Financial Statements

and

Investment Report

(Unaudited)

as of

March 31, 2015

50% of Fiscal Year

Prepared by Wendy M. Gholson, Director of Finance

4/23/2015

CITY OF PARKS

Executive Summary

Background:
The 2014-2015 revenue and expenditure budget for the City of Granite Shoals is $6,363,429 and $6,323,614 respectively.

These financial statements are being presented for the first half of Fiscal Year 2015 ending March 31, 2015. While the data is unaudited, staff believes it appropriately reflects the financial activities of the City. Four new Restricted funds have been created and moved out of the General Fund to allow improved accounting for resources. These new funds include the Police Seizure Fund, Law Enforcement Education Fund, Court Technology Fund and Court Building Security Fund.

Department	Beginning(Audited) Fund Balance @10/01/2014	Actual Revenues @ 3/31/2015	Actual Expenditures @ 3/31/2015	CHANGE TO FUND BALANCE	Ending Fund Balance @ 3/31/2015
General Fund	$ 161,388.92	$2,480,189.33	$ (1,707,970.67)	$ 772,218.66	$ 933,607.58
Water Fund *	3,378,273.84	808,673.99	(736,076.49)	72,597.50	3,450,871.34
Restricted Parks Fund	116,574.98	181,892.05	(263,213.75)	(81,321.70)	35,253.28
Hotel Occupancy Tax Fund	84,139.32	12,868.57	(4,448.35)	8,420.22	92,559.54
Street Maintenance Fund	2,026.25	15,836.01	-0-	15,836.01	17,862.26
Police Seizure Fund	2,791.24	2,322.53	(2,162.75	159.78	2,951.02
Law Enforcement Educ Fund	3,424.60	1,164.11	-0-	1,164.11	4,588.71
City Cleanup Fund	11,290.02	12,957.00	(10,211.26)	2,745.74	14,035.76
Court Technology Fund	1,656.57	1,560.99	(2,876.89)	(1,315.90)	340.67
Court Building Security Fund	7,821.31	1,170.73	(8,215.00)	(7,044.27)	777.04
Debt Service Fund	474,092.48	868,294.71	(244,898.63)	623,396.08	1,097,488.56
Utility Equipment Reserve	40,000.00	20,056.70	-0-	20,056.70	60,056.70
Grant #713199–Wtr Storage	12,187.50	75,922.75	(87,921.95)	(11,999.20)	188.30
Total Funds	$4,295,667.03	$4,482,909.47	$(3,067,995.74)	$1,414,913.73	$5,710,580.76

* Available Operating Capital (Unrestricted Cash less Accts. Payable) @ 3/31: $228,507

Change/Variance Legend
Positive
Cautious
Negative

General Fund (Fund 100):

Revenues: Revenues to date (March 2015) in the General Fund are $2,480,189 or approximately 73.23% of the approved Revenue budget plus proposed adjustments of $3,386,966.

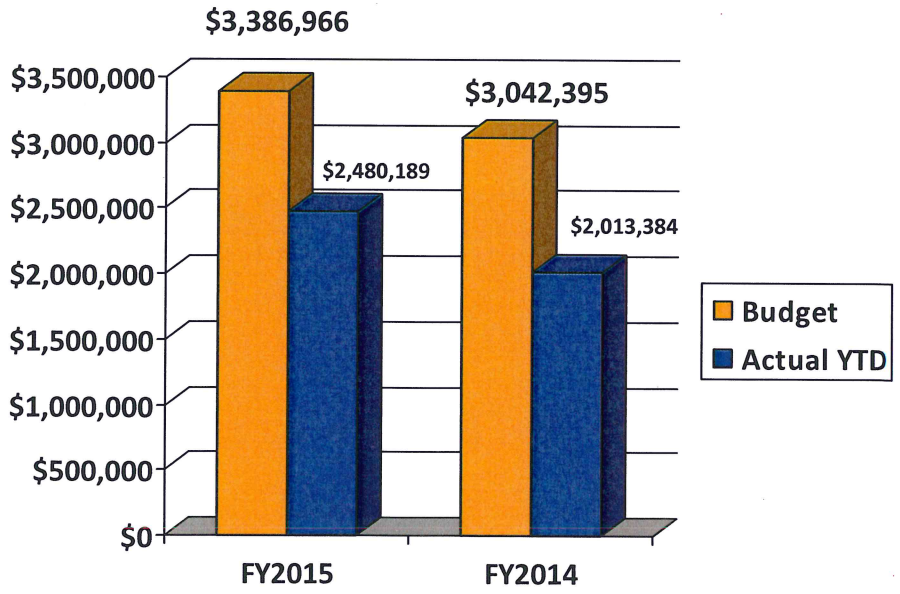
Revenue Summary vs. Budget

Department	Adopted Budget	Proposed Budget Adjustments	Proposed Amended Budget	YTD Actual	% of Budget
Animal Control	3,000	-0-	3,000	1,065	35.50%
Fire	239,573	825	240,398	137,705	57.28%
Administration	1,553,062	8,405	1,561,467	1,411,869	90.42%
Police	-0-	113,500	113,500	113,500	100.00%
Streets/Parks	4,360	80,995	85,355	86,312	101.12%
Municipal Court	90,000	-0-	90,000	77,135	85.71%
Solid Waste	579,450	-0-	579,450	295,705	51.03%
Internal Charges	713,796	-0-	713,796	356,898	50.00%
TOTAL REVENUES	$3,183,241	198,644	$3,386,966	2,480,189	73.23%

Revenue - Prior Year Comparative Analysis

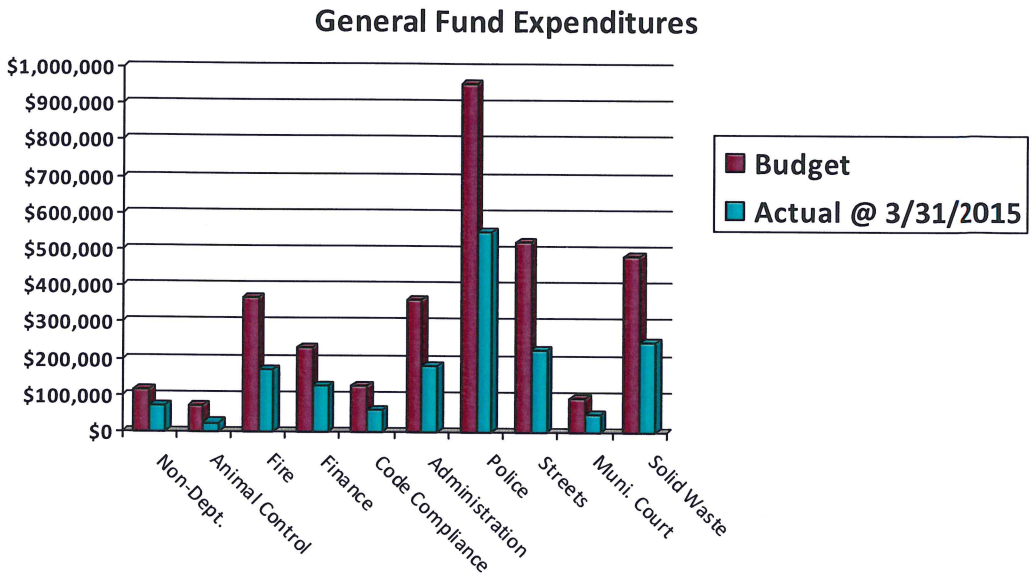
Fiscal Year	Proposed Amended Budget	YTD Actual	% of Budget
2014	3,042,395	2,013,384	66.18%
2015	3,386,966	2,480,189	73.23%
Change	344,571	466,805	7.05%
% Change	11.33%	23.19%	

The proposed budget adjustments include $194,495 in total financing proceeds for the purchase of capital in both Police and Streets. Offsetting expenditure adjustments are also proposed. The remaining differences are mostly attributable to increased property tax collections and municipal court revenues.



General Fund Revenues

Expenditures: Expenditures in the General Fund are budgeted at $3,329,102 (including proposed adjustments) with $1,707,970 expended or 51.3% of budget.



