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**INTEROFFICE MEMO**

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**DATE:** JANUARY 14, 2013  
**TO:** MAYOR AND CITY COUNCIL  
TIM ERNSTER, CITY MANAGER  
**CC:** DEPARTMENT HEADS, CITY ASSISTANTS, & BUDGET OVERSIGHT COMMITTEE  
**FROM:** BARBARA ASHLEY  
**RE:** **MONTHLY REPORT - NOVEMBER 2012**

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Staff is continuing to learn and use the converted data from the old financial system to the newly upgraded system. Development of reporting and the different options available within each of the modules is progressing and improving. Posting the City's financial reports for review by the City Council and public are very important to us and staff is continually working with the system trainers to complete this task as quickly as possible.

Attached you will find the report for the month ending November 2012.

General Fund:

- a) For November 2012:
- Total revenues received \$ 934,031
  - Total expenditures were \$ 617,815
    - Positive cash flow of \$ 316,216

- Fiscal Year totals through November 2012:
- Total revenues received \$ 5,026,193
  - Total expenditures were \$ 4,030,554
    - Positive cash flow of \$ 995,639

The General Fund unrestricted fund balance is \$13,779,577

Revenue collected through November 2012 increased in comparison to the same period through November 2011 by approximately 7.3%. Expenditures have decreased for the same time frame by approximately 3.8%. These numbers are cumulative.

- b) City sales taxes collected for November 2012 increased over November 2011 by approximately 31.1%. The current fiscal year through November 2012 increased over fiscal year 2010-11 through November 2011 by approximately 2.1%.

Bed taxes collected for the current fiscal year through November 2012 increased over

fiscal year 2010-11 through November 2011 by approximately 57.9%. Please keep in mind there have been several administrative corrections to this tax category.

Sales and bed taxes combined for November 2012 over November 2011 are up approximately 38.87%. Cumulative sales and bed taxes collected for the current fiscal year through November 2012 increased over fiscal year 2010-11 through November 2011 by approximately 7.23%.

- c) State shared revenue collection for the month of November 2012 compared to November 2011 show increases in State sales tax by 6.83%, State income tax by 21.02%, while reflecting decreases in VLT (vehicle license tax) for Coconino County by 0.20% and Yavapai County 3.52%.  
 Collections for the fiscal year through November 2012 compared to fiscal year 2010-11 through November 2011 show increases in State sales taxes 4.05%, State income taxes 21.03%, VLT for Coconino County 3.48% and Yavapai County 2.66%.

All Other Funds:

Most of these funds require inter-fund transfers or planned use of reserves to balance their budgets. Sporadic changes to these funds occur because of the large payments made for expenditures on Capital projects as the work is completed. These notes may be more useful as projects are started and possibly completed during the fiscal year.

- d) The Streets Fund is funded through the State shared revenues of Highway User Revenue Funds (HURF). These dollars are restricted to use of streets/right-of-way maintenance and improvements. The HURF monies received for November 2012 have increased from November 2011 by approximately 15.35%. Cumulative HURF revenue received for the current fiscal year through November 2012 increased over fiscal year 2010-11 through November 2011 by approximately 9.61%.

For November 2012:

• Total revenues received	\$ 57,338
• Total expenditures were	<u>\$ 589,587</u>
o Negative cash flow of	\$- 532,249

Fiscal Year totals through November 2012:

• Total revenues received	\$ 307,376
• Total expenditures were	<u>\$ 988,644</u>
o Negative cash flow of	\$- 681,268

The Streets Fund restricted fund balance is \$ 531,748

- e) The Wastewater Enterprise Fund is funded through service charges for City sewer services, permit fees, City sales taxes and miscellaneous charges pertaining to the Wastewater treatment plant.

For November 2012:

• Total revenues received	\$ 857,858
• Total expenditures were	<u>\$ 269,664</u>
○ Positive cash flow of	\$ 588,194

Fiscal Year totals through November 2012:

• Total revenues received	\$ 4,365,204
• Total expenditures were	<u>\$ 1,022,119</u>
○ Positive cash flow of	\$ 3,343,085

The Wastewater Fund balance is \$19,816,949

- f) Capital cost will appear as projects are completed. Debt service payments are made in January and June of each year.

Please feel free to contact my office with any questions.

