

Staff Report December 11, 2018

TO:

Honorable Mayor and Members of the Town Council

FROM:

Roger Carroll, Finance Director

DATE:

December 4, 2018

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.

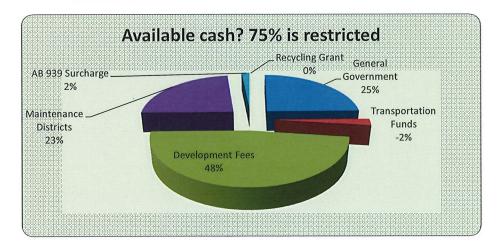
Financial and/or Policy Implications

This report complies with the State Municipal Code.

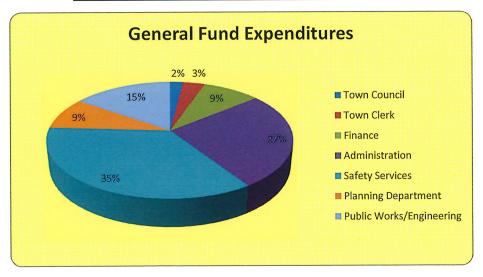
Attachments

A. November 2018 Statement of Activity

General Fund	und Balance as of 7/01/18	Revenue	E	xpenditures	-	Fund Balance as of 11/30/18	Trai In	nsfers	Out	Adjusted Fund Balance
General Government Planning Public Works Safety Services General Operations Reserve	\$ 576,033 72,856 209,415 - 200,000	\$ 425,577 91,134 159,457 367,658	\$	431,003 92,296 161,490 372,345	\$	570,607 71,694 207,382 (4,687) 200,000	\$ - - -	\$	-	\$ 570,607 71,694 207,382 (4,687) 200,000
Sub-total	\$ 1,058,304	\$ 1,043,826	\$ 1	1,057,134	\$	1,044,996	\$ -	\$	-	\$ 1,044,996
General Capital and Investments										
General Government Planning Public Works Multi Modal Facility General Investment	\$ 1,036,827 1,192,957 - 100,000	\$ - - -	\$	- - - -	\$	1,036,827 - 1,192,957 - 100,000	\$ - - - -	\$	- - - -	\$ 1,036,827 - 1,192,957 - 100,000
Total General Fund	\$ 2,329,784	\$ 1,043,826	\$ '	1,057,134	\$	3,374,780	\$ -	\$	-	\$ 3,374,780
Restricted Funds										
Transportation Funds Development Fees Maintenance Districts Supplemental Law Enforcement AB 939 Surcharge Recycling Grant	\$ 15,882 6,457,814 3,218,567 114,113 212,099 10,874	\$ 141,011 82,691 41,881 61,227 5,791 239	\$	474,685 10,500 39,702 25,000 1,043 6,472	\$	(317,792) 6,530,005 3,220,746 150,340 216,847 4,641	\$ -	\$	- - -	\$ (317,792) 6,530,005 3,220,746 150,340 216,847 4,641
Total Restricted Funds	\$ 10,029,349	\$ 332,840	\$	557,402	\$	9,804,787	\$ -	\$	-	\$ 9,804,787
Other Funds										
Revolving Funds Master Plan expenses recoverable	\$ 719,961 (30,577)	\$ 5,209 2	\$	4,488 -	\$	720,682 (30,575)	\$ -	\$	-	\$ 720,682 (30,575)
	689,384	5,211		4,488		690,107	-		-	690,107
Total All Funds	\$ 13,048,517	\$ 1,381,877	\$	1,619,024	\$	13,869,674	\$ -	\$	-	\$13,869,674



