



BUDGET COMMITTEE WORK SESSION

Manzanita Budget Committee

January 21, 2025

AGENDA

- Accounting Manager Update
- Approval of 2025 Budget Calendar
- FY 2024/25 Second Quarter Financial Review
- FY 2023/24 Audit Review
- Review of Upcoming Budget Related Items
- Budget Committee Premeeting Preview

ACCOUNTING MANAGER UPDATE

Budget Committee Applicant Update

Internal Controls Update

Department Update

Oregon Dept of Revenue Budget Training Schedule

Proposing the Budget: March 20, 2025

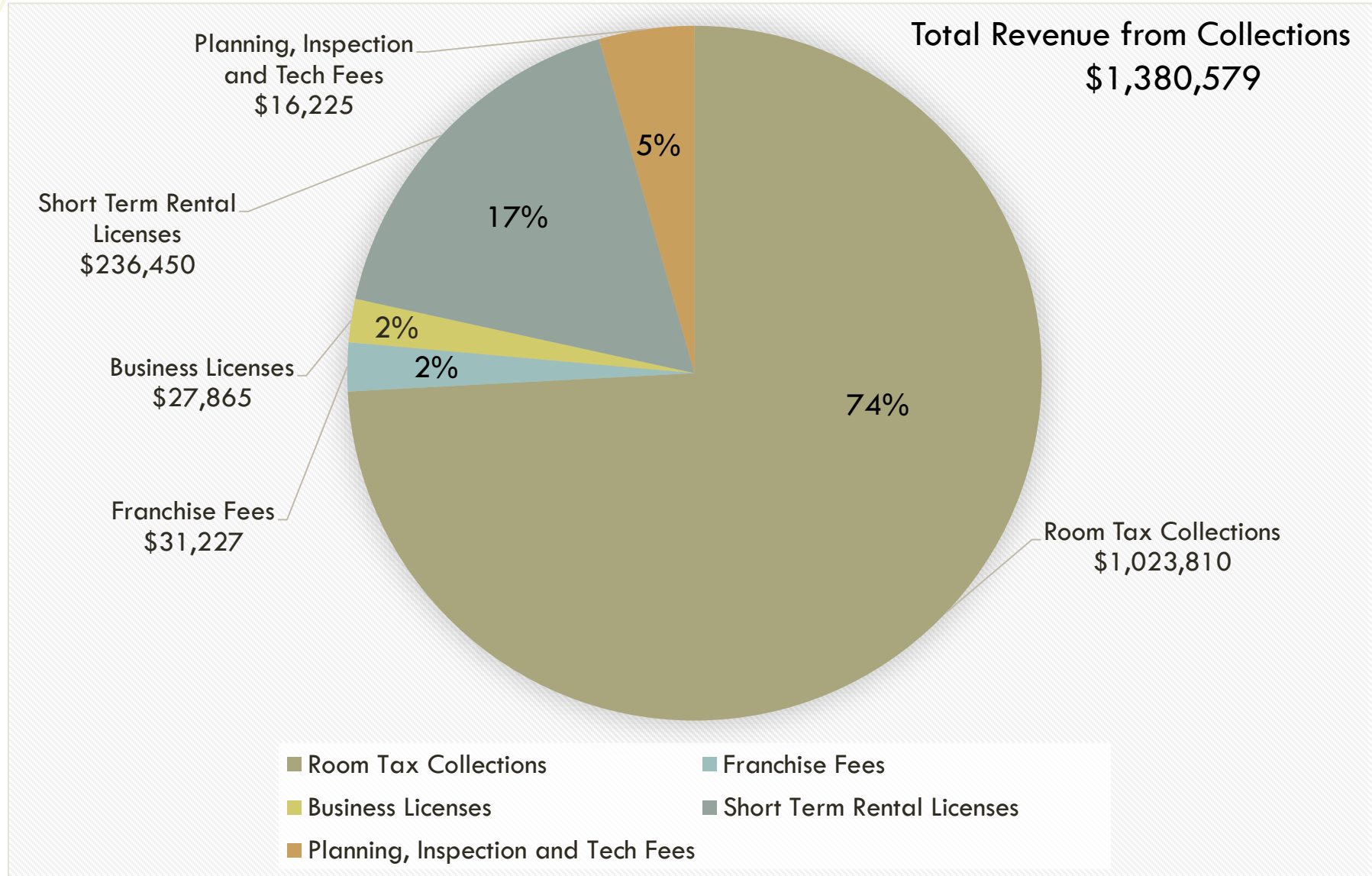
Approving & Adopting the budget: March 27, 2025

