

## MEMORANDUM

Date: November 10, 2021  
 To: Mayor and City Council  
 From: Tom Kelly, Treasurer  
 Re: Third Quarter 2021 Financial Report

With the third quarter safely behind us already. The City's revenues and expenditures are where they should be now or a little below. The key to the City's finances are that even though we are 75% through the year, revenues and expenditures do not flow evenly through the year. All debt payments have been made so debt service expenditures are 100% spent, but snow plowing/sanding expenditures have not yet started for the end of the year so general fund is under budget. Below is a chart comparing budget to actual revenue and expenditures for the years 2020 and 2021.

Revenues	2020 Budget	2020 Actual	% Received	2021 Budget	2021 Actual	% Received
General Fund	276,581.47	302,676.27	109.43%	257,904.94	288,742.84	111.96%
Special Revenue Fds	68,493.00	398.94	0.58%	300.00	314.53	104.84%
Debt Service Funds	61,788.75	76,774.45	124.25%	114,240.75	75,805.91	66.36%
Capital Project Funds	49,687.50	47,425.33	95.45%	20,250.00	52,510.88	259.31%
Enterprise Funds	31,165.00	66,203.94	212.43%	53,062.50	66,843.76	125.97%
<b>Total</b>	<b>487,715.72</b>	<b>493,478.93</b>	<b>101.18%</b>	<b>445,758.19</b>	<b>484,217.92</b>	<b>108.63%</b>

