



THE CITY OF  
**MANCHESTER**  
MISSOURI

# Memo

To: Mayor and Board of Aldermen, Lawrence Perney, City Administrator  
Audit & Finance Committee and Senior Staff

From: Donald Yucuis, Director of Finance

Date: October 29, 2020

Re: 2020 Financial Report – Nine Months through September 30, 2020

I am providing a summary financial report for the period ending September 30, 2020 by Fund.

The attached reports on the nine months of 2020 and includes revenue, expense, and fund balance activity by Fund. This report also includes the following columns:

Column O – 2020 Budget

Column P - 2020 nine months year-to-date through September 30, 2020

Column R – 2020 Percent YTD to Budget

**The revenue/expenditure percent received or spent at nine months is 75.0%.**

## GENERAL FUND

FY 2020 nine months:

- Expenses exceeded revenue by \$145,903.
- Revenues totaled \$7,713,590 or 80.5% of the 2020 budget.
- Expenses totaled \$7,859,493 or 78.9% of the 2020 budget.
- Fund balance currently totals \$3.3 million.

General fund revenue and expense budgets were adjusted in May 2020 due to Covid to reflect a \$336,024 deficit. The current projection to year end is a \$112,000 surplus mainly due to sales tax and other revenues coming in better than expected.

Revenues:

- Taxes include Sales Tax, Property Tax and Gross Receipts and for the nine months totaled \$5,537,076 or 79% of 2020 budget.
  - Sales tax is comprised of the 1 ¼ cent general sales tax and the City's share of the Prop P Sales Tax. Revenue totals \$4,283,917 or 82% of budget.
  - Gross Receipts tax revenue totaled \$1,153,773 or 72% of budget.
  - Property tax revenue totals \$99,386 or 79% of budget.
- Intergovernmental revenue totaled \$904,087 or 77% of budget.
- Licenses and permits totaled \$473,337 or 99% of budget.
- Municipal Court revenue totaled \$196,701 or 77% of budget.

- Aquatic Center revenue – pool was closed for the summer and a small amount of revenue, \$471, was received.
- Park Services revenue totaled \$89,160 or 101% of budget.
- Homecoming revenue totaled \$1,890.

Expenses: Several departments that are more than 75% of budget at the nine month mark:

- Administration totals 83% of budget due to City litigation.
- Finance totals 94% due to all annual insurance premiums being paid and more than budgeted.
- Aquatics is 110% of budget due to paying out obligations related to the pool management contract.
- Operating Transfer to TIF Fund is 95% of budget and complete for the year.

**Debt Service Fund (20)** accounts for the Debt Service on the 2018 General Obligation (GO) Bond issue that funded Prop S concrete streets. A property tax is levied to pay the principal and interest payments on the bonds as they come due.

- Revenues total \$502,385 or 43% of budget and expenses are \$900,363 or 100% of budget. Both are in line where they should be at the nine month mark. The September 30, 2020 fund balance is \$642,526.

**Tax Increment Financing (TIF) Fund (30)**

FY 2020 nine month:

- Overall, revenue exceeded expenses by \$2,474,784.
- Revenue totaled \$5,530,987 or 87% of budget.
- Expenses totaled \$3,056,204 or 45% of budget.
- Fund balance currently totals \$5.4 million.

Revenues:

- Revenue is comprised of four major categories:
  - Sales Tax revenue totaled \$3,116,674 or 90% of budget.
  - Property Tax revenue totaled \$1,365,977 or 109% of budget.
  - TDD revenue totaled \$701,884 or 56% of budget.
  - Transfer in Municipal Revenue totaled \$341,494 or 95% of budget.
- Expenses totaled \$3,056,204 or 45% of budget. The major expense is for Principal and Interest redemption on the 2019 refunding bonds.
  - Principal of \$2,410,000 and interest of \$397,537 were paid in May 2020. Another \$2,400,000 of principal and 354,006 of interest will be paid in November 2020.
  - Payment in lieu of Taxes (PILOTS) totaled \$245,783
- The next principal and interest payment on the 2019 refunding bonds will occur in November 2020.
- Fund balance currently totals \$5.4 million.

**Special Accounts Fund (40)** is for Federal Asset Forfeiture tracking.

- Revenue totaled \$30,650 from the sale of the Emergency Response Vehicle.
- Expenses totaled \$16,752 for the Police Officer vests.
- Fund balance is \$41,610.

## **Capital Projects Fund (50)**

FY 2020 nine months:

- Expenses exceeded revenue by \$85,070.
- Revenues totaled \$1,354,294 or 63% of the 2020 budget.
- Expenses totaled \$1,439,364 or 69% of the 2020 budget.
- Fund balance currently totals \$782,029.

Revenue of \$1,354,294 is comprised of three categories:

- Sales Tax revenue totaled \$1,168,698 or 81% of budget.
- Grants/reimbursement revenue totaled \$125,222 from Federal/State project.
- Insurance proceeds of \$59,586 for two totaled police vehicles.