Changes after budget adoption: April 3, 2025

2025 Proposed Budget Calendar

- | | |
|----------------------|---|
| Wed., Feb 5 | City Council Regular Session; appointment of two Budget Committee members |
| Tues., Apr 15 | Budget Committee pre-meeting (10:00am) |
| Tues., Apr 29 | First Budget Committee meeting to receive proposed budget (2:00 pm) |
| Wed., Apr 30 | Second Budget Committee meeting (2:00 pm) |
| Tues., May 6 | Third Budget Committee meeting and public hearing (Including proposed uses of State Revenue Sharing) (6:00 pm) |
| Wed., May 28 | Special Council Meeting with public hearing on Budget (6:00 pm) |
| Tues., Jul 22 | Quarterly Budget Committee Work Session (10:00 am) |
| Tues., Oct 21 | Quarterly Budget Committee Work Session (10:00 am) |

24/25 SECOND QUARTER GENERAL FUND REVENUE FROM COLLECTIONS



SECOND QUARTER TRANSIENT LODGING TAX REVENUE FY 23/24 AND FY 24/25 COMPARISON

Total General Fund & TLT revenue combined is \$771,261 which is up \$12,949 from FY 23/24.

FY 23/24 Transient Lodging Tax Breakdown

2Q23 (Apr, May, Jun)	446,350
3Q23 (Jul, Aug, Sept)	753,020
4Q23 (Oct, Nov, Dec)	295,892
1Q24 (Jan, Feb, Mar)	346,706
23/24	1,841,968

FY 24/25 Transient Lodging Tax Breakdown

2Q24 (Apr, May, Jun)	441,058
3Q25 (Jul, Aug, Sept)	771,261
4Q24 (Oct, Nov, Dec)	
1Q25 (Jan, Feb, Mar)	
24/25	1,212,319

