



Staff Report

March 12, 2019

TO: Honorable Mayor and Members of the Town Council
FROM: Roger Carroll, Finance Director
DATE: March 5, 2019
RE: Monthly Statement of Activity

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

There are no CEQA issues.

Financial and/or Policy Implications

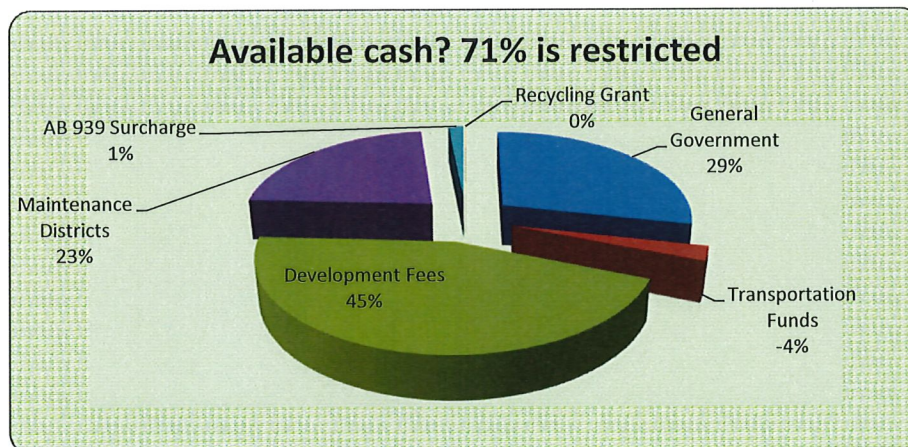
This report complies with the State Municipal Code.

Attachments

- A. February 2019 Statement of Activity

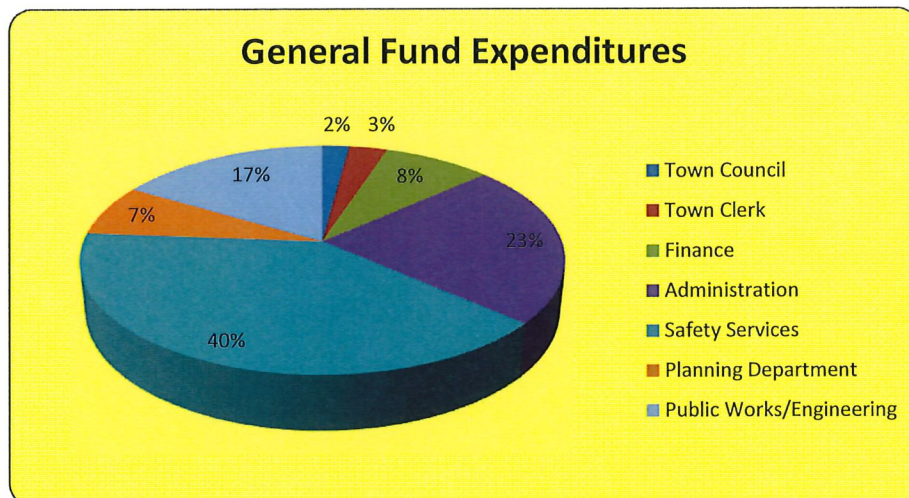
Town of Loomis
Statement of Activity
For the Eight Months Ended February 28, 2019

