
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: PAT CHAMBERLIN, FINANCE DIRECTOR
SUBJECT: MONTHLY TREASURER'S REPORT
AGENDA: OCTOBER 13, 2016 REGULAR BOARD MEETING
DATE: OCTOBER 13, 2016

ISSUE

Should the Village Board approve the September 2016 monthly Treasurer's report.

DISCUSSION

The Summarized Revenue & Expense Reports are attached (pages 1 – 9). At September 30, 2016 we are through 5 months of the year (41.7%).

The General Fund revenues and expenditures are at 59.5% and 39.2%, respectively. The main reason for the revenues being higher than budgeted is the timing of the receipt of property taxes. The expenditures are low due to expenditures being attributable to the prior fiscal year, for which journal entries have already been made. The following expenditures have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
01-51-6208	Training & Membership	9,695	7,940	81.9%	A
01-51-6309	Other Professional Svc	12,988	9,071	69.9%	B
01-53-6105	Salaries – Seasonal	9,880	8,961	90.7%	C
01-53-6301	Legal Services	1,000	4,370	436.9%	D
01-53-6303	Engineering Service	17,000	19,967	117.4%	E
01-53-6405	Repair & Maint. Srv-ROW	62,624	63,773	101.8%	F
01-53-6603	Specialized Supplies	5,500	7,843	142.5%	G
01-53-6609	Roadway Maint. Supplies	14,500	8,369	57.8%	H
01-55-6303	Engineering Service	81,150	45,824	56.5%	I
01-55-6309	Other Professional Svc	69,050	42,088	61.0%	J
01-56-6307	I.S Services	7,638	6,428	84.2%	K
01-57-6208	Training & Memberships	8,864	4,649	52.5%	L

- A Pol – This is due to the timing for training classes and conferences. This account will continue to be monitored.
- B Pol – This is due to the timing of the payment for Lexipol manual and training updates. These are budgeted items and the account is not expected to exceed budget.
- C Str – This is a seasonal expense for additional laborers and is not expected to exceed budget.
- D Str – This is due to legal consultation on various projects.
- E Str – This is due to engineering review of Right of Way permits. This account will continue to be monitored.
- F Str – This is due to unexpected repairs for Camp Dean Rd and Storm Sewer repairs throughout the Village. This account will remain over budget.
- G Str – This is due to additional Mosquito Abatement applications required for the heavy rain season and Zika virus prevention. Account is currently under review.
- H Str – This is due to the timing of the shouldering road program and Camp Dean material purchases. This account is anticipated to remain on fiscal year budget.
- I CD – This is due to on-going development engineering review. This account will continue to be monitored.
- J CD – This is related to the outsourcing of commercial plan reviews. This account will continue to be monitored.
- K Fin – This is due to the timing of the payment for the Village's financial software package, this is a budgeted item. This account is not expected to exceed budget.
- L Bd – This is due to the timing of the payment for the Metro West membership. This is a budgeted item. The account will continue to be monitored.

Please note that engineering invoices are paid approximately 2 months after services are provided. Thus, engineering service accounts in the General Fund, Infrastructure Fund, and Waterworks and Sewerage Fund will reflect a 2 month lag.

The General Capital Projects Fund revenues are at 46.1% and expenditures are at 34.1%. The expenditures are low due to projects not starting yet this year.

The Industrial TIF #1 Fund revenues are at 50.1% and expenditures are at 8,789.7%. Expenditures are high due to the Dugan Rd North project.

The Industrial TIF #2 Fund revenues are at 99.3% and expenditures are at 0.0%. The expenditures are low due to projects not started yet this year.

The Infrastructure Capital Projects Fund revenues are at 14.4% and expenditures are 23.6%. Revenues are low due to the timing of grant receipts. Expenditures are low due to expenditures categorized as prior fiscal year expenditures, for which journal entries have already been made.

The Debt Service Fund revenues are at 41.7% and the expenditures are at 10.4%. The expenditures are low due to the timing of debt payments throughout the year.

