

**City of Delaware City
Delaware
March 18, 2019**

TO: Mayor and City Council

VIA: Chief David L. Baylor, Acting City Manager

FROM: Ross T. McGinn, Finance Manager

SUBJECT: Financial Report as of February 28, 2019

Below please find the internal (unaudited) income and expense statement and check register for the seven months ended February 28, 2019.

General Fund Revenues			
Department	Budget	Actual	%
Non-Departmental	1,272,350.00	1,062,150.25	83.48%
General Administration	266,725.00	163,419.29	61.27%
Code Enforcement	45,000.00	7,325.00	16.28%
Public Safety	12,000.00	30,492.77	254.11%
Community Center	7,825.00	72,243.75	923.24%
Sanitation	6,200.00	4,890.60	78.88%
Streets	339,268.00	339,268.07	100.00%
Drainage	1,334,277.00	995,186.12	74.59%
Total General Fund Revenues	3,283,645.00	2,674,975.85	81.46%
General Fund Expenditures			
Department	Budget	Actual	%
General Administration	709,394.00	400,550.94	56.46%
Code Enforcement	57,573.00	15,653.02	27.19%
Public Safety	392,147.00	309,634.18	78.96%
Community Center	20,500.00	72,243.75	352.41%
Public Works	43,852.00	27,059.78	61.71%
Sanitation	150,620.00	106,168.41	70.49%
Yard Waste	17,000.00	18,496.00	108.80%
Stormwater	49,000.00	2,490.00	5.08%
Streets	392,472.00	384,753.20	98.03%
Drainage	1,334,277.00	1,050,908.25	78.76%
Parks	38,000.00	39,977.65	105.20%
Tree Management	22,000.00	4,500.00	20.45%
Recycling Collections	19,000.00	13,277.25	69.88%
Debt Service	37,810.00	60,754.64	160.68%
Total General Fund Expenditures	3,283,645.00	2,506,467.07	76.33%
General Fund Operating Surplus (Deficit)	-	168,508.78	-

General Fund:

Through eight periods of FY 2019, the General Fund is currently showing a surplus of \$166,196.78. The decline from last month's surplus of \$317,938.65 marks the beginning of a stretch of months in which the City's surplus will decline until the FY 2020 property tax is levied. In an effort to provide a more comprehensive report to Council, staff has prepared a best estimate of the activity expected over the remaining four periods in this fiscal year to forecast the performance of the General Fund during FY 2019. It is important to note that the budgeted amounts shown throughout this report are a combination of the Approved FY 2019 Operating Budget, the remaining \$1,334,227 budget for the Washington Street Flood Mitigation project, and the \$339,268 budget for the FY 2019 Road Maintenance Program. Both the Washington Street Flood Mitigation project and the FY 2019 Road Maintenance Program were budgeted to not impact the FY 2019 Operating Budget and are not funded by real estate taxes.

DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
GENERAL FUND REVENUES	3,283,645.00	2,674,975.85	366,884.58	24,577.47	27,506.75	23,506.75	3,117,451.40	(166,193.60)
GENERAL FUND EXPENDITURES	3,283,645.00	2,506,467.07	385,999.12	120,686.32	103,695.95	98,120.95	3,214,969.41	68,675.59
CHANGE IN FUND BALANCE	-	168,508.78	(19,114.54)	(96,108.85)	(76,189.20)	(74,614.20)	(97,518.01)	(97,518.01)

As the chart above indicates, while expenditures are forecasted to have a positive variance of \$68,675.59 compared to budget, revenues are forecasted to fall short of expectations by (\$166,193.60). This would result in a negative change to fund balance for FY 2019 of (\$97,518.01).

Significant changes to this information from last month's report include:

- A correction to last month's report in which a spreadsheet formula erroneously understated the payroll expenditures in the General Fund by \$18,068.75 related to the projection of allocated costs to the Water Fund.
- Payment of \$11,500.00 for the removal and replacement of the historic canal lock's fence. This funding was mistakenly thought to be funded by Mayor's Ball proceeds and has been charged to the General Fund correctly. We have been awarded a grant by the Delaware Preservation Fund to hopefully offset the cost of the replacement fence, but the amount of the award is not yet known.

Non-Departmental Revenues:

Non-Departmental revenues are not attributable to the actions of one department's activities. The accounts that would fall under this classification are below:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-000-4000	REAL ESTATE TAXES	760,000.00	788,864.82	-	-	-	-	788,864.82	28,864.82
01-000-4002	REAL ESTATE PENALTIES	-	4,797.60	500.00	500.00	500.00	500.00	6,797.60	6,797.60
01-000-4005	INTEREST INCOME	-	179.97	-	-	-	-	179.97	179.97
01-000-4060	CABLE FRANCHISE FEE	20,000.00	12,570.37	-	-	4,000.00	-	16,570.37	(3,429.63)
01-000-4065	PILOT	200,000.00	200,000.00	-	-	-	-	200,000.00	-
01-000-4810	TRANSFER IN - WATER FUND	222,350.00	-	-	-	-	-	-	(222,350.00)
01-000-4811	TRANSFER IN - REAL ESTATE TRANSFER TAX	70,000.00	55,737.49	3,000.00	3,000.00	3,000.00	3,000.00	67,737.49	(2,262.51)
	NONDEPARTMENTAL REVENUES	1,272,350.00	1,062,150.25	3,500.00	3,500.00	7,500.00	3,500.00	1,080,150.25	(192,199.75)

As the table indicates, Non-Departmental revenues are forecasted to fall short of expectations by (\$192,199.75).

The largest variance, by far, is in the Transfer In – Water Fund account. This account was budgeted in the FY 2019 Approved Budget with no consideration to the funds allocated to the Water Fund throughout the year from General Administration. The actual amount to be transferred between the Water Fund and General Fund will need to be determined closer to the end of the year, with a policy decision needing to be made on how much the Water Fund should be used to support the General Fund.

There were no significant changes to this section from last month's finance report, however a new line has been added to reflect interest earned on a newly established money market account with WSFS that will be utilized to take advantage of what cash we do hold in reserve.

General Administration:

General Administration revenues are those revenues directly attributable to those activities performed by the General Administration department. These include business and contractor's licenses, building permits, and property and lease rental agreements.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-000-4010	FINES/ADMINISTRATIVE FEES - GA	9,000.00	750.00	-	-	-	-	750.00	(8,250.00)
01-000-4020	LICENSES AND PERMITS	98,675.00	43,457.55	1,000.00	6,900.00	6,900.00	6,900.00	65,157.55	(33,517.45)
01-000-4025	MISCELLANEOUS REVENUE	50.00	5,684.56	-	-	-	-	5,684.56	5,634.56
01-000-4035	SALES - GA	-	360.37	-	-	-	-	360.37	360.37
01-000-4045	RENTAL PROPERTY	18,000.00	12,185.00	1,350.00	1,350.00	1,350.00	1,350.00	17,585.00	(415.00)
01-000-4050	CELL TOWER LEASE / BALLFIELD	82,000.00	46,452.74	5,695.51	5,695.51	5,695.51	5,695.51	69,234.78	(12,765.22)
01-000-4055	AAT (CNS) LEASES	54,000.00	47,094.68	1,875.00	1,875.00	1,875.00	1,875.00	54,594.68	594.68
01-000-4070	SURPLUS EQUIPMENT SALES	5,000.00	800.00	-	-	-	-	800.00	(4,200.00)
01-000-4900	DOWNTOWN DEVELOPMENT DISTRICT GRANT	-	6,634.39	-	-	-	-	6,634.39	6,634.39
	GENERAL ADMINISTRATION REVENUES	266,725.00	163,419.29	9,920.51	15,820.51	15,820.51	15,820.51	220,801.33	(45,923.67)

