



FY 2022-23 MID-YEAR FINANCIAL REPORT

(JULY 1, 2022 – DECEMBER 31, 2022)

GENERAL FUND: BUDGET VS ACTUAL

Overall, the Town is financially healthy at mid-year. By December 31, 2022, the Town received \$6.97 million in General Fund revenues - with \$4.82 million in sales tax, \$1.32 million in cardroom tax and \$0.83 million in other general fund revenues. Total General Fund expenditure was \$8.62 million with a burn rate of 48%.

GENERAL FUND REVENUES

As shown in Chart 1 (right), the revenue run rate for general fund is 42% of budget, which is similar to the prior three fiscal years. Additionally, the Town received 37% of its budgeted sales tax revenues and 32% of its cardroom tax by mid-year. These are good indicators the Town will reach our general fund revenue projections by the end of the fiscal year; absent another unforeseen interruption to the economy.

GENERAL FUND EXPENDITURES

General fund expenditures are shown by categories (Chart 2) and by departments (Chart 3).

In Chart 2, personnel expenditures totaled \$6.11 million, or 52% of budget. The typical burn rate for personnel cost by mid-year is between 50% and 60%, because of lump-sum payments made towards unfunded pension liabilities in July of each fiscal year. Non-personnel expenditures of \$2.51 million, or 40% of budget, is reasonable as well, since the budget for non-personnel includes special projects slated for the second half of the fiscal year and contingency budget to address unforeseen emergencies.

Comparing expenditure trends by department (Chart 3), General Government and Public Safety spending rate is consistent with prior years, at 54% and 54%, respectively. General Government includes insurance payments (\$808,000) in the beginning of the fiscal year, and therefore the burn rate will generally be higher than 50% by mid-year. Public Works & Planning and Recreation are both trending at 40% and 43% respectively. This is typical of Public Works & Planning as majority of their budget is non-personnel.

GENERAL FUND RESERVES

Total general fund reserves as of December 31, 2022 is \$25.13 million, which includes \$16.21 million committed to various Council identified purposes, \$0.95 million assigned to Council identified initiatives, and leaving \$7.83 million as unassigned general fund reserve. Table 4 (right) lists the various general fund reserves and Table 5 (next page) summarizes the other Town reserves by major fund categories.

CHART 1: MID-YEAR REVENUES TO FULL YEAR COMPARISON

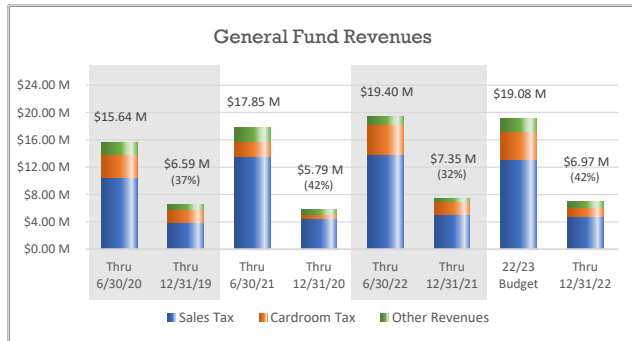


CHART 2: MID-YEAR EXPENDITURE TO FULL YEAR COMPARISON

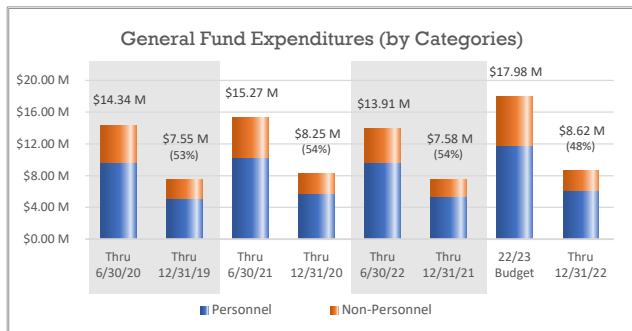


CHART 3: MID-YEAR EXPENDITURE TO FULL YEAR COMPARISON

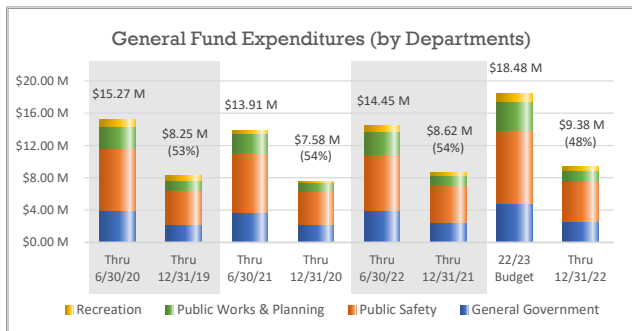


TABLE 4: GENERAL FUND RESERVES HISTORY

GENERAL FUND RESERVES	Jun 30, 2021	Jun 30, 2022	Dec 31, 2022
COMMITTED RESERVES (12)			
BUDGET STABILIZATION	12,000,000	15,000,000	15,000,000
DEBT REDUCTION	600,000	600,000	600,000
ACCRUED LEAVE PAYOUT	715,000	605,670	605,670
COMMITTED RESERVES TOTAL	13,315,000	16,205,670	16,205,670
ASSIGNED RESERVES (11)			
LITIGATION	100,000	100,000	100,000
INSURANCE	100,000	100,000	100,000
DISASTER RESPONSE & RECOVER	750,000	750,000	750,000
ASSIGNED RESERVES TOTAL	950,000	950,000	950,000
UNASSIGNED RESERVE (11,19)	13,203,304	10,324,054	7,829,177
TOTAL GF RESERVES	27,468,304	27,479,724	24,984,847

