



## Staff Report

### November 10, 2020

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Roger Carroll, Finance Director  
**DATE:** November 3, 2020  
**RE:** Monthly Statement of Activity

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#### **Recommendation**

Receive and file.

#### **Issue Statement and Discussion**

Each month, as soon after the previous month end as possible, the Finance Director reconciles the bank accounts and produces the monthly Statement of Activity. Because the reports are produced on or near the first day of the subsequent month, they are essentially on a cash basis – no adjustments have been made to record revenues or expenses that have not yet been received or paid, but which relate the reporting month.

Here is a description of what each page reports:

Page 1: This report summarizes the revenues and expenses of all funds, with similar funds grouped together.

Page 2: This report breaks down the General Fund balance into designated categories.

Page 3: This report shows the summarized revenues and expenses of the individual funds within the Transportation, Development Fee and Maintenance District fund groups.

Page 4: This details the summarized revenues and expenses flow through the Town to other agencies.

Page 5: This shows the revenues of the General Fund. Year-to-date revenues are compared to the current year's budget and to the prior year-to-date's balances.

Page 6: This shows the expenditures of the General Fund, summarized by department. Year-to-date expenditures are compared to the current year's budget and to the prior year-to-date's balances.

#### **CEQA Requirements**

CEQA does not apply to financial reporting.

#### **Financial and/or Policy Implications**

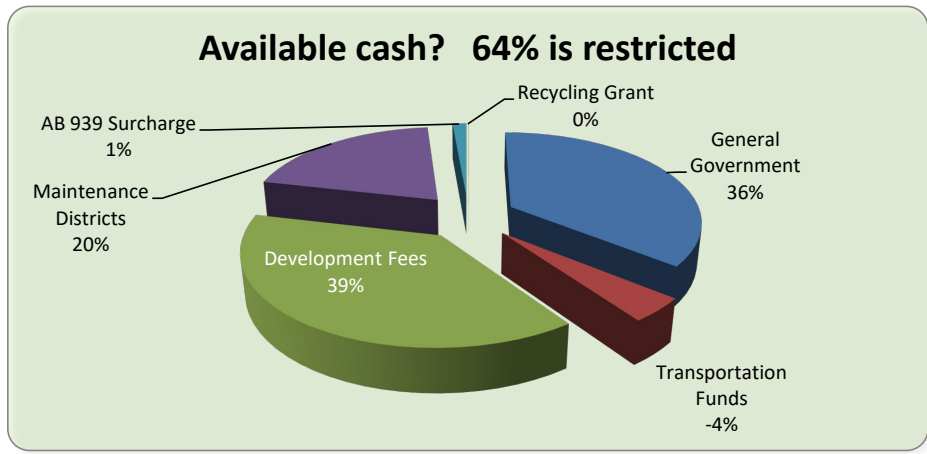
This report complies with the State Municipal Code.

#### **Attachments**

- A. October 2020 Statement of Activity

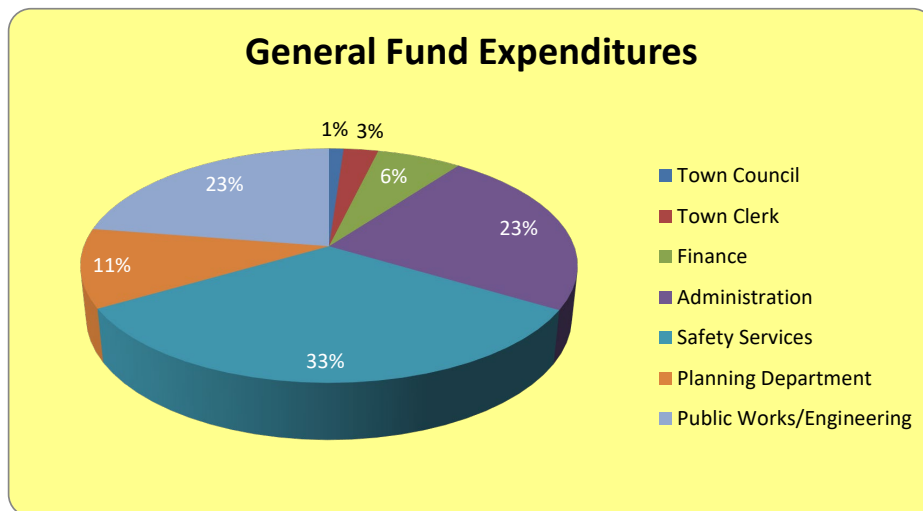
Town of Loomis  
Statement of Activity  
For the Four Months Ended October 31, 2020