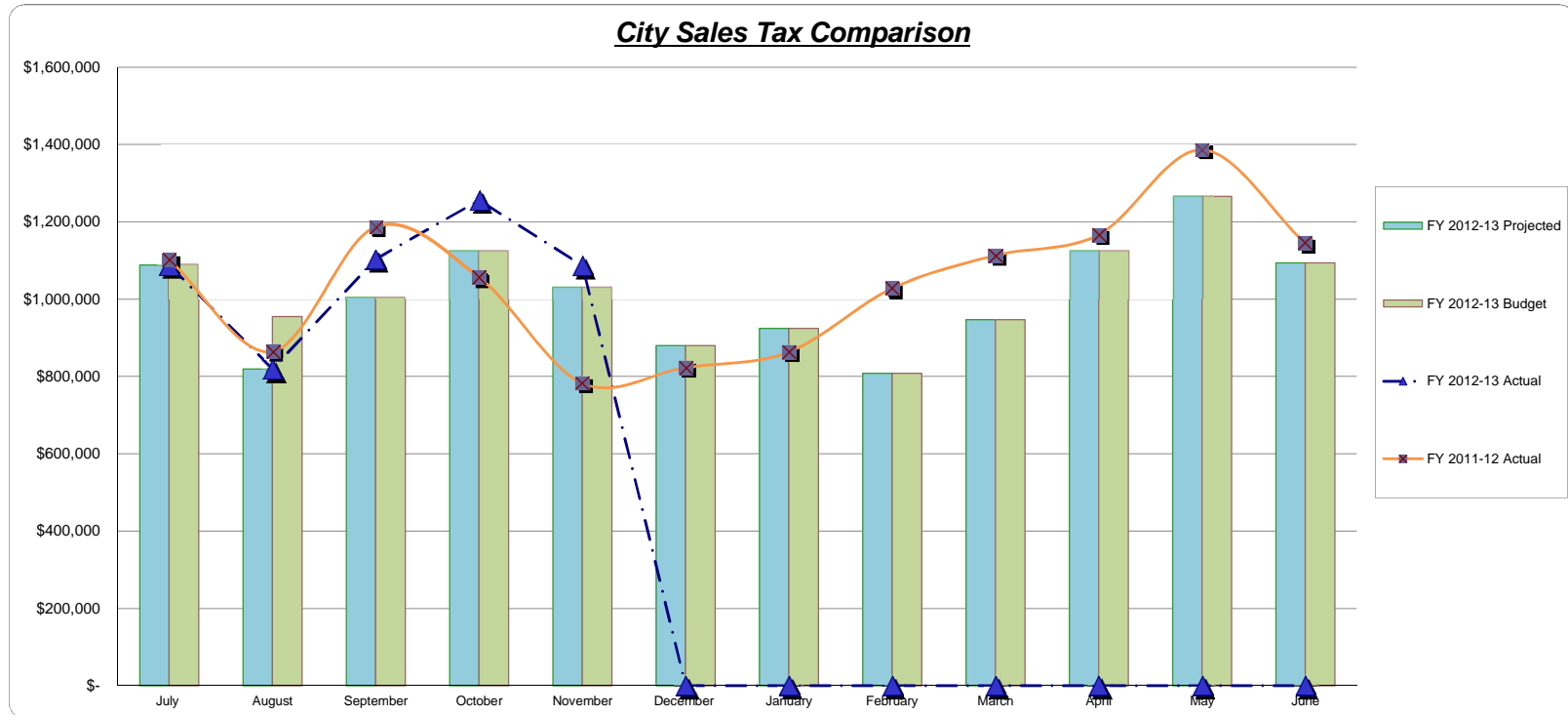
Attachments

**City of Sedona**  
**Sales Tax Worksheet\***  
**November 30, 2012**

Month	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	2013 Budget	2013 Collections	Budget Variance	% Change from 2012	% Change from Budget
July	987,755	1,021,011	1,181,174	1,069,178	1,253,632	1,252,755	1,073,215	1,140,395	1,101,956	1,092,113	1,088,014	(4,099)	-1.27%	-0.38%
August	938,115	1,043,646	1,095,421	1,058,491	1,230,340	1,090,523	1,001,376	917,875	864,440	955,375	819,342	(136,033)	-5.22%	-14.24%
September	957,697	972,637	1,049,959	1,032,607	1,137,149	1,017,988	990,181	1,022,615	1,187,427	1,007,113	1,104,196	97,082	-7.01%	9.64%
October	937,372	1,090,521	1,139,917	1,178,952	1,155,616	1,601,792	1,089,433	1,105,755	1,056,689	1,126,321	1,255,918	129,596	18.85%	11.51%
November	937,372	1,116,598	1,331,960	1,331,215	1,361,830	1,191,160	1,075,186	1,119,830	782,513	1,033,483	1,086,679	53,196	38.87%	5.15%
December	999,121	944,662	1,074,367	1,156,793	1,132,785	963,540	851,434	933,873	823,212	880,252	0			