General Fund	Fund Balance as of 7/01/18	Revenue	Expenditures	Fund Balance as of 11/30/18	Transf In	ers Out	Adjusted Fund Balance
General Government							
Town Council Town Clerk Finance Administration	\$ 22,220 34,545 98,025 421,243	20,853 35,287 91,801 277,636	21,119 35,737 92,971 281,176	21,954 34,095 96,855 417,703			21,954 34,095 96,855 417,703
Total General Government	576,033	425,577	431,003	570,607	-	-	570,607
Planning and Building							
Planning Department	72,856	91,134	92,296	71,694			71,694
Total Planning and Building	72,856	91,134	92,296	71,694	-	-	71,694
Public Works							
Public Works/Engineering	209,415	159,457	161,490	207,382			207,382
Total Public Works	209,415	159,457	161,490	207,382	-	-	207,382
Safety Services		367,658	372,345	(4,687)	-	-	(4,687)
General Operations Reserve	200,000		-	200,000	-	-	200,000
Sub-total	1,058,304	1,043,826	1,057,134	1,044,996	-	-	1,044,996
General Capital and Investments							
General Government General Fund Operating Reserves Capital Projects General Investment	173,711 863,116 1,192,957 100,000			173,711 863,116 1,192,957 100,000			173,711 863,116 1,192,957 100,000
Total General Fund	3,388,088	1,043,826	1,057,134	3,374,780	-	-	3,374,780

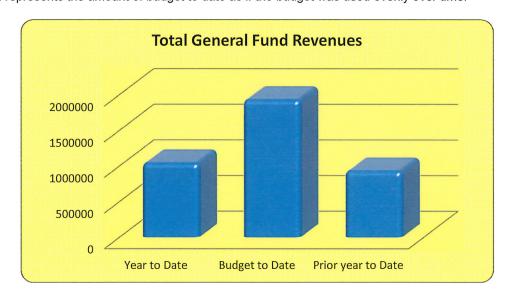


Gas Tax 2100 - 15,810 10,772 5,038 5,038 Gas Tax 21075 - 12,775 16,158 (3,401) (3,401) Gas Tax 2105 - 12,115 2,115 2,115 2,115 Gas Tax 2105 - 18,692 11,849 7,843 7,643 Gas Tax 2106 - 19,692 11,849 7,843 7,648 Gas Tax 2106 - 19,695 11,849 7,843 7,648 Gas Tax 2106 - 15,892 11,849 7,844 10,920 46,289 46,289 Streets and Roads - 30,489 425,134 (394,644) (394,649) 16,320<	Transportation Funds	Fund Balance as of 7/01/18	Revenue	Expenditures	Fund Balance as of 11/30/18	Transfers In Out	Adjusted Fund Balance
Gas Tax 2107 - 12,757 16,168 (3,401) (3,401) Gas Tax 2105 - 2,115 2,115 2,115 2,115 2,115 Gas Tax 2103 - 13,40 10,702 2,688 2,868 Road Maintenance Fund 46,289 46,289 46,289 46,289 Streets and Roads - 0,400 425,134 (34,644) (348,444) Transit 16,882 438 16,320 16,320 Bike Lane 15,882 141,011 474,685 (317,792) - - (317,792) Development Fee Funds Park Fee 268,933 6,084 272,017 272,017 222,017 Open Space/Passive parks 283,762 4,238 288,000 288,000 288,000 Park Fee 268,933 6,103 225,491 225,491 225,491 Drainage 285,688 6,122 271,958 221,17 22,017 Open Space/Passive parks 283,762 7	Gas Tay 2106	_	15 810	10 772	5.038		5.038
Gas Tax 2107.5 - 2,116 2,115 2,115 2,116 3,7843 7,843 Ga Tax 2103 - 13,440 10,772 2,668 2,688 2,688 3,684 46,269 46,269 46,269 46,269 46,269 46,269 46,269 46,269 46,269 46,269 3,040 10,772 2,688 2,688 2,688 3,040 10,772 2,688 2,688 3,040 40,269 46,269 42,288 48,269 46,269 46,269 42,217 46,269 42,217 77,2017		_	•		· ·		
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Transit 15,882 438 16,320 16,		_		425.134	,		
Bike Lane		15 882		120,101			
Development Fee Funds		-	.00		-		-
Park Fee							
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Sierra de Monserat 348,574 3,453 601 351,426 351,426	-			3,125			
3,218,567 41,881 39,702 3,220,746 3,220,746							
		3,218,567	41,881	39,702	3,220,746		3,220,746

