# Quarterly Financial Report

For the quarter ending March 31, 2017

Covering the highlights of the financial activities of the City of Polson during the first nine months of fiscal year 2017.

City of Polson,
Montana



# Third Quarter Budget Review Fiscal Year 2017

The purpose of this report is to update the Commission on the status of the FY17 budget through the first nine months of the year. More detailed information will be furnished upon request to the Finance Officer's office. A summary of the City's entire budget as approved is shown below. A breakdown of the individual funds can be found in the last two pages of this report.

SUMMARY OF MAJOR REVENUES, EXPENDITURES
AND OTHER FINANCING SOURCES/USES
JULY 1, 2016 through JUNE 30, 2017 (FY17)

			Governme Ty	ental pes	Fund		Proprietary Fund Types		Total
	General		Special Revenue		Debt Service	Capital Project	Enterprise		All Funds
Projected Beginning Working Capital Balance \$	579,675	\$	911,568	\$	210,835	\$ 2,337	\$ 4,548,820	\$	6,253,235
Estimated Revenues	2,595,891		1,163,740		71,325	-	10,560,500		14,391,456
Budgeted Expenditures	2,613,755	_	1,064,989		71,000	2,319	10,235,128	_	13,987,191
Projected Ending Working Capital Balance \$	561,811	\$	1,010,319	\$	211,160	\$ 18	\$ 4,874,192	\$	6,657,500

## **Overview**

The City's budget includes 51 separate funds. Approximately 97% of the City's budget, however, is encompassed in the 12 primary operating funds listed below. Most of the comments in this report will focus on these operating funds:

- General Fund
- Police Municipal Services Levy
- ♣ Tax Increment District
- Building Code Enforcement
- Light Maintenance District #19

- Light Maintenance District #20
- Gas Apportionment Tax Fund
- ♣ SID #42 Streetscape
- ♣ Golf Fund
- Water Fund
- Sewer (Wastewater) Fund
- Stormwater Project Fund

The table on the next page is a summary of budgeted revenues and expenditures, year-to-date actuals, year-to-date projections and the variance for each of the City's twelve primary operating funds. Projections are based on the timing of revenues and expenditures as not all revenues/expenditures occur ratably over the fiscal year. As shown on the table, our revenues are currently 4.4% over our estimates and our expenditures are 15.4% below estimated appropriations, both of which are positive indicators. An analysis of these funds' revenues, expenditures and variances is discussed in the following sections.

## SUMMARY OF REVENUES, EXPENDITURES & VARIANCES PRIMARY OPERATING FUNDS JULY 1, 2016 through MARCH 31, 2017

		FY17 Budgeted	YTD 3rd Quarter		3rd Quarter Projections	Variance \$'s Postive (Negative)	Variance 9 Positive (Negative
Revenues	Lead						
General Fund	\$	2,595,891	\$ 1,546,084	\$	1,493,453	\$ 52,631	\$ 3.5
Police Municipal Services Levy		183,719	102,449		89,880	12,569	14.0
Tax Increment District		310,300	182,064		156,674	25,390	16.2
Building Code Enforcement		113,250	64,056		73,613	(9,557)	-13.0
Light Maintenance District #19		14,150	9,061		7,093	1,968	27.7
Light Maintenance District #20		15,340	6,852		6,030	822	13.6
Gas Apportionment Tax Fund		99,869	74,789		74,902	(113)	-0.2
SID #42 Streetscape		70,700	43,798		35,525	8,273	23.3
Golf Fund		2,416,650	806,720		723,593	83,127	11.5
Water Fund		1,248,400	817,231		844,275	(27,044)	-3.2
Sewer (Wastewater) Fund		6,782,850	1,151,611		1,093,125	58,486	5.4
Stormwater Project Fund		112,600	83,609		84,450	(841)	-1.0
Total	\$	13,963,719	\$ 4,888,324	\$ -	4,682,613	\$ 205,711	\$ 4.4
Expenditures							
General Fund	\$	2,613,755	1,746,270		1,926,566	\$ 180,296	\$ 9.4
Police Municipal Services Levy		259,447	133,988		176,329	42,341	24.0
Tax Increment District		235,072	83,002		83,196	194	0.2
<b>Building Code Enforcement</b>		99,752	55,821		64,314	8,493	13.2
Light Maintenance District #19		17,500	12,980		13,125	145	1.1
Light Maintenance District #20		15,800	14,203		12,675	(1,528)	-12.1
Gas Apportionment Tax Fund		100,722	108,801		78,472	(30,329)	-38.6
SID #42 Streetscape		71,000	33,112		35,500	2,388	6.7
Golf Fund		2,302,637	720,749		752,931	32,182	4.3
Water Fund		2,002,368	653,046		1,021,997	368,951	36.1
Sewer (Wastewater) Fund		6,107,611	1,290,822		1,580,708	289,886	18.3
Stormwater Project Fund		80,512	57,053		60,384	3,331	5.5