So far this year, General Administration revenues do not appear to be following those assumptions made in the Approved FY 2019 Operating Budget. Rental property and lease revenues are fairly static and can be forecasted with confidence through the end of the year. Licenses and permits however, are driven by activity in the local economy and harder to anticipate. Based on the performance seen thus far, lower activity is forecasted through the winter months with it picking back up through spring. One revision since last month's finance report is the lowering of the licenses and permits revenue account as activity shown so far this March has not picked up as anticipated.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-000-5000	SALARIES - GENERAL ADMINISTRATION	252,462.00	89,076.63	7,788.49	12,343.33	12,343.33	12,343.33	133,895.12	118,566.88
01-000-5005	SALARIES - MAYOR & COUNCIL	20,950.00	304.50	-	262.50	-	-	567.00	20,383.00
01-000-5006	SALARIES - CITY SECRETARY	-	7,029.92	846.13	910.00	910.00	910.00	10,606.05	(10,606.05)
01-000-5010	PAYROLL TAXES - GA	22,000.00	8,264.44	708.59	1,089.20	1,089.20	1,089.20	12,240.63	9,759.37
01-000-5020	RETIREMENT PLAN - GA	3,000.00	2,068.98	181.26	343.00	343.00	343.00	3,279.24	(279.24)
01-000-5035	ADVERTISING - GA	3,000.00	2,485.33	286.62	-	-	-	2,771.95	228.05
01-000-5040	ASSESSOR - GA	3,000.00	2,500.00	-	-	-	-	2,500.00	500.00
01-000-5050	AUDIT - GA	13,000.00	37,677.16	500.00	-	-	-	38,177.16	(25,177.16)
01-000-5055	PAYROLL PROCESSING FEES - GA	1,532.00	1,427.75	122.30	122.30	122.30	122.30	1,916.95	(384.95)
01-000-5065	CELL PHONES - GA	600.00	300.10	40.01	40.01	40.01	40.01	460.14	139.86
01-000-5070	CONTRACTUAL/PROFESSIONAL SERVICES - GA	72,300.00	43,260.47	2,320.95	175.95	175.95	175.95	46,109.27	26,190.73

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-000-5090	DONATIONS - GA	300.00	-	-	-	-	-	-	300.00
01-000-5095	GIFTS AND AWARDS	140.00	139.85	-	-	-	-	139.85	0.15
01-000-5100	DUES/SUBSCRIPTIONS/MEETINGS - GA	1,500.00	1,984.92	16.99	16.99	16.99	16.99	2,052.88	(552.88)
01-000-5110	ELECTION EXPENSE - GA	600.00	-	-	-	-	-	-	600.00
01-000-5120	ELECTRICITY - GA	55,000.00	36,603.39	2,880.00	2,880.00	2,880.00	2,880.00	48,123.39	6,876.61
01-000-5130	ENTERTAINMENT/ACTIVITIES - GA	250.00	448.97	-	-	-	-	448.97	(198.97)
01-000-5135	FEES/INTEREST/PENALTIES - GA	1,300.00	1,013.94	180.00	180.00	180.00	180.00	1,733.94	(433.94)
01-000-5140	GAS & OIL / VEHICLE - GA	-	(1,074.01)	-	-	-	-	(1,074.01)	1,074.01
01-000-5150	HEATING FUEL - GA	3,000.00	998.72	300.00	36.00	36.00	36.00	1,406.72	1,593.28
01-000-5160	INSURANCE / GENERAL - GA	45,000.00	26,034.62	5,106.17	2,584.07	2,584.07	2,584.07	38,893.00	6,107.00
01-000-5170	INSURANCE / HEALTH - GA	49,160.00	17,655.79	1,510.84	2,554.41	2,554.41	2,554.41	26,829.86	22,330.14
01-000-5190	INSURANCE / PUB. OFF. LIAB. - GA	4,700.00	-	-	4,700.00	-	-	4,700.00	-
01-000-5250	LEASE - PURCHASE/EQUIPMENT - GA	5,200.00	33,811.53	397.93	397.93	397.93	397.93	35,403.25	(30,203.25)
01-000-5270	LEGAL - GA	70,000.00	34,713.85	4,000.00	4,000.00	4,000.00	4,000.00	50,713.85	19,286.15
01-000-5280	MAILINGS / POSTAGE - GA	2,000.00	2,123.46	175.00	-	175.00	-	2,473.46	(473.46)
01-000-5290	MAINTENANCE / BUILDING - GA	8,000.00	13,703.00	1,865.00	1,865.00	1,865.00	1,865.00	21,163.00	(13,163.00)
01-000-5300	MAINTENANCE / EQUIPMENT - GA	300.00	106.25	-	-	-	-	106.25	193.75
01-000-5310	MAINTENANCE / SYSTEM - GA	3,000.00	-	-	-	-	-	-	3,000.00
01-000-5330	MATERIALS & SUPPLIES - GA	400.00	384.34	10.00	10.00	10.00	10.00	424.34	(24.34)
01-000-5340	MISCELLANEOUS EXPENDITURES - GA	-	450.86	-	-	-	-	450.86	(450.86)
01-000-5350	OFFICE SUPPLIES - GA	12,000.00	5,381.45	250.00	250.00	250.00	250.00	6,381.45	5,618.55
01-000-5355	PLANNING & INSPECTIONS - GA	45,000.00	24,239.00	500.00	3,450.00	3,450.00	3,450.00	35,089.00	9,911.00
01-000-5365	SEWER CHARGES NEW CASTLE COUNTY - GA	400.00	96.45	-	32.15	-	-	128.60	271.40
01-000-5370	TELEPHONE - GA	6,000.00	5,388.87	700.00	700.00	700.00	700.00	8,188.87	(2,188.87)
01-000-5390	TRAINING, TRAVEL, FOOD - GA	4,000.00	1,950.41	-	-	-	-	1,950.41	2,049.59
01-000-5400	UNIFORM & PERSONAL EQUIPMENT - GA	300.00	-	-	-	-	-	-	300.00
01-000-8000	OPERATING TRANSFERS - GA	-	-	-	-	-	-	-	-
	GENERAL ADMINISTRATION EXPENDITURES	709,394.00	400,550.94	30,686.27	38,942.85	34,123.20	33,948.20	538,251.45	171,142.55

A significant reason behind the positive variance in General Administration expenditures is the savings experienced from the vacant City Manager position, visible in the Salaries, Payroll Taxes, and Insurance/Health line items. This forecast does anticipate the filling of the City Manager position beginning in April 2019, however without any information being available from the March 7th, 2019 Special Meeting as of the writing of this report, it is based using past estimates and not the unknown agreed upon rate.