| General Fund | Fund Balance as of 7/01/18 | Revenue | Expenditures | Fund Balance as of 2/28/19 | In | Transfers Out | Adjusted Fund Balance |
|----------------------------------|-------------------------------|--------------|--------------|-------------------------------|------|------------------|--------------------------|
| General Government | \$ 576,033 | \$ 1,010,631 | \$ 693,670 | \$ 892,994 | \$ - | \$ - | \$ 892,994 |
| Planning | 72,856 | 199,958 | 137,246 | 135,568 | - | - | 135,568 |
| Public Works | 209,415 | 456,297 | 313,190 | 352,522 | - | - | 352,522 |
| Safety Services | - | 1,102,963 | 757,044 | 345,919 | - | - | 345,919 |
| General Operations Reserve | 200,000 | - | - | 200,000 | - | - | 200,000 |
| Sub-total | \$ 1,058,304 | \$ 2,769,849 | \$ 1,901,150 | \$ 1,927,003 | \$ - | \$ - | \$ 1,927,003 |
| General Capital and Investments | | | | | | | |
| General Government | \$ 1,036,827 | \$ - | \$ - | \$ 1,036,827 | \$ - | \$ - | \$ 1,036,827 |
| Planning | - | - | - | - | - | - | - |
| Public Works | 1,192,957 | - | - | 1,192,957 | - | - | 1,192,957 |
| Multi Modal Facility | - | - | - | - | - | - | - |
| General Investment | 100,000 | - | - | 100,000 | - | - | 100,000 |
| Total General Fund | \$ 2,329,784 | \$ 2,769,849 | \$ 1,901,150 | \$ 4,256,787 | \$ - | \$ - | \$ 4,256,787 |
| Restricted Funds | | | | | | | |
| Transportation Funds | \$ 15,882 | \$ 271,601 | \$ 661,697 | \$ (374,214) | \$ - | \$ - | \$ (374,214) |
| Development Fees | 6,457,814 | 230,464 | 29,413 | 6,658,865 | - | - | 6,658,865 |
| Maintenance Districts | 3,218,567 | 184,841 | 46,608 | 3,356,800 | - | - | 3,356,800 |
| Supplemental Law Enforcement | 114,113 | 120,832 | 50,000 | 184,945 | - | - | 184,945 |
| AB 939 Surcharge | 212,099 | 13,400 | 1,043 | 224,456 | - | - | 224,456 |
| Recycling Grant | 10,874 | 583 | 6,472 | 4,985 | - | - | 4,985 |
| Total Restricted Funds | \$ 10,029,349 | \$ 821,721 | \$ 795,233 | \$ 10,055,837 | \$ - | \$ - | \$ 10,055,837 |
| Other Funds | | | | | | | |
| Revolving Funds | \$ 719,961 | \$ 5,775 | \$ 4,813 | \$ 720,923 | \$ - | \$ - | \$ 720,923 |
| Master Plan expenses recoverable | (30,577) | 6 | - | (30,571) | - | - | (30,571) |
| | 689,384 | 5,781 | 4,813 | 690,352 | - | - | 690,352 |
| Total All Funds | \$ 13,048,517 | \$ 3,597,351 | \$ 2,701,196 | \$ 15,002,976 | \$ - | \$ - | \$ 15,002,976 |



Town of Loomis
Statement of Activity
For the Eight Months Ended February 28, 2019

| General Fund | Fund Balance as of 7/01/18 | Revenue | Expenditures | Fund Balance as of 2/28/19 | Transfers In | Out | Adjusted Fund Balance |
|--|-------------------------------|-----------|--------------|-------------------------------|-----------------|-----|--------------------------|
| General Government | | | | | | | |
| Town Council | \$ 22,220 | 58,404 | 40,087 | 40,537 | | | 40,537 |
| Town Clerk | 34,545 | 82,324 | 56,505 | 60,364 | | | 60,364 |
| Finance | 98,025 | 233,761 | 160,447 | 171,339 | | | 171,339 |
| Administration | 421,243 | 636,142 | 436,631 | 620,754 | | | 620,754 |
| Total General Government | 576,033 | 1,010,631 | 693,670 | 892,994 | - | - | 892,994 |
| Planning and Building | | | | | | | |
| Planning Department | 72,856 | 199,958 | 137,246 | 135,568 | | | 135,568 |
| Total Planning and Building | 72,856 | 199,958 | 137,246 | 135,568 | - | - | 135,568 |
| Public Works | | | | | | | |
| Public Works/Engineering | 209,415 | 456,297 | 313,190 | 352,522 | | | 352,522 |
| Total Public Works | 209,415 | 456,297 | 313,190 | 352,522 | - | - | 352,522 |
| Safety Services | - | 1,102,963 | 757,044 | 345,919 | - | - | 345,919 |
| General Operations Reserve | 200,000 | - | - | 200,000 | - | - | 200,000 |
| Sub-total | 1,058,304 | 2,769,849 | 1,901,150 | 1,927,003 | - | - | 1,927,003 |
| General Capital and Investments | | | | | | | |
| General Government | 173,711 | | | 173,711 | | | 173,711 |
| General Fund Operating Reserves | 863,116 | | | 863,116 | | | 863,116 |
| Capital Projects | 1,192,957 | | | 1,192,957 | | | 1,192,957 |
| General Investment | 100,000 | | | 100,000 | | | 100,000 |
| Total General Fund | 3,388,088 | 2,769,849 | 1,901,150 | 4,256,787 | - | - | 4,256,787 |



