



# Quarterly Financial Report 2020 – Fourth Quarter YTD (January to December 2020)

**UNAUDITED**

## Executive Summary

The 2020 books are not yet completed, but we are close enough to report the preliminary results of our collective financial management efforts for the year, which are summarized below. Note that we are only showing “operational” funds, with compliments of staff. Also, we have excluded the DHS fund from this summary, as it is overwhelmingly supported with State funds.

Fund	Total	Categ.			Rev \$	Exp \$		\$ Net Change
	Exp. Bgt. Categ.	Under Bgt.	Over Bgt.	Rev %	(Under) Over	Exp %	(Under) Over	
General	36	33	3	94%	(962,064)	91%	(1,448,121)	15,965
Road & Bridge	7	5	2	93%	(434,273)	56%	(3,327,872)	1,488,206
Dispatch	2	2	-	106%	61,134	90%	(111,214)	82,163
<b>Governmental</b>	<b>45</b>	<b>40</b>	<b>5</b>	<b>98%</b>	<b>(1,335,203)</b>	<b>79%</b>	<b>(4,887,207)</b>	<b>1,586,334</b>
Solid Waste	5	5	-	109%	91,747	77%	(241,832)	339,154
Airport	3	3	-	71%	(123,475)	83%	(82,037)	(88,701)
Fleet	3	3	-	71%	(537,507)	92%	(148,500)	389,007
<b>Proprietary</b>	<b>11</b>	<b>11</b>	<b>-</b>	<b>83%</b>	<b>(569,235)</b>	<b>84%</b>	<b>(472,370)</b>	<b>639,460</b>
<b>Totals</b>	<b>56</b>	<b>51</b>	<b>5</b>	<b>91%</b>	<b>(1,904,438)</b>	<b>82%</b>	<b>(5,359,577)</b>	<b>2,225,794</b>

### Revenue:

- Revenues were received (on average) at 91% of the amounts budgeted.
- Four out of six funds received less than their budgeted revenues.
- One of the funds (Solid Waste) received more revenue than budgeted, due to higher than expected utilization of the landfill during the year, especially during the initial COVID-19 lockdown.

### Expense:

- Expenses were incurred, on average, at 82% of the amounts budgeted.
- All six operational funds were under their expense budgets overall.
- 51 out of 56 major budget categories were at or under expense budget.
- In total, the over-budget departments were \$142,011 over. This represents only ½ of 1% of the total expense budget for those funds.
- Underspent budgets were significant and included:
  - Unutilized “Contingency” budgets.
  - Capital Improvement projects deferred from 2020 to 2021.
  - Vacant staff positions.
  - 2020 expenses not yet accrued.

## General Fund:

### Revenue Detail:

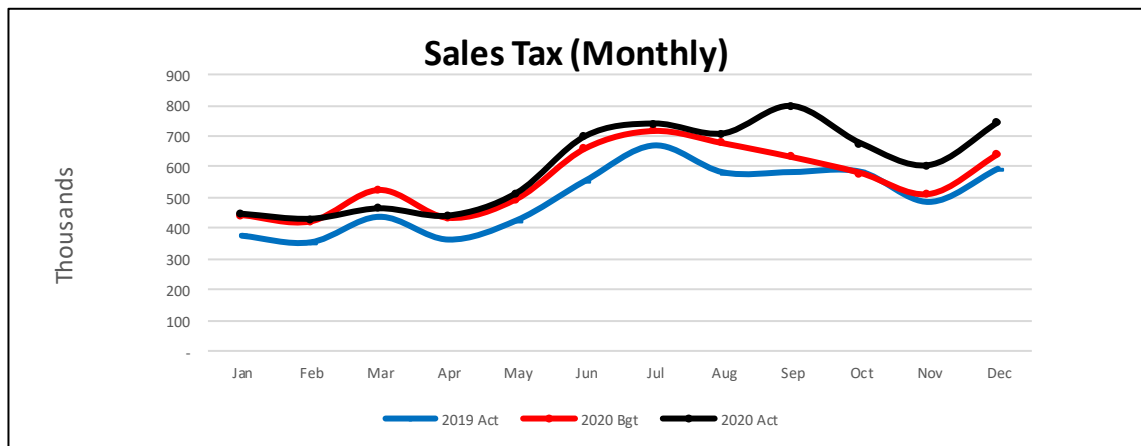
The general ledger currently shows revenue in the General fund at 94% (\$962,064 *under*) the annual budgeted amount. However, some revenue sources related to 2020 were not received until 2021 and have not yet been accrued back to 2020.

