



AGENDA ITEM 6A

MEETING: September 18, 2019
TO: Humboldt LAFCo Commissioners
FROM: Colette Metz, Executive Officer
SUBJECT: **Year-End Financial Report for Fiscal Year 2018-19**
The Commission will review a year-end financial report of revenues and expenses for FY 2018-19. The 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

Humboldt LAFCo's adopted final FY 2018-19 budget for staffing and services/supplies totaled \$162,760. Budgeted revenues from intergovernmental contributions, service charges, and investments totaled \$152,855, with an additional \$9,905 budgeted from reserves.

Staffing services are allocated for Legal Fees, Basic Services (EO/Clerk); MSR & SOI Updates, Application Review; and Special Department Expense. Year-end actuals for 2018-19 are presented in the budget attachment. An operating expenditures comparison is provided below:

Year-End Expense Comparison	Adopted	Actual	Under/(Over)
Staffing (Legal Fees)	\$5,000.00	\$2,553.00	\$2,447.00
Basic Services - EO/Clerk	\$55,000.00	\$50,588.50	\$4,411.00
MSRs/SOIs	\$49,000.00	48,990.00	\$10.00
Application review*	\$30,000.00	\$75,294.22	(\$45,294.22)
Services/Supplies	\$23,760.00	\$19,631.83	\$4,128.17

*All application expenses are tracked separately on a 100% cost-recovery basis. When costs exceed the initial deposit, additional deposit requests are submitted to applicants.

RECOMMENDATION

Staff recommends the Commission receive and file this report as presented. The Commission is invited to discuss the item and provide direction to staff as needed.

Attachments

Attachment A: FY 2018-19 Year-End Operating Budget

Humboldt LAFCo Operating Budget

Revenues:		FY 2017-18		FY 2018-19		Difference Under/ (Over)
		AMENDED	YEAR END ACTUAL	ADOPTED	YEAR END ACTUAL	
Account	Title					
Intergovernmental						
671181	Cities	39,500.00	39,500.00	40,685.00	40,685.00	-
671182	Special Districts	39,500.00	39,441.47	40,685.00	40,736.43	(51.43)
671183	County	39,500.00	39,500.00	40,685.00	40,685.00	-
Intergovernmental Total		\$ 118,500.00	\$ 118,441.47	\$ 122,055.00	\$ 122,106.43	
Service Charges						
631100	Professional Services (Application Fees)	30,000.00	49,725.82	30,000.00	75,817.52	(45,817.52)
682238	Charges for Services	-	-	-	-	-
707010	Miscellaneous	-	-	-	-	-
707590	Cancelled Checks (prior year)	-	20.00	-	-	-
Service Charges Total		\$ 30,000.00	\$ 49,745.82	\$ 30,000.00	\$ 75,817.52	
Investments						
401000	Interest	600.00	1,272.85	800.00	1,322.77	(522.77)
Interest Total		\$ 600.00	\$ 1,272.85	\$ 800.00	\$ 1,322.77	
REVENUE TOTAL		\$ 149,100.00	\$ 169,460.14	\$ 152,855.00	\$ 199,246.72	

Expenses:		FY 2017-18		FY 2018-19		Difference Under/ (Over)
		AMENDED	YEAR END ACTUAL	ADOPTED	YEAR END ACTUAL	
Account	Title					
Staffing						
2255	Legal Fees	5,000.00	6,593.00	5,000.00	2,553.00	2,447.00
2118	Professional & Special Services (MSRs/SOs)	49,000.00	48,881.50	49,000.00	48,990.00	10.00
2118	Professional & Special Services (Basic Services-EO/Clerk)	55,000.00	55,886.50	55,000.00	50,588.50	4,411.50
2118	Professional & Special Services (Application Processing)	30,000.00	74,115.72	30,000.00	75,294.22	(45,294.22)
2323	Special Dept Expense	2,000.00	1,933.00	-	-	-
2325	Contract Services	-	-	-	-	-
Staffing Total		\$ 141,000.00	\$ 187,409.72	\$ 139,000.00	\$ 177,425.72	
Services and Supplies						
2106	Communications (telephone)	160.00	155.40	160.00	155.40	4.60
2107	Duplicating	300.00	214.19	300.00	207.52	92.48
2110	Insurance	2,200.00	2,178.63	2,200.00	2,374.87	(174.87)
2115	Memberships (CALAFCO & CSDA)	4,000.00	4,025.00	4,100.00	4,182.00	(82.00)
2116	Postage	300.00	118.86	100.00	232.00	(132.00)
2117	Office Supplies	-	0.10	-	-	-
2119	Publications & Legal Notices	1,000.00	1,479.98	1,000.00	976.29	23.71
2121	Rents & Leases - Structures	5,400.00	5,400.00	5,400.00	5,400.00	-
2123	Special Departmental Expense (Honorariums)	600.00	660.00	700.00	580.00	120.00
2125	Transportation & Travel	800.00	800.14	800.00	673.57	126.43
2147	Media (website)	200.00	121.20	200.00	121.20	78.80
2225	Transportation Out of County (Conference travel expenses)	5,800.00	6,048.31	6,200.00	3,638.98	2,561.02
2614	Staff Development & Training (Conference registration expenses)	2,600.00	2,600.00	2,600.00	1,090.00	1,510.00
Services and Supplies Total		\$ 23,360.00	\$ 23,801.81	\$ 23,760.00	\$ 19,631.83	
EXPENSE TOTAL		\$ 164,360.00	\$ 211,211.53	\$ 162,760.00	\$ 197,057.55	

Operating Difference \$ (15,260.00) \$ (41,751.39) \$ (9,905.00) \$ 2,189.17
 (Negative Balance Indicates Use of Reserves)

Unreserved/Unrestricted Fund Balance	FY 2017-18	FY 2018-19
Beginning	\$ 91,708.71	\$ 49,957.32
Ending	\$ 49,957.32	\$ 52,146.49