Town of Loomis
Statement of Activity
For the Eight Months Ended February 28, 2019

| Transportation Funds | Fund Balance as of 7/01/18 | Revenue | Expenditures | Fund Balance as of 2/28/19 | Transfers In Out | Adjusted Fund Balance |
|-----------------------|-------------------------------|----------------|----------------|-------------------------------|--------------------------|--------------------------|
| Gas Tax 2106 | - | 27,955 | 14,610 | 13,345 | | 13,345 |
| Gas Tax 2107 | - | 20,419 | 21,915 | (1,496) | | (1,496) |
| Gas Tax 2107.5 | - | 2,150 | | 2,150 | | 2,150 |
| Gas Tax 2105 | - | 25,413 | 16,071 | 9,342 | | 9,342 |
| Gas Tax 2103 | - | 17,307 | 14,610 | 2,697 | | 2,697 |
| Road Maintenance Fund | | 78,171 | | 78,171 | | 78,171 |
| Streets and Roads | - | 99,466 | 594,491 | (495,025) | | (495,025) |
| Transit | 15,882 | 720 | | 16,602 | | 16,602 |
| Bike Lane | - | | | - | | - |
| | <u>15,882</u> | <u>271,601</u> | <u>661,697</u> | <u>(374,214)</u> | <u>-</u> | <u>(374,214)</u> |

Development Fee Funds

| | | | | | | |
|--------------------------|------------------|----------------|---------------|------------------|----------|------------------|
| Park Fee | 266,933 | 9,867 | | 276,800 | | 276,800 |
| Open Space/Passive parks | 283,762 | 9,302 | | 293,064 | | 293,064 |
| Park Development | 220,388 | 9,067 | | 229,455 | | 229,455 |
| Drainage | 265,766 | 10,974 | | 276,740 | | 276,740 |
| Low Income Principal | 78,427 | 750 | | 79,177 | | 79,177 |
| Low Income Interest | 207,315 | 7,928 | | 215,243 | | 215,243 |
| CDBG Loans Repaid | 172,091 | 4,683 | 29,413 | 147,361 | | 147,361 |
| Revolving Loan Fund | 2,604 | 72 | | 2,676 | | 2,676 |
| Road Circulation | 529,345 | 17,197 | | 546,542 | | 546,542 |
| Interchange | 2,376,074 | 67,339 | | 2,443,413 | | 2,443,413 |
| Sierra College Blvd | 719,523 | 53,703 | | 773,226 | | 773,226 |
| SCB Settlement | 186,845 | 5,181 | | 192,026 | | 192,026 |
| Rocklin Crossing | 260,373 | 7,220 | | 267,593 | | 267,593 |
| Rocklin Commons | 106,964 | 2,966 | | 109,930 | | 109,930 |
| Community Facilities | 781,404 | 24,215 | | 805,619 | | 805,619 |
| | <u>6,457,814</u> | <u>230,464</u> | <u>29,413</u> | <u>6,658,865</u> | <u>-</u> | <u>6,658,865</u> |

