

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, JANUARY 11, 2021  
3:00 PM  
AGENDA**

**THIS MEETING WILL BE CLOSED TO IN-PERSON ATTENDANCE BY  
THE PUBLIC.**

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone.** The City of Shavano Park Water Advisory Committee will conduct the Regular Meeting on Monday, January 11, 2021 at 3:00 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

**Livestream.** The livestream of the meeting is available via the Youtube website from your computer, tablet or smartphone at: <https://youtu.be/IvehgtVoisg>

**Telephone Participation.** The public toll-free dial-in number to participate in the telephonic meeting is 1-877-853-5247 and requires access code 912 4518 2058. If you have issues accessing Telephone Participation or Livestream, please call City Secretary Trish Nichols at 210-518-9288.

**The telephone conference will be available to join at 2:30 pm (30 minutes prior to the meeting).**

The public will be permitted to offer comments telephonically as provided by the agenda during Citizen’s to be Heard. Citizens who want to speak during this period, should sign up to speak prior to the beginning of the meeting by stating their intent and providing Name, Address, and Topic to be addressed. Follow the guidelines under agenda item 3. If unable to participate in the meeting, you may submit public comments by email to [citysecretary@shavanopark.org](mailto:citysecretary@shavanopark.org).

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://www.shavanopark.org).

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

## **1. CALL TO ORDER**

## **2. ROLL CALL**

## **3. CITIZENS TO BE HEARD**

The Water Advisory Committee welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines. Pursuant to Resolution No. R-2019-011 citizens are given three (3) minutes to speak during Citizens to be heard. Members of the public may only speak once and cannot pass the individual's allotted time to someone else. In compliance with the Texas Open Meetings Act, the Water Advisory Committee may not deliberate on comments (Attorney General Opinion – JC0169)

## **4. CONSENT AGENDA**

## **5. REPORTS - Public Works Director Update**

- a. Water system
  - i. Water System Infrastructure Updates
- b. Financial Reports
  - i. FY 2020 Annual Close Out Report
  - ii. November 2020 Financial Report

## **6. REGULAR BUSINESS**

- a. Discussion - NW Military Highway Water Line Relocation

## **7. FUTURE ITEMS**

- a. Water bill adjustment policy #9
- b. Water rebate program – backflow prevention devices

## **8. ADJOURNMENT**

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named City of Shavano Park Water Advisory Committee is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on this the 8<sup>th</sup> day of January 2021 at 2:45 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Trish Nichols  
City Secretary

## WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: December 14, 2020

Agenda item: 5.b

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:**

Presentation of September 2020 Monthly Financial Report

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**Attachments for Reference:**

- 1) September 2020 Revenue and Expense Report
- 2) End of Year Reconciliation

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**BACKGROUND / HISTORY:**

The information provided in the attachment is for the complete FY 2019-20 budget period. Amounts are subject to audit, with fieldwork scheduled for December 16, 2020.

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**DISCUSSION:**

As part of closing out the year end financial statements and preparation for the audit, several adjustments are made to the Utility's accounting records to reflect the required basis of accounting. Most of these adjustments are routine and have been posted as part of the year end process for quite a long time.

**Revenues:**

-Water sales (total) – as there is a one-month lag in the billings, the September 2020 billing of \$93,693 (billed in October 2020) is accrued as 2020 activity and the prior September 2019 billing of \$134,029 reversed. Net effect is a reduction in total water sales of \$40,336. Please note that the amounts in the 'Current Period' column of the September 2020 financial statements include both the August billing (that was done in September) and the net effect for the difference in the September 2019 and 2020 billings.

-Sale of Fixed Assets – reflected as gain (loss) on disposal of assets – write off the capitalized amounts for the Well #5 and #6 motors that had to be replaced this past fiscal year after just two years in service. For budgetary purposes, reflects the cash proceeds from sale of surplus or scrap items.

-Transfer – General Fund – NW Military engineering – The City paid a portion of the NW Military water line relocation project engineering costs. Engineering costs are considered part of the project costs to be capitalized and depreciated. At auditor's suggestion, this amount was re-characterized as a transfer in from the General Fund with offset to engineering expense. When combined with engineering costs paid out of the Water Utility, this amount has been capitalized as Construction Work in Progress at September 30, 2020.

**Expenses:**

The effect of certain expenses is only reflected at year end and these include:

-Vested Compensated absences – the change in accrued vacation and comp time. There was an increase of \$3,901 in the total amount that would be payable upon employee separation from the City.

-Fixed Assets capitalized – fixed asset purchases are budgeted and initially recorded as an expense, and then capitalized at year end. Typically, those items with a purchase price (or group purchase) of over \$5,000, are clearly not repair or maintenance, and have a long-term useful life. \$149,094 capitalized this year

-Depreciation expense – allocation of the cost of the long-lived assets over their estimated useful lives - \$209,091 recorded this year.

-Inventory – the Utility maintains a supply of parts and materials on hand to maintain the system and make repairs without needing to leave to purchase the needed items. The adjustment of \$6,522 reflects the net decrease in materials on hand from the prior year.

