



**CITY OF COLUMBIA  
FINANCE DEPARTMENT  
INTEROFFICE MEMORANDUM**

---

**TO: The Honorable Mayor Coble and Columbia City Council  
Charles P. Austin, Sr., City Manager**

**FROM: Missy Caughman, Budget Director/Interim Finance Director** *MAC*

**SUBJECT: FY 2008/2009 Revenue & Expenditures Monthly Report - August 2008**

**DATE: October 15, 2008**

---

We are pleased to provide you with FY 2008/2009 Revenue & Expenditure Reports through August, 2008 for the following funds:

General Fund  
Parking Fund  
Water & Sewer Operating  
Storm Water Operating  
Accommodations Tax  
Hospitality Tax

**Notes Regarding Format and Presentation**

- The reports compare FY 07/08 through August to FY 08/09 through August, budget to actual for revenues and expenditures.
- We will prepare the reports each month for delivery to you by the second regular meeting of each month. Depending upon the date of the meeting, we will provide the reports in your weekly packets or deliver them to you on the meeting date.
- Please note that these reports are produced directly from the City's financial system. This is a major step forward in regards to reducing the reliance on spreadsheets and individual files.
- You will notice variations in comparing FY 2007/2008 to FY 2008/2009. One significant reason is that FY 08/09 reflects monthly entries being posted in a timelier manner. In the previous year, some monthly entries were posted at the end of the fiscal year. This is another significant improvement in the operations of the Accounting Division.
- At this time, remain on target with providing Financial Statements in January which will include balance sheet and fund balance information.
- *The information provided is un-audited and therefore subject to change.*

Preparation of this information has been a collaborative and team effort and represents involvement of Accounting, Budget, IT and the MASC staff. Key to this is the efforts of the Accounting staff and their role in preparing the statements. Their inclusion is critical to sustaining the on-going knowledge and sharing of information that we will continue to develop in the Accounting Division. As we go forward, we will continue to improve on the content and presentation of the reports, including posting the reports on the City's website. Our ultimate goal is to provide timely and accurate reporting financial information. We look forward to your input and if you have any questions, please let me know.

## Notes for Each Fund

### **101 GENERAL FUND**

#### **Revenues**

- The increase in Actual Property Taxes is due Richland County submitting the collections us in August this year compared to September in the previous year.
- Building permit revenues increased \$235,312 in July & August 2008, however the construction industry remains unpredictable at this time.
- Intergovernmental revenues from Date Aid to Subdivision for \$997,776 that was for the fourth quarter end 06/2008 and will be accrued in FY 07/08 once we finalize all accruals.

#### **Expenditures**

- Increases in Actual Expended are due primarily to:
  - Encumbrances from FY 07/08 that were expended in FY 08/09 including approximately \$1,000,000 for replacement police cars and various contracts for professional services. Through the FY 07/08 close out process, the FY 08/09 budget will be amended for the encumbrances.
  - Increases in personnel services related to the annual premium per employee for health and dental benefits and the increase in the State Retirement System contributions.

### **203 ACCOMMODATIONS TAX**

#### **Revenues**

- Accommodation tax revenues are distributed quarterly by the State. The first quarter will be posted in October.

#### **Expenditures**

- Reflects an increase in the allocation to Lake Murray Tourism and the Convention and Visitors Bureau.

### **212 HOSPITALITY TAX**

#### **Revenues**

- Collections are on target for FY 08/09.

#### **Expenditures**

- Transfers include the \$800,000 transfer to the General Fund and \$1,700,000 debt service payment. These transfers are recorded monthly.
- During the FY 2008/2009, City Council allocated \$1,500,000 from prior Hospitality Surplus which is reflected in the Working Budget.

### **531 PARKING FUND**

#### **Revenues**

- Revenues are slightly below target for this period, primarily due to collections typically slower in the summer months and that the Lincoln Street garage will not open until January 2009.

#### **Expenditures**

- Parking Operating encumbrances \$196,598 or 52.4% that is encumbered to pay electric bills for the remainder of the year.

### **551 WATER & SEWER OPERATING**

#### **Revenues**

- Revenues collected are slightly down from the previous year; however collections are still well above target for this period.