January	830,649	918,105	1,052,208	1,092,120	1,026,332	938,932	906,327	1,184,462	863,249	924,048	0			
February	748,373	739,579	810,751	918,581	909,590	731,583	681,004	949,379	1,027,743	808,401	0			
March	859,229	880,416	1,102,828	1,076,654	985,533	1,027,075	917,669	989,770	1,113,254	947,255	0			
April	1,147,949	1,153,061	1,316,931	1,383,320	1,406,892	1,130,233	1,218,124	1,078,369	1,166,803	1,126,470	0			
May	1,167,307	1,214,920	1,371,983	1,452,116	1,345,307	1,414,982	1,201,785	1,385,563	1,386,404	1,265,575	0			
June	1,155,541	1,182,999	1,370,439	1,415,780	1,309,472	1,172,116	1,128,769	1,071,808	1,144,613	1,093,651	0			
<b>Total</b>	<b>\$11,666,480</b>	<b>\$12,278,155</b>	<b>\$13,897,940</b>	<b>\$14,165,807</b>	<b>\$14,254,478</b>	<b>\$13,532,679</b>	<b>\$12,134,503</b>	<b>\$12,899,694</b>	<b>\$12,518,303</b>	<b>\$12,260,058</b>	<b>\$5,354,148</b>	<b>139,743</b>	<b>7.23%</b>	<b>2.68%</b>

\* Bed tax is included due to reporting inconsistencies by vendors.

\*\* The fiscal year is July 1 through June 30.



