



# QUARTERLY FINANCIAL REPORT

## FIRST QUARTER 2017-18

### (July 1, 2017 – September 30, 2017)

This report provides an overview and summarized information on the Town Finances. For the Town of Colma, the General Fund represents the most significant portion of the annual revenue and expenditures. Therefore, the focus of the report will be on the performance of the General Fund, unless otherwise noted. The format of the report compares preliminary data from the Prior Year actual results to the Current Year Budget / Quarterly Actual.

#### **GENERAL FUND FINANCIAL POSITION**

In Fiscal Year 2017-18, the General Fund includes budgeted revenue of approximately \$17.6 million and budgeted expenditures of \$14.8 million. In addition, the General Fund has net budgeted transfers of approximately \$1.1 million. A transfer represents resources in one fund that are transferred to another fund. The primary transfers in the current year budget are for Capital Project funding (\$888,840) and Debt Service (\$297,070).

	FISCAL YEAR 2016-17			FISCAL YEAR 2017-18		
	Actual Fiscal Year	1st Qtr Actual	% Actual For Period	Budget Fiscal Year	1st Qtr Actual	% of Budget For Period
Revenue	\$16,582,712	\$2,064,142	12%	\$17,636,197	\$1,987,326	11%
Expenditures	(14,013,750)	(4,594,651)	33%	(14,846,620)	(4,664,377)	31%
Transfers In / (Out)	(853,170)	0		(1,185,910)	29,499	
Net Change	1,715,792	(2,530,509)		1,603,667	(2,647,552)	
Beginning Balance	22,594,248	22,594,248		20,481,953	20,481,953	
Balance Year To Date	<b>24,310,040</b>	<b>20,063,739</b>		<b>22,085,620</b>	<b>17,834,401</b>	

#### **MAJOR GENERAL FUND REVENUE SOURCES**

Over 90 percent of the budgeted General Fund Revenues are concentrated in four revenue types. Revenues collected are not evenly distributed from month to month.

	FISCAL YEAR 2016-2017			FISCAL YEAR 2017-18		
	Budget Fiscal Year	1st Qtr Actual	% of Budget for Period	Budget Fiscal Year	1st Qtr Actual	% of Budget for Period
Sales Taxes	\$10,550,000	\$1,155,983	11%	\$11,150,000	\$994,732	9%
Cardroom Taxes	3,790,000	714,964	19%	4,120,000	758,670	18%
Property Taxes	576,300	995	0%	613,300	711	0%
Sewer Fees	710,000	0	0%	740,000	0	0%
Sub-Total Major Revenue	<b>\$15,626,300</b>	<b>\$1,871,941</b>	<b>12%</b>	<b>\$16,623,300</b>	<b>\$1,754,113</b>	<b>11%</b>
Total Revenue - GF	<b>\$16,582,712</b>	<b>\$2,064,142</b>		<b>\$17,636,197</b>	<b>\$1,987,326</b>	
% Major 5 Revenues	<b>94%</b>	<b>91%</b>		<b>94%</b>	<b>88%</b>	

As shown in the previous table only 11% of the expected General Fund Revenue was collected in the first quarter of the Fiscal Year. A narrative explanation is provided below for key deviations.

## MAJOR REVENUE (Continued)

- Sales Tax revenue in the first quarter represents mostly advances received. The first full quarter of Sales Tax revenue payments occur in the following quarter.
- Cardroom taxes collected in the first quarter are running slightly ahead of last year. This is also reflected in the higher revenue estimate for these taxes in the 2017-18 Budget.
- Sewer Fees are collected on the Property Tax bill. The majority of payments collected on the Property Tax bill are received in December and April.

## GENERAL FUND EXPENDITURES

First quarter expenditures are slightly higher on an actual basis but lower on a percent of budget basis when compared to the prior fiscal year.

### Comparison of Expenditures by Program Area

	FISCAL YEAR 2016-17			FISCAL YEAR 2017-18		
	Actual Fiscal Year	1st Qtr Actual	% Actual for Period	Budget Fiscal Year	1st Qtr Actual	% of Budget for Period
General Government	\$3,083,070	\$1,094,408	35%	\$3,286,620	\$1,121,485	34%
Police	6,215,960	1,996,654	32%	6,816,610	2,018,107	30%
Engineering / Building / Planning	1,407,000	137,959	10%	1,306,410	98,126	8%
Public Works Maintenance	1,765,530	997,561	57%	1,854,000	1,036,690	56%
Recreation Services	961,740	278,883	29%	985,000	279,583	28%
Facility Maintenance	580,450	89,185	15%	597,580	110,385	18%
<b>TOTAL</b>	<b>\$14,013,750</b>	<b>\$4,594,650</b>	<b>33%</b>	<b>\$14,846,220</b>	<b>\$4,664,376</b>	<b>31%</b>

- Engineering / Planning / and Building are contract services and there can be differences in timing of the payments.

The following table also displays the expenses organized by expenditure type.

