

Additional costs incurred include legal services for the CalPERS payout issue and legal services for advice in employment status. The current balance of the Appropriation for Contingency is \$8,804.

RECOMMENDATION:

Staff recommends the Commission review and accept the Financial Budget Reports for End of Fiscal Year 2020/2021.

Attachments: Budget vs Actual, Financial Statement, Balance Sheet

999 Mission De Oro Drive, Suite 106, Redding, CA 96003

Phone: 530.242.1112

eo@shastalafco.org

**FY 2020/2021
Year End Budget**

Categories	Amended FY 2020/2021 Budget	Year End Actual	% of Budget Over/Under
REVENUES			
Interest	0	1.5	
Intergovernmental Revenue			
Contribution from Cities	68,200	68,200	100%
Contribution from Shasta County	68,200	68,200	100%
Contribution from Special Districts	68,200	68,200	100%
Total Intergovernmental Revenue	204,600	204,600	100%
TOTAL REVENUES	204,600	204,600	100%
EXPENSES			
Payroll Expenses			
Payroll Salaries			
Payroll Expenses	0	17,905	
Retirement - PERS - Previous EO	123,604	123,604	100%
Total Payroll Expenses	123,604	141,509	114%
Services and Supplies			
Contract Employment Services			
Contract Executive Officer	51,500	47,749	93%
Contract LAFCO Personnel	44,650	29,603	66%
Total Contract Employment Services	96,150	77,352	80%
Office Services & Supplies			
Bank & Transfer Fees	120	163	135%
Communications	1,420	1,311	92%
Info Tech Tools & Equip	400	579	145%
Memberships	4,823	4,969	103%
Mileage Reimbursement	300	20	7%
Office Cleaning	420	0	0%
Office Expense	500	300	60%
Office Furnishings	0	0	
Office Supplies	1,000	760	76%
Postage & Shipping	500	829	166%
Printing	100	0	0%
Total Office Services & Supplies	9,583	8,931	93%
Professional Services			
Misc Professional Services			
Fiscal/Audit Services (next Fy22-23)	3,000	0	0%
InfoTech Services	750	608	81%
InfoTech- Website	720	959	133%
Total Misc Professional Services	4,470	1,567	35%
Legal Counsel			
Misc Legal Services	14,000	11,767	84%
PERL Legal Services	11,520	23,856	207%
Total Legal Counsel	25,520	35,623	140%

**FY 2020/2021
Year End Budget**

Categories	Amended FY 2020/2021 Budget	Year End Actual	% of Budget Over/Under
Total Professional Services	29,990	37,190	124%
Rents, Leases & Misc			
Property & General Liability	2,598	2,598	100%
Publications/Legal Notices - Regular	800	547	68%
Rents & Leases Equipment - Postage Me	400	396	99%
Rents & Leases Equipment - Copier	4,765	4,596	96%
Rents & Leases of Structures	6,000	6,000	100%
Small Tools & Equipment	0	0	
Software	0	751	
Total Rents, Leases & Misc	14,563	14,887	102%
MSR/SOI Expenses			
GIS Services	2,520	3,838	152%
Postage Printing	140	0	
Public Hearing Notice	840	167	20%
Misc. Other	14,000	13,490	
Total MSR/SOI Expenses	17,500	17,494	100%
Utilities			
Total Services & Supplies	167,786	155,854	93%
TOTAL EXPENSES	291,390	297,363	102%
Appropriation for Contingency	0		
TOTAL BUDGET ALLOTMENT BALANCE	\$291,390		
CONTINGENCY FUND BALANCE			
Contingency Deposit			
Contingency Withdrawal	\$77,004		
Contingency Balance	\$8,804	\$8,804	

APPLICATION EXPENSES			
MSR/SOI Expenses			
Application processing		15,892	
Legal Fees		74	
CDFW Fees		300	
GIS Services		344	
Public Hearing Notice		527	

Shasta Local Agency Formation Commission
Financial Statement
July 2020 through June 2021