Expenses totaled \$1,168,698 or 69% of budget.

- Management Information Systems expenses totaled \$44,952. Expenses included new budget software, recreation and City website costs, laptops, and fiber to connect the City buildings.
- Police vehicles totaled \$185,026 or 82% of budget. Six of the seven vehicles have been purchased.
- Bridge Repair and Replacement totaled \$442,345 or 98% of budget.
- Building and Site Improvements totaled \$39,350 or 20% of budget.
- Concrete Street Replacement totaled \$82,487 or 47% of budget.
- Concrete Sidewalk Replacement totaled 108,872 or 36% of budget.
- Machinery & Equipment totaled \$135,508 or 88% of budget.
- Transfer out totaled \$375,000 or 75% of budget.

## **Parks and Storm Water Fund (60)**

FY 2020 nine months:

- Expenses exceeded revenue by \$392,845.
- Revenues totaled \$1,366,714 or 59% of budget.
- Expenses totaled \$1,759,560 or 70% of budget.
- Fund balance currently totals \$3,602,623.

Revenue is comprised of two major categories:

- Sales Tax revenue totaled \$1,365,797 or 84% of budget.
- Grants/reimbursement revenue is zero. The \$700,000 budget amount is for a Metropolitan Sanitary District reimbursement related to the Chadwick Brookvale Relief Sewer Project.

Expenses are comprised of:

- Aquatics Center projects totaling \$45,434 or 98% of budget.
- Parks projects totaling \$307,083 for asphalt overlay and vehicles.
- Public Works Storm water projects totaling \$1,407,043 or 62% of budget.

### **Sanitary Sewer Repair Fund (70)**

FY 2020 nine months:

- Expenses exceeded revenue by \$85,721.
- Revenues totaled \$81,275 or 38% of budget.
- Expenses totaled \$166,996 or 59% of budget.
- Fund balance currently totals \$39,752.

### **Prop S Capital Fund**

FY 2020 nine months:

- Revenues exceeded expenses by \$4,587,574.
- Revenues totaled \$7,479,165 or 106% of budget and includes the 2020 GO Bond Issue.
- Expenses totaled \$2,891,592 or 80% of budget.
- Fund balance currently totals \$8,642,990.

	B	C	D	E	L	O	P	R
5						<b>2020 Budget</b>	<b>2020 YTD Activity through Sept 30, 2020</b>	<b>2020 % YTD to Budget</b>
6								
7	<b>Fund: 10 - GENERAL FUND</b>							
8	<b>Revenue</b>							
9			510 - Taxes					
10			Sales Tax			5,230,800	4,283,917	81.9%
11			Gross Receipts Tax			1,608,900	1,153,773	71.7%
12			Property Tax			162,600	99,386	61.1%
13			Total Taxes			7,002,300	5,537,076	79.1%
14								
15			520 - Inter-governmental			1,174,800	904,087	77.0%
16			530 - Licenses & Permits			478,875	473,337	98.8%
17			540 - Municipal Court			256,250	196,701	76.8%
18			550 - Investments			32,400	17,726	54.7%
19			560 - Aquatic Center			-	471	0.0%
20			561 - Park Services			88,055	89,160	101.3%
21			562 - Manchester Arts			-	-	0.0%
22			565 - Homecoming			-	1,890	0.0%
23			570 - Miscellaneous			53,200	118,142	222.1%
24	<b>Subtotal Revenue before transfers in</b>					<b>9,085,880</b>	<b>7,338,590</b>	<b>80.8%</b>
25			600 - Operating Transfers in			500,000	375,000	75.0%
26	<b>Total Revenue</b>					<b>9,585,880</b>	<b>7,713,590</b>	<b>80.5%</b>
27						(1,198,560)		
28	<b>Expense</b>							
29			410 - Mayor & Board			53,725	37,767	70.3%
30			420 - Administration			661,490	547,692	82.8%
31			425 - MIS			310,470	228,432	73.6%
32			430 - Finance			707,525	661,609	93.5%
33			440 - Police			3,762,457	2,849,722	75.7%
34			450 - Aquatic Center			41,604	45,807	110.1%
35			460 - Park			860,741	688,782	80.0%
36			465 - Homecoming			38,465	4,604	12.0%
37			470 - Public Works			2,556,174	1,995,310	78.1%
38			475 - Planning & Zoning			328,205	249,790	76.1%
39			480 - Legal			264,705	201,640	76.2%
40			485 - Manchester Arts			11,558	6,845	59.2%
41	<b>Subtotal Expenses before transfers out</b>					<b>9,597,119</b>	<b>7,517,999</b>	<b>78.3%</b>
42			600 - Operating Transfers out			360,000	341,494	94.9%
43	<b>Total Expenses</b>					<b>9,957,119</b>	<b>7,859,493</b>	<b>78.9%</b>
44								
45	<b>Fund: 10 - GENERAL FUND Surplus (Deficit):</b>					<b>(371,239)</b>	<b>(145,903)</b>	
46								
47			<b>Beginning Fund Balance January 1</b>			<b>3,466,351</b>	<b>3,466,351</b>	
48			<b>Ending Fund Balance December 31</b>			<b>3,095,112</b>	<b>3,320,448</b>	
49			<b>Fund Balance as a % of Expenses--&gt;</b>					
50								