#### **Expenditures**

- The most significant increase of \$3.4 million is attributed primarily to Debt Service payments reflected in Non-Departmental.
- Other sources of the increase over previous year actual expended are due to the increase in personnel cost related to employee benefits and increases in the State Retirement System contributions.

*One Mission, One Message, One Columbia*

**101 - General Fund: Revenue**

	FY 2007-2008				FY 2008-2009			
	Working Budget	FYTD Actual Collected	Variance	% Collected	Working Budget	FYTD Actual Collected	Variance	% Collected
General Property Taxes	40,526,900	206,688	40,320,212	0.5	45,539,691	468,191	45,071,500	1.0
Licenses and Permits	27,664,812	968,032	26,696,780	3.4	28,869,225	1,037,827	27,831,398	3.5
Intergovernmental Revenues	9,860,820	943	9,859,877	0.0	10,653,390	1,080,761	9,572,629	10.1
Charges for Services	9,358,390	1,300,989	8,057,401	13.9	9,176,870	1,255,840	7,921,030	13.6
Fines and Forfeitures	917,000	175,041	741,959	19.0	915,275	137,761	777,514	15.0
Intragovernmental Revenues	0	25	0	0.0	0	45	0	0.0
Miscellaneous Revenues	128,000	5,165	122,835	4.0	130,000	4,011	125,989	3.0
Interest Revenues	1,605,000	9	1,604,991	0.0	1,605,000	0	1,605,000	0.0
Sale of Property	130,000	26,322	103,678	20.2	140,000	70,648	69,352	50.4
Rent and Royalties	0	400	0	0.0	0	400	0	0.0
Transfers From Other Funds	6,325,000	1,054,167	5,270,833	16.6	4,825,000	804,167	4,020,833	16.6
Unappropriated Surplus	3,000,000	0	3,000,000	0.0	3,000,000	0	3,000,000	0.0
<b>General Fund Total:</b>	<b>99,515,922</b>	<b>3,737,781</b>	<b>95,778,141</b>	<b>3.7</b>	<b>104,854,451</b>	<b>4,859,651</b>	<b>99,994,800</b>	<b>4.6</b>

**101 - General Fund: Expenditure**

	FY 2007-2008				FY 2008-2009					
	Working Budget	FYTD Actual Expended	Variance	% Budg Spent	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.	\$\$ Remaining	% Exp & Encum
Central Administration	6,411,199	690,176	5,721,023	10.7	6,886,974	955,794	744,465	1,700,259	5,186,715	24.6
Non-Departmental	1,731,668	196,554	1,535,114	11.3	2,377,199	249,911	1,414,624	1,664,535	712,664	70.0
Interfund Transfer	6,906,425	1,023,090	5,883,335	14.8	7,623,811	1,262,301	0	1,262,301	6,361,510	16.5
Municipal Court	2,126,122	260,570	1,865,552	12.2	2,365,080	315,637	108,894	424,531	1,940,549	17.9
Finance Administration	1,806,232	239,867	1,566,365	13.2	2,129,636	351,120	185,953	537,073	1,592,563	25.2
Planning	727,304	105,356	621,948	14.4	0	0	4,572	4,572	0	0.0
Development Services	2,972,261	374,484	2,597,777	12.5	3,901,538	581,278	161,787	743,065	3,158,473	19.0
Police Department	24,534,793	3,463,330	21,071,463	14.1	25,552,967	5,138,993	1,363,049	6,502,042	19,050,925	25.4
Public Safety	1,620,779	216,204	1,404,575	13.3	1,677,044	309,808	29,341	339,149	1,337,895	20.2
Emergency Communications	1,859,723	260,375	1,599,348	14.0	1,890,816	351,513	11,688	363,201	1,527,615	19.2
Fire Department	18,113,022	2,467,994	15,645,028	13.6	19,079,339	3,760,551	1,967,190	5,727,741	13,351,598	30.0
Parks & Recreation	8,895,467	1,436,584	7,458,883	16.1	8,946,575	1,794,549	635,315	2,429,864	6,516,711	27.1
Public Works	17,940,264	1,776,931	16,163,333	9.9	18,280,145	2,861,961	1,736,030	4,597,991	13,682,154	25.1
General Services	1,444,493	166,566	1,277,927	11.5	1,459,978	152,881	487,364	640,245	819,733	43.8
Information Technology	2,658,502	219,585	2,438,917	8.2	2,683,349	279,217	275,772	554,989	2,128,360	20.6
<b>General Fund Total:</b>	<b>99,748,254</b>	<b>12,897,666</b>	<b>86,850,588</b>	<b>12.9</b>	<b>104,854,451</b>	<b>18,365,514</b>	<b>9,126,044</b>	<b>27,491,558</b>	<b>77,362,893</b>	<b>26.2</b>