Code Enforcement:

Code Enforcement activities are related to violations of the City's ordinances and act as an effort to promote upkeep of properties located in the City's jurisdiction.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-050-4010	FINES/FEES/PENALTIES - CE	45,000.00	7,325.00	-	-	-	-	7,325.00	(37,675.00)
	CODE ENFORCEMENT REVENUES	45,000.00	7,325.00	-	-	-	-	7,325.00	(37,675.00)
01-050-5000	SALARIES - CE	41,200.00	9,004.51	-	-	-	-	9,004.51	32,195.49
01-050-5010	PAYROLL TAXES - CE	3,500.00	680.30	-	-	-	-	680.30	2,819.70
01-050-5020	RETIREMENT PLAN - CE	1,236.00	-	-	-	-	-	-	1,236.00
01-050-5065	CELL PHONES - CE	664.00	448.00	56.03	56.03	56.03	56.03	672.12	(8.12)
01-050-5070	CONTRACTUAL/PROFESSIONAL SERVICES - CE	1,500.00	1,912.58	1,320.00	1,320.00	1,320.00	1,320.00	7,192.58	(5,692.58)
01-050-5140	GAS & OIL / VEHICLE - CE	-	191.75	-	-	-	-	191.75	(191.75)
01-050-5170	INSURANCE / HEALTH - CE	8,773.00	1,540.88	-	-	-	-	1,540.88	7,232.12
01-050-5340	MISCELLANEOUS EXPENDITURES	-	1,875.00	-	-	-	-	1,875.00	(1,875.00)
01-050-5390	TRAINING, TRAVEL & DEVELOPMENT - CE	500.00	-	-	-	-	-	-	500.00
01-050-5400	UNIFORM & PERSONAL EQUIPMENT - CE	200.00	-	-	-	-	-	-	200.00
	CODE ENFORCEMENT EXPENDITURES	57,573.00	15,653.02	1,376.03	1,376.03	1,376.03	1,376.03	21,157.14	36,415.86

As of February 28, 2019, Code Enforcement revenues have remained static. This is a direct result of the removal of the full-time Code Enforcement Officer position that was included in the original budget for FY 2019. Budgeted revenues will need to be lowered as code enforcement activities have been outsourced to Building Inspection Underwriters and it was necessary to limit the hours to align with the budget limits for this position. There is the potential for improvement with code enforcement revenues as the outsourced code enforcement officer begins to issue violations.

Public Safety:

Public Safety revenues are those revenues generated by the activities of the Delaware City Police Department. These include judgements rendered by courts, towing fees, extra duty requests, and grant revenues provided by State law enforcement programs.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-100-4010	FINES - PS	12,000.00	6,718.94	500.00	500.00	500.00	500.00	8,718.94	(3,281.06)
01-100-4020	CHARGE SERVICES - EXTRA DUTY PS	-	9,277.50	-	-	-	-	9,277.50	9,277.50
01-100-4810	INTRAFUND TRANSFER - GENERAL ADMIN	-	-	-	-	-	-	-	-
01-101-4900	COMBAT VIOLENT CRIME	-	12,486.33	-	-	-	-	12,486.33	12,486.33
01-103-4900	OFFICE OF HIGHWAY SAFETY	-	2,010.00	-	-	-	-	2,010.00	2,010.00
	PUBLIC SAFETY REVENUES	12,000.00	30,492.77	500.00	500.00	500.00	500.00	32,492.77	20,492.77

Revenues received from the Combat Violent Crime grant and various grants from the Office of Highway Safety are intended to completely cover those expenditures related to those grants. Periodically, I would recommend adopting budget amendments to cover the additional revenues and expenditures incurred from these grant activities to capture this activity in the budget.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-100-5000	SALARIES - FULL-TIME DUTY	280,000.00	139,995.64	19,373.96	19,345.25	19,345.25	19,345.25	217,405.35	62,594.66
01-100-5001	SALARIES - PART-TIME DUTY	-	15,528.05	2,666.02	3,845.83	3,845.83	3,845.83	29,731.57	(29,731.57)
01-100-5002	SALARIES - EXTRA DUTY	-	4,596.00	-	-	-	-	4,596.00	(4,596.00)
01-100-5003	SALARIES - OVERTIME	-	9,358.89	663.99	1,113.65	1,113.65	1,113.65	13,363.84	(13,363.84)
01-100-5010	PAYROLL TAXES - PS	25,000.00	15,140.74	2,006.24	1,928.12	1,928.12	1,928.12	22,931.33	2,068.67
01-100-5020	RETIREMENT PLANS - PS	4,500.00	1,045.72	100.00	100.00	100.00	100.00	1,445.72	3,054.28
01-100-5065	CELL PHONES / MDT AIR-CARD SERVICE - PS	1,500.00	1,409.43	200.00	200.00	200.00	200.00	2,209.43	(709.43)
01-100-5070	CONTRACTUAL/PROFESSIONAL SERVICE - PS	800.00	4,628.24	100.00	100.00	100.00	100.00	5,028.24	(4,228.24)
01-100-5100	DUES/SUBSCRIPTIONS - PS	350.00	485.00	-	-	-	-	485.00	(135.00)
01-100-5120	ELECTRICITY - PS (40% ALLOCATION FROM TOWN HALL)	700.00	8,071.10	1,920.00	1,920.00	1,920.00	1,920.00	15,751.10	(15,051.10)
01-100-5140	GAS & OIL / VEHICLE - PS	12,000.00	8,896.26	1,200.00	1,200.00	1,200.00	1,200.00	13,696.26	(1,696.26)
01-100-5150	HEATING FUEL - PS (40% ALLOCATION FROM TOWN HALL)	1,000.00	665.82	200.00	24.00	24.00	24.00	937.82	62.18
01-100-5160	INSURANCE / GENERAL - PUBLIC SAFETY	-	12,211.00	-	-	-	-	12,211.00	(12,211.00)
01-100-5170	INSURANCE / HEALTH - PS	25,838.00	25,141.61	2,267.28	2,267.28	2,267.28	2,267.28	34,210.73	(8,372.73)
01-100-5190	INSURANCE / POLICE LIABILITY - PS	5,400.00	-	-	-	5,400.00	-	5,400.00	-

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-100-5250	LEASE - PURCHASE/EQUIPMENT - PS	3,126.00	1,482.38	154.00	154.00	154.00	154.00	2,098.38	1,027.62
01-100-5260	LEASE - PURCHASE/VEHICLE - PS	20,333.00	20,418.01	-	-	-	-	20,418.01	(85.01)
01-100-5280	MAILINGS / POSTAGE - PS	-	7.41	-	-	-	-	7.41	(7.41)
01-100-5290	MAINTENANCE / BUILDING - PS	1,200.00	5,294.15	50.00	50.00	50.00	50.00	5,494.15	(4,294.15)
01-100-5300	MAINTENANCE / EQUIPMENT - PS	250.00	-	-	-	-	-	-	250.00
01-100-5320	MAINTENANCE / VEHICLE - PS	4,000.00	9,318.08	500.00	500.00	500.00	500.00	11,318.08	(7,318.08)
01-100-5330	MATERIALS & SUPPLIES - PS	1,000.00	1,127.25	-	-	-	-	1,127.25	(127.25)
01-100-5340	MISCELLANEOUS EXPENDITURES - PS	300.00	129.27	-	-	-	-	129.27	170.73
01-100-5350	OFFICE SUPPLIES - PS	1,000.00	431.33	-	-	-	-	431.33	568.67
01-100-5370	TELEPHONE - PS	850.00	-	-	-	-	-	-	850.00
01-100-5390	TRAINING, TRAVEL & FOOD - PS	300.00	85.00	-	-	-	-	85.00	215.00
01-100-5400	UNIFORM & PERSONAL EQUIPMENT - PS	2,700.00	9,411.47	100.00	100.00	100.00	100.00	9,811.47	(7,111.47)
01-101-5000	SALARIES	-	7,892.33	-	-	-	-	7,892.33	(7,892.33)
01-101-5070	CONTRACTUAL/PROFESSIONAL SERVICES	-	3,099.00	-	-	-	-	3,099.00	(3,099.00)
01-101-5250	MACHINERY AND EQUIPMENT	-	1,495.00	-	-	-	-	1,495.00	(1,495.00)
01-103-5000	SALARIES	-	2,270.00					2,270.00	(2,270.00)
	PUBLIC SAFETY EXPENDITURES	392,147.00	309,634.18	31,501.48	32,848.13	38,248.13	32,848.13	445,080.06	(52,933.06)

Public Safety expenditures, while forecasting a negative variance through the end of FY 2019, are actually running just higher than expected. The negative variance is a result of additional direct costs related to Public Safety that were budgeted for in General Administration. The most evident examples of this would be the \$12,211 spent in 01-100-5160 – Insurance / General – Public Safety, which was originally recorded in the General Administration department, and \$19,352 in grant and extra duty expenditures that were not budgeted. Higher than expected vehicle maintenance costs and additional expenditures related to the hiring of an additional police officer, currently in the police academy, have also contributed to the negative variance.

