MEMO

To: City Council and Mayor

From: Mari E. Ripp, Clerk-Treasurer

Date: November 25, 2013

RE: October 31, 2013 Financial

Presented for your review is the October 31, 2013 monthly report. The Department Heads and Mayor met November 25th. No comments were received. The target for the quarter ending October 31, 2013 is 83.4%, but remember, there are variables for some items that are quarterly or semi-annual vs. monthly. The revenue forecasts show the General Fund increasing slightly, by $300,000. Slow economic growth continues to be the primary trend in this forecast which is similar to state projections as well.

	Target 83.4%	10/31/2013 Actuals		10/31/2012 Actuals	Increase / (Decrease)
Revenues-All Funds	77.0%	16,112,120		13,890,770	2,221,350
Expenditures-All Funds	55.0%	11,504,724		9,995,568	1,509,156
Revenue-Expenditure=	22.0%	4,607,396		3,895,202	712,194
Revenue General Fund	80.5%	3,801,063		3,500,983	300,080
Expenditures General Fund	79.5%	3,753,531		3,481,691	271,840
Revenue-Expenditure=	1.0%	47,532		19,292	28,240

Items to note:

- **2013 Revenues in the General Fund that are above estimated 2013 Revenues:** Sales Tax Criminal Justice $61,776 or 89.53%; Electric Tax $426,847 81.77%; Leasehold Excise Tax $18,671 or 95.26%; Gambling (Pull Tabs) $16,098 or 107%; Card room revenue of $7461 which represents 3 weeks for 3rd Quarter 2013; Business Licenses $70,852 or 87.5%; Zoning/ Planning Fees-Site Plan Review /Planning & Development fees 83.55% or $38,344 of $45,894.

- **Sales Tax** for 2013 is showing Revenue is $858,737 of $1,185,425 budgeted or 72.4%. We have updated the analysis on this revenue source and are anticipating that we will be approximately $100k below estimated revenue target. This will be presented in the next budget amendment. Also note that State Remittances are always 2 months behind. June is received in August, July in September, etc.

- **Public Utility Taxes Water, Sewer, Garbage and Recycling** have Revenues of $157,135 of $210,454 budgeted or 74.66%. There are remaining receipts in November for the regular 10/31/2013 billing and late charges and past due receipts in November & December.

- **Building Permits/Fire Life Safety/Plan Review:** Permits are at 99.21% or $91,599 of $92,330; Plan Review is at 28.31% $40,091 of $141,601. However, the Woodland School District plan review fees of $258,150 were received in November. This will be included with the next budget amendments as well and expenditures in 2013 and 2014.

- **Liquor Excise/Profits.** Revenues of $41,431 of $54,838 estimate 75.5%.

- **Clark County Fire Rescue & Fire Department.** The Fire Department revenues and expenditures are pending a budget amendment. We have met with CCFR and discussed the 2013 and 2014 budgeted. FEMA Fire Grant $170,402 or 501.18%; Clark Co. Fire Rescue (for Clark District 2) 10/31/2013 is $115,575 of $154,100 or 75% and the last billing is pending in November. There is also revenue under Fire Miscellaneous for building cost share of approximately $5,700 pending.

- **Park Fund.** Revenue $126,892 of $155,959 estimate or 81.3%; Expenditure $126,165 80.9%. This fund has a very low variance and is being monitored closely. Expenses for fall and winter will now be lower as park seasonal employees are done for the season. There are pending receipts for property taxes in November.

- **Street Fund 104.** Revenue $791,814 of $1,053,317 estimate or 75.17%; Expenditure $748,022 71.02%. There are pending receipts for property taxes and fuel taxes, as well as operating transfers in from Sales Tax which will be received in November and December.