Department	Adopted Budget	Proposed Budget Adjustments	Proposed Amended Budget	YTD Actual	% of Budget
Non-Departmental	130,759	(17,059)	113,700	73,878	64.98%
Animal Control	73,795	(853)	72,942	25,982	35.62%
Fire	366,813	1,477	368,290	170,351	46.25%
Finance	223,235	9,417	232,652	126,785	54.50%
Code Compliance	125,180	2,848	128,028	60,146	46.98%
Administration	366,350	(4,000)	362,350	181,495	50.09%
Police	830,755	122,918	953,674	546,837	57.34%
Streets	440,616	81,567	522,182	226,361	43.35%
Municipal Court	90,248	2,636	92,884	50,708	54.59%
Solid Waste	482,400	-0-	482,400	245,427	50.88%
TOTAL EXPENDITURES	$3,130,151	$198,951	$3,329,102	$1,707,970	51.30%

Expenditure - Prior Year Comparative Analysis

Fiscal Year	Proposed Amended Budget	YTD Actual	% of Budget
2014	2,997,396	1,468,935	49.00%
2015	3,329,102	1,707,970	51.30%
Change	331,706	239,035	2.30%
% Change	11.06%	16.27%	

Most General Fund expenditures at 3/31/2015 are tracking very well with budget. Non-departmental expenditures exceed 50% of the budget due to timing of several expenditures such as website hosting & property/liability insurance payments and increased copying expenses. Finance, Police, and Municipal Court expenditures are currently exceeding the budget target due to large one-time expensed during the first half of the fiscal year such as audit cost, annual software maintenance fees and capital.

Utility Fund (Fund 200):

Revenue: FY 2014-2015 revenues as of March 31, 2015 ($808,674) are approximately 49.44% of the annual budget. Compared to the prior year $754,482 there is a slight increase of 7.18% year over year.

Revenue - Prior Year Comparative Analysis

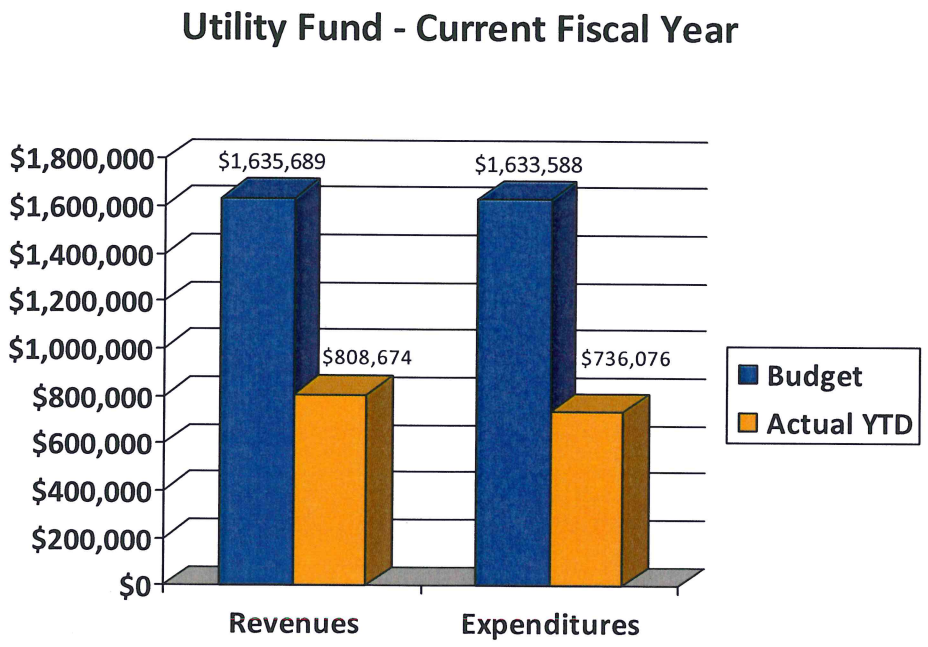
Fiscal Year	Proposed Amended Budget	YTD Actual	% of Budget
2014	1,578,600	754,482	47.79%
2015	1,635,689	808,674	49.44%
Change	57,089	54,192	1.65%
% Change	3.61%	7.18%	

Expenditures: Year to date expenditures equal $736,076 are currently on target with budget at 45.06%.

Expenditure - Prior Year Comparative Analysis

Fiscal Year	Proposed Amended Budget	YTD Actual	% of Budget
2014	1,578,594	670,227	42.46%
2015	1,633,588	736,076	45.06%
Change	54,994	65,849	2.60%
% Change		9.82%	

Utility Fund expenditures are up from prior year due to additional repairs & chemicals necessary at the treatment plant during the first quarter of FY2015; however they remain within the budget target limits.



Restricted Park Fund (Fund 350):

The Restricted Park Fund revenue to date $181,892 (64.69% of budget) currently falls behind expenditures to date of $263,214 (93.69% of budget) due to increased grant project activity and outstanding Grant reimbursement funds. A major revenue source in this fund is Deeds without Warranties which represent proceeds from the sale of lakefront fill area. The budget for FY2015 also includes grant proceeds and expenditures for two ongoing grants, the Quarry Park Grant and the Hike & Bike Trail Grant. Both grants are funded through a reimbursement of expenditures basis.

Hotel Occupancy Tax Fund (Fund 360)

The Hotel Occupancy Tax fund revenue to date of $12,868 currently accounts for 42.90% of the budgeted revenues ($30,000). The City collects quarterly payments of hotel occupancy taxes in October, January, April, and July. The City currently has 17 (originally 23) registered short-term vacation homes and 1 multi-room hotel facility on record. Expenditures YTD are at $4,448, or 37.07% of the annual budget $12,000.

Street Maintenance Sales Tax Fund (Fund 370)

In July 2013, an additional 0.25% sales tax was levied in Granite Shoals for the funding of Street Maintenance. As of March 31, 2015, the City has received 52.79%, or $15,836 of the annual budget. These funds, budgeted at $30,000, will be used for the annual street paving initiative which usually occurs during the late summer time frame.

Police Seizure Fund (Fund 375)

Prior to March 2015, the Police Seizure Funds were accounted for in the General Fund. Due to the use of these funds being legally restricted/managed, they are now being accounted for in a separate fund. The Police Seizure Fund is not budgeted due to the nature of revenues and expenditures. FY2015 revenues year-to-date total $2,323 and expenditures total $2,163

Law Enforcement Education Fund (Fund 376)

Prior to March 2015, the Law Enforcement Education Fund was accounted for in the General Fund. The use of these funds, which are received from the state, is legally restricted for law enforcement training purposes; therefore, they are now being accounted for in a separate fund. Due to the nature of these funds, the Law Enforcement Education Fund has not been previously budgeted. FY2015 revenues year-to-date total $1,164.

City Cleanup Fund (Fund 380)

Effective August 1, 2013 the City began collecting $1 per month from all solid waste customers. These collections are restricted to expenditures for "City Cleanup". Revenues to date in the City Cleanup Fund equal $12,957, or 33.65% of budget ($38,500). Expenditures to date total $10,211, 44.4% of budget. One city-wide cleanup day was held in October of FY2015 with a second cleanup day scheduled for April. Additionally, the City co-sponsors an annual Household Hazardous Waste day with Burnet County and other area cities. The FY2015 revenue budget includes Grant funds of $13,000 awarded from CAPCOG which have not been received.

Court Technology Fund (Fund 390)

Prior to March 2015, the Court Technology Fund was accounted for in the General Fund. The collection and use of these funds, are restricted by Texas Code of Criminal Procedure Article 102.0172; therefore, they are now being accounted for in a separate fund. Due to the nature of these funds, the Court Technology Fund has not been previously budgeted. FY2015 revenues year-to-date total $1,561; expenditures year-to-date total $2,877.

Court Building Security Fund (Fund 391)

Prior to March 2015, the Court Building Security Fund was accounted for in the General Fund. The use of these funds, are restricted by Texas Code of Criminal Procedure Article 102.017; therefore, they are now being accounted for in a separate fund. Due to the nature of these funds, the Court Building Security Fund has not been previously budgeted. FY2015 revenues year-to-date total $1,171; expenditures year-to-date total $8,215. Multiple years of collections from this source were recently used for the renovations to the Court area/offices. The renovations allowed for improved security for the court waiting room, court administrator, and deputy court clerk.

Debt Service Fund (Fund 400):

Year to date revenue activity in the Debt Service fund is at 96.87% of budget ($868,295 compared to budget of $896,387. YTD expenditures are currently at $244,899, or 24.98% of budget with the majority of debt payments being due only twice per year in February and August. Once again, a planned reduction of $87,309 on fund balance is budgeted in order to manage I&S property tax rates.

Utility Equipment Reserve Fund (Fund 502):

The Utility Equipment Reserve Fund was established in at the end of FY2014 by the City Council with a one-time "seed" transfer from the Utility Fund of $40,000. The City Council also voted to initiate an equipment replacement fee of $0.50 per month per water customer to reserve resources in this newly created fund for the purpose of repair and replacement of Utility system equipment. As of March 31, 2015, $6,956, or 50% of budget, in customer fees have been collected. Also, an additional transfer from the Utility Fund of $26,200 has been budgeted in FY2015.

