

**EXECUTIVE OFFICER'S AGENDA REPORT
OCTOBER 28, 2020**

TO: LAFCO Commissioners

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

SUBJECT: Year-End Financial Report for Fiscal Year 2019-2020

RECOMMENDATION

Staff recommends that the Commission accept this informational report comparing budgeted and actual revenues and expenditures for Fiscal Year 2019-2020.

DISCUSSION

At the close of Fiscal Year 2019-2020, the Commission's revenues exceeded its expenditures by \$22,547. Overall, the Commission expended 96% of the amount budgeted for the year. Total revenue exceeded the anticipated amount due to an increase in application revenue. A summary of the expenditures and revenues is shown in Table 1, below.

Table 1: Fiscal Year 2019-2020 Summary

<i>Expenditures</i>	Adopted Budget FY 19-20	Actuals (Year-End)	Difference	% of Budget
Salaries & Benefits	429,200	430,639	(1,439)	100%
Services & Supplies	67,375	47,309	20,066	70%
Other Charges	1,600	475	1,125	30%
Total Expenditures	498,175	478,423	19,752	96%
<i>Revenues</i>				
Agency Contributions	453,175	453,175	0	100%
Applications	20,000	34,006	(14,006)	170%
Other (Interest & Reimb.)	-	13,788	(13,788)	-
Total Revenue	473,175	500,969	(27,794)	106%
Revenue Less Expenditures		22,547		

Expenditures

The Commission uses three expense categories: Salaries and Benefits, Services and Supplies, and Other Charges. Overall, expenses trended lower than budgeted. 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 \$430,639, representing slightly over 100% of the amount budgeted in this category. This is mainly due to retirement expenses that trended higher than anticipated. This expense was partially offset by

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savings in health insurance costs.

Services and Supplies

Expenditures in the Services and Supplies category accounted for 70% 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.

Savings were also seen in the Commission Expense and Education & Training accounts, due to cancellation or combining of Commission meetings and cancellation of CALAFCO trainings.

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 \$500,969 in revenues, or \$27,794 above what was anticipated. Application revenue in Fiscal Year 2019-2020 exceeded estimates by over \$14,000. In addition, the Commission received over \$13,000 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 2019-2020 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 2019-2020 Expenditures and Revenues Detail

Stanislaus LAFCO
Fiscal Year 2019-2020 Expenditures and Revenues

EXPENDITURES

Account	FY 19-20 ADOPTED BUDGET	ACTUALS (YEAR-END)	DIFFERENCE	%
				EXPENDED
Salaries and Benefits				
50000+ Salaries and wages	263,630	269,498	(5,868)	102%
52000 Retirement	70,100	77,291	(7,191)	110%
52010 FICA	20,000	20,628	(628)	103%
53000 Group health insurance	62,080	53,047	9,033	85%
53009 OPEB health insurance liability	2,920	-	2,920	0%
53020 Unemployment insurance	450	450	-	100%
53051 Benefits admin fee	190	140	50	74%
53081 Long term disability	380	391	(11)	103%
54000 Workers compensation insurance	1,300	1,091	209	84%
55000 Auto allowance	2,400	2,326	74	97%
55080 Professional development	2,200	1,962	238	89%
55130 Deferred comp mgmt/conf	3,550	3,815	(265)	107%
Total Salaries and Benefits	429,200	430,639	(1,439)	100%
Services and Supplies				
60400 Communications (ITC - Telecom)	1,110	1,067	43	96%
61000 Insurance (SDRMA)	3,600	4,021	(421)	112%
61030 Fiduciary liability insurance	40	29	11	73%
62200 Memberships (CSDA, CALAFCO)	6,615	6,681	(66)	101%
62400 Miscellaneous expense	3,000	1,137	1,863	38%
62450 Indirect costs (A87 roll forward)	(3,760)	(3,764)	4	100%
62600 Office supplies	1,500	505	995	34%
62730 Postage	1,200	584	616	49%
62750 Other mail room expense	420	231	189	55%
63000 Professional & special serv	11,690	11,107	584	95%
Building maint & supplies	3,000	3,297	(297)	110%
Office lease	4,010	3,851	159	96%
Utilities	1,410	1,113	297	79%
Janitorial	745	771	(26)	103%
Purchasing	275	133	142	48%
HR/Risk Mgt overhead	2,250	1,942	308	86%
63090 Auditing & accounting	2,850	2,075	775	73%
63400 Engineering services	2,000	1,586	414	79%
63640 Legal services	12,000	3,683	8,317	31%
63990+ Outside data proc services (IT & GIS Lic)	11,530	10,475	1,055	91%
IT Services (ITC)	7,830	7,375	455	94%
Video Streaming (ITC)	1,000	1,000	-	100%
Mtg Recording (Final Cut Media)	1,500	900	600	60%
GIS License (ITC)	1,200	1,200	-	100%
65000 Publications & legal notices	1,000	732	268	73%
65780 Education & training	5,500	3,225	2,275	59%
65810 Other supportive services (messenger)	350	228	122	65%
65890 Commission expense (stipends, training)	6,100	3,223	2,877	53%
67040 Other travel expenses (mileage)	500	358	142	72%
67201 Salvage disposal	130	127	3	98%
Total Services and Supplies	67,375	47,309	20,066	70%

Other Charges

73024	Planning dept services	1,600	475	1,125	30%
Total Other Charges		1,600	475	1,125	30%
TOTAL EXPENDITURES		498,175	478,423	19,752	96%

REVENUES

Account	FY 19-20 ADOPTED BUDGET	ACTUALS (YEAR-END)	DIFFERENCE	% REALIZED
40680+ Agency Contributions	453,175	453,175	0	100%
40445 Rebates & Refunds	-	-	-	-
36414 Application & Other Revenues	20,000	34,006	(14,006)	170%
17000+ Interest Earnings	-	13,788	(13,788)	-
TOTAL REVENUE	473,175	500,969	(27,794)	106%

Revenues Less Expenditures

22,547