



Waynesboro City Council Agenda Briefing

Meeting Date:	November 23, 2020	Staff/Council Member(s): D. James Shaw II, Deputy City Manager/ Cameron McCormick, Director of Finance
Agenda Item #	7	
Resolution#	N/A	
Department:	City Manager's Office/Finance Department	
Subject:	1st Quarter Financial Report	

The City's FY2021 First Quarter Financial Report (the period ending on September 30, 2020) is attached for City Council's review. The report details expenditures and revenues by department and/or category for the General Fund and the Enterprise Funds (Water, Sewer, Refuse and Stormwater Funds). The report provides the revised budget, expenditures or revenues, the available budget (remaining fiscal year balance) and the percentage of funds spent or collected.

With 25 percent of the fiscal year elapsed, revenues and expenditures across all funds are trending generally as expected. The City's total General Fund revenue collections were slightly above 28 percent of the annual budgeted amounts and expenditures were slightly above 29 percent of the annual budget. The budget being slightly above 25 percent for expenditures is not uncommon at this point in the year, as the entire debt fund transfer is made at the beginning of the year, not in quarterly installments. Similar to the General Fund, Water, Sewer, Stormwater, and Refuse fund expenses are all close to or above 25 percent due to timing of transfers and debt payments. Operational accounts of the funds are all well below 25 percent. Water, Sewer and Refuse Fund charges for service are all around 15 percent due to the cycles generally billing a month to two months behind. Stormwater billings occur twice a year and had not occurred at the time this first quarter report was generated. As of the writing of this briefing the first half Stormwater bills have been generated and revenue for the Stormwater Fund is now slightly over 51 percent, which is to be expected.

In reality, revenue and expenditure activity isn't distributed evenly throughout the budget year so one shouldn't expect that all revenues and expenditures will track at precisely 25 percent per quarter. Some activities are seasonal (i.e. parks maintenance and pool operation). Some obligations (i.e. insurance payments, debt service and maintenance contracts) are paid annually or semi-annually and most inter-fund transfers are posted in July for the entire budget year.

Likewise, many revenues are cyclic. Real property taxes and stormwater fees are collected semi-annually. Sales tax reporting lags by two months. Sales, meals and lodging taxes tend to demonstrate seasonal fluctuation. None-the-less, quarterly reporting, especially for the seasoned user, can alert management and the Council to general trends or looming problems.

Also provided is a year over year and month by month comparison of Sales, Meals and Lodging taxes. These taxes are trending well in comparison to the budget and the originally estimated impact of COVID-19, however, it should be noted at the time of this briefing the City still has three furlough days scheduled and also used over \$1.7 million in fund balance to balance the FY2021 budget.

