



AGENDA ITEM 6A

MEETING: September 15, 2021
TO: Humboldt LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: **Year-End Financial Report for Fiscal Year 2020-21**
The Commission will review a year-end financial report of revenues and expenses for FY 2020-21. 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 2020-21 budget for staffing and services/supplies totaled \$182,530. Budgeted revenues from intergovernmental contributions, service charges, and investments totaled \$182,530, with no additional funding 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 2020-21 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	\$3,276.00	\$1,724.00
Basic Services - EO/Clerk	\$55,000.00	\$51,503.50	\$3,496.50
MSRs/SOIs	\$50,900.00	\$50,859.00	\$41.00
Application Processing*	\$55,000.00	\$53,867.97	\$1,132.03
Services/Supplies	\$16,630.00	\$16,149.20	\$480.80

*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 2020-21 Year-End Operating Budget

Humboldt LAFCo Operating Budget

Revenues:

		FY 2019-20			FY 2020-2021			FY 2021-2022
<u>Account</u>	<u>Revenue Category</u>	Adopted	Year End Actual	Difference Under/(Over)	Amended	Year End Actual	Difference Under/(Over)	Adopted
671181	Cities	\$42,100	\$42,100	\$0	\$42,100	\$42,100	\$0	\$42,100
671182	Special Districts	\$42,100	\$42,100	\$0	\$42,100	\$41,856	\$244	\$42,100
671183	County	\$42,100	\$42,100	\$0	\$42,100	\$42,100	\$0	\$42,100
	Intergovernmental Total	\$126,300	\$126,300		\$126,300	\$126,056		\$126,300
800870	Charges for Services	\$55,000	\$90,106	-\$35,106	\$55,000	\$48,114	\$38,316	\$55,000
	Application Fees	\$55,000	\$90,106		\$55,000	\$48,114		\$55,000
401000	Interest	\$1,310	\$0	\$1,310	\$1,230	\$0	\$1,230	\$1,230
	REVENUE SUBTOTAL	\$182,610	\$216,406		\$182,530	\$174,170		\$182,530

Operating Expenses:

		FY 2019-20			FY 2020-2021			FY 2021-2022
<u>Account</u>	<u>Expense Category</u>	Adopted	Year End Actual	Difference Under/(Over)	Amended	Year End Actual	Difference Under/(Over)	Adopted
2106	Communications	\$160	\$155	\$5	\$160	\$155	\$5	\$160
2110	Insurance	\$2,500	\$2,552	-\$52	\$3,320	\$2,782	\$538	\$3,320
2115	Memberships	\$4,750	\$4,707	\$43	\$4,750	\$4,533	\$217	\$4,750
2117	Office Supplies	\$600	\$628	-\$28	\$600	\$122	\$478	\$600
2118	Professional & Special Services	\$160,900	\$154,625	\$6,275	\$166,800			\$160,900
	Legal Services	\$5,000	\$2,394.00	\$2,606	\$5,000	\$3,276.00	\$1,724	\$5,000
	Application Processing	\$55,000	\$67,965.58	-\$12,966	\$55,000	\$53,867.97	\$1,132	\$55,000
	Basic Services-EO/Clerk	\$55,000	\$42,743.50	\$12,257	\$55,000	\$51,503.50	\$3,497	\$55,000
	MSRs/SOIs	\$45,000	\$40,385.00	\$4,615	\$50,900	\$50,859.00	\$41	\$45,000
	Website Services	\$200	\$637.20	-\$437	\$200	\$121.20	\$79	\$200
	Meeting Exp/Stipends	\$700	\$500.00	\$200	\$700	\$1,020.00	-\$320	\$700
2119	Publications & Legal Notices	\$1,500	\$1,238	\$262	\$1,500	\$2,016	-\$516	\$1,500
2121	Rents & Leases - Structures	\$5,400	\$5,400	\$0	\$5,400	\$5,400	\$0	\$5,400
2125	Transportation & Travel	\$6,800	\$6,680	\$120	\$0	\$0		\$5,900
	Mileage/Travel (In-County)	\$800	\$538	\$262	\$0	\$0		\$800
	Mileage/Travel (Out-of-County)	\$3,500	\$2,725	\$775	\$0	\$0		\$2,600
	Conference Registration	\$2,500	\$3,417	-\$917	\$0	\$0		\$2,500
Contingency/ Carryover								
2020	Contingency	-	-		-	-		-
	Contingency Total	-	-		-	-		-
	EXPENSE SUBTOTAL	\$ 182,610	\$ 175,986		\$ 182,530	\$ 175,656		\$ 182,530

Operating Difference

(Negative Balance Indicates Use of Reserves)

\$ -	\$40,420	\$ -	\$ (1,486.31)	\$ -
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Unreserved/Unrestricted Fund Balance

Beginning	\$46,670.17	\$87,090.53	\$87,090.53	\$85,604.22
Ending				