



STAFF REPORT

TO: Mayor Keis and Members of City Council
FROM: Brenda Malinowski, Finance Director
DATE: June 7, 2019
RE: 2018 Comprehensive Annual Financial Report

BACKGROUND

Michelle Hoffman and Lance Lauinger with the City's auditing firm, CliftonLarsonAllen, LLP will be at the meeting to present the 2018 Financial Statements.

A copy of the 2018 Comprehensive Annual Financial Report (CAFR) and the auditor's required communications will be sent on Tuesday morning for your review. Since the entire CAFR will not be available until Tuesday, Budget to Actual Statements for the General Fund and Special Revenue Funds are attached.

ACTION REQUESTED

Following the presentation a motion to receive and accept the Comprehensive Annual Financial Report is requested.

CITY OF LITTLE CANADA, MINNESOTA
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GENERAL FUND – BUDGET TO ACTUAL (GAAP BASIS)
YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE TOTALS FOR YEAR ENDED DECEMBER 31, 2017

	2018				2017 Actual Amounts
	Budgeted Amounts		Actual	Over (Under) Final Budget	
	Original	Final			
REVENUE					
Property Taxes:					
Current and Delinquent	\$ 2,849,760	\$ 2,849,760	\$ 2,954,253	\$ 104,493	\$ 2,655,369
Mobile Home and Other	10,000	10,000	11,548	1,548	13,316
Total Property Taxes	<u>2,859,760</u>	<u>2,859,760</u>	<u>2,965,801</u>	<u>106,041</u>	<u>2,668,685</u>
Licenses and Permits	230,920	230,920	300,059	69,139	285,045
Intergovernmental Revenue:					
State:					
Market Value Homestead Credit	-	-	-	-	108
Local Government Aid	88,296	88,296	86,901	(1,395)	148,315
Fire Aid	55,000	55,000	60,554	5,554	61,255
MSA	110,530	110,530	124,045	13,515	110,530
Other State Aids	2,782	2,782	2,782	-	2,782
County:					
Waste Recycling Grant	24,141	24,141	24,141	-	24,674
Total Intergovernmental Revenues	<u>280,749</u>	<u>280,749</u>	<u>298,423</u>	<u>17,674</u>	<u>347,664</u>
Charges for Services:					
Customer Collections	5,239	5,239	18,427	13,188	15,762
Parks and Recreation	9,000	9,000	9,106	106	10,052
Administrative Charges	7,600	7,600	1,268	(6,332)	1,411
Total Charges for Services	<u>21,839</u>	<u>21,839</u>	<u>28,801</u>	<u>6,962</u>	<u>27,225</u>
Fines and Forfeits	39,000	39,000	48,569	9,569	44,707
Investment Earnings	81,000	81,000	62,775	(18,225)	79,121
Miscellaneous Revenues:					
Rents and Refunds	164,165	164,165	86,547	(77,618)	188,387
Miscellaneous Revenue	100	100	1,752	1,652	2,488
Total Miscellaneous Revenues	<u>164,265</u>	<u>164,265</u>	<u>88,299</u>	<u>(75,966)</u>	<u>190,875</u>
Total Revenue	<u>3,677,533</u>	<u>3,677,533</u>	<u>3,792,727</u>	<u>115,194</u>	<u>3,643,322</u>

CITY OF LITTLE CANADA, MINNESOTA
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GENERAL FUND – BUDGET TO ACTUAL (GAAP BASIS) (CONTINUED)
YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE TOTALS FOR YEAR ENDED DECEMBER 31, 2017

