

MEMORANDUM

From the Office of the Director of Financial Services

TO: G. Cabell Lawton, IV, County Administrator

FROM: Mary F. Altemus
Financial Services Director

DATE: February 24, 2010

SUBJECT: FY10 Budget to Actual Summary Report and Balance Sheet – December 2009

Attached are the FY 2010 Budget to Actual Spreadsheet and Balance Sheet for December 2009.

Highlights are as follows:

REVENUE:

General Fund:

Taxes – Real Estate and Tangible Personal Property tax collections compared to budget and including delinquents for December 2009 were 100.73% and 103.72% respectively. Real Estate Collections for FY10 (CY09) were budgeted at a 93% collection rate due to the uncertain economy. This collection rate has proved to be more conservative than anticipated. Current year real estate tax collections for December are over budget by slightly less than \$60,000 with a current collection rate of 93%.

Sales Taxes – This revenue is accrued for two months. Collections increased slightly to 36.9% from 35.69% (December 09 vs. December 08). With that said, we received notification from the Department of Taxation that New Kent County must refund Chesterfield in the amount of \$151,475 in six equal monthly payments of \$25,246 starting in March. The Department of Taxation had been submitting taxes for Brewco to New Kent in error because the owner of the business lives in New Kent County. Because of conservative budgeting we should meet our FY10 budget of \$1 million.

Permits and Fees – Projections for Building Development, Planning, and Environmental fees continue to track behind the FY09 receipts. Revenues for permits and fees are down 28.9% from this time last year. The shortfall can be attributed mostly to the lower cost of infrastructure being built and fewer building permits being issued and the fact that commercial permit fees are being waived to encourage new businesses in New Kent. There should not be a problem in meeting FY10 budget projections as the estimated revenue was reduced from the FY09 budget.

Recreation Fees – Parks & Recreation fees collected are on target to exceed the budgeted estimate. It is suspected the economy plays a large roll in this increase due to the affordability of the activities provided by this department.

Business License – The taxes collected through December 2009 increased by 15.1% from the prior FY. However, the majority of this tax is not collected until February and March.

Consumer Utility/E-911 Tax – State Collection – As of December, this revenue source decreased by \$13,389 or 4.5% from FY09. There was a large credit issued in May 2009 by the Commonwealth to a group of providers that overpaid the Communications Taxes. Refund credits were

taken beginning with the July 2009 distribution and ending with the October 2009 distribution. Current analysis of data indicates this revenue source should reach or exceed budget.

Recordation Taxes – This revenue source has increased by \$29,753 or 27.9% over December 2008. Current analysis of data indicates this revenue source should reach or exceed budget.

Water and Sewer:

Residential water and sewer fees continue to be slightly above budget with commercial fees coming in slightly less than budget. Residential connection fees are 36.8% higher than December 2008. Sewer residential connection fees for water & sewer will far exceed the FY10 revenue estimates due to the connection fees collected for the School and County facility projects which totaled \$361,642.

Irrigation Connection fees decreased from \$10,350 to \$3,000 or 71%. (December 08 vs. December 09) This is likely due to the more stringent irrigation system requirements.

EXPENDITURES:

Those departments showing 100% of their budget amount spent are donations that were under \$10,000 and the funds were distributed in a lump sum in the first quarter. Donations that were over \$10,000 have received three quarterly payments or 75% of their budgeted amounts.

The expenditures for the Human Services budget to date for CSA have come in substantially under budget. The amount shown as the expenditure also includes the encumbrance amounts for the entire year for existing clients.

At FY09 year-end New Kent County continued to be in a strong financial position. The uncertain economy still poses concerns for the remainder of FY10 and will be monitored on an on-going basis.

Please feel free to call me at 966-9694 if you have any questions.