Community Center:

Community Center revenues are those revenues that are received to support the operation and maintenance of the Community Center. Primarily, these are rental payments from Reedy Point Players, reimbursement of utility expenditures for the Delaware City Library, and Grant-In-Aid revenues received from the State.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-200-4015	DONATIONS - CC	2,000.00	500.00	-	-	-	-	500.00	(1,500.00)
01-200-4035	SALES - CC	325.00	-	-	-	-	-	-	(325.00)
01-200-4045	EVENT/ACTIVITY RENTAL REVENUE - CC	2,000.00	3,000.00	150.00	150.00	150.00	150.00	3,600.00	1,600.00
01-200-4046	RENTAL/MAINTENANCE SURCHARGE - CC	3,500.00	-	-	-	1,501.00	-	1,501.00	(1,999.00)
01-200-4100	DELAWARE CITY LIBRARY	-	15,155.82	2,222.54	1,110.00	1,110.00	1,110.00	20,708.36	20,708.36
01-200-4900	GRANT-IN-AID	-	38,587.93	2,607.93	2,496.96	925.24	2,426.24	47,044.30	47,044.30
01-200-4901	COMMUNITY CENTER FLOORING	-	15,000.00	-	-	-	-	15,000.00	15,000.00
	COMMUNITY CENTER REVENUES	7,825.00	72,243.75	4,980.47	3,756.96	3,686.24	3,686.24	88,353.66	80,528.66

As of February 28, 2019, we have recognized \$72,243.75 in revenue. Of this amount, Grant-In-Aid represents \$38,587.93; almost the entirety of the \$40,000 FY19 allocation of Grant-In-Aid revenue from the State. In past years, poor accounting practices have resulted in past allocations of Grant-In-Aid revenue received by the City to go unrecognized, creating a liability of “unearned revenue” on the balance sheet. To demonstrate proper stewardship of those unearned revenues, funds have been transferred out of the General Checking account into the Grant-In-Aid checking account and as the revenue is recognized, those funds will be transferred back. Budgeted amounts will need to be adjusted to account for differences discovered since adoption of the FY 2019 original budget. This is not unexpected as efforts to address our financial reporting were underway when the budget was being developed.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-200-5000	SALARIES - CC	-	3,916.67	500.00	500.00	500.00	500.00	5,916.67	(5,916.67)
01-200-5010	PAYROLL TAXES - CC	-	368.87	46.24	46.24	46.24	46.24	553.83	(553.83)
01-200-5070	CONTRACTUAL/PROFESSIONAL SERVICES - CC	2,000.00	228.50	-	-	-	-	228.50	1,771.50
01-200-5120	ELECTRICITY - CC	-	11,137.54	1,430.17	1,800.00	1,800.00	1,800.00	17,967.71	(17,967.71)
01-200-5150	HEATING FUEL - CC	-	8,786.82	2,274.06	50.00	50.00	50.00	11,210.88	(11,210.88)
01-200-5290	MAINTENANCE / BUILDING - CC	18,000.00	24,745.22	560.00	1,120.00	1,120.00	1,120.00	28,665.22	(10,665.22)
01-200-5330	MATERIALS & SUPPLIES - CC	500.00	299.42	-	-	-	-	299.42	200.58
01-200-5365	SEWER CHARGES - NEW CASTLE COUNTY	-	212.16	-	70.72	-	-	282.88	(282.88)
01-200-5370	TELEPHONE - CC	-	1,003.37	170.00	170.00	170.00	170.00	1,683.37	(1,683.37)
01-200-5610	BUILDING IMPROVEMENTS	-	21,545.18	-	-	-	-	21,545.18	(21,545.18)
	COMMUNITY CENTER EXPENDITURES	20,500.00	72,243.75	4,980.47	3,756.96	3,686.24	3,686.24	88,353.66	(67,853.66)

Public Works:

As of February 28, 2019, the Public Works department expenditures incurred by the City are trending better than anticipated at this point of the year. In forecasting the future expenditures, the only constant is the contractual amount the City owes our Public Works contractor, The Cutting Edge, per month as stated in their contract. Any additional costs that may be recognized here are related to the additional effort required to prepare the City for large rain events and unable to be predicted with accuracy.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-300-5070	CONTRACTUAL/PROFESSIONAL SERVICES - PW	35,852.00	21,806.78	1,920.00	1,920.00	1,920.00	1,920.00	29,486.78	6,365.22
01-300-5300	MAINTENANCE / EQUIPMENT - PW	500.00	1,135.30	-	-	-	-	1,135.30	(635.30)
01-300-5353	OPERATIONS/EXPENDITURES - STORMS PW	7,500.00	4,117.70	-	-	-	-	4,117.70	3,382.30
	PUBLIC WORKS EXPENDITURES	43,852.00	27,059.78	1,920.00	1,920.00	1,920.00	1,920.00	34,739.78	9,112.22

Sanitation:

Current Sanitation revenues are those fees charged to property owners that are outside of the property limits, and extra cart fees for City residents.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-350-4000	SANITATION FEES	6,200.00	4,890.60	-	1,000.00	-	-	5,890.60	(309.40)
	SANITATION REVENUES	6,200.00	4,890.60	-	1,000.00	-	-	5,890.60	(309.40)
01-350-5070	CONTRACTUAL/PROFESSIONAL SERVICES - SN	150,000.00	106,168.41	13,500.00	13,500.00	13,500.00	13,500.00	160,168.41	(10,168.41)
01-350-5330	MATERIALS & SUPPLIES - SN	620.00	-	-	-	-	-	-	620.00
	SANITATION EXPENDITURES	150,620.00	106,168.41	13,500.00	13,500.00	13,500.00	13,500.00	160,168.41	(9,548.41)

Sanitation expenditures are currently trending slightly higher this year. In forecasting the remainder of FY 2019, expenditures will likely exceed budget by \$10,000. We are currently operating month to month with Waste Industries providing sanitation services to the City and will need to pursue a Request for Proposals from interested parties to secure a long-term contract.

Yard Waste:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-360-5070	CONTRACTUAL/PROFESSIONAL SERVICES - YW	17,000.00	18,496.00	2,312.00	2,312.00	2,312.00	2,312.00	27,744.00	(10,744.00)
	YARD WASTE EXPENDITURES	17,000.00	18,496.00	2,312.00	2,312.00	2,312.00	2,312.00	27,744.00	(10,744.00)

Yard Waste expenditures are under contract with the Cutting Edge for \$2,312 per month. In the course of a full fiscal year, this equates to \$27,744. The budget will need to be corrected to account for this difference.

Stormwater:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-380-5070	CONTRACTUAL/PROFESSIONAL SERVICES - SW	2,900.00	2,490.00	-	-	-	-	2,490.00	410.00
01-380-5310	MAINTENANCE / SYSTEMS - SW	45,300.00	-	-	-	-	-	-	45,300.00
01-380-5330	MATERIALS & SUPPLIES - SW	800.00	-	-	-	-	-	-	800.00
	STORMWATER EXPENDITURES	49,000.00	2,490.00	-	-	-	-	2,490.00	46,510.00

Stormwater expenditures are trending significantly lower than anticipated. This is largely due to the budgeting of payments on the Clean Water Revolving Loan related to the Washington Street Flood Mitigation project. Payments on this loan will not begin until the completion of the project and will be serviced through the newly created Debt Service department. The budget will need to be adjusted accordingly.