Maintenance Districts

| | | | | | | |
|-------------------------|------------------|----------------|---------------|------------------|----------|------------------|
| Tree Fund | 354,937 | 19,881 | | 374,818 | | 374,818 |
| Hunters Crossing | 296,648 | 12,677 | 579 | 308,746 | | 308,746 |
| Loomis Maint 1 | 5,564 | 428 | 5 | 5,987 | | 5,987 |
| Loomis Maint 2 | 29,294 | 1,376 | 10 | 30,660 | | 30,660 |
| Heather Heights | 359,475 | 14,776 | 94 | 374,157 | | 374,157 |
| Sunrise Loomis | 263,104 | 11,697 | 71 | 274,730 | | 274,730 |
| Live Oak | 138,042 | 9,915 | 36,223 | 111,734 | | 111,734 |
| Loomis Acres | 185,291 | 7,873 | 50 | 193,114 | | 193,114 |
| Hunters Crossing 2 | 104,022 | 4,572 | 289 | 108,305 | | 108,305 |
| King Road Village | 173,793 | 9,083 | 1,749 | 181,127 | | 181,127 |
| Saunders Avenue | 23,509 | 1,177 | 10 | 24,676 | | 24,676 |
| Rachel Estates | 278,985 | 14,045 | 445 | 292,585 | | 292,585 |
| No Name Lane | 3,000 | | | 3,000 | | 3,000 |
| Sherwood Estates | 127,844 | 7,411 | 71 | 135,184 | | 135,184 |
| Heritage Park Estates 1 | 289,238 | 18,033 | 183 | 307,088 | | 307,088 |
| Hunter Oaks | 237,247 | 19,361 | 5,359 | 251,249 | | 251,249 |
| Sierra de Monserat | 348,574 | 32,536 | 1,470 | 379,640 | | 379,640 |
| | <u>3,218,567</u> | <u>184,841</u> | <u>46,608</u> | <u>3,356,800</u> | <u>-</u> | <u>3,356,800</u> |

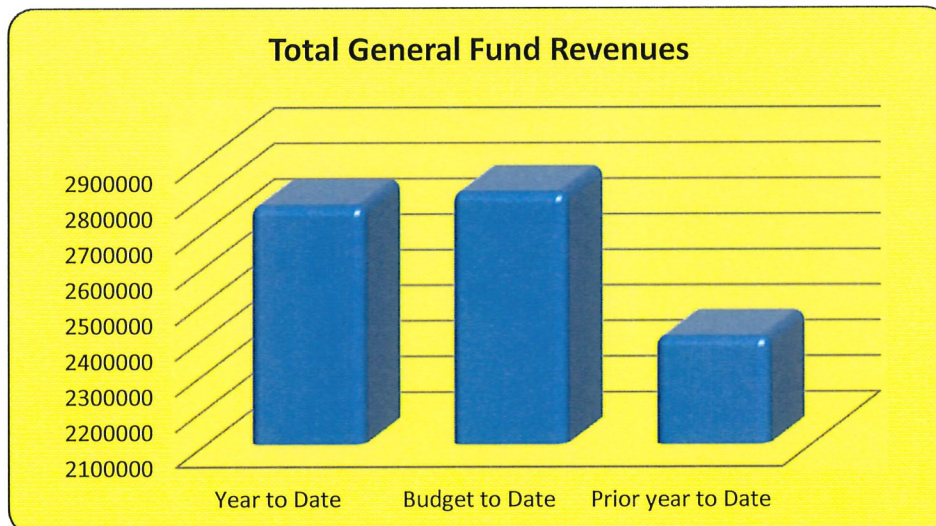
Town of Loomis
Statement of Activity
For the Eight Months Ended February 28, 2019

| Revolving Funds | Fund Balance as of 7/01/18 | Revenue | Expenditures | Fund Balance as of 2/28/19 | Transfers In | Out | Adjusted Fund Balance |
|------------------------------------|-------------------------------|--------------|--------------|-------------------------------|-----------------|----------|--------------------------|
| Revolving (Development Agreements) | 689,540 | 1,249 | 996 | 689,793 | | | 689,793 |
| County Facility Development fee | 27,710 | 2,788 | 2,079 | 28,419 | | | 28,419 |
| Dry Creek Watershed District | 2,711 | 1,738 | 1,738 | 2,711 | | | 2,711 |
| | <u>719,961</u> | <u>5,775</u> | <u>4,813</u> | <u>720,923</u> | <u>-</u> | <u>-</u> | <u>720,923</u> |
| Miscellaneous other Funds | | | | | | | |
| Westside Specific Plan | 1,137 | | | 1,137 | | | 1,137 |
| Master Plan | (31,714) | 6 | | (31,708) | | | (31,708) |
| | <u>(30,577)</u> | <u>6</u> | <u>-</u> | <u>(30,571)</u> | <u>-</u> | <u>-</u> | <u>(30,571)</u> |