CDBG #713199 – Kingswood Water Storage (Fund 505):

This fund was established in FY2014 to better track revenues and expenditures related to a Community Development Block Grant awarded to the City. The grant will provide a replacement water storage tank at our Kingswood area with a larger overall holding capacity. The grant project cost is $316,250 – with $275,000 awarded grant funds and a city match from the Utility fund of $41,250. Year to date revenue activity in fund 505 only includes grant proceeds of $75,922 or 27.88% of budget. Expenditures currently total $87,922, 31.53% of budget ($278,875).

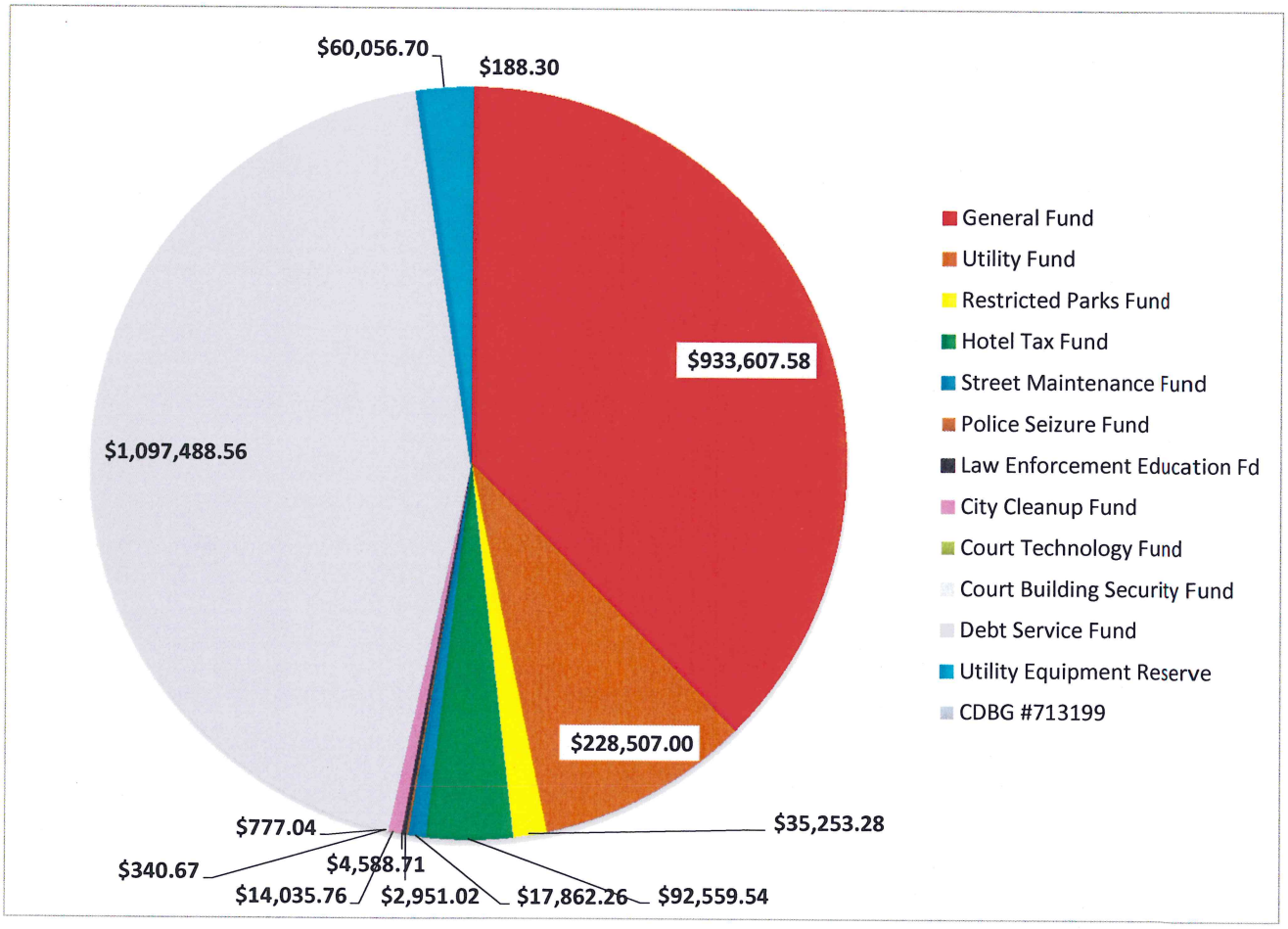
FINANCE
Monthly Report

Period Ending 03/31/2015

PERCENT OF YEAR COMPLETED: 50.00%

FUND BALANCES (Available Capital)	Beginning @ 10/01	YTD Revenues	YTD Expenses	Ending	% of Total
100 General Fund	$ 161,388.92	$ 2,480,189.33	$ (1,707,970.67)	$ 933,607.58	37.52%
200 Utility Fund	$ 155,909.50	$ 808,673.99	$ (736,076.49)	$ 228,507.00	9.18%
350 Restricted Parks Fund	$ 116,574.98	$ 181,892.05	$ (263,213.75)	$ 35,253.28	1.42%
360 Hotel Tax Fund	$ 84,139.32	$ 12,868.57	$ (4,448.35)	$ 92,559.54	3.72%
370 Street Maintenance Fund	$ 2,026.25	$ 15,836.01	$ -	$ 17,862.26	0.72%
375 Police Seizure Fund	$ 2,791.24	$ 2,322.53	$ (2,162.75)	$ 2,951.02	0.12%
376 Law Enforcement Education Fd	$ 3,424.60	$ 1,164.11	$ -	$ 4,588.71	0.18%
380 City Cleanup Fund	$ 11,290.02	$ 12,957.00	$ (10,211.26)	$ 14,035.76	0.56%
390 Court Technology Fund	$ 1,656.57	$ 1,560.99	$ (2,876.89)	$ 340.67	0.01%
391 Court Building Security Fund	$ 7,821.31	$ 1,170.73	$ (8,215.00)	$ 777.04	0.03%
400 Debt Service Fund	$ 474,092.48	$ 868,294.71	$ (244,898.63)	$ 1,097,488.56	44.11%
502 Utility Equipment Reserve	$ 40,000.00	$ 20,056.70	$ -	$ 60,056.70	2.41%
505 CDBG #713199	$ 12,187.50	$ 75,922.75	$ (87,921.95)	$ 188.30	0.01%
Total	$ 1,073,302.69	$ 4,482,909.47	$ (3,067,995.74)	$ 2,488,216.42	100.00%

