

Budget Document FINAL

Dolores

Sat 6/16/2018 1:34 PM

To: Peter Kampa <pkampa@kampacs.com>;

Importance: High

📎 2 attachments (331 KB)

2018-19 Budget Document.pdf; 2018-19 Detailed Budget Analysis.pdf;

Hi Peter,
Here is the final BUDGET DOCUMENT.

Budget Assumptions:

Revenue

- Assessments are budgeted at \$1442 per residential unit, the increase is \$100 per household over 2017-18 with a 3% cost of living allowance increase.

Expenditures:

- Generally, increased by 5% for line items spent within budget in the prior year; others were increased to prior year's actual.
- The Property and Liability Program Rate increase 6% for only the property, general liability and auto liability.
- Salaries are budgeted assuming all approved positions will be filled and includes a 3.8% cost of living increase to all Steps. Step increases were budgeted for those who qualify pending a recommendation and approval from the General Manager to receive such increase.
- Medical insurance premiums are budget with an increase of 10% over last year per an estimate from SDRMA.
- Worker's Compensation insurance premiums are budgeted with a decrease of 8% from last year
- Equipment Replace is budget per the Equipment Replacement Reserve Schedule
- Equipment Replacement Reserve is budgeted per the schedule

Overview:

- Total budget for 2018-19 is \$1,744,700.
- Revenue of \$1,036K is \$98K over the \$938K budgeted in last year, due mostly to the increase in Assessments.
- The \$578K increase in total expenditures is mainly the \$500K increase in Capital Projects.
- Administrative expenses increased by 3% except for the deletion of the \$120K line item for Castle & Cooke Subsidized Expenses.
- Common area expenses increased by 9% or \$6K
- Mosquito Abatement Expenses increased by 15% or \$5K with vehicle maintenance expenses budgeted at last year's actual

- Salaries and Benefits increased by 7% which includes a 10% increase in medical insurance premiums
- Equipment Replacements continue as most are over, in some cases, really over the 5 year estimated life. The total replacements of \$86,500 was budgeted per the Equipment Replacement Reserve Schedule. The \$55,000 new tractor will be financed in full with a lease Purchase.
- Capital Projects
 - o This year's budget reflects the remainder of the \$32,000 contract for landscape design services with ORR?? The work is scheduled to be completed
 - o The Road Improvement project budget reflects the \$602,790 contract with T&S West for the **reconstruction and improvements of certain roads within the District and \$86K (or 14%) for contingencies. The work will begin.....and is scheduled to be completed.....** An installment sale of \$700,000.00 was completed to fund this project.
 - o Road Project Design and Construction Management work will be completed by Willdan Engineering, Inc. The budget of \$56,762.00 is the remainder of the total amended contract of \$92,000. The work is scheduled to be completed before November 30, 2018.
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- Debt Service includes the ongoing lease purchase, a new lease to purchase a tractor, and the first payment of \$837,452.60 on the Series 2018 Installment Sale.
- Financing Sources include: a lease to purchase the new tractor budgeted in Equipment Replacement, Draws from the \$700,000 Series 2018 Installment Sale to fund the Road Improvements budgeted in Capital Projects
- Financing Uses include the first year funding of an resigned reserve for equipment replacement.

Hope this helps!

