

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

Katharine Ann Campbell  
Public Member Alternate

George Williamson  
Executive Officer

James M. Underwood  
General Counsel

Kathy Bull  
Manager

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## Agenda Item: 9.c.

**Meeting Date:** August 6, 2020

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

**Subject:** End of Fiscal Year 2019/2020 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 July 29<sup>th</sup>, and reviewed the Budget vs Actual, Financial Statement, Balance Sheet reports for Fiscal Year 2019/2020 4<sup>th</sup> Quarter – Year End, which were accepted and approved to bring forward to the Shasta LAFCO Commission.

At the June 6, 2019 Commission Meeting, the Commission approved the Fiscal Year 2019/2020 operational budget for \$204,600. Expenditures for the Fiscal Year 2019/2020 after any outstanding invoices are received and paid is approximately \$154,300, with 90 percent of the budget utilized. 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 PERS – Previous EO – 97%
- Contract Employment Services – 92%
- Total Office Services & Supplies – 99%
- Total Professional Services – 64%
- Total Rents, Lease & Misc. – 94%
- MSR/SOI Expenses – 96%
- Utilities – -14% (due to a refund from prior office location)

As the CalPERS payout was expected to begin during this Fiscal Year, the planned \$32,429 for the contingency was held in the Shasta LAFCO checking account. The current balance of the Appropriation for Contingency is \$79,141.82 which also includes \$17.82 in interest received.

### **RECOMMENDATION:**

Staff recommends the Commission review and accept the Financial Budget Reports for End of Fiscal Year 2019/2020.

Attachments: Budget vs Actual, Financial Statement, Balance Sheet

**FY 2019/2020 1st Quarter  
Budget vs Actual**

Categories	Adopted FY 2019/2020 Budget	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
<b>REVENUES</b>					
<b>Interest</b>	0		1.37	-1	
<b>Intergovernmental Revenue</b>					
Contribution from Cities	68,200		68199.00	1	100%
Contribution from Shasta County	68,200		68200.00	0	100%
Contribution from Special Districts	68,200		68200.00	0	100%
<b>Total Intergovernmental Revenue</b>	204,600	0	204599.00	1	100%
<b>TOTAL REVENUES</b>	<b>204,600</b>	<b>0</b>	<b>204600.37</b>	<b>0</b>	<b>100%</b>
<b>EXPENSES</b>					
<b>Salaries &amp; Benefits</b>					
<b>Employer Expense</b>					
Retirement - PERS - Previous EO	5,117		4961.44	156	97%
<b>Total Employer Expense</b>	5,117	0	4961.44	156	97%
<b>Total Salaries &amp; Benefits</b>	<b>5,117</b>	<b>0</b>	<b>4961.44</b>	<b>156</b>	<b>97%</b>
<b>Services and Supplies</b>					
<b>Contract Employment Services</b>					
Contract Executive Officer	51,500	14,357	40876.54	10,623	79%
Contract LAFCO Personnel	44,650	10,428	47414.61	-2,765	106%
<b>Total Contract Employment Services</b>	<b>96,150</b>	<b>24,785</b>	<b>88291.15</b>	<b>7,859</b>	<b>92%</b>
<b>Office Services &amp; Supplies</b>					
Bank & Transfer Fees	120	30	120.00	0	100%
Communications	1,140	190	1115.32	25	98%
Info Tech Tools & Equip	400		388.00	12	97%
Memberships	4,776		4776.00	0	100%
Mileage Reimbursement	300		296.71	3	99%
Office Cleaning	420		400.00	20	95%
Office Expense	500	71	503.66	-4	101%
Office Furnishings	0		0.00	0	0%
Office Supplies	700	131	700.02	0	100%
Postage & Shipping	500	150	528.16	-28	106%
Printing	100		82.89	17	83%
<b>Total Office Services &amp; Supplies</b>	<b>8,956</b>	<b>572</b>	<b>8910.76</b>	<b>45</b>	<b>99%</b>
<b>Professional Services</b>					
<b>Misc Professional Services</b>					
Fiscal/Audit Services	7,500		0.00	7,500	0%
InfoTech Services	250	128	257.54	-8	103%
InfoTech- Website	720		639.00	81	89%
<b>Total Misc Professional Services</b>	<b>8,470</b>	<b>128</b>	<b>896.54</b>	<b>7,573</b>	<b>11%</b>
<b>Legal Counsel</b>					
Misc Legal Services	10,000	264	1075.50	8,925	11%
PERL Legal Services	10,000	6,359	8271.50	1,729	83%
<b>Total Legal Counsel</b>	<b>20,000</b>	<b>6,623</b>	<b>9347.00</b>	<b>10,653</b>	<b>1</b>
<b>Total Professional Services</b>	<b>28,470</b>	<b>6,751</b>	<b>10243.54</b>	<b>18,226</b>	<b>36%</b>

