

CITY OF PORT ORFORD

FINANCE REPORT

JANUARY 17, 2024

To: Port Orford City Council

From: Anne Heath, Consultant – Umpqua Financial Services

Date: January 17, 2024

Current Activity

November is the 5th month of the fiscal year. If all revenues and expenses were spread over 12 months, the City major funds should be at 41.47%.

As of November 30, 2024, City revenues in the major funds were at 43.63% while expenses in the major funds were at 22.28%. There is difference of 21.35% of revenues over expenses.

The majority of tax receipts are received in November. The revenues represent \$318,980 receipts received by the General Fund and \$254,995 received by Public Safety.

The Park fund received unbudgeted grant funds and donations in the amount of \$268, 599. This will require a budget adjustment in the Parks Fund prior to the end of the year.

The Public Safety expenses exceed the budget by 3.3% year to date. These overages are in personal services.

There are budgeted inter-fund transfers scheduled for this fiscal year. However, none of these transfers have been made to date. Making budgeted transfers out of the General Fund is not recommended at this time as this will leave the General Fund short of fulfilling its obligations without overspending cash on hand. Additionally, the General Fund must maintain cash after June in order to fund activities through November when tax receipts are received. Therefore, consideration must be given to how much of these budgeted transfers should be made.

Debt payments in the Sewer fund have not yet been made year to date.

Budget

The city is in the process of preparing for the 2025-26 budget.

Some activity in the current year will necessitate budget adjustments prior to the end of the fiscal year.

Audit

The audit for 2023-24 has been put on extension. The auditor does not anticipate beginning the audit until March. City Staff and Anne Heath are in the process of preparing for this audit.

CITY OF PORT ORFORD
BUDGET VS ACTUAL
GENERAL FUND
Month Ending November 30, 2024

	Prior Years		Current	CURRENT BUDGET YEAR BY MONTH												TOTAL BUDGET TO ACTUAL			
	Actual FY 2023	Projected FY 2024	Budget FY2025	July Actual	August Actual	September Actual	October Actual	November Actual	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Total YTD	Total Budget	\$ Difference	% Difference
Beginning Fund Balance	410,821	91,841	45,023														45,023		
General Fund Revenues	783,769	972,514	816,517	19,691	24,850	23,834	43,054	341,718	100,000	45,000	40,000	45,000	45,000	45,000	45,000	818,147	816,517	-1,630	100.20%
Total Revenues	1,194,590	1,064,355	861,540	19,691	24,850	23,834	43,054	341,718	100,000	45,000	40,000	45,000	45,000	45,000	45,000	818,147	861,540	43,393	94.96%
Total Personal Services	131,463	180,002	280,395	7,446	17,236	14,823	13,951	17,593	23,366	23,366	23,366	23,366	23,366	23,366	23,366	234,614	280,395	45,781	83.67%
Total Materials & Services	291,306	359,535	305,987	32,651	18,825	28,195	24,189	36,116	30,000	30,000	30,000	30,000	30,000	30,000	30,000	349,977	305,987	-43,990	114.38%
Transfers	679,980	401,340	225,027	0	0	0	0	0	0	0	225,027	0	0	0	0	225,027	225,027	0	100.00%
Total Expenses	1,102,749	940,877	811,409	40,097	36,061	43,018	38,140	53,709	53,366	53,366	278,393	53,366	53,366	53,366	53,366	809,617	811,409	1,792	99.78%
Contingency & Reserves	0	0	45,131														45,131		
Ending Fund Balance	91,841	123,478	5,000	-20,407	-11,211	-19,184	4,914	288,009	46,634	-8,366	-238,393	-8,366	-8,366	-8,366	-8,366	8,530	5,000		
Cash Beginning				-59,484	-87,730	-98,992	-119,293	-113,622	174,798	221,432	213,066	-25,328	-33,694	-42,060	-50,427	818,147			
Adjustments in Process				-7,840	-51	-1,117	758	411	0	0	0	0	0	0	0	809,617			
Cash Ending				-87,730	-98,992	-119,293	-113,622	174,798	221,432	213,066	-25,328	-33,694	-42,060	-50,427	-58,793	8,530			

The purpose of this report is to project cash at the end of the fiscal year for General Fund
It will help to identify shortages in cash in advance of it happening

Recommendation - Do not make fund transfers
Or reduce amount of fund transfers

Tranfers Out
Water 948
Sewer 1184
PS 159114
Street 63781
225027

Funds at end of year are not enough to carry the general fund until
next years taxes are received. Therefore, you will be running in the
red in August of 2025 and then continue to run in red until taxes are
received again in November. Anticipated amount need per month
for operating is \$40,000 so for July - October would be \$160,000

