



JUNE MONTHLY REPORT

From the Assistant Finance Director, the *Top Three Things* to know about FINANCE in JUNE....

1. FISCAL YEAR END:

The end of the fiscal year has come and gone (June 30), closing out an eventful fiscal year and kicking off a busy summer as Finance Department staff work to complete the end of year process. The process to close out the books will take a few more months as prior year expense invoices come in throughout July and outstanding revenues are accrued for up to 60 days after the year end. Thereafter, accounts are analyzed, reviewed, and reconciled, and financial statements, including the Comprehensive Annual Financial Report are prepared by department staff.

The City's Independent Auditors (the Certified Public Accounting Firm, Merina & Co. LLC) performed their audit fieldwork the last week of June. This on site interim visit serves as a preliminary audit for assurance testing, data collection, and compliance review in order to compress the period needed to complete their final audit (scheduled for November 2021). As part of their annual testing procedures, audit questionnaires were mailed out to all City Councilors for feedback. Audit engagement letters outlining the scope and timing of their annual audit were included in the Council Packet for July 19.

2. STAFFING:

The City has a new Accounts Payable Specialist! Mari Mendez-Sanchez was promoted to the roll in advance of a department retirement. Mari began with the City in April as an Accounting Technician in our Municipal Court. She has been a great addition to our Finance Team in general and is excited about this new opportunity. The City is currently actively recruiting for Finance Director, with Cathy's departure, and a Payroll Accounting Specialist, with long-time employee and current Payroll Specialist Shelly Marcotte retiring in September.

3. MUNIS ERP (Enterprise-Resource-Planning software) IMPLEMENTATION:

The MUNIS implementation rolls on. Utility Billing implementation continues with extensive set up, design work, and data conversion. Finance team members Cricket Jones and Eleesa Aguilar continue to lead the departments charge with enthusiasm and hard work in this endeavor. HCM (Human Capital Management) implementation which includes payroll processing and HR features is in the final stages of implementation testing and is expected to go live by the end of July.

-Keith Katko

City of Wilsonville - Fund Summaries
Reporting Month: JUN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
110 - General Fund				
Taxes	\$ 11,954,800	\$ 11,342,751	\$ 612,049	5%
Intergovernmental	2,415,495	2,487,835	(72,340)	-3%
Licenses and permits	182,750	273,820	(91,070)	-50%
Charges for services	672,610	404,223	268,387	40%
Fines and forfeitures	320,000	175,167	144,833	45%
Investment revenue	163,900	200,350	(36,450)	-22%
Other revenues	745,250	620,926	124,324	17%
Transfers in	4,161,046	4,059,281	101,766	2%
TOTAL REVENUES	\$ 20,615,851	\$ 19,564,351	\$ 1,051,500	5%
Personnel services	\$ 9,334,432	\$ 8,591,257	\$ 743,175	8%
Materials and services	10,544,247	7,289,268	3,254,979	31%
Capital outlay	29,500	33,182	(3,682)	-12%
Transfers out	6,823,062	4,959,317	1,863,745	27%
TOTAL EXPENDITURES	\$ 26,731,241	\$ 20,873,025	\$ 5,858,216	22%
610 - Fleet Fund				
Charges for services	\$ 1,411,703	\$ 1,412,116	\$ (413)	0%
Investment revenue	9,600	13,956	(4,356)	-45%
Other revenues	18,000	11,094	6,906	38%
TOTAL REVENUES	\$ 1,439,303	\$ 1,437,166	\$ 2,137	0%
Personnel services	\$ 788,700	\$ 690,177	\$ 98,523	12%
Materials and services	676,906	560,571	116,335	17%
Capital outlay	65,000	23,676	41,324	64%
Transfers out	2,400	2,400	-	0%
TOTAL EXPENDITURES	\$ 1,533,006	\$ 1,276,823	\$ 256,183	17%
230 - Building Inspection Fund				
Licenses and permits	\$ 950,565	\$ 1,388,232	\$ (437,667)	-46%
Charges for services	9,600	9,600	-	0%
Investment revenue	22,800	38,633	(15,833)	-69%
Transfers in	40,883	40,883	-	0%
TOTAL REVENUES	\$ 1,023,848	\$ 1,477,348	\$ (453,500)	-44%
Personnel services	\$ 1,081,750	\$ 991,757	\$ 89,993	8%
Materials and services	165,347	151,063	14,284	9%
Transfers out	405,321	402,860	2,461	1%
TOTAL EXPENDITURES	\$ 1,652,418	\$ 1,545,681	\$ 106,737	6%
231 - Community Development Fund				
Intergovernmental	\$ 63,000	\$ 34,109	\$ 28,891	46%
Licenses and permits	709,723	1,133,536	(423,813)	-60%
Charges for services	619,450	622,970	(3,520)	-1%
Investment revenue	12,500	38,060	(25,560)	-204%
Other revenues	250	328	(78)	-31%
Transfers in	3,145,331	3,062,994	82,337	3%
TOTAL REVENUES	\$ 4,550,254	\$ 4,891,997	\$ (341,743)	-8%
Personnel services	\$ 3,215,620	\$ 2,808,621	\$ 406,999	13%
Materials and services	712,625	401,558	311,067	44%
Transfers out	584,243	584,243	-	0%
TOTAL EXPENDITURES	\$ 4,512,488	\$ 3,794,423	\$ 718,065	16%
240 - Road Operating Fund				
Intergovernmental	\$ 1,886,000	\$ 1,566,347	\$ 319,653	17%
Investment revenue	2,000	23,435	(21,435)	-1072%
Other revenues	2,000	2,441	(441)	-22%
TOTAL REVENUES	\$ 1,890,000	\$ 1,592,223	\$ 297,777	16%
Personnel services	\$ 382,270	\$ 332,193	\$ 50,077	13%
Materials and services	514,578	308,786	205,792	40%
Capital outlay	13,000	10,246	2,754	21%
Debt service	82,000	81,446	554	1%
Transfers out	1,675,765	724,198	951,567	57%
TOTAL EXPENDITURES	\$ 2,667,613	\$ 1,456,869	\$ 1,210,744	45%