Cash Basis

	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
41000 · Intergovernmental Revenue	
41010 · Contribution from Cities	68,199.00
41020 · Contribution from Shasta County	68,200.00
41030 · Contribution from Special Distr	68,202.00
Total 41000 · Intergovernmental Revenue	204,601.00
42000 · Application Fees	10,185.75
Total Income	214,786.75
Gross Profit	214,786.75
Expense	
51000 · Salaries & Benefits	
51001 · Payroll Regular	
51020 · Regular Hours	1.00
51001 · Payroll Regular - Other	-1.00
Total 51001 · Payroll Regular	0.00
51100 · Employer Payroll Expense	
51103 · Retirement - PERS - Previous EO	123,604.28
Total 51100 · Employer Payroll Expense	123,604.28
Total 51000 · Salaries & Benefits	123,604.28
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	47,748.50
52008 · Contract LAFCO Personnel	29,603.42
Total 52005 · Contract Employment Services	77,351.92
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	162.53
52020 · Communications	1,311.42
52030 · Info Tech Tools & Equip	579.14
52060 · Memberships	4,969.00
52070 · Mileage Reimbursement	19.95
52080 · Office Expense	300.20
52100 · Office Supplies	760.15
52110 · Postage & Shipping	829.01
Total 52009 · Office Services & Supplies	8,931.40
52200 · Professional Services	
52201 · Misc Professional Services	
52251 · InfoTech Services	607.50
52270 · InfoTech - Website	959.00
Total 52201 · Misc Professional Services	1,566.50
52285 · Legal Services	
52287 · Miscellaneous Legal Service	11,767.00
52288 · PERL Legal Services	23,856.00
Total 52285 · Legal Services	35,623.00
Total 52200 · Professional Services	37,189.50
52309 · Rents, Leases & Misc.	
52310 · Property & Gen Liability Ins	2,597.84
52320 · Publication/Legal Notice-Reg	985.50
52325 · Publication/Legal Notice -App	243.00
52331 · Rents & Leases Equip Post Meter	296.67
52332 · Rents & Leases Equip Copier	4,596.15
52345 · Rents & Leases of Structures	6,000.00

Shasta Local Agency Formation Commission
Financial Statement
July 2020 through June 2021

Cash Basis

	Jul '20 - Jun 21
52500 · Software	750.73
Total 52309 · Rents, Leases & Misc.	15,469.89
52400 · Application Processing Expenses	
52402 · EO - Application Processing	15,892.00
52405 · Legal Services	74.40
52410 · CDFW Fees	300.00
52415 · GIS Services	344.00
52419 · Misc Other	58.00
52440 · Public Hearing Notice	87.90
Total 52400 · Application Processing Expenses	16,756.30
52670 · MSR/SOI Expenses	
52675 · GIS Services	3,827.00
52678 · Public Hearing Notice	38.55
52680 · Misc. Other	13,431.50
Total 52670 · MSR/SOI Expenses	17,297.05
Total 52000 · Services & Supplies	172,996.06
66000 · Payroll Expenses	17,905.00
Total Expense	314,505.34
Net Ordinary Income	-99,718.59
Other Income/Expense	
Other Income	
45000 · Interest	1.75
Total Other Income	1.75
Net Other Income	1.75
Net Income	-99,716.84

Shasta Local Agency Formation Commission
Balance Sheet
As of June 30, 2021

Cash Basis

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	-1,771.97
Total 10020 · US Bank - Operational	7,657.62
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	-34,980.43
Total 10030 · US Bank - Savings	11,714.57
Total Checking/Savings	19,372.19
Accounts Receivable	
11001 · Accounts Receivable	-2,500.00
Total Accounts Receivable	-2,500.00
Total Current Assets	16,872.19
TOTAL ASSETS	16,872.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-412.55
Total Accounts Payable	-412.55
Other Current Liabilities	
24003 · *Payroll Liabilities	4,545.63
Total Other Current Liabilities	4,545.63
Total Current Liabilities	4,133.08
Total Liabilities	4,133.08
Equity	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	32,815.09
Net Income	-99,716.84
Total Equity	12,739.11
TOTAL LIABILITIES & EQUITY	16,872.19