

**EXECUTIVE OFFICER'S AGENDA REPORT
OCTOBER 24, 2018**

TO: LAFCO Commissioners

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

SUBJECT: Year-End Financial Report for Fiscal Year 2017-2018

RECOMMENDATION

Staff recommends that the Commission accept this informational report comparing budgeted and actual revenues and expenditures for Fiscal Year 2017-2018.

DISCUSSION

At the close of Fiscal Year 2017-2018, the Commission's revenues exceeded its expenditures by \$15,430. Overall, the Commission expended 92% of the amount budgeted for the year. Application revenue was higher than anticipated, with Staff receiving over three times the amount budgeted. A summary of the expenditures and revenues is shown in Table 1, below.

Table 1: Fiscal Year 2017-2018 Summary

<i>Expenditures</i>	Adopted Budget FY 17-18	Actuals (Year-End)	Difference	% of Budget
Salaries & Benefits	376,530	361,192	15,338	96%
Services & Supplies	74,345	56,077	18,268	75%
Other Charges	2,500	697	1,803	28%
Total Expenditures	453,375	417,966	35,409	92%
<i>Revenues</i>				
Agency Contributions	394,375	394,375	0	100%
Applications	9,000	32,555	(23,555)	362%
Other (Interest & Reimb.)	-	6,465	(6,465)	-
Total Revenue	403,375	433,396	(30,021)	107%
Revenue Less Expenditures		15,430		

Expenditures

The Commission uses three expense categories: Salaries and Benefits, Services and Supplies, and Other Charges. Overall, expenses trended lower than budgeted in each of these categories. 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 \$361,192, representing 96% of the amount budgeted in this category. This was partly due to savings from unpaid leave time taken during the year.

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Services and Supplies

Expenditures in the Services and Supplies category accounted for 75% of the amount budgeted. The Commission saw a significant cost savings in the Legal Services and Engineering Services accounts, as these are billed based on the need for these services throughout the year and tend to fluctuate.

During Fiscal Year 2017-2018, LAFCO Staff met with the County to review and seek clarification regarding charges for overhead services. This resulted in a credit and savings to the Professional and Special Services Account (#63000). Additional savings will likely be seen in the current budget year under this account.

The Commission Expenses account also trended lower than anticipated. This was due to Commissioners waiving stipends and paying for their own travel expenses to training.

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 \$433,396 in revenues, or \$30,021 above what was budgeted. Application revenue in Fiscal Year 2017-2018 exceeded estimates by over \$23,000. In addition, the Commission received over \$6,000 in interest earnings and miscellaneous reimbursements 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 2017-2018 will be factored into the review of fund balance and reserve funds at preparation of the next year's Commission budget.

Attachments: Fiscal Year 2017-2018 Expenditures and Revenues Detail

Stanislaus LAFCO
Fiscal Year 2017-2018 Expenditures and Revenues

EXPENDITURES

Account	FY 17-18 ADOPTED BUDGET	ACTUALS (YEAR-END)	DIFFERENCE	%
				EXPENDED
Salaries and Benefits				
50000+ Salaries and wages	231,200	224,489	6,711	97%
52000 Retirement	61,360	55,681	5,679	91%
52010 FICA	18,310	16,486	1,824	90%
53000 Group health insurance	53,195	54,826	(1,631)	103%
53009 OPEB health insurance liability	2,735	460	2,275	17%
53020 Unemployment insurance	300	300	-	100%
53051 Benefits admin fee	190	144	46	76%
53081 Long term disability	360	330	30	92%
54000 Workers compensation insurance	1,045	1,042	3	100%
55000 Auto allowance	2,400	2,400	(0)	100%
55080 Professional development	2,200	1,899	301	86%
55130 Deferred comp mgmt/conf	3,235	3,136	99	97%
Total Salaries and Benefits	376,530	361,192	15,338	96%
Services and Supplies				
60400 Communications (SBT - Telecom)	1,120	1,107	13	99%
61000 Insurance (SDRMA)	3,240	3,275	(35)	101%
61030 Fiduciary liability insurance	40	30	10	75%
62200 Memberships (CSDA, CALAFCO)	5,670	5,675	(5)	100%
62400 Miscellaneous expense	3,000	2,710	290	90%
62450 Indirect costs (A87 roll forward)	2,195	2,250	(55)	103%
62600 Office supplies	1,500	482	1,018	32%
62730 Postage	1,200	887	313	74%
62750 Other mail room expense	400	268	132	67%
63000 Professional & special serv	13,065	10,650	2,415	82%
Building maint & supplies	3,420	2,909	511	85%
Office lease	3,950	3,774	176	96%
Utilities	1,400	1,349	51	96%
Janitorial	575	620	(45)	108%
Purchasing	275	150	125	55%
CEO/Risk Mgt overhead	3,445	1,848	1,597	54%
63090 Auditing & accounting	2,765	2,617	148	95%
63400 Engineering services	2,000	290	1,710	15%
63640 Legal services	16,000	5,884	10,116	37%
63990+ Outside data proc services (IT & GIS Lic)	8,900	8,839	61	99%
IT Services (SBT)	5,500	5,289	211	96%
Video Streaming (SBT)	1,000	1,000	-	100%
Mtg Recording (Final Cut Media)	1,200	1,350	(150)	113%
GIS License (SBT)	1,200	1,200	-	100%
65000 Publications & legal notices	800	296	504	37%
65780 Education & training	5,500	5,865	(365)	107%
65810 Other supportive services (messenger)	230	280	(50)	122%
65890 Commission expense (stipends, training)	6,100	4,124	1,976	68%
67040 Other travel expenses (mileage)	500	414	86	83%
67201 Salvage disposal	120	135	(15)	113%
Total Services and Supplies	74,345	56,077	18,268	75%

Other Charges

73024	Planning dept services	2,500	697	1,803	28%
Total Other Charges		2,500	697	1,803	28%
TOTAL EXPENDITURES		453,375	417,966	35,409	92%

REVENUES

Account	FY 17-18 ADOPTED BUDGET	ACTUALS (YEAR-END)	DIFFERENCE	% REALIZED
40680+ Agency Contributions	394,375	394,375	-	100%
40445 Rebates & Refunds	-	12	(12)	-
36414 Application & Other Revenues	9,000	32,555	(23,555)	362%
17000 Interest Earnings	-	5,453	(5,453)	-
40860 Misc. Reimbursements	-	1,000	(1,000)	-
TOTAL REVENUE	403,375	433,396	(30,021)	107%

Revenues Less Expenditures

15,430