**FY 2010 Budget to Actual
For The Period Ending December 2009**

	Budget	Actual	Balance to Collect	Percentage Collected to Date
REVENUES:				
General Fund				
Real Property	17,040,303	17,163,938	(123,635)	100.73%
Public Service Corp.	540,000	598,962	(58,962)	110.92%
Personal Property	2,970,169	3,080,740	(110,571)	103.72%
Machinery and Tools	255	270	(15)	105.88%
Penalties/Interest	193,000	131,392	61,608	68.08%
Sales Tax	1,000,000	369,032	630,968	36.90%
Consumers Utility Taxes	820,000	285,389	534,611	34.80%
Business Licenses	637,500	29,433	608,067	4.62%
Previous Years' Business License	-	57	(57)	0.00%
Consumption Utility Tax	55,000	22,508	32,492	40.92%
Franchise License Tax	-	-	-	0.00%
Motor Vehicle Decals	465,000	431,300	33,700	92.75%
Bank Stock	18,500	-	18,500	0.00%
Recordation	240,000	136,480	103,520	56.87%
Admissions Tax	1,000	1,793	(793)	179.34%
Lodging Tax	10,000	6,732	3,268	67.32%
Meals/Restaurant Food Tax	-	-	-	0.00%
Animal Licenses	22,000	3,825	18,175	17.39%
Permits & Fees	402,277	184,984	217,293	45.98%
Fines	221,000	72,086	148,914	32.62%
Use of Money	390,000	229,029	160,971	58.73%
Use of Property	229,110	113,519	115,591	49.55%
Charge for Services	95,178	42,976	52,202	45.15%
CW Attorney Charges	650	166	484	25.56%
Circuit Court	55,066	13,351	41,715	24.25%
Fire and Rescue	144,217	179,324	(35,107)	124.34%
Animal Protection	3,200	1,104	2,096	34.50%
Parks & Recreation	810,200	428,393	381,807	52.87%
Planning & Community Dev.	3,000	1,995	1,005	66.50%
Environmental Mgt.	15,500	15,388	112	99.28%
Miscellaneous	29,031	38,243	(9,213)	131.73%
Recovered Costs	59,376	59,921	(545)	100.92%
Non-categorical Aid	2,248,971	1,714,909	534,062	76.25%
Comm Atty	232,185	96,313	135,872	41.48%
Sheriff	915,400	393,109	522,291	42.94%
Comm of Rev	105,400	42,924	62,476	40.72%
Treasurer	104,200	42,006	62,194	40.31%
Med Exam	-	-	-	0.00%
Registrar	42,650	-	42,650	0.00%
Clk of Cir Ct	213,824	102,876	110,948	48.11%
Other Categorical	132,848	62,122	70,726	46.76%
Plum Point Rehabilitation	230,257	-	230,257	0.00%
Federal Public Safety Funds	299,555	57,431	242,124	19.17%
2007 Ches. Bay Implem. Grant	5,000	3,435	1,565	0.00%
Federal Social Services Funds	-	-	-	0.00%
Justice Assistance Grants	2,726	-	2,726	0.00%
Insurance Recoveries	16,294	16,294	(0)	100.00%
Sales of Surplus Land, Vehicles, Equip	-	-	-	0.00%
Estimated Fund Balance Used	952,688	-	952,688	0.00%
Transfer from Capital Fund	-	-	-	0.00%
Transfers from Utility Fund	-	-	-	0.00%
Transfer from CSA/Human Services	-	-	-	0.00%
Trans from Meals Tx- P&R	-	-	-	0.00%
Trans from Meals Tx-Econ Dev	127,654	-	127,654	0.00%
Total General Fund	32,100,184	26,173,751	5,926,433	81.54%
Social Services				
Social Services	1,134,835	528,571	606,264	46.58%
SCHOOL CAPT. RENOV.				
School Capital Renovations	927,914	1,104	926,810	0.00%
SSI				
SSI Receipts	-	8,180	(8,180)	0.00%
Special Welfare				
Special Welfare	-	1,572	(1,572)	0.00%