**203 - Accomodations Tax: Revenue**

	FY 2007-2008				FY 2008-2009			
	Working Budget	FYTD Actual Collected	Variance	% Collected	Working Budget	FYTD Actual Collected	Variance	% Collected
Intergovernmental Revenues	1,300,000	0	1,300,000	0.0	1,300,000	0	1,300,000	0.0
<b>Accomodations Tax Total:</b>	<b>1,300,000</b>	<b>0</b>	<b>1,300,000</b>	<b>0.0</b>	<b>1,300,000</b>	<b>0</b>	<b>1,300,000</b>	<b>0.0</b>

**203 - Accomodations Tax: Expenditure**

	FY 2007-2008				FY 2008-2009					
	Working Budget	FYTD Actual Expended	Variance	% Budg Spent	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.	\$\$ Remaining	% Exp & Encum
Supplies	0	0	0	0.0	0	0	2,143	2,143	0	0.0
Capital Outlay	50,000	0	50,000	0.0	0	0	0	0	0	0.0
Total Fire: Administration	50,000	0	50,000	0.0	0	0	2,143	2,143	0	0.0
Not Applicable	50,000	0	50,000	0.0	0	0	2,143	2,143	0	0.0
Other Services and Charges	250,100	5,825	244,275	2.3	75,000	4,865	11,897	16,762	58,238	22.3
Community Promotions	1,213,896	210,000	1,003,896	17.2	1,200,000	402,502	831,451	1,233,953	0	102.8
Total Accomodation Tax Request	1,463,996	215,825	1,248,171	14.7	1,275,000	407,367	843,348	1,250,715	24,285	98.0
Non-Departmental	1,463,996	215,825	1,248,171	14.7	1,275,000	407,367	843,348	1,250,715	24,285	98.0
Transfers	25,000	4,167	20,833	16.6	25,000	4,167	0	4,167	20,833	16.6
Total Transfers	25,000	4,167	20,833	16.6	25,000	4,167	0	4,167	20,833	16.6
Interfund Transfer	25,000	4,167	20,833	16.6	25,000	4,167	0	4,167	20,833	16.6
<b>Accomodations Tax Total:</b>	<b>1,538,996</b>	<b>219,992</b>	<b>1,319,004</b>	<b>14.2</b>	<b>1,300,000</b>	<b>411,534</b>	<b>845,491</b>	<b>1,257,025</b>	<b>42,975</b>	<b>96.6</b>

**212 - Hospitality Tax: Revenue**

	FY 2007-2008				FY 2008-2009			
	Working Budget	FYTD Actual Collected	Variance	% Collected	Working Budget	FYTD Actual Collected	Variance	% Collected
Licenses and Permits	7,000,000	1,250,903	5,749,097	17.8	7,381,600	1,320,270	6,061,330	17.8
<b>Hospitality Tax Total:</b>	<b>7,000,000</b>	<b>1,250,903</b>	<b>5,749,097</b>	<b>17.8</b>	<b>7,381,600</b>	<b>1,320,270</b>	<b>6,061,330</b>	<b>17.8</b>