General Fund	Fund Balance as of 7/01/20	Revenue	Expenditures	Fund Balance as of 10/31/20	Transfers In                  Out		Adjusted Fund Balance
General Government	\$ 1,139,943	\$ 379,250	\$ 413,092	\$ 1,106,101	\$ -	\$ -	\$ 1,106,101
Planning	205,075	122,628	133,571	194,132	-	-	194,132
Public Works	581,970	254,463	277,170	559,263	-	-	559,263
Safety Services	-	373,538	406,871	(33,333)	-	-	(33,333)
General Operations Reserve	200,000	-	-	200,000	-	-	200,000
<b>Sub-total</b>	<b>\$ 2,126,988</b>	<b>\$ 1,129,879</b>	<b>\$ 1,230,704</b>	<b>\$ 2,026,163</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,026,163</b>
<b>General Capital and Investments</b>							
General Government	\$ 1,285,254	\$ -	\$ -	\$ 1,285,254	\$ -	\$ -	\$ 1,285,254
Planning	-	-	-	-	-	-	-
Public Works	3,184,187	-	-	3,184,187	-	-	3,184,187
Multi Modal Facility	-	-	-	-	-	-	-
General Investment	100,000	-	-	100,000	-	-	100,000
<b>Total General Fund</b>	<b>\$ 4,569,441</b>	<b>\$ 1,129,879</b>	<b>\$ 1,230,704</b>	<b>\$ 6,595,604</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,595,604</b>
<b>Restricted Funds</b>							
Transportation Funds	\$ 38,570	\$ 695,151	\$ 1,521,355	\$ (787,634)	\$ -	\$ -	\$ (787,634)
Development Fees	7,017,809	83,313	16,678	7,084,444	-	-	7,084,444
Maintenance Districts	3,674,729	19,693	12,656	3,681,766	-	-	3,681,766
Supplemental Law Enforcement	232,871	68,737	25,000	276,608	-	-	276,608
AB 939 Surcharge	248,059	5,421	-	253,480	-	-	253,480
Recycling Grant	11,007	-	7,619	3,388	-	-	3,388
<b>Total Restricted Funds</b>	<b>\$ 11,223,045</b>	<b>\$ 872,315</b>	<b>\$ 1,583,308</b>	<b>\$ 10,512,052</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,512,052</b>
<b>Other Funds</b>							
Revolving Funds	\$ 219,664	\$ 7,981	\$ 7,299	\$ 220,346	\$ -	\$ -	\$ 220,066
Master Plan expenses recoverable	(30,567)	1	-	(30,566)	-	-	(30,566)
	<b>189,097</b>	<b>7,982</b>	<b>7,299</b>	<b>189,780</b>	<b>-</b>	<b>-</b>	<b>189,500</b>
<b>Total All Funds</b>	<b>\$ 15,981,583</b>	<b>\$ 2,010,176</b>	<b>\$ 2,821,311</b>	<b>\$ 17,297,436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,297,156</b>



Town of Loomis  
Statement of Activity  
For the Four Months Ended October 31, 2020

General Fund	Fund Balance as of 7/01/20	Revenue	Expenditures	Fund Balance as of 10/31/20	Transfers In	Out	Adjusted Fund Balance
<b>General Government</b>							
Town Council	\$ 60,088	12,583	13,706	58,965			58,965
Town Clerk	90,909	29,909	32,578	88,240			88,240
Finance	224,209	72,977	79,489	217,697			217,697
Administration	764,737	263,780	287,319	741,198			741,198
<b>Total General Government</b>	<b>1,139,943</b>	<b>379,250</b>	<b>413,092</b>	<b>1,106,101</b>	<b>-</b>	<b>-</b>	<b>1,106,101</b>
<b>Planning and Building</b>							
Planning Department	205,075	122,628	133,571	194,132			194,132
<b>Total Planning and Building</b>	<b>205,075</b>	<b>122,628</b>	<b>133,571</b>	<b>194,132</b>	<b>-</b>	<b>-</b>	<b>194,132</b>
<b>Public Works</b>							
Public Works/Engineering	581,970	254,463	277,170	559,263			559,263
<b>Total Public Works</b>	<b>581,970</b>	<b>254,463</b>	<b>277,170</b>	<b>559,263</b>	<b>-</b>	<b>-</b>	<b>559,263</b>
<b>Safety Services</b>	<b>-</b>	<b>373,538</b>	<b>406,871</b>	<b>(33,333)</b>	<b>-</b>	<b>-</b>	<b>(33,333)</b>
<b>General Operations Reserve</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>Sub-total</b>	<b>2,126,988</b>	<b>1,129,879</b>	<b>1,230,704</b>	<b>2,026,163</b>	<b>-</b>	<b>-</b>	<b>2,026,163</b>
<b>General Capital and Investments</b>							
General Government	173,711			173,711			173,711
General Fund Operating Reserves	1,111,543			1,111,543			1,111,543
Capital Projects	3,184,187			3,184,187			3,184,187
Library	199,981			199,981			199,981
General Investment	100,000			100,000			100,000
<b>Total General Fund</b>	<b>6,896,411</b>	<b>1,129,879</b>	<b>1,230,704</b>	<b>6,795,586</b>	<b>-</b>	<b>-</b>	<b>6,795,586</b>