Streets:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-400-4810	TRANSFER IN - MUNICIPAL STREET AID FUND	93,280.00	93,280.06	9,189.38	-	-	-	102,469.44	9,189.44
01-400-4900	COMMUNITY TRANSPORTATION FUND	245,988.00	245,988.01	-	-	-	-	245,988.01	0.01
	STREETS REVENUES	339,268.00	339,268.07	9,189.38	-	-	-	348,457.45	9,189.45
01-400-5070	CONTRACTUAL/PROFESSIONAL SERVICES - ST	30,000.00	24,286.68	3,570.00	-	-	-	27,856.68	2,143.32
01-400-5120	ELECTRICITY - ST	11,000.00	3,472.67	650.00	650.00	650.00	650.00	6,072.67	4,927.33
01-400-5310	MAINTENANCE / STREETS - ST	344,972.00	351,823.03	-	10,000.00	-	-	361,823.03	(16,851.03)
01-400-5330	MATERIALS & SUPPLIES - ST	6,500.00	5,170.82	2,500.00	-	-	-	7,670.82	(1,170.82)
	STREETS EXPENDITURES	392,472.00	384,753.20	6,720.00	10,650.00	650.00	650.00	403,423.20	(10,951.20)

Streets expenditures have trended in line with expectations. The primary driver of expenditures of this department are related to the electricity to power streetlights, repair and maintenance of City streets, and the preparation and snow removal related to winter storms. As the forecast above indicates, most financial activity in the Streets department has been complete as of February 28, 2019 with the completion of the FY 2019 Road Maintenance Program and the decreased likelihood of snowfall.

Drainage Expenditures:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-450-4025	TEXACO SETTLEMENT	-	15,205.00	-	-	-	-	15,205.00	15,205.00
01-450-4900	DEPT OF NATURAL RESOURCES & ENVRIONMENT	260,703.00	163,598.81	100,520.22	-	-	-	264,119.03	3,416.03
01-450-4901	CLEAN WATER STATE REVOLVING LOAN FUND	790,000.00	551,726.00	238,274.00	-	-	-	790,000.00	-
01-450-4902	PROJECT PLANNING ADVANCE GRANT	-	6,900.00	-	-	-	-	6,900.00	6,900.00
01-450-4950	FEDERAL EMERGENCY MANAGEMENT AGENCY	283,574.00	257,756.31	-	-	-	-	257,756.31	(25,817.69)
	DRAINAGE REVENUES	1,334,277.00	995,186.12	338,794.22	-	-	-	1,333,980.34	(296.66)
01-450-5070	CONTRACTUAL/PROFESSIONAL SERVICES - DR	1,334,277.00	1,050,908.25	286,232.52				1,337,140.77	(2,863.77)
	DRAINAGE EXPENDITURES	1,334,277.00	1,050,908.25	286,232.52	-	-	-	1,337,140.77	(2,863.77)

Revenues received in the Drainage Department are a direct result of the Washington Street Flood Mitigation project. These revenues are grant revenues received from the State through the Department of Natural Resources and Environmental Control, grant revenues received from the Federal Emergency Management Agency, and loan proceeds from the Clean Water State Revolving Loan Fund. The project has been substantially complete as of February 28, 2019 and in the next couple months, the final billings and reimbursements should be forthcoming.

Parks Maintenance Expenditures:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-500-5310	MAINTENANCE / PARKS - PK	38,000.00	39,798.96	1,110.00	2,220.00	2,220.00	2,220.00	47,568.96	(9,568.96)
01-500-5330	MATERIALS & SUPPLIES - PK	-	178.69	-	-	-	-	178.69	(178.69)
	PARKS EXPENDITURES	38,000.00	39,977.65	1,110.00	2,220.00	2,220.00	2,220.00	47,747.65	(9,747.65)

The Parks Maintenance department's expenditures are already overbudget so far this year. This is a result of significant landscape clean up conducted early in the year, repeated repair of sinkholes forming behind the seawall at Battery Park, and the replacement of the historic canal lock fencing. The forecasted budget only includes the maintenance related to maintaining the grass on the park properties owned by the City. Any additional repairs related to the seawall or additional landscape maintenance is not reflected in these amounts.

Tree Maintenance Expenditures:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-550-5310	MAINTENANCE / TREES - TR	22,000.00	4,500.00	-	-	-	-	4,500.00	17,500.00
	TREE EXPENDITURES	22,000.00	4,500.00	-	-	-	-	4,500.00	17,500.00

Tree Maintenance expenditures have so far been lower than anticipated. Maintenance of trees owned by the City so far this year has been driven by complaints of trees that pose a threat to person and property. Aside from known expenditures, predicting the cost moving forward is difficult, however there are no current plans to utilize this funding outside of addressing complaints.

Recycling Collection Expenditures:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-560-5070	CONTRACTUAL/PROFESSIONAL SERVICES - RC	19,000.00	13,277.25	1,660.00	1,660.00	1,660.00	1,660.00	19,917.25	(917.25)
	RECYCLING COLLECTION EXPENDITURES	19,000.00	13,277.25	1,660.00	1,660.00	1,660.00	1,660.00	19,917.25	(917.25)

Recycling Collection expenditures are trending higher than the original budget anticipated. Waste Industries performs the recycling collection duties for the City at a rate of approximately \$1,660 per month. For a full fiscal year this equates to \$19,920. It is worth noting that we will be receiving a \$0.31 increase per household, per month, to provide this service in FY 2020 (approximately \$2,604 increase annually).

Debt Service Expenditures:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
01-600-5900	DEBT SERVICE - WASHINGTON REVOLVING LOAN	-	-	-	7,500.00	-	-	7,500.00	(7,500.00)
01-600-5901	DEBT SERVICE - COMMUNITY CENTER ROOF	16,810.00	10,016.00	1,252.00	1,252.00	1,252.00	1,252.00	15,024.00	1,786.00
01-600-5902	DEBT SERVICE - STREET BOND WSFS REFI	21,000.00	21,986.80	2,748.35	2,748.35	2,748.35	2,748.35	32,980.20	(11,980.20)
01-600-5903	DEBT SERVICE - VERIZON APPEAL	-	28,751.84	-	-	-	-	28,751.84	(28,751.84)
	DEBT SERVICE EXPENDITURES	37,810.00	60,754.64	4,000.35	11,500.35	4,000.35	4,000.35	84,256.04	(46,446.04)

The newly created Debt Service department will segregate costs involved in servicing the City's outstanding debt. The original budget did not accurately reflect the total amount of debt service for existing debt, nor did it include the new expenditures for the Washington Street Flood Mitigation revolving loan or the recognition of the note payable related to the Verizon assessment appeal which is payable over FY 2019 through FY 2023.

Water Fund: The Water Fund as of February 28, 2019 has an operating deficit of (\$13,823.01). The end of year forecast of operating income, inclusive of interest expense, but prior to depreciation expense, is \$60,214.83. This number is subject to change by the amount that is yet to be determined to transfer to the General Fund.