**212 - Hospitality Tax: Expenditure**

	FY 2007-2008				FY 2008-2009					
	Working Budget	FYTD Actual Expended	Variance	% Budg Spent	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.	\$\$ Remaining	% Exp & Encum
Transfers	2,504,500	417,416	2,087,084	16.6	2,500,000	416,666	0	416,666	2,083,334	16.6
Total Transfers	2,504,500	417,416	2,087,084	16.6	2,500,000	416,666	0	416,666	2,083,334	16.6
Interfund Transfer	2,504,500	417,416	2,087,084	16.6	2,500,000	416,666	0	416,666	2,083,334	16.6
Supplies	0	3,179	0	0.0	0	0	0	0	0	0.0
Other Services and Charges	0	0	0	0.0	708,000	0	0	0	708,000	0.0
Community Promotions	4,495,500	563,841	3,931,659	12.5	5,423,600	578,692	5,016,200	5,594,892	0	103.1
Total Hospitality Tax	4,495,500	567,020	3,928,480	12.6	6,131,600	578,692	5,016,200	5,594,892	536,708	91.2
Finance Administration	4,495,500	567,020	3,928,480	12.6	6,131,600	578,692	5,016,200	5,594,892	536,708	91.2
<b>Hospitality Tax Total:</b>	<b>7,000,000</b>	<b>984,436</b>	<b>6,015,564</b>	<b>14.0</b>	<b>8,631,600</b>	<b>995,358</b>	<b>5,016,200</b>	<b>6,011,558</b>	<b>2,620,042</b>	<b>69.6</b>

**531 - Parking Operating: Revenue**

	FY 2007-2008				FY 2008-2009			
	Working Budget	FYTD Actual Collected	Variance	% Collected	Working Budget	FYTD Actual Collected	Variance	% Collected
Charges for Services	4,752,100	754,190	3,997,910	15.8	4,924,600	780,351	4,144,249	15.8
Fines and Forfeitures	1,650,000	178,651	1,471,349	10.8	1,750,000	177,289	1,572,711	10.1
Miscellaneous Revenues	103,235	135	103,100	0.1	50,000	85	49,915	0.1
Interest Revenues	100,000	6,232	93,768	6.2	50,000	0	50,000	0.0
Rent and Royalties	5,200	0	5,200	0.0	22,950	11,372	11,578	49.5
Unappropriated Surplus	300,000	0	300,000	0.0	300,000	0	300,000	0.0
<b>Parking Operating Total:</b>	<b>6,910,535</b>	<b>939,208</b>	<b>5,971,327</b>	<b>13.5</b>	<b>7,097,550</b>	<b>969,097</b>	<b>6,128,453</b>	<b>13.6</b>

**531 - Parking Operating: Expenditure**

	FY 2007-2008				FY 2008-2009					
	Working Budget	FYTD Actual Expended	Variance	% Budg Spent	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.	\$\$ Remaining	% Exp & Encum
Non-Departmental	4,374,154	232,942	4,141,212	5.3	4,283,322	228,134	23,863	251,997	4,031,325	5.8
Finance Administration	120,478	5,216	115,262	4.3	122,801	16,652	40,435	57,087	65,714	46.4
Parking Operations	2,415,902	256,860	2,159,042	10.6	2,691,427	330,431	375,206	705,637	1,985,790	26.2
<b>Parking Operating Total:</b>	<b>6,910,534</b>	<b>495,018</b>	<b>6,415,516</b>	<b>7.1</b>	<b>7,097,550</b>	<b>575,217</b>	<b>439,504</b>	<b>1,014,721</b>	<b>6,082,829</b>	<b>14.2</b>

**551 - Water and Sewer Operating: Revenue**

	FY 2007-2008				FY 2008-2009			
	Working Budget	FYTD Actual Collected	Variance	% Collected	Working Budget	FYTD Actual Collected	Variance	% Collected
Charges for Services	91,341,119	22,782,518	68,558,601	24.9	97,960,437	21,604,958	76,355,479	22.0
Fines and Forfeitures	250,000	47,064	202,936	18.8	250,000	41,113	208,887	16.4
Miscellaneous Revenues	50,000	3,758	46,242	7.5	2,105,000	1,072	2,103,928	0.0
Interest Revenues	2,000,000	2,157	1,997,843	0.1	0	162,368	0	0.0
Rent and Royalties	55,000	794	54,206	1.4	0	10,962	0	0.0
Unappropriated Surplus	1,000,000	0	1,000,000	0.0	1,000,000	0	1,000,000	0.0
<b>Water and Sewer Operating Total:</b>	<b>94,696,119</b>	<b>22,836,291</b>	<b>71,859,828</b>	<b>24.1</b>	<b>101,315,437</b>	<b>21,820,473</b>	<b>79,494,964</b>	<b>21.5</b>