City of Waynesboro
Revenue Summary by Department
First Quarter FY2021

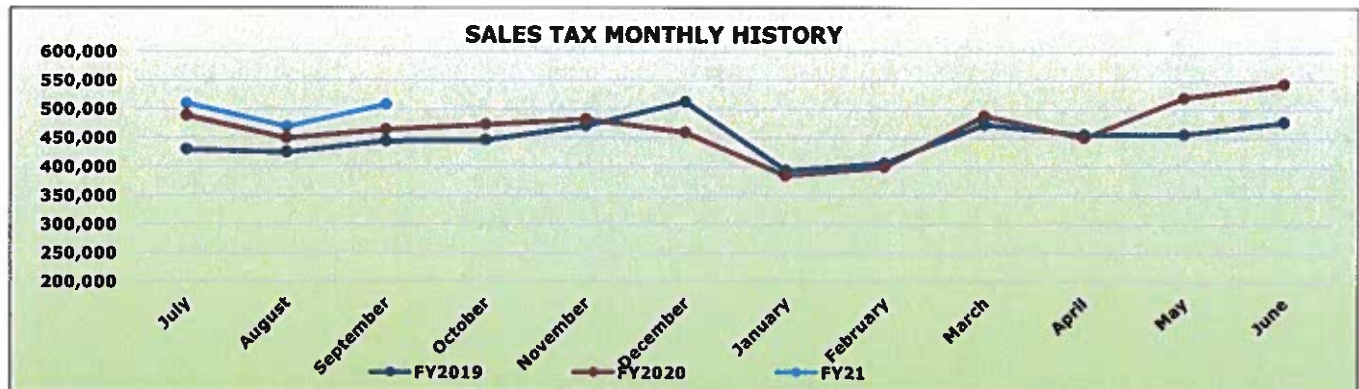
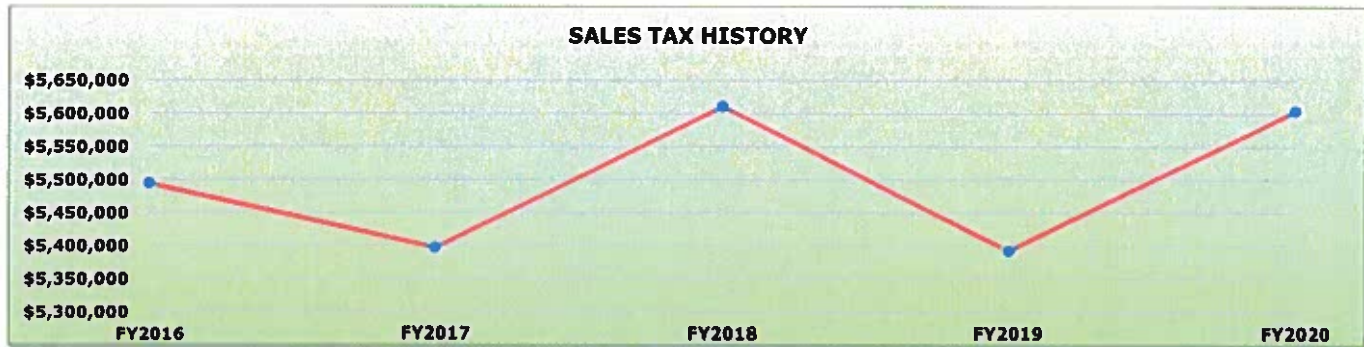
Revenue	Total Revised Budget	Total Actual	Available budget	Total CY to date Actual % of Budget
110 - General Fund				
11 - Local-General Property Taxes	(\$23,226,323)	(\$9,215,340)	(\$14,010,983)	39.68%
12 - Other Local Taxes	(\$13,220,050)	(\$1,920,953)	(\$11,299,097)	14.53%
13 - Regulatory Permits/Fees	(\$188,200)	(\$62,329)	(\$125,871)	33.12%
14 - Fines and Forfeitures	(\$185,100)	(\$40,117)	(\$144,983)	21.67%
15 - Use of Money & Property	(\$269,778)	(\$22,400)	(\$247,378)	8.30%
16 - Charges for Services	(\$512,781)	(\$81,896)	(\$430,885)	15.97%
18 - Miscellaneous Revenue	(\$716,819)	(\$30,796)	(\$686,023)	4.30%
19 - Recovery of Expenses	(\$63,092)	(\$4,003)	(\$59,089)	6.34%
22 - State Non-categorical Aid	(\$3,581,347)	(\$404,733)	(\$3,176,614)	11.30%
23 - State Categorical Shared	(\$1,114,000)	(\$183,763)	(\$930,237)	16.50%
24 - State Categorical Aid	(\$4,041,074)	(\$1,042,116)	(\$2,998,958)	25.79%
33 - Federal Categorical Aid	(\$1,057,603)	(\$7,500)	(\$1,050,103)	0.71%
41 - Non Revenue Receipts	(\$3,461,486)	(\$1,675,251)	(\$1,786,235)	48.40%
110 - General Fund Total	(\$51,637,653)	(\$14,691,197)	(\$36,946,456)	28.45%
310 - Water Fund				
14 - Fines and Forfeitures	(\$2,000)	(\$600)	(\$1,400)	30.00%
15 - Use of Money & Property	(\$37,045)	\$0	(\$37,045)	0.00%
16 - Charges for Services	(\$4,148,022)	(\$624,106)	(\$3,523,916)	15.05%
18 - Miscellaneous Revenue	\$0	(\$138)	\$138	n/a
41 - Non Revenue Receipts	(\$52,383)	\$0	(\$52,383)	0.00%
310 - Water Fund Total	(\$4,239,450)	(\$624,844)	(\$3,614,606)	14.74%
320 - Sewer Fund				
15 - Use of Money & Property	(\$27,697)	(\$18)	(\$27,679)	0.06%
16 - Charges for Services	(\$6,033,325)	(\$940,310)	(\$5,093,015)	15.59%
41 - Non Revenue Receipts	(\$65,700)	\$0	(\$65,700)	0.00%
320 - Sewer Fund Total	(\$6,126,722)	(\$941,187)	(\$5,185,535)	15.36%
330 - Refuse Fund				
15 - Use of Money & Property	(\$10,381)	\$0	(\$10,381)	0.00%
16 - Charges for Services	(\$1,150,911)	(\$158,257)	(\$992,654)	13.75%
24 - State Categorical Aid	(\$5,000)	\$0	(\$5,000)	0.00%
41 - Non Revenue Receipts	(\$1,192)	\$0	(\$1,192)	0.00%
330 - Refuse Fund Total	(\$1,167,484)	(\$158,257)	(\$1,009,227)	13.56%
360 - Stormwater Fund				
15 - Use of Money & Property	(\$5,498)	\$0	(\$5,498)	0.00%
16 - Charges for Services	(\$1,434,300)	(\$16,774)	(\$1,417,526)	1.17%
360 - Stormwater Fund Total	(\$1,439,798)	(\$16,774)	(\$1,423,024)	1.17%
Grand Total	(\$64,611,107)	(\$16,432,259)	(\$16,432,259)	25.43%

