
FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCO)
EXECUTIVE OFFICER'S REPORT

AGENDA ITEM NO. 7

DATE: August 13, 2014

TO: Fresno Local Agency Formation Commission

FROM: David E. Fey, AICP, Executive Officer 

SUBJECT: Executive Officer Comments/Reports: Report on LAFCo's FY 2013/2014 Budget

RECOMMENDATION: RECEIVE AND FILE REPORT

Two budget documents are presented to the Commission for its information. There is no recommended action other than to receive and file. Staff and our contract bookkeeper will be available for any questions.

The attached "Trial Balance as of June 30, 2014," is a list of all the General ledger accounts contained in the ledger of the Fresno LAFCo. It has been prepared by the LAFCo contract bookkeeper who has been preparing the Commission's monthly statements, recording financial transactions, and then posting them to the nominal ledger accounts.

The Trial Balance shows that at the end of the fiscal year the Commission's debits were balanced by its credits.

The Commission will note that though the Trial Balance depicts Accounts Receivable (A/R) as \$0.00, attached to the trial balance is the A/R Aging Detail that lists \$10,614.44. This is a holdover from the previous bookkeeper using an "accrual basis" of bookkeeping (where A/Rs are shown as income) and the change to a "cash-basis" of accounting as required by the Commission's *Financial and Accounting Procedures*. The A/R Aging Detail will be used to simply depict invoices issued by LAFCo.

The attached "LAFCo Revenue/Expense Budget Overview" reflects the Commission's approved FY 2014-2015 budget in its new format. It is also presented for the Commission's information.

2:53 PM
08/05/14
Cash Basis

LAFCO

Trial Balance

As of June 30, 2014

	Jun 30, 14	
	Debit	Credit
Checking - Central Valley Comm	209,450.85	
Checking - CVCB - Single Sign.	370.39	
Savings - CVCB - Legal Reserve	60,096.70	
Accounts Receivable	0.00	
12000 · Undeposited Funds	0.00	
Prepaid Rent	2,213.79	
Prepaid County Wages	4,683.90	
Furniture and Equipment	6,737.64	
Rent Deposit	1,705.05	
Accounts Payable	2,465.10	
Deferred Compensation	0.00	
Accrued Vacation Wages Payable	0.00	
Payroll Liabilities	0.00	
Unrestricted Net Assets		253,363.28
Fees Income - Other		55,902.11
Fees Income - Cities' Contrib.		220,743.00
Fees Income - County Contrib.		220,743.00
69800 · Uncategorized Expenses	0.00	
General County:Admin, Personnel, Emp Relations	778.66	
Auditor Control. Treas-Tax Coll:Payroll Service Fees	695.56	
Auditor Control. Treas-Tax Coll:Financial Stmts. & Gen. Acctg.	3,581.04	
Auditor Control. Treas-Tax Coll:Bookkeeping Services	2,346.84	
Professional & Specialized Serv:Consultants	23,318.18	
Professional & Specialized Serv:Fresno Co. Assessor	2,175.00	
Professional & Specialized Serv:LAFCO Counsel	24,326.47	
Professional & Specialized Serv:Fresno Co. Health	880.00	
Professional & Specialized Serv:Executive Officer Compensation:Salary	94,999.92	
Professional & Specialized Serv:Executive Officer Compensation:Car Allowance	6,000.00	
Professional & Specialized Serv:Executive Officer Compensation:Worker's Comp...	1,576.90	
Professional & Specialized Serv:Executive Officer Compensation:64001 · Retirem...	7,718.77	
Professional & Specialized Serv:Executive Officer Compensation:65001 · OASDI ...	7,241.54	
Professional & Specialized Serv:Executive Officer Compensation:Health Insurance	18,415.50	
Salaries & Benefits:6100 · Regular Salaries	182,873.16	
Salaries & Benefits:6350 · Unemployment Insurance	617.00	
Salaries & Benefits:6550 · Workers Comp Contribution	235.00	
Salaries & Benefits:6600 · Health Insurance Contribution	126.30	
Salaries & Benefits:6670 · Benefit Administration	255.00	
Other Expenses:7417 · Transportation and Travel	1,960.06	
Other Expenses:7040 · Telephone Charges	1,487.67	
Other Expenses:7101 · Liability Insurance	12,250.79	
Other Expenses:7205 · Maintenance-Equipment	374.88	
Other Expenses:7250 · Professional Membership	6,466.00	
Other Expenses:7265 · Office Operations Expense	4,110.67	
Other Expenses:7268 · Postage	2,081.96	
Other Expenses:7286 · PeopleSoft Human Res. Charge	394.86	
Other Expenses:7287 · PeopleSoft Financials Charge	632.78	
Other Expenses:7296 · Data Processing Service	19,135.63	
Other Expenses:7325 · Publication & Legal Notices	3,446.70	
Other Expenses:7340 · Office Leases	25,541.45	
Other Expenses:7355 · Postage Equipment Rental	276.16	
Other Expenses:7412 · Mileage	990.08	
Other Expenses:7416 · Conference Education Expenses	1,908.19	
Other Expenses:7415 · Commissioners Per Diem	3,850.00	
Interest Income		40.75
TOTAL	750,792.14	750,792.14