-Pension expense – only calculated at year end based on the TMRS provided reports. An additional \$4,727 included in accrual-based expenses.

-Engineering – see above discussion regarding Transfer – General Fund – NW Military Engineering. This is the offset for the transfer in, to balance the transaction.

**Debt Service:**

-Bond principal payments – for budgetary purposes, the Utility reflects the principal portion of debt service payments as expenses. At year end, this amount is applied against the outstanding liability. Total principal of \$113.155 was paid during FY20.

-Premium/discount amortization – Not budgeted. Upon issuance, bonds typically have a premium or discount which is an interest rate adjustment between the rates in the market and the stated bond rate. This premium or discount is then recognized over the life of the related debt as a component of the interest expense

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**COURSES OF ACTION:** None related to the Report.

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**FINANCIAL IMPACT:** Not applicable, discussion of year end budgetary to accrual basis of accounting.

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**STAFF RECOMMENDATION:** N/A

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2020

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,183,858.00</u>	<u>109,328.90</u>	<u>1,221,826.97</u>	( <u>37,968.97</u> )	<u>103.21</u>
TOTAL REVENUES	<u>1,183,858.00</u>	<u>109,328.90</u>	<u>1,221,826.97</u>	( <u>37,968.97</u> )	<u>103.21</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	995,824.00	163,035.24	1,008,144.06	( 12,320.06 )	101.24
DEBT SERVICE	<u>188,034.00</u>	( <u>111,827.22</u> )	<u>76,405.79</u>	<u>111,628.21</u>	<u>40.63</u>
TOTAL EXPENDITURES	<u>1,183,858.00</u>	<u>51,208.02</u>	<u>1,084,549.85</u>	<u>99,308.15</u>	<u>91.61</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	58,120.88	137,277.12	( 137,277.12 )	0.00

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	627,000.00	60,613.27	709,129.56 (	82,129.56)	113.10
20-599-5016 LATE CHARGES	6,000.00 (	1,986.87)	504.90	5,495.10	8.42
20-599-5018 DEBT SERVICE	188,317.00	15,760.84	189,197.82 (	880.82)	100.47
20-599-5019 WATER SERVICE FEE	58,092.00	4,890.60	58,764.28 (	672.28)	101.16
20-599-5036 EAA PASS THRU CHARGE	83,681.00	8,021.00	91,812.50 (	8,131.50)	109.72
20-599-5037 CONNECTION/DISCONNECT FEE	0.00	0.00	0.00	0.00	0.00
20-599-5040 TAPPING FEES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL WATER SALES	963,090.00	87,298.84	1,049,409.06 (	86,319.06)	108.96
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	12,000.00	955.80	9,294.80	2,705.20	77.46
20-599-7011 OTHER INCOME	0.00	17.80	92.64 (	92.64)	0.00
20-599-7012 LEASE OF WATER RIGHTS	10,000.00	0.00	10,500.00 (	500.00)	105.00
20-599-7028 TCEQ GRANT	46,718.00	0.00	42,335.00	4,383.00	90.62
20-599-7060 CC SERVICE FEES	1,200.00	146.82	1,958.36 (	758.36)	163.20
20-599-7075 SITE/TOWER LEASE REVENUE	37,200.00	3,182.42	37,244.12 (	44.12)	100.12
20-599-7090 SALE OF FIXED ASSETS	0.00 (	11,172.78)	( 10,550.94)	10,550.94	0.00
20-599-7097 INSURANCE PROCEEDS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	107,118.00 (	6,869.94)	90,873.98	16,244.02	84.84
<u>TRANSFERS IN</u>					
20-599-8010 TRANSFER FROM GENERAL (NWM)	0.00	28,900.00	28,900.00 (	28,900.00)	0.00
20-599-8072 TRF IN-CAPITAL REPLACEMENT	113,650.00	0.00	52,643.93	61,006.07	46.32
20-599-8090 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
20-599-8099 TRF IN - RESERVES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	113,650.00	28,900.00	81,543.93	32,106.07	71.75
TOTAL NON-DEPARTMENTAL	1,183,858.00	109,328.90	1,221,826.97 (	37,968.97)	103.21
TOTAL REVENUES	<u>1,183,858.00</u>	<u>109,328.90</u>	<u>1,221,826.97 (</u>	<u>37,968.97)</u>	<u>103.21</u>

