

TOWN OF SAN ANSELMO
STAFF REPORT
October 7, 2014

For the Meeting of October 14, 2014

TO: Town Council

FROM: Daria Carrillo, Finance & Administrative Services Director

SUBJECT: Revenue and Expenditure Reports, September 2014

RECOMMENDATION

That Council approve the Revenue and Expenditure Reports for the period ending September 30, 2014.

BACKGROUND

The Revenue and Expenditure report is a year-to-date summary report of revenues and expenditures that is presented to the Town Council on a monthly basis. The General Fund is included in the monthly report. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

The revenue and expenditure data as of September 30, 2014 reflects financial activity transacted during 25% of the budget year. The attached reports contain the information exported from the financial software used by the Town.

Revenues

As indicated on the Attachment #1, total general fund revenue and transfers in received through September 30 is 5% of the total amount budgeted for the fiscal year, as compared to 3% last year at this time. Total revenue received is \$191,748 greater than the amount received last year at this time. The main reasons for the increase are as follows:

- Sales tax revenue has increased by \$11,260 as compared with last year at this time. This does not include the Measure D Sales Tax which is accounted for in a separate fund.
- Property transfer taxes have increased by \$6567 as compared to last year at this time.
- Construction permit related revenue has increased by \$74,667 as compared to last year at this time. This increase is due partly to the fact that the Town no longer employs a Building Official and instead contracts out for these services. As a result, the Town charges for Building Official services. An increase in expenditures for outside services is also a result of this change.
- Parking related fines have increased by \$10,179 as compared to last year at this time.
- Excess Education Revenue Augmentation Fund (ERAF) revenue in the amount of \$41,334 for the 2013-2014 fiscal year was received in September 2014 after the 2013-2014 books had been

closed. As a result, this payment has been recorded in the current fiscal year. The Town typically receives excess ERAF payments in December and in May or June.

- Local Agency revenue has increased by \$28,781, primarily due to an increased Zero Waste Grant from the County of Marin.
- Miscellaneous revenue has increased by \$13,429 due mainly to contributions from Friends of the Library.
- Business license revenue has increased by \$6773. One reason for the increase is that in 2013-2014, a \$15 per license credit was issued for businesses that had paid the \$15 processing fee in the previous year. The Town Council discontinued this fee after some businesses had already made payment.

Expenditures

Expenditures and transfers out to other funds, are at 31% through September as compared to 30% in the previous year. Total expenditures are \$252,778 more than last year at this time. The major reasons for this increase are listed below.

- Transfers to other funds are \$45,000 greater in this period than in the previous fiscal year at the same time. The difference is due to an increased transfer to the Insurance Fund in the amount of \$100,000, a decrease of \$40,000 in the transfer to the Equipment Fund, and the elimination of the \$15,000 to the Special Events fund in the current year.
- Retirement expenditures have increased by \$71,048 and other employee benefits have increased by \$42,949. These increases are due to a change in payroll and benefits processing. As of January 2014, the Town began processing payroll in house by using its financial software. Previously the Town had used an outside vendor for these services. By using the Town's financial software, retirement and medical benefit costs automatically post to the general ledger at the time payroll is run. As a result, medical insurance and retirement costs are recorded a month earlier than when the Town used an outside vendor for its payroll processing. Essentially all of the differences in retirement and benefit costs noted above are due to the change in the timing of when expenditures are posted.
- As noted on Attachment #2 which lists expenditures by department, payments for the Fire Department have increased by \$34,304. This is in accord with the increase approved in the Adopted Budget.
- As noted on Attachment #2, Parks expenditures are \$58,207 greater than at this time last year. This increase is for expenditures incurred in connection with a grant application related to the CEQA process. The Town expects to be reimbursed for this expenditure.

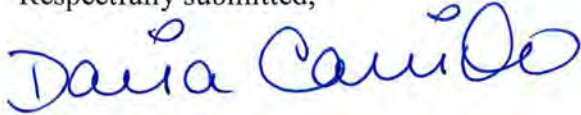
Budget Adjustment

The Friends of the Library contributed \$13,164 for Library expenditures. Revenue and expenditures were both increased by this amount and there is no impact on the ending fund balance.

CONCLUSION

In reviewing the financial data particularly as it compares to the prior year, the Town's revenue collections and spending levels appear to be within normal ranges for this report period.

