

June 5, 2012

MEMORANDUM

TO: Sylvia A. Edwards, Finance Director 

FROM: Frances J. Slane, Fiscal Analyst 

RE: Statement of General Fund Revenues and Expenditures – Budget-to-Actual
October 1, 2011 through March 31, 2012

As Council has requested attached is the budget-to-actual report for the general fund through March 31, 2012. The report is in the format presented in the Comprehensive Annual Financial Report (CAFR), with an added column presenting percent of actual expenditures to the amended budget. The letters to the right of the percent column identify anomalies within plus or minus 5% of the percent of fiscal year completed (50%) and are explained below:

- A) The majority of ad valorem taxes are normally collected early in the year as taxpayers take advantage of discounts for early payments. Year-to-date collections are in line with budget expectations. Collections as of March 2011 were 88.17%.
- B) Business tax receipts are collected prior to the beginning of the year and are shown as revenue in the first month of the new fiscal year. Year-to-date collections are in line with budget expectations.
- C) The casualty insurance premium tax payment will be received in a lump sum in August 2012.

- D) Communications services taxes are paid in arrears; five months of payments were received through March 31, not six.
- E) Electrical franchise fees of \$561,067 were paid in a lump sum in January.
- F) Police services billings for special events of \$33,862 are higher than the FY12 budget of \$30,000; solid waste tipping fees of \$125,739 are higher than one-half of the \$185,000 budget.
- G) The City received a \$23,209 refund from the Florida Municipal Insurance Trust and a \$22,350 refund for workers compensation premiums paid in FY11.
- H) Legislative Department – Other contractual services is less than budget but it is expected that expense through the year will conform to the budget.
- I) Legal Department – The legal services line is less than budget but it is expected that expense through the year will conform to the budget.
- J) General Government – Lump sum pension payments of \$2,000,000 and \$1,000,000 were made in February.

- K) Police Department – Annual pension payments for both plans were made in the first half of the year.
- L) SEMP – The annual payment for the weather consultant was made in October and the operating supply budget was expended in preparation for the hurricane season.
- M) Garbage Recycling – Repair and maintenance is under-expended through March. Work is done on an as-needed basis and it is expected that expense will be incurred during the remainder of the year.
- N) Public Works – Annual pension payments were made in February.
- O) Historical Village and Museum –The majority of annual windstorm and flood premiums were paid in the first half of the year.
- P) Public Facilities – Repair and maintenance is under-expended through March. Work is done on an as-needed basis and it is expected that expense will be incurred during the remainder of the year.
- Q) Performing Arts Facility –The annual windstorm and flood premiums of \$6,678 and \$5,583 were paid in the first half of the year.
- R) Expenditures are never made directly from the reserves, but are re-appropriated by Council-approved budget amendment to the department responsible for supervising the expenditure. Through March 31, 2012 Council has approved the budget amendments below:

Budget Amendment No.	Amount from Reserves	Purpose
Beginning Reserves	\$6,390,000	
BA2012-007	-\$6,350	Convert ball park pavilion into a lightening safe shelter
BA2012-008	-\$27,000	Legal advertising in the News-Press
BA2012-012	-\$35,000	Cisco information technology consulting and advisory services
BA2012-014	-\$6,000	America's Darling series
BA2012-016	-\$1,926	Deductible for vehicle damage on December 23, 2011
BA2012-020	-\$20,000	GERP actuarial services and special reports
Ending Reserves	\$6,293,724	

- S) Reserve for Undercollection of Revenue – As mentioned above in A) taxpayers have the option of receiving a discount by paying their ad valorem taxes early, that is in the months from November through February. Therefore, the City never collects 100% of its property tax levy and sets aside a percentage of its ad valorem tax levy as a reduction of revenue. In FY12 Council approved a 4% reserve for undercollection.

T) Fund Balance – In the column labeled “Actual” the audited FY12 beginning fund balance on October 1, 2011 was \$17,411,261. This and the net change in fund balance of -\$44,093, found directly above it, are added together to calculate the unaudited fund balance on March 31, 2012 of \$17,367,169.

The difference between the audited beginning fund balance of \$17,411,261 and the adopted beginning fund balance of \$15,314,577 is due to FY11 operating expenditures and reserve expenditures being less than budgeted and revenues being more than budgeted.

