



Memo

To: Mayor and Board of Aldermen
From: Donald Yucuis, Director of Finance
CC: Lawrence Perney, City Administrator, Senior Staff, Audit and Finance Committee
Date: July 22, 2019

Re: 2019 Financial Report – Six Months through June 30, 2019

I am providing the 2019 six month financial report for All Funds for the period ending June 30, 2019. The charts below include:

- The Year to Date (YTD) Activity for the six months ended June 30, 2018,
- the 2019 Budget,
- the Year to Date (YTD) Activity for the six months ended June 30, 2019,
- the 2019 Budget Remaining, and
- the 2019 % YTD Activity Rec'd or Spent to Budget
- Included is beginning and ending fund balance

GENERAL FUND (GF) - Overall, FY 2019 six month revenues totaled \$5,502,347 and expenses totaled \$4,893,391 or a \$608,956 surplus before transfers in/out and a \$418,962 surplus after transfers out of \$189,994 to the Tax Increment Financing District.

2019 revenues totaled \$5,502,347 or 55.5% of budget and higher than the basic 50% at the end of the first six months, so good news. 2019 revenue is approximately \$70,000 more than 2018 for the same six month time period.

The \$70,000 difference from year to year revenue is mainly due to:

- slightly lower Taxes revenue -\$49,000,
- slightly lower Inter-governmental revenue -\$8,000,
- more Licenses and Permits revenue +\$106,000, and
- more Municipal Court revenue +\$20,000.

2019 expenses totaled \$4,893,391 or 49.4% of budget and \$532,000 more than 2018. The \$532,000 increase in 2019 compared to 2018 is due directly to:

- the retirement payouts of \$44,313 to former Police Chief Walsh and Eileen Collins of \$31,000;
- overall increased wages and benefit costs including the new 2% retirement contribution;
- closer to full staffing in the Police Department;
- the two new part-time staff in Finance; and
- increased workers compensation insurance costs.

2019 Transfer in totaled \$0 and Transfers out totaled \$189,994 which was for the 25% of TIF Property Tax revenue received in the first six months.

2018 Transfer in totaled \$0 and Transfers out totaled \$421,866 which was for the 25% of TIF Property Tax revenue received in the first six months or \$352,000 and moving by transfer out of \$69,700 to Asset Forfeiture Fund from the General Fund into a separate Special Accounts Fund.

The General Fund detail of 2019 and 2018 through June 30, 2019 is itemized for comparison purposes. Larry Perney and I will continue to monitor all 2019 revenue to make certain there no negative trends.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund: 10 - GENERAL FUND						
	Revenue					
	510 - Taxes					
	1Cent Sales Tax	2,183,356	4,000,000	2,151,480	1,848,520	53.8%
	1/4 Cent Sales Tax	425,025	800,000	413,766	386,234	51.7%
	Prop P Sales Tax	465,513	925,000	500,486	424,514	54.1%
	Ameren UE- Gross Receipts	330,157	730,000	268,210	461,790	36.7%
	Laclede Gas - Gross Receipts	199,159	280,000	198,703	81,297	71.0%
	Southwestern Bell - Gross Receipts	139,622	260,000	98,194	161,806	37.8%
	Missouri-American Water - Gross Receipts	64,088	140,000	72,457	67,543	51.8%
	Charter Cable - Gross Receipts	118,889	225,000	114,880	110,120	51.1%
	Property Taxes	21,505	140,000	68,022	71,978	48.6%
	Railroad/Utility Tax	10,024	20,500	22,605	(2,105)	110.3%
	510 - Taxes Total	3,957,338	7,520,500	3,908,804	3,611,696	52.0%
	520 - Inter-governmental					
	Gasoline Tax	232,068	480,000	234,025	245,975	48.8%
	Vehicle Sales Tax	82,207	165,000	74,724	90,276	45.3%
	Vehicle Fee Increases	43,454	80,000	42,849	37,151	53.6%
	Cigarette Tax	19,816	40,000	17,892	22,108	44.7%
	Road & Bridge Tax	163,949	335,000	155,987	179,013	46.6%
	Grants/Reimbursements	69,969	125,000	77,548	47,452	62.0%
	520 - Inter-governmental Total	611,462	1,225,000	603,025	621,975	49.2%
	530 - Licenses & Permits	369,309	471,950	476,136	(4,186)	100.9%
	540 - Municipal Court	130,035	230,000	150,318	79,682	65.4%
	550 - Investments	14,384	41,800	8,895	32,905	21.3%
	560 - Aquatic Center	178,832	275,000	151,155	123,845	55.0%
	561 - Park Services	81,351	90,000	107,641	(17,641)	119.6%
	562 - Manchester Arts	-	3,924	-	3,924	0.0%
	570 - Miscellaneous	89,464	48,000	96,373	(48,373)	200.8%
	530 thru 570 Totals	863,375	1,160,674	990,518	170,156	85.3%
	General Fund Revenue Total	5,432,175	9,906,174	5,502,347	4,403,827	55.5%
	Expense					
	410 - Mayor & Board	26,704	63,625	27,074	36,551	42.6%
	420 - Administration	277,982	619,964	296,983	322,981	47.9%
	425 - MIS	156,657	282,050	180,067	101,983	63.8%
	430 - Finance	329,673	622,656	425,220	197,436	68.3%
	440 - Police	1,645,053	3,986,275	1,860,740	2,125,535	46.7%
	450 - Aquatic Center	91,976	347,600	63,091	284,509	18.2%
	460 - Park	413,267	911,347	497,996	413,351	54.6%
	470 - Public Works	1,167,879	2,470,955	1,239,959	1,230,996	50.2%
	475 - Planning & Zoning	134,898	319,032	175,699	143,333	55.1%
	480 - Legal	109,421	254,155	120,661	133,494	47.5%
	485 - Manchester Arts	7,727	28,515	5,901	22,614	20.7%
	General Fund Expense Total	4,361,238	9,906,174	4,893,391	5,012,783	49.4%
	GENERAL FUND Revenue less (Expenses) before transfers	1,070,937	-	608,956	(608,956)	
	600 - Operating Transfers in		500,000	-	500,000	0.0%
	600 - Operating Transfers out	(421,866)	(370,000)	(189,994)	(180,006)	51.3%
	Net Transfer in/out	(421,866)	130,000	(189,994)	319,994	
	GENERAL FUND Revenue less (Expenses) and transfers	649,071	130,000	418,962		
	Beginning Fund Balance January 1	2,468,618	3,029,567	3,029,567		
	Ending Fund Balance June 30	3,117,689	3,159,567	3,448,529		

