

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

February 5, 2013

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, 2012 through December 31, 2012

As Council has requested attached is the budget-to-actual report for the general fund through December 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 (25%) 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.
- 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 2013.
- D) Communications services taxes are paid in arrears; two months of payments were received through December 31, not three.
- E) Electrical franchise fees, budgeted at \$560,000, are historically paid in a lump sum in January.
- F) Intergovernmental revenues are lower than 25% because state shared revenues and the half-cent sales tax are paid one month in arrears and grants are paid on a reimbursement basis.
- G) Legislative Department – Other contractual services is less than budget and is expected to end the year \$25,000 under budget.
- H) Administrative Department - A yearly lump-sum payment was made to the General Employees' Pension Plan in December. It is expected that expense through the year will conform to the budget.

- I) Finance Department - A yearly lump-sum payment was made to the General Employees' Pension Plan in December. It is expected that expense through the year will conform to the budget.
- J) Legal Department – A yearly lump-sum payment was made to the General Employees' Pension Plan in December. It is expected that expense through the year will conform to the budget.
- K) Planning Department – A yearly lump-sum payment was made to the General Employees' Pension Plan in December. It is expected that expense through the year will conform to the budget.
- L) Police Department - Yearly lump-sum payments were made for the General Employees' Pension Plan (\$170,453) and the Municipal Police Officers' Pension Plan (\$687,424) in December. If payments were still being made in twelve equal monthly payments personnel services would have been 21.3% of budget expectations. It is expected that expense through the year will conform to the budget
- M) Garbage Recycling – Repair and maintenance is under-expended through December. 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 Department - A yearly lump-sum payment in the amount of \$157,216 was made to the General Employees' Pension Plan in December. If payments were still being made in twelve equal monthly payments personnel services would have been 24.8% of budget expectations. It is expected that expense through the year will conform to the budget.
- O) Historical Village and Museum –Flood and windstorm insurance premiums will be paid later in the year. It is expected that expense through the year will conform to the budget.
- P) Performing Arts Facility –The annual windstorm premium will be paid in January.
- Q) 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 December 31, 2012 Council has approved the budget amendment below:

Budget Amendment No.	Amount from Reserves	Purpose
Beginning Reserves	\$6,390,000	
BA2013-008	-\$76,191	\$27,000 for the prorated salary cost of an entry level police officer for 9 months, 5% increased salary cost for one sergeant position of \$2,800 and 5% increased salary cost for one additional lieutenant position of \$3,500 which will increase the Police Department staffing level by one (1) FTE as a lieutenant, plus benefits
Ending Reserves	\$6,313,809	

- R) 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 FY13 Council approved a 4% reserve for undercollection.

- S) Fund Balance – In the column labeled “Actual” the unaudited FY13 beginning fund balance on October 1, 2012 is \$13,935,555. This and the net change in fund balance of \$3,405,562, found directly above it, are added together to calculate the unaudited fund balance on December 31, 2012 of \$17,341,117.

The difference between the unaudited beginning fund balance of \$13,935,555 and the adopted beginning fund balance of \$12,866,131 is due to FY12 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 Three Months Ended December 31, 2012

Percent of Fiscal Year Completed 25.00%

	Budgets		Actual	Variance with Amended Budget Positive (Negative)	Percent of Actual to Amended Budget	
	Original	Amended				
Revenues						
Taxes						
Property taxes	\$ 8,570,962	\$ 8,570,962	6,555,048	\$ (2,015,914)	76.48%	A
Business tax receipts	289,332	289,332	266,330	(23,002)	92.05%	B
Casualty insurance premium tax	58,725	58,725	-	(58,725)	0.00%	C
Communications services tax	540,000	540,000	97,967	(442,033)	18.14%	D
Licenses and permits	967,000	967,000	171,302	(795,698)	17.71%	E
Intergovernmental revenues	748,232	748,232	114,001	(634,231)	15.24%	F
Charges for services	1,534,000	1,534,000	442,981	(1,091,019)	28.88%	
Fines and forfeitures	40,000	40,000	8,540	(31,460)	21.35%	
Miscellaneous*	286,005	286,005	67,163	(218,842)	23.48%	
Total revenues	13,034,256	13,034,256	7,723,332	(5,310,924)	59.25%	
Expenditures						
Current						
General government						
Legislative	328,473	328,473	54,155	274,318	16.49%	G
Administrative	786,065	786,065	299,707	486,358	38.13%	H
Management information systems	908,078	908,078	263,529	644,549	29.02%	
Finance	882,546	882,546	296,221	586,325	33.56%	I
Legal	578,885	578,885	178,168	400,717	30.78%	J
Planning	869,233	869,233	288,193	581,040	33.15%	K
Insurance/Gen'l Gov't	630,616	630,616	140,257	490,359	22.24%	
General government	4,983,896	4,983,896	1,520,230	3,463,666	30.50%	
Public safety						
Police	3,768,321	3,844,512	1,462,406	2,382,106	38.04%	L
SEMP	24,030	24,030	6,010	18,020	25.01%	
Public safety	3,792,351	3,868,542	1,468,416	2,400,126	37.96%	
Physical Environment						
Garbage recycling	58,940	58,940	7,620	51,320	12.93%	M
Natural resources management	651,808	651,808	173,665	478,143	26.64%	
Physical Environment	710,748	710,748	181,285	529,463	25.51%	
Transportation-Public works	782,741	782,741	312,161	470,580	39.88%	N
Culture/Recreation						
Parks & Recreation						
Below Market Rate Housing	279,800	279,800	71,844	207,956	25.68%	
Historical Village & Museum	141,105	141,105	25,500	115,605	18.07%	O
Public facilities	600,206	600,206	123,237	476,969	20.53%	
Performing arts facility	14,329	14,329	-	14,329	0.00%	P
Culture/Recreation	1,035,440	1,035,440	220,581	814,859	21.30%	
Total expenditures	11,305,176	11,381,367	3,702,673	7,678,694	32.53%	
Excess revenues over expenditures	1,729,080	1,652,889	4,020,659	2,367,770	243.25%	
Other financing sources (uses)						
Reserve for contingencies	(6,390,000)	(6,313,809)	-	6,313,809	0.00%	Q
Operating transfers out	(2,460,387)	(2,460,387)	(615,097)	(1,845,290)	25.00%	
Reserve for undercollection of revenue	(342,838)	(342,838)	-	342,838	0.00%	R
Total other financing sources (uses)	(9,193,225)	(9,117,034)	(615,097)	4,811,357	6.75%	
Net change in fund balances	(7,464,145)	(7,464,145)	3,405,562	10,869,707	-45.63%	
Fund balances, October 1, 2012 (Unaudited)	12,866,131	12,866,131	13,935,555	1,069,424	108.31%	S
Fund balances, December 31, 2012 (Unaudited)	\$ 5,401,986	\$ 5,401,986	\$ 17,341,117	\$ 11,939,131		

*Does not include unrealized gains (losses)