# Finance Division
# Monthly Activity Report

## as of

## July 31, 2014

83.3% of Fiscal Year

Prepared by Wendy M. Gholson, Director of Finance

8/22/2014

# FINANCE
## Monthly Report

**Period Ending 07/31/2014**

**PERCENT OF YEAR COMPLETED: 83.3%**

| FUND BALANCES (Available Capital) | Beginning @ 10/01 | YTD Revenues | YTD Expenses | Ending | % of Total |
|---|---|---|---|---|---|
| 100 General Fund | $ (10,190.00) | $ 2,826,299.97 | $ (2,466,238.70) | $ 349,871.27 | 18.2% |
| 200 Utility Fund | $ 73,198.19 | $ 1,301,135.36 | $ (1,168,074.28) | $ 206,259.27 | 10.7% |
| 350 Restricted Parks Fund | $ 76,201.00 | $ 69,629.36 | $ (62,225.97) | $ 83,604.39 | 4.3% |
| 360 Hotel Tax Fund | $ 79,390.00 | $ 29,358.93 | $ (2,005.26) | $ 106,743.67 | 5.5% |
| 370 Street Maintenance Fund | $ 2,311.00 | $ 18,925.46 | $ - | $ 21,236.46 | 1.1% |
| 380 City Cleanup Fund | $ 4,599.00 | $ 21,781.93 | $ (19,295.27) | $ 7,085.66 | 0.4% |
| 400 Debt Service Fund | $ 565,551.00 | $ 861,719.74 | $ (291,754.63) | $ 1,135,516.11 | 58.9% |
| 500 2010 CO Capital Projects | $ 41,784.00 | $ 19.42 | $ (33,266.39) | $ 8,537.03 | 0.4% |
| 505 CDBG #713199 | $ - | $ 45,000.00 | $ (37,375.00) | $ 7,625.00 | 0.4% |
| **Total** | $ 832,844.19 | $ 5,173,870.17 | $ (4,080,235.50) | $ 1,926,478.86 | 100.0% |

| GENERAL FUND | FY 2014 Budget | Current Period | FY to Date | % of Budget |
|---|---|---|---|---|
| **Revenues** | $ 3,062,214.70 | $ 200,266.29 | $ 2,826,299.97 | 92.3% |
| **Expenditures** | $ (3,017,215.70) | $ (261,867.35) | $ (2,466,238.70) | 81.7% |
| Non-Departmental | $ (115,642.00) | $ (9,357.04) | $ (105,032.93) | 90.8% |
| Animal Control | $ (72,187.00) | $ (6,026.61) | $ (54,470.89) | 75.5% |
| Fire | $ (365,826.70) | $ (31,123.58) | $ (310,282.32) | 84.8% |
| Finance | $ (223,079.00) | $ (11,783.72) | $ (177,750.57) | 79.7% |
| Code Compliance | $ (135,435.00) | $ (13,382.29) | $ (97,809.76) | 72.2% |
| Administration | $ (336,533.00) | $ (28,848.97) | $ (284,182.88) | 84.4% |
| Police | $ (793,782.00) | $ (78,150.35) | $ (671,094.25) | 84.5% |
| Streets | $ (417,104.00) | $ (36,294.65) | $ (296,214.10) | 71.0% |
| Municipal Court | $ (88,824.00) | $ (7,134.85) | $ (72,819.03) | 82.0% |
| Solid Waste | $ (468,803.00) | $ (39,765.29) | $ (396,581.97) | 84.6% |
| **Surplus (Deficit) Revenues over Expenditures** | $ 44,999.00 | $ (61,601.06) | $ 360,061.27 | |

