

**EXECUTIVE OFFICER'S AGENDA REPORT
OCTOBER 23, 2019**

TO: LAFCO Commissioners

FROM: Sara Lytle-Pinhey, Executive Officer *SLP*

SUBJECT: Year-End Financial Report for Fiscal Year 2018-2019

RECOMMENDATION

Staff recommends that the Commission accept this informational report comparing budgeted and actual revenues and expenditures for Fiscal Year 2018-2019.

DISCUSSION

At the close of Fiscal Year 2018-2019, the Commission's revenues exceeded its expenditures by \$27,441. Overall, the Commission expended 95% of the amount budgeted for the year. Application revenue was higher than anticipated, with Staff receiving three times the amount budgeted. A summary of the expenditures and revenues is shown in Table 1, below.

Table 1: Fiscal Year 2018-2019 Summary

<i>Expenditures</i>	Adopted Budget FY 18-19	Actuals (Year-End)	Difference	% of Budget
Salaries & Benefits	406,165	402,806	3,359	99%
Services & Supplies	85,754	67,606	18,148	79%
Other Charges	2,000	784	1,216	39%
Total Expenditures	493,919	471,195	22,724	95%
<i>Revenues</i>				
Agency Contributions	451,919	451,919	0	100%
Applications	12,000	35,968	(23,968)	300%
Other (Interest & Reimb.)	-	10,749	(10,749)	-
Total Revenue	463,919	498,636	(34,717)	107%
Revenue Less Expenditures		27,441		

Expenditures

The Commission uses three expense categories: Salaries and Benefits, Services and Supplies, and Other Charges. Overall, expenses trended lower than budgeted in each of these categories. Details of the individual accounts are attached to this report. The following are highlights within each of these categories:

Salaries and Benefits

At the end of the fiscal year, the Salaries and Benefits category had expenditures of \$402,806, representing 99% of the amount budgeted in this category. Retirement expense were slightly higher than anticipated, but this was offset by savings in health insurance costs.

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Services and Supplies

Expenditures in the Services and Supplies category accounted for 79% of the amount budgeted. The Commission saw savings in the Legal Services account as this is billed based on the need for these services throughout the year and can fluctuate based on complexity of applications.

During the prior fiscal year, LAFCO Staff met with the County to review and seek clarification regarding charges for overhead services. This resulted in a credit and savings to the Professional and Special Services Account (#63000). Additional savings is also reflected in Fiscal Year 2018-2019.

The Commission Expenses account also trended lower than anticipated. This was due to Commissioners waiving stipends and paying for their own travel expenses to training.

Other Charges

The Other Charges category consists of one account: "Planning Department Services" for shared use of a copier. These costs have been trending lower as Staff strives to make less paper copies of items. Staff lowered the budgeted amount for this category in the current fiscal year.

REVENUES

Overall, the Commission received \$498,636 in revenues, or \$34,717 above what was anticipated. Application revenue in Fiscal Year 2018-2019 exceeded estimates by over \$23,000. In addition, the Commission received over \$10,000 in interest earnings during the Fiscal Year.

CONCLUSION

Because the overall revenues received exceeded expenses at year-end, the use of fund balance was not necessary to offset the budget as originally estimated. These increased revenues received at the close of Fiscal Year 2018-2019 will be factored into the review of reserve funds and available fund balance at preparation of the next year's Commission budget.

Attachments: Fiscal Year 2018-2019 Expenditures and Revenues Detail

Stanislaus LAFCO
Fiscal Year 2018-2019 Expenditures and Revenues

EXPENDITURES

Account	FY 18-19 ADOPTED BUDGET	ACTUALS (YEAR-END)	DIFFERENCE	%
				EXPENDED
Salaries and Benefits				
50000+ Salaries and wages	243,710	244,482	(772)	100%
52000 Retirement	70,695	71,953	(1,258)	102%
52010 FICA	19,210	18,557	653	97%
53000 Group health insurance	59,550	57,904	1,646	97%
53009 OPEB health insurance liability	2,820	-	2,820	0%
53020 Unemployment insurance	450	450	-	100%
53051 Benefits admin fee	190	149	41	78%
53081 Long term disability	380	360	20	95%
54000 Workers compensation insurance	1,165	1,162	3	100%
55000 Auto allowance	2,400	2,400	(0)	100%
55080 Professional development	2,200	1,898	302	86%
55130 Deferred comp mgmt/conf	3,395	3,491	(96)	103%
Total Salaries and Benefits	406,165	402,806	3,359	99%
Services and Supplies				
60400 Communications (SBT - Telecom)	900	1,067	(167)	119%
61000 Insurance (SDRMA)	3,475	3,397	78	98%
61030 Fiduciary liability insurance	40	40	-	100%
62200 Memberships (CSDA, CALAFCO)	6,065	5,880	185	97%
62400 Miscellaneous expense	3,000	1,776	1,224	59%
62450 Indirect costs (A87 roll forward)	5,875	5,870	5	100%
62600 Office supplies	1,500	615	885	41%
62730 Postage	1,200	836	364	70%
62750 Other mail room expense	420	323	97	77%
63000 Professional & special serv	14,214	10,802	3,412	76%
Building maint & supplies	3,600	2,788	812	77%
Office lease	3,975	3,851	124	97%
Utilities	1,460	1,349	111	92%
Janitorial	605	713	(108)	118%
Purchasing	275	149	126	54%
CEO/Risk Mgt overhead	4,300	1,920	2,380	45%
63090 Auditing & accounting	2,800	2,636	164	94%
63400 Engineering services	2,000	1,510	490	75%
63640 Legal services	12,000	8,027	3,973	67%
63990+ Outside data proc services (IT & GIS Lic)	11,015	10,905	110	99%
IT Services (SBT)	7,315	7,355	(40)	101%
Video Streaming (SBT)	1,000	1,000	-	100%
Mtg Recording (Final Cut Media)	1,500	1,350	150	90%
GIS License (SBT)	1,200	1,200	-	100%
65000 Publications & legal notices	800	838	(38)	105%
65660 Special Dept Expense (Biennial Audit)	8,000	8,000	-	100%
65780 Education & training	5,500	2,791	2,709	51%
65810 Other supportive services (messenger)	230	313	(83)	136%
65890 Commission expense (stipends, training)	6,100	1,500	4,600	25%
67040 Other travel expenses (mileage)	500	349	151	70%
67201 Salvage disposal	120	131	(11)	109%
Total Services and Supplies	85,754	67,606	18,148	79%

Other Charges

73024	Planning dept services	2,000	784	1,216	39%
Total	Other Charges	2,000	784	1,216	39%

TOTAL EXPENDITURES		493,919	471,195	22,724	95%
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REVENUES

Account	FY 18-19 ADOPTED BUDGET	ACTUALS (YEAR-END)	DIFFERENCE	% REALIZED
40680+ Agency Contributions	451,919	451,919	0	100%
40445 Rebates & Refunds	-	30	(30)	-
36414 Application & Other Revenues	12,000	35,968	(23,968)	300%
17000 Interest Earnings	-	10,719	(10,719)	-
TOTAL REVENUE	463,919	498,636	(34,717)	107%

Revenues Less Expenditures**27,441**