City of Wilsonville - Fund Summaries
Reporting Month: JUN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
241 - Road Maintenance Fund				
Charges for services	\$ 2,065,000	\$ 2,146,797	\$ (81,797)	-4%
Investment revenue	3,100	41,937	(38,837)	-1253%
TOTAL REVENUES	\$ 2,068,100	\$ 2,188,734	\$ (120,634)	-6%
Transfers out	\$ 4,092,922	\$ 2,556,499	\$ 1,536,423	38%
TOTAL EXPENDITURES	\$ 4,092,922	\$ 2,556,499	\$ 1,536,423	38%
260 - Transit Fund				
Taxes	\$ 5,050,000	\$ 5,335,269	\$ (285,269)	-6%
Intergovernmental	5,296,588	1,722,131	3,574,457	67%
Charges for services	170,000	-	170,000	100%
Fines and forfeitures	5,000	150,845	(145,845)	-2917%
Investment revenue	31,100	58,198	(27,098)	-87%
Other revenues	16,000	16,525	(525)	-3%
TOTAL REVENUES	\$ 10,568,688	\$ 7,282,970	\$ 3,285,718	31%
Personnel services	\$ 4,106,110	\$ 3,574,936	\$ 531,174	13%
Materials and services	2,268,268	1,644,251	624,017	28%
Capital outlay	2,629,941	495,099	2,134,842	81%
Transfers out	808,863	602,349	206,514	26%
TOTAL EXPENDITURES	\$ 9,813,182	\$ 6,316,634	\$ 3,496,548	36%
510 - Water Operating Fund				
Charges for services	\$ 9,006,000	\$ 9,585,068	\$ (579,068)	-6%
Fines and forfeitures	19,000	(32)	19,032	100%
Investment revenue	195,000	249,517	(54,517)	-28%
Other revenues	12,000	35,965	(23,965)	-200%
Transfers in	183,270	183,253	17	0%
TOTAL REVENUES	\$ 9,415,270	\$ 10,053,771	\$ (638,501)	-7%
Personnel services	\$ 615,190	\$ 478,311	\$ 136,879	22%
Materials and services	4,405,491	3,813,352	592,139	13%
Capital outlay	426,000	216,129	209,871	49%
Transfers out	4,053,411	1,831,396	2,222,015	55%
TOTAL EXPENDITURES	\$ 9,500,092	\$ 6,339,188	\$ 3,160,904	33%
520 - Sewer Operating Fund				
Charges for services	\$ 8,147,000	\$ 7,845,343	\$ 301,657	4%
Investment revenue	196,200	254,571	(58,371)	-30%
Other revenues	18,000	36,196	(18,196)	-101%
Loan proceeds	24,280,000	23,501,695	778,305	3%
Transfers in	600,000	600,000	-	0%
TOTAL REVENUES	\$ 33,241,200	\$ 32,237,806	\$ 1,003,394	3%
Personnel services	\$ 365,500	\$ 297,229	\$ 68,271	19%
Materials and services	3,761,624	2,960,618	801,006	21%
Capital outlay	88,177	88,034	143	0%
Debt service	27,240,000	26,773,273	466,727	2%
Transfers out	4,736,147	2,759,159	1,976,988	42%
TOTAL EXPENDITURES	\$ 36,191,448	\$ 32,878,313	\$ 3,313,136	9%
550 - Street Lighting Fund				
Charges for services	\$ 524,150	\$ 540,608	\$ (16,458)	-3%
Investment revenue	12,500	16,208	(3,708)	-30%
TOTAL REVENUES	\$ 536,650	\$ 556,816	\$ (20,166)	-4%
Materials and services	\$ 381,320	\$ 308,623	\$ 72,697	19%
Transfers out	1,305,247	530,609	774,638	59%
TOTAL EXPENDITURES	\$ 1,686,567	\$ 839,233	\$ 847,334	50%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,370,000	\$ 3,379,172	\$ (9,172)	0%
Investment revenue	15,300	39,714	(24,414)	-160%
Transfers in	2,500,000	2,500,000	-	0%
TOTAL REVENUES	\$ 5,885,300	\$ 5,918,885	\$ (33,585)	-1%
Personnel services	\$ 270,080	\$ 216,549	\$ 53,531	20%
Materials and services	763,557	542,047	221,510	29%
Capital outlay	50,791	48,280	2,511	5%
Debt service	679,200	616,907	62,293	9%
Transfers out	3,550,672	1,984,337	1,566,335	44%
TOTAL EXPENDITURES	\$ 5,314,300	\$ 3,408,120	\$ 1,906,180	36%