Dolores Baker

Accountant

Saddle Creek Community Services District

1000 Saddle Creek Drive

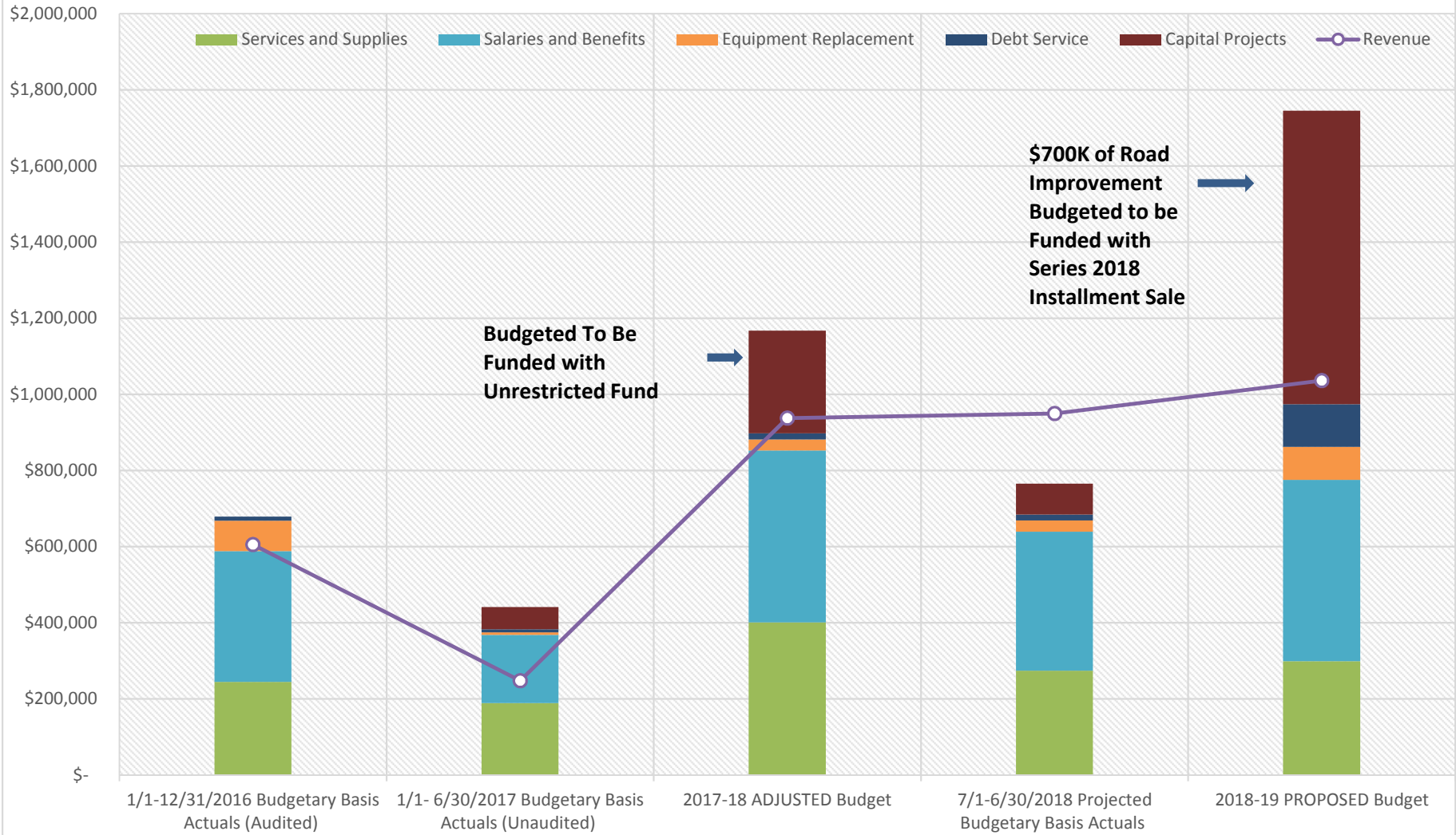
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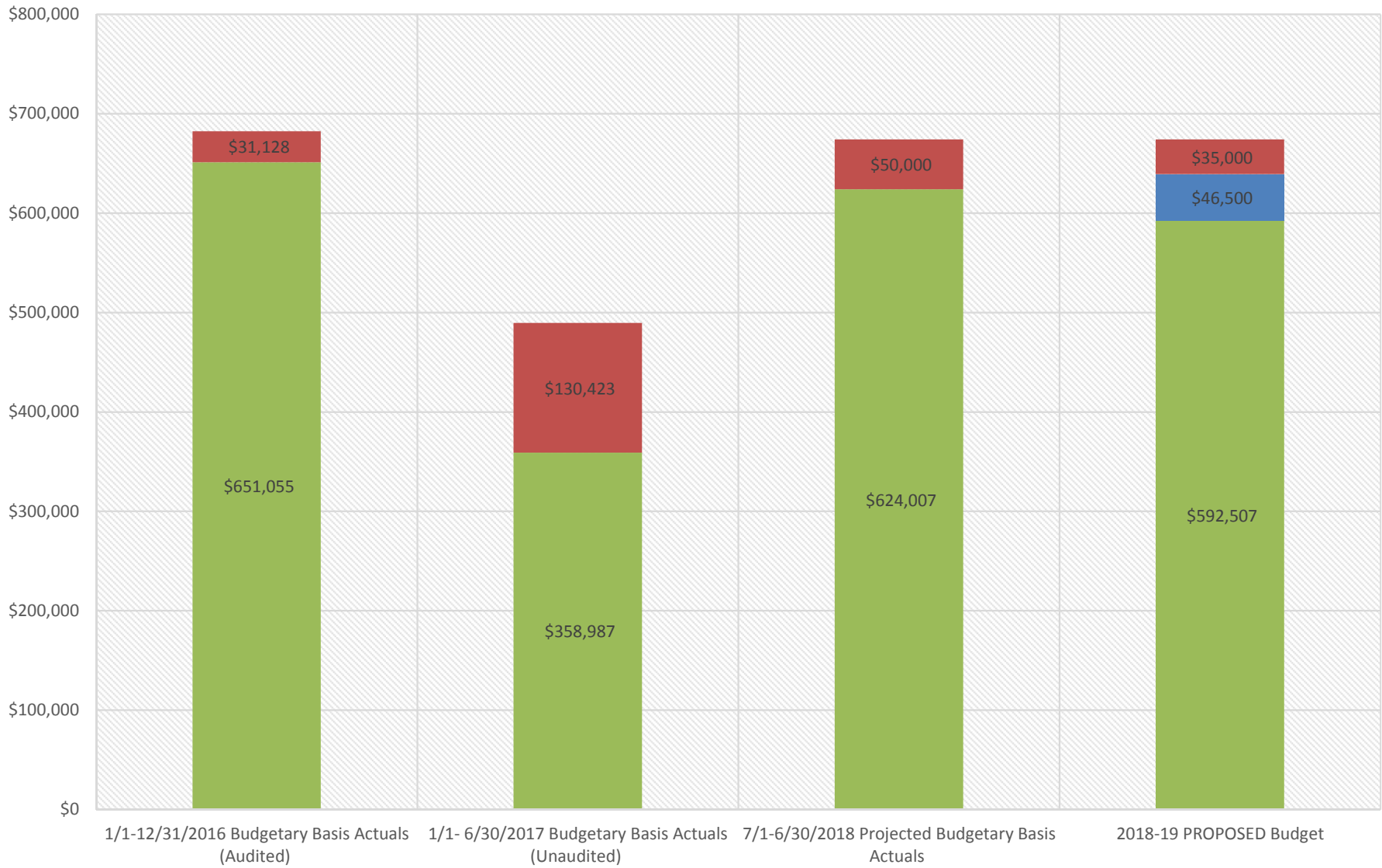
**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2018-19 SUMMARY CAPITAL AND OPERATING BUDGET**