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>PERSONNEL</b>					
20-606-1010 SALARIES	206,130.00	16,580.97	191,971.11	14,158.89	93.13
20-606-1015 OVERTIME	8,000.00	1,642.77	12,132.02 (	4,132.02)	151.65
20-606-1020 MEDICARE	2,990.00	207.29	2,932.48	57.52	98.08
20-606-1025 TWC (SUI)	720.00	0.00	432.00	288.00	60.00
20-606-1030 HEALTH INSURANCE	27,450.00	2,288.00	26,026.00	1,424.00	94.81
20-606-1031 HSA	170.00	14.80	168.35	1.65	99.03
20-606-1033 DENTAL INSURANCE	1,360.00	120.86	1,379.22 (	19.22)	101.41
20-606-1035 VISION CARE INSURANCE	330.00	30.42	339.69 (	9.69)	102.94
20-606-1036 LIFE INSURANCE	280.00	22.43	256.17	23.83	91.49
20-606-1037 WORKERS' COMP INSURANCE	6,890.00	1,411.33	6,393.05	496.95	92.79
20-606-1040 TMRS RETIREMENT	28,750.00	2,051.13	28,803.98 (	53.98)	100.19
20-606-1070 SPECIAL ALLOWANCES	<u>10,650.00</u>	<u>380.78</u>	<u>6,277.24</u>	<u>4,372.76</u>	<u>58.94</u>
TOTAL PERSONNEL	293,720.00	24,750.78	277,111.31	16,608.69	94.35
<b>SUPPLIES</b>					
20-606-2020 OFFICE SUPPLIES	1,500.00	308.93	1,885.58 (	385.58)	125.71
20-606-2030 POSTAGE	3,130.00	241.90	3,868.41 (	738.41)	123.59
20-606-2035 EMPLOYEE APPRECIATION	100.00	0.00	22.49	77.51	22.49
20-606-2050 PRINTING & COPYING	600.00	0.00	425.75	174.25	70.96
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	69.75	30.25	69.75
20-606-2075 BANK/CREDITCARD FEES	5,100.00	1,223.93	9,624.11 (	4,524.11)	188.71
20-606-2080 UNIFORMS	1,200.00	0.00	621.63	578.37	51.80
20-606-2090 SMALL TOOLS	2,000.00	0.00	2,137.40 (	137.40)	106.87
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>70.96</u>	<u>796.22</u>	<u>403.78</u>	<u>66.35</u>
TOTAL SUPPLIES	15,030.00	1,845.72	19,451.34 (	4,421.34)	129.42
<b>SERVICES</b>					
20-606-3012 ENGINEERING SERVICES	10,000.00	29,256.00	38,670.25 (	28,670.25)	386.70
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	75.00	1,510.00	705.00	68.17
20-606-3030 TRAINING/EDUCATION	2,700.00	100.00	2,631.00	69.00	97.44
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	37.36	1,608.56 (	108.56)	107.24
20-606-3050 INSURANCE - LIABILITY	4,075.00	0.00	3,797.87	277.13	93.20
20-606-3060 UNIFORM SERVICES	2,500.00	431.55	2,832.22 (	332.22)	113.29
20-606-3070 INSURANCE - PROPERTY	1,985.00	0.00	1,850.00	135.00	93.20
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	500.00	0.00	598.30 (	98.30)	119.66
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>409.65</u>	<u>7,407.75</u> (	<u>907.75)</u>	<u>113.97</u>
TOTAL SERVICES	34,075.00	30,309.56	60,905.95 (	26,830.95)	178.74
<b>CONTRACTUAL</b>					
20-606-4075 COMPUTER SOFTWARE/INCODE	9,066.00	209.72	7,022.42	2,043.58	77.46
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,586.52	80,298.27	3,785.73	95.50
20-606-4086 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	93,150.00	6,796.24	87,320.69	5,829.31	93.74

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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MAINTENANCE

20-606-5005 EQUIPMENT LEASES	1,500.00	5,905.38	6,055.38 (	4,555.38)	403.69
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	4,192.91	807.09	83.86
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	177.29	322.71	35.46
20-606-5020 VEHICLE MAINTENANCE	3,000.00	102.99	4,310.04 (	1,310.04)	143.67
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	941.53	1,558.47	37.66
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>258.61</u>	<u>3,360.14</u>	<u>639.86</u>	<u>84.00</u>
TOTAL MAINTENANCE	16,500.00	6,266.98	19,037.29 (	2,537.29)	115.38

DEPT MATERIALS-SERVICES

20-606-6011 CHEMICALS	16,500.00	260.00	10,032.68	6,467.32	60.80
20-606-6050 WATER METERS & BOXES	4,500.00	173.32	4,348.62	151.38	96.64
20-606-6055 FIRE HYDRANTS & VALVES	7,000.00	0.00	8,940.59 (	1,940.59)	127.72
20-606-6060 HUEBNER STORAGE TANK	5,000.00	0.00	12,586.55 (	7,586.55)	251.73
20-606-6061 WELL SITE #1	4,750.00	0.00	1,688.75	3,061.25	35.55
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	0.00	0.00	1,800.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	1,300.00	0.00	910.48	389.52	70.04
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	0.00	8,328.48 (	7,328.48)	832.85
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	64.78	22,475.97 (	18,475.97)	561.90
20-606-6067 WELL SITE #7	4,000.00	1,784.00	6,389.12 (	2,389.12)	159.73
20-606-6068 WELL SITE #8	4,000.00	1,784.00	5,339.14 (	1,339.14)	133.48
20-606-6069 WELL SITE #9-TRINITY	4,000.00	537.49	10,712.49 (	6,712.49)	267.81
20-606-6070 SCADA SYSTEM MAINTENANCE	7,000.00	6,466.00	12,650.78 (	5,650.78)	180.73
20-606-6071 SHAVANO DRIVE PUMP STATION	22,500.00	0.00	10,978.78	11,521.22	48.79
20-606-6072 WATER SYSTEM MAINTENANCE	22,500.00	9,544.14	25,458.97 (	2,958.97)	113.15
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>(802.00)</u>	<u>2,454.00</u>	<u>(954.00)</u>	<u>163.60</u>
TOTAL DEPT MATERIALS-SERVICES	112,650.00	19,811.73	143,295.40 (	30,645.40)	127.20