**FY 2010 Budget to Actual
For The Period Ending December 2009**

	Budget	Actual	Balance to Collect	Percentage Collected to Date
Grants Fund				
Grants	141,673	95,809	45,864	67.63%
Capital Projects				
Capital Improvements	6,084,224	99,597	5,984,627	1.64%
Human Services				
Human Services	2,594,380	404,562	2,189,818	15.59%
E-911 WIRELESS				
E-911	190,000	9,468	180,532	4.98%
E-911				
E-911	-	-	-	0.00%
Schools				
Use of property	5,000	1,358	3,642	27.17%
Local	73,000	12,928	60,072	17.71%
Misc.	13,000	56,528	(43,528)	434.83%
State	14,113,896	5,883,819	8,230,077	41.69%
Recovered Revenue	5,000	10,717	(5,717)	214.34%
Federal	1,341,109	45,086	1,296,023	3.36%
Insurance Recoveries	-	-	-	0.00%
Transfer from School Capital	-	-	-	0.00%
Transfer from GF	10,066,015	3,518,836	6,547,179	34.96%
Total Schools	25,617,020	9,529,272	16,087,748	37.20%
Litter Control				
State	5,125	5,125	-	100.00%
Transfer from GF	(300)	-	(300)	0.00%
Estimated Fund Balance	-	-	-	0.00%
	4,825	5,125	(300)	106.22%
Meals Tax				
	661,345	237,366	423,980	35.89%
Debt Service				
	6,032,783	5,164,676	868,107	85.61%
Airport				
Local	-	-	-	0.00%
Fuel/Oil Sales	66,500	36,680	29,820	55.16%
Hangar Rental	72,960	42,002	30,958	57.57%
Electric Service Reimbursement	-	-	-	0.00%
Insurance Recoveries	-	-	-	0.00%
Maint. Hangar Fee	-	25	(25)	0.00%
Airport Access Fees	600	-	600	0.00%
Fly-In Gifts and Donations	1,000	-	1,000	0.00%
FBO Rent	-	900	(900)	100.00%
State	100,751	1,200	99,551	1.19%
Federal	134,325	-	134,325	0.00%
Interest from Investments	-	-	-	0.00%
Faa-Update Master Plan	-	-	-	0.00%
Transfer from General/Capital Fund	120,805	-	120,805	0.00%
Total Airport	496,941	80,806	416,135	16.26%
Water & Sewer				
Interest on Investments	7,000	119	6,881	1.70%
From Fund Balance	21,942,458	-	21,942,458	0.00%
Dividend Income-CDA Funds	-	10,263	(10,263)	0.00%
Interest Income- CDA Funds	180,000	-	180,000	0.00%
Water & Sewer Service Fees	1,508,200	655,784	852,416	43.48%
RT. 33-Water/Sewer Ser. Jail	567,755	-	567,755	0.00%
Chickahominy Wastewater	585,000	302,072	282,928	51.64%
Connection Fees:				
Residential	286,600	296,942	(10,342)	103.61%
Irrigation Connection Fees	20,000	3,000	17,000	15.00%
Sewer Connection Fees	414,480	504,834	(90,354)	121.80%
Sewer Availability Fee	162,480	131,696	30,784	81.05%
FONK Construction Fees	5,000	-	5,000	0.00%
Miscellaneous Revenue	10,750	7,907	2,843	73.55%
Proceeds from Indebtedness	12,352,676	74,931	12,277,745	0.00%
VDH Drinking Water Plan Grt	25,000	-	25,000	0.00%
Insurance Recoveries	5,500	5,500	-	0.00%
Transfer from General Fund	-	-	-	0.00%
Transfer from BB Fund 198	-	-	-	0.00%
Estimated Fund Balance Used	834,605	-	834,605	0.00%
Total Water/Sewer	38,907,504	1,993,049	36,914,455	5.12%