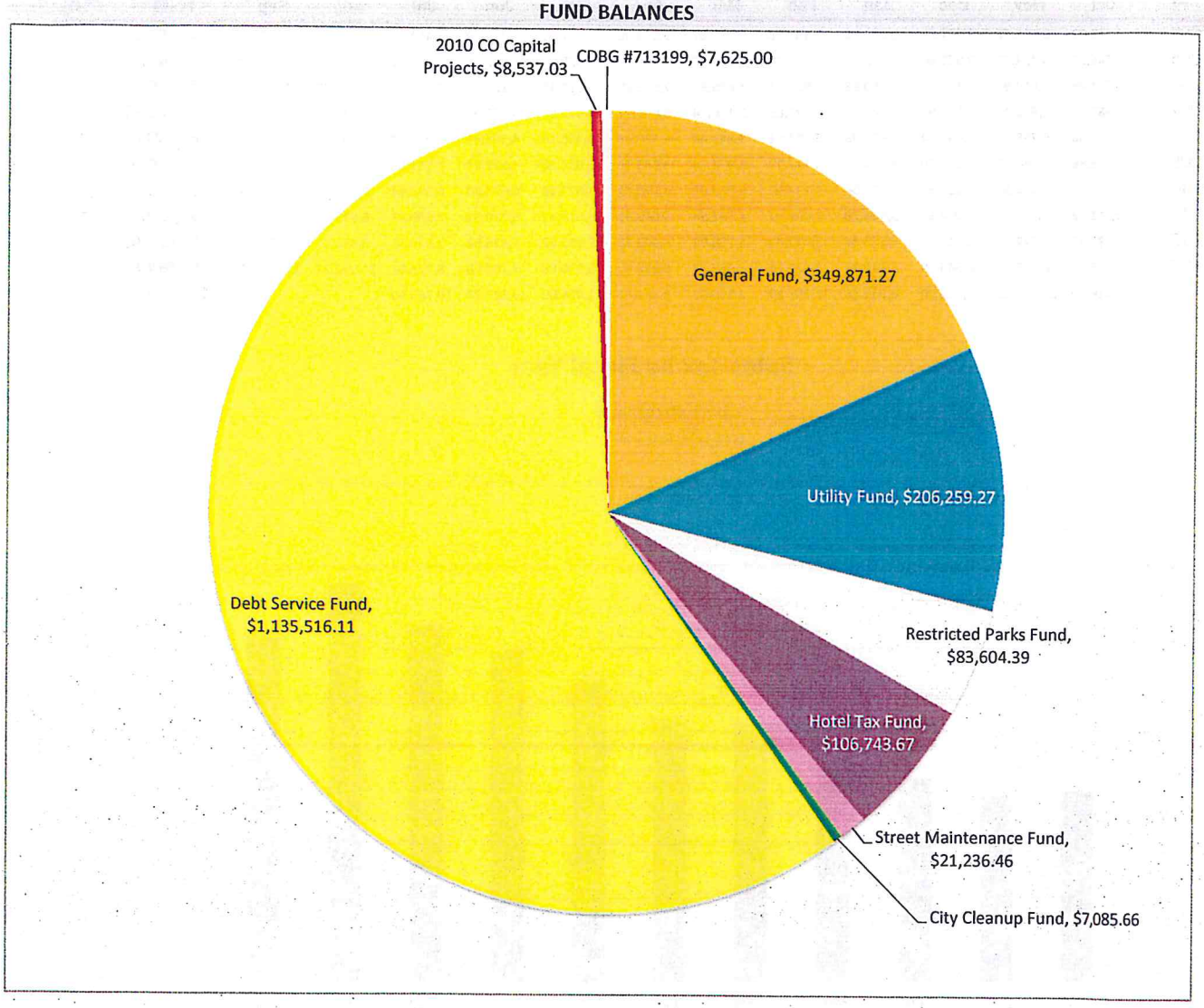
| UTILITY FUND | FY 2014 Budget | Current Period | FY to Date | % of Budget |
|---|---|---|---|---|
| **Revenues** | $ 1,578,600.00 | $ 147,716.59 | $ 1,301,135.36 | 82% |
| **Expenditures** | | | | |
| Water | $ (1,578,594.00) | $ (143,129.05) | $ (1,168,074.28) | 74% |
| **Surplus (Deficit) Revenues over Expenditures** | $ 6.00 | $ 4,587.54 | $ 133,061.08 | |

| NON-OPERATING FUNDS | FY 2014 Budget Revenues | FY to Date Revenues | FY 2014 Expenditures | FY to Date Expenditures |
|---|---|---|---|---|
| Restricted Parks Fund | $ 301,770.00 | $ 69,629.36 | $ (291,387.00) | $ (62,225.97) |
| Hotel Tax Fund | $ 39,000.00 | $ 29,358.93 | $ (35,500.00) | $ (2,005.26) |
| Street Maintenance Fund | $ 21,000.00 | $ 18,925.46 | $ (21,000.00) | $ - |
| City Cleanup Fund | $ 22,000.00 | $ 21,781.93 | $ (22,000.00) | $ (19,295.27) |
| Debt Service Fund | $ 862,589.00 | $ 861,719.74 | $ (971,869.00) | $ (291,754.63) |
| 2010 CO Capital Projects | $ - | $ 19.42 | $ (41,784.00) | $ (33,266.39) |
| CDBG #713199 | $ 316,250.00 | $ 45,000.00 | $ (316,250.00) | $ (37,375.00) |