UTILITIES

20-606-7040 UTILITIES - ELECTRIC	75,000.00	7,563.70	72,582.75	2,417.25	96.78
20-606-7042 UTILITIES - PHONE/CELL	825.00	876.00	1,986.00 (	1,161.00)	240.73
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>90.53</u>	<u>504.75</u>	<u>(204.75)</u>	<u>168.25</u>
TOTAL UTILITIES	76,125.00	8,530.23	75,073.50	1,051.50	98.62

CAPITAL OUTLAY

20-606-8010 NON-CAP ELECTRONIC EQUIPMEN	0.00	0.00	0.00	0.00	0.00
20-606-8015 NON-CAPITAL - COMPUTERS	750.00	0.00	724.40	25.60	96.59
20-606-8020 NON-CAPITAL MAINTENANCE EQU	1,000.00	0.00	1,077.94 (	77.94)	107.79
20-606-8045 CAPITAL-COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
20-606-8050 CAPITAL - VEHICLES	46,718.00	0.00	42,335.00	4,383.00	90.62
20-606-8060 CAPITAL- EQUIPMENT	0.00	0.00	0.00	0.00	0.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
20-606-8081 CAPITAL - BUILDING	0.00	0.00	0.00	0.00	0.00
20-606-8085 CAPITAL-WATER TOWER/STORAGE	0.00	0.00	0.00	0.00	0.00
20-606-8087 WATER METER REPLACEMENT	58,850.00	0.00	29,143.93	29,706.07	49.52
20-606-8091 CAPITAL - WELL #1	23,500.00	0.00	23,856.67 (	356.67)	101.52
20-606-8095 CAPITAL - WELL #5	17,686.00	0.00	17,156.50	529.50	97.01
20-606-8098 CAPITAL - WELL # 8	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	208,504.00	0.00	114,294.44	94,209.56	54.82



CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2020

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
20-606-9000 EOY ASSET RECLASS	0.00	( 149,094.00)	( 149,094.00)	149,094.00	0.00
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	22,050.00	0.00	100.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	124,020.00	0.00	124,020.00	0.00	100.00
20-606-9050 BAD DEBT EXPENSE	0.00	0.00	860.14	( 860.14)	0.00
20-606-9090 DEPRECIATION EXPENSE	0.00	209,091.00	209,091.00	( 209,091.00)	0.00
20-606-9095 PENSION EXPENSE	<u>0.00</u>	<u>4,727.00</u>	<u>4,727.00</u>	<u>( 4,727.00)</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	146,070.00	64,724.00	211,654.14	( 65,584.14)	144.90
TOTAL WATER DEPARTMENT	995,824.00	163,035.24	1,008,144.06	( 12,320.06)	101.24

20 -WATER FUND  
 DEBT SERVICE

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>CAPITAL OUTLAY</b>					
20-607-8000 BOND PRINCIPAL EOY	0.00 (	113,155.00) (	113,155.00)	113,155.00	0.00
20-607-8011 ACCRUED BOND INTEREST	0.00 (	385.72) (	385.72)	385.72	0.00
20-607-8012 2009 CO - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
20-607-8013 2009 CO - INTEREST	0.00	0.00	0.00	0.00	0.00
20-607-8014 2009 GO REFUND - PRINCIPAL	40,073.00	0.00	40,072.50	0.50	100.00
20-607-8015 2009 GO REFUND - INTEREST	801.00 (	6.50)	794.95	6.05	99.24
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	66,400.00	0.00	66,400.00	0.00	100.00
20-607-8020 BOND UNAMORTIZED LOSS	0.00	1,720.00	1,720.00 (	1,720.00)	0.00
20-607-8030 BOND AGENT FEES	200.00	0.00	400.00 (	200.00)	200.00
20-607-8035 BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	3,083.00	0.00	3,082.50	0.50	99.98
20-607-8057 2018 GO REFUNDING (2009) IN	<u>7,477.00</u>	<u>0.00</u>	<u>7,476.56</u>	<u>0.44</u>	<u>99.99</u>
TOTAL CAPITAL OUTLAY	188,034.00 (	111,827.22)	76,405.79	111,628.21	40.63
<hr/>					
TOTAL DEBT SERVICE	188,034.00 (	111,827.22)	76,405.79	111,628.21	40.63
<hr/>					
TOTAL EXPENDITURES	<u>1,183,858.00</u>	<u>51,208.02</u>	<u>1,084,549.85</u>	<u>99,308.15</u>	<u>91.61</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>0.00</u>	<u>58,120.88</u>	<u>137,277.12 (</u>	<u>137,277.12)</u>	<u>0.00</u>

