

Les Baugh
County Member

Irwin Fust
Special District Member

Pamelyn Morgan
City Member

Mary Rickert
County Member Alternate

Stan Neutze
City Member Alternate

Brenda Haynes
Special District Member

Mark Mezzano
City Member



Larry Russell
Public Member

Katharine Ann Campbell
Public Member Alternate

Joe Chimenti
County Member

George Williamson
Executive Officer

Fred Ryness
Special District Alternate

James M. Underwood
General Counsel

Kathy Bull
Manager

Agenda Item: 9.b.

Meeting Date: December 2, 2021

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

Subject: 1st Quarter Budget Reports

Background:

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

Discussion:

The following 1st Quarter budget and fiscal information is included for the Commission's review and acceptance:

- Budget vs Actual Report as of September 30, 2021
- Financial Statement as of September 30, 2021
- Balance Sheet as of September 30, 2021

For the 1st Quarter budget report, most expenses should be approximately 25% spent. The total expenses for the 1st Quarter is \$87,941. A couple of items to note on the Budget vs Actual Report are as follows:

1. A few expenditures show a larger amount spent, such as CalPERS, Memberships, and Property & General Liability which can be accounted for as these are one-time payments.
2. An expenditure for computers was needed due to hard drive failures attributed to age.

Overall expenses as of September 30, 2021 are over budget with 43% of the budget expended. This is to be expected for a few years while the substantial payment for CalPERS is being paid off.

Recommendation:

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

Attachments

**FY 2020/2021 Mid-Year
Budget vs Actual**

Categories	Adopted FY 2021/2022 Budget	1st Quarter Actual	Over/Under Budget	% Budget Used
REVENUES				
Interest	0	0	0	
Intergovernmental Revenue				
Contribution from Cities	68,200	61,661	6,539	90%
Contribution from Shasta County	68,200	69,839	-1,639	102%
Contribution from Special Districts	68,200	57,384	10,816	84%
Total Intergovernmental Revenue	204,600	188,884	15,716	92%
TOTAL REVENUES	204,600	188,884	15,716	92%
EXPENSES				
Salaries & Benefits				
Payroll Salaries				
Regular Hours	35,672	9,563		
Sick Leave Hours	588			
Total Payroll Salaries	36,260	9,563	0	0
Employer Expense				
Retirement - PERS - Previous EO	50,498	50,498	0	100%
Employer Taxes	1,784		1,784	0%
Total Employer Expense	52,282	50,498	1,784	97%
Total Salaries & Benefits	88,542	60,061	28,481	68%
Services and Supplies				
Contract Employment Services				
Contract Executive Officer	51,000	8,500	42,500	17%
Total Contract Employment Services	51,000	8,500	42,500	17%
Office Services & Supplies				
Bank & Transfer Fees	120	62	58	52%
Communications	1,420	540	880	38%
Info Tech Tools & Equip	378	1,377	-999	364%
Memberships	4,850	3,478	1,372	72%
Mileage Reimbursement	250		250	0%
Office Cleaning	420		420	0%
Office Expense	350	491	-141	140%
Office Furnishings	0		0	0%
Office Supplies	550	121	429	22%
Postage & Shipping	550		550	0%
Printing	0			
Total Office Services & Supplies	8,888	6,069	2,819	68%
Professional Services				
Misc Professional Services				
InfoTech Services	250	225	25	90%
InfoTech- Website	720	651	69	90%
Total Misc Professional Services	970	876	94	90%
Legal Counsel				
Misc Legal Services	10,000	990	9,010	10%
			0	
Total Legal Counsel	10,000	990	9,010	0
Total Professional Services	10,970	1,866	9,104	17%