	1/1-12/31/2016 Budgetary Basis Actuals (Audited)	1/1- 6/30/2017 Budgetary Basis Actuals (Unaudited)	2017-18 ADJUSTED Budget	7/1-6/30/2018 Projected Budgetary Basis Actuals	2018-19 PROPOSED Budget
Services and Supplies	\$ 244,462	\$ 188,727	\$ 401,193	\$ 274,184	\$ 298,900
Salaries and Benefits	\$ 343,762	\$ 179,168	\$ 450,908	\$ 365,115	\$ 476,400
Equipment Replacement	\$ 79,736	\$ 6,867	\$ 29,000	\$ 28,960	\$ 86,500
Capital Projects	\$ -	\$ 58,014	\$ 270,000	\$ 80,795	\$ 770,700
Debt Service	\$ 10,685	\$ 8,016	\$ 16,100	\$ 16,029	\$ 112,200
Total Outlays	\$ 678,645	\$ 440,792	\$ 1,167,201	\$ 765,083	\$ 1,744,700
Revenue	\$ 605,521	\$ 248,019	\$ 937,847	\$ 949,680	\$ 1,036,200
Other Financing Sources/Uses	\$ 72,340	\$ -	\$ -	\$ -	\$ 708,500
Allocated to (from) Unassigned Reserves	\$ (784)	\$ (192,773)	\$ (229,354)	\$ 184,597	\$ -
Total Funding	\$ 678,645	\$ 440,792	\$ 1,167,201	\$ 765,083	\$ 1,744,700
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RESERVES:					
Beginning Fund Balance	\$ 681,399	\$ 682,183		\$ 489,410	\$ 674,007
Ending Fund Balance					
Equipment Replacement Reserve					\$ 46,500
Assigned	\$ 31,128	\$ 130,423		\$ 50,000	\$ 35,000
Unassigned Fund Balance	\$ 651,055	\$ 358,987		\$ 624,007	\$ 592,507
	\$ 682,183	\$ 489,410		\$ 674,007	\$ 674,007