Town of Loomis  
Statement of Activity  
For the Four Months Ended October 31, 2020

Transportation Funds	Fund Balance as of 7/01/20	Revenue	Expenditures	Fund Balance as of 10/31/20	Transfers In	Out	Adjusted Fund Balance
Gas Tax 2106	-	9,003	8,530	473			473
Gas Tax 2107	-	16,603	12,795	3,808			3,808
Gas Tax 2107.5	5,243	1,990		7,233			7,233
Gas Tax 2105	-	11,969	9,383	2,586			2,586
Gas Tax 2103	-	17,940	8,530	9,410			9,410
Road Maintenance Fund		37,681		37,681			37,681
Streets and Roads	-	599,965	1,481,609	(881,644)			(881,644)
Transit	33,327		508	32,819			32,819
Bike Lane	-			-			-
	<u>38,570</u>	<u>695,151</u>	<u>1,521,355</u>	<u>(787,634)</u>	-	-	<u>(787,634)</u>

Development Fee Funds

Park Fee	306,355	6,984		313,339			313,339
Open Space/Passive parks	316,608	5,445		322,053			322,053
Park Development	223,800	8,363		232,163			232,163
Drainage	295,798	3,224		299,022			299,022
Low Income Principal	82,177	-		82,177			82,177
Low Income Interest	227,402	1,972		229,374			229,374
CDBG Loans Repaid	110,653	6,706		117,359			117,359
Revolving Loan Fund	2,786	18		2,804			2,804
Road Circulation	603,992	9,515	2,498	611,009			611,009
Interchange	2,562,645	19,368	1,000	2,581,013			2,581,013
Sierra College Blvd	850,735	6,612	13,180	844,167			844,167
SCB Settlement	181,789	1,273		183,062			183,062
Rocklin Crossing	278,498	1,774		280,272			280,272
Rocklin Commons	114,409	729		115,138			115,138
Community Facilities	860,162	11,330		871,492			871,492
	<u>7,017,809</u>	<u>83,313</u>	<u>16,678</u>	<u>7,084,444</u>	-	-	<u>7,084,444</u>

Maintenance Districts

Tree Fund	377,731	2,044	8,157	371,618			371,618
Hunters Crossing	332,809	2,108	218	334,699			334,699
Loomis Maint 1	6,961	45		7,006			7,006
Loomis Maint 2	33,414	215		33,629			33,629
Heather Heights	401,426	1,950		403,376			403,376
Sunrise Loomis	293,947	1,298		295,245			295,245
Live Oak	129,399	828		130,227			130,227
Loomis Acres	206,939	1,023		207,962			207,962
Hunters Crossing 2	116,004	538	87	116,455			116,455
King Road Village	194,494	948	843	194,599			194,599
Saunders Avenue	27,084	174		27,258			27,258
Rachel Estates	320,980	2,061	189	322,852			322,852
No Name Lane	3,000			3,000			3,000
Sherwood Estates	149,781	630		150,411			150,411
Heritage Park Estates 1	345,215	1,828		347,043			347,043
Hunter Oaks	279,561	1,039	2,812	277,788			277,788
Sierra de Monserat	455,984	2,964	350	458,598			458,598
	<u>3,674,729</u>	<u>19,693</u>	<u>12,656</u>	<u>3,681,766</u>	-	-	<u>3,681,766</u>

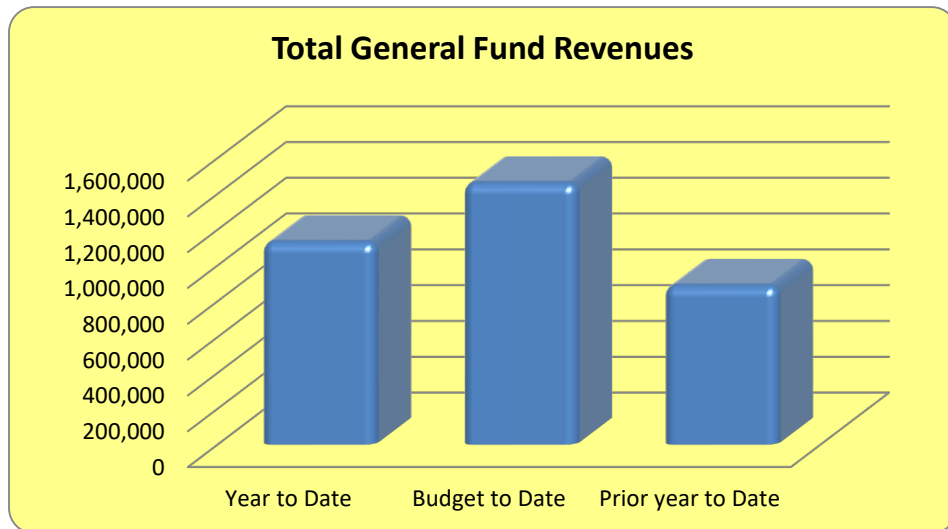
Town of Loomis  
Statement of Activity  
For the Four Months Ended October 31, 2020