TABLE 5: FUND BALANCE SUMMARY FOR ALL FUNDS

FUND TITLE		Fund	AUDITED Fund Balance @ 7/1/22	Revenues YTD 12/31/22	Expenditures YTD 12/31/22	Net Transfers In/(Out)	Net Change in Fund Balance	Fund Balance @ 12/31/22
GENERAL FUND	GENERAL FUND	11						
	LITIGATION RESERVE		100,000	0	0	0	0	100,000
	INSURANCE RESERVE		100,000	0	0	0	0	100,000
	DISASTER RESERVE		750,000	0	0	0	0	750,000
	UNASSIGNED		10,616,272	6,791,240	(9,353,528)	(82,246)	(2,644,533)	7,971,739
	UNASSIGNED	19	(292,218)	178,100	(28,443)	0	149,657	(142,561)
	GENERAL FUND RESERVE	12	0			0	0	
	BUDGET STABILIZATION		15,000,000	0	0	0	0	15,000,000
	DEBT REDUCTION		600,000	0	0	0	0	600,000
	ACCRUED LEAVE PAYOUT RESERVE		605,670	0	0	0	0	605,670
GENERAL FUND TOTAL			27,479,724	6,969,340	(9,381,971)	(82,246)	(2,494,877)	24,984,847
SPECIAL FUNDS	GAS TAX	21	126,853	32,305	(7,552)	0	24,753	151,606
	MEASURE A	22	157,497	32,832	0	0	32,832	190,329
	TRANSPORTATION GRANT	23	0	0	0	0	0	0
	HOUSING IMPACT FEES	25	277,255	(173)	0	0	(173)	277,082
	MEASURE W	26	89,445	17,619	0	0	17,619	107,064
	PUBLIC SAFETY GRANTS	27	6,315	0	0	0	0	6,315
	COPS GRANT	29	21,053	104,051	(110,213)	0	(6,162)	14,891
	SPECIAL FUNDS TOTAL			678,418	186,633	(117,764)	0	68,869
CAPITAL	CAPITAL IMPROVEMENT	31	2,124,999	(810)	(97,971)	0	(98,781)	2,026,218
	STREET CAPITAL	32	1,016,195	(632)	(355,076)	0	(355,708)	660,487
	CAPITAL FUNDS TOTAL			3,141,194	(1,443)	(453,047)	0	(454,489)
DEBT	COP DEBT SERVICE	43	39	0	(1,250)	82,246	80,996	81,035
	DEBT FUND TOTAL			39	0	(1,250)	82,246	80,996
ISF	VEHICLE / FLEET REPLACEMENT ISF	61	816,185	(509)	(63,126)	0	(63,634)	752,551
	INTERNAL SERVICE FUND (ISF) TOTAL			816,185	(509)	(63,126)	0	(63,634)
ENTERPRISE	SEWER OPERATING	81	7,417	444,708	(946,258)	0	(501,551)	(494,134)
	SEWER CAPITAL	82	0	0	0	0	0	0
	CITY PROPERTIES	83	297,796	60,333	(42,445)	0	17,888	315,684
	ENTERPRISE FUND TOTAL			305,213	505,040	(988,703)	0	(483,663)
TOTAL FOR ALL FUNDS (NON TRUST)			32,420,773	7,659,063	(11,005,861)	0	(3,346,798)	29,073,975
TRUST	OPEB TRUST	71	5,544,921	129,773	(539,004)	0	(409,231)	5,135,690
	RETIREMENT TRUST	72	3,920,187	408,775	(3,368)	0	405,407	4,325,594
	TRUST FUNDS TOTAL			9,465,108	538,548	(542,372)	0	(3,824)
TOTAL FOR ALL FUNDS (NON TRUST)			41,885,881	8,197,610	(11,548,233)	0	(3,350,622)	38,535,259

MID-YEAR BUDGET AMENDMENTS

The Town is anticipating two new operating programs:

(1) The Town is working with a rideshare provider to offer transportation to Colma residents with mobility issues. The program is estimated at \$75,000. The Town plans to launch the program in Spring/Summer of 2023, pending negotiation with the rideshare provider. The budget amendment will be managed in Fund 23 - Transportation Grant.

(2) The Town is working with stakeholders to shift the Colma Dispatch operation to 24/7 per CalOES requirement. The 24/7 dispatch operation is scheduled to start on July 1, 2023. Recruitment for a fourth full-time dispatcher will begin in March/April and the onboarding is tentatively scheduled in May/June. A budget amendment of \$65,500 is needed in FY 2022-23 in preparation for when the additional dispatcher is onboarded.

ADDITIONAL DETAILS AND INFORMATION

This format was prepared by the Finance Department to highlight in summary fashion key indicators of the Town's 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. This report will also be posted on the Town website after it has been reviewed by the City Council