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
02-000-4000	WATER UTILITY FEES	330,000.00	142,025.23	-	68,000.00	-	68,000.00	278,025.23	(51,974.77)
02-000-4020	OTHER WATER REVENUE	12,034.00	50.00	-	-	-	-	50.00	(11,984.00)
02-000-4040	REFINERY WATER UTILITY FEES	30,000.00	20,032.23	1,500.00	1,500.00	1,500.00	1,500.00	26,032.23	(3,967.77)
	WATER FUND REVENUES	372,034.00	162,107.46	1,500.00	69,500.00	1,500.00	69,500.00	304,107.46	(67,926.54)
02-000-5000	SALARIES (30% ALLOCATION FROM GA)	-	41,319.02	3,572.50	5,290.00	5,290.00	5,290.00	60,761.52	(60,761.52)
02-000-5010	PAYROLL TAXES (30% ALLOCATION FROM GA)	-	3,541.90	288.08	466.80	466.80	466.80	5,230.38	(5,230.38)
02-000-5020	RETIREMENT PLAN (30% ALLOCATION FROM GA)	-	886.71	79.50	147.00	147.00	147.00	1,407.21	(1,407.21)
02-000-5070	CONTRACTUAL/PROFESSIONAL SERVICES - WF	69,000.00	48,831.13	4,974.61	4,974.61	4,974.61	4,974.61	68,729.57	270.43
02-000-5100	DUES / MEETINGS - WF	524.00	442.00	-	-	-	-	442.00	82.00
02-000-5120	ELECTRICITY - WF	23,000.00	14,325.11	1,223.06	1,223.06	1,223.06	1,223.06	19,217.35	3,782.65
02-000-5135	FEES/INTEREST/PENALTIES - WF	110.00	-	-	-	-	-	-	110.00
02-000-5150	HEATING FUEL - WF	2,000.00	1,360.17	150.00	150.00	150.00	150.00	1,960.17	39.83
02-000-5160	INSURANCE / GENERAL (30% ALLOCATION FROM GA)	-	11,157.69	2,188.36	1,107.46	1,107.46	1,107.46	16,668.43	(16,668.43)
02-000-5170	INSURANCE / HEALTH (30% ALLOCATION FROM GA)	-	7,566.77	647.50	1,094.75	1,094.75	1,094.75	11,498.52	(11,498.52)
02-000-5270	LEGAL - WF	500.00	557.50	-	-	-	-	557.50	(57.50)
02-000-5280	MAILINGS / POSTAGE - WF	200.00	-	-	-	-	-	-	200.00
02-000-5290	MAINTENANCE / BUILDING - WF	2,700.00	498.90	45.00	90.00	90.00	90.00	813.90	1,886.10
02-000-5310	MAINTENANCE / SYSTEM - WF	7,000.00	5,103.78	-	-	-	-	5,103.78	1,896.22
02-000-5330	MATERIALS & SUPPLIES - WF	12,000.00	4,463.42	250.00	250.00	250.00	250.00	5,463.42	6,536.58
02-000-5340	MISCELLANEOUS EXPENSE - WF	450.00	-	-	-	-	-	-	450.00
02-000-5365	SEWER CHARGES NEW CASTLE COUNTY - WF	700.00	424.32	-	70.72	-	-	495.04	204.96
02-000-5370	TELEPHONE - WF	1,500.00	1,083.99	124.70	124.70	124.70	124.70	1,582.79	(82.79)
02-000-5380	TESTING - WF	500.00	400.00	-	-	-	-	400.00	100.00
02-000-5900	DEBT SERVICE - G/O WATER BOND	24,000.00	25,033.38	-	-	9,593.00	-	34,626.38	(10,626.38)
02-000-5940	DEBT SERVICE - WELL 5 FILTERS (SRF)	5,500.00	8,934.68	-	-	-	-	8,934.68	(3,434.68)
02-000-8000	TRANSFER OUT - GENERAL FUND	222,350.00	-	-	-	-	-	-	222,350.00
	WATER FUND EXPENDITURES	372,034.00	175,930.47	13,543.31	14,989.10	24,511.38	14,918.38	243,892.63	128,141.37
	NET INCOME (DEFICIT)	-	(13,823.01)	(12,043.31)	54,510.90	(23,011.38)	54,581.62	60,214.83	60,214.83

Real Estate Transfer Tax Fund:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
03-110-4040	REAL ESTATE TRANSFER TAXES	70,000.00	55,737.49	3,000.00	3,000.00	3,000.00	3,000.00	67,737.49	(2,262.51)
	REAL ESTATE TRANSFER TAX FUND REVENUES	70,000.00	55,737.49	3,000.00	3,000.00	3,000.00	3,000.00	67,737.49	(2,262.51)
03-110-8000	TRANSFER OUT - GENERAL FUND	70,000.00	55,737.49	3,000.00	3,000.00	3,000.00	3,000.00	67,737.49	2,262.51
	REAL ESTATE TRANSFER TAX FUND EXPENDITURES	70,000.00	55,737.49	3,000.00	3,000.00	3,000.00	3,000.00	67,737.49	2,262.51
	NET CHANGE IN FUND BALANCE	-	-	-	-	-	-	-	-

The Real Estate Transfer Tax Fund is utilized to be in compliance with State of Delaware laws. For our purposes this fund operates as a pass-through to fund those activities accounted for in the General Fund that are eligible under State statutes.

Municipal Street Aid Fund:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
03-120-4700	APPROPRIATION FROM FUND BALANCE	-	-	-	-	-	52,110.24	52,110.24	52,110.24
03-120-4900	MUNICIPAL STREET AID	-	50,359.20					50,359.20	50,359.20
	MUNICIPAL STREET AID FUND REVENUES	-	50,359.20	-	-	-	52,110.24	102,469.44	102,469.44
03-120-8000	TRANSFER OUT - GENERAL FUND	-	93,280.06	9,189.38	-	-	-	102,469.44	(102,469.44)
	MUNICIPAL STREET AID FUND EXPENDITURES	-	93,280.06	9,189.38	-	-	-	102,469.44	(102,469.44)
	NET CHANGE IN FUND BALANCE	-	(42,920.86)	(9,189.38)	-	-	52,110.24	-	-

The Municipal Street Aid Fund is used to account for those revenues and expenditures related to the Municipal Street Aid grant received from the State. As of February 28, 2019, the Municipal Street Aid is forecasted to utilize current year revenues and fund balance to cover expenditures related to the FY 2019 Road Pavement Program.

Façade Program Revolving Loan Fund:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
03-130-4005	INTEREST INCOME	-	71.62	9.00	9.00	9.00	9.00	107.62	107.62
	FAÇADE PROGRAM REVOLVING LOAN FUND REVENUES	-	71.62	9.00	9.00	9.00	9.00	107.62	107.62
03-130-8000	TRANSFER OUT - GENERAL FUND	-	-	-	-	-	-	-	-
	FAÇADE PROGRAM REVOLVING LOAN FUND EXPENDITURES	-	-	-	-	-	-	-	-
	NET CHANGE IN FUND BALANCE	-	71.62	9.00	9.00	9.00	9.00	107.62	107.62

The Façade Program Revolving Loan Fund is the vehicle that houses all revenues and expenditures related to the funds for the Façade Program. Currently, the fund experiences no activity other than accruing interest on the balance in the associated checking account. At the beginning of FY 2019, the checking account had \$62,000 restricted for use in the Façade Program and \$9,690.53 in unassigned funds that are available for reprogramming.

State Aid to Local Law Enforcement Fund:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
03-140-4900	STATE AID TO LOCAL LAW ENFORCEMENT	-	2,209.10	-	-	-	-	2,209.10	2,209.10
	SALLE FUND REVENUES	-	2,209.10	-	-	-	-	2,209.10	2,209.10
03-140-5000	SALARIES	-	1,709.10	-	-	-	-	1,709.10	(1,709.10)
03-140-5070	CONTRACTUAL/PROFESSIONAL SERVICES	-	500.00	-	-	-	-	500.00	(500.00)
	SALLE FUND EXPENDITURES	-	2,209.10	-	-	-	-	2,209.10	(2,209.10)
	NET CHANGE IN FUND BALANCE	-	-	-	-	-	-	-	-

The State Aid to Local Law Enforcement (SALLE) Fund records all revenues and expenditures eligible for reimbursement under SALLE grants. So far this year we have recognized \$2,209.10 in grant related revenues and expenditures, which is likely to increase.