## Revenue and Expenditure Analysis

#### **General Fund Revenues**

The Finance Department estimate of general fund revenues to be collected is \$2,595,891 for the year. For the past three years, the City has collected an average of 62.5% of our general fund revenues after three quarters. At this point, the City has collected 59.6% or 2.9% behind



the collection rate of past years. Franchise Fee revenue is usually received by the third quarter, but was not received until the fourth quarter in 2017. Our general fund revenues appear to be on target for the year.

General Fund Revenues		Annual Budget		Received thru March 31st	Percent Received
Prior Three Years:					
Fiscal Year 2014		2,246,582	\$	1,425,734	63.5%
Fiscal Year 2015		2,334,400		1,477,917	63.3%
Fiscal Year 2016		2,614,326		1,594,013	61.0%
	-		-		
	\$_	7,195,308	\$	4,497,664	62.5%
Budget Year:					
Fiscal Year 2017	\$	2,595,891		1,546,084	59.6%

Revenue estimates are somewhat conservative as part of prudent budgeting practices. Our initial revenue estimates met these basic budgeting criteria. Unexpected revenues received during the year or expected revenues that do not materialize can affect the estimates. Listed below are some of the significant general fund revenue sources which warrant discussion.

#### **Property Taxes**

The City's budget is based on a mill value of \$9,004.46, which represents an actual increase in the mill value of 1.7 percent over the previous year.

We estimated we would collect \$1,286,769 of general fund property taxes for the year based on the current year's mill levy (142.90) multiplied by the mill value. We have collected a total of \$731,092 or 56.8% of our property tax estimate. On average for the past three years, we have collected 57.9% of our revenues through the third quarter. Thus we are 1.1% behind the average of our previous three years.



General Fund Property Taxes		Annual Budget		Received thru March 31st	Percent Received
Prior Three Years	<u>::</u>				
Fiscal Year 2014	\$	1,173,919	\$	660,229	56.2%
Fiscal Year 2015		1,213,077		737,442	60.8%
Fiscal Year 2016		1,231,635		698,497	56.7%
	\$	3,618,631	\$ _	2,096,168	57.9%
Budget Year: Fiscal Year 2017	\$	1,286,769		731,092	56.8%

#### State Entitlement/Reimbursement

State entitlement is essentially state revenue sharing. State entitlement was created by HB124 during the 2001 legislature and was known as the "Big Bill". Prior to the big bill, cities and counties received several individual revenue sources including: beer tax, wine tax, personal property reimbursement, and a portion of video poker machine tax revenue. The State began receiving these tax revenues and in return distributed state entitlement revenues to cities and counties to make up the lost revenue. This revenue source is highly predictable. We budgeted \$657,230 and we have received \$492,922 or 75% of our estimate. Significant revenue sources like this, certainly contributes to our ability to make accurate general fund revenue estimates.

#### **Local Option Tax**

We receive part of the Local Option Tax assessed by the County on Motor Vehicle licensing. The County receives one-half and the remaining one-half is split between the three incorporated cities/towns based on population. We estimated that we would receive \$112,000 this fiscal year and we have received \$78,248 or 69.9% of our estimate.

#### **Business License Revenue**

We estimated that we would receive \$12,500 in business license revenue for this fiscal year and have received zero. The business license ordinance will now be presented as part of the FY18 budget after the existing municipal code chapters have been recodified.



#### **Special Revenue Fund Revenues**

#### **Police Municipal Services Levy**

Property Tax revenue is the main source of revenue for this fund. We estimated that we would collect \$179,639 based on a mill levy cap of 19.95 mills multiplied by the mill value. We have collected \$102,180 or 56.9% of the estimate.

#### **Building Permits**

The City collects various types of building permit fees. We budgeted a total of \$113,000 for the various building permit revenues for the year. Through March we have collected \$63,756 or 56.4% of our estimate. The last quarter of the fiscal year usually provides the largest amount of building permit fees and we will hopefully reach the target budget. Building permit revenue is often used as an indicator of the health of our local economy.