FUND BALANCES

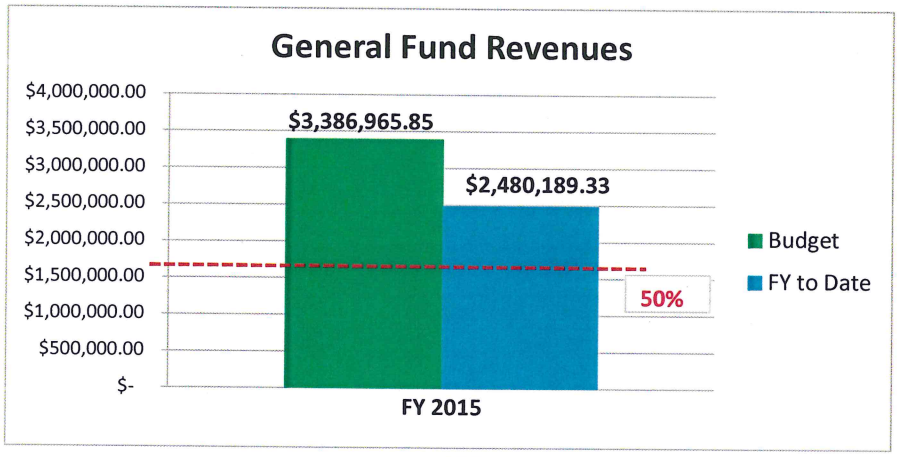


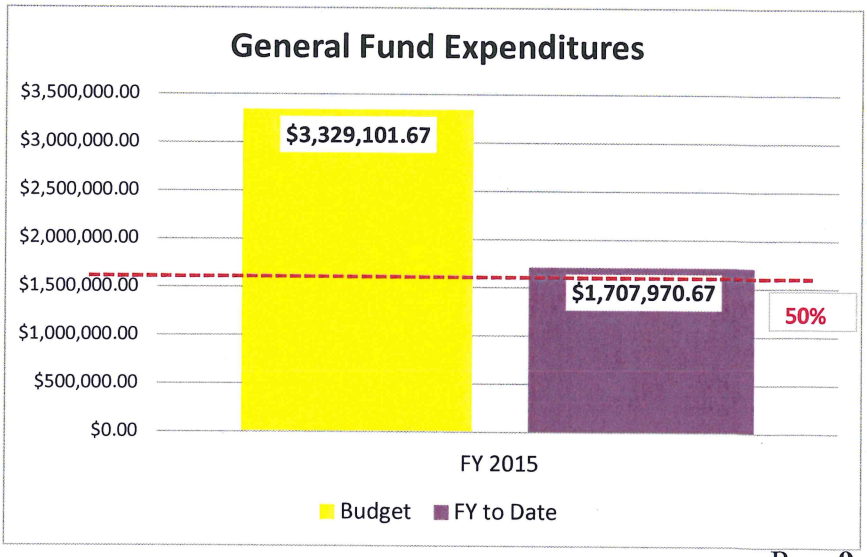
FINANCE
Monthly Report

Period Ending 03/31/2015

PERCENT OF YEAR COMPLETED: 50.00%

GENERAL FUND	FY 2015 Budget ORIGINAL	FY 2015 Budget PROPOSED	Current Period	FY to Date	% of Budget
Revenues	$ 3,183,241	$ 3,386,965.85	$ 404,854.13	$ 2,480,189.33	73.23%
Expenditures	$ (3,130,151)	$ (3,329,101.67)	$ (430,509.93)	$ (1,707,970.67)	51.30%
Non-Departmental	$ (130,759)	$ (113,699.95)	$ (15,041.08)	$ (73,879.74)	64.98%
Animal Control	$ (73,795)	$ (72,942.01)	$ (4,011.94)	$ (25,981.87)	35.62%
Fire	$ (366,813)	$ (368,289.80)	$ (27,047.74)	$ (170,351.10)	46.25%
Finance	$ (223,235)	$ (232,651.62)	$ (15,432.76)	$ (126,785.25)	54.50%
Code Compliance	$ (125,180)	$ (128,027.67)	$ (9,759.32)	$ (60,145.55)	46.98%
Administration	$ (366,350)	$ (362,349.62)	$ (28,594.16)	$ (181,494.82)	50.09%
Police	$ (830,755)	$ (953,673.97)	$ (174,739.71)	$ (546,836.94)	57.34%
Streets	$ (440,616)	$ (522,182.56)	$ (104,252.21)	$ (226,361.12)	43.35%
Municipal Court	$ (90,248)	$ (92,884.47)	$ (10,804.51)	$ (50,707.61)	54.59%
Solid Waste	$ (482,400)	$ (482,400.00)	$ (40,826.50)	$ (245,426.67)	50.88%
Surplus (Deficit) Revenues over Expenditures	$ 53,090	$ 57,864.18	$ (25,655.80)	$ 772,218.66	



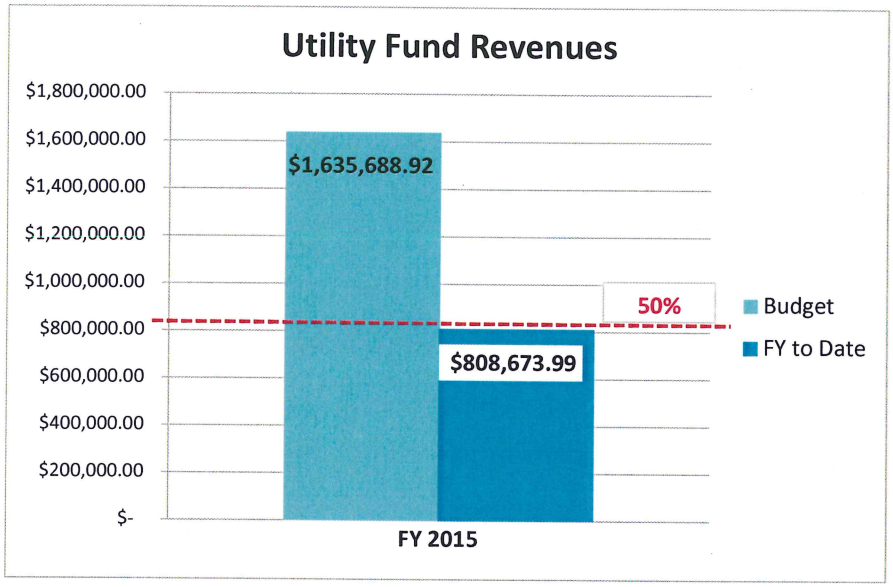


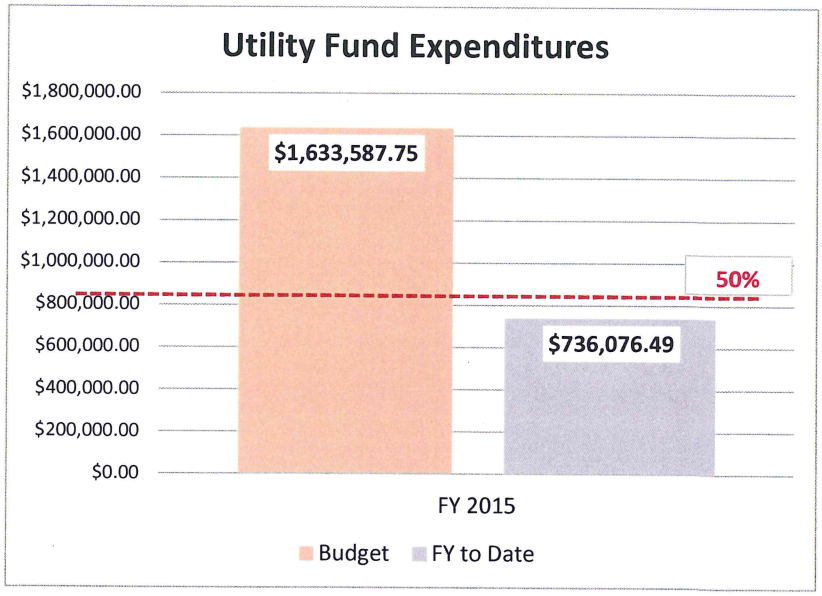
FINANCE
Monthly Report

Period Ending 03/31/2015

PERCENT OF YEAR COMPLETED: 50.00%

UTILITY FUND	FY 2015 Budget ORIGINAL	FY 2015 Budget PROPOSED	Current Period	FY to Date	% of Budget
Revenues	$ 1,601,420	$ 1,635,688.92	$ 158,762.23	$ 808,673.99	49.44%
Expenditures	$ (1,580,795)	$ (1,633,587.75)	$ (138,744.44)	$ (736,076.49)	45.06%
Non-Departmental	$ (10,000)	$ (5,000.00)	$ -	$ 761.26	-15.23%
Water	$ (1,488,090)	$ (1,545,340.19)	$ (132,090.76)	$ (696,547.80)	45.07%
Customer Service	$ (82,705)	$ (83,247.56)	$ (6,653.68)	$ (40,289.95)	48.40%
Surplus (Deficit) Revenues over Expenditures	**$ 20,625**	$ 2,101.17	$ 20,017.79	$ 72,597.50	





FINANCE
Monthly Report

Period Ending 03/31/2015

PERCENT OF YEAR COMPLETED: 50.00%

NON-OPERATING FUNDS	FY 2014 Budget Revenues	FY to Date Revenues	FY 2014 Budget Expenditures	FY to Date Expenditures	Surplus (Deficit)
350 Restricted Parks Fund	$ 281,170.00	$ 181,892.05	$ (280,948.00)	$ (263,213.75)	$ (81,321.70)
360 Hotel Tax Fund	$ 30,000.00	$ 12,868.57	$ (12,000.00)	$ (4,448.35)	$ 8,420.22
370 Street Maintenance Fund	$ 30,000.00	$ 15,836.01	$ (30,000.00)	$ -	$ 15,836.01
375 Police Seizure Fund	$ -	$ 2,322.53	$ -	$ (2,162.75)	$ 159.78
376 Law Enforcement Education Fd	$ -	$ 1,164.11	$ -	$ -	$ 1,164.11
380 City Cleanup Fund	$ 38,500.00	$ 12,957.00	$ (23,000.00)	$ (10,211.26)	$ 2,745.74
390 Court Technology Fund	$ -	$ 1,560.99	$ -	$ (2,876.89)	$ (1,315.90)
391 Court Building Security Fund	$ -	$ 1,170.73	$ -	$ (8,215.00)	$ (7,044.27)
400 Debt Service Fund	$ 896,387.00	$ 868,294.71	$ (983,696.00)	$ (244,898.63)	$ 623,396.08
502 Utility Equipment Reserve	$ 40,000.00	$ 20,056.70	$ -	$ -	$ 20,056.70
505 CDBG #713199	$ 272,312.50	$ 75,922.75	$ (278,875.00)	$ (87,921.95)	$ (11,999.20)
	$ 1,588,369.50	$ 1,194,046.15	$ (1,608,519.00)	$ (623,948.58)	$ 570,097.57