**FY 2010 Budget to Actual
For The Period Ending December 2009**

	Budget	Actual	Balance to Collect	Percentage Collected to Date
Bottoms Bridge Service District				
Ad Valorem/Service Districts	90,200	90,384	(184)	100.20%
Penalty/Interest	300	1,313	(1,013)	0.00%
Connection User Fees	416,640	35,775	380,865	8.59%
BB SD Revenues	5,000	-	5,000	0.00%
Developer Reimbursement	-	-	-	0.00%
Proceeds - VRA Loan	-	-	-	0.00%
Carryforward VRA Loan Proceeds	-	-	-	0.00%
Transfer from Fund 98	610,220	754,557	(144,337)	123.65%
Estimated Fund Balance Used	-	-	-	0.00%
Total Water/Sewer	1,122,360	882,029	240,331	78.59%
Asset Forfeiture				
Asset Forfeiture	8,500	328	8,172	0.00%
CAFETERIA				
School Food Sales	650,000	226,661	423,339	34.87%
Rebates and Refunds	-	-	-	100.00%
State	13,354	7,517	5,837	56.29%
Interest on Investments	-	2,416	(2,416)	100.00%
Recovered Costs	-	813	(813)	0.00%
Federal	150,000	64,830	85,170	43.22%
Total Cafeteria	813,354	302,238	511,116	37.16%
COMPUTER REPLACEMENT				
Transfer from GF	36,772	-	36,772	0.00%
Transfer from Capital	102,800	102,800	-	100.00%
Total Computer Replacement	139,572	102,800	36,772	73.65%
TOTAL REVENUE	116,977,414	45,620,303	71,357,111	39.00%

EXPENDITURES:				
General Fund	Budget	Actual	Balance to Spend	Percentage Spent to Date
BOS	103,329	52,192	51,137	50.51%
Clerk of Board	415,229	163,286	251,943	39.32%
Legal Services	312,845	146,437	166,408	46.81%
Human Resources	159,804	73,718	86,086	46.13%
C.O.R.	455,583	211,165	244,418	46.35%
Assessor	-	332	(332)	100.00%
Treasurer	357,898	195,573	162,325	54.64%
Financial Services	443,715	216,884	226,831	48.88%
Information Technologies	332,429	149,836	182,593	45.07%
Purchasing	216,059	82,005	134,054	37.96%
Electoral Board	6,814	2,075	4,739	30.45%
Registrar	165,900	85,794	80,106	51.71%
Circuit Court Judge	79,136	39,592	39,544	50.03%
General District Court	9,345	6,616	2,729	70.80%
Magistrates	2,732	444	2,288	16.26%
Juvenile Court	6,050	3,755	2,295	62.07%
Clerk of Circuit Court	333,962	158,921	175,041	47.59%
Sheriff	1,966,836	965,769	1,001,067	49.10%
Confinement of Prisoners	476,180	153,766	322,414	32.29%
Sheriff Courts	497,296	221,388	275,908	44.52%
High School SRO	59,684	30,549	29,135	51.18%
Middle School SRO	58,943	27,911	31,032	47.35%
Victim/Witness	44,587	21,475	23,112	48.16%
Commonwealth Attorney	315,229	168,446	146,783	53.44%
Building Inspections	338,944	163,084	175,860	48.12%
E911	635,823	354,690	281,133	55.78%
Rescue Squad	84,923	61,962	22,961	72.96%
Forest Fire Service	8,449	7,178	1,271	84.96%
Fire & Emergency Management	1,757,328	1,135,546	621,782	64.62%
Community Criminal Justice Board	8,725	8,725	-	100.00%
Court Service Unit	162,293	56,127	106,166	34.58%
Animal Control	238,156	107,026	131,130	44.94%
Emergency Services	-	-	-	0.00%
Building Appeals Board	-	-	-	0.00%
Refuse Collection	998,286	477,327	520,959	47.81%
Buildings & Grounds	891,251	373,337	517,914	41.89%

