

Patrick Jones  
County Member  
Pamelyn Morgan  
City Member  
Stan Neutze  
City Member  
Michael Dacquisto  
City Member Alternate

Irwin Fust  
Special District Member  
Mary Rickert  
County Member Alternate  
Vacant  
Special District Member



Larry Russell  
Public Member  
Kevin W. Crye  
County Member  
Fred Ryness  
Special District Alternate

Katharine Ann Campbell  
Public Member Alternate  
George Williamson  
Executive Officer  
James M. Underwood  
General Counsel  
Kathy Bull  
Manager

## Agenda Item: 9.b.

**Meeting Date:** February 2, 2023

**From:** George Williamson, Executive Officer & Kathy Bull, Office Manager

**Subject:** 2<sup>nd</sup> Quarter Budget Reports

### **Background:**

Staff provides the Commission with quarterly updates on the overall expenditures during the fiscal year.

### **Discussion:**

The following 2<sup>nd</sup> Quarter budget and fiscal information is included for the Commission's review and acceptance:

- Budget vs Actual Report as of December 31, 2022
- Revenue Statement as of December 31, 2022
- Financial Statement as of December 31, 2022
- Balance Sheet as of December 31, 2022

For the 2<sup>nd</sup> Quarter budget report, most expenses should be approximately 50% spent. Overall expenses as of December 31, 2022, exceed 50% by only 8% primarily due to the CalPERS payment remitted in the first quarter of the fiscal year. Expenses are expected to reconcile with budget amounts further into the fiscal year.

On January 24, 2023, the Executive Committee met and requested staff to provide the Commission with updated CalPERS payment information. The total amount in terminating the CalPERS contract is \$410,789.00 of which \$224,600.28 has been paid and \$186,188.72 is outstanding. Listed below are payments remitted to CalPERS as well as the projected payments:

#### **AMOUNTS PAID**

- \$61,534.00 paid January 2021
- \$62,070.28 paid January 2021
- \$50,498.00 paid August 2021
- \$50,498.00 paid August 2022

#### **AMOUNTS TO BE PAID**

- \$50,498.00 to be paid August 2023
- \$50,498.00 to be paid August 2024
- \$50,498.00 to be paid August 2025
- \$34,694.72 Final Payment August 2026

There are four (4) outstanding payments with the final payment to terminate the CalPERS contract due to be paid in August 2026 in the amount of \$34,694.72.

### **Recommendation:**

It is recommended that the Commission review and accept the report as presented or provide staff direction as needed.

Attachments: FY 2021/2022 2nd Quarter Budget vs Actual  
Financial Statement  
Balance Sheet  
Revenue Statement

**FY 2022/2023 2nd Quarter Budget vs Actual**

Categories	Adopted FY 2022/2023 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
<b>REVENUES</b>								
<b>Interest</b>	0	0				0	0	
<b>Intergovernmental Revenue</b>								
Contribution from Cities	68,200	68,200				68,200	0	100%
Contribution from Shasta County	68,200	68,200				68,200	0	100%
Contribution from Special Districts	68,200	67,902	298			68,200	0	100%
<b>Total Intergovernmental Revenue</b>	204,600	204,302	298	0	0	204,600	0	100%
<b>TOTAL REVENUES</b>	<b>204,600</b>	<b>204,303</b>	<b>298</b>	<b>0</b>	<b>0</b>	<b>204,600</b>	<b>0</b>	<b>100%</b>
<b>EXPENSES</b>								
<b>Salaries &amp; Benefits</b>								
<b>Payroll Expense</b>								
Payroll Expense	38,830	9,610	9,369			18,979	19,851	49%
<b>Total Payroll Salaries</b>	38,830	9,610	9,369	0	0	18,979	19,851	49%
<b>Employer Expense</b>								
Retirement - PERS - Previous EO	50,498	50,498				50,498	0	100%
<b>Total Employer Expense</b>	50,498	50,498	0	0	0	50,498	0	100%
<b>Total Salaries &amp; Benefits</b>	<b>89,328</b>	<b>60,108</b>	<b>9,369</b>	<b>0</b>	<b>0</b>	<b>69,477</b>	<b>19,851</b>	<b>78%</b>
<b>Services and Supplies</b>								
<b>Contract Employment Services</b>								
Contract Executive Officer	52,500	4,160	15,161			19,321	33,179	37%
<b>Total Contract Employment Services</b>	<b>52,500</b>	<b>4,160</b>	<b>15,161</b>	<b>0</b>	<b>0</b>	<b>19,321</b>	<b>33,179</b>	<b>37%</b>
<b>Office Services &amp; Supplies</b>								
Bank & Transfer Fees	300	63	21			84	216	28%
Communications	1,620	268	534			802	818	49%
Info Tech Tools & Equip	0		150			150	-150	
Memberships	3,650	3,648				3,648	2	100%
Mileage Reimbursement	250		53			53	197	21%
Office Expense	200					0	200	0%
Office Supplies	500	6	146			152	348	30%
Postage & Shipping	500		260			260	240	52%
Printing	0		461			461	-461	
<b>Total Office Services &amp; Supplies</b>	<b>7,020</b>	<b>3,985</b>	<b>1,625</b>	<b>0</b>	<b>0</b>	<b>5,610</b>	<b>1,410</b>	<b>80%</b>
<b>Professional Services</b>								
<b>Misc Professional Services</b>								
Fiscal/Audit Services	5,500							
InfoTech Services	250					0	250	0%

