



## Staff Report

### February 11, 2020

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Roger Carroll, Finance Director  
**DATE:** February 4, 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**

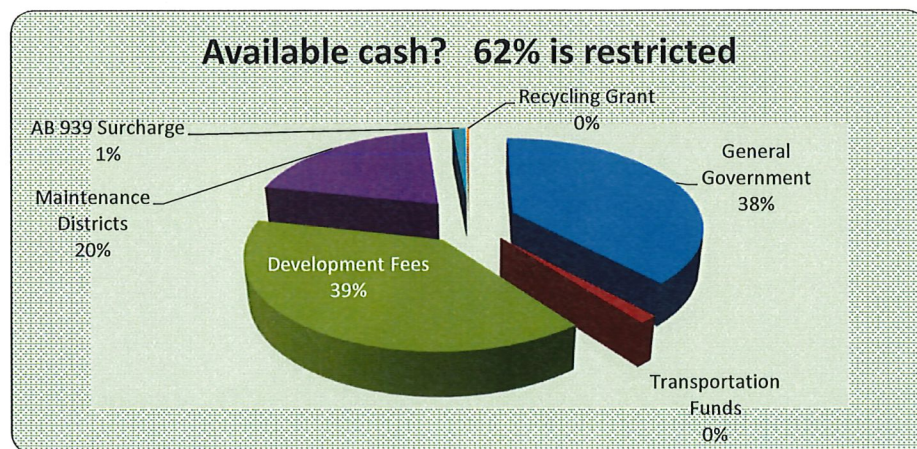
This report complies with the State Municipal Code.

#### **Attachments**

- A. January 2020 Statement of Activity

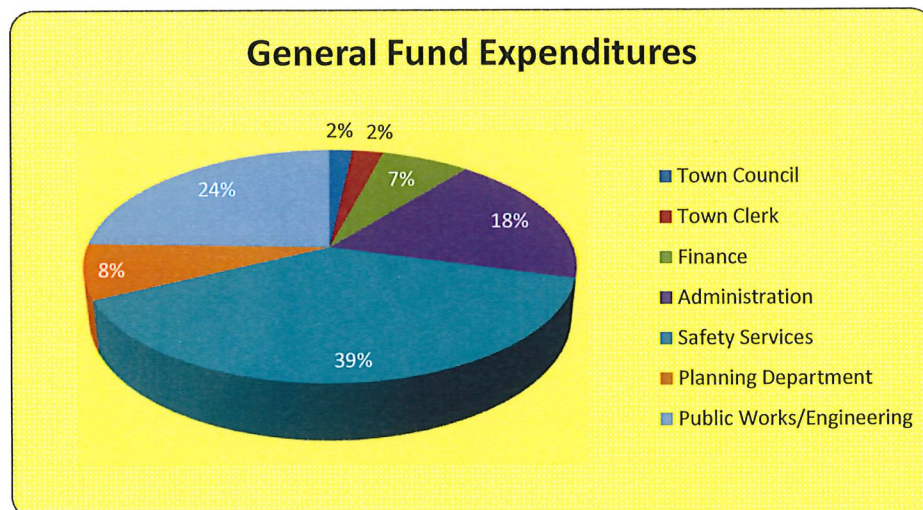
Town of Loomis  
Statement of Activity  
For the Seven Months Ended January 31, 2020