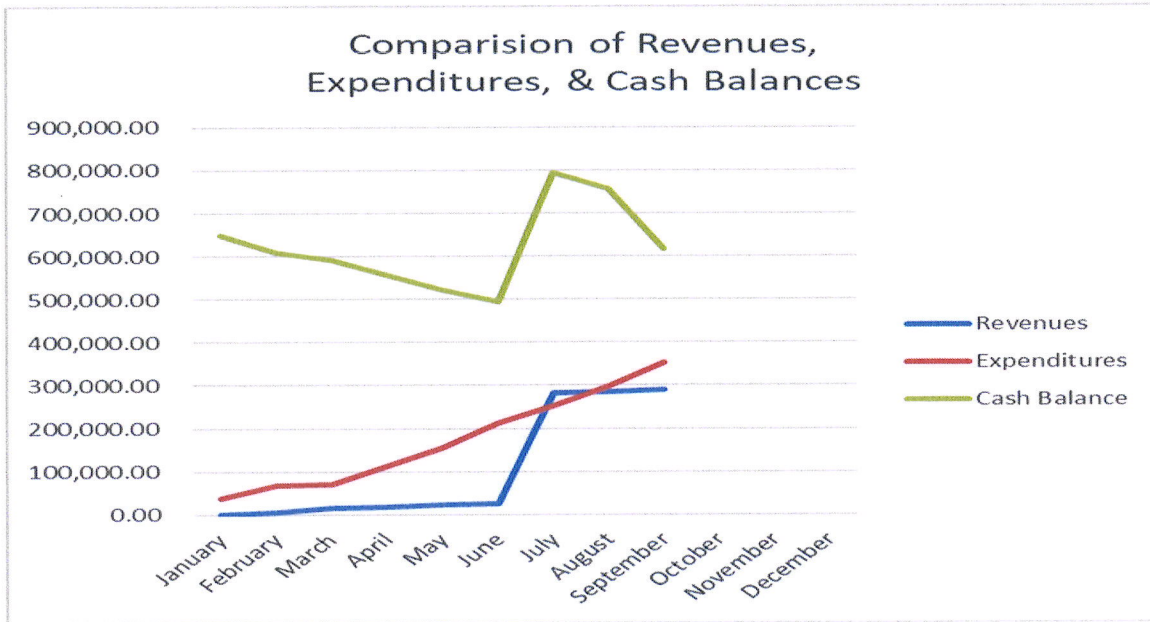
  

Expenditures	2020 Budget	2020 Actual	% Spent	2021 Budget	2021 Actual	% Spent
General Fund	389,353.50	252,399.53	64.83%	369,288.72	352,132.12	95.35%
Special Revenue Fds	78,750.00	0.00	0.00%	1,500.00	0.00	0.00%
Debt Service Funds	95,598.75	136,165.00	142.43%	98,448.75	129,815.00	131.86%
Capital Project Funds	45,768.00	0.00	0.00%	0.00	103,816.52	0.00%
Enterprise Funds	78,712.50	38,706.20	49.17%	135,067.50	43,491.01	32.20%
<b>Total</b>	<b>688,182.75</b>	<b>427,270.73</b>	<b>62.09%</b>	<b>604,304.97</b>	<b>629,254.65</b>	<b>104.13%</b>

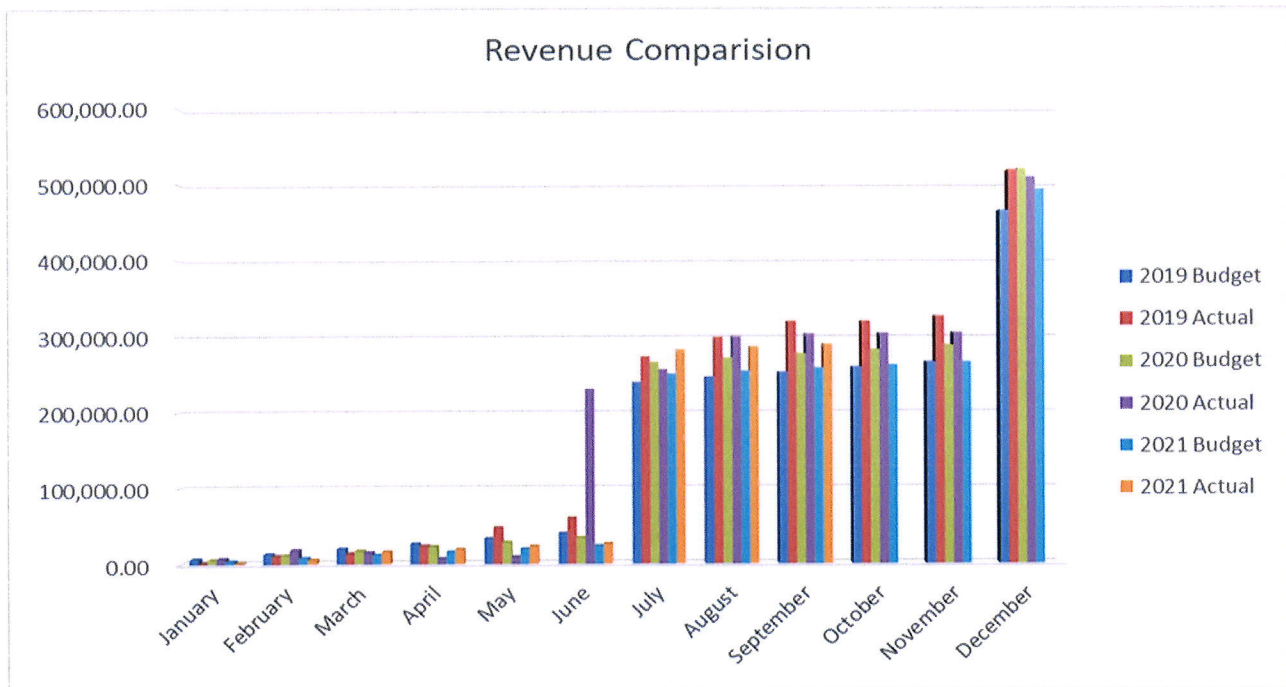
It should be noted that the budget amounts are for three quarters of the year and the actual is year to date actual revenues collected or funds spent. The rest of the report will detail the revenues and expenditures of each of five fund types.

### GENEARL FUND

For the third quarter, revenues are still above budget projections and expenditures are below budget, which is shown in future charts. The chart on the following page shows how revenues are below expenditures levels for the first three quarters of the year, which is typical until the December tax settlement is received. In addition, one can see how the City depends on reserves (cash balances) until the December tax payments are received.

