

Patrick Jones  
County Member

Irwin Fust  
Special District Member

Pamelyn Morgan  
City Member Alternate

Mary Rickert  
County Member Alternate

Stan Neutze  
City Member

Brenda Haynes  
Special District Member

Michael Dacquisto  
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:** June 2, 2022

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

**Subject:** 3<sup>rd</sup> Quarter Budget Reports

### **Background:**

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

### **Discussion:**

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

- Budget vs Actual Report as of March 31, 2022
- Financial Statement as of March 31, 2022
- Balance Sheet as of March 31, 2022

For the 3<sup>rd</sup> Quarter budget report, most expenses should be approximately 75% spent. Overall expenses as of March 31, 2022 exceed 75% due primarily to the CalPERS payment in the first quarter of the fiscal year. Expenses are expected to reconcile with budget amounts by fiscal year end.

Updated calculations for employer taxes have increased to \$9,768. An amount of \$2,910.97 of unpaid expenses has been held in the savings account which, when added to the contingency fund, will help offset this added expense. The adjusted Fiscal Year 2021/2022 contingency fund amount will be \$8,804.

### **Recommendation:**

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

Attachments: FY 2021/2022 3<sup>rd</sup> Quarter Budget vs Actual  
Financial Statement  
Balance Sheet

**FY 2021/2022 3rd Quarter Budget vs Actual**

Categories	Adopted FY 2021/2022 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
<b>REVENUES</b>							
Interest	0	0			0	0	
<b>Intergovernmental Revenue</b>							
Contribution from Cities	68,200	61,661	6,539	0	68,200	0	100%
Contribution from Shasta County	68,200	68,200	0	0	68,200	0	100%
Contribution from Special Districts	68,200	59,022	9,177	0	68,200	0	100%
<b>Total Intergovernmental Revenue</b>	<b>204,600</b>	<b>188,884</b>	<b>15,716</b>	<b>0</b>	<b>204,600</b>	<b>0</b>	<b>100%</b>
<b>TOTAL REVENUES</b>	<b>204,600</b>	<b>188,884</b>	<b>15,716</b>	<b>0</b>	<b>204,600</b>	<b>0</b>	<b>100%</b>
<b>EXPENSES</b>							
<b>Salaries &amp; Benefits</b>							
<b>Payroll Expense</b>							
Regular Hours	35,672	9,563	10,393	8,215	28,171	7,501	79%
Sick Leave Hours	588				0	588	0%
<b>Total Payroll Salaries</b>	<b>36,260</b>	<b>9,563</b>	<b>10,393</b>	<b>8,215</b>	<b>28,171</b>	<b>8,089</b>	<b>78%</b>
<b>Employer Expense</b>							
Retirement - PERS - Previous EO	50,498	50,498			50,498	0	100%
Employer Taxes	1,784			9,768	9,768	-7,984	548%
<b>Total Employer Expense</b>	<b>52,282</b>	<b>50,498</b>	<b>0</b>	<b>9,768</b>	<b>60,266</b>	<b>-7,984</b>	<b>115%</b>
<b>Total Salaries &amp; Benefits</b>	<b>88,542</b>	<b>60,061</b>	<b>10,393</b>	<b>17,983</b>	<b>88,437</b>	<b>105</b>	<b>100%</b>
<b>Services and Supplies</b>							
<b>Contract Employment Services</b>							
Contract Executive Officer	51,000	8,500	14,102	7,908	30,509	20,491	60%
<b>Total Contract Employment Services</b>	<b>51,000</b>	<b>8,500</b>	<b>14,102</b>	<b>7,908</b>	<b>30,509</b>	<b>20,491</b>	<b>60%</b>
<b>Office Services &amp; Supplies</b>							
Bank & Transfer Fees	120	62	95	67	224	-104	187%
Communications	1,420	540	266	403	1,209	211	85%
Info Tech Tools & Equip	378	1,377	149		1,525	-1,147	404%
Memberships	4,850	3,478			3,478	1,372	72%
Mileage Reimbursement	250		119		119	132	47%
Office Cleaning	420				0	420	0%
Office Expense	350	491	26		517	-167	148%
Office Furnishings	0	0			0	0	0%
Office Supplies	550	121		502	623	-73	113%
Postage & Shipping	550			101	101	449	18%
Printing	0						
<b>Total Office Services &amp; Supplies</b>	<b>8,888</b>	<b>6,069</b>	<b>655</b>	<b>1,073</b>	<b>7,796</b>	<b>1,092</b>	<b>88%</b>