Emergency Illegal Drug Enforcement Fund:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
03-150-4900	EMERGENCY ILLEGAL DRUG ENFORCEMENT	-	4,915.57	-	-	-	-	4,915.57	4,915.57
	EIDE FUND REVENUES	-	4,915.57	-	-	-	-	4,915.57	4,915.57
03-150-5000	SALARIES	-	1,705.57	-	-	-	-	1,705.57	(1,705.57)
03-150-5250	MACHINERY AND EQUIPMENT	-	3,210.00	-	-	-	-	3,210.00	(3,210.00)
	EIDE FUND EXPENDITURES	-	4,915.57	-	-	-	-	4,915.57	(4,915.57)
	NET CHANGE IN FUND BALANCE	-	-	-	-	-	-	-	-

The Emergency Illegal Drug Enforcement (EIDE) Fund records all revenues and expenditures eligible for reimbursement under EIDE grants. So far this year we have recognized \$4,915.57 in grant related revenues and expenditures, which is likely to increase.

Mayor's Ball Fiduciary Fund:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
10-000-4015	DONATIONS	-	12,471.90	-	-	-	-	12,471.90	12,471.90
	MAYOR'S BALL FUND REVENUES	-	12,471.90	-	-	-	-	12,471.90	12,471.90
10-000-5090	DONATIONS	-	6,000.00	-	-	-	-	6,000.00	(6,000.00)
10-000-5130	ENTERTAINMENT/ACTIVITIES	-	6,471.90	-	-	-	-	6,471.90	(6,471.90)
	MAYOR'S BALL FUND EXPENDITURES	-	12,471.90	-	-	-	-	12,471.90	(12,471.90)
	NET CHANGE IN FUND BALANCE	-	-	-	-	-	-	-	-

The Mayor's Ball Fiduciary Fund is utilized to track those activities related to the event of the same name. Donations received in this fund are recorded to an unearned revenue account and recognized as used. So far this year, \$12,471.90 has been utilized to cover costs of this year's event and donations to Fort Delaware and the Delaware City Fire Company Ladies Auxiliary.

Delaware City Day Component Unit:

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	MARCH	APRIL	MAY	JUNE	FY 2019	VARIANCE
11-000-4015	SPONSORSHIPS	-	15,590.00	-	-	-	-	15,590.00	15,590.00
11-000-4025	VENDOR FEES	-	8,985.00	-	-	-	-	8,985.00	8,985.00
11-000-4035	TICKET SALES	-	1,100.00	-	-	-	-	1,100.00	1,100.00
11-000-4900	GRANT-IN-AID	-	33,000.00	-	-	-	-	33,000.00	33,000.00
	DELAWARE CITY DAY COMMITTEE FUND REVENUES	-	58,675.00	-	-	-	-	58,675.00	58,675.00
11-000-5035	ADVERTISING	-	6,700.73	-	-	-	-	6,700.73	(6,700.73)
11-000-5130	ENTERTAINMENT/ACTIVITIES	-	54,890.16	-	-	-	-	54,890.16	(54,890.16)
11-000-5330	MATERIALS/SUPPLIES	-	458.63	-	-	-	-	458.63	(458.63)
11-000-5340	MISCELLANEOUS EXPENDITURES	-	100.00	-	-	-	-	100.00	(100.00)
	DELAWARE CITY DAY COMMITTEE FUND EXPENDITURES	-	62,149.52	-	-	-	-	62,149.52	(62,149.52)
	NET CHANGE IN FUND BALANCE	-	(3,474.52)	-	-	-	-	(3,474.52)	(3,474.52)

The Delaware City Day Component Unit is utilized to track the activities related to the Delaware City Day events. As the event, and subsequent make-up date for fireworks, have been completed, the 2018 Delaware City Day resulted in a net loss of \$3,474.52 for the component unit. Preparations for this year's event have begun, however all activity will be recorded in FY 2020.

Recap of Financial Report: This month's finance report continues to reaffirm staff's belief that the City has a structural deficiency in its finances.

It is important to note that going into this fiscal year, the General Fund had a fund balance of \$172,647. This report forecasts a net decrease of (\$97,518), prior to any auditor adjustments at year end, resulting in a forecasted fund balance of \$75,129.

Any transfers from the Water Fund to alleviate this decrease will only be robbing Peter to pay Paul, as the Water Fund already shows a negative fund balance and does not utilize a separate bank account.

While fund balance does not directly equate to cash amounts on hand, it does act as a signifier of the City's financial strength. Continued use of fund balance to fund ongoing expenditures will lower the City's bond rating and lessen the City's ability to respond to unanticipated emergencies and unforeseen expenditures.

Addressing fund balance will need to be a key priority in preparation of FY 2020's budget.

Cash Balances: Please find below the reconciled balances of our bank accounts, as of February 28, 2019 and compared to prior month balances*, as well as a check register for the month of February 2019.

DESCRIPTION	1/31/2019	2/28/2019	DIFFERENCE
CASH - GENERAL FUND CHECKING	3,093.66	75,264.29	72,170.63
CASH - WSFS MONEY MARKET	-	300,179.97	300,179.97
CASH - VIOLENT CRIMES CHECKING ACCOUNT	6,909.29	6,931.67	22.38
CASH - GRANT IN AID CHECKING	43,400.00	66,854.25	23,454.25
CASH - MUNICIPAL STREET AID FUND	490.00	480.00	(10.00)
CASH - REVOLVING LOAN FACADE FUND	71,753.90	71,762.15	8.25
CASH - SALLE FUND	3,377.31	3,377.31	-
CASH - EIDE FUND	1,440.02	4,008.16	2,568.14
CASH - MAYOR'S BALL ACCOUNT	37,415.52	79,831.91	42,416.39
CASH - DELAWARE CITY DAY COMMITTEE	9,989.01	38,918.13	28,929.12
TOTAL RECONCILED BALANCE	177,868.71	647,607.84	469,739.13

*It is important to note that the balances in these accounts do not necessarily agree with the actual amount of the available funding for each activity. Past accounting practices did not reconcile these accounts with the corresponding fund on the general ledger.