City of Waynesboro
Expense Summary by Department
First Quarter FY2021

Expense	Total Revised Budget	Total Actual	Available Budget	Total CY to Date Actual % of Budget
110 - General Fund				
11 - Legislative	\$148,650	\$36,900	\$111,750	24.82%
12 - Executive	\$446,253	\$97,484	\$348,769	21.84%
13 - General Administration	\$508,498	\$89,898	\$418,600	17.68%
14 - Revenue Administration	\$641,136	\$132,209	\$508,927	20.62%
15 - Financial Administration	\$1,677,989	\$296,529	\$1,381,460	17.67%
16 - Internal Services	\$1,869,056	\$430,107	\$1,438,949	23.01%
17 - Board of Elections	\$244,283	\$34,718	\$209,565	14.21%
21 - Courts	\$1,192,939	\$213,317	\$979,623	17.88%
22 - Commonwealth's Attorney	\$747,580	\$147,673	\$599,907	19.75%
31 - Police Department	\$5,769,382	\$1,210,903	\$4,558,480	20.99%
32 - Fire Department	\$2,783,192	\$583,506	\$2,199,685	20.97%
33 - Correction and Detention	\$1,772,856	\$434,639	\$1,338,217	24.52%
34 - Building & Zoning	\$613,712	\$112,794	\$500,918	18.38%
35 - Other Protection (EOC)	\$1,210,847	\$315,105	\$895,742	26.02%
40 - Public Works Administration	\$1,698,148	\$357,529	\$1,340,618	21.05%
41 - Maintenance of Streets	\$3,348,069	\$425,882	\$2,922,187	12.72%
42 - Sanitation/Waste Removal	\$193,201	\$24,656	\$168,545	12.76%
43 - Building & Grounds Maintenance	\$603,795	\$202,030	\$401,765	33.46%
51 - Local Health Dept	\$247,032	\$218,111	\$28,921	88.29%
53 - Welfare & Social Services	\$721,664	\$249,326	\$472,337	34.55%
71 - Parks and Recreations	\$1,728,364	\$257,997	\$1,470,367	14.93%
73 - Library	\$931,851	\$142,670	\$789,181	15.31%
81 - Planning & Community Development	1,667,117	\$879,932	\$787,185	52.78%
93 - Transfers	\$21,771,728	\$8,348,816	\$13,422,912	38.35%
96 - Non-departmental	(\$104,745)	\$2,500	(\$107,245)	-2.39%
110 - General Fund Total	\$52,432,596	\$15,245,230	\$37,187,366	29.08%
310 - Water Fund				
44 - Water (Operations)	\$2,821,451	\$500,510	\$2,320,941	17.74%
93 - Transfers	\$660,794	\$660,794	\$0	100.00%
95 - Debt-related	\$793,023	\$220,880	\$572,143	27.85%
310 - Water Fund Total	\$4,275,268	\$1,382,184	\$2,893,084	32.33%
320 - Sewer Fund				
46 - Sewer (Operations)	\$3,394,357	\$530,760	\$2,863,597	15.64%
93 - Transfers	\$644,945	\$572,384	\$72,561	88.75%
95 - Debt-related	\$2,344,631	\$252,160	\$2,092,471	10.75%
320 - Sewer Fund Total	\$6,383,933	\$1,355,304	\$5,028,628	21.23%
330 - Refuse Fund				
42 - Sanitation/Waste Removal	\$926,660	\$164,817	\$761,843	17.79%
93 - Transfers	\$240,824	\$240,824	\$0	100.00%
330 - Refuse Fund Total	\$1,167,484	\$405,641	\$761,843	34.74%
360 - Stormwater Fund				
45 - Stormwater (Operations)	\$1,096,531	\$178,231	\$918,300	16.25%
93 - Transfers	\$193,316	\$193,316	\$0	100.00%
95 - Debt-related	\$302,680	\$52,733	\$249,947	17.42%
360 - Stormwater Fund Total	\$1,592,527	\$424,279	\$1,168,248	26.64%
Grand Total	\$65,851,809	\$18,812,640	\$47,039,169	28.57%

