



**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

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

DATE: November 18, 2008

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

101 General Fund	531 Parking Fund
202 Accommodations Tax	551 Water & Sewer Operating
212 Hospitality Tax	553 Storm Water Operating

Notes for Each Fund

101 GENERAL FUND

Revenues

- Collections for Fines and Forfeitures do not yet reflect the September payment to the State for State Assessment Charges.
- Local Option Sales Tax Collections are not reflected in Property Taxes Collections as these are recorded in a separate fund. Collections through September 2008 are \$3.9 million compared to \$3.7 in September 2007.

Expenditures

- Increases in FY 08/09 Actual Expended compared to FY 07/08 Actual Expended is due primarily to:
 - Increases in personnel services (salaries & benefits) related to the annual premium per employee for health and dental benefits, increase in the State Retirement System contributions, Police & Fire Recruitment and Retention salary increases.
- The encumbrance for \$1,316 in Planning has been moved the Development Services as of 11/11/08. The purchase order had been moved previously but not the encumbrance. It will also appear on next month's statement. Planning was merged with Development Services as of July 1, 2008.
- FY 07/08 payroll accruals have not posted and will be posted in November. This will reduce actual expenditures for the portion of payroll that was expended in June 2008, but posted with the first payroll in July.

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 FY 08-09 allocation to Lake Murray Tourism and the Convention and Visitors Bureau.

212 HOSPITALITY TAX

Revenues

- Collections through September are on target for FY 08/09 projections.

531 PARKING FUND

Revenues

- FY 07/08 reflects 13 months of billing revenues. FY 08/09 will reflect 11 months of revenue with June reflecting two billing revenue cycles. This is due to the current process for the billing registers that reflect service dates billing for the previous month.

Expenditures

- Finance Administration: Increase due to Personal services, and new annual software contracts for 08/09 that were not costs in 07/08.
- Parking Operations: Personal services increases, and fuel cost increases.

551 WATER & SEWER OPERATING

Revenues

- Collections remain above target through September for FY 08-09 projections.

Expenditures

- The increase in Non-Departmental is primarily due to debt service payments recorded monthly whereas in FY 07/08 were recorded at year end.
- Departmental increases 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.

553 STORM WATER OPERATING

Revenues

- The Storm Water rate increase was first reflected in the August billing and has a slight affect on collections.

Expenditures

- Departmental increases 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.
- The increase in the transfer to Storm Water Capital Projects is also reflected in FY 08/09 actual expenditures.

Notes Regarding Format and Presentation

- The reports compare FY 07/08 through September to FY 08/09 through September, 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.*

203 - Accommodations Tax: Revenue

	FY 2007-2008		
	Working Budget	FYTD Actual Collected	% Collected
Intergovernmental Revenues	1,300,000	0	0.0
Accommodations Tax Total:	1,300,000	0	0.0

	FY 2008-2009		
	Working Budget	FYTD Actual Collected	% Collected
	1,300,000	0	0.0
	1,300,000	0	0.0

203 - Accommodations Tax: Expenditure

	FY 2007-2008			% Budg Spent
	Working Budget	FYTD Actual Expended	Variance	
Supplies	0	0	0	0.0
Capital Outlay	50,000	20,480	29,520	40.9
Total Fire: Administration	50,000	20,480	29,520	40.9
Not Applicable	50,000	20,480	29,520	40.9
Other Services and Charges	250,100	8,017	242,083	3.2
Community Promotions	1,213,896	197,040	1,016,856	16.2
Total Accommodation Tax Request	1,463,996	205,057	1,258,939	14.0
Non-Departmental	1,463,996	205,057	1,258,939	14.0
Transfers	25,000	6,250	18,750	25.0
Total Transfers	25,000	6,250	18,750	25.0
Interfund Transfer	25,000	6,250	18,750	25.0
Accommodations Tax Total:	1,538,996	231,787	1,307,209	15.0

	FY 2008-2009			
	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.
	0	2,157	0	2,157
	0	0	2,675	2,675
	0	2,157	2,675	4,832
	0	2,157	2,675	4,832
	(65,547)	18,365	7,382	25,747
	1,340,547	402,502	831,451	1,233,953
	1,275,000	420,867	838,833	1,259,700
	1,275,000	420,867	838,833	1,259,700
	25,000	6,250	0	6,250
	25,000	6,250	0	6,250
	25,000	6,250	0	6,250
	1,300,000	429,274	841,508	1,270,782
				29,218
				97.7