**FY 2010 Budget to Actual
For The Period Ending December 2009**

	<u>Budget</u>	<u>Actual</u>	<u>Balance to Spend</u>	<u>Percentage Spent to Date</u>
Health Dept	164,893	123,670	41,223	75.00%
Mental Health	97,645	73,234	24,411	75.00%
Welfare Board	-	-	-	0.00%
Agency on Aging	4,083	4,083	-	100.00%
Meals on Wheels	3,500	3,500	-	100.00%
Transportation of Elderly	-	-	-	0.00%
Central VA Legal Aid Society	-	-	-	0.00%
Soc Serv Agency Donations	86,302	67,532	18,771	78.25%
Community College	3,524	3,524	-	100.00%
P&R Administration	237,716	124,555	113,160	52.40%
Recreation Programs	262,501	136,088	126,413	51.84%
Theme Park Ticket Sales	12,000	7,111	4,890	59.25%
350th Celebration	-	-	-	0.00%
Jamestown 2007 Celebration	-	-	-	0.00%
Fine Arts Center	9,000	9,000	-	100.00%
Library	184,530	138,398	46,133	75.00%
Community Development	172,964	80,620	92,344	46.61%
Planning	315,716	144,473	171,243	45.76%
Economic Development	261,313	121,950	139,363	46.67%
Planning Commission	35,783	23,951	11,832	66.93%
Zoning	2,865	631	2,234	22.04%
Wetlands	4,215	1,279	2,936	30.35%
Agricultural & Forestal	4,975	1,243	3,732	24.98%
Historic Commission	15,985	67	15,918	0.42%
Drywell Replacement Grant	-	-	-	0.00%
Plum Point Rehab Grant	346,191	17,776	328,415	5.13%
Environmental	237,577	103,826	133,751	43.70%
Soil & Water Conservation	13,525	10,144	3,381	75.00%
Extension Service	60,162	25,876	34,286	43.01%
Debt Service	-	-	-	0.00%
Contingency	1,088,131	-	1,088,131	0.00%
Refunds	-	-	-	0.00%
Receptionist	26,078	11,346	14,732	43.51%
Unemployment	1,408	3,238	(1,830)	0.00%
Transfers	16,503,838	8,923,255	7,580,584	54.07%
Total General Fund	32,100,184	16,083,299	16,016,885	50.10%
Social Services				
Social Services	1,134,835	528,571	606,264	46.58%
SCHOOL CAPT. RENOV.				
School Capital Renovations	927,914	584,356	343,558	0.00%
SSI				
SSI Receipts	-	16,091	(16,091)	0.00%
Special Welfare				
Special Welfare	-	2,109	(2,109)	0.00%
Grants Fund				
LLEBG Equipment	-	-	-	0.00%
Smart, Safe & Sober	42,351	8,261	34,090	0.00%
Va Sheriffs Assoc. Grant	2,580	2,844	(265)	0.00%
EPA-NFWF Grt Chick River Watershd	80,000	-	80,000	0.00%
Bike Safety	-	-	-	0.00%
V-Stop	-	-	-	0.00%
Animal Control Salaries	-	-	-	0.00%
Dept. of Criminal Justice Grants	16,742	16,742	-	0.00%
DCJS - Special Grant - Equipment	-	-	-	0.00%
	141,673	27,848	113,826	19.66%
Capital Projects				
Capital Projects	4,556,595	1,549,191	3,007,404	34.00%
Cash Capital Outlay	69,334	19,000	50,334	27.40%
Schools Capital Projects	877,994	367,791	510,203	41.89%
Vehicles	245,000	196,804	48,196	80.33%
Transfers	335,300	335,300	-	100.00%
RE Reserve - Capital Projects	-	-	-	0.00%
	6,084,224	2,468,085	3,616,138	40.57%