Accomplishments/Project	STATUS
TMRS Retirement Monthly Report - February	Completed
Sales Tax Monthly Report - February	Completed
Prepared City Monthly Financial report for FY2015, February	Completed
Council Approval of FY2014 Audit	Completed
Analyze & Negotiate new contract for Information Technology Services	Completed
Review & Update Employee Job Descriptions (due March 2015)	Completed
Obtained financing for Utility AMR System	Completed
Partcipated in Warrant Roundup	Completed
Assisted with Way Co. Efficiency Project	In Process
Improve Utility & Court Collection Activities - Analyzing In-House collections	In Process
Research & Implement new Purchasing Card Program	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
Implement Disaster Recovery Services with Incode	Pending
Improve Merchant Services Contract	Not Started
Develop and Update Unclaimed Property Process	Not Started
Annual Employee Performance Reviews	Not Started

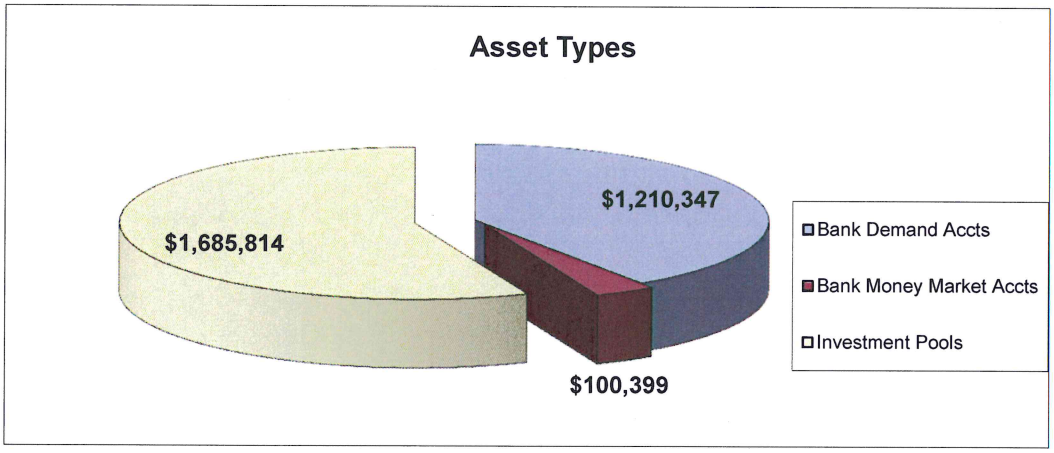
Prepared by: Wendy Gholson, Director of Finance

City of Granite Shoals, Texas
Quarterly Investment Report

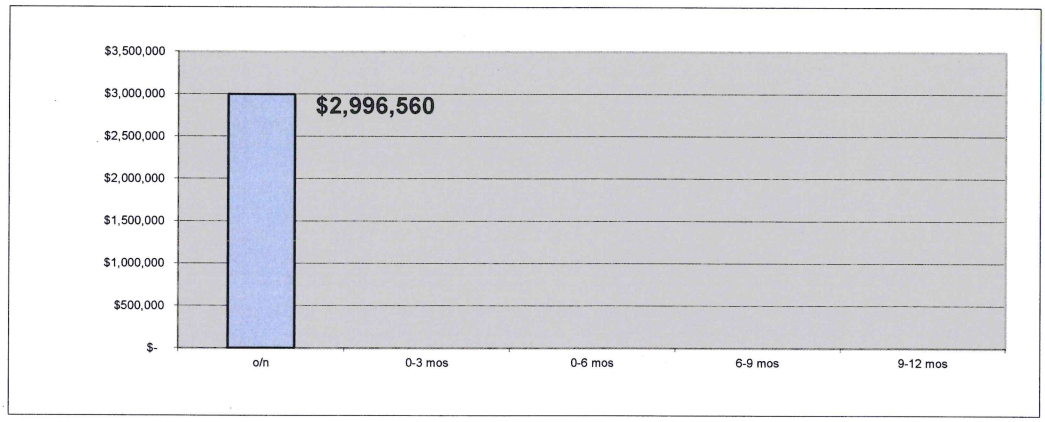
Period Ending 3/31/2015

Beginning Book Value	$	2,378,025
Beginning Market Value	$	2,378,025
Beginning Weighted Average Maturity		1 day(s)
Beginning Weighted Average Yield		0.218%
Ending Book Value	$	2,996,560
Ending Market Value	$	2,996,560
Ending Weighted Average Maturity		1 day(s)
Ending Weighted Average Yield		0.130%
Unrealized Gain/(Loss)		0.000%
Change in Market Value	$	618,535
Benchmark Yield (3-Month Treasury Bill)		0.030% @ 4/1/2015

Allocation by Type of Investment



Allocation by Maturity Date



CITY OF GRANITE SHOALS, TEXAS
Quarterly Investment Inventory Report
Period Ending 3/31/2015

Purchase Date	Custodian	Security	Internal Fund/GL Acct	Coupon or Avg Rate	Maturity Date	Yield	Par	Days to Maturity	Beginning Book	Beginning Market	Ending Book	Ending Market	Period Earnings
Bank Demand Accounts													
07/10/12	First State Bank	Operating (3715)	999-100-1001	0.025%	04/01/15	0.250%	n/a	1	$ 1,411,166.04	$ 1,411,166.04	$ 874,350.34	$ 874,350.34	$ 755.06
07/10/12	First State Bank	Police Educ. (3774)	100-100-1004	0.000%	04/01/15	0.000%	n/a	1	$ 3,424.60	$ 3,424.60	$ 4,588.71	$ 4,588.71	$ -
07/10/12	First State Bank	Police Seizure (3782)	100-100-1005	0.000%	04/01/15	0.000%	n/a	1	$ 1,140.84	$ 1,140.84	$ 2,951.02	$ 2,951.02	$ -
07/10/12	First State Bank	Customer Deposits (3723)	200-100-1005	0.025%	04/01/15	0.250%	n/a	1	$ 84,831.36	$ 84,831.36	$ 89,269.47	$ 89,269.47	$ 53.80
07/10/12	First State Bank	Restricted Parks (3766)	350-100-1010	0.025%	04/01/15	0.250%	n/a	1	$ 27,229.69	$ 27,229.69	$ 9,241.17	$ 9,241.17	$ 11.48
07/10/12	First State Bank	Park Grants-Outdoor Rec (3758)	350-100-1011	0.025%	04/01/15	0.250%	n/a	1	$ 64,441.06	$ 64,441.06	$ 21,253.89	$ 21,253.89	$ 29.46
05/19/14	First State Bank	Park Grants #2-Trail (5243)	350-100-1012	0.025%	04/01/15	0.250%	n/a	1	$ -	$ -	$ 21,150.17	$ 21,150.17	$ 0.46
07/10/12	First State Bank	Debt Fund (3731)	400-100-1015	0.025%	04/01/15	0.250%	n/a	1	$ 427,676.05	$ 427,676.05	$ 187,541.40	$ 187,541.40	$ 174.80
07/10/12	First State Bank	Utility Grant (3790)	505-100-1016	0.025%	04/01/15	0.250%	n/a	1	$ 7,120.80	$ 7,120.80	$ 0.80	$ 0.80	$ -
		Subtotal Bank Accounts							$ 2,027,030.44	$ 2,027,030.44	$ 1,210,346.97	$ 1,210,346.97	$ 1,025.06
Bank Money Market Accounts													
05/30/14	Anthem Bank & Trust	Operating (6755)	999-100-1001	0.035%	04/01/15	0.035%	n/a	1	$ 100,312.46	$ 100,312.46	$ 100,399.06	$ 100,399.06	$ 86.60
Investment Pools													
11/27/96	Texpool	General Fund (001)	100-100-1007	0.04%	04/01/15	0.05%	n/a	1	$ 66,233.87	$ 66,233.87	$ 66,241.32	$ 66,241.32	$ 7.45
11/27/96	Texpool	Customer Deposits (002)	200-100-1004	0.04%	04/01/15	0.05%	n/a	1	$ 184,296.38	$ 184,296.38	$ 184,297.33	$ 184,297.33	$ 20.96
11/27/96	Texpool	Utility Fund (003)	200-100-1006	0.04%	04/01/15	0.05%	n/a	1	$ 151.54	$ 151.54	$ 171.55	$ 171.55	$ -
09/30/14	Texpool	Restricted Park Funds (009)	350-100-1006	0.04%	04/01/15	0.05%	n/a	1	$ 0.01	$ 0.01	$ 0.01	$ 0.01	$ -
11/27/96	Texpool	Pooled Investments (007)	998-100-1070	0.04%	04/01/15	0.05%	n/a	1	$ 0.34	$ 0.34	$ 1,435,103.85	$ 1,435,103.85	$ 103.51
		Subtotal Investment Pools							$ 250,682.14	$ 250,682.14	$ 1,685,814.06	$ 1,685,814.06	$ 131.92
		TOTALS							**$ 2,378,025.04**	**$ 2,378,025.04**	**$ 2,996,560.09**	**$ 2,996,560.09**	**$ 1,243.58**

Average Weighted Maturity	1 day(s)
Average Weighted Yield	0.130%

The investment portfolio of the City of Granite Shoals is in compliance, and this quarterly report has been prepared in compliance with the Public Funds Investment Act and the City of Granite Shoals Investment Policy.