**CITY OF PORT ORFORD
BUDGET VS ACTUAL
PARK FUND**

Month Ending November 30, 2024

	Prior Years		Current	CURRENT BUDGET YEAR BY MONTH												TOTAL BUDGET TO ACTUAL			
	Actual FY 2023	Projected FY 2024	Budget FY2025	July Actual	August Actual	September Actual	October Actual	November Actual	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Total YTD	Total Budget	\$ Dif	% Dif
Beginning Fund Balance	234,382	262,400	286,572														286,572		
Revenues	190,459	526,420	196,528	25,167	9,695	4,025	16,377	272,003	16,377	16,377	16,377	16,377	16,377	16,377	16,377	441,906	196,528	-245,378	224.86%
Total Revenues	424,841	788,820	483,100	25,167	9,695	4,025	16,377	272,003	16,377	16,377	16,377	16,377	16,377	16,377	16,377	441,906	483,100	41,194	91.47%
Personal Services	78,940	78,885	229,787	2,980	6,298	8,550	12,103	19,489	19,149	19,149	19,149	19,149	19,149	19,149	19,149	183,462	229,787	46,325	79.84%
Materials & Services & Capital Outlay	99,701	351,776	235,161	14,300	9,834	9,396	3,193	22,785	19,597	19,597	19,597	19,597	19,597	19,597	19,594	177,090	235,161	58,071	75.31%
Total Expenses	178,641	430,661	464,948	17,280	16,132	17,946	15,296	42,274	38,746	38,746	38,746	38,746	38,746	38,746	38,743	360,552	464,948	104,396	77.55%
Contingency & Reserves	0	0	16,681	0	0	0	0	0	0	0	0	0	0	0	0	0	16,681		
Ending Fund Balance	246,200	358,159	1,471	7,887	-6,437	-13,921	1,081	229,729	-22,369	-22,369	-22,369	-22,369	-22,369	-22,369	-22,366	81,354	1,471		
Cash Beginning				202,085	207,928	200,950	187,029	188,110	460,782	438,413	416,044	393,675	371,306	348,937	326,568	441,906			
Adjustments in Process				2,045	-541	0	0	42,943	0	0	0	0	0	0	0	360,552			
Cash Ending				207,928	200,950	187,029	188,110	460,782	438,413	416,044	393,675	371,306	348,937	326,568	304,202	81,354			

The purpose of this report is to project cash at the end of the fiscal year for Parks Fund
It will help to identify shortages in cash in advance

CITY OF PORT ORFORD
BUDGET VS ACTUAL
PUBLIC SAFETY

Month Ending November 30, 2024

	Prior Years		Current	CURRENT BUDGET YEAR BY MONTH												TOTAL BUDGET TO ACTUAL			
	Actual FY 2023	Projected FY 2024	Budget FY2025	July Actual	August Actual	September Actual	October Actual	November Actual	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Total YTD	Total Budget	\$ Dif	% Dif
Beginning Fund Balance	-4,735	120,067	22,989														22,989		
Revenues	632,748	68,445	460,134	20,053	2,036	45	65	256,805	50,000	30,000	20,000	20,000	20,000	20,000	20,000	459,004	460,134	1,130	99.75%
Total Revenues	628,013	188,512	483,123	20,053	2,036	45	65	256,805	50,000	30,000	20,000	20,000	20,000	20,000	20,000	459,004	483,123	24,119	95.01%
Personal Services	431,275	210,557	402,742	20,605	36,666	35,679	31,027	42,967	29,635	29,635	29,635	29,635	29,635	29,635	29,635	374,389	402,742	28,353	92.96%
Materials & Services & Capital Outlay	76,671	154,656	65,381	4,407	18,038	2,568	12,907	2,519	5,448	5,448	5,448	5,448	5,448	5,448	5,453	78,579	65,381	78,579	120.19%
Total Expenses	507,946	365,213	468,123	25,012	54,704	38,247	43,934	45,486	35,083	35,083	35,083	35,083	35,083	35,083	35,088	452,969	468,123	452,969	96.76%
Contingency & Reserves	0	0	15,000	0	0	0	0	0	0	0	0	0	0	0	15,000	0	15,000		
Ending Fund Balance	120,067	-176,701	0	-4,959	-52,668	-38,202	-43,869	211,319	14,917	-5,083	-15,083	-15,083	-15,083	-15,083	-15,088	6,035	0		
Cash Beginning				31,797	7,743	-44,925	-83,127	-126,996	94,392	109,309	104,226	89,143	74,060	58,977	43,894	459,004			
Adjustments in Process				-31,942	0	0	0	10,069	0	0	0	0	0	0	0	452,969			
Cash Ending				7,743	-44,925	-83,127	-126,996	94,392	109,309	104,226	89,143	74,060	58,977	43,894	28,806	6,035			