212 - Hospitality Tax: Revenue

	FY 2007-2008		
	Working Budget	FYTD Actual Collected	% Collected
Licenses and Permits	7,000,000	1,911,770	27.3
Charges for Services	0	(1,167)	0.0
Hospitality Tax Total:	7,000,000	1,910,603	27.2

	FY 2008-2009		
	Working Budget	FYTD Actual Collected	% Collected
	7,381,600	1,977,566	26.7
	0	(1,702)	0.0
Hospitality Tax Total:	7,381,600	1,975,864	26.7

212 - Hospitality Tax: Expenditure

	FY 2007-2008		
	Working Budget	FYTD Actual Expended	% Budget Spent
Transfers	2,504,500	626,125	25.0
Total Transfers	2,504,500	626,125	25.0
Interfund Transfer	2,504,500	626,125	25.0
Supplies	0	3,179	0.0
Other Services and Charges	0	0	0.0
Community Promotions	4,495,500	828,481	18.4
Total Hospitality Tax	4,495,500	831,660	18.4
Finance Administration	4,495,500	831,660	18.4
Hospitality Tax Total:	7,000,000	1,457,785	20.8

	FY 2008-2009			
	Working Budget	FYTD Actual Expended	FYTD Encumbrances & Encumb.	Total Expense Remaining Encum
	2,500,000	625,000	0	1,875,000
	2,500,000	625,000	0	1,875,000
	2,500,000	625,000	0	1,875,000
	0	0	0	0
	688,000	0	0	688,000
	5,443,600	974,130	4,620,762	5,594,892
	6,131,600	974,130	4,620,762	5,594,892
	6,131,600	974,130	4,620,762	5,594,892
	8,631,600	1,599,130	4,620,762	2,411,708
Hospitality Tax Total:	8,631,600	1,599,130	4,620,762	2,411,708

531 - Parking Operating: Revenue

	FY 2007-2008		
	Working Budget	FYTD Actual Collected	% Collected
Charges for Services	4,752,100	1,150,194	24.2
Fines and Forfeitures	1,650,000	288,231	17.4
Miscellaneous Revenues	103,235	0	0.0
Interest Revenues	100,000	9,175	9.1
Rent and Royalties	5,200	0	0.0
Unappropriated Surplus	300,000	0	0.0
Parking Operating Total:	6,910,535	1,447,600	20.9

	FY 2008-2009		
	Working Budget	FYTD Actual Collected	% Collected
	4,924,600	1,040,924	21.1
	1,750,000	262,146	14.9
	50,000	0	0.0
	50,000	0	0.0
	22,950	17,075	74.4
	300,000	0	0.0
	7,097,550	1,320,145	18.6

531 - Parking Operating: Expenditure

	FY 2007-2008		
	Working Budget	FYTD Actual Expended	% Budget Spent
Non-Departmental	4,374,154	349,287	7.9
Finance Administration	120,478	9,282	7.7
Parking Operations	2,415,902	419,377	17.3
Parking Operating Total:	6,910,534	777,946	11.2

	FY 2008-2009		
	Working Budget	FYTD Actual Expended	Total Expense & Encumb.
	4,283,322	324,858	348,721
	122,801	19,500	63,527
	2,691,427	564,742	897,924
	7,097,550	909,100	1,310,172
			401,072
			5,787,378
			18.4

	FY 2008-2009		
	Working Budget	FYTD Actual Expended	% Exp & Remaining Encumb.
	4,283,322	324,858	8.1
	122,801	19,500	51.7
	2,691,427	564,742	33.3
	7,097,550	909,100	12.8
			401,072
			5,787,378
			18.4

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	31,551,849	59,789,270	34.5	97,960,437	31,636,948	66,323,489	32.2
Fines and Forfeitures	250,000	71,888	178,112	28.7	250,000	70,192	179,808	28.0
Miscellaneous Revenues	50,000	1,599	48,401	3.1	2,105,000	387	2,104,613	0.0
Interest Revenues	2,000,000	3,065	1,996,935	0.1	0	163,319	0	0.0
Rent and Royalties	55,000	17,212	37,788	31.2	0	11,756	0	0.0
Unappropriated Surplus	1,000,000	0	1,000,000	0.0	1,000,000	0	1,000,000	0.0
Water and Sewer Operating Total:	94,696,119	31,645,613	63,050,506	33.4	101,315,437	31,882,602	69,432,835	31.4