	B	C	D	E	L	O	P	R
5						2020 Budget	2020 YTD Activity through Sept 30, 2020	2020 % YTD to Budget
51	<b>Fund: 20 - DEBT SERVICE FUND</b>							
52		Revenue				1,154,000	502,385	43.5%
53		Expense				902,962	900,363	99.7%
54								
55		<b>Fund: 20 - DEBT SERVICE FUND Surplus (Deficit):</b>				<b>251,038</b>	<b>(397,978)</b>	
56								
57				<b>Beginning Fund Balance January 1</b>		<b>1,040,504</b>	<b>1,040,504</b>	
58				<b>Ending Fund Balance December 31</b>		<b>1,291,542</b>	<b>642,526</b>	
59								
60	<b>Fund: 30 - TAX INCREMENT FINANCING FUND</b>							
61								
62		Revenue				6,328,000	5,530,987	87.4%
63		Expense				6,779,660	3,056,204	45.1%
64								
65		<b>Fund: 30 - TAX INCREMENT FINANCING FUND Surplus (Deficit):</b>				<b>(451,660)</b>	<b>2,474,784</b>	
66								
67				<b>Beginning Fund Balance January 1</b>		<b>2,885,163</b>	<b>2,885,163</b>	
68				<b>Ending Fund Balance December 31</b>		<b>2,433,503</b>	<b>5,359,947</b>	
69								
70	<b>Fund: 40 - SPECIAL ACCOUNTS</b>							
71		Revenue					30,650	0.0%
72		Expense					16,752	0.0%
73								
74		<b>Fund: 40 - SPECIAL ACCOUNTS Surplus (Deficit):</b>					<b>13,898</b>	
75								
76				<b>Beginning Fund Balance January 1</b>		<b>27,712</b>	<b>27,712</b>	
77				<b>Ending Fund Balance December 31</b>		<b>27,712</b>	<b>41,610</b>	
78								
79	<b>Fund: 50 - CAPITAL IMPROVEMENT FUND</b>							
80		Revenue				2,145,000	1,354,294	63.1%
81		Expense				2,075,265	1,439,364	69.4%
82								
83		<b>Fund: 50 - CAPITAL IMPROVEMENT FUND Surplus (Deficit):</b>				<b>69,735</b>	<b>(85,070)</b>	
84								
85				<b>Beginning Fund Balance January 1</b>		<b>867,099</b>	<b>867,099</b>	
86				<b>Ending Fund Balance December 31</b>		<b>936,834</b>	<b>782,029</b>	
87								
88	<b>Fund: 60 - PARKS &amp; STORM WATER PROJECTS FUND</b>							
89		Revenue				2,320,000	1,366,714	58.9%
90		Expense				2,523,477	1,759,560	69.7%
91								
92		<b>Fund: 60 - PARKS &amp; STORM WATER FUND Surplus (Deficit):</b>				<b>(203,477)</b>	<b>(392,845)</b>	
93								
94				<b>Beginning Fund Balance January 1</b>		<b>3,995,468</b>	<b>3,995,468</b>	
95				<b>Ending Fund Balance December 31</b>		<b>3,791,991</b>	<b>3,602,623</b>	
96								

	B	C	D	E	L	O	P	R
5							2020 YTD Activity through Sept 30, 2020	2020 % YTD to Budget
						2020 Budget		
97	<b>Fund: 70 - SANITARY SEWER REPAIR FUND</b>							
98		<b>Revenue</b>				211,000	81,275	38.5%
99		<b>Expense</b>				283,495	166,996	58.9%
100								
101		<b>Fund: 70 - SANITARY SEWER REPAIR FUND Surplus (Deficit):</b>				<b>(72,495)</b>	<b>(85,721)</b>	
102								
103				<b>Beginning Fund Balance January 1</b>		<b>125,473</b>	<b>125,473</b>	
104				<b>Ending Fund Balance December 31</b>		<b>52,978</b>	<b>39,752</b>	
105								
106	<b>Fund: 80 - PROP S-CAPITAL IMPROVEMENTS</b>							
107								
108		<b>Revenue</b>				7,075,000	7,479,165	105.7%
109		<b>Expense</b>				3,600,000	2,891,592	80.3%
110								
111		<b>Fund: 80 - PROP S-CAPITAL IMPROVEMENTS Surplus (Deficit):</b>				<b>3,475,000</b>	<b>4,587,574</b>	
112								
113				<b>Beginning Fund Balance January 1</b>		<b>4,055,416</b>	<b>4,055,416</b>	
114				<b>Ending Fund Balance December 31</b>		<b>7,530,416</b>	<b>8,642,990</b>	
115								