Respectfully submitted,



Daria Carrillo
Finance and Administrative Services Director

- Attachment #1:** Revenue and Expenditure Report by subcategory, September 2014
Attachment #2: Expenditure Report by department, September 2014

Town of San Anselmo 2014-2015 Rev & Exp Report as of 09/30/2014	2013-2014 Revised Budget	Unaudited Actuals Audited	2013-2014 YTD Actuals	% Unaudited Actuals	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Revenue								
400 - PROPERTY TAX GENER	5,650,436	5,688,397	964	0.02 %	5,795,558	5,795,558	2,446	0.04 %
401 - PENSION	1,623,000	1,684,959	834	0.05 %	1,630,000	1,630,000	573	0.04 %
402 - PROPERTY TAX OTHER	2,511,329	2,603,942	0	0.00 %	2,599,214	2,599,214	41,334	1.59 %
410 - OTHER TAXES	878,000	1,040,989	86,838	8.34 %	955,000	955,000	104,665	10.96 %
411 - FRANCHISE TAXES	616,344	668,419	67,715	10.13 %	643,123	643,123	67,057	10.43 %
420 - BUSINESS LICENSE	249,462	234,329	9,411	4.02 %	249,462	249,462	16,183	6.49 %
421 - PARKING	70,297	75,980	13,355	17.58 %	68,472	68,472	23,534	34.37 %
422 - CONSTRUCTION	535,000	718,828	163,591	22.76 %	735,000	735,000	238,258	32.42 %
430 - VEHICLE CODE	53,473	30,491	8,784	28.81 %	42,300	42,300	3,691	8.72 %
431 - LIBRARY	24,534	26,925	6,361	23.62 %	24,534	24,534	3,909	15.93 %
432 - PARKING	40,000	92,135	9,655	10.48 %	65,000	65,000	12,041	18.52 %
440 - USE OF MONEY AND PF	6,000	4,206	10	0.24 %	4,500	4,500	0	0.00 %
450 - STATE REVENUE	99,927	103,847	22,376	21.55 %	94,927	94,927	18,029	18.99 %
460 - FEDERAL REVENUE	0	1,794	0	0.00 %	0	0	2,773	0.00 %
470 - LOCAL AGENCY REVEN	0	19,664	15,805	80.37 %	0	0	44,859	0.00 %
480 - FEES FOR SERVICES	117,375	108,500	24,489	22.57 %	101,100	101,100	29,155	28.84 %
490 - MISCELLANEOUS REVE	11,277	7,643	-44	-0.57 %	1,629	14,793	13,385	90.48 %
519 - TRANSFERS IN	400,000	409,406	0	0.00 %	325,120	325,120	0	0.00 %
520 - SOURCE OF PROCEEDS	0	0	0	0.00 %	0	0	0	0.00 %
611 - OUTSIDE SERVICES	0	0	0	0.00 %	0	0	0	0.00 %
Total Revenue:	12,886,454	13,520,452	430,144	3.18 %	13,334,940	13,348,103	621,893	4.66 %
Expense								
600 - SALARIES AND WAGES	1,798,879	1,798,555	477,400	26.54 %	1,976,947	1,976,947	497,520	25.17 %
601 - RETIREMENT	299,219	289,136	50,786	17.56 %	276,210	276,210	71,048	25.72 %
602 - EMPLOYEE BENEFITS	553,902	543,326	137,604	25.33 %	577,797	577,797	180,554	31.25 %
604 - RETIREE BENEFITS	86,400	75,498	16,331	21.63 %	86,400	86,400	16,134	18.67 %
610 - TRAINING	19,200	16,865	1,230	7.29 %	19,200	19,200	2,233	11.63 %
611 - OUTSIDE SERVICES	7,994,898	8,088,554	2,038,888	25.21 %	8,251,279	8,257,991	2,154,084	26.08 %
612 - TRAVEL	0	0	0	0.00 %	0	0	0	0.00 %
613 - PUBLICATION / DUES	12,768	7,576	190	2.51 %	12,768	12,768	400	3.13 %
614 - MAINTENANCE	23,213	21,322	3,933	18.44 %	23,138	23,186	4,949	21.35 %
615 - BUILDING MAINTENANC	91,807	128,390	13,853	10.79 %	95,959	95,959	17,400	18.13 %
616 - VEHICLE MAINTENANC	7,500	3,114	353	11.34 %	7,500	7,500	1,567	20.90 %
617 - UTILITIES	180,105	215,566	23,680	10.99 %	187,865	187,865	41,466	22.07 %
618 - HIRING	9,491	9,491	0	0.00 %	0	0	0	0.00 %
619 - MISCELLANEOUS	9,782	6,508	170	2.61 %	9,782	9,782	120	1.23 %
620 - OFFICE SUPPLIES	33,605	29,556	2,640	8.93 %	33,629	38,879	7,068	18.18 %
622 - DEPARTMENT SUPPLIE	61,573	48,485	9,572	19.74 %	62,411	63,405	3,731	5.88 %
623 - BOOKS / MAGAZINES /	34,710	21,672	4,063	18.75 %	34,236	34,336	284	0.83 %
629 - MISCELLANEOUS	97,967	109,094	24,793	22.73 %	96,369	96,369	14,705	15.26 %
631 - CAPITAL OUTLAY - CON	0	3,878	0	0.00 %	0	0	0	0.00 %
640 - PRINCIPAL	320,000	320,000	0	0.00 %	347,000	347,000	0	0.00 %
641 - INTEREST	132,095	132,052	0	0.00 %	120,207	120,207	0	0.00 %
642 - ISSUANCE COSTS	0	0	0	0.00 %	0	0	0	0.00 %
660 - USE OF FUNDS	0	0	0	0.00 %	0	0	0	0.00 %
670 - TRANSFERS OUT	1,048,517	1,048,517	1,048,517	100.00 %	1,093,517	1,093,517	1,093,517	100.00 %
Total Expense:	12,815,631	12,917,155	3,854,002	29.84 %	13,312,214	13,325,318	4,106,780	30.82 %
Fund: 01 - GENERAL FUND:	70,823	603,296	-3,423,857		22,726	22,786	-3,484,887	
Report Total:	70,823	603,296	-3,423,857		22,726	22,786	-3,484,887	