General Fund	Fund Balance as of 7/01/19	Revenue	Expenditures	Fund Balance as of 1/31/20	Transfers In	Out	Adjusted Fund Balance
General Government	\$ 984,752	\$ 769,092	\$ 651,583	\$ 1,102,261	\$ -	\$ -	\$ 1,102,261
Planning	159,945	199,399	168,933	190,411	-	-	190,411
Public Works	427,858	641,979	543,891	525,946	-	-	525,946
Safety Services	-	1,015,979	860,748	155,231	-	-	155,231
General Operations Reserve	200,000	-	-	200,000	-	-	200,000
Sub-total	\$ 1,772,555	\$ 2,626,449	\$ 2,225,155	\$ 2,173,849	\$ -	\$ -	\$ 2,173,849
General Capital and Investments							
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
Total General Fund	\$ 4,569,441	\$ 2,626,449	\$ 2,225,155	\$ 6,743,290	\$ -	\$ -	\$ 6,743,290
Restricted Funds							
Transportation Funds	\$ 10,889	\$ 187,988	\$ 442,950	\$ (244,073)	\$ -	\$ -	\$ (244,073)
Development Fees	6,665,753	214,240	15,980	6,864,013	-	-	6,864,013
Maintenance Districts	3,398,879	167,855	22,911	3,543,823	-	-	3,543,823
Supplemental Law Enforcement	166,113	118,467	50,000	234,580	-	-	234,580
AB 939 Surcharge	230,250	9,196	800	238,646	-	-	238,646
Recycling Grant	24,871	577	-	25,448	-	-	25,448
Total Restricted Funds	\$ 10,496,754	\$ 698,323	\$ 532,641	\$ 10,662,436	\$ -	\$ -	\$ 10,662,436
Other Funds							
Revolving Funds	\$ 216,235	\$ 14,690	\$ 9,342	\$ 221,583	\$ -	\$ -	\$ 219,346
Master Plan expenses recoverable	(30,577)	5	-	(30,572)	-	-	(30,572)
	185,658	14,695	9,342	191,011	-	-	188,774
Total All Funds	\$ 15,251,853	\$ 3,339,467	\$ 2,767,138	\$ 17,596,737	\$ -	\$ -	\$ 17,594,500



Town of Loomis  
Statement of Activity  
For the Seven Months Ended January 31, 2020

General Fund	Fund Balance as of 7/01/19	Revenue	Expenditures	Fund Balance as of 1/31/20	Transfers In	Out	Adjusted Fund Balance
<b>General Government</b>							
Town Council	\$ 50,785	46,535	39,425	57,895			57,895
Town Clerk	77,095	63,261	53,595	86,761			86,761
Finance	187,754	177,461	150,347	214,868			214,868
Administration	669,118	481,835	408,216	742,737			742,737
Total General Government	984,752	769,092	651,583	1,102,261	-	-	1,102,261
<b>Planning and Building</b>							
Planning Department	159,945	199,399	168,933	190,411			190,411
Total Planning and Building	159,945	199,399	168,933	190,411	-	-	190,411
<b>Public Works</b>							
Public Works/Engineering	427,858	641,979	543,891	525,946			525,946
Total Public Works	427,858	641,979	543,891	525,946	-	-	525,946
Safety Services	-	1,015,979	860,748	155,231	-	-	155,231
General Operations Reserve	200,000	-	-	200,000	-	-	200,000
Sub-total	1,772,555	2,626,449	2,225,155	2,173,849	-	-	2,173,849
<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
Total General Fund	6,541,978	2,626,449	2,225,155	6,943,272	-	-	6,943,272



Town of Loomis  
Statement of Activity  
For the Seven Months Ended January 31, 2020

Transportation Funds	Fund Balance as of 7/01/19	Revenue	Expenditures	Fund Balance as of 1/31/20	Transfers In Out	Adjusted Fund Balance
Gas Tax 2106	-	24,918	14,090	10,828		10,828
Gas Tax 2107	-	27,694	21,135	6,559		6,559
Gas Tax 2107.5	-	2,041		2,041		2,041
Gas Tax 2105	-	22,263	15,499	6,764		6,764
Gas Tax 2103	-	33,477	14,090	19,387		19,387
Road Maintenance Fund		77,255		77,255		77,255
Streets and Roads	-		378,136	(378,136)		(378,136)
Transit	10,889	340		11,229		11,229
Bike Lane	-			-		-
	10,889	187,988	442,950	(244,073)	- -	(244,073)