## CITY SALES TAX COLLECTION SUMMARY FY 2012-2013

11/30/2012

		<u>BED TAX</u>		<u>CITY SALES TAX</u>	<u>ALLOCATED TO GENERAL FUND</u>		<u>CITY SALES TAX</u>	<u>ALLOCATED TO WASTEWATER FUND</u>		<u>TOTAL SALES TAX COLLECTED</u>	<u>COLLECTION MONTH</u>
<b>July</b>	58.69%	\$150,025.75	3.45%	\$562,792.75	\$712,818.50	-19.04%	\$375,195.18	\$375,195.18	-1.27%	\$1,088,013.68	June
<b>August</b>	-5.04%	\$87,577.20	5.29%	\$439,058.87	\$526,636.07	-17.60%	\$292,705.86	\$292,705.86	-5.22%	\$819,341.93	July
<b>September</b>	31.42%	\$148,710.25	-1.18%	\$573,291.18	\$722,001.43	-22.66%	\$382,194.12	\$382,194.12	-7.01%	\$1,104,195.55	August
<b>October</b>	101.01%	\$199,787.67	22.58%	\$633,677.98	\$833,465.65	-4.07%	\$422,451.98	\$422,451.98	18.85%	\$1,255,917.63	September
<b>November</b>	132.30%	\$139,243.07	45.69%	\$568,461.66	\$707,704.73	14.02%	\$378,974.44	\$378,974.44	38.87%	\$1,086,679.17	October
<b>December</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	November
<b>January</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	December
<b>February</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	January
<b>March</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	February
<b>April</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	March
<b>May</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	April
<b>June</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	May
<b>TOTAL 2012-2013</b>		<b>\$725,343.94</b>		<b>\$2,777,282.44</b>	<b>\$3,502,626.38</b>		<b>\$1,851,521.58</b>	<b>\$1,851,521.58</b>		<b>\$5,354,147.96</b>	
TOTAL FY 2011-2012		\$459,249.18		\$2,448,239.32			\$2,085,537.21			\$4,993,025.71	
<b>DIFFERENCE</b>		<b>\$266,094.76</b>		<b>\$329,043.12</b>			<b>(\$234,015.63)</b>			<b>\$361,122.25</b>	
<b>% INCR/DECR</b>		<b>57.94%</b>	<b>b</b>	<b>13.44%</b>			<b>-11.22%</b>			<b>7.23%</b>	
							<b>\$4,533,776.53</b>				
Total City Sales Tax comparison					2.10%						
<b>COLLECTION BY AGENCY:</b>											
<b>REVENUE DISCOVERY SYSTEMS - RDS:</b>											
<b>July</b>		\$150,025.75		\$558,462.17	\$708,487.92		\$372,308.12	\$372,308.12		\$1,080,796.04	June
<b>August</b>		\$86,230.58		\$433,696.75	\$519,927.33		\$289,131.12	\$289,131.12		\$809,058.45	July
<b>September</b>		\$148,710.25		\$568,484.91	\$717,195.16		\$378,989.94	\$378,989.94		\$1,096,185.10	August
<b>October</b>		\$199,526.96		\$628,563.50	\$828,090.46		\$419,042.33	\$419,042.33		\$1,247,132.79	September
<b>November</b>		\$139,225.56		\$564,944.49	\$704,170.05		\$376,629.66	\$376,629.66		\$1,080,799.71	October
<b>December</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	November
<b>January</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	December
<b>February</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	January
<b>March</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	February
<b>April</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	March
<b>May</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	April
<b>June</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	May
<b>TOTAL 2011-2012</b>		<b>\$723,719.10</b>		<b>\$2,754,151.82</b>	<b>\$3,477,870.92</b>		<b>\$1,836,101.17</b>	<b>\$1,836,101.17</b>		<b>\$5,313,972.09</b>	
<b>ARIZONA DEPARTMENT OF REVENUE - AzDOR:</b>											
<b>July</b>		\$0.00		\$4,330.58	\$4,330.58		\$2,887.06	\$2,887.06		\$7,217.64	June
<b>August</b>		\$1,346.62		\$5,362.12	\$6,708.74		\$3,574.74	\$3,574.74		\$10,283.48	July
<b>September</b>		\$0.00		\$4,806.27	\$4,806.27		\$3,204.18	\$3,204.18		\$8,010.45	August
<b>October</b>		\$260.71		\$5,114.48	\$5,375.19		\$3,409.65	\$3,409.65		\$8,784.84	September
<b>November</b>		\$17.51		\$3,517.17	\$3,534.68		\$2,344.78	\$2,344.78		\$5,879.46	October
<b>December</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	November
<b>January</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	December
<b>February</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	January
<b>March</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	February
<b>April</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	March
<b>May</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	April
<b>June</b>		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	May
<b>TOTAL 2011-2012</b>		<b>\$1,624.84</b>		<b>\$23,130.62</b>	<b>\$24,755.46</b>		<b>\$15,420.41</b>	<b>\$15,420.41</b>		<b>\$40,175.87</b>	