Revolving Funds	Fund Balance as of 7/01/18	Revenue	Expenditures	Fund Balance as of 11/30/18	Transf In	ers Out	Adjusted Fund Balance
Revolving (Development Agreements) County Facility Development fee Dry Creek Watershed District	689,540 27,710 2,711	927 2,544 1,738	671 2,079 1,738	689,796 28,175 2,711			689,796 28,175 2,711
	719,961	5,209	4,488	720,682	_	-	720,682
Miscellaneous other Funds							
Westside Specific Plan Master Plan	1,137 (31,714)	2		1,137 (31,712)			1,137 (31,712)
	(30,577)	2		(30,575)	•		(30,575)

	Actual as of 11/30/18	Budget as of 11/30/18	Variance	Actual as of 11/30/17	Current vs. Prior Year	Total Budget
Revenues						· ·
Property Taxes - secured	-	445,833	(445,833)	-	-	1,070,000
Property Taxes - unsecured	22,897	12,500	10,397	21,689	1,208	30,000
Property Taxes - supplemental	452	6,250	(5,798)	156	296	15,000
Homeowner property tax relief	-	3,542	(3,542)		-	8,500
Sales Taxes	547,011	500,000	47,011	500,966	46,045	1,200,000
Transaction Taxes	267,183	125,000	142,183	167,879	99,304	300,000
Real Property Transfer Tax	12,856	16,667	(3,811)	14,409	(1,553)	40,000
Transient Occupancy Tax	5,395	4,167	1,228	3,967	1,428	10,000
Franchises	46,648	110,833	(64,185)	44,024	2,624	266,000
Business Licenses	5,386	9,583	(4,197)	5,556	(170)	23,000
Permits	74,510	50,000	24,510	129,996	(55,486)	120,000
Fees	12,729	10,000	2,729	9,546	3,183	24,000
Motor Vehicle in Lieu (DMV)		1,167	(1,167)		-	2,800
Property tax in lieu of Motor in Lieu		260,417	(260,417)		-	625,000
Interest	38,638	37,500	1,138	38,578	60	90,000
Market adjustments	(1,928)	8,333	(10,261)	(19,643)	17,715	20,000
Traffic fines	789	1,250	(461)	1,005	(216)	3,000
Rents	10,652	11,667	(1,015)	12,115	(1,463)	28,000
Miscellaneous	608	2,083	(1,475)	1,491	(883)	5,000
Prior year reserves		313,349	(313,349)		-	752,038
	1,043,826	1,930,141	(886,315)	931,734	112,092	4,632,338

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 Five Months Ended November 30, 2018

	Actual as of 11/30/18	Budget as of 11/30/18	Variance	Actual as of 11/30/17	Current vs. Prior Year	Total Budget
Expenditures						-
Town Council	21,119	22,167	1,048	14,196	(6,923)	53,200
Town Clerk	35,737	32,458	(3,279)	34,152	(1,585)	77,900
Finance	92,971	94,500	1,529	105,443	12,472	226,800
Administration	281,176	227,583	(53,593)	230,521	(50,655)	546,200
Planning	92,296	177,417	85,121	72,930	(19,366)	425,800
Community Services	86,113	119,875	33,762	60,137	(25,976)	287,700
Economic Development	1,700	3,271	1,571	8,956	7,256	7,850
Safety	372,345	645,342	272,997	406,400	34,055	1,548,820
Public Works	161,490	267,138	105,648	218,209	56,719	641,130
Non-Departmental	-	313,349	313,349	-	-	752,038
	1,144,947	1,903,099	758,152	1,150,944	5,997	4,567,438

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