72 -WATER CAPITAL REPLACEMENT  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>124,020.00</u>	<u>0.00</u>	<u>124,020.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL REVENUES	<u>124,020.00</u>	<u>0.00</u>	<u>124,020.00</u>	<u>0.00</u>	<u>100.00</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	113,650.00	0.00	52,643.93	61,006.07	46.32
DEBT SERVICE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>113,650.00</u>	<u>0.00</u>	<u>52,643.93</u>	<u>61,006.07</u>	<u>46.32</u>
REVENUES OVER/(UNDER) EXPENDITURES	10,370.00	0.00	71,376.07 (	61,006.07)	688.29

72 -WATER CAPITAL REPLACEMENT  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
72-599-7099 PROCEEDS OF DEBT ISSUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS IN</u>					
72-599-8015 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
72-599-8020 TRANSFER FROM WATER FUND	124,020.00	0.00	124,020.00	0.00	100.00
72-599-8099 FUND BALANCE RESERVE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	124,020.00	0.00	124,020.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	124,020.00	0.00	124,020.00	0.00	100.00
TOTAL REVENUES	<u>124,020.00</u>	<u>0.00</u>	<u>124,020.00</u>	<u>0.00</u>	<u>100.00</u>

72 -WATER CAPITAL REPLACEMENT  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
72-606-8080 WATER SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
72-606-8087 WATER METER REPLACEMENT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<u>INTERFUND TRANSFERS</u>					
72-606-9020 TRANSFER TO WATER UTILITY	<u>113,650.00</u>	<u>0.00</u>	<u>52,643.93</u>	<u>61,006.07</u>	<u>46.32</u>
TOTAL INTERFUND TRANSFERS	113,650.00	0.00	52,643.93	61,006.07	46.32
<hr/>					
TOTAL WATER DEPARTMENT	113,650.00	0.00	52,643.93	61,006.07	46.32

72 -WATER CAPITAL REPLACEMENT  
 DEBT SERVICE

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
72-607-8055 DEBT ISSUE COSTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL EXPENDITURES	113,650.00	0.00	52,643.93	61,006.07	46.32
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	10,370.00	0.00	71,376.07 (	61,006.07)	688.29
	=====	=====	=====	=====	=====

**CITY OF SHAVANO PARK WATER UTILITY FUND  
FY 2019-20 YEAR END RECONCILIATION  
REVENUE AND EXPENSES -- MODIFIED**

	YEAR TO DATE ACTUAL - (INCODE)	YEAR TO DATE ACTUAL - MODIFIED WITH YEAR END ENTRIES	CURRENT BUDGET (INCODE)	INCODE BUDGET BALANCE DIFFERENCE	MODIFIED BUDGET BALANCE DIFFERENCE
<b>REVENUES, TOTAL</b>	\$ 1,221,827	\$ 1,221,827	\$ 1,183,858	\$ 37,969	
Water Sales - Cash to Accrual - PY		134,029 **			
Water Sales - Cash to Accrual - CY		(93,693) **			
(Gain)/loss on Fixed Assets		11,173 **			
Transfer- General Fund - NW Military		(28,900)			
<b>MODIFIED TOTAL REVENUES</b>	<u>\$ 1,221,827</u>	<u>\$ 1,244,436</u>	<u>\$ 1,183,858</u>		<u>\$ 60,578</u>
<b>EXPENSES</b>					
<b>Water Department</b>	\$ 1,008,144	\$ 1,008,144	\$ 995,824	\$ (12,320)	
Vested Compensated Absences		(3,901) **			
Fixed Assets Capitalized		149,094 **			
Depreciation Expense		(209,091) **			
Inventory adjustment		(6,522) **			
Pension Expense		(4,727) **			
NW Military - Engineering - General Fund		(28,900)			
Modified Water Department Expenses	<u>\$ 1,008,144</u>	<u>\$ 904,097</u>	<u>\$ 995,824</u>		<u>\$ 91,727</u>
<b>Debt Service</b>	\$ 76,406	\$ 76,406	\$ 188,034	\$ 111,628	
Bond Principal Payments		113,155 **			
Amortization - premium/discount on refunding		(1,720) **			
Modified Debt Service Expenses	<u>\$ 76,406</u>	<u>\$ 187,841</u>	<u>\$ 188,034</u>		<u>\$ 193</u>
<b>MODIFIED TOTAL EXPENSES</b>	<u>\$ 1,084,550</u>	<u>\$ 1,091,938</u>	<u>\$ 1,183,858</u>	<u>\$ 99,308</u>	<u>\$ 91,920</u>
<b>Modified Revenues Over/(Under) Expenses</b>	<u>\$ 137,277</u>	<u>\$ 152,498</u>	<u>\$ -</u>	<u>\$ 137,277</u>	<u>\$ 152,498</u>

\*\* These items are modified by end of year accounting entries moving them to/from Balance Sheet.