NEAH-KAH EXCISE TAX
\$1,206

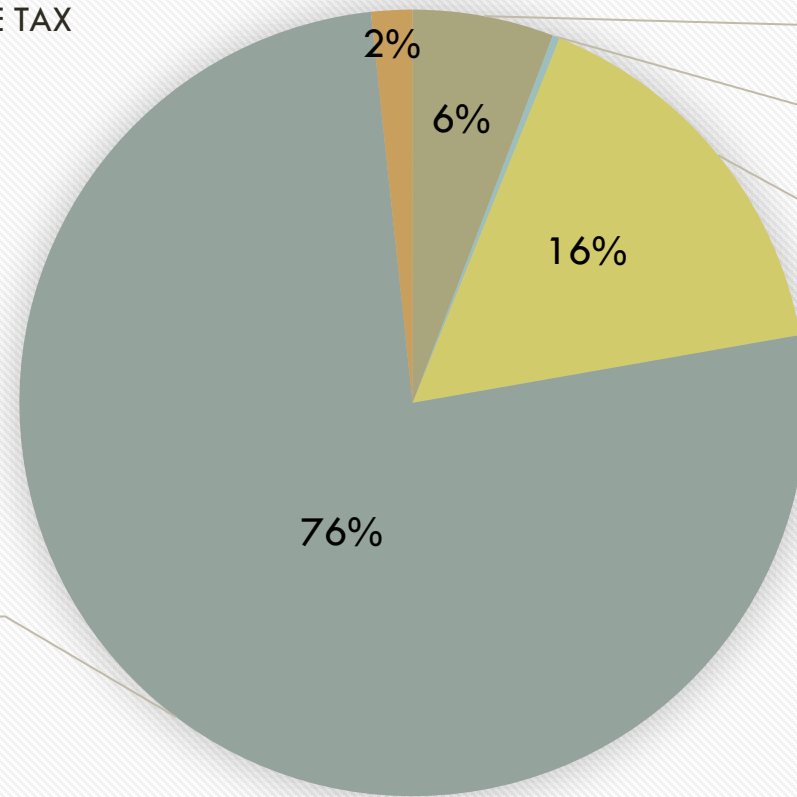
Liquor Tax
\$4,120

Cigarette Tax
\$208

State Revenue Sharing
\$11,462

IGA: Police or Fire
\$54,005

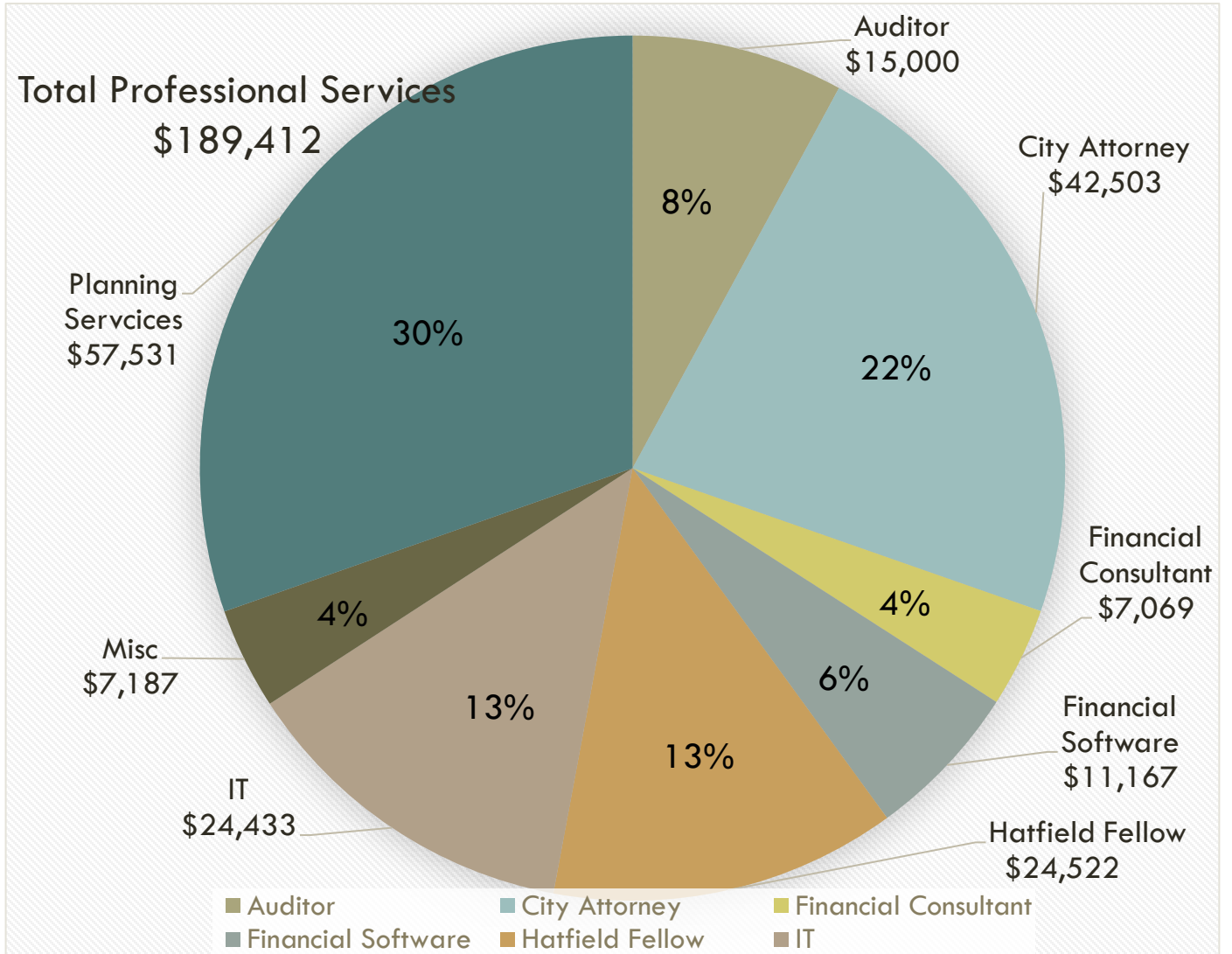
Total Revenue from Other Agencies
\$71,000