Debt Service Fund accounts for the 2019 General Obligation Bond (Prop S Bonds for streets) property tax revenue levied to pay the principal and interest payments on the bonds as they come due. The 2018 revenue and expenses reflect property tax received and expenses to pay off the 2012 General Obligation Bonds.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 20 - DEBT SERVICE FUND						
Revenue						
	510 - Taxes					
	Personal Property Taxes	85,917	1,054,632	443,278	611,354	42.0%
	510 - Taxes Total	85,917	1,054,632	443,278	611,354	42.0%
	Revenue Total	85,917	1,054,632	443,278	611,354	42.0%
Expense						
	420 - Administration					
	Professional Fees	809	4,100	-	4,100	0.0%
	Principal Payment	570,000	585,000	585,000	-	100.0%
	Interest Payment	5,700	324,733	181,555	143,178	55.9%
	420 - Administration Total	576,509	913,833	766,555	147,278	83.9%
	Expense Total	576,509	913,833	766,555	147,278	83.9%
Fund 20 - DEBT SERVICE FUND Revenue less (Expenses)		(490,593)	140,799	(323,278)		
	Beginning Fund Balance January 1	508,127	863,513	863,513		
	Ending Fund Balance June 30	17,534	1,004,312	540,235		

Special Accounts Fund is a new separate Fund in 2018 per requirements of the US Department of Justice to account for Asset Forfeiture revenues and expenses. No activity has occurred in 2019.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 40 - SPECIAL ACCOUNTS						
Revenue						
	520 - Inter-governmental					
	DOJ-Asset Forfeiture Revenue	-	-	-	-	0.0%
	Revenue Total	-	-	-	-	0.0%
Expense						
	Treasury-Asset Forfeiture Expense	-	-	-	-	0.0%
	DOJ-Asset Forfeiture Expense	56,766	-	-	-	0.0%
	Expense Total	56,766	-	-	-	0.0%
Fund 40 - SPECIAL ACCOUNTS Revenue less (Expenses)		(56,766)	-	-	-	0.0%
	Beginning Fund Balance January 1	69,709	16,698	16,698		
	Ending Fund Balance June 30	12,943	16,698	16,698		

Tax Increment Financing Fund 2019 Revenues exceeded expenses by \$667,904.

2019 revenues including transfer in from the General Fund totaled \$4,331,675 or 63% of budget and approximately \$173,598 less than the same time period in 2018. The difference is almost all attributable to timing of transfer-in from revenue. The 2019 transfer in will catch up to 2018 in the next quarter.