Wendy M. Gholson
Director of Finance

Miscellaneous Resources

Sales Tax Statistics

Finance Activity Report

Municipal Court Activity Report

Solid Waste & Service Order Activity Report

Utility Services Activity Report

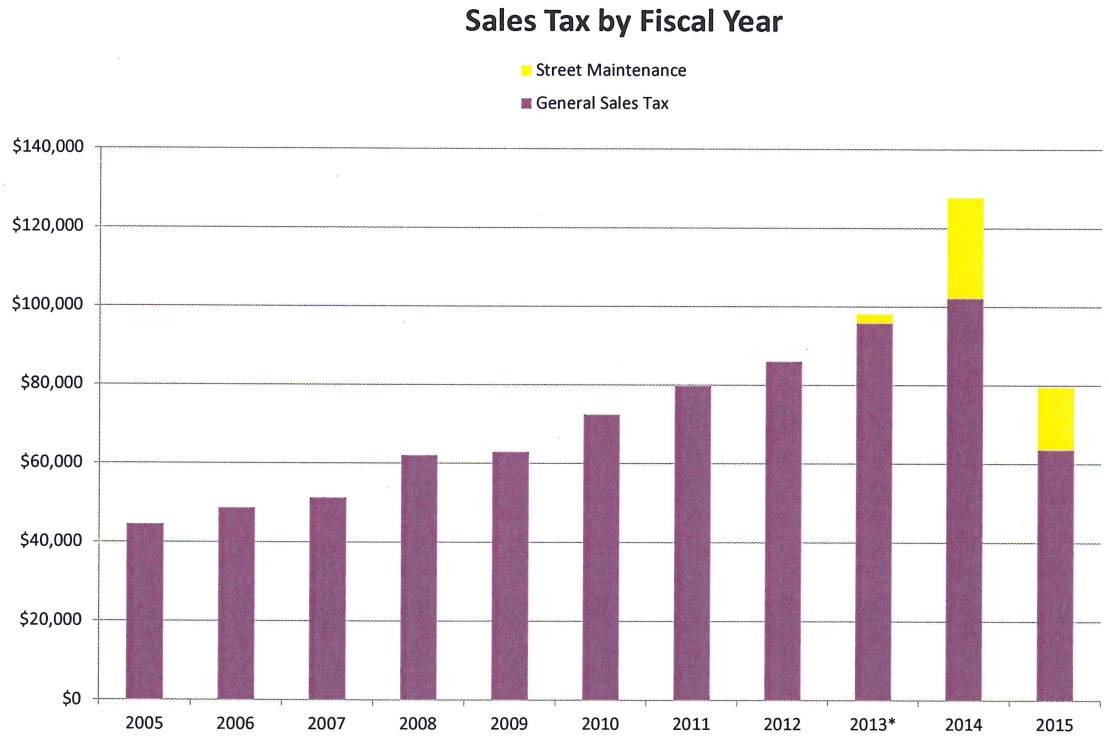
Active Water Accounts & Payment Trends

Customer Delinquency Trends

Revenue Tracking – Deeds without Warranty

SALES TAX BY MONTH CURRENT & LAST TEN YEARS

Fiscal Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	%Δ
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**	
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	13,521.02	10,428.56	**127,639.36**	30%
2015	11,403.27	20,615.13	11,490.63	11,041.35	14,482.63	10,443.38							**79,476.39**	-38%



* 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 - ACCOUNTANT
Monthly Report

Period Ending 03/31/2015

	Prior Fiscal Year		Current Fiscal Year	
	Month-to-Date	Year-to-Date	Month-to-Date	Year-to-Date
Accounts Payable Processed				
Invoices - Number Current	308	893	181	951
Invoice - Number Received Past Due	40	200	6	94
Checks (#)	110	497	96	537
Checks ($)	181,198.65	1,175,632	294,637.53	1,473,300
Bank Drafts (#)	12	77	14	69
Bank Drafts ($)	54,068.31	650,137	57,561.80	512,488
Payroll Processed				
Active Employees	-	31	-	33
Payroll Checks (#)	17	111	13	83
Payroll Checks ($)	15,707.17	108,690	14,328.32	87,435
Direct Deposits (#)	49	310	54	339
Direct Deposits ($)	69,025.82	448,523	78,351.12	492,327
Bank Reconciliations (15)				
Number of Open Accounts	-	15	-	15
Number of Accounts Reconciled	14	87	15	90
Percent of Accounts Reconciled by 15th	-	99%	100%	100%
Value of Accounts Reconciled	875,533.43	6,762,457	2,996,560.09	14,017,793
Purchase Orders Processed				
Purchase Orders (#)	2	29	7	38
Purchase Orders ($)	24,050.46	237,239	636,105.20	1,284,058
Hotel Occupancy Tax Activity				
Vacation Home Registrations on File		21	-	18
Quarterly Reports Received (#)	5	49	-	32
Quarterly Tax Receipts ($)	1,823.75	22,425	-	12,862
Vac. Home Registration Fees Rec'd (#)	18.00	18	-	15
Vac. Home Registration Receipts ($)	2,700.00	2,700	-	2,250
Shorewood Shores Trust Fund Activity				
Release of Liens Processed	9	38	25	99
Subordination Agreements Processed	1	14	-	2
Services Billed ($) - Statement Fees	315	1,615	975	3,670
Receipts Received (Statement Fees)	340	2,470	595	2,775
Receipts Rec'd (Past Due Assessments)	305	2,434	890	2,935

Employee Hours

Accountant	175	1,104	157	965
Court Hours by Accountant	n/a	n/a	25	41
Director of Finance	134	1,843	193	1,050
Total	308	2,947	376	2,055

Daily - Weekly Duties:

Post daily Utility Billing Web Payments
Post daily Utility Billing-Court Payments
Post and take deposit to bank
Scan and remote deposit checks
Process Journal Entries
Daily backup for Court Clerk
Daily backup for Receptionist & Utility Billing Coordinator
Process Sherwood Shores Trust requests
Post payments for Sherwood Shores Trust Fund
Post payments for Hotel Occupancy Tax
Post payments of Vacation Rental Registrations
Post payments for Deeds without Warranty
Post Deposits for Sales Tax and Property Tax
Process payroll Bi-Weekly
Enter all Invoices daily and process Accounts Payable Bi-weekly
Process purchase order requests
Maintain records of Purchase Orders
Process Water Refunds Bi-Weekly
Stock office supplies
Stock cleaning supplies
order supplies for Streets/Parks & Water Plant & City Hall

Projects and Status:

clean-up of SSTF Statements		On-going
SOP Book - Accountant		In Process
Purchasing Card Program		In Process
Purchasing Co-Op Training		In Process
Travel Policy		In Process
Bank Reconciliations	thru Aug 2014	Prior Completion
Electronic Tracking of Purchase Orders		Prior Completion
Remote Deposit of Checks		Prior Completion
Update Vendor List		Prior Completion
Update and create Code Compliance Forms		Prior Completion
Update HOT list		Prior Completion
Organized Office Supplies		Prior Completion
Purchasing Policy		Not Started
Credit Card Use Policy		Not Started

Accomplishments for this month:

FSB Statements Completed 04/06/2015
TexPool Statements Completed 04/09/2015
Receiving W9's rec'd: 1
organized closet in Finance Director area
organized work area with supplies
organized items maintained in the safe
organized new supply room
set-up all 4 drafts for FSB to be completed on 1st of each month
Shorewood Shores Trust Clean Up 1023 checked (4085)
set-up CC as bank account to track purchases by vendor