The Sugar Grove SSA #10 Fund revenues are at 75.3% and expenditures are at 1.6%. Revenues, collected via property tax payments, will be forthcoming. The expenditures are low due to projects not starting yet this year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 46.6% and 41.8%, respectively. The capital revenues and expenses are at 53.9% and 8.9%, respectively. The main reason for the capital expenses being low is the timing of projects. The following expenses have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
50-50-6307	I.S Services	10,702	7,143	65.7%	M
50-50-8002	Debt – Principal	688,975	457,967	66.5%	N
50-59-6313	Scada Services	10,000	56,105	561.0%	O
50-59-6406	Repair, Maint., Svc-Bldg	11,194	9,698	86.7%	P
50-60-6403	Repair, Maint., Svc-Eqmt	12,100	10,772	89.1%	Q
50-60-6603	Specialized Supplies	440,194	261,744	59.5%	R
50-71-8002	Debt – Principal	50,000	50,000	100.0%	S

- M Adm – This is due to the timing of the payment for the Village’s financial software package, this is a budgeted item. This account is not expected to exceed budget.
- N Adm – This is high due to the timing of debt payments throughout the year and will not exceed budget.
- O PW – This is due to an unbudgeted software upgrade.
- P PW – This is due to the timing of facility exterior maintenance and fire extinguisher maintenance. This account is not expected to exceed budget.
- Q Water Op. – Costs are related to unexpected repairs at Well 10. This account will continue to be monitored.
- R Water Op. – Costs are related to the water system upgrade. This account reflects expenditures for 1,000 water meters scheduled for replacement this fiscal year. This is a budgeted expense and the account will continue to be monitored.
- S Water Cap. – This is high due to the timing of a debt payment and will not exceed budget

The Refuse Fund revenues and expenses are at 41.9% and 31.7%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 24 residential and 4 commercial permits in the fiscal year 2016 – 2017 Budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of October 13, 2016, 17 of the residential and 2 of the commercial permits have been issued. The following accounts will be included in each Treasurer’s Report to reflect the revenues from building activity:

		<u>Budget</u>	<u>Actual</u>	<u>% Earned</u>
01-00-3310	Building Permits	59,865	45,116	75.4%
01-00-3320	Cert of Occupancy Fees	2,900	2,600	89.7%
01-00-3330	Plan Review Fees	3,677	5,269	143.2%
01-00-3340	Reinspection Fees	2,533	3,230	127.5%
01-00-3740	Zoning and Filing Fees	11,000	4,000	36.4%
01-00-3760	Review and Dev. Fees	123,700	69,344	56.1%
30-00-3850	Improvement Donations	131,016	66,972	51.2%
30-00-3852	Life Safety-Police	4,130	2,900	70.3%
30-00-3853	Life Safety-Streets	4,130	3,080	74.6%
35-00-3855	Road Impact Fee	39,220	12,679	32.4%
50-00-3310	Meter Reinspections	538	85	15.8%
50-00-3670	Meter Sales	18,400	10,373	56.4%
50-01-3651	Water Tap-On Fees	145,586	95,571	65.7%
50-01-3652	Sewer Tap-On Fees	20,515	14,609	71.3%
50-01-3791	Fire Suppr Tap-On Fee	11,602	11,602	100.0%

COST

There are no direct costs associated with the monthly Treasurer's report.

RECOMMENDATION

That the Board approve the September 2016 monthly Treasurer's reports.

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VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 1
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FOR FUND: GENERAL FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
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REVENUES						
REVENUES	412,184.18	866,386.77	110.1	4,946,210.00	2,939,711.02	(40.5)
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TOTAL REVENUES	412,184.18	866,386.77	110.1	4,946,210.00	2,939,711.02	(40.5)
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EXPENSES						
INFORMATION TECHNOLOGY	3,178.75	584.32	81.6	38,145.00	18,895.30	50.4
ADMINISTRATION	31,735.52	32,156.65	(1.3)	380,826.00	125,574.90	67.0
POLICE	200,020.91	218,627.61	(9.3)	2,400,251.00	994,424.03	58.5
PUBLIC WORKS- STREET DIVISION	91,888.91	132,355.68	(44.0)	1,102,667.00	384,565.18	65.1
BUILDING MAINTENANCE	13,140.74	13,630.57	(3.7)	157,689.00	56,451.10	64.2
COMMUNITY DEVELOPMENT	50,330.91	104,632.40	(107.8)	603,971.00	264,377.30	56.2
FINANCE	14,201.48	15,151.56	(6.6)	170,418.00	67,725.53	60.2
BOARD AND COMMISSIONS	7,343.61	2,455.49	66.5	88,123.00	24,152.24	72.5
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TOTAL EXPENSES	411,840.83	519,594.28	(26.1)	4,942,090.00	1,936,165.58	60.8
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TOTAL FUND REVENUES	412,184.18	866,386.77	110.1	4,946,210.00	2,939,711.02	(40.5)
TOTAL FUND EXPENSES	411,840.83	519,594.28	(26.1)	4,942,090.00	1,936,165.58	60.8
SURPLUS (DEFICIT)	343.35	346,792.49	902.6	4,120.00	1,003,545.44	4257.8