City of Wilsonville - SDC Fund Summaries
Reporting Month: JUN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
336 - Frog Pond Development				
Licenses and permits-West Hills	\$ 594,839	\$ 1,771,268	\$ (1,176,429)	-198%
Licenses and permits-Pahlisch	714,270	-	714,270	100%
Investment revenue	9,000	10,045	(1,045)	-12%
TOTAL REVENUES	\$ 1,318,109	\$ 1,781,314	\$ (463,205)	-35%
Materials and services	\$ 9,240	\$ 13,409	\$ (4,169)	-45%
TOTAL EXPENDITURES	\$ 9,240	\$ 13,409	\$ (4,169)	-45%
346 - Roads SDC				
System Development Charges	\$ 2,493,198	\$ 2,445,151	\$ 48,047	2%
Investment revenue	85,500	80,693	4,807	6%
TOTAL REVENUES	\$ 2,578,698	\$ 2,525,844	\$ 52,854	2%
Materials and services	\$ 40,260	\$ 27,880	\$ 12,380	31%
Transfers out	8,130,655	1,027,343	7,103,312	87%
TOTAL EXPENDITURES	\$ 8,170,915	\$ 1,055,223	\$ 7,115,693	87%
396 - Parks SDC				
System Development Charges	\$ 683,311	\$ 659,672	\$ 23,639	3%
Investment revenue	46,000	47,985	(1,985)	-4%
TOTAL REVENUES	\$ 729,311	\$ 707,657	\$ 21,654	3%
Materials and services	\$ 16,400	\$ 9,643	\$ 6,757	41%
Transfers out	4,415,206	3,113,691	1,301,515	29%
TOTAL EXPENDITURES	\$ 4,431,606	\$ 3,123,334	\$ 1,308,272	30%
516 - Water SDC				
System Development Charges	\$ 1,040,811	\$ 2,131,960	\$ (1,091,149)	-105%
Investment revenue	64,500	69,839	(5,339)	-8%
TOTAL REVENUES	\$ 1,105,311	\$ 2,201,799	\$ (1,096,488)	-99%
Materials and services	\$ 25,180	\$ 17,744	\$ 7,436	30%
Transfers out	3,747,702	1,108,558	2,639,144	70%
TOTAL EXPENDITURES	\$ 3,772,882	\$ 1,126,302	\$ 2,646,580	70%
526 - Sewer SDC				
System Development Charges	\$ 884,015	\$ 725,355	\$ 158,660	18%
Investment revenue	80,000	75,218	4,782	6%
TOTAL REVENUES	\$ 964,015	\$ 800,572	\$ 163,443	17%
Materials and services	\$ 21,410	\$ 9,548	\$ 11,862	55%
Transfers out	7,380,605	3,041,839	4,338,766	59%
TOTAL EXPENDITURES	\$ 7,402,015	\$ 3,051,387	\$ 4,350,628	59%
576 - Stormwater SDC				
System Development Charges	\$ 591,623	\$ 449,813	\$ 141,810	24%
Investment revenue	27,800	28,637	(837)	-3%
TOTAL REVENUES	\$ 619,423	\$ 478,451	\$ 140,972	23%
Materials and services	\$ 5,580	\$ 4,127	\$ 1,453	26%
Transfers out	361,697	82,170	279,527	77%
TOTAL EXPENDITURES	\$ 367,277	\$ 86,298	\$ 280,979	77%