Prepared by: *Susan Nevills,* Accountant

MUNICIPAL COURT
Monthly Report

Period Ending 03/31/2015

	Prior Fiscal Year		Current Fiscal Year	
	Month-to-Date	Year-to-Date	Month-to-Date	Year-to-Date
Citation Activity - New Cases Filed				
Traffic	114	466	54	427
State Law	6	60	12	53
City Ordinance	27	56	3	35
Total	**147**	**582**	**69**	**515**
Citation Activity - Cases Closed				
Traffic	83	278	106	471
State Law	16	94	18	66
City Ordinance	21	67	14	51
Total	**120**	**439**	**138**	**588**
Citation Activity - Disposition Summary				
Uncontested at Window	113	345	116	494
Dismissed by Prosecutor	7	63	10	55
Bench Trial / Jury Trial	1	1	0	0
Driver Safety Course	8	27	6	65
Deferred / Compliance	22	99	6	18
Total	**151**	**535**	**138**	**632**
Citation Activity - Pending Completion				
Defensive Driving	17	77	28	67
Deferred Disposition	14	54	18	56
Payment Plan	37	209	83	333
Total	**68**	**340**	**129**	**456**
Warrant Activity				
Issued	65	560	34	208
Executed - Served	73	179	74	215
Revenue Activity				
Retained by City	$14,725.00	$47,201.00	$17,801.40	$77,135.10
Remitted to State	$6,457.00	$23,119.00	$5,391.55	$25,520.38
Court Technology Fund			$329.03	$1,537.32
Court Security Fund			$246.72	$1,152.97
Total	**$21,182.00**	**$70,320.00**	**$23,768.70**	**$105,345.77**
Hours Worked Activity				
Clerk	170.25	835.00	194.75	929.75
Judge	22.00	73.75	17.50	56.00
Prosecutor	22.00	88.50	24.00	100.50
Total	**214.25**	**997.25**	**236.25**	**1086.25**

Accomplishments

* Statewide Warrant Round-up

Prepared by: Debbie Landrum, Court Administrator

ADMINISTRATIVE ASSISTANT
Monthly Report

Period Ending 03/31/15

	Prior Fiscal Year		Current Fiscal Year	
	Month-to-Date	Year-to-Date	Month-to-Date	Year-to-Date
Solid Waste - Residential				
Accounts Billed (#)	0	0	2578	15838
Accounts Billed ($)	$ -	$ -	$ 43,287.64	$ 259,935.96
Customer Issues Processed	0	0	33	193
Customer Recycling Issues Processed	0	0	4	16
Customer Bulk Issues Processed	0	0	0	11
Solid Waste - Commercial				
Accounts Billed (#)	0	0	61	351
Accounts Billed ($)	$ -	$ -	$ 6,124.00	$ 36,726.46
Customer Issues Processed	0	0	1	7
Miscellaneous Activity				
Garage Sale Permits Issued	0	0	4	35
Animal Registrations Processed	0	0	1	15
Service Order Activity				
Outstanding from Previous Periods	0		122	
New Service Orders This Period	0	0	261	
Completed Service Orders This Period	0	0	236	
VOID Service Orders	0	0	2	
Outstanding at Period End	0		143	

	Completed	Outstanding	Completed	Outstanding	Completed	Outstanding	Completed	Outstanding
Billing Complaint	0	0	0		2	0	74	5
Connect/Reconnect	0	0	0		16	0	1233	0
CSI	0	0	0		3	0	95	0
Cutoff/Disconnect	0	0	0		18	0	931	0
Disconnects for Nonpay	0	0	0		27	0	2759	0
Idle Consumption/Reread	0	0	0		1	0	54	0
Leak at Meter	0	0	0		1	0	100	2
Leak Relief	0	0	0		1	0	54	1
Line Mark	0	0	0		2	0	30	1
Line Repair	0	0	0		2	0	9	1
Meter Info	0	0	0		0	0	26	2
Meter Swap	0	0	0		4	0	408	1
Miscellaneous	0	0	0		0	17	292	70
Occupant Change	0	0	0		7	0	619	0
Reinstate	0	0	0		24	0	1333	0
Remove Hold/Turn On	0	0	0		2	0	31	0
Re-Read (Billing)	0	0	0		73	1	1145	7
Routine Meter Repair	0	0	0		0	1	182	17
3-Day Temp ON	0	0	0		1	0	38	0
3-Day Temp OFF	0	0	0		1	0	39	0
Solid Waste	0	0	0		38	0	291	27
Investigate Connection	0	0	0		3	1	26	3
No Occupant w/consumption	0	0	0		0	0	2	0

New Water Tap Install	0	0	0	0	0	12	0
Meter Installation	0	0	0	0	0	31	0
Pull Meter	0	0	0	0	0	5	0
Trouble Call	0	0	0	10	1	234	6
Total	0	0	0	236	21	10053	143

Employee Hours

Administrative Assistant	0.00	0.00	175.25	323.25

Accomplishments

Keeping track of Service Orders, completing and filing
Started spreadsheet for Park Ammenities - Pending•Waiting on Assis. City Manager
Application/INFO for the Community Center - Pending•Waiting on Assis. City Manager

Prepared by: Cassandra Guevara, Administrative Assistant

UTILITY SERVICES - BILLING
Monthly Report

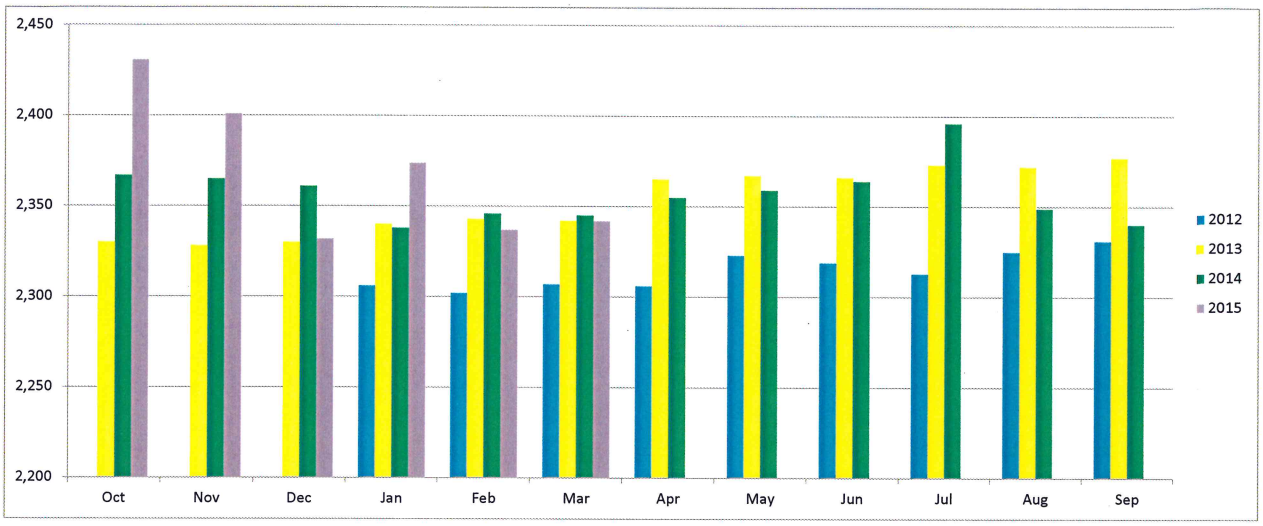
	Period Ending 03/31/2015			
	Prior Fiscal Year		Current Fiscal Year	
	Month-to-Date	Year-to-Date	Month-to-Date	Year-to-Date
Water Services - Residential				
Number of Active Accounts	0	0	2,270	13,782
New Accounts Processed	0	0	24	136
Disconnects Processed	0	0	26	159
Bills Processed ($)	$ -	$ -	$ 103,773.80	$ 689,586.31
Bills Processed (#)	0	0	2,272	13,582
Consumption Billed (Gallons)	0	0	6,719,349	46,812,649
Water Services - Commercial				
Number of Active Accounts	0	0	72	435
New Accounts Processed	0	0	-	2
Disconnects Processed	0	0	-	3
Bills Processed ($)	$ -	$ -	$ 9,089.55	$ 60,117.30
Bills Processed (#)	0	0	72	434
Consumption Billed (Gallons)	0	0	780,200	5,091,900
Delinquency Activity				
Number of Late Notices	0	0	312	1,858
Number of Cutoffs for Non-pay	0	0	26	221
Payment Activity (#)				
Window Payments	0	0	912	5,126
Drop Box Payments	0	0	358	1,941
Mail Payments	0	0	632	3,618
Telephone Payments	0	0	101	545
Web Payments	0	0	386	2,216
Credit Card Automatic Draft Payments	0	0	98	401
Bank Draft Payments	0	0	67	317
Total	0	0	2,554	14,164
Payment Activity ($)				
Window Payments	$ -	$ -	$ 66,689.94	$ 393,267.59
Drop Box Payments	$ -	$ -	$ 26,842.49	$ 151,940.54
Mail Payments	$ -	$ -	$ 47,752.42	$ 290,959.32
Telephone Payments	$ -	$ -	$ 9,103.81	$ 48,928.66
Web Payments	$ -	$ -	$ 29,899.41	$ 174,394.46
Credit Card Automatic Draft Payments	$ -	$ -	$ 6,333.29	$ 26,629.26
Bank Draft Payments	$ -	$ -	$ 4,198.40	$ 21,285.79
Total	$ -	$ -	$ 190,819.76	$ 1,107,405.62
VOLUNTARY EMERGENCY SERVICE DONATIONS				
Donations received (#)			846	4409
Donations received ($)			$ 2,538.00	$ 13,497.00
Employee Hours				
Billing Coordinator	0.00	0.00	182.25	1,018.50