Revenue & Expenditures



RESERVE BALANCES



■ Unassigned Fund Balance
 ■ Equipment Replacement Reserve
 ■ Assigned

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2018-19 DETAILED CAPITAL AND OPERATING BUDGET**

	1/1-12/31/2016 Budgetary Basis Actuals (Audited)	1/1- 6/30/2017 Budgetary Basis Actuals (Unaudited)	2017-18 ADJUSTED Budget	7/1-6/30/2018 Projected Budgetary Basis Actuals	2018-19 PROPOSED Budget
REVENUE					
Special Tax Assessments	\$ 590,146	\$ 237,949	\$ 924,447	\$ 924,447	\$ 1,025,500
Total Other Revenue	\$ 15,375	\$ 2,376	\$ 6,400	\$ 16,765	\$ 15,000
Reimbursement for Maintenance and Repair		\$ 7,694	\$ 7,000	\$ 8,468	\$ 3,000
TOTAL REVENUE	\$ 605,521	\$ 248,019	\$ 937,847	\$ 949,680	\$ 1,036,200

EXPENDITURES - SERVICES AND SUPPLIES					
Administration Expenses					
Audit Expenses		\$ 7,500	\$ 7,800	\$ -	\$ 11,700
Finance Expenses		\$ 186	\$ 551	\$ 463	\$ 600
Parcel Tax Implementation		\$ 13,945	\$ 4,250	5287	\$ 5,500
Advertising		\$ 545	\$ 397	\$ 906	\$ 500
Legal Expenses		\$ 200	\$ 1,575	\$ 1,575	\$ 1,700
Management Fees		\$ 32,447	\$ 68,775	\$ 61,650	\$ 69,400
HR Consultant			\$ 6,000	\$ 4,800	\$ 6,000
Insurance (Property Loss/Liability)		\$ 8,141	\$ 8,925	\$ 10,430	\$ 9,500
Miscellaneous/Contingency		\$ 225	\$ 8,000	\$ 8,000	\$ 8,000
Professional Development (Travel/Training)		\$ 6,675	\$ 8,925	\$ 10,958	\$ 11,000
Dues, Certificates, Bonds & Subscriptions		\$ 1,836	\$ 6,200	\$ 7,632	\$ 7,300
Uniform Expenses		\$ 1,829	\$ 2,310	\$ 2,692	\$ 3,000
Electric Power/Water/Sewer		\$ 2,456	\$ 9,405	\$ 7,450	\$ 5,800
Telephone & Internet Service		\$ 2,228	\$ 6,405	\$ 6,311	\$ 6,000
Office Supplies/Postage		\$ 2,199	\$ 5,250	\$ 6,200	\$ 5,700
Office Equipment Repair/Replacement		\$ 1,279	\$ 6,000	\$ 5,916	\$ 8,000
Office Equipment Lease			\$ 2,000	\$ 2,187	\$ 2,700
County Fees/LAFCO		\$ 2,977	\$ 6,825	\$ 9,642	\$ 10,500
Records Mgt Services				\$ -	\$ -
Castle & Cooke Subsidized Expenses			\$ 120,000	\$ -	\$ -
Reimbursable Maint/Repair Expense		\$ 11,953	\$ 7,000	\$ 4,352	\$ 3,000
Total Administration Expenses		\$ 96,621	\$ 286,593	\$ 156,450	\$ 175,900

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2018-19 DETAILED CAPITAL AND OPERATING BUDGET**