The purpose of this report is to project cash at the end of the fiscal year for Public Safety Fund
It will help to identify shortages in cash in advance

Cost of Managing the Police Department per month is approximately \$40,000. Not enough money at the end of the year to even carry the Department through July. Cost of carry-forward from July to November \$200,00
Includes a transfer of \$159,114 from the General Fund
Total of Personal Services exceeds Tax Option Receipts \$65,622
Personal Costs are not all included in the Public Safety Fund and thus budget does not reflect the total budget of the deparment
General Fund will be limited in ability to assist Public Safety

CITY OF PORT ORFORD
BUDGET VS ACTUAL
STREET FUND

Month Ending November 30, 2024

	Prior Years		Current	CURRENT BUDGET YEAR BY MONTH												TOTAL BUDGET TO ACTUAL			
	Actual FY 2023	Projected FY 2024	Budget FY2025	July Actual	August Actual	September Actual	October Actual	November Actual	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Total YTD	Total Budget	\$ Dif	% Dif
Beginning Fund Balance	83,815	60,682	27,684														27,684		
Revenues	92,931	110,150	183,968	8,564	7,447	6,930	8,666	7,831	7,500	63,781	10,015	10,015	10,015	10,015	10,015	160,794	183,968	23,174	87.40%
Total Revenues	176,746	170,832	211,652	8,564	7,447	6,930	8,666	7,831	7,500	63,781	10,015	10,015	10,015	10,015	10,015	160,794	211,652	50,858	75.97%
Personal Services	92,914	100,683	142,150	4,665	9,985	9,733	9,259	9,514	9,555	9,555	9,555	9,555	9,555	9,555	9,555	110,041	142,150	32,109	77.41%
Materials & Services & Capital Outlay	23,150	45,387	37,406	2,797	6,171	1,795	6,226	2,447	3,028	3,028	3,028	3,028	3,028	3,028	3,028	40,332	37,406	-2,926	107.82%
Tranfers Out	0	49,546	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Total Expenses	116,064	195,616	179,556	7,462	16,155	11,528	15,485	11,661	12,583	12,583	12,583	12,583	12,583	12,583	12,583	150,373	179,556	29,183	83.75%
Contingency & Reserves	0	0	32,096	0	0	0	0	0	0	0	0	0	0	0	0	0	32,096		
Ending Fund Balance	60,682	-24,784	0	1,102	-8,708	-4,598	-6,819	-3,831	-5,083	51,198	-2,568	-2,568	-2,568	-2,568	-2,568	10,421	0		
Cash Beginning				23,769	20,740	12,032	7,434	615	-1,932	-7,015	44,183	41,615	39,047	36,479	33,911	160,794			
Adjustments in Process				-4,132	0	0	0	1,284								150,373			
Cash Ending				20,740	12,032	7,434	615	-1,932	-7,015	44,183	41,615	39,047	36,479	33,911	31,343	10,421			

The purpose of this report is to **project** cash at the end of the fiscal year for Water Fund
It will help to identify shortages in cash in advance

Without Transfer GF -32,438

Budgeted Transfer from General Fund Most likely will not be made

CITY OF PORT ORFORD
BUDGET VS ACTUAL
SEWER ENTERPRISE FUND
Month Ending November 30, 2024