**FY 2022/2023 2nd Quarter Budget vs Actual**

Categories	Adopted FY 2022/2023 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to Date Actual	Over/Under Budget	% Budget Used
InfoTech- Website	720	687				687	33	95%
<b>Total Misc Professional Services</b>	<b>6,470</b>	<b>687</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>687</b>	<b>5,783</b>	<b>11%</b>
<b>Legal Counsel</b>								
Misc Legal Services	10,000	578	871			1,448	8,552	14%
						0	0	
<b>Total Legal Counsel</b>	<b>10,000</b>	<b>578</b>	<b>871</b>	<b>0</b>	<b>0</b>	<b>1,448</b>	<b>8,552</b>	<b>0</b>
<b>Total Professional Services</b>	<b>16,470</b>	<b>1,265</b>	<b>871</b>	<b>0</b>	<b>0</b>	<b>2,135</b>	<b>14,335</b>	<b>13%</b>
<b>Rents, Leases &amp; Misc</b>								
Property & General Liability	3,900	4,718				4,718	-818	121%
Publications/Legal Notices - Regular	800	58				58	742	7%
Rents & Leases of Structures	7,200	1,800	1,800			3,600	3,600	50%
<b>Total Rents, Leases &amp; Misc</b>	<b>11,900</b>	<b>6,576</b>	<b>1,800</b>	<b>0</b>	<b>0</b>	<b>8,376</b>	<b>3,524</b>	<b>70%</b>
<b>MSR/SOI Expenses</b>								
GIS Services	4,000	2,340	1,900			4,240	-240	106%
Postage Printing	140					0	140	0%
Public Hearing Notice	200		50			50	150	25%
Misc. Other	25,660	650	9,541			10,191	15,469	40%
<b>Total MSR/SOI Expenses</b>	<b>30,000</b>	<b>2,990</b>	<b>11,491</b>	<b>0</b>	<b>0</b>	<b>14,481</b>	<b>15,519</b>	<b>48%</b>
<b>Total Services &amp; Supplies</b>	<b>207,218</b>	<b>80,826</b>	<b>48,941</b>	<b>0</b>	<b>0</b>	<b>119,401</b>	<b>87,817</b>	<b>58%</b>
<b>TOTAL EXPENSES</b>	<b>207,218</b>	<b>80,826</b>	<b>58,310</b>	<b>0</b>	<b>0</b>	<b>119,401</b>	<b>87,817</b>	<b>58%</b>
Appropriation for Contingency	0	0	0	0	0	0		
<b>TOTAL BUDGET ALLOTMENT BALANCE</b>	<b>\$207,218</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>CONTINGENCY FUND BALANCE</b>								
Contingency Deposit	\$0	\$0	\$0	\$0	\$0	\$0		
Contingency Withdrawal	\$0	\$0	\$0	\$0	\$0	\$0		
Contingency Balance	\$8,804	\$8,804	\$8,804	\$8,804	\$8,804	\$8,804		