2019 expenses total \$3663,771 or 53% of budget. 2019 debt service payments of \$3,438,340 included mandatory principal of \$2,280,000 and interest of \$1,158,340.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 30 - TAX INCREMENT FINANCING (TIF) FUND						
	Revenue					
	510 - Taxes					
	1Cent Sales Tax	666,625	1,256,000	523,874	732,126	41.7%
	1/2 Cent Transportation Sales Tax	311,698	606,000	323,922	282,078	53.5%
	1/4 Cent Sales Tax	155,554	303,000	161,961	141,039	53.5%
	Metro Tax	38,551	74,000	38,581	35,419	52.1%
	ECC Tax	40,380	76,000	40,409	35,591	53.2%
	CSF Tax	160,125	307,000	166,532	140,468	54.2%
	Property Taxes	1,341,435	1,250,000	1,234,900	15,100	98.8%
	Pool,Park,Storm Water Sales Tax	394,388	570,000	328,578	241,422	57.6%
	TDD EATS	792,228	1,067,000	774,504	292,496	72.6%
	Capital Improvement Tax	261,664	561,000	452,547	108,453	80.7%
	TIF/TDD Transfer	-	350,000	-	350,000	0.0%
	Interest Income	(9,531)	65,000	95,873	(30,873)	147.5%
	Transfer in	352,156	360,000	189,994	170,006	52.8%
	TIF Fund Revenue Total	4,505,273	6,845,000	4,331,675	2,513,325	63.3%
	Expense					
	430 - Finance					
	TIF Bond Redemption	2,145,000	4,000,000	2,280,000	1,720,000	57.0%
	TIF Bond Interest	1,278,641	2,515,000	1,158,341	1,356,659	46.1%
	Tax Increment Financing - PILOTS	252,527	360,000	214,789	145,211	#DIV/0!
	Professional Fees	100	19,660	10,642	9,018	54.1%
	Expense Total	3,676,268	6,894,660	3,663,771	3,230,889	53.1%
	Fund 30 - TAX INCREMENT FINANCING (TIF) FUND Revenue less (Expenses)	829,005	(49,660)	667,904		
	Beginning Fund Balance January 1	8,535,795	8,396,562	8,396,562		
	Ending Fund Balance June 30	9,364,800	8,346,902	9,064,466		

Capital Projects Fund 2019 Revenues exceeded expenses by \$994,833.

2019 Revenue through six months totaled \$1,231,051 or 60% of budget and \$331,662 more than 2018 and all due to more one-time grant revenue in 2019 than 2018. 2019 Expenses through six months totaled \$236,2018 or 11.6 of budget and \$16,431 more than 2018.

Projects in Progress:

- Police Vehicles/equipment ordered, \$120,000.
- Bridge Repair/Replacement: Spring Meadows Bridge is finishing up; Howard George Bridge and Lindy Blvd. Bridge Deck are out for bid and moving to construction-\$508,000.
- Building & Site Improvements: Storage Building Fabric Cover-\$25,000-in progress; City Hall Exterior Balcony-\$125,000 bid documents being prepared; and Police Facility-\$25,000 will be later in the calendar year.
- Street Improvements: Concrete Streets-\$100,000 is being spent as needed; Dougherty Ferry-\$70,000-design is in progress; Right of way Trees-\$40,000 on-going throughout the year; and GIS mapping-\$5,000 has been spent.
- Concrete Sidewalks will be done throughout the year-\$200,000.
- Machinery and Equipment-\$217,000: Medium Dump-\$135,000 will be purchased; Concrete Saws purchased-\$54,000; Fleet Software-30,000 to be purchased.
- Transfer out-\$500,000 is to General Fund and will occur later in the year.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 50 - CAPITAL IMPROVEMENT FUND						
	Revenue					
	1/2 Cent Sales Tax	757,752	1,550,000	775,171	774,829	50.0%
	Grants/Reimbursements	137,882	462,000	445,820	16,180	96.5%
	Gain on Sale of Equipment	3,755	-	10,060	(10,060)	#DIV/0!
	Miscellaneous	-	35,000	-	35,000	0.0%
	Revenue Total	899,389	2,047,000	1,231,051	815,949	60.1%
	Expense					
	MIS Equipment/ Software	24,892	25,542	15,292	10,250	59.9%
	Police Vehicles and Equipment	58,335	120,000	-	120,000	0.0%
	Public Works Staff Time	24,366	-	3,506	(3,506)	#DIV/0!
	Professional Fees	15,216	-	588	(588)	#DIV/0!
	Capital Improvement	-	-	773	(773)	#DIV/0!
	Bridge Repair/Replacement	-	508,000	79,043	428,957	15.6%
	Building & Site Improvements	42,210	175,000	22,131	152,869	12.6%
	Concrete Street Replacement	12,265	215,000	32,504	182,496	15.1%
	Concrete Sidewalk Replacement	280	200,000	19,133	180,867	9.6%
	Machinery and Equipment	5,746	217,000	60,910	156,090	28.1%
	Vehicles	24,869	30,000	2,337	27,663	7.8%
	Street Light Installation or Repair	11,609	37,500	-	37,500	0.0%
	Transfer in/ out	-	500,000	-	500,000	0.0%
	Expense Total	219,787	2,028,042	236,218	1,791,824	11.6%
	Fund 50 - CAPITAL IMPROVEMENT FUND Revenue less (Expenses)	679,602	18,958	994,833		
	Beginning Fund Balance January 1	38,076	(22,397)	(22,397)		
	Ending Fund Balance June 30	717,678	(3,439)	972,436		