City of Wilsonville - URA Fund Summaries
Reporting Month: JUN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
800 - Year 2000 Program Income				
Investment revenue	\$ 8,600	\$ 8,428	\$ 172	2%
Other revenues	150,000	144,382	5,618	4%
TOTAL REVENUES	\$ 158,600	\$ 152,810	\$ 5,790	4%
Materials and services	\$ 50,000	\$ 17,994	\$ 32,006	64%
TOTAL EXPENDITURES	\$ 50,000	\$ 17,994	\$ 32,006	64%
805 - Year 2000 Capital Projects				
Investment revenue	\$ 89,600	\$ 113,831	\$ (24,231)	-27%
TOTAL REVENUES	\$ 89,600	\$ 113,831	\$ (24,231)	-27%
Materials and services	\$ 631,260	\$ 596,883	\$ 34,377	5%
Capital outlay	9,435,473	97,597	9,337,876	99%
TOTAL EXPENDITURES	\$ 10,066,733	\$ 694,480	\$ 9,372,253	93%
807 - Year 2000 Debt Service				
Taxes	\$ 4,074,200	\$ 3,952,683	\$ 121,517	3%
Investment revenue	132,200	94,338	37,862	29%
TOTAL REVENUES	\$ 4,206,400	\$ 4,047,021	\$ 159,379	4%
Debt service	\$ 597,500	\$ 593,363	\$ 4,138	1%
TOTAL EXPENDITURES	\$ 597,500	\$ 593,363	\$ 4,138	1%
810 - Westside Program Income				
Investment revenue	\$ 1,800	\$ 1,486	\$ 314	17%
TOTAL REVENUES	\$ 1,800	\$ 1,486	\$ 314	17%
815 - Westside Capital Projects				
Investment revenue	\$ 17,700	\$ 5,860	\$ 11,840	67%
TOTAL REVENUES	\$ 17,700	\$ 5,860	\$ 11,840	67%
Materials and services	\$ 1,000,970	\$ 854,124	\$ 146,846	15%
TOTAL EXPENDITURES	\$ 1,000,970	\$ 854,124	\$ 146,846	15%
817 - Westside Debt Service				
Taxes	\$ 5,084,500	\$ 4,917,521	\$ 166,979	3%
Investment revenue	115,000	160,195	(45,195)	-39%
TOTAL REVENUES	\$ 5,199,500	\$ 5,077,715	\$ 121,785	2%
Debt service	\$ 2,725,000	\$ 2,691,520	\$ 33,480	1%
TOTAL EXPENDITURES	\$ 2,725,000	\$ 2,691,520	\$ 33,480	1%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 17,900	\$ 15,657	\$ 2,243	13%
Transfers in	500,000	500,000	-	0%
TOTAL REVENUES	\$ 517,900	\$ 515,657	\$ 2,243	0%
Materials and services	\$ 102,000	\$ 40,419	\$ 61,581	60%
Capital outlay	2,658,737	187,503	2,471,234	93%
TOTAL EXPENDITURES	\$ 2,760,737	\$ 227,922	\$ 2,532,815	92%
827 - Coffee Creek Debt Service				
Taxes	\$ 318,700	\$ 318,045	\$ 655	0%
Investment revenue	7,400	2,293	5,107	69%
TOTAL REVENUES	\$ 326,100	\$ 320,338	\$ 5,762	2%
Debt service	\$ 778,000	\$ 778,421	\$ (421)	0%
TOTAL EXPENDITURES	\$ 778,000	\$ 778,421	\$ (421)	0%