**FY 2019/2020 1st Quarter  
Budget vs Actual**

Categories	Adopted FY 2019/2020 Budget	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
<b>Rents, Leases &amp; Misc</b>					
Property & General Liability	1,905		2063.75	-159	108%
Publications/Legal Notices - Regular	800	158	1216.65	-417	152%
Rents & Leases Equipment - Postage Me	400	99	395.44	5	99%
Rents & Leases Equipment - Copier	4,479	1,231	4345.73	133	97%
Rents & Leases of Structures	7,914	1,000	6500.00	1,414	82%
Small Tools & Equipment	0		0.00	0	0%
Software	0		0.00	0	0%
<b>Total Rents, Leases &amp; Misc</b>	<b>15,498</b>	<b>2,489</b>	<b>14521.57</b>	<b>976</b>	<b>94%</b>
<b>MSR/SOI Expenses</b>					
GIS Services	2,520	900	4320.00	-1,800	171%
Postage Printing	140		0.00	140	0%
Public Hearing Notice	840		104.25	736	12%
Misc. Other	14,000	1,834	12415.50	1,585	89%
<b>Total MSR/SOI Expenses</b>	<b>17,500</b>	<b>2,734</b>	<b>16839.75</b>	<b>660</b>	<b>96%</b>
Utilities	480		-67.89	548	-14%
<b>Total Services &amp; Supplies</b>	<b>167,054</b>	<b>37,330</b>	<b>138738.88</b>	<b>28,315</b>	<b>83%</b>
<b>TOTAL EXPENSES</b>	<b>172,171</b>	<b>37,330</b>	<b>143700.32</b>	<b>28,471</b>	<b>83%</b>
Appropriation for Contingency	32,429	0	32429.00		
<b>TOTAL BUDGET ALLOTMENT BALANCE</b>	<b>\$204,600</b>	<b>\$153,419</b>	<b>28470.68</b>		
<b>CONTINGENCY FUND BALANCE</b>					
Contingency Deposit	\$0	\$0	0.00		
Contingency Withdrawal	\$0	\$0	0.00		
Contingency Balance	\$46,695	\$46,695	46695.00		
<b>FEE BASED SERVICES</b>					
Total Received Apps & Pre-Apps		\$5,000	11800.00		
Total Charged-Apps & Pre-Apps		\$3,971	13883.72		
Total Refunded Apps & Pre-Apps		\$0	0.00		
Total Balance Apps & Pre-Apps		\$9,430	9429.59		