Revolving Funds	Fund Balance as of 7/01/20	Revenue	Expenditures	Fund Balance as of 10/31/20	Transfers In	Out	Adjusted Fund Balance
Revolving (Development Agreements)	195,073	805	655	195,223			195,223
County Facility Development fee	21,664	6,329	6,077	21,916			21,916
State Disabled Access	-	298	18	280			
Dry Creek Watershed District	2,927	549	549	2,927			2,927
	<u>219,664</u>	<u>7,981</u>	<u>7,299</u>	<u>220,346</u>	<u>-</u>	<u>-</u>	<u>220,066</u>
 Miscellaneous other Funds							
Westside Specific Plan	1,137			1,137			1,137
Master Plan	(31,704)	1		(31,703)			(31,703)
	<u>(30,567)</u>	<u>1</u>	<u>-</u>	<u>(30,566)</u>	<u>-</u>	<u>-</u>	<u>(30,566)</u>

Town of Loomis  
 Revenues - General Fund  
 For the Four Months Ended October 31, 2020

	Actual as of 10/31/20	Budget as of 10/31/20	Variance	Actual as of 10/31/19	Current vs. Prior Year	Total Budget
<b>Revenues</b>						
Property Taxes - secured	-	433,333	(433,333)	-	-	1,300,000
Property Taxes - unsecured	28,340	3,333	25,007	25,900	2,440	10,000
Property Taxes - supplemental	600	1,667	(1,067)	917	(317)	5,000
Homeowner property tax relief	-	2,900	(2,900)	-	-	8,700
Sales Taxes	624,851	266,667	358,184	451,804	173,047	800,000
Transaction Taxes	269,241	100,000	169,241	217,582	51,659	300,000
Real Property Transfer Tax	18,083	3,333	14,750	18,877	(794)	10,000
Transient Occupancy Tax	-	1,667	(1,667)	315	(315)	5,000
Franchises	39,846	90,500	(50,654)	39,974	(128)	271,500
Business Licenses	5,477	5,000	477	6,995	(1,518)	15,000
Permits	68,168	22,267	45,901	55,776	12,392	66,800
Fees	5,956	4,767	1,189	4,935	1,021	14,300
Motor Vehicle in Lieu (DMV)		1,333	(1,333)		-	4,000
Property tax in lieu of Motor in Lieu		250,000	(250,000)		-	750,000
Interest	31,165	28,333	2,832	36,504	(5,339)	85,000
Market adjustments	(48,145)	-	(48,145)	18,603	(66,748)	-
Traffic fines	555	1,000	(445)	986	(431)	3,000
Rents	31	5,000	(4,969)	5,948	(5,917)	15,000
Miscellaneous	85,711	1,667	84,044	891	84,820	5,000
Prior year reserves		236,916	(236,916)		-	710,748
	<b>1,129,879</b>	<b>1,459,683</b>	<b>(329,804)</b>	<b>886,007</b>	<b>243,872</b>	<b>4,379,048</b>

The "Budget as of" column represents the amount of budget to date as if the budget was used evenly over time.



Town of Loomis  
 Expenditures - General Fund  
 For the Four Months Ended October 31, 2020

Expenditures	Actual as of 10/31/20	Budget as of 10/31/20	Variance	Actual as of 10/31/19	Current vs. Prior Year	Total Budget
Town Council	13,706	19,000	5,294	15,680	1,974	57,000
Town Clerk	32,578	28,700	(3,878)	33,896	1,318	86,100
Finance	79,489	79,700	211	96,531	17,042	239,100
Administration	287,319	213,400	(73,919)	253,059	(34,260)	640,200
Planning	133,571	87,942	(45,629)	97,989	(35,582)	263,826
Community Services	2,668	9,667	6,999	15,069	12,401	29,000
Library	107,656	128,907	21,251	94,129	(13,527)	386,720
Economic Development	59,463	5,200	(54,263)	190,587	131,124	15,600
Safety	406,871	547,630	140,759	406,703	(168)	1,642,891
Public Works	277,170	205,870	(71,300)	300,710	23,540	617,610
Non-Departmental	-	133,333	133,333	-	-	400,000
	<b>1,400,491</b>	<b>1,459,349</b>	<b>58,858</b>	<b>1,504,353</b>	<b>103,862</b>	<b>4,378,047</b>

The "Budget as of" column represents the amount of budget to date as if the budget was used evenly over time.