**551 - Water and Sewer Operating: Expenditure**

	FY 2007-2008				FY 2008-2009					
	Working Budget	FYTD Actual Expended	Variance	% Budg Spent	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.	\$\$ Remaining	% Exp & Encum
Central Administration	272,209	29,356	242,853	10.7	270,762	47,553	0	47,553	223,209	17.5
Non-Departmental	18,898,178	47,002	18,851,176	0.2	18,177,984	3,449,182	198,051	3,647,233	14,530,751	20.0
Interfund Transfer	25,569,096	4,278,463	21,290,633	16.7	31,087,165	4,906,877	0	4,906,877	26,180,288	15.7
Finance Administration	5,237,462	136,683	5,100,779	2.6	4,771,694	262,533	453,905	716,438	4,055,256	15.0
Public Safety	504,290	58,844	445,446	11.6	516,193	64,521	14,916	79,437	436,756	15.3
Fire Department	407,661	65,800	341,861	16.1	412,114	100,147	0	100,147	311,967	24.3
Public Works	1,110,493	83,582	1,026,911	7.5	1,136,494	178,957	102,533	281,490	855,004	24.7
General Services	1,569,863	146,187	1,423,676	9.3	1,588,050	139,663	751,182	890,845	697,205	56.0
Information Technology	806,735	34,048	772,687	4.2	716,535	49,922	220,479	270,401	446,134	37.7
Administrative Services	1,478,609	214,722	1,263,887	14.5	1,566,973	312,566	389,308	701,874	865,099	44.7
Engineering	3,979,278	531,717	3,447,561	13.3	4,118,591	667,213	63,094	730,307	3,388,284	17.7
Utilities	34,022,868	3,877,713	30,145,155	11.3	36,078,498	4,835,874	11,603,304	16,439,178	19,639,320	45.5
Economic Development	867,890	88,570	779,320	10.2	874,384	159,679	346,004	505,683	368,701	57.8
<b>Water and Sewer Operating Total:</b>	<b>94,724,632</b>	<b>9,592,687</b>	<b>85,131,945</b>	<b>10.1</b>	<b>101,315,437</b>	<b>15,174,687</b>	<b>14,142,776</b>	<b>29,317,463</b>	<b>71,997,974</b>	<b>28.9</b>

**553 - Storm Water Operating: Revenue**

	FY 2007-2008				FY 2008-2009			
	Working Budget	FYTD Actual Collected	Variance	% Collected	Working Budget	FYTD Actual Collected	Variance	% Collected
Charges for Services	3,930,000	716,025	3,213,975	18.2	4,800,000	707,233	4,092,767	14.7
Transfers From Other Funds	1,000,000	166,667	833,333	16.6	1,000,000	166,667	833,333	16.6
<b>Storm Water Operating Total:</b>	<b>4,930,000</b>	<b>882,692</b>	<b>4,047,308</b>	<b>17.9</b>	<b>5,800,000</b>	<b>873,900</b>	<b>4,926,100</b>	<b>15.0</b>

**553 - Storm Water Operating: Expenditure**

	FY 2007-2008				FY 2008-2009					
	Working Budget	FYTD Actual Expended	Variance	% Budg Spent	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.	\$\$ Remaining	% Exp & Encum
Non-Departmental	29,412	0	29,412	0.0	0	0	0	0	0	0.0
Interfund Transfer	2,840,000	473,333	2,366,667	16.6	3,138,411	658,885	0	658,885	2,479,526	20.9
Public Works	1,314,417	106,300	1,208,117	8.0	1,589,179	196,439	29,321	225,760	1,363,419	14.2
Engineering	627,264	60,997	566,267	9.7	801,249	79,198	14,555	93,753	707,496	11.7
Utilities	120,557	15,510	105,047	12.8	271,161	19,130	0	19,130	252,031	7.0
<b>Storm Water Operating Total:</b>	<b>4,931,650</b>	<b>656,140</b>	<b>4,275,510</b>	<b>13.3</b>	<b>5,800,000</b>	<b>953,652</b>	<b>43,876</b>	<b>997,528</b>	<b>4,802,472</b>	<b>17.1</b>