



DECEMBER

MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

December is our “Budget Kick-Off” month and directors and managers are busy preparing their budgets for FY20-21. All requests are due mid-January and the budget process will be in full swing!

The Accounting Team has completed the next phase in the Munis Implementation cycle and the actual configuration of various modules will be completed during the next couple of weeks. Staff is looking forward to having our information uploaded and available for us to start ‘playing’ with! We begin our hands-on training later this month.

The Comprehensive Annual Financial Report for FY2018-19 has been completed and filed with various agencies as required. A copy has been sent to various banks, credit rating companies, and to the State Treasurer.

With the public hearing for the Water Rate Increases scheduled for February 20, staff did hold off on sending the letters to the top users until January 3. As many of our customers have multiple addresses on file, in total we sent over 100 letters to ensure that the appropriate people were notified of the upcoming public hearing. We have also included a message on the monthly utility bills for all customers and plan to have two public notices published in the Wilsonville Spokesman prior to the meeting date.

Happy New Year!!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2019-December 31, 2019

Utility Billing:

Total Monthly Bills	33,573
New Customers	455
New Service Locations	61

Accounts Payable:

Invoices Processed	3,698
Payments Processed	2,194

Municipal Court:

Total Citations Issued	1,296
Total Suspensions Issued	68
Ticket Revenue	\$147,029

Please Note: Utility Billing is reported with a one month lag-the numbers reported reflect the first month of the new fiscal year.

FY20 Financial Update:

Hard to believe we are halfway through the fiscal year! It is important to note that we have charged each fund their share of the PERS payment that will be paid in June. As you will note, this is recorded in the Material and Services line item for each fund. Here are the highlights for the operating funds:

General Fund: As expected, over 90% of the budgeted property tax revenue has been received. In total, over \$7 million dollars was recorded through the month of December. The remaining estimated funds will be received throughout the remaining six months of the fiscal year. Overall, the General Fund is on track to meet its budget expectations.

Fleet Fund: The Fleet Fund collects revenues from each program with equipment and vehicles that are maintained by the program. In essence, the revenues collected are only efficient to cover the anticipated expenses of the program and to contribute to the Replacement Reserves for future purchases.

Building Fund and Community Development Fund: Both funds have experienced a slight decline in anticipated revenues. While each fund anticipates using their fund balance to meet their expenses this year, Finance is closely monitoring the ongoing revenues and expenses for each program.

Transit Fund: Transit Tax revenues are on track as the 2nd quarter returns will be received during the month of January.

Water, Sewer, Storm, Street lighting, Road Operating & Road Maintenance Funds: All of our utility related operating funds are on track to meet their budgeted expectations.

Did you know?

