

Finance Report for Council Meeting – October 12, 2021

The payment approval report attached for approval and signatures. You also have the JE Journal for July 2021. Journal entries are the adjustments and corrections that are made to the accounting files to balance and close the month. Caselle had been doing this previously and turned the activity back to the Town on September 13 for the current fiscal year. July is balanced, August is in process. The goal is to bring this up to date so that it is complete before the report to council each month.

The Financial Report for September 2021 is in your packet. This report represents the end of the first fiscal quarter, we are now 25% of the way through the budget year. This month's highlights are:

- 10-45-583 shows a small credit. This is a journal correction because the expenses for both the printer in 911 and the Town Hall printer were being charged to the same account.
- General Fund Month End is a negative balance. This is not unusual this time of year because most General Fund dollars come from property taxes and are paid on time in November-January.
- Several payroll line items in both Fire and 911 are in the 40-100% range. I am watching this closely. They have several new people that are not fully trained so overtime should drop as those people are up to speed. Total payroll budget for both accounts are under 27% YTD.
- 911 Fund Misc Revenue increased \$3500 this month. This was a donation from Pacific Power for the Bootleg Fire resources. This summer's fires added workload to the call center so that was the Fund where funds were deposited.
- Streets Fund Misc Revenue increased \$5747.86. This was an insurance payment for replacing the traffic light that was hit on F Street in 2021. The Town made those repairs in FY 20-21.
- Park Fund total expenditures are 55% of the budget but most Park expenses are front loaded due to the swimming pool operations. Soroptimist Park purchase closes in October so there will be a budget adjustment to be made for that in the future.
- The repair and maintenance expense on 30-40-430 was for paint for the upstairs in Town Hall. That space is now being used for additional offices and a conference room.
- Fund 48 – Water has already used 210% of advertising and publication. This is a combination of ads for additional employees and better notification of line flushing to keep the community informed. This expense will continue to grow as the Town rolls out information on the new water system.
- Fund 48 – Materials and Supplies is at 111% of budget. I believe this is due to overuse of this account number. There are expenses here that belong in other categories.
- Fund 49 – Sewer is at 50% of anticipated yearly revenue for dumping fees. This is due to the unanticipated servicing of Bootleg, Patton Meadow and Cougar Peak fire camps.
- Fund 49 – Materials and Supplies is at 119%. This is the same overuse issue as noted in the Water Fund.
- 53-40-762 is at 200% of budget. This geothermal lease payment to Utley's was skipped in FY 20-21. When the error was found in September, yearly payments for both fiscal years were made.

The 20-21 audit is still on schedule. Escheat Tax Reports are due the end of October and will be processed on time.

Additional information, explanation or reports are always available upon request.

Respectfully submitted,

Shelley Batty
Finance Director
Town of Lakeview