# FINANCE
## Monthly Report

**Period Ending 07/31/2014**

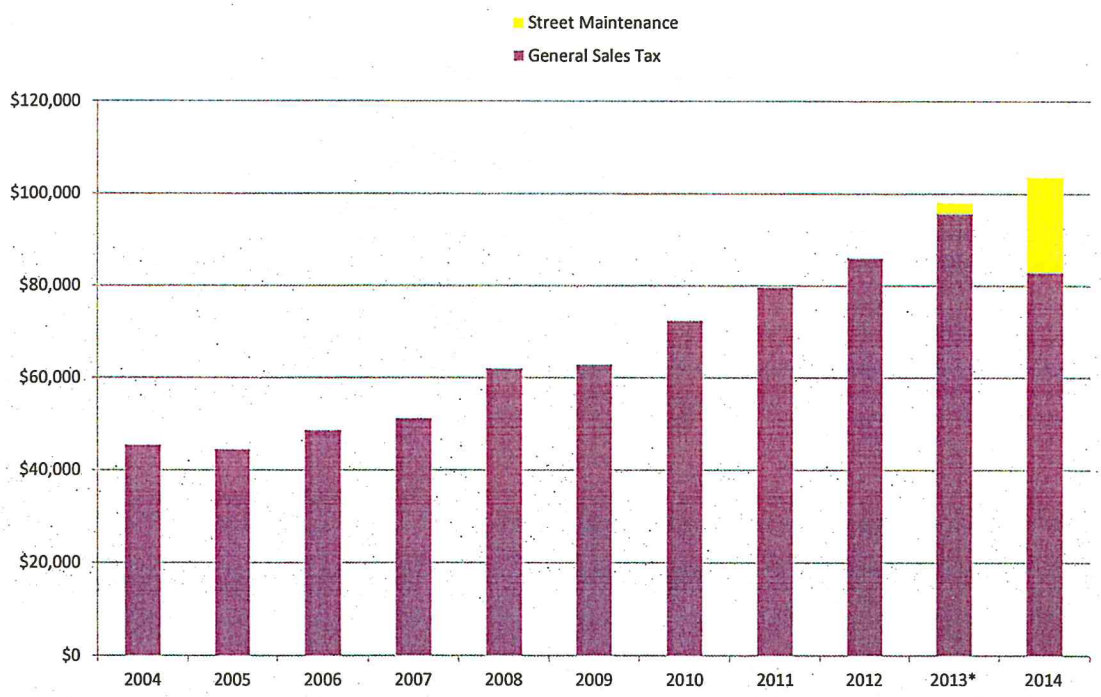
**FUND BALANCES**



## SALES TAX BY MONTH CURRENT & LAST TEN YEARS

| Fiscal Year | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Total | %Δ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2004 | 3,625.20 | 5,601.94 | 3,252.93 | 2,821.80 | 4,166.98 | 2,583.87 | 3,102.40 | 4,627.43 | 3,014.40 | 3,452.12 | 5,497.85 | 3,748.05 | **45,494.97** | |
| 2005 | 3,945.60 | 5,492.73 | 2,969.60 | 2,595.17 | 4,250.46 | 3,264.72 | 2,687.04 | 4,635.33 | 2,792.43 | 3,416.45 | 5,165.91 | 3,288.39 | **44,503.83** | -2% |
| 2006 | 4,034.49 | 3,813.85 | 3,150.19 | 2,850.88 | 3,925.31 | 2,678.32 | 7,085.29 | 4,711.15 | 4,290.98 | 3,964.50 | 4,473.42 | 3,661.15 | **48,639.53** | 9% |
| 2007 | 3,687.42 | 4,951.37 | 2,866.95 | 3,829.71 | 4,082.86 | 3,150.74 | 3,809.77 | 4,996.53 | 4,276.00 | 4,717.84 | 6,121.50 | 4,782.88 | **51,273.57** | 5% |
| 2008 | 4,942.96 | 5,738.35 | 6,896.64 | 3,976.93 | 5,834.61 | 3,849.41 | 4,430.89 | 5,465.18 | 4,354.44 | 5,097.38 | 6,167.69 | 5,303.93 | **62,058.41** | 21% |
| 2009 | 5,146.86 | 6,044.53 | 4,348.30 | 4,326.98 | 5,711.99 | 3,373.79 | 3,649.16 | 6,886.26 | 4,521.64 | 4,551.88 | 7,925.28 | 6,447.40 | **62,934.07** | 1% |
| 2010 | 6,165.56 | 6,432.33 | 5,107.83 | 4,285.04 | 6,197.98 | 5,069.03 | 4,318.69 | 7,673.13 | 6,623.30 | 6,183.44 | 7,987.42 | 6,424.99 | **72,468.74** | 15% |
| 2011 | 5,511.52 | 7,529.55 | 5,094.62 | 5,688.78 | 7,491.41 | 4,792.54 | 6,069.36 | 8,017.11 | 5,710.31 | 7,689.41 | 8,519.92 | 7,624.52 | **79,739.05** | 10% |
| 2012 | 6,885.31 | 9,372.82 | 6,112.84 | 5,503.86 | 8,077.42 | 5,288.97 | 6,002.50 | 7,935.22 | 7,426.92 | 7,520.53 | 8,330.42 | 7,556.82 | **86,013.63** | 8% |
| 2013* | 6,585.33 | 8,296.00 | 6,545.79 | 6,440.24 | 7,522.31 | 6,985.17 | 6,822.40 | 9,330.68 | 7,784.28 | 8,276.01 | 11,922.22 | 11,554.41 | **98,064.84** | 14% |
| 2014 | 10,018.00 | 15,325.00 | 8,961.00 | 8,742.38 | 12,083.89 | 7,940.02 | 8,314.82 | 11,438.03 | 10,103.24 | 10,763.40 | | | **103,689.78** | |

### Sales Tax by Fiscal Year




* In FY 2013 the City elected an additional 0.25% sales tax for Street Maintenance. The first receipt of this additional sales tax is recorded in September 2013.