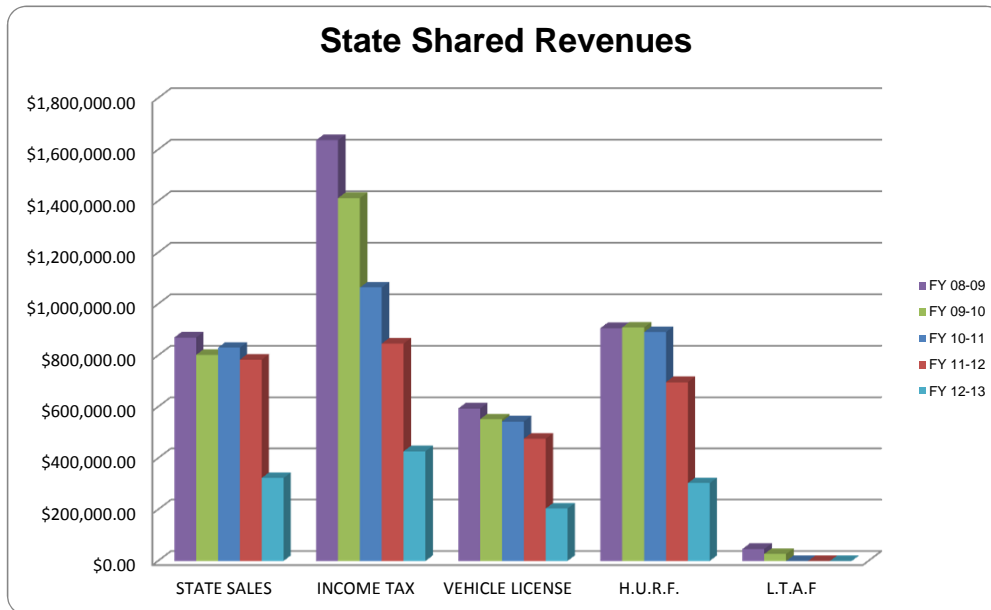
**ARIZONA DEPARTMENT OF REVENUE  
2012-2013  
STATE SHARED REVENUE**

**GENERAL FUND:**

**STREETS FUND:**

		STATE SALES TAX		STATE INCOME TAX		VEHICLE LICENSE TAX			H.U.R.F.	
						COCONINO COUNTY	YAVAPAI COUNTY			
July	5.02%	\$66,719.51	21.02%	\$85,387.09	-1.37%	\$9,359.91	4.65%	\$33,051.27	4.07%	\$60,622.72
August	3.28%	\$62,245.42	21.08%	\$85,387.09	7.42%	\$10,551.48	3.31%	\$35,207.88	13.48%	\$64,980.84
September	3.03%	\$64,471.64	21.02%	\$85,387.09	-2.62%	\$8,512.48	-6.15%	\$28,013.66	10.51%	\$62,709.99
October	2.16%	\$64,642.21	21.02%	\$85,387.09	14.33%	\$9,641.22	14.86%	\$33,555.99	5.27%	\$57,289.46
November	6.83%	\$65,040.37	21.02%	\$85,387.09	-0.20%	\$8,373.63	-3.52%	\$27,876.42	15.35%	\$57,436.87
December										
January										
February										
March										
April										
May										
June										
<b>TOTAL 2012-2013</b>		<b>\$323,119.15</b>		<b>\$426,935.45</b>		<b>\$46,438.72</b>		<b>\$157,705.22</b>		<b>\$303,039.88</b>
TOTAL 2011-2012		\$310,530.77		\$352,739.51		\$44,876.46		\$153,622.57		\$276,477.23
<b>DIFFERENCE</b>		<b>\$12,588.38</b>		<b>\$74,195.94</b>		<b>\$1,562.26</b>		<b>\$4,082.65</b>		<b>\$26,562.65</b>
<b>% INCR/DECR</b>		<b>4.05%</b>		<b>21.03%</b>		<b>3.48%</b>		<b>2.66%</b>		<b>9.61%</b>

**\$1,257,238.42**



# General Ledger

## Revenue vs Expenses Summary

Fiscal Year: 2012-2013  
 Fiscal Period: November



# City of Sedona

102 Roadrunner Drive  
 Sedona, AZ 86336

Fund	Description	Fund Balance June 30 2012	Revenues November 2012	Expenses November 2012	Revenue over Expenditure YTD	Fund Balance November 2012
10	General Fund	\$12,783,938	5,026,193.08	4,030,554.15	995,638.93	\$13,779,577
11	Streets Fund	1,213,017	307,375.68	988,644.49	(681,268.81)	531,748
16	Grants Fund	244,140	74,258.15	79,254.77	(4,996.62)	239,143
18	P.A.N.T. Fund	(1,622)	26,447.98	41,960.56	(15,512.58)	(17,135)
20	Development Impact Fees Fund	3,334,445	13,266.99	10,132.21	3,134.78	3,337,580
21	Information Technology Capital	0	0.00	58,059.20	(58,059.20)	(58,059)
22	Capital Fund	7,943,949	715,800.94	1,281,263.29	(565,462.35)	7,378,487
24	CFD Summit Fund	10,999	315.93	0.00	315.93	11,315
25	CFD Fairfield Fund	713,802	33,703.71	0.00	33,703.71	747,506
26	Art In Public Places Fund	21,358	117.35	3,379.86	(3,262.51)	18,095
59	Wastewater Enterprise Fund	16,473,864	4,365,204.04	1,022,118.61	3,343,085.43	19,816,949
Report Totals:		<u>\$42,737,890</u>	<u>\$10,562,683.85</u>	<u>\$7,515,367.14</u>	<u>\$3,047,316.71</u>	<u>\$45,785,207</u>

General Fund
Special Revenue Fund
Capital Fund
Wastewater Fund