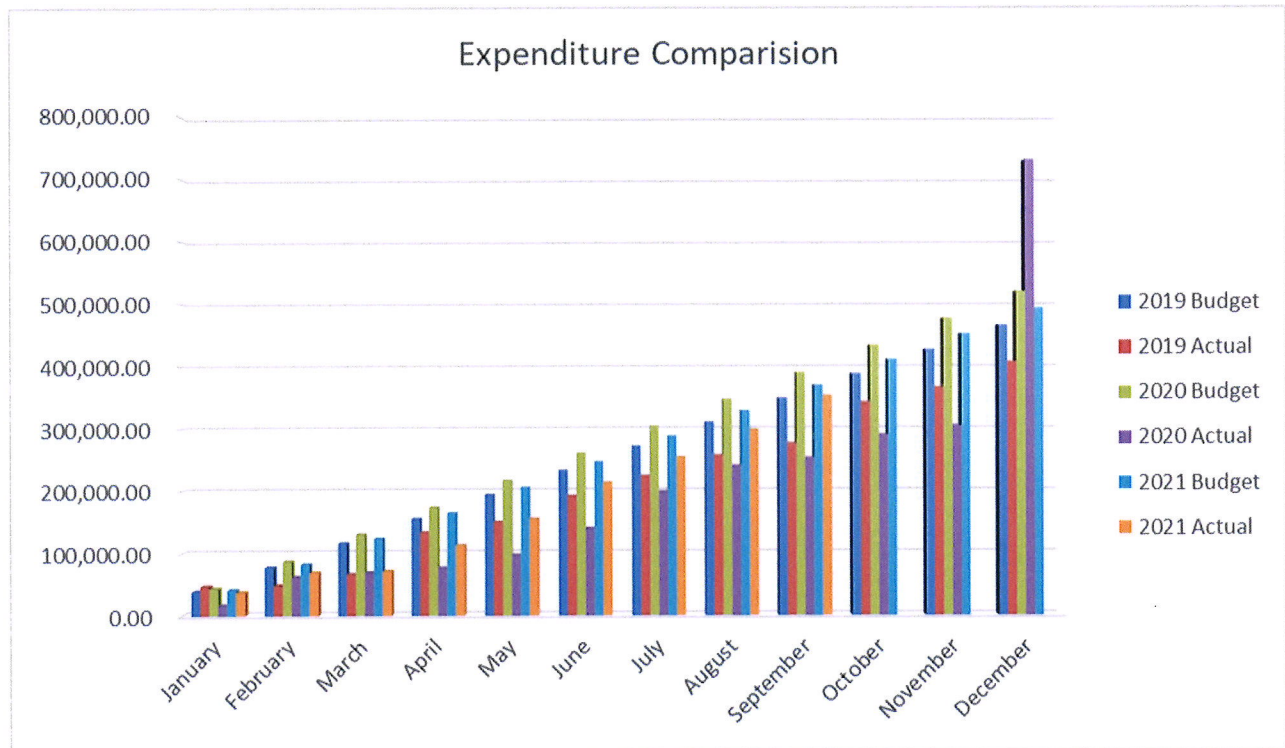


For the year, the City has received 58.6% of the budgeted revenue through the first third of the year, which as a percentage of budget is about the same as last year at this time when the City had collected 58.3%. Building permit revenue is down slightly from \$8,223.61 in 2020 to \$5,700.25 in 2021. Charges for services are below budget amounts but above 2020 revenues. Overall, the City has collected \$1,897.04 for charges for services compared to a budget of \$3,400.00. The City did receive its first half property tax settlement in July. Property taxes account for 90.5% of budgeted revenues for 2021. So far, the City has collected 48.9% of its property tax levy or \$217,876.98 compared to a budget \$445,535.00. Revenues also include \$26,454.26 in CARES funds and \$7,315.50 for small cities aid, both of which were not budgeted. The chart below compares budget to actual revenues for the last three years. For this chart, the monthly revenues are 3/4<sup>th</sup> of the total revenue budget with the exception of property taxes, which are included in the July and December budget numbers only.