DATE	CHECK	VENDOR	DESCRIPTION	AMOUNT
02/05/19	13141	AECOM TECHNICAL SERVICES, INC.	FORT DUPONT REVIEW	1,801.49
02/05/19	13142	ATLANTIC TACTICAL	HOLSTER FOR SIG SAUER	132.20
02/05/19	13143	BERRY REFRIGERATION	GYM REPLACEMENT SENSOR	2,935.00
02/05/19	13144	DE LAGE LANDEN FINANCIAL SERV	COPIER LEASE - POLICE	154.00
02/05/19	13145	DELAWARE STATE FIRE SCHOOL	MEDICAL RESPONDER REFRESHER	10.00
02/05/19	13146	DIAMOND STATE TIRE, INC.	OIL CHANGE/FLAT TIRE REPAIR	63.00
02/05/19	13147	DIAMOND COMPUTER INC.	PREPARE LAPTOP FOR MAYOR'S USE	375.00
02/05/19	13147	DIAMOND COMPUTER INC.	ONLINE BACKUP/HOSTED EXCHANGE	154.95
02/05/19	13148	OFFICE OF DRINKING WATER	ANNUAL WATER SAMPLING SERVICES	400.00
02/05/19	13149	PSC CONTRACTING, INC.	REPLACE BULB 141/143 MONROE	219.93
02/13/19	13150	2J BEST CAR WASH	JANUARY CAR WASHES	22.00
02/13/19	13151	ARTESIAN WATER COMPANY	JANUARY 2019 OPS/BILLING	7,942.25
02/13/19	13152	CAPITOL CLEANERS & LAUNDERERS	DRY CLEANING/UNIFORM REPAIR	38.46
02/13/19	13153	KATHY CLIFTON	MILEAGE REIMBURSEMENT CLIFTON	92.74
02/13/19	13154	CONNOLLY GALLAGHER, LLP	DECEMBER 2018 REPRESENTATION	5,289.50
02/13/19	13155	CRYSTAL SPRINGS	1 X 5.0 GALLON	4.50
02/13/19	13156	THE CUTTING EDGE, INC.	MAINTENANCE/YARDWASTE CONTRACT	4,232.00
02/13/19	13156	THE CUTTING EDGE, INC.	REMOVAL OF TREE - 3RD/CLINTON	1,150.00
02/13/19	13156	THE CUTTING EDGE, INC.	REPAIR SEAWALL PAVERS	950.00
02/13/19	13156	THE CUTTING EDGE, INC.	SNOW REMOVAL 01/12 - 01/14/19	4,801.75
02/13/19	13156	THE CUTTING EDGE, INC.	REMOVAL OF CHRISTMAS LIGHTS	560.00
02/13/19	13156	THE CUTTING EDGE, INC.	SNOW REMOVAL 01/17 - 01/18/19	1,578.75
02/13/19	13157	DELMARVA POWER	5500 8575 957 - 950 FIFTH ST	64.74
02/13/19	13158	DELMARVA POWER	5500 857 6260 - 3RD/CANAL ST	114.83
02/13/19	13159	DELMARVA POWER	5500 8576 807 - 321 WASHINGTON	74.23
02/13/19	13160	DELMARVA POWER	5500 8577 268 - 5 WASHINGTON	1,592.73
02/13/19	13161	DELMARVA POWER	5000 0009 378 - 321 WASHINGTON	885.57
02/13/19	13162	DELMARVA POWER	5000 0009 725 - CLINTON ST	77.12
02/13/19	13163	DELMARVA POWER	5000 0009 758 - CANAL/WILLIAMS	96.52
02/13/19	13164	DELMARVA POWER	5000 0009 717 - CLINTON ST	179.10
02/13/19	13165	DELMARVA POWER	5000 1281 877 - COMM CENTER	5,095.37
02/13/19	13166	DELMARVA POWER	5000 0009 774 - RT 9	39.23
02/13/19	13167	DELMARVA POWER	5000 0009 386 - 407 CLINTON ST	827.64
02/13/19	13168	DELMARVA POWER	5500 6398 873 - CLINTON ST	244.05
02/13/19	13169	DELMARVA POWER	5500 6398 055 - WASHINGTON ST	166.17
02/13/19	13170	DELMARVA POWER	5500 0544 167 - 407 CLINTON ST	5,374.20
02/13/19	13171	DUFFIELD ASSOCIATES, INC.	WASHINGTON ST FLOOD MITIGATION	3,022.10
02/13/19	13172	EDMUNDS & ASSOCIATES, INC	FINAL INSTALLMENT - EDMUNDS	28,198.90
02/13/19	13173	FORAKER OIL, INC.	149.2 GALLONS OF OIL	393.89
02/13/19	13174	FUELMAN	JANUARY 2019 FUEL PURCHASES	940.74
02/13/19	13175	G. FEDALE ROOFING AND SIDING	CHIMNEY REPAIR - TOWN HALL	1,835.00
02/13/19	13176	GS DIRECT, LLC (AU1)	JANUARY 2019 SOLAR PPA	1,575.75
02/13/19	13177	THE GUN SHOP	AMMUNITION FOR PD RECRUIT	791.04
02/13/19	13178	NATIONWIDE	FEBRUARY 2019 INSURANCE	3,691.53
02/13/19	13179	NEW CASTLE COUNTY	2200800057 - 407 CLINTON	32.15
02/13/19	13179	NEW CASTLE COUNTY	2200800055 - 321 WASHINGTON	70.72
02/13/19	13179	NEW CASTLE COUNTY	2200800089 - 599 FIFTH ST	70.72
02/13/19	13179	NEW CASTLE COUNTY	2200900120 - 250 FIFTH ST	70.72
02/13/19	13180	THE NEWS JOURNAL COMPANY	CITY MANAGER JOB POSTINGS	969.44
02/13/19	13181	ONE CALL CONCEPTS, INC.	MAINTENANCE TICKETS JANUARY	5.68
02/13/19	13182	TRI-COUNTY TERMITE & PEST CONT	PEST CONTROL SERVICE	150.00

DATE	CHECK	VENDOR	DESCRIPTION	AMOUNT
02/13/19	13183	VERIZON WIRELESS	720104185-00001 01/04 - 02/03	296.22
02/13/19	13184	WHISMAN GIORDANO	OUT OF SCOPE AUDIT SERVICES	19,635.48
02/20/19	13185	BERRY REFRIGERATION	REMOVED/CLEANED IGNITORS CC	312.00
02/20/19	13186	BUILDING INSPECTION	CODE ENFORCER - OCTOBER 2018	1,100.00
02/20/19	13186	BUILDING INSPECTION	CODE ENFORCER - NOVEMBER 2018	687.00
02/20/19	13186	BUILDING INSPECTION	PERMIT FEES - DECEMBER 2018	1,581.00
02/20/19	13187	CANON FINANCIAL SERVCIES, INC.	1ST FLOOR COPIER LEASE	397.93
02/20/19	13188	THE CUTTING EDGE, INC.	SNOW AND ICE CONTROL 02/01/19	2,160.25
02/20/19	13188	THE CUTTING EDGE, INC.	SNOW AND ICE CONTROL 01/30/19	467.25
02/20/19	13188	THE CUTTING EDGE, INC.	SNOW AND ICE CONTROL 01/29/19	917.75
02/20/19	13188	THE CUTTING EDGE, INC.	PATCHED POT HOLES	940.00
02/20/19	13189	DELAWARE STATE CHAMBER OF COMM	DUES RENEWAL - CHAMBER OF COMM	420.00
02/20/19	13190	KASH SRINIVASAN GROUP, LLC	MANAGEMENT CONSULTING - RFP	2,960.00
02/20/19	13191	RED THE UNIFORM TAILOR	REPLACE HASH TAGS	38.00
02/20/19	13192	VERIZON	02/04/19 - 03/03/19 SERVICE	717.69
02/25/19	13193	AECOM TECHNICAL SERVICES, INC.	FORT DUPONT REVIEW - FEMA	855.20
02/25/19	13194	AXON ENTERPRISE, INC	TASER TRAINING CARTRIDGES	1,120.00
02/25/19	13195	DEARBORN NATIONAL	SHRT/LONG TERM DISABILITY/LIFE	637.93
02/25/19	13196	DELTA DENTAL OF DELAWARE, INC.	DENTAL INSURANCE - MAR 2019	218.08
02/25/19	13197	DIAMOND COMPUTER INC.	RANSOMWARE RESPONSE	1,121.00
02/25/19	13198	STATE OF DELAWARE - DEPT. OF H	REFUND OF OVERPAYMENT D-12-19	67.56
02/25/19	13199	STATE OF DE - OMB FINANCIAL OP	HEALTH INSURANCE - MAR 2019	4,580.64
02/25/19	13200	VERIZON	450-378-063-0001-73 - WF	59.50
02/25/19	13201	WASTE INDUSTRIES	FEBRUARY GARBAGE/RECYCLING	14,998.83
				145,846.71