



JANUARY

MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

Budget Season is in full swing! This week the Finance Department will meet with each individual department to go over their requests and to be sure we understand their budget requests in detail. In two weeks, the departments will meet with Bryan to discuss their future plans in hopes of having their budgets approved for FY2021. CIPS meetings will be held in March, which will be the last big section of the budget preparation process.

The Accounting Team continues to meet with the Munis representatives every other week. Each time the representative visits it is for four continuous days of meetings. In other words, a lot of the accounting staff time is currently being dedicated to the implementation process. Mix in the Budget Process and things are definitely busy around here. But the good news is that we are currently still on schedule for the September 1 go live date.

The HR/Payroll Team will begin to work with their Munis representative in the next couple of weeks. The plan is for this group to meet with their consultant on the week after the Finance team's meetings. Keith Katko, Beth Penner, and Shelly Marcotte will be spearheading the payroll phase of the implementation from the Finance Department. They are scheduled to go live on September 27 to coincide with the start of a new payroll quarter.

We did receive some exciting news: Our FY19-20 Budget has been awarded the GFOA Outstanding Budget Award again!

Here's to a great February!

-Cathy Rodocker

Utility Billing:

Total Monthly Bills 40,343
New Customers 565
New Service Locations 61

Accounts Payable:

Invoices Processed
Payments Processed

Municipal Court:

4,250 Total Citations Issued
2,482 Total Suspensions Issued
48
Ticket Revenue \$172,987

By

the Numbers:

Finance Statistics for the period of July 1, 2019-January 31, 2020

FY20 Financial Update:

Attached please find the financial reports through January 31.

General Fund: At January 31, the General Fund overall is on track having received 74% of the budgeted operating revenues and 55% of the operating expenses.

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: The Finance Department continues to watch both the Building and Community Development Funds closely. With project management fees coming in at a much slower pace this fiscal year, the Community Development Fund will most likely end the fiscal year using more of the accumulated fund balance than anticipated.

Transit Fund: The Transit Fund has received the second payment from the STIF-Formula Funds. This payment bring the year to date STIF funds received at over \$930K.

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

Did you know?

With most of the Budget Committee and City staff opting to receive the final adopted budget electronically, we will be able to reduce the number of budget documents printed this year in half! Not only a great money saver but saves a couple of trees as well!

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	8,456,347	73%
Intergovernmental	2,265,804	501,655	22%
Licenses and Permits	177,750	123,559	70%
Charges for Services	747,100	412,583	55%
Fines	320,000	172,987	54%
Investment Revenue	300,900	291,540	97%
Other Revenues	9,569,070	9,487,159	99%
Transfers	3,767,812	1,929,715	51%
Total Revenue	28,803,686	21,375,544	74%
Personal Services	9,289,445	5,061,880	54%
Materials and Services	20,508,072	13,309,669	65%
Capital Outlay	291,604	15,000	5%
Transfers	4,896,602	966,358	20%
Total Expense	34,985,723	19,352,907	55%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	801,486	58%
Investment Revenue	23,069	14,936	65%
Total Revenue	1,397,044	816,421	58%
Personal Services	781,630	424,014	54%
Materials and Services	800,055	528,183	66%
Capital Outlay	149,000	23,863	16%
Transfers	2,400	1,400	58%
Total Expense	1,733,085	977,459	56%
Fund 230 Building Fund:			
Licenses and Permits	548,000	405,308	74%
Licenses and Permits-Villebois	254,000	89,006	35%
Charges for Services	9,000	4,500	50%
Investment Revenue	70,210	56,307	80%
Transfers	41,986	22,268	53%
Total Revenue	923,196	577,388	63%
Personal Services	1,056,480	558,454	53%
Materials and Services	362,469	280,400	77%
Transfers	936,604	363,478	39%
Total Expense	2,355,553	1,202,332	51%
Fund 235 Community Development Fund:			
Intergovernmental	0	19,500	-%
Licenses and Permits	352,440	498,357	141%
Licenses and Permits-Villebois	203,305	22,008	11%
Charges for Services	1,076,328	227,485	21%
Investment Revenue	55,165	46,081	84%
Other Revenues	400	16,467	4,117%
Transfers	3,201,704	868,308	27%
Total Revenue	4,889,342	1,698,207	35%
Personal Services	3,273,480	1,500,212	46%
Materials and Services	1,183,618	802,586	68%
Capital Outlay	0	2,015	-%
Transfers	581,628	336,713	58%
Total Expense	5,038,726	2,641,527	52%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	805,593	45%
Investment Revenue	25,075	29,724	119%
Other Revenues	2,000	53,278	2,664%
Total Revenue	1,827,175	888,595	49%
Personal Services	373,970	212,140	57%
Materials and Services	586,851	272,757	46%
Debt Service	82,000	81,446	99%
Transfers	1,452,030	291,540	20%
Total Expense	2,494,851	857,883	34%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	1,126,723	59%
Investment Revenue	60,180	51,814	86%
Total Revenue	1,959,180	1,178,537	60%
Transfers	4,040,962	2,343,216	58%
Total Expense	4,040,962	2,343,216	58%
Fund 260 Transit Fund:			
Taxes	5,151,000	2,684,118	52%
Intergovernmental	4,217,893	1,131,406	27%
Charges for Services	185,000	79,041	43%
Investment Revenue	55,150	76,339	138%
Other Revenues	14,000	1,228	9%
Total Revenue	9,623,043	3,972,133	41%
Personal Services	4,146,860	2,099,326	51%
Materials and Services	2,902,150	1,614,671	56%
Capital Outlay	2,451,655	53,141	2%
Transfers	637,912	336,204	53%
Total Expense	10,138,577	4,103,343	40%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	6,154,304	67%
Fines	19,000	10,332	54%
Investment Revenue	270,810	223,021	82%
Other Revenues	195,550	204,440	105%
Total Revenue	9,702,360	6,642,098	68%
Personal Services	629,168	291,764	46%
Materials and Services	4,283,104	1,908,552	45%
Capital Outlay	679,000	(1,500)	-%
Debt Service	1,870,000	764,045	41%
Transfers	4,344,613	586,559	14%
Total Expense	11,805,885	3,549,419	30%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	4,754,559	58%
Fines	0	27,738	-%
Investment Revenue	270,810	223,095	82%
Other Revenues	18,000	15,147	84%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	5,620,540	62%
Personal Services	402,546	172,589	43%
Materials and Services	3,563,439	1,498,365	42%
Capital Outlay	24,000	828	3%
Debt Service	3,000,000	509,131	17%
Transfers	4,162,436	372,763	9%
Total Expense	11,152,421	2,553,676	23%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	306,288	56%
Investment Revenue	25,075	20,214	81%
Total Revenue	570,575	326,502	57%
Materials and Services	373,843	172,587	46%
Transfers	430,103	5,566	1%
Total Expense	803,946	178,153	22%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	1,804,674	57%
Investment Revenue	50,150	35,415	71%
Total Revenue	3,225,150	1,840,088	57%
Personal Services	274,796	125,573	46%
Materials and Services	552,537	222,398	40%
Debt Service	508,000	507,827	100%
Transfers	4,040,765	1,181,340	29%
Total Expense	5,376,098	2,037,138	38%