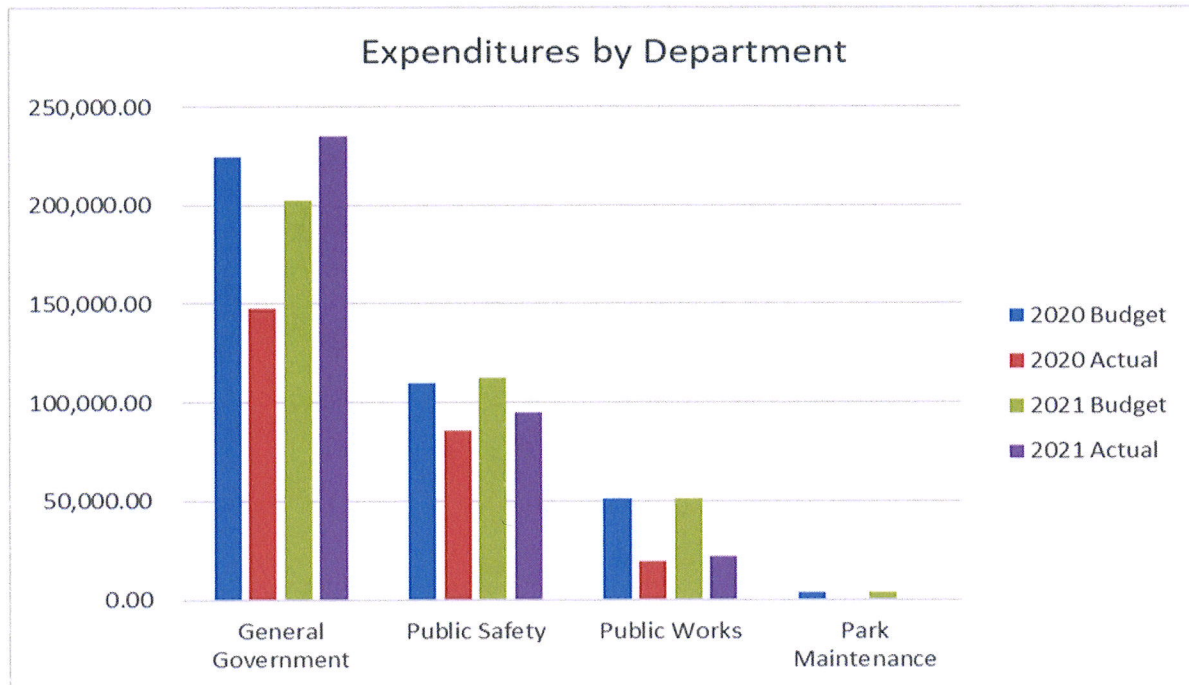
Actual expenditures for the third quarter are below the 2021 budget, but above the 2020 actual amounts as shown in the table below, which show actual expenditures compared to 3/4<sup>th</sup> of budget amount and the charts below which is monthly budget to actual amounts:

	2020 Budget	2020 Actual	% Spent	2021 Budget	2021 Actual	% Spent
General Government	224,609.25	147,823.71	65.81%	202,317.00	235,084.15	116.20%
Public Safety	110,069.25	85,555.24	77.73%	112,296.72	95,079.37	84.67%
Public Works	50,925.00	19,020.58	37.35%	50,925.00	21,968.60	43.14%
Park Maintenance	3,750.00	0.00	0.00%	3,750.00	0.00	0.00%
Total	389,353.50	252,399.53	64.83%	369,288.72	352,132.12	95.35%



If expenditures were spent evenly throughout the year, the City should have spent 75% of its budget. The only activity that has spent 75% of their budget as shown in the chart on the following page is the General Government Department. Three department within the General Government activity have spent more than 75% of their budget so far in 2021. Clerk/General Government due to the hiring of the new clerk and providing additional training and retirement benefits, the Planning and zoning department for engineering, storm water management and zoning administration are all over budget, and heritage hall for the various building improvements being done, which were not budgeted. Public works, which is only 32% spent with snow plowing being the largest expenditure, which will start having some charges in the 4<sup>th</sup> quarter of the year. Public safety has spent 64% of its 2021 budget through the first three quarters of the year, while general government has spent 87% of its budgeted expenditures and park maintenance has not spent any of its \$5,000 budget. All departments should finish the year below budget based on current expenditure and past 4<sup>th</sup> quarter expenditure levels, with the exception of maybe the general government department.