Amounts reflect only the 20 Fund - Water Utility

For year end financial reporting purposes, the 20 Fund and the 72 Fund are consolidated with interfund transactions eliminated.

# WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: January 11, 2021

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:**

Presentation of November 2020 Financial Report

X

**Attachments for Reference:**

- 1) November 2020 Revenue & Expense Report
- 2) Analysis of Cash and Investment Balances

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**BACKGROUND / HISTORY:**

The information provided in the attachment is for the FY 2020-21 budget period, month ending November 30, 2020. The “Current Budget” column contains the original adopted budget. This summary highlights a number of points related to the current month’s activity.

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**DISCUSSION:**

As of November 30, 2020, the Water Fund total revenues are \$225,110 or 20.42% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$200,136 or 18.15% of the budget.

**Revenues:**

- Water consumption (5015) billed in November 2020 for the month of October 2020 is \$90,753. Total consumption for the month is approximately \$20,464 more in revenues than the same month, prior year. Final consumption amounts are still being determined.
- The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and not related to volume charges recognized, at 16.61% and 16.63% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$11,433 was recorded for the month and 23.82% of the annual budgeted amount has been recognized to date.

**Expenses:**

Water department (606) expenses for the day-to-day operations are above budget with a total of \$53,744 or 21.85% of the budget utilized. Expenses include equipment preventive maintenance of \$1,037 and a new vactron hose \$788 in Equipment Maint & Repair (5010), \$7,200 for flood/security lights at Huebner storage tank and well sites 1, 5, 6, 7, 8 in the Materials/Services category (60XX) and \$1,600 for a saw and water tank in Non-capital Maintenance Equipment (8020).

Debt service payments are scheduled for February (principal \$114,183 and interest \$36,568) and August (interest only \$35,273).



**Payroll:**

The City is on a bi-weekly payroll; there have been 5 pay periods out of 26 so approximately 19.23% should be expensed in the line items directly related to salaries. One serviceman was out on workers compensation from August to late November so the base salary and wages account (1010) is below expected. Workers Comp Insurance (1037) is at 0% which is expensed quarterly, and will not be calculated until December. TMRS (1040) expenditures is at approximately 16.99%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 16.67%, on target with budget.

The Analysis of Cash and Investment Balances (5.b.2) is provided for additional information.

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**COURSES OF ACTION:** None related to the Report.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2020

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,102,500.00</u>	<u>126,297.18</u>	<u>225,110.05</u>	<u>877,389.95</u>	<u>20.42</u>
TOTAL REVENUES	<u>1,102,500.00</u>	<u>126,297.18</u>	<u>225,110.05</u>	<u>877,389.95</u>	<u>20.42</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	916,076.00	53,744.41	200,136.40	715,939.60	21.85
DEBT SERVICE	<u>186,424.00</u>	<u>0.00</u>	<u>0.00</u>	<u>186,424.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,102,500.00</u>	<u>53,744.41</u>	<u>200,136.40</u>	<u>902,363.60</u>	<u>18.15</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	72,552.77	24,973.65 (	24,973.65)	0.00

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	623,000.00	90,752.62	152,735.95	470,264.05	24.52
20-599-5016 LATE CHARGES	6,000.00	0.00	0.00	6,000.00	0.00
20-599-5018 DEBT SERVICE	189,900.00	15,783.42	31,544.26	158,355.74	16.61
20-599-5019 WATER SERVICE FEE	58,800.00	4,892.84	9,778.34	49,021.66	16.63
20-599-5036 EAA PASS THRU CHARGE	<u>82,700.00</u>	<u>11,432.50</u>	<u>19,701.00</u>	<u>62,999.00</u>	<u>23.82</u>
TOTAL WATER SALES	960,400.00	122,861.38	213,759.55	746,640.45	22.26
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	48.59	65.51	1,934.49	3.28
20-599-7011 OTHER INCOME	0.00	8.90	17.80	( 17.80)	0.00
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	4,500.00	10,500.00	30.00
20-599-7060 CC SERVICE FEES	5,000.00	155.57	332.11	4,667.89	6.64
20-599-7075 SITE/TOWER LEASE REVENUE	<u>38,600.00</u>	<u>3,222.74</u>	<u>6,435.08</u>	<u>32,164.92</u>	<u>16.67</u>
TOTAL MISC./GRANTS/INTEREST	60,600.00	3,435.80	11,350.50	49,249.50	18.73
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>81,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>81,500.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	81,500.00	0.00	0.00	81,500.00	0.00
TOTAL NON-DEPARTMENTAL	1,102,500.00	126,297.18	225,110.05	877,389.95	20.42
TOTAL REVENUES	<u>1,102,500.00</u>	<u>126,297.18</u>	<u>225,110.05</u>	<u>877,389.95</u>	<u>20.42</u>