Source: Texas Comptroller of Public Accounts

# FINANCE
## Monthly Report

**Period Ending 07/31/2014**

| Accomplishments/Project | STATUS |
|---|---|
| TMRS Retirement Monthly Report - June | Completed |
| Qtr 2 941 Employee Tax Quarterly Report | Completed |
| Qtr 2 Texas Workforce Unemployment Tax Quarterly Report | Completed |
| Sales Tax Monthly Report - June | Completed |
| Postcards sent regarding closure of Drop Box at Old City Hall | Completed |
| Researched Volunteer Donation Options | Completed |
| Updated Quarterly Investment Report for Compliance with PFIA | Completed |
| Implementation of Bank & Credit Card Drafting | Completed |
| Presented a Balanced FY2015 Proposed Budget to City Council | Completed |
| Finalized Series 2014 Refunding Bonds w/ net savings of $1,125,350 | Completed |
| Processed Bi-Annual Debt Service Payments | Completed |
| Setup New Water Rate Tables for 1 1/2" Meter - Buck's Convenience Store | Completed |
| Develop a Standard Operating Procedure Manual for Finance Director position | In Process |
| Worked with Janitorial Service to improve quality of service | In Process |
| Improve Utility & Court Collection Activities - Contract with a Collection Agency | In Process |
| Implementation of Employee Payroll Pay-Cards | In Process |
| Implement Positive Pay Program with First State Bank | In Process |
| Research & Implement Address Certification Program for Utility Mailings | In Process |
| Update Billing Monthly Activity Report | In Process |
| Update of Base Rates for Master Meter Water Accounts | Pending |
| Establish Utility Dept Procedures that overlap with Billing | Pending |
| Establish Entity Controls for Compliance w/TMRS & GASB Compliance (10/01/2014) | Pending |
| Improve Merchant Services Contract | Not Started |
| RFP for Auditing Services Contract | Not Started |
| Develop a Cash Flow Analysis/Statement | Not Started |
| Develop and Update Unclaimed Property Process | Not Started |
| Research & Implement new Purchasing Card Program | Not Started |
| Implement Disaster Recovery Services with Incode | Not Started |

Prepared by: Wendy Gholson, Director of Finance