Overall, the General Fund appears to be in good shape through the first three quarters of the year. If revenues and expenditures follow previous year collections and expenditure patterns, revenues should finish the year above budget amounts while expenditures finish near budgeted amounts. Also revenue should exceed expenditures. Both which seem likely now.

### **SPECIAL REVENUE FUNDS**

The City's only Special Revenue Fund is the Parks and Playgrounds Fund, which has had only interest earnings of \$314.53 through the 3<sup>rd</sup> quarter of the year.

### **DEBT SERVICE FUNDS**

All scheduled debt payments totaling \$129,815.00 were paid. Funding comes from property taxes and special assessments, which the City received in July with the first half 2021 property tax settlement for \$75,805.91. The City will receive the second half settlement in December.

### **CAPITAL PROJECT FUNDS**

Revenues for the Capital Project Funds total \$52,510.88, which includes bond special assessment collections for the waterline extension for \$24,199.59, interest earnings of \$3,311.29, and an operating transfer from the general fund of \$25,000. The only expenditures in 2021 are from the Hoffman Road street reconstruction project, which total \$103,816.52 so far in 2021.

### **ENTERPRISE FUNDS**

The City's Enterprise Funds consist of the Sewer Enterprise Fund and the Water Enterprise Fund. Revenues are above last year revenues and are just below 94.5% of budgeted revenues. Revenues totaled \$66,843.76 for the year compared to \$66,203.94 last year. The City still has 4<sup>th</sup> quarter sewer billings to be recorded. Expenses for the year are slightly above last year's expenses and are over 24% of budgeted expenditures. Keeping in mind that the expense budget for the Sewer and Water Enterprise Funds includes depreciation, which is not recorded

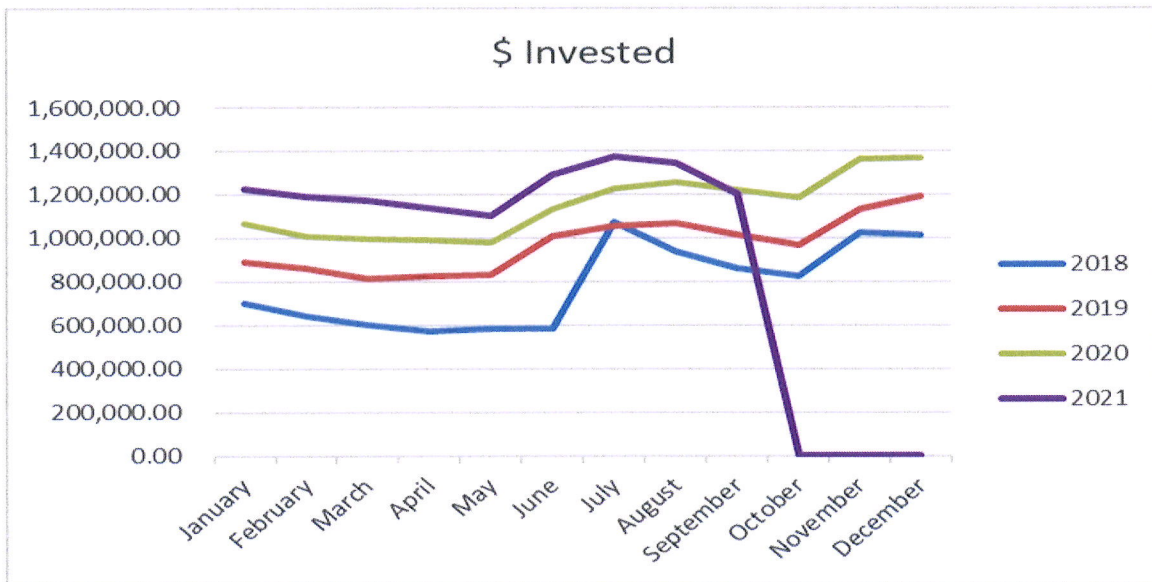
until year-end. The main expense is the M.C.E.S. charges for sanitary sewer treatment. The City has a budget of \$38,840.00 and has paid 82% or \$31,955.79 for this line item.

