

# Memo

To: **Board of Mayor and Commissioners**                      Cc: **Patrick Bryant**  
 From: **Paul Hanebuth**  
 Date: **4/30/2021**  
 Re: **First Quarter Financial Position Comments**

*Revenues and Expenses:* Attached are consolidated budget-to-actual reports for the first quarter of 2021. Revenues are largely in line with expectations; however, fine revenue is lower than anticipated because enforcement actions were limited during the first quarter due to covid-19 concerns and permit revenue has been significantly higher than the historical average. Returns on funds invested in Georgia Fund 1 have been severely depressed but are trending upward. Expenses are consistent with budgeted amounts, though a large landscape project originally scheduled for last year was performed during the quarter, and vehicle repair costs in the Police and Sanitation departments have been higher than projected.

*Cash Flows:* At the end of the quarter, cash reserves in the Georgia Fund 1 account were well above the amount required by policy. The second quarter will be the leanest in terms of cash flow, and this reserve percentage will decline until property tax revenues are received in the fall. Balances as of March 31, 2021 for all cash accounts are shown below.

<b>CASH BALANCES</b>	
<b>Reserves</b> (Georgia Fund 1)	\$ 1,870,611
% of 2020 actual expenditures	54.5%
% of 2021 budgeted expenditures	47.9%
<b>Restricted funds</b>	
SPLOST	\$ 984,103
TAD	\$ 176,980
Police Seizure	\$ 13,597
Restricted Funds (Georgia Fund 1)	\$ 974,872
URA Project Fund	\$ 144,724
Coronavirus Relief Fund	\$ -
<b>Unassigned and Assigned funds</b>	
General Fund	\$ 449,916
Stormwater	\$ 775,826
Dottie Holmes checking	\$ 12,531
Capital Projects Fund	\$ 923,554
Technology	\$ 27,044
Sanitation	\$ 737,084

	Mar Activity	YTD Activity	Annual Budget	Pct of Budget
Charges for Services	\$ 101	\$ 231	\$ 11,500	2.0%
Fines and Forfeitures	\$ 24,888	\$ 63,356	\$ 450,000	14.1%
Franchise Fees/Insurance Premium	\$ 24,886	\$ 38,366	\$ 460,800	8.3%
Interest Earnings	\$ 156	\$ 663	\$ 15,000	4.4%
Intergovernmental	\$ 12,294	\$ 29,053	\$ 171,500	16.9%
Licenses and Permits	\$ 5,881	\$ 23,170	\$ 61,000	38.0%
Miscellaneous Income	\$ 3,781	\$ 10,147	\$ 59,000	17.2%
Other Taxes	\$ 64,893	\$ 102,412	\$ 210,300	48.7%
Property Taxes	\$ (3,532)	\$ 37,137	\$ 2,795,100	1.3%
Sanitation Fees	\$ 29,298	\$ 61,442	\$ 860,000	7.1%
<b>TOTAL REVENUES</b>	<b>\$ 194,790</b>	<b>\$ 365,977</b>	<b>\$ 5,094,200</b>	<b>7.2%</b>
Public Safety	\$ 100,300	\$ 317,070	\$ 1,455,900	21.8%
Sanitation (Operations)	\$ 65,055	\$ 192,224	\$ 788,250	24.4%
General Government	\$ 125,588	\$ 382,390	\$ 1,634,000	23.4%
Public Works	\$ 16,088	\$ 50,640	\$ 222,950	22.7%
Culture and Recreation	\$ 39,317	\$ 112,829	\$ 576,600	19.6%
Housing and Development	\$ -	\$ -	\$ 15,000	0.0%
<b>OPERATING EXPENSE by DEPARTMENT</b>	<b>\$ 346,348</b>	<b>\$ 1,055,153</b>	<b>\$ 4,692,700</b>	<b>22.5%</b>
Building Plan Review/Inspections	\$ 4,634	\$ 6,209	\$ 40,000	15.5%
Building R&M	\$ 1,756	\$ 4,073	\$ 24,000	17.0%
Communications/Printing	\$ 5,684	\$ 15,078	\$ 64,700	23.3%
Computer/Software	\$ 1,700	\$ 5,866	\$ 36,800	15.9%
Event/Program/Board Appropriations	\$ 26	\$ 10,077	\$ 80,200	12.6%
FICA	\$ 13,735	\$ 42,569	\$ 190,300	22.4%
General Supplies/materials	\$ 4,035	\$ 6,453	\$ 33,300	19.4%
Group Insurance	\$ 35,667	\$ 98,560	\$ 518,500	19.0%
Landfill/recycling expenses	\$ 10,414	\$ 31,170	\$ 153,500	20.3%
Landscape/Tree Maintenance	\$ 11,712	\$ 16,899	\$ 51,700	32.7%
Legal Services	\$ 11,858	\$ 20,475	\$ 150,600	13.6%
Liability Insurance	\$ -	\$ 24,102	\$ 125,500	19.2%
Other contract services	\$ 16,331	\$ 51,577	\$ 156,500	33.0%
Other Employee Benefits	\$ 467	\$ 15,417	\$ 95,850	16.1%
Overtime Wages	\$ 2,622	\$ 7,660	\$ 59,100	13.0%
Rental/lease expense	\$ 2,100	\$ 2,100	\$ 8,700	24.1%
Retirement	\$ 11,179	\$ 33,777	\$ 125,200	27.0%
Roadways/Walkways	\$ 698	\$ 698	\$ 5,000	14.0%
Salaries and Wages	\$ 189,724	\$ 584,690	\$ 2,433,300	24.0%
Training expenses	\$ 3,869	\$ 6,244	\$ 75,950	8.2%
Uniform expenses	\$ 3,253	\$ 5,486	\$ 23,300	23.5%
Utilities and Fuel	\$ 8,022	\$ 24,557	\$ 103,300	23.8%
Vehicle/Equipment R&M	\$ 6,862	\$ 41,416	\$ 137,400	30.1%
<b>OPERATING EXPENSE by CATEGORY</b>	<b>\$ 346,348</b>	<b>\$ 1,055,153</b>	<b>\$ 4,692,700</b>	<b>22.5%</b>