Accomplishments

Prepared by: Emily Flores, Billing Coordinator

ACTIVE WATER ACCOUNTS BY MONTH

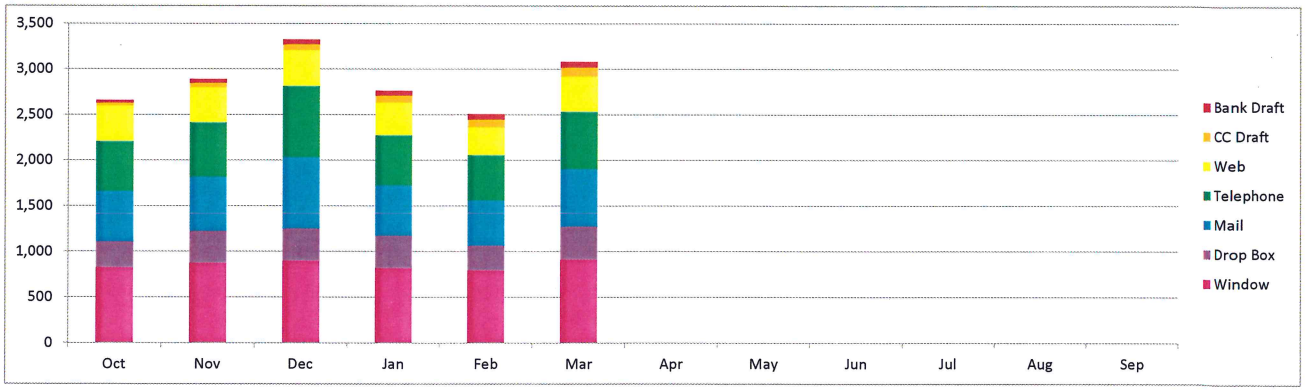
Fiscal Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	%Δ
2012				2,306	2,302	2,307	2,306	2,323	2,319	2,313	2,325	2,331	**20,832**	
2013	2,330	2,328	2,330	2,340	2,343	2,342	2,365	2,367	2,366	2,373	2,372	2,377	**28,233**	36%
2014	2,367	2,365	2,361	2,338	2,346	2,345	2,355	2,359	2,364	2,396	2,349	2,340	**28,285**	0%
2015	2,431	2,401	2,332	2,374	2,337	2,342							**14,217**	



UTILITY ACCOUNT PAYMENT ACTIVITY BY MONTH

Fiscal Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
2014													
Window										0	811	833	**1,644**
Drop Box										0	353	326	**679**
Mail										0	525	630	**1155**
Telephone										0	83	72	**155**
Web	410	336	465	438	432	410	435	437	418	0	472	462	**4715**
CC Draft										0	7	21	**28**
Bank Draft										0	4	24	**28**

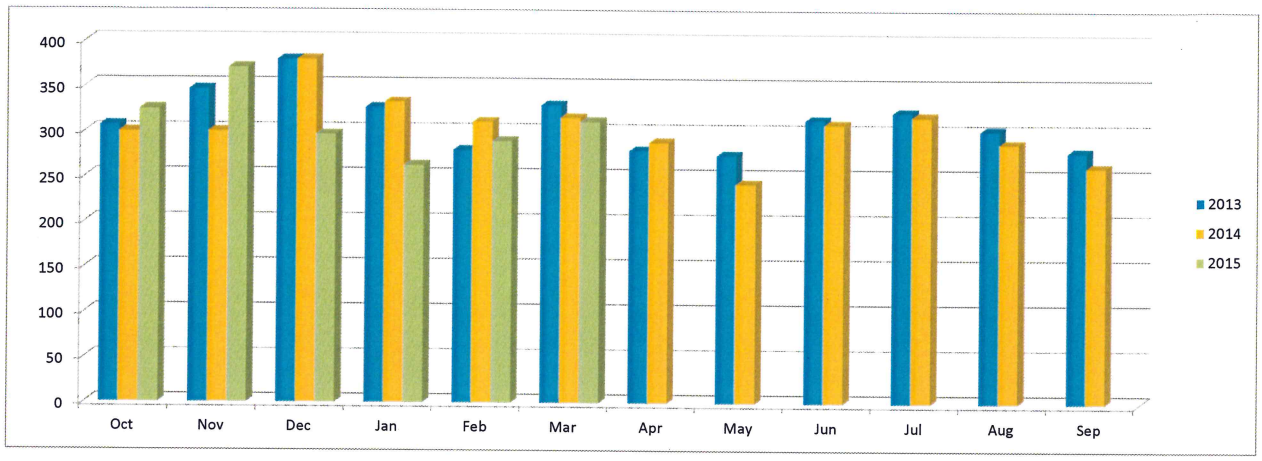
Fiscal Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
2015													
Window	826	876	900	819	793	912							**5,126**
Drop Box	278	342	346	350	267	358							**1,941**
Mail	552	598	785	553	498	632							**3618**
Telephone	97	94	87	83	83	101							**545**
Web	389	382	392	359	308	386							**2216**
CC Draft	32	49	64	74	84	98							**401**
Bank Draft	33	46	54	57	60	67							**317**



UTILITY ACCOUNT DELINQUENCY ACTIVITY BY MONTH

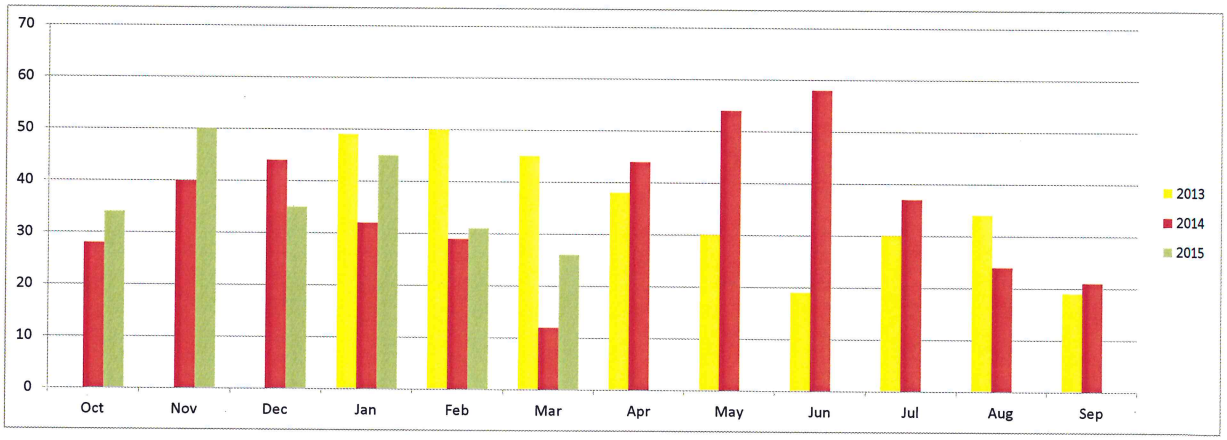
LATE NOTICES

Fiscal Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	%Δ
2013	307	347	380	327	280	330	280	275	314	323	303	279	**3,745**	
2014	300	300	380	333	311	316	289	243	309	318	288	262	**3,649**	-3%
2015	325	371	297	263	290	312							**1,858**	



CUT-OFF FOR NON-PAY

Fiscal Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	%Δ
2013	0	0	0	49	50	45	38	30	19	30	34	19	**314**	
2014	28	40	44	32	29	12	44	54	58	37	24	21	**423**	35%
2015	34	50	35	45	31	26							**221**	-48%



City of Granite Shoals
Restricted Park Fund
Deeds without Warranty Revenue

City Ordinance No. 477 approved 3/13/2007

City Ordinance No. 477-A approved 6/23/2009

Fiscal Year 2014-2015

Dates	Name	Addresses		Dollar Amount	
11/13/2014	Nelson	1910 Lakecrest	$	7,840.00	
11/19/2014	Wood	137 Web Isle	$	1,000.00	
11/21/2014	Eula Vickers Family Trust	1128 Hill Circle East Dr	$	3,700.00	
01/07/2015	Terry and Patti Scott	809 Shorewood Drive	$	2,800.00	
01/30/2015	Delise Schmitt	806 Misty Downs	$	3,000.00	*
03/05/2015	Dian Bower	1004 Hill Circle West Dr	$	7,500.00	
				$	25,840.00

* Revenue recognized at 4/1/2015 (offset with Street Dept expense)