	2018			Over (Under) Final Budget	2017 Actual Amounts
	Budgeted Amounts		Actual		
	Original	Final			
EXPENDITURES					
General Government:					
Mayor and City Council	\$ 83,685	\$ 83,685	\$ 78,721	\$ (4,964)	\$ 77,536
Elections	17,250	17,250	15,281	(1,969)	2,739
Administration	150,470	150,470	142,502	(7,968)	134,225
Attorney	105,595	105,595	82,292	(23,303)	84,235
Engineering	21,340	21,340	25,831	4,491	20,119
Planning and Zoning	154,810	154,810	153,354	(1,456)	143,969
Insurance	31,730	31,730	30,608	(1,122)	29,174
City Hall	31,100	31,100	30,626	(474)	27,280
Total General Government	<u>595,980</u>	<u>595,980</u>	<u>559,215</u>	<u>(36,765)</u>	<u>519,277</u>
Public Safety:					
Police Protection	1,588,461	1,588,461	1,611,979	23,518	1,483,522
Fire:					
Pension Plan - City and State	86,000	86,000	91,554	5,554	92,255
Other Current	373,545	373,545	372,846	(699)	362,680
Fire Marshall	28,840	28,840	22,000	(6,840)	23,494
Protective Inspections	206,810	206,810	209,445	2,635	220,493
Civil Defense	2,560	2,560	1,637	(923)	2,167
Animal Control	2,500	2,500	1,782	(718)	1,338
Total Public Safety	<u>2,288,716</u>	<u>2,288,716</u>	<u>2,311,243</u>	<u>22,527</u>	<u>2,185,949</u>
Public Works:					
Street Maintenance	299,230	299,230	249,041	(50,189)	270,128
Storm Sewers	6,600	6,600	5,683	(917)	28,593
Street Lighting	61,000	61,000	64,525	3,525	61,433
Recycling/Sanitation	20,200	20,200	20,431	231	18,581
City Garage	33,050	33,050	31,576	(1,474)	29,468
Tree Trimming	6,000	6,000	10,550	4,550	4,507
Total Public Works	<u>426,080</u>	<u>426,080</u>	<u>381,806</u>	<u>(44,274)</u>	<u>412,710</u>
Community Service:					
Recreation and Parks	458,470	458,470	423,252	(35,218)	388,028
Youth Services Bureau	21,110	21,110	20,265	(845)	18,349
Old Fire Station	9,420	9,420	6,561	(2,859)	6,742
Total Community Service	<u>489,000</u>	<u>489,000</u>	<u>450,078</u>	<u>(38,922)</u>	<u>413,119</u>
Total Expenditures	<u>3,799,776</u>	<u>3,799,776</u>	<u>3,702,342</u>	<u>(97,434)</u>	<u>3,531,055</u>
EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURES	<u>(122,243)</u>	<u>(122,243)</u>	<u>90,385</u>	<u>212,628</u>	<u>112,267</u>
OTHER FINANCE SOURCES (USES)					
Transfer In	105,400	105,400	100,283	(5,117)	102,008
Transfers Out	-	-	(4,500)	(4,500)	(513,788)
Total Other Finance Sources (Uses)	<u>105,400</u>	<u>105,400</u>	<u>95,783</u>	<u>(9,617)</u>	<u>(411,780)</u>
NET CHANGE IN FUND BALANCES	<u>\$ (16,843)</u>	<u>\$ (16,843)</u>	<u>186,168</u>	<u>\$ 203,011</u>	<u>(299,513)</u>
FUND BALANCES					
Beginning of Year			<u>2,533,003</u>		<u>2,832,516</u>
End of Year			<u>\$ 2,719,171</u>		<u>\$ 2,533,003</u>

CITY OF LITTLE CANADA, MINNESOTA
PARKS AND RECREATION SPECIAL REVENUE FUND
SCHEDULE OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE TOTALS FOR YEAR ENDED DECEMBER 31, 2017

	2018				2017 Actual Amounts
	Budgeted Amounts		Actual	Over (Under) Final Budget	
	Original	Final			
REVENUE					
Charges for Services	\$ 31,105	\$ 31,105	\$ 26,154	\$ (4,951)	\$ 42,656
Other Revenue:					
Investment Earnings	500	500	799	299	1,120
Miscellaneous Revenue	-	-	15,434	15,434	950
Total Revenue	<u>31,605</u>	<u>31,605</u>	<u>42,387</u>	<u>10,782</u>	<u>44,726</u>
EXPENDITURES					
Current:					
Community Services	<u>26,268</u>	<u>26,268</u>	<u>26,504</u>	<u>236</u>	<u>26,915</u>
EXCESS OF REVENUE OVER EXPENDITURES	5,337	5,337	15,883	10,546	17,811
OTHER FINANCE USES					
Transfers Out	<u>(16,000)</u>	<u>(16,000)</u>	<u>(15,970)</u>	<u>30</u>	<u>(15,815)</u>
NET CHANGE IN FUND BALANCES	<u>\$ (10,663)</u>	<u>\$ (10,663)</u>	<u>(87)</u>	<u>\$ 10,576</u>	<u>1,996</u>
FUND BALANCES					
Beginning of Year			<u>41,303</u>		<u>39,307</u>
End of Year			<u>\$ 41,216</u>		<u>\$ 41,303</u>

