



Finance Committee Orientation

Topics for Tonight's Orientation

- Budget Process
- Financial Reporting
- Claims / Vouchers
- Finance Policy
- Property Tax / Sales Tax
- Committee Member Roles



Financial Reporting

Financial Reporting Documents

- Comprehensive Annual Financial Report (CAFR)
- Citizen's Report
- Monthly & Quarterly Financial Reports



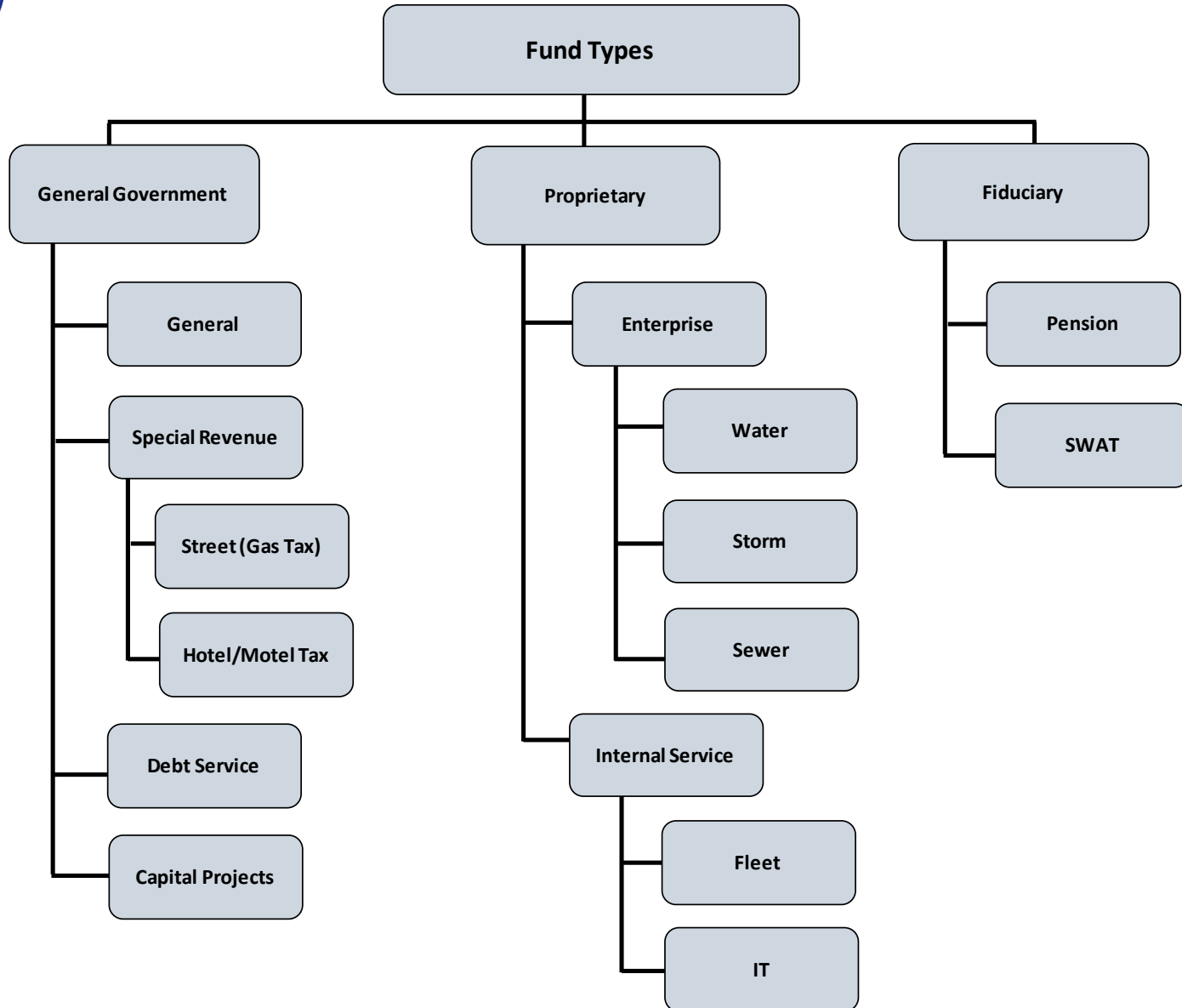
Budget Process

Review Budget Process & Documents

- Annual Budget Development – June – December
 - ✓ Preliminary Budget Book – Early October
 - ✓ Annual Budget Book – Early January
 - ✓ Budget-In-Brief
- Review of the Budget Amendment Process
 - 1) 2019 Carryforward – February 11th
 - 2) 1st Quarter – April 14th
 - 3) 2nd Quarter – July 14th
 - 4) 3rd Quarter – October 13th
 - 5) 4th Quarter – to Full Council on December 8th



City's Fund Structure





Budget & Fund Accounting

Why Use Funds?