	FISCAL YEAR 2016-17			FISCAL YEAR 2017-18		
	Actual Fiscal Year	1st Qtr Actual	% Actual for Period	Budget Fiscal Year	1st Qtr Actual	% of Budget for Period
Salaries & Benefits	\$8,129,420	\$2,657,054	33%	\$8,780,630	\$2,703,615	31%
Operating Services & Supplies	1,690,980	298,032	18%	1,865,420	321,763	17%
Contractual / Professional Services	2,372,350	288,922	12%	2,295,460	253,716	11%
Infrastructure Maint Contract Svcs	336,000	21,512	6%	353,010	49,630	14%
Sewer Services	890,000	814,542	92%	900,000	815,248	91%
Insurance (Liability/Property/WC)	595,000	514,589	86%	652,100	520,404	80%
<b>TOTAL</b>	<b>\$14,013,750</b>	<b>\$4,594,651</b>	<b>33%</b>	<b>\$14,846,620</b>	<b>\$4,664,376</b>	<b>31%</b>
OTHER USES / (TRANSFERS IN)	\$853,170			\$1,185,910		
<b>EXPENDITURES &amp; TRANSFERS</b>	<b>\$14,866,920</b>	<b>\$4,594,651</b>		<b>\$16,032,530</b>	<b>\$4,664,376</b>	

Overall the expenditures for the first quarter are expected to trend within the adopted budget by the end of the fiscal year. Information related to significant deviations are discussed below:

- As shown in the previous table salaries and benefits are the most significant portion of General Fund expenditures.

- Contract services include a variety of professional as well as service contracts associated with providing Town services.
- Sewer Service Charges are near the full budgeted amount after the first quarter. This is a typical pattern as the collection and treatment system payments to the providers are made in the first quarter of the Fiscal Year.
- Insurance costs are near the full budgeted amount after the first quarter. This is a typical pattern as most of these costs are insurance premiums. The premium payment is due in the first month of the Fiscal Year.

### **ADDITIONAL DETAILS AND INFORMATION**

This format was prepared by the Finance Department to highlight in summary fashion key indicators of the Town Financial performance.

Additional Financial Reports and Budgets – including earlier Quarterly Financial Reports, Audits and Budgets – are also available on the Town website [www.colma.ca.gov](http://www.colma.ca.gov) .

This report will also be posted on the Town website after it has been reviewed by the City Council.

### **HIGH LEVEL SUMMARY – ALL FUNDS**

The final page of this report includes a Table summarizing “All Funds” and their activity for the first quarter. This report prepared by the Finance Department highlights in summary fashion key indicators of the Town Financial performance.

As mentioned earlier the General Fund is the most significant to the operations of the Town. However, it is also appropriate to consider the other sources of funding. As shown the balance held in Capital Project Funds is over \$15 million.

**TOWN OF COLMA QUARTERLY REPORT OF ALL FUNDS  
(PRELIMINARY BALANCE AND ACTIVITY - CASH BASIS)  
QUARTER 1 - FISCAL YEAR 2017-2018**

FUND TYPE / NAME	BEGINNING FUND BALANCE 7/1/17	Fiscal Year To Date (July - Dec 2017)			YTD BALANCE
		YTD REVENUE	TRANSFERS IN / (OUT)	YTD EXPENDITURES	
<b>General</b>					
11-General Fund	\$21,547,836	\$1,987,326	\$29,499	(\$4,664,377)	\$18,900,284
<b>Sub-Total</b>	<b>21,547,836</b>	<b>1,987,326</b>	<b>29,499</b>	<b>(4,664,377)</b>	<b>18,900,284</b>
<b>Special Revenue</b>					
21-State Gas Tax Fund	1	7,236		(2,113)	5,124
22-Measure A Transportation	111,144	10,366		0	121,510
23-Transportation Grant	0	0		0	0
27-Public Safety Grants	0	76		(275)	(199)
29-Police Grants / (COPS)	148,331	48,919		(39,259)	157,991
<b>Sub-Total</b>	<b>259,476</b>	<b>66,597</b>	<b>0</b>	<b>(41,647)</b>	<b>284,426</b>
<b>Capital Project Funds</b>					
31-General CIP	13,579,938	0	(29,499)	(119,877)	13,430,562
33-Town Hall CIP Financed \$	1,729,570	4,018		(130,698)	1,602,890
<b>Sub-Total</b>	<b>15,309,508</b>	<b>4,018</b>	<b>(29,499)</b>	<b>(250,575)</b>	<b>15,033,452</b>
<b>Debt Service Funds</b>					
43-COP Debt Service	45	0	0	0	45
<b>Sub-Total</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45</b>
<b>Internal Service Funds</b>					
61-Fleet Replacement	753,160	0	0	11	753,171
<b>Sub-Total</b>	<b>753,160</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>753,171</b>
<b>Trust Funds*</b>					
71-OPEB-Retiree Medical	1,686,932	342,580		(155,508)	1,874,004
72-Retirement (PARS)	20,064	455		13	20,532
<b>Sub-Total</b>	<b>1,706,996</b>	<b>343,035</b>	<b>0</b>	<b>(155,495)</b>	<b>1,894,536</b>
<b>GRAND TOTAL</b>	<b>\$39,577,021</b>	<b>\$2,400,976</b>	<b>\$0</b>	<b>(\$5,112,083)</b>	<b>\$36,865,914</b>

\* These Trust Funds were established to report funding contributed to an irrevocable trust for retirement benefit purposes. The funds are not available to the Town for General Operating and / or discretionary expenditures.