DRAFT

**CITY OF LITTLE CANADA, MINNESOTA
CABLE TV SPECIAL REVENUE FUND
SCHEDULE OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE TOTALS FOR YEAR ENDED DECEMBER 31, 2017**

	2018			Over (Under) Final Budget	2017 Actual Amounts
	Budgeted Amounts		Actual		
	Original	Final			
REVENUE					
Franchise Fees	\$ 136,000	\$ 136,000	\$ 123,529	\$ (12,471)	\$ 135,557
Other Revenue:					
Investment Earnings	3,023	3,023	6,271	3,248	8,426
Total Revenue	<u>139,023</u>	<u>139,023</u>	<u>129,800</u>	<u>(9,223)</u>	<u>143,983</u>
EXPENDITURES					
Current:					
Community Services	93,905	93,905	76,479	(17,426)	81,331
Capital Outlay	8,700	8,700	17,378	8,678	-
Total Expenditures	<u>102,605</u>	<u>102,605</u>	<u>93,857</u>	<u>(8,748)</u>	<u>81,331</u>
EXCESS OF REVENUE OVER EXPENDITURES	36,418	36,418	35,943	(475)	62,652
OTHER FINANCE USES					
Transfers Out	<u>(35,000)</u>	<u>(35,000)</u>	<u>(35,000)</u>	-	<u>(30,000)</u>
NET CHANGE IN FUND BALANCES	<u>\$ 1,418</u>	<u>\$ 1,418</u>	943	<u>\$ (475)</u>	32,652
FUND BALANCES					
Beginning of Year			<u>448,590</u>		<u>415,938</u>
End of Year			<u>\$ 449,533</u>		<u>\$ 448,590</u>

DRAFT

**CITY OF LITTLE CANADA, MINNESOTA
 RECYCLING/TRASH SPECIAL REVENUE FUND
 SCHEDULE OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
 BUDGET AND ACTUAL
 YEAR ENDED DECEMBER 31, 2018
 WITH COMPARATIVE TOTALS FOR YEAR ENDED DECEMBER 31, 2017**

	2018			Over (Under) Final Budget	2017 Actual Amounts
	Budgeted Amounts		Actual		
	Original	Final			
REVENUE					
Charges for Services	\$ 402,100	\$ 402,100	\$ 418,180	\$ 16,080	\$ 394,104
Other Revenue:					
Investment Earnings	950	950	1,428	478	1,918
Miscellaneous Revenue	-	-	298	298	186
Total Revenue	<u>403,050</u>	<u>403,050</u>	<u>419,906</u>	<u>16,856</u>	<u>396,208</u>
EXPENDITURES					
Current:					
Community Services	<u>385,950</u>	<u>385,950</u>	<u>395,599</u>	<u>9,649</u>	<u>368,267</u>
EXCESS OF REVENUE OVER EXPENDITURES	17,100	17,100	24,307	7,207	27,941
OTHER FINANCE SOURCES (USES)					
Transfers Out	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	-	<u>(15,000)</u>
NET CHANGE IN FUND BALANCES	<u>\$ (12,900)</u>	<u>\$ (12,900)</u>	<u>(5,693)</u>	<u>\$ 7,207</u>	<u>12,941</u>
FUND BALANCES					
Beginning of Year			<u>202,744</u>		<u>189,803</u>
End of Year			<u>\$ 197,051</u>		<u>\$ 202,744</u>

DRAFT