**FY 2021/2022 3rd Quarter Budget vs Actual**

Categories	Adopted FY 2021/2022 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
<b>Professional Services</b>							
<b>Misc Professional Services</b>							
InfoTech Services	250	225		50	275	-25	110%
InfoTech- Website	720	651			651	69	90%
<b>Total Misc Professional Services</b>	<b>970</b>	<b>876</b>	<b>0</b>	<b>50</b>	<b>926</b>	<b>44</b>	<b>95%</b>
<b>Legal Counsel</b>							
Misc Legal Services	10,000	990	1,885	578	3,453	6,547	35%
					0	0	
<b>Total Legal Counsel</b>	<b>10,000</b>	<b>990</b>	<b>1,885</b>	<b>578</b>	<b>3,453</b>	<b>6,547</b>	<b>0</b>
<b>Total Professional Services</b>	<b>10,970</b>	<b>1,866</b>	<b>1,885</b>	<b>628</b>	<b>4,379</b>	<b>6,591</b>	<b>40%</b>
<b>Rents, Leases &amp; Misc</b>							
Property & General Liability	3,400	3,240		1,800	5,040	-1,640	148%
Publications/Legal Notices - Regular	800		42		42	758	5%
Rents & Leases of Structures	6,000	1,600	1,800		3,400	2,600	57%
<b>Total Rents, Leases &amp; Misc</b>	<b>10,200</b>	<b>4,840</b>	<b>1,842</b>	<b>1,800</b>	<b>8,482</b>	<b>1,718</b>	<b>83%</b>
<b>MSR/SOI Expenses</b>							
GIS Services	5,500	1,380	1,288	782	3,450	2,050	63%
Postage Printing	140		50		50	90	36%
Public Hearing Notice	200				0	200	0%
Misc. Other	29,160	5,224	11,029	4,194	20,447	8,713	70%
<b>Total MSR/SOI Expenses</b>	<b>35,000</b>	<b>6,604</b>	<b>12,367</b>	<b>4,976</b>	<b>23,947</b>	<b>11,053</b>	<b>68%</b>
<b>Utilities</b>							
					0	0	
<b>Total Services &amp; Supplies</b>	<b>204,600</b>	<b>87,940</b>	<b>30,850</b>	<b>16,384</b>	<b>163,550</b>	<b>41,050</b>	<b>80%</b>
<b>TOTAL EXPENSES</b>	<b>204,600</b>	<b>87,940</b>	<b>41,243</b>	<b>34,367</b>	<b>163,550</b>	<b>41,050</b>	<b>80%</b>
<b>Appropriation for Contingency</b>							
	0	0	0	0	0	0	
<b>TOTAL BUDGET ALLOTMENT BALANCE</b>	<b>\$204,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,050</b>		
<b>CONTINGENCY FUND BALANCE</b>							
Contingency Deposit	\$0	\$0	\$0	\$0	\$0	\$0	
Contingency Withdrawal	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Contingency Balance</b>	<b>\$8,804</b>	<b>\$8,804</b>	<b>\$8,804</b>	<b>\$8,804</b>	<b>\$8,804</b>	<b>\$8,804</b>	

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 Signature

5/26/2022  
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 Date

**Shasta Local Agency Formation Commission**  
**Financial Statement**  
January through March 2022

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	Jan - Mar 22
Ordinary Income/Expense	
Expense	
51000 · Salaries & Benefits	
51100 · Employer Payroll Expense	9,767.77
<b>Total 51000 · Salaries &amp; Benefits</b>	<b>9,767.77</b>
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	7,907.84
<b>Total 52005 · Contract Employment Services</b>	<b>7,907.84</b>
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	43.50
52020 · Communications	402.89
52100 · Office Supplies	601.14
<b>Total 52009 · Office Services &amp; Supplies</b>	<b>1,047.53</b>
52200 · Professional Services	
52201 · Misc Professional Services	
52251 · InfoTech Services	50.00
<b>Total 52201 · Misc Professional Services</b>	<b>50.00</b>
52285 · Legal Services	
52287 · Miscellaneous Legal Service	577.50
<b>Total 52285 · Legal Services</b>	<b>577.50</b>
<b>Total 52200 · Professional Services</b>	<b>627.50</b>
52309 · Rents, Leases & Misc.	
52345 · Rents & Leases of Structures	1,800.00
<b>Total 52309 · Rents, Leases &amp; Misc.</b>	<b>1,800.00</b>
52400 · Application Processing Expenses	
52402 · EO - Application Processing	3,812.50
52403 · Staff - Application Processing	184.00
<b>Total 52400 · Application Processing Expenses</b>	<b>3,996.50</b>
52670 · MSR/SOI Expenses	
52675 · GIS Services	782.00
52680 · Misc. Other	4,194.00
<b>Total 52670 · MSR/SOI Expenses</b>	<b>4,976.00</b>
<b>Total 52000 · Services &amp; Supplies</b>	<b>20,355.37</b>

**Shasta Local Agency Formation Commission**  
**Financial Statement**  
January through March 2022

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	<u>Jan - Mar 22</u>
66000 · Payroll Expenses	<u>9,727.81</u>
Total Expense	<u>39,850.95</u>
Net Ordinary Income	-39,850.95
Other Income/Expense	
Other Income	
45000 · Interest	<u>0.08</u>
Total Other Income	<u>0.08</u>
Net Other Income	<u>0.08</u>
Net Income	<u><u>-39,850.87</u></u>

**Shasta Local Agency Formation Commission**  
**Balance Sheet**  
As of March 31, 2022

Cash Basis

	Mar 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	50,905.26
<b>Total 10020 · US Bank - Operational</b>	<b>60,334.85</b>
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	-34,980.11
<b>Total 10030 · US Bank - Savings</b>	<b>11,714.89</b>
<b>Total Checking/Savings</b>	<b>72,049.74</b>
Accounts Receivable	
11001 · Accounts Receivable	-2,802.21
<b>Total Accounts Receivable</b>	<b>-2,802.21</b>
<b>Total Current Assets</b>	<b>69,247.53</b>
<b>TOTAL ASSETS</b>	<b>69,247.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-0.05
<b>Total Accounts Payable</b>	<b>-0.05</b>
Other Current Liabilities	
24003 · *Payroll Liabilities	11,799.42
<b>Total Other Current Liabilities</b>	<b>11,799.42</b>
<b>Total Current Liabilities</b>	<b>11,799.37</b>
<b>Total Liabilities</b>	<b>11,799.37</b>
Equity	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-66,901.75
Net Income	44,709.05
<b>Total Equity</b>	<b>57,448.16</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>69,247.53</b>