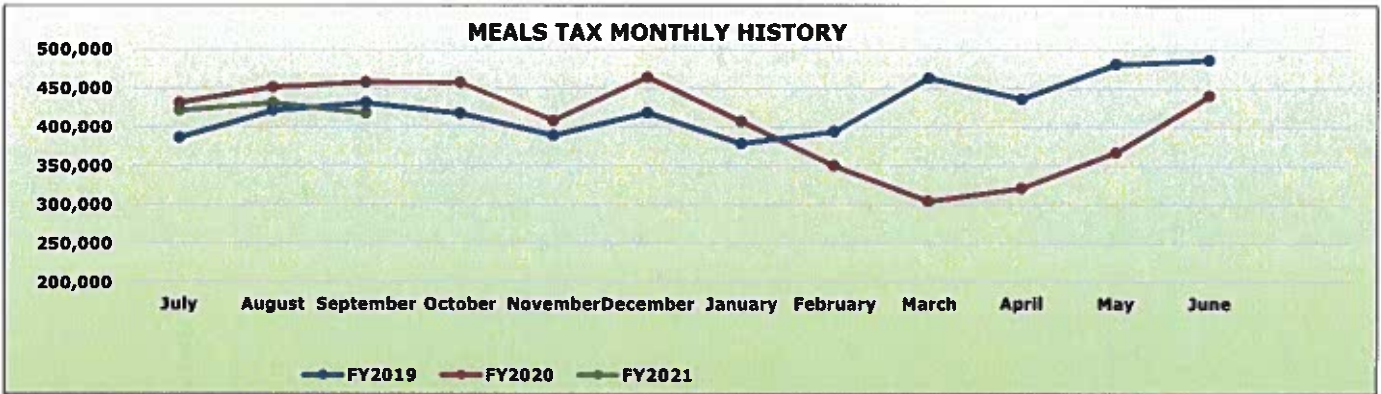
LOCAL SALES TAX - FY2021 - 1% Tax Rate

	FY2018	FY2019	FY2020	FY21	% Change	YTD Change
July	438,333.21	429,607.67	488,564.35	509,863.84	4.4%	\$ 21,299.49
August	412,205.21	424,673.32	449,418.80	469,299.52	4.4%	\$ 19,880.72
September	461,302.22	444,387.91	464,609.09	508,269.20	9.4%	\$ 43,660.11
October	426,473.24	446,139.95	473,089.20		-100.0%	\$ (473,089.20)
November	464,981.06	471,067.40	482,437.13		-100.0%	\$ (482,437.13)
December	559,799.55	512,614.31	459,696.71		-100.0%	\$ (459,696.71)
January	389,977.86	393,107.67	384,095.72		-100.0%	\$ (384,095.72)
February	399,684.44	406,075.31	398,913.06		-100.0%	\$ (398,913.06)
March	520,086.44	473,343.22	488,674.57		-100.0%	\$ (488,674.57)
April	448,639.73	455,989.99	450,664.05		-100.0%	\$ (450,664.05)
May	511,917.15	456,857.93	519,962.30		-100.0%	\$ (519,962.30)
June	577,149.06	478,022.13	544,003.44		-100.0%	\$ (544,003.44)
Totals	\$ 5,610,549.17	\$ 5,391,886.81	\$ 5,604,128.42	\$ 1,487,432.56		\$ (4,116,695.86)
Budget	\$ 5,460,287.00	\$ 5,472,576.00	\$ 5,500,000.00	\$ 4,951,000.00		
Budget Variance	\$ 150,262.17	\$ (80,689.19)	\$ 104,128.42	\$ (3,463,567.44)		
% OF BUDGET	102.8%	98.5%	101.9%	30.0%		
% CHANGE- YEAR	4.0%	-3.9%	3.9%	-73.5%		