### Unanticipated Revenue:

Some specific revenue items were received during 2020 in excess of the revenue budget (as amended). The largest of these were:

- **Various Fee and Grant Revenues (County Clerk):** being a net \$248,805 higher than the amount budgeted for 2020.
- **Sales Tax Revenue:** is \$539,694 (8%) overall (all funds), and about 3.3% (\$117,106) higher within the General fund. The graph below shows Sales Tax receipt history (for all Funds).

The initial COVID lockdown (in March) flattened the usual spring break surge in revenue. However, as the year progressed, an influx of visitors and “COVID Refugees” as well as strong “remote” sales tax revenue pushed very strong retail sales growth. That growth masks the hardship experienced by some segments of the local economy.



That unanticipated revenue was offset by various other revenue accounts coming in significantly under budget, including:

- **Interest Income:** under budget by about \$221,000.
- **Traffic Fine Fees:** under budget by about \$138,500.
- **Sheriff Patrol Fees:** under budget by about \$109,000, due to school closures, and therefore no school guard revenue.
- **Planning Charges:** under by about \$53,000.
- **County Fair and Livestock Revenues:** under budget by \$165,000 (collectively).
- **Secure Rural Road:** under by about \$270,000, but only because it is not yet recorded.

### Expense Detail:

At the end of 2020, total expenditures were at 91% (\$1,448,121 *under*) the amended 2020 budget. Some 2020 expenses were paid out in early 2021 and need to be accrued back to 2020. As not all of these have been booked, it is likely that total expenses will be higher in the final report, but still significantly under budget. Thirty-one out of thirty-six departments were at (or under) budget at the writing of this report.

### Departments Over Budget

Three departments were over budget (by a combined total of \$131,873, which is the equivalent of 8/10ths of 1% of the \$15,632,955 expense budgeted in this fund). Those departments were over as follows:

- **County Clerk (Elections): 1.4% (\$2,740) over budget:** Due to higher than expected costs on mailing and ballot supplies.
- **County Treasurer: 5.5% (\$33,946) over budget:** Treasurer Deed and Treasurer Fee expense (offset by savings in Advertising and Supply expensed) pushed this department over budget.
- **Sheriff Detention: 0.3% (4,677) over budget.**
- **Sheriff Emergency Management: 0.2 % (\$821) over budget.**
- **Tourism Fund: 26% (\$89,689) over budget:** Lodger's Tax received by Archuleta County are passed through the County budget and end up with "Visit Pagosa". Part of the apparent excess spending in this department was caused by timing errors in recording the expense that will be corrected in the final report.

### Departments Under Budget

Several departments were under budget by material amounts. The larger of these were:

- **Non-Departmental:** 4% (\$167,258) under budget. The Capital Outlay and Operations "Contingency" budgets of the General Fund were in this department and were not fully utilized.
- **County Commissioners:** 17% (\$145,578) under budget. Primarily under because the Fire Emergency contingency budget was not utilized.
- **District Attorney:** 31% (\$134,036) under budget. This is not really under budget. LaPlata County has not yet invoiced the County for the second half of 2020. When paid, the budget will almost be fully consumed.
- **Livestock Auction:** 44% (\$121,878) under budget, as only a "virtual" auction could be held due to COVID-19 restrictions.
- **Pass-Thru:** 100% (\$270,042) under budget. The Pass-Thru of Federal monies to the School District has not yet been booked.

The General Fund statement appears on the next page.

**Governmental Fund - General**

as of December 31, 2020

YTD Percent =	100%
---------------	------

	Original Budget	Amended Budget	YTD Actual	Remaining Budget	% of Budget
<b>Revenues</b>					
Taxes	8,517,355	8,911,236	8,955,320	(44,084)	100%
Licenses and Permits	638,696	638,696	541,991	96,705	85%
Intergovernmental	1,081,838	2,504,924	1,860,026	644,898	74%
Charges for Services	2,153,557	2,153,557	2,337,569	(184,012)	109%
Interest	418,250	418,250	197,017	221,233	47%
Misc	536,200	536,200	308,876	227,324	58%
<b>Total Revenues</b>	<b>13,345,896</b>	<b>15,162,863</b>	<b>14,200,799</b>	<b>962,064</b>	<b>94%</b>
<b>Expenditures</b>					
Administration	303,831	253,831	246,195	7,636	97%
Attorney	248,973	248,973	233,488	15,485	94%
Building & Grounds	290,826	263,826	234,618	29,208	89%
County Assessor	663,642	663,642	618,424	45,218	93%
County Clerk & Recorder	639,513	639,513	529,202	110,311	83%
County Clerk- Elections	187,227	198,227	200,967	(2,740)	101%
County Commissioners	731,913	851,913	706,335	145,578	83%
County Coroner	112,685	112,685	110,705	1,980	98%
County Fair Board	85,108	85,108	45,653	39,455	54%
County Surveyor	22,771	22,771	15,210	7,561	67%
County Treasurer	595,864	615,864	649,810	(33,946)	106%
County Treasurer - Public Trustee	14,947	14,947	14,860	87	99%
CSU Extension	171,524	171,524	153,911	17,613	90%
CSU Extension Checking	20,000	20,000	11,815	8,185	59%
Development Services-Building	266,626	266,626	167,152	99,474	63%
Development Services-Planning	238,503	238,503	189,806	48,697	80%
District Attorney	436,808	436,808	302,772	134,036	69%
Finance	404,906	404,906	375,252	29,654	93%
Human Resources	166,572	166,572	144,973	21,599	87%
IT/GIS	490,104	510,104	471,775	38,329	92%
Jail Bonding/Commissary	51,000	51,000	17,064	33,936	33%
Livestock Auction	276,000	276,000	154,584	121,416	56%
Pass-Thru	-	270,042	-	270,042	0%
Sheriff Administration	505,284	577,284	566,292	10,992	98%
Sheriff Animal Control	137,712	141,712	136,853	4,859	97%
Sheriff Court Security	78,838	78,838	68,730	10,108	87%
Sheriff Detention	1,627,787	1,612,787	1,617,464	(4,677)	100%
Sheriff Emergency Management	409,511	417,511	418,332	(821)	100%
Sheriff Investigations	240,816	240,816	209,867	30,949	87%
Sheriff Patrol	1,244,509	1,148,390	1,102,875	45,515	96%
Tourism Fund	232,800	340,800	430,489	(89,689)	126%
Transportation Administration	83,255	83,255	65,355	17,900	78%
Transportation Mountain Express	145,602	159,602	142,249	17,353	89%
Veterans Services	78,352	78,352	67,472	10,880	86%
Weed & Pest	209,958	209,958	171,279	38,679	82%
Non-Departmental	3,302,221	3,760,265	3,593,007	167,258	96%
<b>Total Expenditures</b>	<b>14,715,988</b>	<b>15,632,955</b>	<b>14,184,834</b>	<b>1,448,121</b>	<b>91%</b>
Revenue over (under) Expenditures	(1,370,092)	(470,092)	15,965		

## Road & Bridge Fund:

### Revenue Detail

The general ledger currently shows revenue in the Road & Bridge fund at 93% (\$434,273 lower) than the annual budgeted revenue. Some revenue sources related to 2020 were not received until 2021 and have not yet been accrued back to 2020.

Even when the accruals are completed, final revenue in this fund will still end up significantly low, mostly due to not receiving \$325,000 in anticipated participant funding (related to Road Projects that were cancelled in 2020) and because HUTF funding will be low for the year.

### Expense Detail:

At the end of 2020, total expenditures were at 56% (\$3,327,872 under) the budgeted amount. Most of the under spending occurred in the following two departments:

- **Road Maintenance: 17%** (\$533,020) under budget: Underspending included \$275,000 related to materials used to maintain roads (such as mag chloride, street maintenance materials and materials for repairing potholes). Vacancy in road crews lowered Personnel costs by over \$135,000. And less than the Capital Outlay budget was utilized.
- **Road Capital Improvement (Paving): 97.1%** (\$2,694,062) under budget: Except for a small amount of road engineering work, all of the planned road capital improvement projects for 2020 were cancelled by the Commissioners.

### Governmental Fund - Road & Bridge

as of December 31, 2020

YTD Percent =	100%
---------------	------

	Original Budget	Amended Budget	YTD Actual	Remaining Budget	% of Budget
<b>Revenues</b>					
Taxes	3,696,611	3,696,611	3,976,474	(279,863)	✓108%
Licenses and Permits	30,000	30,000	36,872	(6,872)	✓123%
Intergovernmental	2,152,168	2,152,168	1,710,571	441,597	⚠79%
Misc	25,000	25,000	70,589	(45,589)	✓282%
RCI Capital Improvement	325,000	325,000	-	325,000	⚠0%
<b>Total Revenues</b>	<b>6,228,779</b>	<b>6,228,779</b>	<b>5,794,506</b>	<b>434,273</b>	<b>⚠93%</b>
<b>Expenditures</b>					
Administration	556,810	556,810	559,904	(3,094)	✓101%
Road Maintenance	3,189,044	3,189,044	2,656,024	533,020	✓83%
RCI (General)	515,118	515,118	527,660	(12,542)	⚠102%
RCI (Paving)	2,775,000	2,775,000	80,938	2,694,062	✓2.9%
RCI (Pavement Maintenance)	250,000	250,000	244,227	5,773	✓98%
RCI (Bridges)	10,200	10,200	6,304	3,896	✓62%
Unallocated	338,000	338,000	231,244	106,756	✓68%
<b>Total Expenditures</b>	<b>7,634,172</b>	<b>7,634,172</b>	<b>4,306,300</b>	<b>3,327,872</b>	<b>✓56%</b>
Revenue over (under) Expenditures	(1,405,393)	(1,405,393)	1,488,206		

## Dispatch Fund:

### Revenue Detail

The general ledger currently shows revenue in the Dispatch fund coming in strong at 106% of the annual budgeted revenue.

### Expense Detail

Expenses for 2020 are at 90% of the amounts budgeted. None of the \$68,750 in contingency funding was utilized. Personnel costs and Other Professional Services were significantly under budget. However, Capital Outlay was significantly over the amount anticipated, due to procurements for communication equipment needed to facilitate moving the Dispatch Facility to the newly remodeled Sheriff's Office.

Overall, expenses were under budget by more than \$111,000.

### **Governmental Fund - Archuleta County Combined Dispatch** as of December 31, 2020

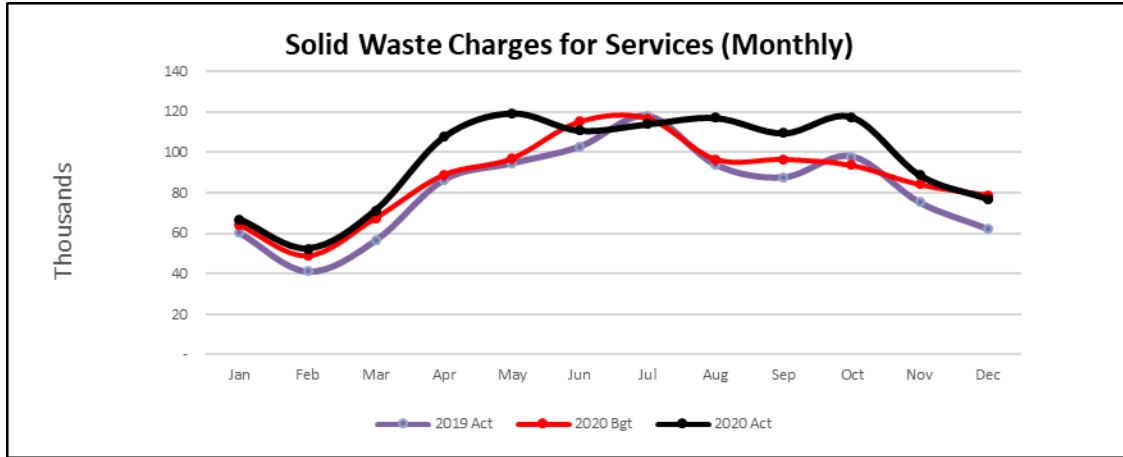
YTD Percent =	100%
---------------	------

	Original Budget	Amended Budget	YTD Actual	Remaining Budget	% of Budget
<b>Revenues</b>					
Intergovernmental	389,228	389,228	397,529	(8,301)	✓ 102%
Charges for Services	227,000	227,000	274,899	(47,899)	✓ 121%
Misc	-	-	4,934	(4,934)	N/A
Transfers In	397,568	397,568	397,568	-	✓ 100%
<b>Total Revenues</b>	<b>1,013,796</b>	<b>1,013,796</b>	<b>1,074,930</b>	<b>(61,134)</b>	<b>✓ 106%</b>
<b>Expenditures</b>					
Combined Dispatch	1,035,231	1,035,231	992,767	42,464	✓ 96%
Non-Departmental	68,750	68,750	-	68,750	✓ 0%
<b>Total Expenditures</b>	<b>1,103,981</b>	<b>1,103,981</b>	<b>992,767</b>	<b>111,214</b>	<b>✓ 90%</b>
Revenue over (under) Expenditures	(90,185)	(90,185)	82,163		

## Solid Waste Fund:

### Revenue Detail

Total revenue to the Solid Waste fund was higher than budgeted by 9% (\$91,747). This was mostly due to higher than expected Landfill Fee revenue. That revenue increased dramatically during the spring COVID-19 lockdown, and then later in the year. Revenue collected in December looks low, but the numbers do not reflect 2020 fee collections received in early 2021. See the graph below:



### Expense Detail

At the end of 2020, total expenditures were at 77% (\$241,832 under) the budgeted amount. All of the departments within the fund were under budget. The Landfill was particularly under budget, primarily because major equipment “rebuilt” were not performed as originally budgeted.

#### Enterprise Fund - Solid Waste

as of December 31, 2020

YTD Percent = 100%

	Original Budget	Amended Budget	YTD Actual	Remaining Budget	% of Budget
<b>Revenues</b>					
Charges for Services	1,064,049	1,064,049	1,151,750	(87,701)	✓ 108%
Misc	-	-	4,046	(4,046)	N/A
Transfers In	-	-	-	-	N/A
<b>Total Revenues</b>	<b>1,064,049</b>	<b>1,064,049</b>	<b>1,155,796</b>	<b>(91,747)</b>	<b>109%</b>
<b>Expenditures</b>					
Administration	140,609	140,609	134,184	6,425	✓ 95%
Arboles Transfer Station	18,026	18,026	16,972	1,055	✓ 94%
Landfill	689,929	689,929	530,217	159,712	✓ 77%
Pagosa Transfer Station	160,310	160,310	135,269	25,041	✓ 84%
Recycling	40,600	40,600	-	40,600	✓ 0%
Non-Departmental	9,000	9,000	-	9,000	✓ 0%
<b>Total Expenditures</b>	<b>1,058,474</b>	<b>1,058,474</b>	<b>816,642</b>	<b>241,832</b>	<b>✓ 77%</b>
Revenue over (under) Expenditures	5,575	5,575	339,154		

## Airport Fund:

### Revenue Detail

Total revenue to the Airport fund was only 71% of the 2020 budget, low by \$123,475. The most significant variances were:

- **Transfers In from General Fund:** the entire \$100,000 budgeted was diverted to the Justice System Capital Fund to cover cost overruns on the Detention Center construction and Sheriff's Office remodel project.
- **Grants from FAA & CDOT:** 42% (\$27,236) under the 2020 amount anticipated and budgeted.

### Expense Detail

At the end of 2020, total expenditures were at 83% (\$82,037 *under*) the budgeted amount. Most accounts were *under* budget. Some, (like snow removal and landscaping) were significantly under budget by virtue of not being needed at expected levels during 2020. Others (like training) were unusable because of COVID-19 restrictions on travel.

One category was significantly *over* budget (Capital Outlay-Equipment by \$8,005), because of the purchase of an unbudgeted/unplanned "plow attachment". Total Capital Outlay expenditures were still under the total budget.

### **Enterprise Fund - Airport** as of December 31, 2020

YTD Percent =	100%
---------------	------

	Original Budget	Amended Budget	YTD Actual	Remaining Budget	% of Budget
<b>Revenues</b>					
Taxes	36,502	36,502	16,104	20,398	⚠ 44%
Licenses and Permits	-	-	-	-	N/A
Intergovernmental	-	-	-	-	N/A
Intragovernmental	171,000	171,000	143,764	27,236	⚠ 84%
Fines & Forfeitures	-	-	-	-	N/A
Charges for Services	111,250	111,250	133,216	(21,966)	✅ 120%
Misc	4,320	4,320	6,512	(2,192)	✅ 151%
Transfers In	100,000	100,000	-	100,000	⚠ 0%
<b>Total Revenues</b>	<b>423,072</b>	<b>423,072</b>	<b>299,597</b>	<b>123,475</b>	<b>⚠ 71%</b>
<b>Expenditures</b>					
Airport	460,335	460,335	388,298	72,037	✅ 84%
Personnel Costs	137,428	137,428	-	137,428	✅ 0%
Materials & Services	142,907	142,907	133,900	9,007	✅ 94%
Capital Outlay	180,000	180,000	96,640	83,360	✅ 54%
Non-Departmental	10,000	10,000	-	10,000	✅ 0%
Materials & Services	10,000	10,000	-	10,000	✅ 0%
<b>Total Expenditures</b>	<b>470,335</b>	<b>470,335</b>	<b>388,298</b>	<b>82,037</b>	<b>✅ 83%</b>
Revenue over (under) Expenditures	(47,263)	(47,263)	(88,701)		

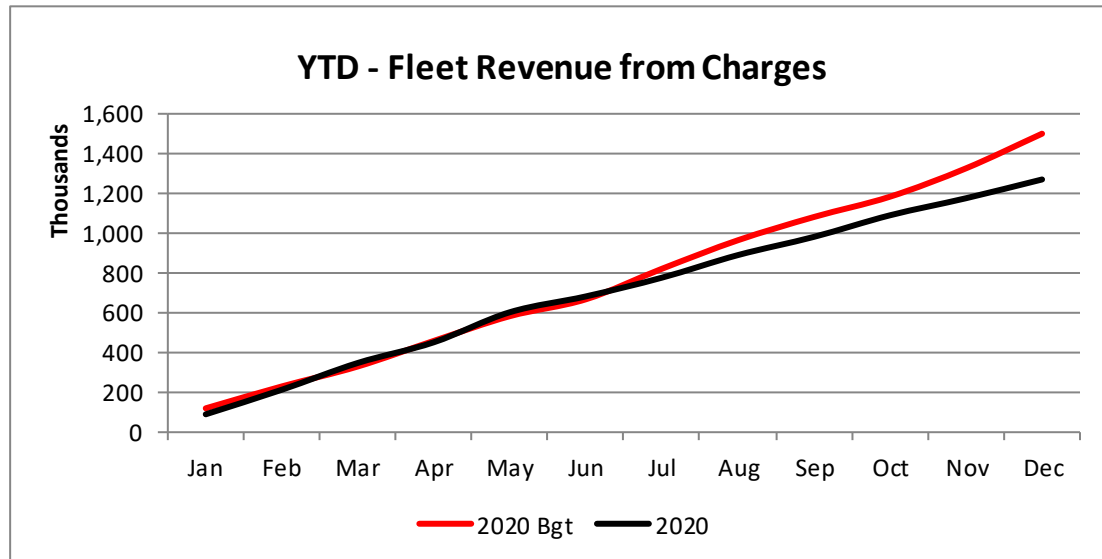


## **Fleet Fund:**

### **Revenue Detail**

Total revenue in the Fleet fund was on 71% of the annual budgeted amount. The shortfall was \$537,507. This was due mostly to the diversion of \$350,000 in planned transfers (from the General fund).

However, most of the revenue within this fund comes from "Fleet Charges" to other County departments. That revenue was about 15% (\$221,397) below the amount budgeted for 2020. See the graph below:



During 2020, no Insurance Reimbursements were anticipated or budgeted. However, the County recovered \$28,585 in insurance reimbursements for damaged vehicles (and some other reimbursements) and this partially offset the low Fleet Charge revenue.

### **Expense Detail**

At the end of 2020, total Fleet expenditures were about 8% (\$145,500) *under* the budgeted amount. The major categories of expense were all under budget. The major variances were:

- **Contingency:** none of the \$80,000 budgeted was used.
- **Wages and Benefits:** under spend by 15% (\$47,228), mostly due to an open position within the department during the year.

The Fleet fund statement appears on the next page.

**Internal Services Fund - Fleet**

as of December 31, 2020

YTD Percent =	100%
---------------	------

	Original Budget	Amended Budget	YTD Actual	Remaining Budget	% of Budget
<b>Revenues</b>					
Taxes	-	-	-	-	N/A
Licenses and Permits	-	-	-	-	N/A
Intergovernmental	-	-	2,946	(2,946)	N/A
Fines & Forfeitures	-	-	-	-	N/A
Charges for Services	1,494,000	1,494,000	1,272,603	221,397	⚠ 85%
Misc	-	-	30,944	(30,944)	N/A
Transfers In	350,000	350,000	-	350,000	⚠ 0%
<b>Total Revenues</b>	<b>1,844,000</b>	<b>1,844,000</b>	<b>1,306,493</b>	<b>537,507</b>	<b>⚠ 71%</b>
<b>Expenditures</b>					
Fleet Services	1,854,206	1,854,206	1,785,706	68,500	✅ 96%
Personnel Costs	307,078	307,078	259,850	47,228	✅ 85%
Materials & Services	789,128	789,128	776,959	12,169	✅ 98%
Capital Outlay	758,000	758,000	748,896	9,104	✅ 99%
Non-Departmental	80,000	80,000	-	80,000	✅ 0%
Materials & Services	80,000	80,000	-	80,000	✅ 0%
<b>Total Expenditures</b>	<b>1,934,206</b>	<b>1,934,206</b>	<b>1,785,706</b>	<b>148,500</b>	<b>✅ 92%</b>
Revenue over (under) Expenditures	(90,206)	(90,206)	(479,213)	389,007	