**FY 2020/2021 Mid-Year
Budget vs Actual**

Categories	Adopted FY 2021/2022 Budget	1st Quarter Actual	Over/Under Budget	% Budget Used
Rents, Leases & Misc				
Property & General Liability	3,400	3,240	160	95%
Publications/Legal Notices - Regular	800		800	0%
Rents & Leases of Structures	6,000	1,600	4,400	27%
		0		
Total Rents, Leases & Misc	10,200	4,840	5,360	47%
MSR/SOI Expenses				
GIS Services	5,500	1,380	4,120	25%
Postage Printing	140		140	0%
Public Hearing Notice	200		200	0%
Misc. Other	29,160	5,224	23,936	18%
Total MSR/SOI Expenses	35,000	6,604	28,396	19%
Utilities			0	
Total Services & Supplies	204,600	87,941	116,659	43%
TOTAL EXPENSES	204,600	87,941	116,659	43%
Appropriation for Contingency	0	0		
TOTAL BUDGET ALLOTMENT BALANCE	\$204,600	\$0		
CONTINGENCY FUND BALANCE				
Contingency Deposit	\$0	\$0		
Contingency Withdrawal	\$0	\$0		
Contingency Balance	\$8,804	\$8,804		

This is a true certified copy

K. Bull
Signature

11/23/2021
Date

Shasta Local Agency Formation Commission
Financial Statement
July through September 2021

Cash Basis

	Jul - Sep 21
Ordinary Income/Expense	
Income	
41000 · Intergovernmental Revenue	
41010 · Contribution from Cities	61,661.25
41020 · Contribution from Shasta County	69,838.94
41030 · Contribution from Special Distr	57,383.53
	188,883.72
Total 41000 · Intergovernmental Revenue	188,883.72
Total Income	188,883.72
Gross Profit	188,883.72
Expense	
51000 · Salaries & Benefits	
51100 · Employer Payroll Expense	
51103 · Retirement - PERS - Previous EO	50,498.00
	50,498.00
Total 51100 · Employer Payroll Expense	50,498.00
Total 51000 · Salaries & Benefits	50,498.00
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	8,500.00
	8,500.00
Total 52005 · Contract Employment Services	8,500.00
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	62.10
52020 · Communications	539.84
52030 · Info Tech Tools & Equip	1,376.52
52060 · Memberships	3,478.00
52080 · Office Expense	490.90
52100 · Office Supplies	121.33
	6,068.69
Total 52009 · Office Services & Supplies	6,068.69
52200 · Professional Services	
52201 · Misc Professional Services	
52251 · InfoTech Services	225.00
52270 · InfoTech - Website	651.00
	876.00
Total 52201 · Misc Professional Services	876.00

Shasta Local Agency Formation Commission
Financial Statement
July through September 2021

Cash Basis

	Jul - Sep 21
52285 · Legal Services	
52287 · Miscellaneous Legal Service	990.00
Total 52285 · Legal Services	990.00
Total 52200 · Professional Services	1,866.00
52309 · Rents, Leases & Misc.	
52310 · Property & Gen Liability Ins	3,240.44
52345 · Rents & Leases of Structures	1,100.00
Total 52309 · Rents, Leases & Misc.	4,340.44
52400 · Application Processing Expenses	
52402 · EO - Application Processing	312.50
52410 · CDFW Fees	300.00
52430 · Printing	94.38
Total 52400 · Application Processing Expenses	706.88
52670 · MSR/SOI Expenses	
52675 · GIS Services	1,380.00
52680 · Misc. Other	5,224.25
Total 52670 · MSR/SOI Expenses	6,604.25
Total 52000 · Services & Supplies	28,086.26
66000 · Payroll Expenses	10,363.33
66900 · Reconciliation Discrepancies	500.00
Total Expense	89,447.59
Net Ordinary Income	99,436.13
Other Income/Expense	
Other Income	
45000 · Interest	0.12
Total Other Income	0.12
Net Other Income	0.12
Net Income	99,436.25

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

Cash Basis

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	100,939.74
Total 10020 · US Bank - Operational	110,369.33
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	-34,980.31
Total 10030 · US Bank - Savings	11,714.69
Total Checking/Savings	122,084.02
Accounts Receivable	
11001 · Accounts Receivable	-2,802.21
Total Accounts Receivable	-2,802.21
Total Current Assets	119,281.81
TOTAL ASSETS	119,281.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-0.05
Total Accounts Payable	-0.05
Other Current Liabilities	
24003 · *Payroll Liabilities	7,106.50
Total Other Current Liabilities	7,106.50
Total Current Liabilities	7,106.45
Total Liabilities	7,106.45
Equity	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-66,901.75
Net Income	99,436.25
Total Equity	112,175.36
TOTAL LIABILITIES & EQUITY	119,281.81