#### Gas Tax

Through March we have collected \$74,789 of our \$99,719 gas tax revenue estimate. This represents 75% of the estimate and is always accurate based on the amount provided by the State prior to the start of the budget year.

#### Tax Increment District (TIF)

The increment revenues for the prior fiscal year amounted to \$69,123. We estimated we would receive \$293,000 for FY17 based on increment values provided by the department of revenue. We have collected \$172,671 or 58.9% of our estimate through March. TIF revenues have been very unpredictable since the inception of the district in 2002.

#### **Special Assessments**

Maintenance assessments (Light Maintenance Districts 19 & 20) and assessments for debt service (SID #42) are billed by the County as part of the real and personal property tax bills based on assessment information provided by the City.

### **Enterprise Fund Revenues**

#### **Golf Fund**

The largest source of revenue for the golf course is season pass fees and green fees. We have collected a total of \$559,348 or 76.1% of our estimated revenue. On average for the past three years, we collected 78.5% through the third quarter. We are 2.4% behind the prior years' revenue collection. The weather has been a factor for the 2017 season.



Golf Fund Season Pass & Green Fees		Annual Budget		Received thru March 31st	Percent Received
Prior Three Years	<u>:</u>	***************************************			
Fiscal Year 2014	\$	706,000	\$	522,311	74.0%
Fiscal Year 2015		703,725		578,978	82.3%
Fiscal Year 2016		723,010		573,239	79.3%
	\$	2,132,735	\$_	1,674,528	78.5%
Budget Year: Fiscal Year 2017	\$	735,000		559,348	76.1%

#### **Water Fund**

Water operating revenues (metered water sales) represent the vast majority of our water fund revenues. Total estimated metered water sales for the year are \$1,030,000. We have collected a total of \$796,307 or 77.3% of our estimated revenue. On average for the past three years, we collected 81.9% through the third quarter. Thus, we are 4.6% behind the previous years' revenue.

Metered Water Sales Revenue	Annual Budget	Received thru March 31st	Percent Received
Prior Three Years:			
Fiscal Year 2014	880,000	\$ 735,336	83.6%
Fiscal Year 2015	906,000	716,824	79.1%
Fiscal Year 2016	980,000	812,180	82.9%
Ş	2,766,000	\$ 2,264,340	81.9%
Budget Year: Fiscal Year 2017	1,030,000	796,307	77.3%

#### Sewer (Wastewater) Fund

Wastewater operating revenues (sewer use revenue) represents the majority of our wastewater fund revenues. Total estimated sewer use fees for the year are \$1,400,000.



We have collected \$1,128,388 or 80.6% of our estimate. On average we have collected 66.0% of our sewer use fees through the third quarter for the prior three years. Wastewater revenues are ahead of the anticipated revenue by 14.6%. Sewer rates were raised during FY15 & FY17 in anticipation of the construction of the Wastewater Resource Recovery Facility (WRRF) and the debt service and operating costs associated with it.

547,000 1,145,200	\$	415,443 603,907	75.9% 52.7%
1,145,200	\$		
		603.907	52 7%
the state of the state of		,	32.770
1,150,000		856,750	74.5%
	_		
2,842,200	\$_	1,876,100	66.0%
1 400 000		1 120 200	80.6%
	2,842,200		

#### **Stormwater Project Fund**

The Stormwater fund receives a \$4 fee per utility customer each month to cover street and utility projects that include improvements to the stormwater system. Total estimated stormwater fees for the year are \$112,000. We have collected \$83,591 or 74.6% of our estimate.

Stormwater Fee		Annual Budget		Received thru March 31st	Percent Received
Prior Three Years	<u>:</u>				
Fiscal Year 2014	\$	116,500	\$	87,432	75.0%
Fiscal Year 2015		116,600		87,617	75.1%
Fiscal Year 2016		116,000		82,591	71.2%
	\$_	349,100	\$_	257,640	73.8%
Budget Year: Fiscal Year 2017	\$	112,000		83,591	74.6%

#### Personnel Expenditures – All Funds

A large component of governmental budgets is personnel and the City is no exception. Personnel costs including benefits represent 57.3% of the City's FY17 *operating* budget. Personnel costs are fairly predictable. We do have seasonal personnel costs in the parks and golf departments but overall personnel costs occur ratably over the year in a fairly predictable pattern.

On the next page is a table which shows budgeted salaries/wages, overtime and benefits for all funds of the City. Also shown are actual expenditures for the year and the percent of the budget expended. As shown by the table, we have expended a total of 67.4% of the personnel budget, with 75% of the year completed. The police department has been short-handed since the beginning of 2017 and this has contributed to the positive percentage for costs.

	UMMARY OF PERSO ( 1, 2016 through N		
Personnel Costs	Annual Budget	Expended thru March 31, 2017	Percent Expended
Salaries & Wages	\$ 2,015,199	\$ 1,332,713	66.1%
Overtime	170,702	160,339	93.9%
Benefits	786,957	509,809	64.8%
	\$ 2,972,858	\$ 2,002,861	67.4%

## **General Fund Expenditures**

General fund expenditures are fairly predictable and are progressing as expected after three quarters. We have expended 66.7% of our budget. The average of the past three years is 67.7% after three quarters.

General Fund Expenditures		Annual Budget		Expended thru March 31st	Percent Expended
Prior Three Years	<u>:</u>				
Fiscal Year 2014	\$	2,399,744	\$	1,689,384	70.4%
Fiscal Year 2015		2,454,747		1,583,771	64.5%
Fiscal Year 2016		2,748,194		1,871,900	68.1%
	\$_	7,602,685	\$_	5,145,055	67.7%
Budget Year: Fiscal Year 2017	\$	2,613,755		1,744,277	66.7%

### **Special Revenue Fund Expenditures**

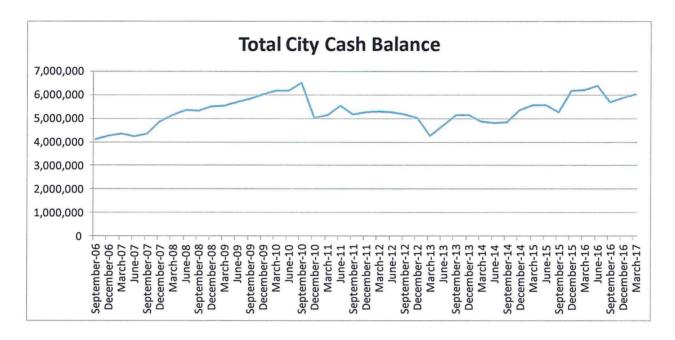
Special revenue fund expenditures are progressing as expected.

#### **Enterprise Fund Expenditures**

All enterprise funds are operating within their budgets after three quarters. It is worth noting that the Sewer (Wastewater) Fund wastewater resource recovery facility (WRRF) project is approximately six months behind the estimate at the beginning of the fiscal year so the majority of the bond revenue and construction costs budgeted for FY17 will be rebudgeted in FY18.

## **Total City Cash Analysis**

The table below shows the City's Cash Balance by quarter for the last ten years.



City Investment as of March 201	
Financial Institutions	Amount
Glacier Bank Repurchase Account	\$ 5,208,243
Glacier Bank CDBG Account	50
Glacier Bank Court Trust Account	14,514
First Citizens Bank Savings Account	482
City - Petty Cash & Cash Drawers	500
First Citizens Bank - CD	1,011,938
Edward Jones - Money Market	4,692
Total	\$ 6,240,419

## **Appendix**

## **Projected Changes in Working Capital Balances**

**All Funds** 

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## CITY OF POLSON Revenues Compared with Expenditures For the Year: 2016 - 2017

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	Cash	Proposed	Proposed	AP/AR	Cash
Fund	Available	Revenues	Expenditures	Outstanding	Remaining
1000 General All-Purpose Fund	565,638.54	2,595,891.00	2,613,755.00	14,036.14	561,810.68
2001 Fire Impact Fees	39,891.88	30,050.00		0.00	69,941.88
2002 Parks Impact Fees	11,868.45	2,550.00	0.00	0.00	14,418.45
2020 Police Municipal Services Levy	106,562.01	183,719.00	259,447.00	6,598.45	37,432.46
2170 Airport	5.22	0.00	0.00	0.00	5.22
2210 Parks/Salish Point	19,031.14	5,100.00	3,000.00	0.00	21,131.14
2211 Skate Park Fund	168.34	111,000.00	1,500.00	0.00	109,668.34
2212 Cultural Trust Grant	103.96	0.00	0.00	0.00	103.96
2213 Dog Park/Travis Dolphin	382.55	0.00	382.00	0.00	0.55
2214 Rotary Donation	0.67	0.00	0.00	0.00	0.67
2215 Hanging Basket Maintenance	844.30	3,400.00	3,729.00	-424.54	90.76
2216 Parkland Subdivision Fee (formerly 7060)	55,230.05	1,100.00	28,500.00	0.00	27,830.05
2218 Carol Sampson Sherick Trail Memorial Fund	828.64	0.00	826.00	0.00	2.64
2219 Parks Donations	541.16	1,050.00	210.00	0.00	1,381.16
2221 Eagle Scout Project Fund	12.35	0.00	0.00	0.00	12.35
2222 Park Donations - Restricted	1,307.33	0.00	1,300.00	0.00	7.33
2225 Employee Christmas Fund	0.00	1,050.00	400.00	0.00	650.00
2310 Tax Increment District	435,178.93	310,300.00	235,072.00	-57,449.86	452,957.07
2350 Local Government Study Commission	11,262.00	5.00	11,267.00	0.00	0.00
2372 Permissive Medical Mills	0.00	103,552.00	103,552.00	6,392.33	6,392.33
2386 Street Permits Revenue	14,013.98	2,500.00	1,100.00	0.00	15,413.98
2390 Drug Forfeiture Fund 2394 Building Code Enforcement	21,150.88	25,015.00	17,500.00	296.67 -1,897.44	28,962.55 55,519.42
2394 Building Code Enforcement 2395 Tree Fund	43,918.86 430.28	113,250.00 4,020.00	99,752.00 4,300.00	0.00	150.28
2398 Credit Card Fees	1,830.14	2,400.00	1,000.00	0.00	3,230.14
2401 Light Maintenance District #19	9,259.01	14,150.00	17,500.00	706.49	6,615.50
2402 Light Maintenance District #20	3,678.72	15,340.00	15,800.00	211.74	3,430.46
2500 Weed Cleanup Maintenance Fund	21,821.98	70.00	5,500.00	0.00	16,391.98
2510 Sidewalk Loan Fund	62,051.47	250.00	0.00	0.00	62,301.47
2702 Fire Training Center Donations	19,905.29	2,500.00	19,000.00	0.00	3,405.29
2703 Fire Memb. Donation Fund	310.32	0.00	0.00	0.00	310.32
2705 Downtown Christmas Light Fund	881.58	0.00	100.00	0.00	781.58
2710 Kids Safety/POLICE/FIRE	299.55	500.00	500.00	0.00	299.55
2720 Police Donations	4,586.33	1,710.00	4,000.00	0.00	2,296.33
2730 K-9 Donation Fund	1,158.32	500.00	0.00	-90.00	1,568.32
2810 Police Training Fund	21,368.29	15,035.00	18,000.00	-621.90	17,781.39
2820 Gas Apportionment Tax Fund	51,862.81	99,869.00	100,722.00	-1,370.22	49,639.59
2875 Police Federal Grants	-1,056.00	2,500.00	2,500.00	1,056.00	0.00
2932 Parks ARRA Recycle Grant	294.76	0.00	100.00	0.00	194.76
2943 RCDI/Growth Policy	-2,824.86	3,585.00	760.00	0.00	0.14
2953 NW Drug Task Force	0.00	107,670.00	107,670.00	0.00	0.00
3500 SPECIAL ASSESSMENT DEBT-Revolving Fund	155,290.13	625.00	0.00	0.00	155,915.13
3542 SID #42 Streetscape Main St. Imp. Project	55,430.03	70,700.00	71,000.00	114.75	55,244.78
4520 Streetscape/Main St. Imp. Project	17.69	0.00	0.00	0.00	17.69
4530 TIFD City Dock & Walkpath project	2,318.92	0.00	2,319.00	0.00	-0.08
5010 Golf Fund	307,749.21	2,416,650.00	2,267,637.00	-25,591.86	431,170.35
5201 Water Impact Fees	365,901.88	76,200.00	400,000.00	-14,909.50	27,192.38
5210 Water Fund	1,820,791.13	1,172,200.00	1,479,368.00	-42,397.51	1,471,225.62
5301 Sewer Impact Fees	139,460.48	25,350.00	0.00	0.00	164,810.48
5310 Sewer Fund 5390 Stormwater Project Fund	1,627,961.03	6,757,500.00	6,007,611.00	-1,516.71 11,170.53	2,376,333.32 403,460.07
3330 Scormwater Froject Fund	360,201.54	112,600.00	80,512.00	11,170.33	303,400.07
Totals	6,358,921.27	14,391,456.00	13,987,191.00	-105,686.44	6,657,499.83