LOCAL MEALS TAX - FY2021 - 7% Tax Rate

	FY2018	FY2019	FY2020	FY2021	% Change	YTD Change
July	382,940.93	386,377.69	431,455.73	421,260.39	-2.4%	\$ (10,195.34)
August	363,390.00	421,416.72	451,436.95	431,348.97	-4.4%	\$ (20,087.98)
September	380,868.76	431,276.12	457,933.56	417,833.88	-8.8%	\$ (40,099.68)
October	371,099.97	417,480.84	457,185.44		-100.0%	\$ (457,185.44)
November	336,897.53	388,933.45	408,332.96		-100.0%	\$ (408,332.96)
December	383,218.68	418,331.44	464,288.78		-100.0%	\$ (464,288.78)
January	237,657.07	378,385.52	407,232.29		-100.0%	\$ (407,232.29)
February	440,338.31	394,266.51	349,924.00		-100.0%	\$ (349,924.00)
March	396,539.63	463,376.65	304,027.00		-100.0%	\$ (304,027.00)
April	389,121.75	436,257.25	320,797.42		-100.0%	\$ (320,797.42)
May	363,707.53	481,180.88	366,730.49		-100.0%	\$ (366,730.49)
June	386,307.59	486,500.21	440,339.96		-100.0%	\$ (440,339.96)
Totals	\$ 4,432,087.75	\$ 5,103,783.28	\$ 4,859,684.58	\$ 1,270,443.24		\$ (3,589,241.34)
Budget	\$ 4,351,756.00	\$ 5,106,883.00	\$ 5,106,000.00	\$ 3,897,000.00		
Budget Variance	\$ 80,331.75	\$ (3,099.72)	\$ (246,315.42)	\$ (2,626,556.76)		
% OF BUDGET	101.8%	99.9%	95.2%	32.6%		
% CHANGE- YEAR	1.3%	15.2%	-4.8%	-73.9%		



LOCAL LODGING TAX - FY2021 - 6% Tax Rate

	FY2018	FY2019	FY2020	FY2021	% Change	YTD Change
July	73,443.96	75,237.18	44,096.63	49,533.23	12.3%	\$ 5,436.60
August	71,404.05	72,508.40	85,651.80	53,222.87	-37.9%	\$ (32,428.93)
September	69,828.29	57,187.44	72,623.11	56,596.61	-22.1%	\$ (16,026.50)
October	76,316.11	106,293.07	97,017.89		-100.0%	\$ (97,017.89)
November	60,896.33	60,320.25	53,189.53		-100.0%	\$ (53,189.53)
December	40,709.83	43,146.49	43,418.23		-100.0%	\$ (43,418.23)
January	47,165.53	47,519.59	52,258.07		-100.0%	\$ (52,258.07)
February	45,959.26	47,596.74	39,752.30		-100.0%	\$ (39,752.30)
March	58,053.57	55,382.86	35,700.03		-100.0%	\$ (35,700.03)
April	61,827.34	67,270.25	51,091.16		-100.0%	\$ (51,091.16)
May	77,613.49	84,095.63	36,794.85		-100.0%	\$ (36,794.85)
June	77,274.57	96,858.45	58,374.82		-100.0%	\$ (58,374.82)
Totals	\$ 760,492.33	\$ 813,416.35	\$ 669,968.42	\$ 159,352.71		\$ (510,615.71)
Budget	\$ 767,312.00	\$ 772,696.00	\$ 800,000.00	\$ 600,000.00		
Budget Variance	\$ (6,819.67)	\$ 40,720.35	\$ (130,031.58)	\$ (440,647.29)		
% OF BUDGET	99.1%	105.3%	83.7%	26.6%		
% CHANGE- YEAR	4.2%	7.0%	-17.6%	-76.2%		