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Fund: 01 - GENERAL FUND								
00 - UNDESIGNATED	1,048,517	1,048,517	1,048,517	100.00 %	1,093,517	1,093,517	1,093,517	100.00 %
11 - TOWN COUNCIL	41,647	49,039	4,343	8.86 %	28,715	28,715	6,677	23.25 %
12 - ADMINISTRATION	818,144	835,281	202,233	24.21 %	887,429	887,429	241,163	27.18 %
16 - LEGAL SERVICES	165,392	205,207	32,229	15.71 %	185,392	185,392	30,477	16.44 %
18 - PLANNING	299,053	286,702	64,416	22.47 %	313,354	313,354	63,088	20.13 %
21 - NON-DEPARTMENTAL	332,215	299,087	90,455	30.24 %	325,075	325,075	96,615	29.72 %
30 - POLICE	3,922,433	3,926,965	980,590	24.97 %	3,903,697	3,903,697	977,329	25.04 %
32 - ROSS VALLEY FIRE SERVICE	3,092,079	3,092,079	773,020	25.00 %	3,236,571	3,236,571	809,354	25.01 %
40 - DEBT SERVICE	437,095	438,995	1,400	0.32 %	452,207	452,207	1,200	0.27 %
41 - ENGINEERING AND INSPECTION	746,671	768,236	196,864	25.63 %	944,912	944,912	201,354	21.31 %
42 - STREETS	795,176	864,752	180,784	20.91 %	772,170	772,170	217,051	28.11 %
71 - LIBRARY	545,790	522,927	155,360	29.71 %	564,460	577,564	176,477	30.56 %
81 - PARKS	331,953	336,548	67,662	20.10 %	346,308	346,308	125,868	36.35 %
82 - RECREATION/GENERAL FUND	239,466	242,821	56,128	23.12 %	258,407	258,407	66,610	25.78 %
Total Fund: 01 - GENERAL FUND:	12,815,631	12,917,155	3,854,002	29.84 %	13,312,214	13,325,318	4,106,780	30.82 %
Report Total:	12,815,631	12,917,155	3,854,002	29.84 %	13,312,214	13,325,318	4,106,780	30.82 %