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>PERSONNEL</b>					
20-606-1010 SALARIES	212,300.00	13,960.27	33,553.83	178,746.17	15.80
20-606-1015 OVERTIME	15,000.00	1,006.84	2,701.63	12,298.37	18.01
20-606-1020 MEDICARE	3,200.00	218.26	529.32	2,670.68	16.54
20-606-1025 TWC (SUI)	720.00	0.00	0.00	720.00	0.00
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	4,848.00	24,240.00	16.67
20-606-1031 HSA	178.00	14.80	29.60	148.40	16.63
20-606-1033 DENTAL INSURANCE	1,365.00	120.86	241.72	1,123.28	17.71
20-606-1035 VISION CARE INSURANCE	365.00	33.80	67.60	297.40	18.52
20-606-1036 LIFE INSURANCE	281.00	22.43	44.86	236.14	15.96
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	0.00	0.00	5,760.00	0.00
20-606-1040 TMRS RETIREMENT	30,680.00	2,161.95	5,211.39	25,468.61	16.99
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>530.80</u>	<u>1,101.97</u>	<u>10,398.03</u>	<u>9.58</u>
TOTAL PERSONNEL	310,437.00	20,494.01	48,329.92	262,107.08	15.57
<b>SUPPLIES</b>					
20-606-2020 OFFICE SUPPLIES	1,700.00	363.31	363.31	1,336.69	21.37
20-606-2030 POSTAGE	3,100.00	189.19	414.94	2,685.06	13.39
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	0.00	150.00	0.00
20-606-2050 PRINTING & COPYING	500.00	434.08	469.78	30.22	93.96
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	8,000.00	697.04	1,807.09	6,192.91	22.59
20-606-2080 UNIFORMS	1,795.00	0.00	0.00	1,795.00	0.00
20-606-2090 SMALL TOOLS	2,500.00	13.60	96.89	2,403.11	3.88
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,900.00</u>	<u>0.00</u>
TOTAL SUPPLIES	19,845.00	1,697.22	3,152.01	16,692.99	15.88
<b>SERVICES</b>					
20-606-3012 ENGINEERING SERVICES	10,000.00	356.00	2,702.00	7,298.00	27.02
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & Pubs	2,215.00	130.00	130.00	2,085.00	5.87
20-606-3030 TRAINING/EDUCATION	3,750.00	650.00	1,250.00	2,500.00	33.33
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	0.00	1,000.00	0.00
20-606-3050 INSURANCE - LIABILITY	3,900.00	0.00	4,198.28 (	298.28)	107.65
20-606-3060 UNIFORM SERVICES	3,000.00	218.46	511.99	2,488.01	17.07
20-606-3070 INSURANCE - PROPERTY	1,900.00	0.00	2,045.32 (	145.32)	107.65
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	750.00	81.70	81.70	668.30	10.89
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>1,864.70</u>	<u>2,401.70</u>	<u>4,598.30</u>	<u>34.31</u>
TOTAL SERVICES	35,615.00	3,300.86	13,320.99	22,294.01	37.40
<b>CONTRACTUAL</b>					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	108.53	3,445.26	5,424.74	38.84
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,586.52</u>	<u>13,173.04</u>	<u>70,910.96</u>	<u>15.67</u>
TOTAL CONTRACTUAL	92,954.00	6,695.05	16,618.30	76,335.70	17.88

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	4,039.32 (	2,539.32)	269.29
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	1,825.58	1,825.58	3,174.42	36.51
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	17.47	1,027.30	1,972.70	34.24
20-606-5030 BUILDING MAINTENANCE	2,500.00	143.05	143.05	2,356.95	5.72
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>245.06</u>	<u>284.90</u>	<u>3,715.10</u>	<u>7.12</u>
TOTAL MAINTENANCE	16,500.00	2,231.16	7,320.15	9,179.85	44.36
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	1,220.00	1,220.00	8,780.00	12.20
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	2,383.00	2,117.00	52.96
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	0.00	10,000.00	0.00
20-606-6060 HUEBNER STORAGE TANK	5,000.00	1,478.03	1,478.94	3,521.06	29.58
20-606-6061 WELL SITE #1	8,750.00	1,478.04	1,478.04	7,271.96	16.89
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	0.00	0.00	1,800.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	1,478.28	1,478.28 (	478.28)	147.83
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	1,478.03	1,478.03	2,521.97	36.95
20-606-6067 WELL SITE #7	4,000.00	1,478.03	2,023.03	1,976.97	50.58
20-606-6068 WELL SITE #8	4,000.00	1,478.03	1,478.03	2,521.97	36.95
20-606-6069 WELL SITE #9-TRINITY	1,000.00	0.00	325.00	675.00	32.50
20-606-6070 SCADA SYSTEM MAINTENANCE	3,000.00	0.00	0.00	3,000.00	0.00
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	810.00	14,190.00	5.40
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	274.99	2,223.70	27,776.30	7.41
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	108,650.00	10,363.43	16,376.05	92,273.95	15.07
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	7,270.54	15,800.85	56,199.15	21.95
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	0.00	1,350.00	0.00
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>75.09</u>	<u>75.09</u>	<u>324.91</u>	<u>18.77</u>
TOTAL UTILITIES	73,750.00	7,345.63	15,875.94	57,874.06	21.53
<u>CAPITAL OUTLAY</u>					
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	1,617.05	4,717.94	102.06	97.88
20-606-8080 WATER SYSTEM IMPROVEMENTS	28,700.00	0.00	0.00	28,700.00	0.00
20-606-8087 WATER METER REPLACEMENT	58,000.00	0.00	0.00	58,000.00	0.00
20-606-8091 CAPITAL - WELL #1	23,500.00	0.00	0.00	23,500.00	0.00
20-606-8098 CAPITAL - WELL # 8	<u>0.00</u>	<u>0.00</u>	<u>74,425.10</u> (	<u>74,425.10)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	115,020.00	1,617.05	79,143.04	35,876.96	68.81
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>121,255.00</u>	<u>0.00</u>	<u>0.00</u>	<u>121,255.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	143,305.00	0.00	0.00	143,305.00	0.00
TOTAL WATER DEPARTMENT	916,076.00	53,744.41	200,136.40	715,939.60	21.85

