

Patrick Jones
County Member

Janice Powell
City Member

Tim Garman
County Member

Tenessa Audette
City Member

Mary Rickert
County Member Alternate

Stan Neutze
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

AGENDA ITEM 5.c.

Date: October 3, 2024

From: Krystle Heaney, Executive Officer

Subject: **Year End Financial Summary FY 2023-24**

The Commission will review a year-end financial report on revenues and expenses for FY 2023-24. This report is being presented for information only.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 mandates LAFCO operating costs shall be annually funded by affected counties, cities, and independent special districts on a one-third apportionment process. Apportionments for cities and special districts are further divided and proportional to each agency's total revenues as a percentage of the overall revenue amount collected in the county. LAFCOs are also authorized to establish and collect fees to offset agency contributions.

DISCUSSION

Shasta LAFCO's adopted final FY 2023-24 budget for staffing and services/supplies totaled \$208,500. This included the Commission's annual payment to CalPERS of \$50,498. Budgeted revenues from intergovernmental contributions totaled \$208,500 with no additional funding budgeted from reserves.

Year end actuals were prepared based on available bank records and QuickBooks transaction reports. These are presented in Attachment A and compared to budgeted amounts. Overall, Shasta LAFCO was under budget by \$9,395.21. This is largely due to funds that were set aside for an audit that were not expended. Additional savings were seen in Office Expense - Supplies & Mileage Reimbursement, Info Tech Services, and Equipment & Software, and other categories.

The unexpended budget will be kept in reserves. Based on available information, LAFCO reserves have increased by \$24,903.82 over the last three fiscal years.

RECOMMENDATION

Staff recommends the Commission receive and file this report and provide direction to staff as needed.

Attachment A: FY2023-24 Budget vs. Actual

Approved FY 2023-2024 Shasta LAFCO Budget vs. Actuals

| Budget Categories | FY 2023/24 Adopted | FY23/24 Amended #2 | FY23/24 Amended #3 | FY23/24 Actual | Difference |
|--|-----------------------|-----------------------|-----------------------|---------------------|---------------------|
| REVENUES | | | | | |
| Interest | \$0.00 | \$0.00 | \$0.00 | \$7.48 | (\$7.48) |
| Funding Agencies' Apportionments | | | | | |
| Cities | \$69,500.00 | \$69,500.00 | \$69,500.00 | \$69,500.00 | \$0.00 |
| Shasta County | \$69,500.00 | \$69,500.00 | \$69,500.00 | \$69,500.00 | \$0.00 |
| Special Districts | \$69,500.00 | \$69,500.00 | \$69,500.00 | \$71,000.00 | (\$1,500.00) |
| TOTAL REVENUES | \$208,500.00 | \$208,500.00 | \$208,500.00 | \$210,000.00 | (\$1,500.00) |
| EXPENSES | | | | | |
| Payroll, Benefits & Retirement Payout | | | | | |
| clerk/administrator | \$35,000.00 | \$1,000.00 | \$1,000.00 | \$1,550.16 | (\$550.16) |
| CalPERS Annual Retirement Payout - Previous Exec Officer | \$50,498.00 | \$50,498.00 | \$50,498.00 | \$50,498.00 | \$0.00 |
| Employer Taxes | \$6,300.00 | \$300.00 | \$300.00 | \$84.00 | \$216.00 |
| Total Payroll, Benefits & Retirement | \$91,798.00 | \$51,798.00 | \$51,798.00 | \$52,132.16 | (\$334.16) |
| Services and Supplies | | | | | |
| Contract Services | | | | | |
| Contract Independent Executive Officer & Staff Services | \$57,500.00 | \$84,000.00 | \$87,400.00 | \$87,742.46 | (\$342.46) |
| Contract Legal Counsel Services (annual service contract) | \$12,500.00 | \$12,500.00 | \$12,500.00 | \$12,285.20 | \$214.80 |
| Total Contract Employment Services | \$70,000.00 | \$96,500.00 | \$99,900.00 | \$100,027.66 | (\$127.66) |
| Office Services & Supplies | | | | | |
| Bank & Transfer Fees | \$300.00 | \$300.00 | \$300.00 | \$277.30 | \$22.70 |
| Communications - IT Support | \$1,620.00 | \$2,500.00 | \$1,500.00 | \$1,536.55 | (\$36.55) |
| Info Tech Tools & Equip | \$500.00 | \$500.00 | \$500.00 | \$0.00 | \$500.00 |
| Memberships (CALAFCO) | \$4,000.00 | \$4,000.00 | \$4,000.00 | \$3,950.00 | \$50.00 |
| Office Expense Supplies & Mileage Reimbursement | \$1,300.00 | \$1,000.00 | \$1,000.00 | \$1,311.24 | (\$311.24) |
| Postage, Shipping & Printing | \$500.00 | \$500.00 | \$500.00 | \$0.00 | \$500.00 |
| Total Office Services & Supplies | \$8,220.00 | \$8,800.00 | \$7,800.00 | \$7,075.09 | \$724.91 |
| Support /Fiscal/Tech Services | | | | | |
| Misc Professional Services | | | | | |
| Fiscal/Audit Services (bi-annual) | \$0.00 | \$8,500.00 | \$8,500.00 | \$525.00 | \$7,975.00 |
| InfoTech Services | \$750.00 | \$3,000.00 | \$500.00 | \$0.00 | \$500.00 |
| InfoTech- Website | \$120.00 | \$2,000.00 | \$1,500.00 | \$1,123.75 | \$376.25 |
| Total Misc Professional Services | \$870.00 | \$13,500.00 | \$10,500.00 | \$1,648.75 | \$8,851.25 |
| Total Professional Services | \$870.00 | \$13,500.00 | \$10,500.00 | \$1,648.75 | \$8,851.25 |
| Rents, Leases & Misc | | | | | |
| Property/Gen. Liability Insurance-Membership (SDRMA-CSDA) | \$3,900.00 | \$4,962.00 | \$4,962.00 | \$5,992.43 | (\$1,030.43) |
| Publications/Legal Notices - Regular | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$138.70 | \$861.30 |
| Rents & Structure Leases (999 Mission De Oro Dr Suite 106) | \$7,200.00 | \$7,200.00 | \$7,200.00 | \$7,800.00 | (\$600.00) |
| Equipment & Software | \$512.00 | \$1,000.00 | \$1,000.00 | \$0.00 | \$1,000.00 |
| Total Rents, Leases & Misc | \$12,612.00 | \$14,162.00 | \$14,162.00 | \$13,931.13 | \$230.87 |
| Municipal Services Reviews/SOI Update Expenses | | | | | |
| GIS Services | \$4,500.00 | \$4,500.00 | \$4,500.00 | \$2,475.00 | \$2,025.00 |
| Postage Printing | \$100.00 | \$100.00 | \$100.00 | \$0.00 | \$100.00 |
| Public Hearing Notices | \$140.00 | \$140.00 | \$140.00 | \$0.00 | \$140.00 |
| Preparing, Agency Review, Hearings, Postings | \$20,260.00 | \$19,000.00 | \$19,600.00 | \$21,815.00 | (\$2,215.00) |
| Total MSR/SOI Expenses | \$25,000.00 | \$23,740.00 | \$24,340.00 | \$24,290.00 | \$50.00 |
| Total Services & Supplies | \$116,702.00 | \$156,702.00 | \$156,702.00 | \$146,972.63 | \$9,729.37 |
| TOTAL EXPENSES | \$208,500.00 | \$208,500.00 | \$208,500.00 | \$199,104.79 | \$9,395.21 |