- **Impact Fees for School, Fire and Park** are all above original estimated revenues.
  - **School** $90,700 for 10/31/2013 Revenue
  - **Fire** $97,651 for 10/31/2013 Revenue
  - **Park** $77,854 for 10/31/2013 Revenue

- **Water Fund 401.** Revenue $1,246,725 of $1,404,835 estimate or 88.75%; Expenditure $1,094,315 77.9%

- **Sewer Fund 402.** Revenue $1,625,818 of $1,988,990 estimate or 81.7%; Expenditure $1,130,204 56.8%

- **Overall Recap of all funds.** Revenue $16,112,120 estimate of $20,935,654 or 76.96%; Expenditure $11,504,7234 54.95%

- **Ending Fund Balances for funds:**

Ending Fund Balances 10/31/2013	Fund #	10/31/2013 Actuals		10/31/2012 Actuals	Increase / (Decrease)
General Fund	001	48,194		19,292	28,902
Park	101	728		15,455	(14,727)
General Reserve	301	432,381		319,975	112,406
Utility Reserve-Water & Sewer	302	n/a		62,055	205,558
Utility Reserve-Water	421	84,712		n/a	above
Utility Reserve-Sewer	422	182,901		n/a	above
Total All Funds		**5,888,670**		**4,232,653**	**1,656,017**

If you have any questions, please contact me at 360-225-8281 x114 or rippm@ci.woodland.wa.us

Cash and Investment Activity

October 2013

Fund		Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
001	Current Expense	($146,690.94)	$153,043.20	$325,015.23	$283,174.67	($104,850.38)	$153,044.30	$48,193.92
002	Petty Cash/Change Funds	$950.00	$0.00	$0.00	$0.00	$950.00	$0.00	$950.00
003	Adv Travel Revolving Fund	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	$0.00	$2,000.00
101	Park	($17,105.45)	$18,000.00	$22,720.76	$22,887.70	($17,272.39)	$18,000.00	$727.61
102	Library	$465.33	$3,500.00	$0.00	$0.00	$465.33	$3,500.00	$3,965.33
104	Street	($141,194.70)	$159,000.00	$102,225.37	$76,239.33	($115,208.66)	$159,000.00	$43,791.34
105	Document Recording Fee	$38.43	$1,200.00	$0.00	$0.00	$38.43	$1,200.00	$1,238.43
107	Hotel/Motel Tax	$8,068.38	$6,750.00	$5,366.20	$7,500.00	$5,934.58	$6,750.00	$12,684.58
108	Criminal Justice Funding	$10,156.17	$0.00	$5,672.17	$0.00	$15,828.34	$0.00	$15,828.34
224	'94 PWTF Loans-Industrial Park	($14,714.50)	$19,500.00	$0.00	$0.00	($14,714.50)	$19,500.00	$4,785.50
225	CLID#94-01/94-02	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
300	Park Acquisition/Improvement	$9,991.80	$0.00	$0.00	$0.00	$9,991.80	$0.00	$9,991.80
301	Capital Project Reserve: General	$244,467.18	$149,824.23	$42,368.78	$4,279.01	$282,556.95	$149,824.23	$432,381.18
302	Capital Project Reserve: Utility	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
303	Fire Department Reserve	$9,176.22	$12,400.00	$19,877.48	$0.00	$29,053.70	$12,400.00	$41,453.70
304	Equipment Acquisition Reserve	$20,221.18	$25,000.00	$1,037.29	$0.00	$21,258.47	$25,000.00	$46,258.47
305	Downtown Revitalization Proj	($72.00)	$72.00	$0.00	$0.00	($72.00)	$72.00	($0.00)
312	Public Works Shop	$71,873.51	$25,600.00	$0.00	$0.00	$71,873.51	$25,600.00	$97,473.51
316	SR-503 Improvements	$15,163.81	$0.00	$22,122.22	$0.00	$37,286.03	$0.00	$37,286.03
319	Public Safety Bond Fund	$919,668.69	$1,951,678.74	$49,155.59	$642,468.51	$326,355.77	$1,951,678.74	$2,278,034.51
320	Sidewalk Project	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
321	Horseshoe Lake Park Trail	$81.42	$0.00	$0.00	$0.00	$81.42	$0.00	$81.42
323	Schurman Way & Guild Road Project	($36,163.00)	$36,163.00	$0.00	$0.00	($36,163.00)	$36,163.00	($0.00)
324	Scott Avenue Reconstruction	$200,000.00	$0.00	$0.00	$55,497.79	$144,502.21	$0.00	$144,502.21
325	SR 503/Scott Avenue Intersection	$48.15	$0.00	$0.00	$0.00	$48.15	$0.00	$48.15
350	Impact Fees: School	$11,000.00	$0.00	$30,200.00	$11,000.00	$30,200.00	$0.00	$30,200.00
351	Impact Fees: Fire	$0.00	$0.00	$57,248.00	$57,248.00	$0.00	$0.00	$0.00
352	Impact Fees: Park	$42,753.15	$0.00	$33,810.00	$0.00	$76,563.15	$0.00	$76,563.15
401	Water	($53,001.43)	$249,000.00	$31,118.95	$74,706.28	($96,588.76)	$249,000.00	$152,411.24