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2020

20 -WATER FUND  
 DEBT SERVICE

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	0.00	70,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	65,000.00	0.00	0.00	65,000.00	0.00
20-607-8030 BOND AGENT FEES	400.00	0.00	0.00	400.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	44,183.00	0.00	0.00	44,183.00	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>6,841.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,841.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	186,424.00	0.00	0.00	186,424.00	0.00
<hr/>					
TOTAL DEBT SERVICE	186,424.00	0.00	0.00	186,424.00	0.00
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TOTAL EXPENDITURES	<u>1,102,500.00</u>	<u>53,744.41</u>	<u>200,136.40</u>	<u>902,363.60</u>	<u>18.15</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>0.00</u>	<u>72,552.77</u>	<u>24,973.65</u>	<u>( 24,973.65)</u>	<u>0.00</u>

**CITY OF SHAVANO PARK**  
**Analysis of Water Utility Cash and Investment Balances**

	as of						
	<u>11/30/2020</u>	<u>9/30/2020</u>	<u>9/30/2019</u>	<u>9/30/2018</u>	<u>9/30/2017</u>	<u>9/30/2016</u>	<u>9/30/2015</u>
<b>Cash and Investments:</b>							
Designated - Capital	\$ 605,446.00	\$ 605,446.00	\$ 534,070.00	\$ 520,769.00	\$ 448,330.00	\$ 380,121.00	\$ 177,872.00
NW Military - Water line relo	925,000.00	-	-	-	-	-	-
Undesignated	<u>486,402.06</u>	<u>462,863.75</u>	<u>327,883.26</u>	<u>395,229.82</u>	<u>501,556.00</u>	<u>953,655.00</u>	<u>1,279,121.00</u>
<b>Total</b>	<b><u>\$ 2,016,848.06</u></b>	<b><u>\$ 1,068,309.75</u></b>	<b><u>\$ 861,953.26</u></b>	<b><u>\$ 915,998.82</u></b>	<b><u>\$ 949,886.00</u></b>	<b><u>\$ 1,333,776.00</u></b>	<b><u>\$ 1,456,993.00</u></b>
Undesignated balance	\$ 486,402.06	\$ 462,863.75	\$ 327,883.26	\$ 395,229.82			
Less:							
Amt due to GF for							
operations/accounts payable	34,254.86	37,163.98	35,555.00	10,245.31			
Next debt service payment							
- February 2021	150,750.05	-	-	-			
FY transfers (in)/out budgeted:							
for capital purchases	(81,500.00)	-	-	-			
fund CY capital replace	121,255.00	-	-	-			
to GF	<u>22,050.00</u>	<u>-</u>	<u>-</u>	<u>-</u>			
Available cash	<b><u>\$ 239,592.15</u></b>	<b><u>\$ 425,699.77</u></b>	<b><u>\$ 292,328.26</u></b>	<b><u>\$ 384,984.51</u></b>			
<b>Balances after above transactions:</b>							
<b>Cash and Investments:</b>							
Designated - Capital	\$ 645,201.00	\$ 605,446.00	\$ 534,070.00	\$ 520,769.00			
NW Military - Water line relo	925,000.00	-	-	-			
Undesignated	<u>239,592.15</u>	<u>425,699.77</u>	<u>292,328.26</u>	<u>384,984.51</u>			
<b>Total</b>	<b><u>\$ 1,809,793.15</u></b>	<b><u>\$ 1,031,145.77</u></b>	<b><u>\$ 826,398.26</u></b>	<b><u>\$ 905,753.51</u></b>			
Balance without SIB loan \$	<b><u>\$ 884,793.15</u></b>						

**Note:**

NW Military water line relocation advance funding agreements disbursed December 2020 \$807,237.60 leaving \$117,762.40 contingency, which can be returned to the SIB if not needed