LAFCO
A/R Aging Detail
As of June 30, 2014

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Current									
Total Current									
1 - 30									
Invoice	06/10/2014	105		Dan Pearce		06/10/2014		20	252.10
Total 1 - 30									252.10
31 - 60									
Total 31 - 60									
61 - 90									
Total 61 - 90									
> 90									
Invoice	07/01/2012	88		Fresno County Fire ...		07/01/2012		729	3,462.34
Invoice	03/25/2013	73		City of Reedley		03/25/2013	MSR Fee	462	6,900.00
Total > 90									10,362.34
TOTAL									10,614.44

LAFCO
Revenue/Expense Budget Overview
July 2014 through June 2015

		<u>Jul '14 - Jun '15</u>
Ordinary Revenue/Expense		
Revenue		
Revenue		
Projected Fund Balance 7/1/14		156,353.00
Funds from Fund Balance for Reserve		-100,000.00
10700 · Contract Administration		0.00
10500 · Contribution from Reserve		10,000.00
10300 · Application Fees		30,000.00
10200 · Allocation Cities		197,805.00
10100 · Allocation County		197,805.00
Total Revenue		<u>491,963.00</u>
Contribution from Reserves		0.00
Fees Revenue - Other		0.00
Fees Revenue - Cities' Contrib.		0.00
Fees Revenue - County Contrib.		0.00
Total Revenue		<u>491,963.00</u>
Expense		
Expenditure		
51000 · Expenditure - Office Operations		
51190 · Fixed Assets (Office Furniture)		3,000.00
51180 · Professional Memberships		6,563.00
51170 · Contingency Fund		3,000.00
51160 · Commission & Staff Education		8,000.00
51150 · Commission Hearing Expenses		6,500.00
51130 · Postage Equipment Rental		260.00
51120 · Publication & Legal Notices		3,000.00
51110 · Data Processing Charges		19,221.00
51100 · PeopleSoft Human Financial Chgs		660.00
51090 · PeopleSoft HR Service		400.00
51080 · Postage		4,000.00
51060 · Maintenance-Equipment		700.00
51040 · Liability Insurance		13,490.00
51030 · Telecommunications		1,405.00
51020 · Office Lease		30,915.00
51010 · Office Operations Expense		6,000.00
Total 51000 · Expenditure - Office Operations		<u>107,114.00</u>

LAFCO
Revenue/Expense Budget Overview
July 2014 through June 2015

Jul '14 - Jun 15

52000 · Expenditure - Personnel

52600 · Intern	5,000.00
52500 · Extra Help	5,000.00
52400 · LAFCo Analyst I/II/III	
52490 · Benefit Administration	110.00
52480 · Life & Disability Insurance	292.00
52470 · Health Insurance Contribution	8,290.00
52460 · OASDI Contribution	4,257.00
52450 · Retirement Contribution	4,125.00
52440 · Unemployment Insurance	846.00
52430 · Worker's Compensation Insurance	720.00
52410 · Salary	55,000.00
Total 52400 · LAFCo Analyst I/II/III	73,640.00

52200 · Clerk

52215 · Vacation/Sick Leave Payout	15,000.00
52290 · Benefit Administration	110.00
52280 · Life & Disability Contribution	292.00
52270 · Health Insurance Contribution	8,290.00
52260 · OASDI Contribution	4,743.00
52250 · Retirement Contribution	4,650.00
52240 · Unemployment Insurance	846.00
52230 · Worker's Compensation Insurance	720.00
52210 · Salary	62,000.00
Total 52200 · Clerk	96,651.00

52100 · Executive Officer

52190 · Benefit Administration	110.00
52180 · Life & Disability Contribution	292.00
52170 · Health Insurance Contribution	8,430.00
52160 · OASDI Contribution	7,300.00
52150 · Retirement Contribution	7,500.00
52140 · Unemployment Insurance	846.00
52130 · Worker's Compensation Insurance	720.00
52120 · Car Allowance	6,000.00
52110 · Salary	100,000.00
Total 52100 · Executive Officer	131,198.00

Total 52000 · Expenditure - Personnel 311,489.00

LAFCO
Revenue/Expense Budget Overview
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
53000 · Expenditure-Consulting Services	
53800 · Special Counsel	2,000.00
53700 · Fresno County Health	1,760.00
53600 · Fresno County Elections	600.00
53500 · LAFCo Counsel	50,000.00
53400 · Fresno County Assessor	4,500.00
53310 · General Accounting/Auditor	3,000.00
53300 · Bookkeeping Service	3,000.00
53200 · Independent Financial Audit	7,000.00
53100 · Payroll Services	1,500.00
Total 53000 · Expenditure-Consulting Services	<u>73,360.00</u>
 Total Expenditure	 <u>491,963.00</u>
 Net Ordinary Revenue	 <u>491,963.00</u>
 Net Revenue	 <u><u>0.00</u></u>