Parks and Storm Water Fund 2019 Revenues exceeded expenses by \$667,050.

2019 Revenue for the six months totaled \$911,966 or 39% of budget and \$74,000 more than 2018. The \$700,000 in grants/reimbursement is from MSD and related to the Chadwick Brookvale project.

2019 Expenses for the six months totaled \$244,916 or 5.9% of budget.

Projects in Progress:

Aquatic Center:

- Building and site improvements- budget of \$81,000-Pool Pumps and Pipes-expensed \$33,769 to date and work is in progress.
- Furniture, Fixtures-budget of \$13,052-expensed \$5,180 to date and purchases are in progress.
- Machinery and Equipment-budget of \$10,000- expensed \$4,250 to date and purchases are in progress.

Parks:

- Building and Site Improvements-budget of \$247,500, expensed \$18,193 to date, Schroeder Park Asphalt Seal/Overlay \$175,000 will occur in the fall, all other line items are or will be in progress.
- Machinery and Equipment-budget of \$36,150 and \$53,087 spent to date includes \$41,000 spent to date on a generator plus an additional \$33,000 to be spent for electrical. This was planned to be spent in 2018 but was not. The mower and Bobcat have been purchased totaling \$12,000. Staff will meet soon to evaluate the 2019 Budget to see if other budgeted line items can be moved to cover the Generator expenses or a budget amendment may be needed.
- Vehicles- light duty dump truck-\$70,000 will be purchased; and utility vehicle-\$14,000 budget was purchased for \$13,562.

Public Works

- storm water projects-budget of \$3,637,000: Pontoison Dr.-\$120,000 out to bid; Channel J-\$230,000 and Chadwick Brookvale-\$3,000,000 to be constructed; storm inlets-\$125,000 and Cloverleaf Lane-both in design.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 60 - PARKS & STORM WATER PROJECTS FUND						
	Revenue					
	Pool,Park,Storm Water Sales Tax	837,190	1,625,000	911,966	713,034	56.1%
	Grants/Reimbursements		700,000	-	700,000	0.0%
	Revenue Total	837,190	2,325,000	911,966	1,413,034	39.2%
	Expense					
	450 - Aquatic Center					
	Building & Site Improvements	103,315	96,650	33,769	62,881	34.9%
	Furniture, Fixtures, & Office Equip.	-	13,052	5,180	7,872	39.7%
	Machinery and Equipment	-	10,000	4,250	5,750	42.5%
	450 - Aquatic Center Total	103,315	119,702	43,200	76,502	36.1%
	460 - Park					
	Parks Staff Time		-	1,351	(1,351)	0.0%
	Building & Site Improvements	160,369	247,500	18,193	229,307	7.4%
	Furniture, Fixtures, & Office Equip.	385	-	3,289	(3,289)	#DIV/0!
	Machinery and Equipment	2,590	36,150	53,087	(16,937)	146.9%
	Vehicles		84,000	13,562	70,438	16.1%
	460 - Park Total	163,343	367,650	89,483	278,167	24.3%
	470 - Public Works					
	Storm Water Projects	327,284	3,637,000	112,233	3,524,767	3.1%
	470 - Public Works Total	327,284	3,637,000	112,233	3,524,767	3.1%
	Expense Total	593,942	4,124,352	244,916	3,879,436	5.9%
	Fund 60 - PARKS & STORM WATER PROJECTS FUND Revenue less (Expenses)	243,249	(1,799,352)	667,050		
	Beginning Fund Balance January 1	1,964,804	2,920,219	2,920,219		
	Ending Fund Balance June 30	2,208,053	1,120,867	3,587,269		