Development Fee Funds

Park Fee	281,021	13,898		294,919		294,919
Open Space/Passive parks	294,895	12,087		306,982		306,982
Park Development	235,008	15,916	1,480	249,444		249,444
Drainage	279,648	8,637		288,285		288,285
Low Income Principal	79,927	1,500		81,427		81,427
Low Income Interest	213,869	6,863		220,732		220,732
CDBG Loans Repaid	126,178	2,500	14,500	114,178		114,178
Revolving Loan Fund	2,664	62		2,726		2,726
Road Circulation	560,534	25,520		586,054		586,054
Interchange	2,441,093	63,843		2,504,936		2,504,936
Sierra College Blvd	775,380	21,870		797,250		797,250
SCB Settlement	191,119	4,435		195,554		195,554
Rocklin Crossing	266,329	6,180		272,509		272,509
Rocklin Commons	109,410	2,539		111,949		111,949
Community Facilities	808,677	28,390		837,067		837,067
	6,665,753	214,240	15,980	6,864,013	- -	6,864,013

Maintenance Districts

Tree Fund	370,300	8,489	1,308	377,481		377,481
Hunters Crossing	310,561	12,475	517	322,519		322,519
Loomis Maint 1	6,190	419	5	6,604		6,604
Loomis Maint 2	30,991	1,287	10	32,268		32,268
Heather Heights	376,219	14,175	1,998	388,396		388,396
Sunrise Loomis	275,616	10,348	1,869	284,095		284,095
Live Oak	114,950	8,954	107	123,797		123,797
Loomis Acres	194,185	7,232	1,000	200,417		200,417
Hunters Crossing 2	108,883	4,203	837	112,249		112,249
King Road Village	182,544	8,472	2,537	188,479		188,479
Saunders Avenue	25,004	1,110	10	26,104		26,104
Rachel Estates	296,321	13,481	408	309,394		309,394
No Name Lane	3,000			3,000		3,000
Sherwood Estates	137,437	7,207	1,129	143,515		143,515
Heritage Park Estates 1	313,631	17,730	1,457	329,904		329,904
Hunter Oaks	256,436	19,121	8,588	266,969		266,969
Sierra de Monserat	396,612	33,152	1,131	428,633		428,633
	3,398,879	167,855	22,911	3,543,823	- -	3,543,823

Town of Loomis  
Statement of Activity  
For the Seven Months Ended January 31, 2020

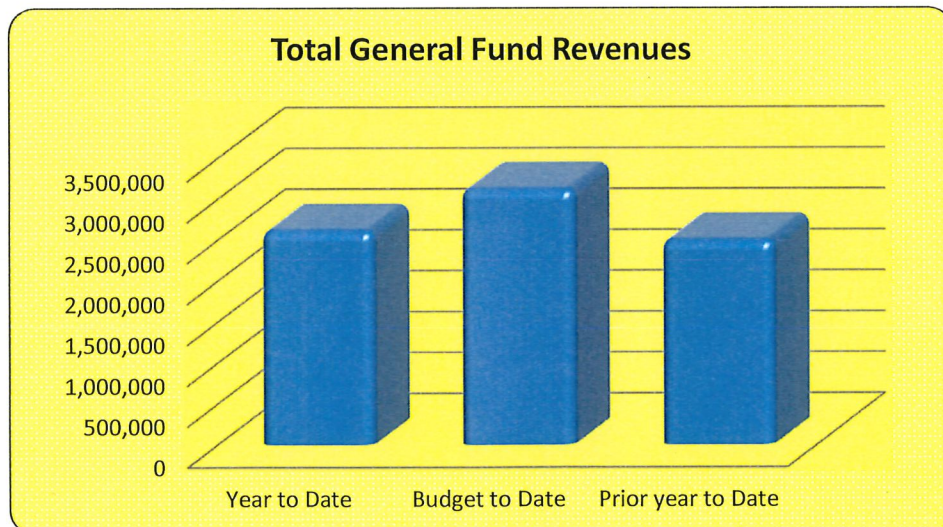
Revolving Funds	Fund Balance as of 7/01/19	Revenue	Expenditures	Fund Balance as of 1/31/20	Transfers In	Out	Adjusted Fund Balance
Revolving (Development Agreements)	194,681	1,538	1,057	195,162			195,162
County Facility Development fee	18,898	9,707	7,388	21,217			21,217
State Disabled Access	-	2,393	156	2,237			
Dry Creek Watershed District	2,656	1,052	741	2,967			2,967
	<u>216,235</u>	<u>14,690</u>	<u>9,342</u>	<u>221,583</u>	<u>-</u>	<u>-</u>	<u>219,346</u>
Miscellaneous other Funds							
Westside Specific Plan	1,137			1,137			1,137
Master Plan	(31,714)	5		(31,709)			(31,709)
	<u>(30,577)</u>	<u>5</u>	<u>-</u>	<u>(30,572)</u>	<u>-</u>	<u>-</u>	<u>(30,572)</u>