Town of Loomis
Revenues - General Fund
For the Eight Months Ended February 28, 2019

| | Actual as of 2/28/19 | Budget as of 2/28/19 | Variance | Actual as of 2/28/18 | Current vs. Prior Year | Total Budget |
|---------------------------------------|-------------------------|-------------------------|-----------------|-------------------------|---------------------------|------------------|
| Revenues | | | | | | |
| Property Taxes - secured | 639,617 | 760,000 | (120,383) | 598,412 | 41,205 | 1,140,000 |
| Property Taxes - unsecured | 24,300 | 14,000 | 10,300 | 23,123 | 1,177 | 21,000 |
| Property Taxes - supplemental | 14,093 | 11,333 | 2,760 | 9,339 | 4,754 | 17,000 |
| Homeowner property tax relief | 4,303 | 5,667 | (1,364) | 4,263 | 40 | 8,500 |
| Sales Taxes | 869,820 | 833,333 | 36,487 | 810,101 | 59,719 | 1,250,000 |
| Transaction Taxes | 462,363 | 300,000 | 162,363 | 294,541 | 167,822 | 450,000 |
| Real Property Transfer Tax | 21,638 | 26,667 | (5,029) | 27,995 | (6,357) | 40,000 |
| Transient Occupancy Tax | 9,352 | 8,000 | 1,352 | 8,061 | 1,291 | 12,000 |
| Franchises | 91,634 | 186,333 | (94,699) | 87,514 | 4,120 | 279,500 |
| Business Licenses | 22,069 | 16,333 | 5,736 | 21,613 | 456 | 24,500 |
| Permits | 99,999 | 81,667 | 18,332 | 158,160 | (58,161) | 122,500 |
| Fees | 32,365 | 16,000 | 16,365 | 11,541 | 20,824 | 24,000 |
| Motor Vehicle in Lieu (DMV) | 3,276 | 1,867 | 1,409 | 3,566 | (290) | 2,800 |
| Property tax in lieu of Motor in Lieu | 350,364 | 453,333 | (102,969) | 328,165 | 22,199 | 680,000 |
| Interest | 61,760 | 66,667 | (4,907) | 60,021 | 1,739 | 100,000 |
| Market adjustments | 41,920 | - | 41,920 | (67,942) | 109,862 | - |
| Traffic fines | 2,038 | 2,000 | 38 | 1,794 | 244 | 3,000 |
| Rents | 17,415 | 18,667 | (1,252) | 19,185 | (1,770) | 28,000 |
| Miscellaneous | 1,523 | 3,333 | (1,810) | 2,024 | (501) | 5,000 |
| Prior year reserves | | 2,973 | (2,973) | | - | 4,459 |
| | <u>2,769,849</u> | <u>2,808,173</u> | <u>(38,324)</u> | <u>2,401,476</u> | <u>368,373</u> | <u>4,212,259</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 Eight Months Ended February 28, 2019

| Expenditures | Actual as of 2/28/19 | Budget as of 2/28/19 | Variance | Actual as of 2/28/18 | Current vs. Prior Year | Total Budget |
|----------------------|-------------------------|-------------------------|----------------|-------------------------|---------------------------|------------------|
| Town Council | 40,087 | 35,467 | (4,620) | 25,886 | (14,201) | 53,200 |
| Town Clerk | 56,505 | 59,867 | 3,362 | 55,124 | (1,381) | 89,800 |
| Finance | 160,447 | 154,000 | (6,447) | 152,067 | (8,380) | 231,000 |
| Administration | 436,631 | 396,267 | (40,364) | 355,064 | (81,567) | 594,400 |
| Planning | 137,246 | 351,533 | 214,287 | 110,241 | (27,005) | 527,300 |
| Community Services | 148,132 | 245,800 | 97,668 | 123,681 | (24,451) | 368,700 |
| Economic Development | 2,700 | 25,300 | 22,600 | 8,956 | 6,256 | 37,950 |
| Safety | 757,044 | 986,448 | 229,404 | 789,975 | 32,931 | 1,479,672 |
| Public Works | 313,190 | 409,505 | 96,315 | 313,914 | 724 | 614,258 |
| Non-Departmental | - | 82,973 | 82,973 | - | - | 124,459 |
| | <u>2,051,982</u> | <u>2,747,159</u> | <u>695,177</u> | <u>1,934,908</u> | <u>(117,074)</u> | <u>4,120,739</u> |

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