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Common Areas Expenses					
Gate Maintenance & Opener Purchase		\$ 7,502	\$ 17,500	\$ 17,491	\$ 18,400
Landscape Supplies & Repairs		\$ 20,394	\$ 25,000	\$ 28,514	\$ 29,900
Landscape Equipment Repair/Replacement		\$ 17,902	\$ 17,500	\$ 5,216	\$ 5,500
Landscape Equipment Gas & Oil		\$ 2,482	\$ 5,250	\$ 17,475	\$ 17,500
Total Common Areas Expense		\$ 48,280	\$ 65,250	\$ 68,696	\$ 71,300
Mosquito Abatement Expenses					
Mosquito Control Products		\$ 16,902	\$ 15,225	\$ 15,187	\$ 16,000
Mosquito Abatement Monitoring & Testing		\$ 1,876	\$ 3,150	\$ 3,577	\$ 3,800
Mosquito Abatement Vehicle Gas & Oil		\$ 3,362	\$ 11,550	\$ 10,495	\$ 11,600
Mosquito Abatement Vehicle Maintenance		\$ 4,026	\$ 5,250	\$ 9,250	\$ 9,200
Total Mosquito Abatement Expense		\$ -	\$ 35,175	\$ 38,509	\$ 40,600
Streets Expenses					
Streets, Sidewalks & Lighting Maintenance		\$ 17,660	\$ 14,175	\$ 10,529	\$ 11,100
TOTAL SERVICES AND SUPPLIES	\$ 244,462	\$ 188,727	\$ 401,193	\$ 274,184	\$ 298,900
EXPENDITURES - SALARY AND BENEFITS					
Workers' Compensation Insurance		\$ 18,631	\$ 22,237	\$ 21,917	\$ 14,700
Health Insurance		\$ 32,690	\$ 66,101	\$ 45,490	\$ 73,800
Payroll Taxes		\$ 9,787	\$ 28,517	\$ 24,290	\$ 28,600
Processing Fees		\$ 672	\$ 1,400	\$ 1,420	\$ 1,900
Directors' Stipend			\$ 6,000	\$ 5,600	\$ 6,000
Employee Wages		\$ 117,388	\$ 326,653	\$ 266,398	\$ 351,400
TOTAL SALARIES AND BENEFITS	\$ 343,762	\$ 179,168	\$ 450,908	\$ 365,115	\$ 476,400
EXPENDITURES - EQUIPMENT REPLACEMENT					
John Deere Tractor w/loader & Bucket					\$ 55,000
24' Flat Bed Trailer w/tailgate					\$ 6,700
Spray Rig					\$ 6,000
Equipment Storage Car Port					\$ 12,000
Radar Unit					\$ 6,800
Radios & Charges		\$ 1,628			
John Deere Rotary Tiller		\$ 5,239			
(1) cart, (1) fogger			\$ 29,000	\$ 28,960	
TOTAL EQUIPMENT REPLACEMENT	\$ 79,736	\$ 6,867	\$ 29,000	\$ 28,960	\$ 86,500

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2018-19 DETAILED CAPITAL AND OPERATING BUDGET**

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CAPITAL PROJECTS					
L/T Landscape Design Plan			\$ 32,000	\$ 6,125	\$ 25,875
Landscape Improvements		\$ 58,014	\$ 80,000	\$ 35,927	
Sub-total Landscape Improvements	\$ -	\$ 58,014	\$ 112,000	\$ 42,052	\$ 25,875
Road Improvements			\$ 100,000	\$ -	\$ 688,063
Pavement Assessment					
Road Project Design and Contruction Management			\$ 40,000	\$ 38,238	\$ 56,762
Road Project Management			\$ 3,000	\$ 505	
Road Improvements Contingency			\$ 15,000	\$ -	
Sub-total Road Improvements			\$ 158,000	\$ 38,743	\$ 744,825
TOTAL CAPITAL PROJECTS	\$ -	\$ 58,014	\$ 270,000	\$ 80,795	\$ 770,700
DEBT SERVICE					
Lease/Purchase Tractor		\$ 8,016	\$ 16,100	\$ 16,029	\$ 16,100
Lease/Purchase Tractor				\$	\$ 12,300
Series 2018 Instalment Payment				\$	\$ 83,800
TOTAL DEBT SERVICE	\$ 10,685	\$ 8,016	\$ 16,100	\$ 16,029	\$ 112,200
TOTAL EXPENDITURES	\$ 678,645	\$ 440,792	\$ 1,167,201	\$ 765,083	\$ 1,744,700
OTHER FINANCING SOURCES/(USES)					
John Deere Financing	\$ 72,340				
John Deere Financing				\$	\$ 55,000
Series 2018 Project Draws				\$	\$ 700,000
Equipment Replacement Reserve				\$	\$ (46,500)
TOTAL OTHER FINANCING SOURCES/(USES)	\$ 72,340				\$ 708,500
ALLOCATION OF UNASSIGNED FUND BALANCE					
	\$ (784)	\$ (192,773)	\$ (229,354)	\$ 184,597	\$ -
Balance of Funding over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -