



# JULY MONTHLY REPORT

*FINANCE—The department where everyone counts*

- **Fiscal Year End:** Happy Fiscal Year 2024! The end of fiscal year 2023 has come and gone (June 30), kicking off a busy summer as Finance staff work to complete the year-end process, including: analyzing, reviewing, and reconciling accounts—leading up to the preparation of financial statements, including the Annual Comprehensive Financial Report (ACFR).
- **Records Retention:** The last week of July was shred week at City Hall. In preparation, the Finance team reviewed the retention schedules based on Oregon Revised Statutes, pulled any files beyond the retention requirements, and helped fill the shred bins—opening up prime real estate in Finance. (As the City continues to grow, this will eventually allow room for another work station in Finance.) Although we've migrated to being more fully electronic, both electronic and archaic paper documents are all subject to retention schedules. Throughout this process, there was much communication surrounding: if a document is actually needed or just printed out of habit, and if older paper documents (that we're required to retain), could instead, be stored electronically.
- **Transit Tax:** The quarterly transit tax was due on June 30. When we sent out the reminder notices, we included a green remittance envelope. Each day in July we have received a huge stack of payments. The colored envelopes helped the person sorting the mail to quickly get those payments routed to the correct person for processing.
- **Utility Billing:** On average the City processes 130 closing bills each month. This means we also have 130 new residents. These customers are only paying for a partial month so the bills have to be pro-rated. The implementation team struggled with the set-up required to effectively accomplish this. As such, at Go Live, everything was working correctly except for the residential sewer charge because it was based on a winter average and not actual usage. In response, each month we've had to manually update the sewer usage fees one by one on approximately 260 accounts. At the Tyler conference in May, staff met an expert who promised to follow up with them to get this situation resolved. After changing some of the system set-up options, we tested several initial bills as well as final bills, and can confirm they were all calculating correctly. A huge win! As with any implementation, these final pieces of the puzzle will save much time when processing billings.
- **Silent Celebration:** Last but not least, we'd like to recognize someone who's made a big, positive impact on our team. Some people like public recognition, while others like to fly below the radar. One such person is our Finance Director, Keith Katko. In July he celebrated 24 years of service with the City!
- **Attached Financials:** Finance continues to monitor all departments for on-going budget compliance.

**City of Wilsonville - Fund Summaries**  
**Reporting Month: July FY 2024**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 15,090,000	\$ 118,483	\$ 14,971,517	1%
Intergovernmental	2,715,173	60	2,715,113	0%
Licenses and permits	242,800	89,830	152,971	37%
Charges for services	413,164	21,442	391,722	5%
Fines and forfeitures	250,000	16,400	233,600	7%
Investment revenue	304,600	-	304,600	0%
Other revenues	681,450	24,433	657,017	4%
Transfers in	5,337,741	672,962	4,664,779	13%
<b>TOTAL REVENUES</b>	<b>\$ 25,034,928</b>	<b>\$ 943,610</b>	<b>\$ 24,091,318</b>	<b>4%</b>
Personnel services	\$ 12,185,032	\$ 472,561	\$ 11,712,471	4%
Materials and services	12,845,271	585,766	12,259,505	5%
Capital outlay	274,000	104,883	169,117	38%
Debt service	1,134,284	1,129,631	4,653	100%
Transfers out	7,023,981	62,500	6,961,481	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,462,568</b>	<b>\$ 2,355,340</b>	<b>\$ 31,107,228</b>	<b>7%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,722,180	\$ 143,515	\$ 1,578,665	8%
Investment revenue	8,200	-	8,200	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,730,380</b>	<b>\$ 143,515</b>	<b>\$ 1,586,865</b>	<b>8%</b>
Personnel services	\$ 985,470	\$ 36,258	\$ 949,212	4%
Materials and services	801,417	34,709	766,708	4%
Capital outlay	303,800	95,465	208,335	31%
Transfers out	2,400	200	2,200	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,093,087</b>	<b>\$ 166,633</b>	<b>\$ 1,926,454</b>	<b>8%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,204,000	\$ 81,191	\$ 1,122,809	7%
Investment revenue	71,700	-	71,700	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,275,700</b>	<b>\$ 81,191</b>	<b>\$ 1,194,509</b>	<b>6%</b>
Personnel services	\$ 1,076,940	\$ 38,049	\$ 1,038,891	4%
Materials and services	198,774	2,730	196,044	1%
Transfers out	346,058	28,839	317,219	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,621,772</b>	<b>\$ 69,618</b>	<b>\$ 1,552,154</b>	<b>4%</b>
<b>231 - Community Development Fund</b>				
Licenses and permits	\$ 852,302	\$ 86,109	\$ 766,193	10%
Charges for services	723,900	42,206	681,694	6%
Investment revenue	44,400	-	44,400	0%
Transfers in	3,027,023	99,114	2,927,909	3%
<b>TOTAL REVENUES</b>	<b>\$ 4,647,625</b>	<b>\$ 227,428</b>	<b>\$ 4,420,197</b>	<b>5%</b>
Personnel services	\$ 3,685,060	\$ 146,133	\$ 3,538,927	4%
Materials and services	803,584	87,931	715,653	11%
Transfers out	607,926	50,661	557,265	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,096,570</b>	<b>\$ 284,724</b>	<b>\$ 4,811,846</b>	<b>6%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 2,240,600	\$ -	\$ 2,240,600	0%
Investment revenue	52,200	-	52,200	0%
Other revenues	-	242	(242)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,292,800</b>	<b>\$ 242</b>	<b>\$ 2,292,558</b>	<b>0%</b>
Personnel services	\$ 524,370	\$ 18,889	\$ 505,481	4%
Materials and services	616,212	32,816	583,396	5%
Capital outlay	300,000	-	300,000	0%
Debt service	358,000	-	358,000	0%
Transfers out	2,161,694	21,127	2,140,567	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,960,276</b>	<b>\$ 72,831</b>	<b>\$ 3,887,445</b>	<b>2%</b>

**City of Wilsonville - Fund Summaries**  
**Reporting Month: July FY 2024**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,249,000	\$ 222,297	\$ 2,026,703	10%
Investment revenue	87,100	-	87,100	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,336,100</b>	<b>\$ 222,297</b>	<b>\$ 2,113,803</b>	<b>10%</b>
Transfers out	\$ 4,235,000	\$ -	\$ 4,235,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,235,000</b>	<b>\$ -</b>	<b>\$ 4,235,000</b>	<b>0%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 6,000,000	\$ 327,135	\$ 5,672,865	5%
Intergovernmental	4,174,500	-	4,174,500	0%
Charges for services	40,000	1,238	38,762	3%
Fines and forfeitures	5,000	249	4,751	5%
Investment revenue	425,100	-	425,100	0%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 10,660,600</b>	<b>\$ 328,622</b>	<b>\$ 10,331,978</b>	<b>3%</b>
Personnel services	\$ 5,058,100	\$ 181,348	\$ 4,876,752	4%
Materials and services	3,239,530	163,638	3,075,892	5%
Capital outlay	2,060,000	-	2,060,000	0%
Transfers out	1,043,990	56,554	987,436	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,401,620</b>	<b>\$ 401,540</b>	<b>\$ 11,000,080</b>	<b>4%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 10,104,780	\$ 1,301,292	\$ 8,803,488	13%
Fines and forfeitures	-	1,810	(1,810)	-
Investment revenue	324,500	-	324,500	0%
Other revenues	1,168,080	1,130,681	37,399	97%
<b>TOTAL REVENUES</b>	<b>\$ 11,597,360</b>	<b>\$ 2,433,783</b>	<b>\$ 9,163,577</b>	<b>21%</b>
Personnel services	\$ 687,800	\$ 23,778	\$ 664,022	3%
Materials and services	5,050,863	66,975	4,983,888	1%
Capital outlay	655,000	-	655,000	0%
Debt service	371,000	-	371,000	0%
Transfers out	11,003,045	65,745	10,937,300	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,767,708</b>	<b>\$ 156,498</b>	<b>\$ 17,611,210</b>	<b>1%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,477,900	\$ 662,421	\$ 7,815,479	8%
Investment revenue	114,900	-	114,900	0%
Other revenues	31,500	2,640	28,860	8%
Transfers in	600,000	-	600,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,224,300</b>	<b>\$ 665,062</b>	<b>\$ 8,559,238</b>	<b>7%</b>
Personnel services	\$ 449,960	\$ 14,205	\$ 435,755	3%
Materials and services	4,121,454	18,497	4,102,957	0%
Capital outlay	125,509	-	125,509	0%
Debt service	2,880,000	-	2,880,000	0%
Transfers out	9,857,299	48,128	9,809,171	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,434,222</b>	<b>\$ 80,829</b>	<b>\$ 17,353,393</b>	<b>0%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 540,540	\$ 47,320	\$ 493,220	9%
Investment revenue	17,000	-	17,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 557,540</b>	<b>\$ 47,320</b>	<b>\$ 510,220</b>	<b>8%</b>
Materials and services	\$ 366,450	\$ -	\$ 366,450	0%
Transfers out	522,500	-	522,500	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 888,950</b>	<b>\$ -</b>	<b>\$ 888,950</b>	<b>0%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,678,840	\$ 296,238	\$ 3,382,602	8%
Investment revenue	55,100	-	55,100	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,733,940</b>	<b>\$ 296,238</b>	<b>\$ 3,437,702</b>	<b>8%</b>
Personnel services	\$ 324,810	\$ 14,240	\$ 310,570	4%
Materials and services	830,350	8,660	821,690	1%
Debt service	838,000	-	838,000	0%
Transfers out	6,224,965	49,706	6,175,259	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,218,125</b>	<b>\$ 72,605</b>	<b>\$ 8,145,520</b>	<b>1%</b>

**City of Wilsonville - SDC Fund Summaries**  
**Reporting Month: July FY 2024**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 2,000,000	\$ 53,672	\$ 1,946,328	3%
Investment revenue	28,300	-	28,300	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,028,300</b>	<b>\$ 53,672</b>	<b>\$ 1,974,628</b>	<b>3%</b>
Materials and services	\$ 36,180	\$ -	\$ 36,180	0%
Transfers out	3,199,297	-	3,199,297	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,235,477</b>	<b>\$ -</b>	<b>\$ 3,235,477</b>	<b>0%</b>
<b>348 - Washington County TDT</b>				
Washington County TDT	\$ 250,000	\$ -	\$ 250,000	0%
Investment revenue	44,700	-	44,700	0%
<b>TOTAL REVENUES</b>	<b>\$ 294,700</b>	<b>\$ -</b>	<b>\$ 294,700</b>	<b>0%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,800,000	\$ 729,903	\$ 1,070,098	41%
Investment revenue	40,000	-	40,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,840,000</b>	<b>\$ 729,903</b>	<b>\$ 1,110,098</b>	<b>40%</b>
Materials and services	\$ 43,130	\$ -	\$ 43,130	0%
Transfers out	10,712,968	-	10,712,968	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,756,098</b>	<b>\$ -</b>	<b>\$ 10,756,098</b>	<b>0%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 550,000	\$ 15,171	\$ 534,829	3%
Investment revenue	12,000	-	12,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 562,000</b>	<b>\$ 15,171</b>	<b>\$ 546,829</b>	<b>3%</b>
Materials and services	\$ 17,570	\$ -	\$ 17,570	0%
Transfers out	1,111,946	-	1,111,946	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,129,516</b>	<b>\$ -</b>	<b>\$ 1,129,516</b>	<b>0%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 1,515,000	\$ 333,465	\$ 1,181,535	22%
Investment revenue	50,000	-	50,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,565,000</b>	<b>\$ 333,465</b>	<b>\$ 1,231,535</b>	<b>21%</b>
Materials and services	\$ 26,980	\$ -	\$ 26,980	0%
Debt service	452,000	-	452,000	0%
Transfers out	8,803,824	-	8,803,824	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,282,804</b>	<b>\$ -</b>	<b>\$ 9,282,804</b>	<b>0%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 725,000	\$ 116,396	\$ 608,604	16%
Investment revenue	9,900	-	9,900	0%
<b>TOTAL REVENUES</b>	<b>\$ 734,900</b>	<b>\$ 116,396</b>	<b>\$ 618,504</b>	<b>16%</b>
Materials and services	\$ 22,930	\$ -	\$ 22,930	0%
Transfers out	1,605,323	-	1,605,323	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,628,253</b>	<b>\$ -</b>	<b>\$ 1,628,253</b>	<b>0%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 690,000	\$ 39,853	\$ 650,147	6%
Investment revenue	109,700	-	109,700	0%
<b>TOTAL REVENUES</b>	<b>\$ 799,700</b>	<b>\$ 39,853</b>	<b>\$ 759,847</b>	<b>5%</b>
Materials and services	\$ 5,980	\$ -	\$ 5,980	0%
Transfers out	360,603	-	360,603	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 366,583</b>	<b>\$ -</b>	<b>\$ 366,583</b>	<b>0%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 800	\$ -	\$ 800	0%
<b>TOTAL REVENUES</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>0%</b>
Materials and services	\$ 5,000	\$ -	\$ 5,000	0%
Transfers out	25,000	-	25,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>0%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 262,000	\$ -	\$ 262,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 262,000</b>	<b>\$ -</b>	<b>\$ 262,000</b>	<b>0%</b>
Materials and services	\$ 262,900	\$ 63	\$ 262,837	0%
Capital outlay	9,273,000	-	9,273,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,535,900</b>	<b>\$ 63</b>	<b>\$ 9,535,837</b>	<b>0%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 3,715	\$ -	\$ 3,715	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,715</b>	<b>\$ -</b>	<b>\$ 3,715</b>	<b>0%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 165,000	\$ -	\$ 165,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>0%</b>
Materials and services	\$ 257,364	\$ 9,072	\$ 248,292	4%
Capital outlay	710,000	-	710,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 967,364</b>	<b>\$ 9,072</b>	<b>\$ 958,292</b>	<b>1%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 1,672,200	\$ -	\$ 1,672,200	0%
Investment revenue	20,630	-	20,630	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,692,830</b>	<b>\$ -</b>	<b>\$ 1,692,830</b>	<b>0%</b>
Debt service	\$ 4,702,025	\$ -	\$ 4,702,025	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,702,025</b>	<b>\$ -</b>	<b>\$ 4,702,025</b>	<b>0%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 3,095	\$ -	\$ 3,095	0%
Transfers in	500,000	-	500,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 503,095</b>	<b>\$ -</b>	<b>\$ 503,095</b>	<b>0%</b>
Materials and services	\$ 136,500	\$ 11,000	\$ 125,500	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,500</b>	<b>\$ 11,000</b>	<b>\$ 125,500</b>	<b>8%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 566,800	\$ -	\$ 566,800	0%
Investment revenue	8,510	-	8,510	0%
<b>TOTAL REVENUES</b>	<b>\$ 575,310</b>	<b>\$ -</b>	<b>\$ 575,310</b>	<b>0%</b>
Debt service	\$ 782,000	\$ -	\$ 782,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 782,000</b>	<b>\$ -</b>	<b>\$ 782,000</b>	<b>0%</b>