- Because we have to – required by GAAP and Law
- And because we should
 - We operate many distinct types of businesses
 - Keeping these independent is important
 - Restrictive nature of certain revenues
 - Can't use grant money for Marsh Restoration to pay Police Chief Salary
 - Keeps the equity of the different businesses separate from each other
 - Better accountability for financial results
- Drawback – transfers between funds inflates city budget



Budget & Fund Accounting

Significance in Budgeting

- Each fund requires a separate budget
 - All budgets must be “balanced”
 - No fund can benefit from the appropriations of another
 - Revenues and beginning equity must be at least equal to authorized expenditures
 - Compliance with budget will be audited by staff and by the State Auditors Office



Budget & Fund Accounting

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
111 Street Fund (page 155 in 2020 Budget Book)								
Beginning Balance	1,102,079	1,343,329	1,343,329	940,012	(403,317)	-30%	(403,317)	-30%
<u>Revenue</u>								
TBD Vehicle Fee	706,276	710,000	697,000	697,000	(13,000)	-2%	-	0%
Street And Curb Permit	8,100	5,000	8,100	5,000	-	0%	(3,100)	-38%
Motor Vehicle Fuel Tax	741,011	710,000	673,000	752,808	42,808	6%	79,808	12%
Transportation Charges	27,417	-	2,800	-	N/A	N/A	(2,800)	-100%
Investment Interest	25,759	33,070	33,070	37,660	4,590	14%	4,590	14%
Miscellaneous Revenues	2,060	1,200	1,200	1,200	-	0%	-	0%
Capital Assets Disposition	28,800	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	400,000	400,000	400,000	400,000	-	0%	-	0%
Insurance Recoveries	7,333	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	1,946,756	1,859,270	1,815,170	1,893,668	34,398	2%	78,498	4%
Total of Beginning Balance and Revenues				2,833,680	Added for emphasis			
<u>Expenditure</u>								
Salaries	497,391	795,977	822,490	723,081	(72,896)	-9%	(99,409)	-12%
Overtime	27,582	35,900	35,900	18,400	(17,500)	-49%	(17,500)	-49%
Benefits	250,104	267,595	286,571	309,539	41,944	16%	22,968	8%
Uniforms	3,136	6,000	5,000	6,000	-	0%	1,000	20%
Supplies	243,397	331,500	280,500	263,000	(68,500)	-21%	(17,500)	-6%
Small Equipment	5,580	20,000	11,000	20,000	-	0%	9,000	82%
Professional Services	12,088	26,140	25,140	27,930	1,790	7%	2,790	11%
Communications	7,276	4,500	4,500	4,500	-	0%	-	0%
Training	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	3,246	2,300	1,300	2,300	-	0%	1,000	77%
Insurance	156,645	153,881	153,881	145,219	(8,662)	-6%	(8,662)	-6%
Public Utility	280,483	276,605	276,605	280,918	4,313	2%	4,313	2%
Repairs & Maintenance	27,887	52,000	37,000	52,000	-	0%	15,000	41%
Miscellaneous	1,229	11,500	7,000	13,000	1,500	13%	6,000	86%
Interfund Rental	184,850	205,980	265,980	228,150	22,170	11%	(37,830)	-14%
Debt Principal	3,968	4,040	4,040	4,170	130	3%	130	3%
Debt Interest	644	580	580	510	(70)	-12%	(70)	-12%
Total Expenditures	1,705,506	2,255,498	2,218,487	2,139,717	(115,781)	-5%	(78,770)	-4%
Ending Balance	1,343,329	947,101	940,012	693,963	(253,138)	-27%	(246,049)	-26%
Total of Expenditures and Ending Balance				2,833,680	Added for emphasis			



Claims Check Review

City Council Agenda Item

Meeting Date: 02/4/2020

Approval of claim checks and wire payment.

Staff Lead: Scott James

Department: Administrative Services

Preparer: Nori Jacobson

Background/History

Approval of claim checks #240630 through #240714 dated January 30, 2020 for \$296,704.72 and wire payment of \$417.67.

Staff Recommendation

Approval of claim checks and wire payment.

Narrative

In accordance with the State statutes, City payments must be approved by the City Council. Ordinance #2896 delegates this approval to the Council President who reviews and recommends either approval or non-approval of expenditures.