The Finance Department prepares an Excel workbook for each program for their annual budget requests? This workbook provides detail information on every expense line item showing both the total of the adopted budgets and the actual expenses for the last three years. Any additional requests that will increase the level of service from the prior year to the next requires an 'add package' which is a separate request for additional funding. Each add package is reviewed by Bryan Cosgrove to determine which items become a part of the proposed budget presented to the Budget Committee.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	7,844,274	67%
Intergovernmental	2,265,804	402,942	18%
Licenses and Permits	177,750	121,643	68%
Charges for Services	747,100	347,095	46%
Fines	320,000	147,029	46%
Investment Revenue	300,900	262,756	87%
Other Revenues	9,569,070	9,079,330	95%
Transfers	3,767,812	1,631,731	43%
Total Revenue	28,803,686	19,836,800	69%
Personal Services	9,289,445	4,380,330	47%
Materials and Services	20,508,072	13,074,984	64%
Capital Outlay	291,604	15,000	5%
Transfers	4,896,602	923,162	19%
Total Expense	34,985,723	18,393,476	53%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	686,988	50%
Investment Revenue	23,069	13,435	58%
Total Revenue	1,397,044	700,422	50%
Personal Services	781,630	363,960	47%
Materials and Services	800,055	486,534	61%
Capital Outlay	149,000	23,863	16%
Transfers	2,400	1,200	50%
Total Expense	1,733,085	875,557	51%
Fund 230 Building Fund:			
Licenses and Permits	548,000	357,785	65%
Licenses and Permits-Villebois	254,000	77,057	30%
Charges for Services	9,000	4,500	50%
Investment Revenue	70,210	46,088	66%
Transfers	41,986	19,086	45%
Total Revenue	923,196	504,516	55%
Personal Services	1,056,480	480,593	45%
Materials and Services	362,469	275,574	76%
Transfers	936,604	337,659	36%
Total Expense	2,355,553	1,093,825	46%
Fund 235 Community Development Fund:			
Intergovernmental	0	19,500	-%
Licenses and Permits	352,440	371,641	105%
Licenses and Permits-Villebois	203,305	18,398	9%
Charges for Services	1,076,328	220,674	21%
Investment Revenue	55,165	40,010	73%
Other Revenues	400	320	80%
Transfers	3,201,704	748,753	23%
Total Revenue	4,889,342	1,419,295	29%
Personal Services	3,273,480	1,279,125	39%
Materials and Services	1,183,618	766,391	65%
Capital Outlay	0	2,015	-%
Transfers	581,628	288,611	50%
Total Expense	5,038,726	2,336,143	46%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	637,298	35%
Investment Revenue	25,075	24,795	99%
Other Revenues	2,000	53,278	2,664%
Total Revenue	1,827,175	715,371	39%
Personal Services	373,970	188,301	50%
Materials and Services	586,851	245,652	42%
Debt Service	82,000	0	-%
Transfers	1,452,030	244,194	17%
Total Expense	2,494,851	678,148	27%
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	953,739	50%
Investment Revenue	60,180	49,014	81%
Total Revenue	1,959,180	1,002,753	51%
Transfers	1,797,040	1,522,538	85%
Total Expense	1,797,040	1,522,538	85%

	Budget	Activity	% Used
Fund 260 Transit Fund:			
Taxes	5,151,000	2,277,944	44%
Intergovernmental	4,217,893	572,861	14%
Charges for Services	185,000	75,061	41%
Investment Revenue	55,150	63,051	114%
Other Revenues	14,000	1,228	9%
Total Revenue	9,623,043	2,990,144	31%
Personal Services	4,146,860	1,803,246	43%
Materials and Services	2,902,150	1,493,827	51%
Capital Outlay	2,451,655	40,385	2%
Transfers	637,912	286,626	45%
Total Expense	10,138,577	3,624,083	36%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	5,732,414	62%
Fines	19,000	8,942	47%
Investment Revenue	270,810	196,731	73%
Other Revenues	195,550	19,113	10%
Total Revenue	9,702,360	6,007,200	62%
Personal Services	629,168	249,312	40%
Materials and Services	4,283,104	1,597,070	37%
Capital Outlay	679,000	(1,500)	-%
Debt Service	1,870,000	764,045	41%
Transfers	4,344,613	506,029	12%
Total Expense	11,805,885	3,114,956	26%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	4,074,424	49%
Fines	0	27,738	-%
Investment Revenue	270,810	190,111	70%
Other Revenues	18,000	15,147	84%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	4,907,419	54%
Personal Services	402,546	142,967	36%
Materials and Services	3,563,439	1,368,364	38%
Capital Outlay	24,000	828	3%
Debt Service	3,000,000	509,131	17%
Transfers	4,162,436	327,785	8%
Total Expense	11,152,421	2,349,075	21%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	262,417	48%
Investment Revenue	25,075	17,040	68%
Total Revenue	570,575	279,457	49%
Materials and Services	373,843	143,030	38%
Transfers	430,103	0	-%
Total Expense	803,946	143,030	18%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	1,546,254	49%
Investment Revenue	50,150	31,193	62%
Total Revenue	3,225,150	1,577,448	49%
Personal Services	274,796	107,673	39%
Materials and Services	552,537	174,886	32%
Debt Service	508,000	0	-%
Transfers	4,040,765	1,107,515	27%
Total Expense	5,376,098	1,390,074	26%