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Signature

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Date

**Shasta Local Agency Formation Commission**  
**Financial Statement**  
October through December 2022

	Oct - Dec 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
41000 · Intergovernmental Revenue	
41030 · Contribution from Special Distr	297.55
<b>Total 41000 · Intergovernmental Revenue</b>	297.55
42000 · Application Fees	1,800.00
<b>Total Income</b>	2,097.55
<b>Gross Profit</b>	2,097.55
<b>Expense</b>	
52000 · Services & Supplies	
52005 · Contract Employment Services	
52006 · Contractor Executive Officer	15,161.24
<b>Total 52005 · Contract Employment Services</b>	15,161.24
52009 · Office Services & Supplies	
52010 · Bank & Transfer Fees	95.80
52020 · Communications	533.87
52030 · Info Tech Tools & Equip	150.00
52070 · Mileage Reimbursement	52.63
52100 · Office Supplies	156.34
52110 · Postage & Shipping	260.00
52120 · Printing	461.01
<b>Total 52009 · Office Services &amp; Supplies</b>	1,709.65
52200 · Professional Services	
52285 · Legal Services	
52287 · Miscellaneous Legal Service	870.50
<b>Total 52285 · Legal Services</b>	870.50
<b>Total 52200 · Professional Services</b>	870.50
52309 · Rents, Leases & Misc.	
52345 · Rents & Leases of Structures	1,800.00
<b>Total 52309 · Rents, Leases &amp; Misc.</b>	1,800.00
52400 · Application Processing Expenses	
52402 · EO - Application Processing	13,075.16
52403 · Staff - Application Processing	1,785.00
52405 · Legal Services	1,730.00
52410 · CDFW Fees	81.00
52415 · GIS Services	600.00
52418 · Mileage Reimbursement	10.31
52419 · Misc Other	81.00
52440 · Public Hearing Notice	293.20
<b>Total 52400 · Application Processing Expenses</b>	17,655.67
52670 · MSR/SOI Expenses	
52675 · GIS Services	1,900.00
52678 · Public Hearing Notice	50.00
52680 · Misc. Other	9,379.02
<b>Total 52670 · MSR/SOI Expenses</b>	11,329.02
<b>Total 52000 · Services &amp; Supplies</b>	48,526.08
66000 · Payroll Expenses	9,869.36
<b>Total Expense</b>	58,395.44
<b>Net Ordinary Income</b>	-56,297.89

**Shasta Local Agency Formation Commission**  
**Financial Statement**  
October through December 2022

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	<u>Oct - Dec 22</u>
Other Income/Expense	
Other Income	
45000 - Interest	1.07
Total Other Income	1.07
Net Other Income	1.07
Net Income	<u><u>-56,296.82</u></u>

# Shasta Local Agency Formation Commission Balance Sheet

Cash Basis

As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10020 · US Bank - Operational	
10021 · Application Fees	9,429.59
10020 · US Bank - Operational - Other	90,210.95
<b>Total 10020 · US Bank - Operational</b>	99,640.54
10030 · US Bank - Savings	
10031 · US Bank Contingency Fund	46,695.00
10030 · US Bank - Savings - Other	-34,978.76
<b>Total 10030 · US Bank - Savings</b>	11,716.24
<b>Total Checking/Savings</b>	111,356.78
<b>Accounts Receivable</b>	
11001 · Accounts Receivable	-2,802.21
<b>Total Accounts Receivable</b>	-2,802.21
<b>Total Current Assets</b>	108,554.57
<b>TOTAL ASSETS</b>	<b>108,554.57</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	-0.05
<b>Total Accounts Payable</b>	-0.05
<b>Other Current Liabilities</b>	
24003 · *Payroll Liabilities	18,524.50
<b>Total Other Current Liabilities</b>	18,524.50
<b>Total Current Liabilities</b>	18,524.45
<b>Total Liabilities</b>	18,524.45
<b>Equity</b>	
30000 · Opening Balance	79,640.86
32000 · Fund Balance	-69,290.53
Net Income	79,679.79
<b>Total Equity</b>	90,030.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>108,554.57</b>

# Shasta Local Agency Formation Commission Revenue Statement

Cash Basis

October through December 2022

Date	Memo	Account	Paid Amount
<b>Buckeye Fire Protection District</b>			
11/22/2022	Cost of Share 2022/2023	41030 · Contribution from Special Distr	297.55
Total Buckeye Fire Protection District			297.55
<b>Shasta County</b>			
<b>Wooded Acres</b>			
11/21/2022	Application Deposit	42000 · Application Fees	1,800.00
Total Wooded Acres			1,800.00
Total Shasta County			1,800.00
<b>TOTAL</b>			<b>2,097.55</b>