**FY 2010 Budget to Actual
For The Period Ending December 2009**

	Budget	Actual	Balance to Spend	Percentage Spent to Date
Human Services				
Administration	122,211	64,587	57,624	52.85%
Mandated	2,395,419	908,227	1,487,192	37.92%
Non-mandated	10,000	-	10,000	0.00%
Medicaid- Local Share	60,000	11,322	48,678	0.00%
VJCCCA	6,750	6,750	-	100.00%
Transfers	-	-	-	0.00%
Comprehensive Mentoring	-	-	-	0.00%
	<u>2,594,380</u>	<u>990,886</u>	<u>1,603,494</u>	<u>38.19%</u>
E-911 WIRELESS				
E-911 WIRELESS	190,000	36,892	153,108	19.42%
E-911				
E-911	-	-	-	0.00%
Schools				
Schools	25,617,020	9,529,272	16,087,748	37.20%
Litter Control				
Litter Control	4,825	52	4,773	1.08%
Meals Tax				
Meals Tax	661,345	-	661,345	0.00%
Debt Service				
Debt Service	6,032,783	2,955,896	3,076,887	49.00%
Airport				
Airport	496,941	97,115	399,826	19.54%
Water & Sewer				
Utility Administration	540,453	240,029	300,424	44.41%
Utility Fund	661,954	227,919	434,035	34.43%
Bottom's Bridge Water	30,864	6,535	24,329	21.17%
PL Water	147,603	60,231	87,372	40.81%
PL Sewer	453,443	157,404	296,039	34.71%
Chickahominy Wastewater	806,477	320,012	486,465	39.68%
Bottom's Bridge Sewer	43,924	5,132	38,792	11.68%
BB - Legal Services	-	-	-	0.00%
Bottom's Bridge Service District	-	-	-	0.00%
VDH Drinking Water	25,000	24,978	22	99.91%
Water/Sewer Capital Projects	849,001	598,123	250,877	70.45%
Capital Project- Parham Phase II	261,115	261,115	-	0.00%
Capital Project - CH Utilities	-	8,905	(8,905)	0.00%
Capital Project - Parham Forcemain	7,176,357	4,068,276	3,108,081	0.00%
Capital Project - WWTP Expansion	27,151,093	23,880,221	3,270,872	87.95%
Debt Service	150,000	-	150,000	0.00%
Transfer to Fund 198	610,220	754,557	(144,337)	0.00%
	<u>38,907,504</u>	<u>30,613,438</u>	<u>8,294,066</u>	<u>78.68%</u>
Bottoms Bridge Service District				
Elevated Tank	-	-	-	0.00%
Trunk Force Main I & II	-	-	-	0.00%
Bottom's Bridge Utilities	-	-	-	0.00%
Chickahominy WWTP Mod	-	-	-	0.00%
Bottom's Bridge Sewer District	-	-	-	0.00%
Financial Reserve	-	-	-	0.00%
Wells/Scada	-	-	-	0.00%
Debt Service	1,122,360	758,648	363,712	67.59%
Transfer to Fund 98	-	-	-	0.00%
Bottoms Bridge Service District	<u>1,122,360</u>	<u>758,648</u>	<u>363,712</u>	<u>67.59%</u>
Asset Forfeiture				
Asset Forfeiture	8,500	8,500	-	0.00%
Cafeteria				
Cafeteria	813,354	253,235	560,119	31.13%
Computer Replacement				
Computer Replacement	139,572	23,269	116,303	16.67%
TOTAL EXPENDITURE	<u>116,977,414</u>	<u>64,977,561</u>	<u>51,999,853</u>	<u>55.55%</u>

FY 2010 Budget to Actual
For The Period Ending December 2009
EXPENDITURES BY FUND

	Budget	Actual	Balance to Spend	Percentage Spent to Date
General Fund	32,100,184	16,083,299	16,016,885	50.10%
Social Services	1,134,835	528,571	606,264	46.58%
School Capital Renovations	927,914	584,356	343,558	0.00%
SSI	-	16,091	(16,091)	0.00%
Special Welfare	-	2,109	(2,109)	0.00%
Grants	141,673	27,848	113,826	19.66%
Capital Improvements	6,084,224	2,468,085	3,616,138	40.57%
Human Services	2,594,380	990,886	1,603,494	38.19%
E-911 WIRELESS	190,000	36,892	153,108	19.42%
E-911	-	-	-	0.00%
Schools	25,617,020	9,529,272	16,087,748	37.20%
Litter	4,825	52	4,773	1.08%
Meals Tax	661,345	-	661,345	0.00%
Debt Service	6,032,783	2,955,896	3,076,887	49.00%
Airport	496,941	97,115	399,826	19.54%
Water/Sewer	38,907,504	30,613,438	8,294,066	78.68%
Bottoms Bridge Sewer District	1,122,360	758,648	363,712	67.59%
Asset Forfeiture	8,500	8,500	-	0.00%
Cafeteria	813,354	253,235	560,119	31.13%
Computer Replacement	139,572	23,269	116,303	16.67%
TOTAL EXPENDITURE	116,977,414	64,977,561	51,999,853	55.55%