This is a true certified copy

*A. Bull*  
Signature

7/30/2020  
Date

**Shasta Local Agency Formation Commission**  
**Financial Statement**  
 July 2019 through June 2020

	<b>Jul '19 - Jun 20</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
41000 · Intergovernmental Revenue	
41010 · Contribution from Cities	68,199.00
41020 · Contribution from Shasta County	68,200.00
41030 · Contribution from Special Distr	68,200.00
<b>Total 41000 · Intergovernmental Revenue</b>	<b>204,599.00</b>
42000 · Application Fees	11,800.00
<b>Total Income</b>	<b>216,399.00</b>
<b>Gross Profit</b>	<b>216,399.00</b>
<b>Expense</b>	
51000 · Salaries & Benefits	
51100 · Employer Payroll Expense	
51103 · Retirement - PERS - Previous EO	4,961.44
<b>Total 51100 · Employer Payroll Expense</b>	<b>4,961.44</b>
<b>Total 51000 · Salaries &amp; Benefits</b>	<b>4,961.44</b>
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	40,876.28
52008 · Contract LAFCO Personnel	47,414.61
<b>Total 52005 · Contract Employment Services</b>	<b>88,290.89</b>
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	120.00
52020 · Communications	1,115.32
52030 · Info Tech Tools & Equip	388.00
52060 · Memberships	4,776.00
52070 · Mileage Reimbursement	296.71
52078 · Office Cleaning	400.00
52080 · Office Expense	503.66
52100 · Office Supplies	700.02
52110 · Postage & Shipping	528.16
52120 · Printing	82.89
<b>Total 52009 · Office Services &amp; Supplies</b>	<b>8,910.76</b>
52200 · Professional Services	
52201 · Misc Professional Services	
52251 · InfoTech Services	257.54
52270 · InfoTech - Website	639.00
<b>Total 52201 · Misc Professional Services</b>	<b>896.54</b>
52285 · Legal Services	
52287 · Miscellaneous Legal Service	8,271.50
52288 · PERL Legal Services	1,075.50
<b>Total 52285 · Legal Services</b>	<b>9,347.00</b>
<b>Total 52200 · Professional Services</b>	<b>10,243.54</b>
52309 · Rents, Leases & Misc.	
52310 · Property & Gen Liability Ins	2,063.75
52320 · Publication/Legal Notice-Reg	1,216.65

**Shasta Local Agency Formation Commission**  
**Financial Statement**  
 July 2019 through June 2020

	<b>Jul '19 - Jun 20</b>
52331 · Rents & Leases Equip Post Meter	395.66
52332 · Rents & Leases Equip Copier	4,345.46
52345 · Rents & Leases of Structures	6,500.00
Total 52309 · Rents, Leases & Misc.	14,521.52
52400 · Application Processing Expenses	
52402 · EO - Application Processing	4,088.00
52403 · Staff - Application Processing	6,676.24
52410 · CDFW Fees	58.00
52415 · GIS Services	1,530.00
52440 · Public Hearing Notice	257.35
52400 · Application Processing Expenses - Other	1,274.13
Total 52400 · Application Processing Expenses	13,883.72
52670 · MSR/SOI Expenses	
52675 · GIS Services	4,320.00
52678 · Public Hearing Notice	104.25
52680 · Misc. Other	12,415.50
Total 52670 · MSR/SOI Expenses	16,839.75
52720 · Utilities	-67.89
Total 52000 · Services & Supplies	152,622.29
66900 · Journal Entry Correction	1,122.97
Total Expense	158,706.70
Net Ordinary Income	57,692.30
Other Income/Expense	
Other Income	
45000 · Interest	3.07
Total Other Income	3.07
Net Other Income	3.07
Net Income	<b>57,695.37</b>

**Shasta Local Agency Formation Commission**  
**Balance Sheet**  
As of June 30, 2020

Cash Basis

	Jun 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	58,893.53
<b>Total 10020 · US Bank - Operational</b>	<b>68,323.12</b>
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	17.44
<b>Total 10030 · US Bank - Savings</b>	<b>46,712.44</b>
<b>Total Checking/Savings</b>	<b>115,035.56</b>
<b>Total Current Assets</b>	<b>115,035.56</b>
<b>TOTAL ASSETS</b>	<b>115,035.56</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>
<b>Total Current Liabilities</b>	<b>-0.05</b>
<b>Total Liabilities</b>	<b>-0.05</b>
Equity	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-21,131.28
Net Income	56,526.03
<b>Total Equity</b>	<b>115,035.61</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>115,035.56</b>