Town of Loomis  
Revenues - General Fund  
For the Seven Months Ended January 31, 2020

	Actual as of 1/31/20	Budget as of 1/31/20	Variance	Actual as of 1/31/19	Current vs. Prior Year	Total Budget
<b>Revenues</b>						
Property Taxes - secured	678,444	711,667	(33,223)	639,617	38,827	1,220,000
Property Taxes - unsecured	27,058	14,292	12,766	24,300	2,758	24,500
Property Taxes - supplemental	13,258	9,917	3,341	14,093	(835)	17,000
Homeowner property tax relief	4,349	4,958	(609)	4,303	46	8,500
Sales Taxes	775,153	784,583	(9,430)	737,259	37,894	1,345,000
Transaction Taxes	371,296	416,792	(45,496)	377,654	(6,358)	714,500
Real Property Transfer Tax	26,338	23,333	3,005	18,910	7,428	40,000
Transient Occupancy Tax	2,720	9,333	(6,613)	5,603	(2,883)	16,000
Franchises	87,050	160,708	(73,658)	80,979	6,071	275,500
Business Licenses	22,676	14,292	8,384	20,715	1,961	24,500
Permits	113,117	71,458	41,659	90,175	22,942	122,500
Fees	35,407	14,000	21,407	27,815	7,592	24,000
Motor Vehicle in Lieu (DMV)		1,633	(1,633)		-	2,800
Property tax in lieu of Motor in Lieu	372,157	428,750	(56,593)	350,364	21,793	735,000
Interest	60,281	52,500	7,781	52,733	7,548	90,000
Market adjustments	20,071	-	20,071	46,148	(26,077)	-
Traffic fines	2,037	1,750	287	1,675	362	3,000
Rents	13,351	10,500	2,851	15,648	(2,297)	18,000
Miscellaneous	1,686	2,917	(1,231)	646	1,040	5,000
Prior year reserves		400,215	(400,215)		-	686,083
	<u>2,626,449</u>	<u>3,133,598</u>	<u>(507,149)</u>	<u>2,508,637</u>	<u>117,812</u>	<u>5,371,883</u>

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 Seven Months Ended January 31, 2020

Expenditures	Actual as of 1/31/20	Budget as of 1/31/20	Variance	Actual as of 1/31/19	Current vs. Prior Year	Total Budget
Town Council	39,425	42,000	2,575	28,909	(10,516)	72,000
Town Clerk	53,595	70,000	16,405	51,359	(2,236)	120,000
Finance	150,347	139,358	(10,989)	147,473	(2,874)	238,900
Administration	408,216	378,408	(29,808)	391,873	(16,343)	648,700
Planning	168,933	369,778	200,845	125,197	(43,736)	633,905
Community Services	19,361	22,575	3,214	12,767	(6,594)	38,700
Library	159,011	220,628	61,617	133,204	(25,807)	378,220
Economic Development	277,551	15,808	(261,743)	2,700	(274,851)	27,100
Safety	860,748	940,509	79,761	744,691	(116,057)	1,612,301
Public Works	543,891	376,688	(167,204)	260,068	(283,823)	645,750
Non-Departmental		499,382	499,382		-	856,083
	2,681,078	3,075,134	394,056	1,898,241	(782,837)	5,271,659

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