	Prior Years		Current	CURRENT BUDGET YEAR BY MONTH												TOTAL BUDGET TO ACTUAL			
	Actual FY 2023	Projected FY 2024	Budget FY2025	July Actual	August Actual	September Actual	October Actual	November Actual	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Total YTD	Total Budget	\$ Dif	%
Beginning Fund Balance	459,202	410,824	355,472														355,472		
Revenues	625,223	1,538,622	1,390,925	51,895	72,594	61,140	58,349	57,212	116,878	116,878	116,878	116,878	116,878	116,878	116,878	1,119,335	1,390,925	271,590	80.47%
Total Revenues	1,084,425	1,949,446	1,746,397	51,895	72,594	61,140	58,349	57,212	116,878	116,878	116,878	116,878	116,878	116,878	116,878	1,119,335	1,746,397	627,062	64.09%
Personal Services	204,731	229,191	290,275	9,613	19,366	16,108	17,165	21,348	24,190	24,190	24,190	24,190	24,190	24,190	24,185	252,924	290,275	37,351	87.13%
Materials & Services & Capital	213,769	1,074,317	933,044	17,931	19,289	24,176	17,393	6,731	77,754	77,754	77,754	77,754	77,754	77,754	77,754	629,798	933,044	303,246	67.50%
Debt	182,168	182,168	182,168	0	0	0	0			182,168						182,168	182,168	0	100.00%
Transfers Out	72,933	58,837	70,277	0	0	0	0	0	0	70,277	0	0	0	0	0	70,277	70,277	0	100.00%
Total Expenses	673,601	1,544,513	1,475,764	27,544	38,655	40,285	34,558	28,078	101,944	354,389	101,944	101,944	101,944	101,944	101,939	1,135,168	1,475,764	1,239,248	76.92%
Contingency & Reserves	0	0	63,465	0	0	0	0	0	0	0	0	0	0	0	0		63,465		
Ending Fund Balance	410,824	404,933	207,168	24,351	33,939	20,855	23,791	29,134	14,934	-237,511	14,934	14,934	14,934	14,934	14,939	-15,833	207,168		
Cash Beginning				223,948	237,700	270,775	288,501	314,084	434,603	449,537	212,026	226,960	241,894	256,828	271,762	1,119,335			
Adjustments in Process				-10,600	-864	-3,129	1,792	91,386	0	0	0	0	0	0	0	1,135,168			
Cash Ending				237,700	270,775	288,501	314,084	434,603	449,537	212,026	226,960	241,894	256,828	271,762	286,701	-15,833			

The purpose of this report is to project cash at the end of the fiscal year for Sewer Fund
It will help to identify shortages in cash in advance

CITY OF PORT ORFORD
BUDGET VS ACTUAL
WATER ENTERPRISE FUND
Month Ending November 30, 2024

	Prior Years		Current	CURRENT BUDGET YEAR BY MONTH												TOTAL BUDGET TO ACTUAL			
	Actual FY 2023	Projected FY 2024	Budget FY2025	July Actual	August Actual	September Actual	October Actual	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Total YTD	Total Budget	\$ Dif	%
Beginning Fund Balance	88,022	114,251	106,157														106,157	0	0
Revenues	848,916	1,053,199	976,815	43,296	72,776	68,081	60,945	59,195	81,401	81,401	81,401	81,401	81,401	81,401	81,401	874,101	976,815	102,714	89.48%
Total Revenues	936,938	1,167,450	1,082,972	43,296	72,776	68,081	60,945	59,195	81,401	81,401	81,401	81,401	81,401	81,401	81,401	874,101	1,082,972	208,871	80.71%
Personal Services	319,801	333,268	407,152	13,263	26,334	26,437	24,893	28,304	33,929	33,929	33,929	33,929	33,929	33,929	33,929	322,805	407,152	84,347	79.28%
Materials & Services & Capital Outlay	436,394	579,844	542,449	26,630	26,827	17,054	21,407	23,707	45,204	45,204	45,204	45,204	45,204	45,204	45,205	386,849	542,449	155,600	71.32%
Tranfers Out	66,492	62,451	68,000	0	0	0	0	0	5,667	5,667	5,667	5,667	5,667	5,667	5,663	34,002	68,000	33,998	50.00%
Total Expenses	822,687	975,563	1,017,601	39,892	53,161	43,491	46,300	52,012	84,800	84,800	84,800	84,800	84,800	84,800	84,797	743,656	1,017,601	273,945	73.08%
Contingency & Reserves	0	77,636	45,371	0	0	0	0	0	0	0	0	0	0	0	0	0	45,371	45,371	0.00%
Ending Fund Balance	114,251	77,636	20,000	3,403	19,615	24,590	14,645	7,184	-3,399	-3,399	-3,399	-3,399	-3,399	-3,399	-3,396	130,445	20,000		
Cash Beginning				87,026	79,403	96,458	117,830	137,996	135,855	132,456	129,057	125,658	122,259	118,860	115,461	874,101			
Adjustments in Process				-11,026	-2,561	-3,218	5,521	-9,325	0	0	0	0	0	0	0	743,656			
Cash Ending				79,403	96,458	117,830	137,996	135,855	132,456	129,057	125,658	122,259	118,860	115,461	112,065	130,445			

The purpose of this report is to project cash at the end of the fiscal year for Water Fund
It will help to identify shortages in cash in advance

Includes Transfer from Water Capital Reserve for \$100,000 that had not been made as of November 30.