



HUMBOLDT

Local Agency Formation Commission

AGENDA ITEM 6B

MEETING: November 15, 2023
TO: Humboldt LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: **Year-End Financial Report for Fiscal Year 2022-23**
The Commission will review a year-end financial report of revenues and expenses for FY 2022-23. 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 2022-23 budget for staffing and services/supplies totaled \$187,710. Budgeted revenues from intergovernmental contributions, service charges, and investments totaled \$187,710, 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 2022-23 are presented in the budget attachment. An operating expenditures comparison is provided below:

Year-End Expense Comparison	Adopted	Actual	Under/(Over)
Legal Services	\$5,000.00	\$2,340.00	\$2,660.00
Basic Services - EO/Clerk	\$55,000.00	\$54,990.00	\$10.00
MSRs/SOIs	\$50,000.00	\$51,150.00	(\$1,150.00)
Application Processing*	\$55,000.00	\$75,867.07	\$20,867.07
Services/Supplies	\$22,710.00	\$17,403.62	\$22,710.80

*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 2022-23 Year-End Operating Budget

Attachment A Humboldt LAFCo Operating Budget

Revenues:

		FY 2020-2021		FY 2021-2022		FY 2022-2023		FY 2023-2024
<u>Account</u>	<u>Revenue Category</u>	Amended	Year End Actual	Adopted	Year End Actual	Adopted	Year-End Actual	Adopted
800870	Charges for Services	\$181,300	\$164,948	\$181,300	\$176,530	\$185,200	\$201,008	\$185,200
	County	\$42,100	\$42,100	\$42,100	\$42,100	\$43,400	\$43,400	\$43,400
	Cities	\$42,100	\$42,100	\$42,100	\$42,100	\$43,400	\$43,400	\$43,400
	Special Districts	\$42,100	\$41,856	\$42,100	\$41,939	\$43,400	\$43,197	\$43,400
	Application Fees	\$55,000	\$38,893	\$55,000	\$50,391	\$55,000	\$71,011	\$55,000
401000	Interest	\$1,230	\$1,153	\$1,230	\$889	\$2,510	\$0	\$2,510
	REVENUE SUBTOTAL	\$182,530	\$166,101	\$182,530	\$177,419	\$187,710	\$201,008	\$187,710

Operating Expenses:

		FY 2020-2021		FY 2021-2022		FY 2022-2023		FY 2023-2024
<u>Account</u>	<u>Expense Category</u>	Amended	Year End Actual	Adopted	Year End Actual	Adopted	Year-End Actual	Adopted
2106	Communications	\$160	\$155	\$160	\$155	\$160	\$155	\$160
2110	Insurance	\$3,320	\$2,782	\$3,320	\$6,114	\$3,600	\$0	\$3,400
2115	Memberships	\$4,750	\$4,533	\$4,750	\$4,150	\$4,750	\$4,290	\$4,750
2117	Office Supplies	\$600	\$122	\$600	\$519	\$500	\$252	\$500
2118	Professional & Special Services	\$166,800	\$160,648	\$160,900	\$124,124	\$165,900	\$185,093	\$165,900
	Legal Services	\$5,000	\$3,276.00	\$5,000	\$1,674.00	\$5,000	\$2,340.00	\$5,000
	Application Processing	\$55,000	\$53,867.97	\$55,000	\$38,151.17	\$55,000	\$75,867.07	\$55,000
	Basic Services-EO/Clerk	\$55,000	\$51,503.50	\$55,000	\$44,852.00	\$55,000	\$54,990.00	\$55,000
	MSRs/SOLs	\$50,900	\$50,859.00	\$45,000	\$38,426.00	\$50,000	\$51,150.00	\$50,000
	Website Services	\$200	\$121.20	\$200	\$121.20	\$200	\$226.17	\$200
	Meeting Exp/Stipends	\$700	\$1,020.00	\$700	\$900.00	\$700	\$520.00	\$700
2119	Publications & Legal Notices	\$1,500	\$2,016	\$1,500	\$982	\$1,500	\$407	\$1,500
2121	Rents & Leases - Structures	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400
2125	Transportation & Travel	\$0	\$0	\$5,900	\$710	\$5,900	\$6,153	\$6,100
	Mileage/Travel (In-County)	\$0	\$0	\$800	\$0.00	\$800	\$297.08	\$800
	Mileage/Travel (Out-of-County)	\$0	\$0	\$2,600	\$709.60	\$2,600	\$3,890.63	\$3,300
	Conference Registration	\$0	\$0	\$2,500	\$0.00	\$2,500	\$1,965.00	\$2,000
	Contingency/ Carryover							
2020	Contingency	-	-	-	-	-	-	-
	Contingency Total	-	-	-	-	-	-	-
	EXPENSE SUBTOTAL	\$ 182,530	\$ 175,656	\$ 182,530	\$ 142,154	\$ 187,710	\$ 201,751	\$187,710

Operating Difference

(Negative Balance Indicates Use of Reserves)

\$	-	\$	(9,555.14)	\$	-	\$	35,265	\$	-	\$	(742.61)	\$	-
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Unreserved/Unrestricted Fund Balance

Beginning	\$88,333.77	\$78,778.63	\$114,043.46
Ending		\$78,778.63	\$114,043.46