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Attachment: Statement of Revenues, Expenditures and changes in Fund Balances – Budget and Actual – General Fund

CITY OF SANIBEL, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (UNAUDITED)
GENERAL FUND

For the Six Months Ended March 31, 2012

Percent of Fiscal Year Completed 50.00%

	Budgets		Actual	Variance with Amended Budget Positive (Negative)	Percent of Actual to Amended Budget	
	Original	Amended				
Revenues						
Taxes						
Property taxes	\$ 8,850,564	\$ 8,754,881	7,786,695	\$ (968,186)	88.94%	A
Business tax receipts	289,332	289,332	282,568	(6,764)	97.66%	B
Casualty insurance premium tax	58,725	58,725	-	(58,725)	0.00%	C
Communications services tax	540,000	540,000	223,104	(316,896)	41.32%	D
Licenses and permits	986,000	986,000	817,881	(168,119)	82.95%	E
Intergovernmental revenues	645,585	670,585	302,112	(368,473)	45.05%	
Charges for services	1,442,000	1,501,514	850,626	(650,888)	56.65%	F
Fines and forfeitures	37,000	37,000	18,807	(18,193)	50.83%	
Miscellaneous*	288,621	311,254	218,217	(93,038)	70.11%	G
Total revenues	13,137,827	13,149,291	10,500,010	(2,649,282)	79.85%	
Expenditures						
Current						
General government						
Legislative	219,035	248,535	107,885	140,650	43.41%	H
Administrative	782,969	791,469	424,998	366,471	53.70%	
Management information systems	757,832	811,282	381,075	430,207	46.97%	
Finance	850,801	895,801	458,644	437,157	51.20%	
Legal	582,982	582,982	261,673	321,309	44.89%	I
Planning	762,953	780,453	399,747	380,706	51.22%	
Insurance/Gen'l Gov't	3,538,152	5,561,361	3,388,759	2,172,602	60.93%	J
General government	7,494,724	9,671,883	5,422,781	4,249,102	56.07%	
Public safety						
Police	3,666,934	3,669,860	2,079,927	1,589,933	56.68%	K
SEMP	24,030	24,030	13,420	10,610	55.85%	L
Public safety	3,690,964	3,693,890	2,093,347	1,600,543	56.67%	
Physical Environment						
Garbage recycling	59,300	59,300	17,484	41,816	29.48%	M
Natural resources management	605,216	630,216	286,562	343,654	45.47%	
Physical Environment	664,516	689,516	304,046	385,470	44.10%	
Transportation-Public works	717,954	739,777	421,227	318,550	56.94%	N
Culture/Recreation						
Parks & Recreation						
Below Market Rate Housing	269,695	269,695	135,372	134,323	50.19%	
Historical Village & Museum	149,023	149,023	82,941	66,082	55.66%	O
Public facilities	485,868	489,468	215,039	274,429	43.93%	P
Performing arts facility	14,468	14,468	12,261	2,207	84.75%	Q
Culture/Recreation	919,054	922,654	445,613	477,041	48.30%	
Total expenditures	13,487,212	15,717,720	8,687,014	7,030,706	55.27%	
Excess revenues over expenditures	(349,386)	(2,568,429)	1,812,996	4,381,425	-70.59%	
Other financing sources (uses)						
Operating transfers in						
Reserve for contingencies	(6,390,000)	(6,293,724)	-	6,293,724	0.00%	R
Operating transfers out	(3,714,175)	(3,720,525)	(1,857,088)	(1,863,437)	49.91%	
Reserve for undercollection of revenue	(354,023)	(357,850)	-	357,850	0.00%	S
Total other financing sources (uses)	(10,458,198)	(10,372,099)	(1,857,088)	4,788,137	17.90%	
Net change in fund balances	(10,807,584)	(12,940,528)	(44,093)	12,896,436	0.34%	
Fund balances, October 1, 2011 (Audited)	15,314,577	17,411,261	17,411,261	-	100.00%	T
Fund balances, March 31, 2011 (Audited)	\$ 4,506,993	\$ 4,470,733	\$ 17,367,169	\$ 12,896,436		

*Does not include unrealized gains (losses)