551 - Water and Sewer Operating: Expenditure

	FY 2007-2008			FY 2008-2009						
	Working Budget	FYTD Actual Expended	Variance	% Budget Spent	Working Budget	FYTD Actual Expended	Encumbrances	Total Expense & Encumb.	\$ \$ Remaining	% Exp & Encum
Central Administration	272,209	50,967	221,242	18.7	270,762	75,279	0	75,279	195,483	27.8
Non-Departmental	18,898,178	40,075	18,858,103	0.2	18,177,984	3,458,340	198,261	3,656,601	14,521,383	20.1
Interfund Transfer	25,569,096	6,417,695	19,151,401	25.0	31,087,165	7,360,315	0	7,360,315	23,726,850	23.6
Finance Administration	5,237,462	262,886	4,974,576	5.0	4,771,694	343,225	443,816	787,041	3,984,653	16.4
Public Safety	504,290	97,307	406,983	19.2	516,193	100,826	15,236	116,062	400,131	22.4
Fire Department	407,661	102,341	305,320	25.1	412,114	140,573	0	140,573	271,541	34.1
Public Works	1,110,493	263,837	846,656	23.7	1,136,494	273,804	98,919	372,723	763,771	32.7
General Services	1,569,863	252,620	1,317,243	16.0	1,588,050	226,163	721,797	947,960	640,090	59.6
Information Technology	806,735	60,188	746,547	7.4	716,535	92,117	209,981	302,098	414,437	42.1
Administrative Services	1,478,609	381,041	1,097,568	25.7	1,566,973	381,092	370,544	751,636	815,337	47.9
Engineering	3,979,278	817,692	3,161,586	20.5	4,118,651	983,603	60,166	1,043,769	3,074,882	25.3
Utilities	34,022,868	7,841,154	26,181,714	23.0	36,078,498	9,048,489	9,800,657	18,849,146	17,229,352	52.2
Economic Development	867,890	129,750	738,140	14.9	874,384	212,748	317,955	530,703	343,681	60.6
Water and Sewer Operating Total:	94,724,632	16,717,553	78,007,079	17.6	101,315,497	22,696,574	12,237,332	34,933,906	66,381,591	34.4

553 - Storm Water Operating: Revenue

	FY 2007-2008			
	Working Budget	FYTD Actual Collected	Variance	% Collected
Charges for Services	3,930,000	1,000,247	2,929,753	25.4
Transfers From Other Funds	1,000,000	250,000	750,000	25.0
Storm Water Operating Total:	4,930,000	1,250,247	3,679,753	25.3

	FY 2008-2009			
	Working Budget	FYTD Actual Collected	Variance	% Collected
Charges for Services	4,800,000	1,108,756	3,691,244	23.0
Transfers From Other Funds	1,000,000	250,000	750,000	25.0
Storm Water Operating Total:	5,800,000	1,358,756	4,441,244	23.4

553 - Storm Water Operating: Expenditure

	FY 2007-2008			% Budget Spent
	Working Budget	FYTD Actual Expended	Variance	
Non-Departmental	29,412	0	29,412	0.0
Interfund Transfer	2,840,000	710,000	2,130,000	25.0
Public Works	1,314,417	172,941	1,141,476	13.1
Engineering	627,264	93,477	533,787	14.9
Utilities	120,557	24,407	96,150	20.2
Storm Water Operating Total:	4,931,650	1,000,825	3,930,825	20.2

	FY 2008-2009				
	Working Budget	FYTD Actual Expended	FYTD Encumbrances	Total Expense & Encumb.	% Exp & Remaining Encum
Non-Departmental	0	0	0	0	0.0
Interfund Transfer	3,138,411	1,314,107	0	1,314,107	41.8
Public Works	1,639,178	292,369	28,172	320,541	19.5
Engineering	751,249	117,727	13,414	131,141	17.4
Utilities	271,162	29,549	0	29,549	10.8
Storm Water Operating Total:	5,800,000	1,753,752	41,586	1,795,338	30.9



**CITY OF COLUMBIA
BUSINESS LICENSE DIVISION
INTEROFFICE MEMORANDUM**

TO: Missy Caughman, Budget Director/Interim Finance Director

FROM: Brenda Kyzer, Business License Administrator

SUBJECT: October 2008, Hospitality Tax Collections

DATE: November 19, 2008

In response to City Council's inquiry regarding monthly Hospitality Tax Collections, I have prepared the following information.

Hospitality Collections

October 2007 – \$689,293.82
October 2008 – \$715,909.02
YTD 10/31/07 - \$2,593,723.14
YTD 10/31/08 - \$2,688,033.19

The month of October 2008 had a \$26,615.20 increase in revenue when compared to October 2007. The YTD FY 08/09 Hospitality accounts in total still indicate an increase of \$94,310.05 over YTD 07/08.

The total number of accounts paying Hospitality taxes in October 2008 was 656. That is down from October 2007 when there were 686 paying accounts.

Please let me know if additional information is needed.