■ Liquor Tax ■ Cigarette Tax ■ State Revenue Sharing ■ IGA: Police or Fire ■ NEAH-KAH EXCISE TAX ■ Grants

FY 24/25 SECOND QUARTER GENERAL FUND REVENUE FROM OTHER AGENCIES

FY 24/25 SECOND QUARTER PROFESSIONAL SERVICES



24/25 EARNED INTEREST

	Jul	Aug	Sept	Oct	Nov	Dec	Total
General Fund	16,606.38	15,783.73	14,259.76	14,985.84	16,096.48	16,277.75	94,009.94
Transportation	2,360.84	2,486.22	2,452.75	2,378.17	2,202.70	2,206.15	14,086.83
Building	1,193.88	1,310.37	1,405.88	1,450.30	1,371.32	1,350.26	8,082.01
Water Utility	5,410.25	5,863.33	6,173.09	6,532.37	6,372.42	6,848.75	37,200.21
Water SDC	13,017.57	13,819.90	13,677.41	13,516.75	12,615.86	12,927.51	79,575.00
Park SDC	124.06	131.68	130.29	128.45	119.59	122.52	756.59
Storm SDC	257.18	280.65	285.30	281.25	269.38	282.94	1,656.70
Public Equip Reserve	871.26	922.71	910.92	898.00	836.09	854.67	5,293.65
Tourism	3,009.01	3,477.11	3,329.20	3,213.75	3,325.96	3,312.26	19,667.29
							260,328.22

Rate Changes

January 8, 2025	4.70%
November 29, 2024	4.85%
October 23, 2024	5.00%
October 2, 2024	5.15%
July 9, 2024	5.30%
February 1, 2024	5.20%
October 16, 2023	5.00%
September 18, 2023	4.80%
August 14, 2023	4.50%
July 25, 2023	4.30%



Closing Fund Transfers

Housing Rehab Fund	→	General Fund	\$110,670
Timber Mngmt Fund	→	General Fund	\$25,390
Public Safety Res Fund	→	General Fund	\$41,480
Building Res Fund	→	Building Fund	\$4,580

Indirect Cost Allocation Transfers

Water Utility Fund	→	General Fund	\$199,357
Building Fund	→	General Fund	\$22,475

Other Transfers

General Fund	→	Ch Expansion Fund	\$3,638,000
General Fund	→	Transportation Fund	\$100,000
Transportation Fund	→	PW Reserve Fund	\$8,700
Water Utility Fund	→	PW Reserve Fund	\$17,000

24/25 TRANSFER REVIEW



FY 2023/24 AUDIT REVIEW

- No audit adjustments
- Compliant with budget and public contracting
- Working towards segregation of duties being downgraded to a control deficiency
- 5.8 million in current assets
- 272,000 in current liabilities
- Governmental funds had a positive change of 451,000
- Utility fund had a positive change of 800,000

BUDGET COMMITTEE PREMEETING PREVIEW

APRIL 15, 2025



-Third Quarter Finance Report



-Budget Process Overview



-GF projected resources & requirement for FY 2025/26



-Council or Budget Committee suggestions?