Attachments:

claims 01-30-20

FrequentlyUsedProjNumbers 01-30-20

wire 01-30-20



Claims Check Review,

continued

vchlist
01/30/2020 7:00:22AM

Voucher List
City of Edmonds

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Bank code : usbank

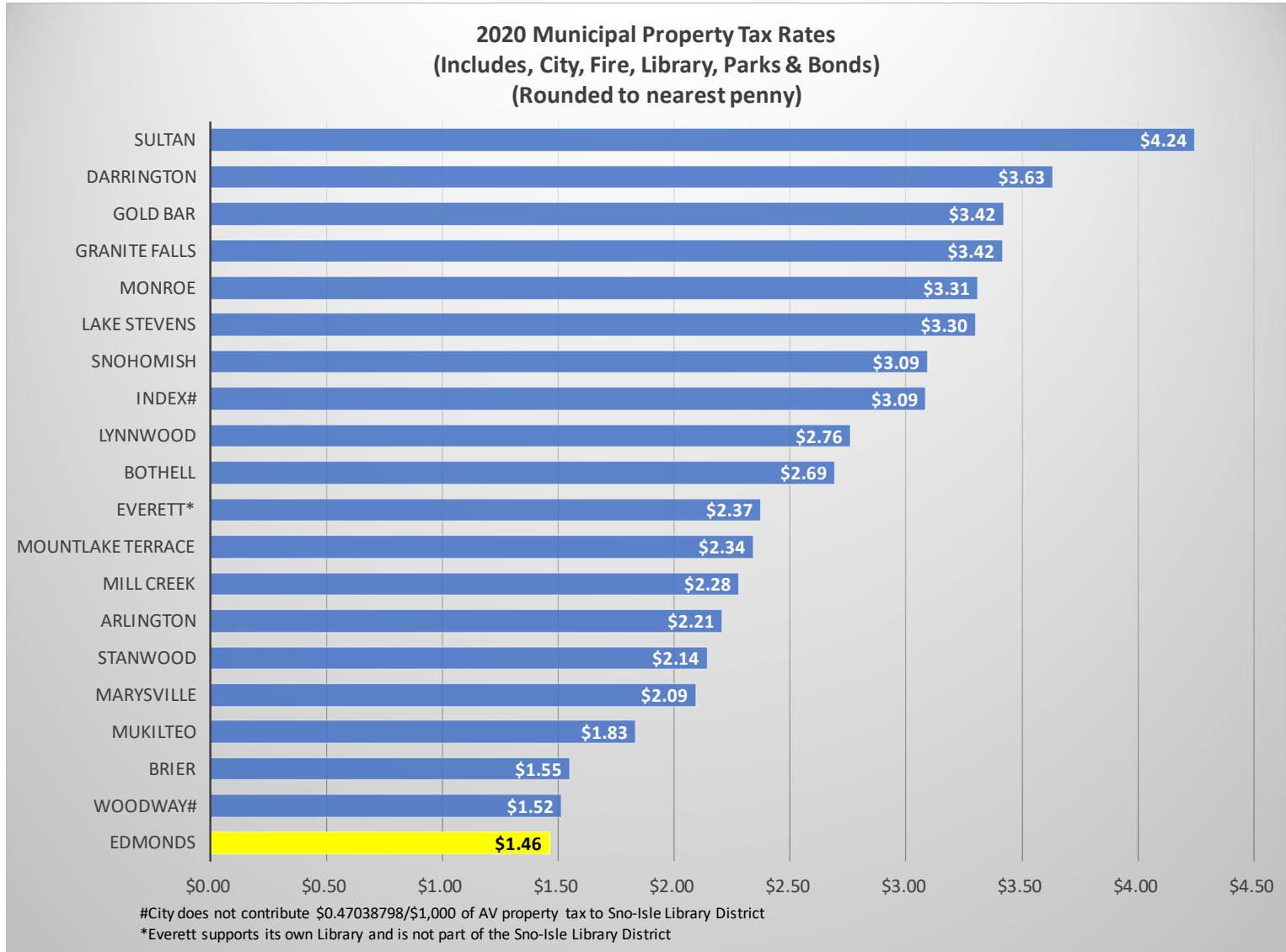
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240630	1/30/2020	076040 911 SUPPLY INC	84467		INV 84467 - EDMONDS PD- D.BORS BALLISTIC PANELS	845.00
					001.000.41.521.22.24.00 CONCEALABLE CARRIER	80.00
					001.000.41.521.22.24.00 TRAUMA PLATE	20.00
					001.000.41.521.22.24.00 10.0% Sales Tax	94.50
			84479		INV 84479- EDMONDS PD- S.HAWL URBAN OPERATOR BOOTS	139.90
					001.000.41.521.11.24.00 10.0% Sales Tax	14.00
			84835		INV 84835 - EDMONDS PD - E.SANC BIANCHI INNER BELT	30.50
					001.000.41.521.22.24.00 BIANCHI DUTY BELT	64.00
					001.000.41.521.22.24.00 BIANCHI BELT KEEPERS	14.90
					001.000.41.521.22.24.00 BIANCHI DOUBLE MAG POUCH	29.90
					001.000.41.521.22.24.00 DANNER SCORCH BOOTS	149.90
					001.000.41.521.22.24.00 10.0% Sales Tax	28.90
			84907		INV 84907 - EDMONDS PD- STREET STREET CRIMES ID PANEL	20.00
					001.000.41.521.22.24.00 10.0% Sales Tax	2.00
			84908		INV 84908 - EDMONDS PD- YAMANI BLAUER PANTS	