Prop S Capital Fund

2019 Revenue budget is from investment income.

2019 Expense budget is \$3,592,680 and \$1,900,924 or 52.9% has been spent to date. Concrete Streets are the main component of the budgeted expenses and are in progress. Staff will be monitoring expenses throughout the year to determine if a budget amendment is warranted as approximately \$700,000 of 2018 work will be completed in 2019. If all of the 2019 concrete street projects get completed then an amendment will be justified later in the year.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 80 - PROP S-CAPITAL IMPROVEMENTS						
Revenue						
	Investment Income	-	150,000	79,755	70,245	53.2%
	Revenue Total	-	150,000	79,755	70,245	53.2%
Expense						
	470 - Public Works					
	Public Works Staff Time		87,680	48,777	38,903	55.6%
	Professional Fees	10,298	255,000	16,613	238,387	6.5%
	Concrete Streets	-	3,250,000	1,835,533	1,414,467	56.5%
	470 - Public Works Total	10,298	3,592,680	1,900,924	1,691,756	52.9%
	Expense Total	10,298	3,592,680	1,900,924	1,691,756	52.9%
Fund 80 - PROP S-CAPITAL IMPROVEMENTS Revenue less (Expenses)		(10,298)	(3,442,680)	(1,821,169)		
	Beginning Fund Balance January 1	-	8,443,028	8,443,028		
	Ending Fund Balance June 30	(10,298)	5,000,348	6,621,859		

Sanitary Sewer Repair Fund 2019 Expenses exceeded revenues by \$56,257.

2019 Revenue for the six months totaled \$74,501 or 29% of budget and \$12,131 more than 2018.

2019 Expenses for the six months totaled \$130,758 or 50% of budget and \$42,899 more than 2018.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 70 - SANITARY SEWER REPAIR FUND						
Revenue						
	510 - Taxes					
	Sewer Lateral Fee	49,220	167,000	48,899	118,101	29.3%
	Sewer Lateral Fee/Resident	13,150	35,000	25,602	9,398	73.1%
	570 - Miscellaneous Total	13,150	35,000	25,602	9,398	73.1%
	Revenue Total	62,370	202,000	74,501	127,499	36.9%
Expense						
	470 - Public Works					
	Salaries	43,264	80,290	46,129	34,162	57.5%
	Capital Improvement	44,325	180,000	84,630	95,370	47.0%
	Expense Total	87,589	260,290	130,758	129,532	50.2%
Fund 70 - SANITARY SEWER REPAIR FUND Revenue less (Expenses)		(25,219)	(58,290)	(56,257)		
	Beginning Fund Balance January 1	177,984	190,196	190,196		
	Ending Fund Balance June 30	152,765	131,906	133,939		

Homecoming Fund very little activity has occurred in the first six months related to homecoming revenue and expense.

Fund	Category/ Description	YTD thru June 30, 2018	Current 2019 Budget	YTD thru June 30, 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund 65 - HOMECOMING FUND						
	Revenue					
	Homecoming Booths	2,025	-	2,538	(2,538)	#DIV/0!
	Homecoming Donation	450	500	250	250	50.0%
	Homecoming Sponsorships	2,100	-	2,500	(2,500)	#DIV/0!
	Homecoming Fees	-	7,000	-	7,000	0.0%
	Miscellaneous		22,500	-	22,500	0.0%
	Transfer in		10,000	-	10,000	
	Revenue Total	4,575	40,000	5,288	34,713	13.2%
	Expense					
	Salaries	-	1,500	-	1,500	0.0%
	Overtime Salaries	-	14,750	-	14,750	0.0%
	Payroll Tax	-	1,250	-	1,250	0.0%
	Uniforms & Equipment	115	150	234	(84)	156.0%
	Professional Fees	3,778	11,910	2,000	9,910	16.8%
	Public Relations	950	4,150	-	4,150	0.0%
	Business Lunch/Dinner	21	830	127	703	15.3%
	Newspaper Notices	-	950	-	950	0.0%
	Program Supplies	20	950	-	950	0.0%
	Office Supplies	53	50	-	50	0.0%
	Field Supplies	-	600	-	600	0.0%
	Equipment Rental	1,625	5,150	1,625	3,525	31.6%
	Equipment - Maintenance & Repair	-	600	-	600	0.0%
	465 - Homecoming Total	6,561	42,840	3,986	38,854	9.3%
	Expense Total	6,561	42,840	3,986	38,854	9.3%
Fund 65 - HOMECOMING FUND Revenue less (Expenses)		(1,986)	(2,840)	1,302		
	Beginning Fund Balance January 1	23,335	9,662	9,662		
	Ending Fund Balance June 30	21,349	6,822	10,964		