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VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: GENERAL CAPITAL PROJECTS FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
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REVENUES						
REVENUES	38,798.08	48,560.42	25.1	465,577.00	214,636.92	(53.8)
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TOTAL REVENUES	38,798.08	48,560.42	25.1	465,577.00	214,636.92	(53.8)
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EXPENSES						
ADMINISTRATION	0.00	0.00	0.0	0.00	56.15	100.0
POLICE	17,935.75	18,665.39	(4.0)	215,229.00	65,355.07	69.6
PUBLIC WORKS STREETS	416.67	1,080.00	(159.1)	5,000.00	1,538.25	69.2
BUILDING MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
COMMUNITY DEVELOPMENT	0.00	0.00	0.0	0.00	0.00	0.0
FINANCE	17,916.67	15,356.00	14.2	215,000.00	81,367.50	62.1
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TOTAL EXPENSES	36,269.09	35,101.39	3.2	435,229.00	148,316.97	65.9
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TOTAL FUND REVENUES	38,798.08	48,560.42	25.1	465,577.00	214,636.92	(53.8)
TOTAL FUND EXPENSES	36,269.09	35,101.39	3.2	435,229.00	148,316.97	65.9
SURPLUS (DEFICIT)	2,528.99	13,459.03	432.1	30,348.00	66,319.95	118.5

VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: INDUSTRIAL TIF #1 FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
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REVENUES						
REVENUES	6,729.50	661.55	(90.1)	80,754.00	40,439.41	(49.9)
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TOTAL REVENUES	6,729.50	661.55	(90.1)	80,754.00	40,439.41	(49.9)
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EXPENSES						
PUBLIC WORKS STREETS	0.00	0.00	0.0	0.00	24,171.68	100.0
COMMUNITY DEVELOPMENT	22.92	0.00	100.0	275.00	0.00	100.0
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TOTAL EXPENSES	22.92	0.00	100.0	275.00	24,171.68	(8689.7)
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TOTAL FUND REVENUES	6,729.50	661.55	(90.1)	80,754.00	40,439.41	(49.9)
TOTAL FUND EXPENSES	22.92	0.00	100.0	275.00	24,171.68	(8689.7)
SURPLUS (DEFICIT)	6,706.58	661.55	(90.1)	80,479.00	16,267.73	(79.7)

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VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: INDUSTRIAL TIF #2 FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
REVENUES	1,628.50	8,229.90	405.3	19,542.00	19,399.17	(0.7)
TOTAL REVENUES	1,628.50	8,229.90	405.3	19,542.00	19,399.17	(0.7)
EXPENSES						
COMMUNITY DEVELOPMENT	2,027.09	0.00	100.0	24,325.00	0.00	100.0
TOTAL EXPENSES	2,027.09	0.00	100.0	24,325.00	0.00	100.0
TOTAL FUND REVENUES	1,628.50	8,229.90	405.3	19,542.00	19,399.17	(0.7)
TOTAL FUND EXPENSES	2,027.09	0.00	100.0	24,325.00	0.00	100.0
SURPLUS (DEFICIT)	(398.59)	8,229.90	(2164.7)	(4,783.00)	19,399.17	(505.5)

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VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: INFRASTRUCTURE CAP PROJ FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

REVENUES						
REVENUES	294,472.24	220,876.31	(24.9)	3,533,667.00	505,813.00	(85.6)

TOTAL REVENUES	294,472.24	220,876.31	(24.9)	3,533,667.00	505,813.00	(85.6)

EXPENSES						
MOTOR FUEL TAX	19,733.08	7,549.50	61.7	236,797.00	329,706.77	(39.2)
STREETS DIVISION	513,875.50	484,554.02	5.7	6,166,506.00	1,177,846.27	80.8
BUILDING & ZONING	0.00	0.00	0.0	0.00	467.50	100.0

TOTAL EXPENSES	533,608.58	492,103.52	7.7	6,403,303.00	1,508,020.54	76.4

TOTAL FUND REVENUES	294,472.24	220,876.31	(24.9)	3,533,667.00	505,813.00	(85.6)
TOTAL FUND EXPENSES	533,608.58	492,103.52	7.7	6,403,303.00	1,508,020.54	76.4
SURPLUS (DEFICIT)	(239,136.34)	(271,227.21)	13.4	(2,869,636.00)	(1,002,207.54)	(65.0)

VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: DEBT SERVICE FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
REVENUES	76,764.58	76,780.43	0.0	921,175.00	383,774.88	(58.3)
TOTAL REVENUES	76,764.58	76,780.43	0.0	921,175.00	383,774.88	(58.3)
EXPENSES						
ADMINISTRATION	76,659.83	0.00	100.0	919,918.00	94,951.25	89.6
TOTAL EXPENSES	76,659.83	0.00	100.0	919,918.00	94,951.25	89.6
TOTAL FUND REVENUES	76,764.58	76,780.43	0.0	921,175.00	383,774.88	(58.3)
TOTAL FUND EXPENSES	76,659.83	0.00	100.0	919,918.00	94,951.25	89.6
SURPLUS (DEFICIT)	104.75	76,780.43	3198.7	1,257.00	288,823.63	2877.2

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VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SUGAR GROVE CENTER SSA #10
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

REVENUES						
REVENUES	2,075.58	4,353.58	109.7	24,907.00	18,750.03	(24.7)

TOTAL REVENUES	2,075.58	4,353.58	109.7	24,907.00	18,750.03	(24.7)

EXPENSES						
COMMUNITY DEVELOPMENT	1,974.17	0.00	100.0	23,690.00	376.00	98.4

TOTAL EXPENSES	1,974.17	0.00	100.0	23,690.00	376.00	98.4

TOTAL FUND REVENUES	2,075.58	4,353.58	109.7	24,907.00	18,750.03	(24.7)
TOTAL FUND EXPENSES	1,974.17	0.00	100.0	23,690.00	376.00	98.4
SURPLUS (DEFICIT)	101.41	4,353.58	4193.0	1,217.00	18,374.03	1409.7

VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: WATERWORKS & SEWERAGE FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
OPERATING REVENUES	286,135.49	258,594.67	(9.6)	3,433,626.00	1,597,633.62	(53.4)
CAPITAL REVENUES	32,656.00	49,287.42	50.9	391,872.00	211,019.22	(46.1)
TOTAL REVENUES	318,791.49	307,882.09	(3.4)	3,825,498.00	1,808,652.84	(52.7)
EXPENSES						
INFORMATION TECHNOLOGY	4,937.08	704.68	85.7	59,245.00	14,682.67	75.2
ADMINISTRATION	143,938.96	190,275.81	(32.1)	1,727,268.00	842,632.31	51.2
PW ADMINISTRATION	70,413.67	135,172.35	(91.9)	844,964.00	350,646.73	58.5
WATER OPERATIONS	99,933.83	59,188.73	40.7	1,199,206.00	422,166.96	64.7
SEWER OPERATIONS	7,083.42	1,412.30	80.0	85,001.00	6,690.28	92.1
WATER CAPITAL	226,654.93	54,208.95	76.0	2,719,859.00	254,504.48	90.6
SEWER CAPITAL	10,833.33	0.00	100.0	130,000.00	0.00	100.0
TOTAL EXPENSES	563,795.22	440,962.82	21.7	6,765,543.00	1,891,323.43	72.0
TOTAL FUND REVENUES	318,791.49	307,882.09	(3.4)	3,825,498.00	1,808,652.84	(52.7)
TOTAL FUND EXPENSES	563,795.22	440,962.82	21.7	6,765,543.00	1,891,323.43	72.0
SURPLUS (DEFICIT)	(245,003.73)	(133,080.73)	(45.6)	(2,940,045.00)	(82,670.59)	(97.1)

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VILLAGE OF SUGAR GROVE
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: REFUSE FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

REVENUES						
REVENUES	75,597.99	76,623.50	1.3	907,176.00	379,386.98	(58.1)

TOTAL REVENUES	75,597.99	76,623.50	1.3	907,176.00	379,386.98	(58.1)

EXPENSES						
ADMINISTRATION	77,454.00	74,444.33	3.8	929,448.00	293,764.01	68.3

TOTAL EXPENSES	77,454.00	74,444.33	3.8	929,448.00	293,764.01	68.3

TOTAL FUND REVENUES	75,597.99	76,623.50	1.3	907,176.00	379,386.98	(58.1)
TOTAL FUND EXPENSES	77,454.00	74,444.33	3.8	929,448.00	293,764.01	68.3
SURPLUS (DEFICIT)	(1,856.01)	2,179.17	(217.4)	(22,272.00)	85,622.97	(484.4)