402	Sewer	$413,729.80	$85,850.00	$73,824.44	$77,790.05	$409,764.19	$85,850.00	$495,614.19
403	Garbage Collection	$26,213.93	$13,500.00	$14,473.30	$54,141.50	($13,454.27)	$13,500.00	$45.73
404	Davidson Alley Waterline	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
407	Restroom/Path Project	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
408	Water Pumping Treatment	$55,994.00	$200.00	$14,000.00	$16,521.32	$53,472.68	$200.00	$53,672.68
411	Water Main Street Refurbishmnt	$6,721.80	$211,595.00	$346,707.39	$346,707.39	$6,721.80	$211,595.00	$218,316.80
412	Water/Sewer Deposits	$29,789.31	$59,311.00	$3,911.89	$1,815.00	$31,886.20	$59,311.00	$91,197.20
421	Water Utility Reserves	$78,831.85	$0.00	$5,880.00	$0.00	$84,711.85	$0.00	$84,711.85
422	Sewer Utility Reserves	$190,641.28	$0.00	$8,926.00	$16,666.68	$182,900.60	$0.00	$182,900.60
426	CERB Loan-Water(#c93-098)	$86.85	$0.00	$0.00	$0.00	$86.85	$0.00	$86.85
427	CERB Loan-Sewer (#93-028)	$0.14	$0.00	$0.00	$0.00	$0.14	$0.00	$0.14
631	Payroll Clearing Fund	$155,536.93	$0.00	$153,496.47	$161,592.48	$147,440.92	$0.00	$147,440.92
632	Claims Clearing Fund	$148,956.71	$0.00	$1,444,401.04	$459,525.10	$1,133,832.65	$0.00	$1,133,832.65
		$2,263,684.00	**$3,181,187.17**	**$2,813,558.57**	**$2,369,760.81**	**$2,707,481.76**	**$3,181,188.27**	**$5,888,670.03**

Totals By Fund -- OCTOBER 31, 2013 REVENUE					83.4% Target		Expenditure			83.4% Target			
Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance	Period	Fiscal	Budget	% of Total	Balance	Variance %	Variance $
001-000-000-000-00-00-00	Current Expense	$324,567.26	$3,801,062.63	$4,722,616.00	80.49%	$921,553.37	$282,725.60	$3,753,530.98	$4,722,616.00	79.48%	$969,085.02	1.01%	$47,531.65
002-000-000-000-00-00-00	Petty Cash/Change Funds	$0.00	$950.00	$950.00	100.00%	$0.00	$0.00	$0.00	$950.00	0.00%	$950.00	100.00%	$950.00
003-000-000-000-00-00-00	Adv Travel Revolving Fund	$0.00	$2,000.00	$2,000.00	100.00%	$0.00	$0.00	$0.00	$2,000.00	0.00%	$2,000.00	100.00%	$2,000.00
101-000-000-000-00-00-00	Park	$22,720.76	$126,892.48	$155,959.00	81.36%	$29,066.52	$22,887.70	$126,164.87	$155,959.00	80.90%	$29,794.13	0.47%	$727.61
102-000-000-000-00-00-00	Library	$0.00	$4,965.33	$4,966.00	99.99%	$0.67	$0.00	$1,000.00	$4,966.00	20.14%	$3,966.00	79.85%	$3,965.33
104-000-000-000-00-00-00	Street	$102,426.11	$791,813.68	$1,053,317.00	75.17%	$261,503.32	$76,440.07	$748,022.34	$1,053,317.00	71.02%	$305,294.66	4.16%	$43,791.34
105-000-000-000-00-00-00	Document Recording Fee	$0.00	$11,238.43	$11,238.00	100.00%	($0.43)	$0.00	$10,000.00	$11,238.00	88.98%	$1,238.00	11.02%	$1,238.43
107-000-000-000-00-00-00	Hotel/Motel Tax	$5,366.20	$47,119.78	$45,838.00	102.80%	($1,281.78)	$7,500.00	$34,435.20	$45,838.00	75.12%	$11,402.80	27.67%	$12,684.58
108-000-000-000-00-00-00	Criminal Justice Funding	$5,672.17	$17,647.78	$14,409.00	122.48%	($3,238.78)	$0.00	$1,819.44	$14,409.00	12.63%	$12,589.56	109.85%	$15,828.34
224-000-000-000-00-00-00	'94 PWTF Loans-Industrial Park	$0.00	$124,184.82	$124,285.00	99.92%	$100.18	$0.00	$119,399.32	$124,285.00	96.07%	$4,885.68	3.85%	$4,785.50
225-000-000-000-00-00-00	CLID#94-01/94-02	$0.00	$0.00	$41,000.00	0.00%	$41,000.00	$0.00	$0.00	$41,000.00	0.00%	$41,000.00	0.00%	$0.00
300-000-000-000-00-00-00	Park Acquisition/Improvement	$0.00	$9,991.80	$59,992.00	16.66%	$50,000.20	$0.00	$0.00	$59,992.00	0.00%	$59,992.00	16.66%	$9,991.80
301-000-000-000-00-00-00	Capital Project Reserve: General	$42,368.78	$610,337.86	$744,969.00	81.93%	$134,631.14	$4,279.01	$177,956.68	$744,969.00	23.89%	$567,012.32	58.04%	$432,381.18
302-000-000-000-00-00-00	Capital Project Reserve: Utility	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	0.00%	$0.00
303-000-000-000-00-00-00	Fire Department Reserve	$19,877.48	$41,453.70	$58,317.00	71.08%	$16,863.30	$0.00	$0.00	$58,317.00	0.00%	$58,317.00	71.08%	$41,453.70
304-000-000-000-00-00-00	Equipment Acquisition Reserve	$1,037.29	$46,181.19	$50,542.00	91.37%	$4,360.81	$0.00	($77.28)	$50,542.00	-0.15%	$50,619.28	91.52%	$46,258.47
305-000-000-000-00-00-00	Downtown Revitalization Proj	$0.00	$478.09	$478.00	100.02%	($0.09)	$0.00	$478.09	$478.00	100.02%	($0.09)	0.00%	$0.00
312-000-000-000-00-00-00	Public Works Shop	$0.00	$97,473.51	$97,474.00	100.00%	$0.49	$0.00	$0.00	$97,474.00	0.00%	$97,474.00	100.00%	$97,473.51
316-000-000-000-00-00-00	SR-503 Improvements	$22,122.22	$714,672.60	$890,593.00	80.25%	$175,920.40	$0.00	$677,386.57	$890,593.00	76.06%	$213,206.43	4.19%	$37,286.03
319-000-000-000-00-00-00	Public Safety Bond Fund	$49,155.59	$4,155,781.37	$4,222,848.00	98.41%	$67,066.63	$642,468.51	$1,877,746.86	$4,222,848.00	44.47%	$2,345,101.14	53.95%	$2,278,034.51
321-000-000-000-00-00-00	Horseshoe Lake Park Trail	$0.00	$81.42	$0.00		($81.42)	$0.00	$0.00	$0.00		$0.00	0.00%	$81.42
323-000-000-000-00-00-00	Schurman Way & Guild Road Project	$0.00	$208,612.39	$284,349.00	73.36%	$75,736.61	$0.00	$208,612.39	$284,349.00	73.36%	$75,736.61	0.00%	$0.00
324-000-000-000-00-00-00	Scott Avenue Reconstruction	$0.00	$200,000.00	$1,130,000.00	17.70%	$930,000.00	$55,497.79	$55,497.79	$1,130,000.00	4.91%	$1,074,502.21	12.79%	$144,502.21
325-000-000-000-00-00-00	SR 503/Scott Avenue Intersection	$0.00	$131,716.64	$145,000.00	90.84%	$13,283.36	$0.00	$131,668.49	$145,000.00	90.81%	$13,331.51	0.03%	$48.15
350-000-000-000-00-00-00	Impact Fees: School	$30,200.00	$90,700.00	$57,750.00	157.06%	($32,950.00)	$11,000.00	$60,500.00	$57,750.00	104.76%	($2,750.00)	52.29%	$30,200.00
351-000-000-000-00-00-00	Impact Fees: Fire	$57,248.00	$97,651.64	$67,830.00	143.97%	($29,821.64)	$57,248.00	$97,651.64	$67,830.00	143.97%	($29,821.64)	0.00%	$0.00
352-000-000-000-00-00-00	Impact Fees: Park	$33,810.00	$77,854.49	$42,928.00	181.36%	($34,926.49)	$0.00	$1,291.34	$42,928.00	3.01%	$41,636.66	178.35%	$76,563.15
401-000-000-000-00-00-00	Water	$30,567.97	$1,246,725.90	$1,404,835.00	88.75%	$158,109.10	$74,155.30	$1,094,314.66	$1,404,835.00	77.90%	$310,520.34	10.85%	$152,411.24
402-000-000-000-00-00-00	Sewer	$73,561.94	$1,625,817.91	$1,988,990.00	81.74%	$363,172.09	$77,527.55	$1,130,203.72	$1,988,990.00	56.82%	$858,786.28	24.92%	$495,614.19
403-000-000-000-00-00-00	Garbage Collection	$14,473.30	$540,279.17	$656,317.00	82.32%	$116,037.83	$54,141.50	$540,233.44	$656,317.00	82.31%	$116,083.56	0.01%	$45.73
408-000-000-000-00-00-00	Water Pumping Treatment	$14,000.00	$141,074.75	$1,142,071.00	12.35%	$1,000,996.25	$16,521.32	$87,402.07	$1,142,071.00	7.65%	$1,054,668.93	4.70%	$53,672.68
411-000-000-000-00-00-00	Water Main Street Refurbishmnt	$346,707.39	$565,942.90	$1,219,154.00	46.42%	$653,211.10	$346,707.39	$347,626.10	$1,219,154.00	28.51%	$871,527.90	17.91%	$218,316.80
412-000-000-000-00-00-00	Water/Sewer Deposits	$3,911.89	$102,227.20	$94,085.00	108.65%	($8,142.20)	$1,815.00	$11,030.00	$94,085.00	11.72%	$83,055.00	96.93%	$91,197.20
421-000-000-000-00-00-00	Water Utility Reserves	$5,880.00	$140,961.85	$60,439.00	233.23%	($80,522.85)	$0.00	$56,250.00	$60,439.00	93.07%	$4,189.00	140.16%	$84,711.85
422-000-000-000-00-00-00	Sewer Utility Reserves	$8,926.00	$261,446.28	$188,003.00	139.06%	($73,443.28)	$16,666.68	$78,545.68	$188,003.00	41.78%	$109,457.32	97.29%	$182,900.60
426-000-000-000-00-00-00	CERB Loan-Water(#c93-098)	$0.00	$34,236.81	$68,350.00	50.09%	$34,113.19	$0.00	$34,149.96	$68,350.00	49.96%	$34,200.04	0.13%	$86.85
427-000-000-000-00-00-00	CERB Loan-Sewer (#93-028)	$0.00	$41,883.43	$83,762.00	50.00%	$41,878.57	$0.00	$41,883.29	$83,762.00	50.00%	$41,878.71	0.00%	$0.14
631-000-000-000-00-00-00	Payroll Clearing Fund	$0.00	$662.27	$0.00		($662.27)						0.00%	$662.27
Grand Totals		**$1,214,600.35**	**$16,112,120.10**	**$20,935,654.00**	**76.96%**	**$4,823,533.90**	**$1,747,581.42**	**$11,504,723.64**	**$20,935,654.00**	**54.95%**	**$9,430,930.36**	**22.01%**	**$4,607,396.46**