The Water Enterprise Fund has revenues of \$15,292.42 so far. The largest expense is water purchased from the City of Vadnais Heights in the amount of \$13,207.17.

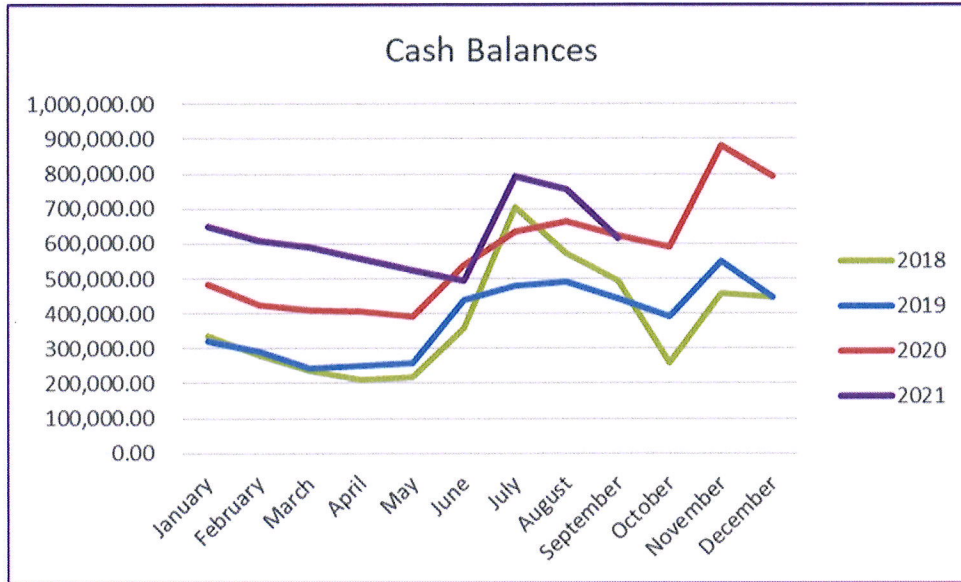
Overall, the Enterprise Funds should finish the year with revenues above budget and expenses below budgeted amounts. If this happens, the Enterprise Funds will have operated at a gain.

### **CASH AND INVESTMENTS**

Finally, the City had \$1,202,313.70 invested as of September 30<sup>th</sup>. This compares to \$1,217,562.82 invested last year at this time. The investments had an average interest rate of 1.66% compared to 2.64% last year. Interest rates remain low with a 3.73% interest rate on a CD as its highest rate of return. The chart below shows the City's invested funds for the last four years.



The other factor and equally important as funds invested is the City's cash in the bank. These are the funds the City uses to pay its bills each month. Since the City receives the majority of its money in July and December from tax settlements, it is not unusual for the City to have a large amount of cash available in those months with the funds being drawn down in the proceeding months. Depending on expenditures and other revenues collect the City may draw on its investments to help meet its cash needs. The chart on the following page demonstrates the cash flow for the City. One can see how the City's cash peaked in July with the receipt of the July tax settlement and the City has drawn down those funds since.



**CONCLUSION**

The City has had a normal first three quarters of the year financially. Through the third quarter, it appears revenues should finish the year above budgeted amounts for most revenue sources, while expenditures may end near or slightly below budgeted amounts. The City has sufficient cash and investments to meet its obligations until the City receives its second half tax settlement in December, however investment earnings remains low. Therefore, it would appear the City continues to be in good financial shape for 2021.