Attachment: claims 01-30-20 (Approval of claim checks and wire payment.)

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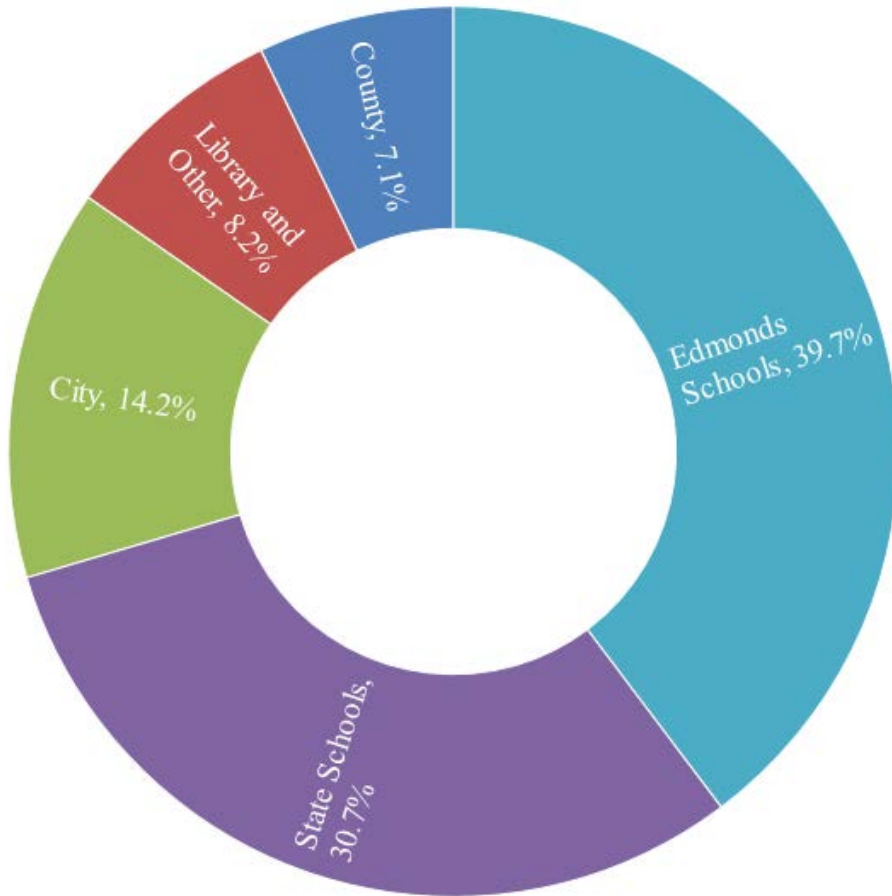


Property Tax Rate Comparison





Where Do Your Property Taxes Go



Property Tax Rate Breakdown	
	Per \$
Edmonds School District	\$0.3972
State	\$0.3071
Regular City Levy	\$0.1024
County	\$0.0713
EMS Levy	\$0.0400
Library	\$0.0472
RTA, Hospital, & Port of Edmonds	\$0.0214
Hospital	\$0.0069
Port of Edmonds	\$0.0066
Total Assessed Tax/\$1.00	\$1.0000



Where Does Sales Tax Dollars Go

Distribution of Sales to Agencies

Sale Amount	\$	100.00
State	\$	6.50
Transit	\$	0.90
SERS	\$	1.70
RTA	\$	0.10
City	\$	0.85
County	\$	0.25
Criminal Justice	\$	0.10
Total Sales Tax	\$	<u>10.40</u>



Finance Policies

Existing Policies
Contracting and Purchasing Policy
Utility Tax and Franchise Payments
Capital Asset Policy
Petty Cash Policy
Fund Balance Reserve Policy
Lease Policy
Travel & Meal Expense Policy
UB Penalty Adjustment Policy
Leak Adjustment Policy
Employee Expenses, Volunteer Recognition & Reimbursements Policy
Investment Policy