

**DATE:** June 21, 2018  
**TO:** WCA Governing Board  
**FROM:** Nicole Law, Fiscal Analyst  
**THROUGH:** Mark Stanley, Executive Officer  
**SUBJECT:** Item 8: Expenditure Report

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Attached as Exhibit A is the FY 2017/2018 Budget with updated balances as of May 31, 2018.

The Statement of Receipts and Disbursements for the quarter ending June 30, 2018 have not been finalized from the Los Angeles County Auditor-Controller. It will be included in the next board meeting.

Key elements of the Expenditure Report for the period ending May 31, 2018 (Exhibit A) are summarized below:

#### **REVENUES**

- General Administrative and Operating Revenues are slightly higher than budgeted for this time as all tenants have been current on lease payments and paid through May 31, 2018.
- The Authority returned advanced grant funds to the Rivers and Mountains Conservancy, causing an increase to the Grants and Special Projects Revenue budgeted balance.
- Staff is awaiting reimbursement from several other grants and professional service contracts; thus, revenue from Grant and Special Projects has been minimal. The revenue will be reflected when submitted costs expended under the grant has been approved for reimbursement and the reimbursement is received.

#### **EXPENSES**

- Fiscal Services Auditor-Controller line item is lower than YTD budget projections as the Authority have been invoiced through March 31, 2018. Expenditures incurred for the fourth quarter are expected to be within budget projections.
- Ranger Services line item is lower than YTD budget projections as the Authority has only received invoices through December 2017. The Authority expects expenses through the end of the fiscal year to be within budgeted projections.
- Funding Opportunities line item is lower than YTD budget projections as the Authority has only received invoices through January 2018. The Authority expects expenses through the end of the fiscal year to be within budgeted projections.
- Insurance/Insurance Bond line item is higher than budgeted as cost has increased for Directors & Officers Insurance and Auto Liability.

- Security and Propane line items are higher than projected for the fiscal year as costs had risen within the last quarter.
- All other expenditure items are projected to be within budgetary limits with the exception of those line items previously reported in prior meetings such as Property Tax, Wireless Phones, Office Supplies, and Equipment & Software.

FY 17/18 Complete	92%
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DATE OF REPORT: 05/31/18	Budget FYE 2018	As of 05/31/18	Balance	Budget (%)
<b>Revenues</b>				
<b>General Administrative &amp; Operating Revenue</b>				
JPA Contributions				
LA County Flood Control District	25,500	25,500	-	100%
Rivers and Mountains Conservancy	10,000	9,999	1	100%
Lease Revenue	246,479	234,292	12,188	95%
Property Management Contribution	40,000	40,000	-	100%
Fees-Citation	23,681	23,681	-	100%
Fees- Filming/Permits	2,000	2,375	(375)	119%
Other Miscellaneous Revenue	23,000	26,130	(3,130)	114%
<b>Subtotal-General Administrative &amp; Operating</b>	<b>370,660</b>	<b>361,977</b>	<b>8,683</b>	<b>98%</b>
<b>Grants and Special Projects Revenue</b>				
Grant-Rivers & Mountains Conservancy <sup>1,5</sup>	2,192,629	(38,181)	2,230,810	-2%
Grant-LA County Flood Control District <sup>1,6</sup>	280,000	-	280,000	0%
Grant-SEP <sup>2,6</sup>	7,625	3,397	4,228	45%
Grant-Federal Funds <sup>1,6,7</sup>	3,810,937	227,904	3,583,033	6%
Grant-Other State Funds <sup>4,6</sup>	2,159,143	-	2,159,143	0%
Grant-Other County & Local Funds <sup>2,6</sup>	1,814,863	15,252	1,799,611	1%
Grant-Public Foundations <sup>3,6</sup>	131,451	-	131,451	0%
Other-Consultant Contracts <sup>3,6,8</sup>	382,637	132,719	249,918	35%
<b>Subtotal-Grants and Special Projects</b>	<b>10,779,285</b>	<b>341,092</b>	<b>10,438,193</b>	<b>3%</b>
<b>Total Revenue</b>	<b>11,149,945</b>	<b>703,069</b>	<b>10,446,877</b>	<b>6%</b>
<b>Expenses</b>				
<b>General Administrative Expenses</b>				
Fiscal Services Auditor-Controller	65,000	(52,146)	12,854	80%
Funding Opportunities	35,949	(19,222)	16,727	53%
Legal Services	20,000	(700)	19,300	4%
Information Technologies	15,000	(15,005)	(5)	100%
Strategic Planning	10,000	(500)	9,500	5%
Grant Writing	4,000	-	4,000	0%
Travel	5,000	(956)	4,044	19%
Financial Audit Services	5,400	-	5,400	0%
Insurance/Insurance Bond	6,000	(7,487)	(1,487)	125%
Training/Conferences	5,000	(2,226)	2,774	45%
Meeting Supplies	500	(86)	414	17%
Other/Not Classified	2,000	(2,037)	(37)	102%
Wireless Phones	750	(1,142)	(392)	152%
Personnel Services	3,750	(3,301)	449	88%
Office Supplies	500	(620)	(120)	124%
Postage	500	-	500	0%
Printer Supplies	500	-	500	0%
Equipment & Software	500	(1,821)	(1,321)	364%
Dues & Subscriptions	600	(1,005)	(405)	168%
<b>Subtotal-General Administrative</b>	<b>180,949</b>	<b>(108,253)</b>	<b>72,696</b>	<b>60%</b>
<b>Personnel</b>				
Salaries	421,031	(270,045)	150,986	64%
Merit Pool	30,123	(951)	29,172	3%
Benefits	134,025	(52,401)	81,624	39%
Benefits Plan Provider Admin Cost	1,066	(757)	309	71%
Employer Taxes	47,404	(25,398)	22,006	54%
<b>Subtotal-Personnel</b>	<b>633,649</b>	<b>(349,552)</b>	<b>284,097</b>	<b>55%</b>
<b>General Operational Expenses</b>				
Insurance	19,002	(15,409)	3,593	81%
Security	3,400	(3,616)	(216)	106%
Building Maintenance and Repair	20,500	(6,493)	14,007	32%
Grounds Maintenance and Repair	10,300	(2,206)	8,094	21%
Electricity	15,720	(12,722)	2,998	81%
Propane	5,800	(6,116)	(316)	105%
Other Utilities	900	(833)	68	93%
Waste Removal	7,723	(7,413)	310	96%
Water System Operation/Irrigation	39,772	(29,410)	10,362	74%
Property Management	19,544	(9,717)	9,827	50%
Deferred Maintenance Contingency	31,052	-	31,052	0%
Janitorial Services	9,600	(8,740)	860	91%
Ranger Services	92,000	(46,023)	45,977	50%
Weed Abatement	19,000	-	19,000	0%
Property Tax	561	(500)	61	89%
Legal Services	-	-	-	0%
<b>Subtotal-General Operational</b>	<b>294,874</b>	<b>(149,196)</b>	<b>145,678</b>	<b>51%</b>
<b>Grants and Special Projects Total Expense-Capital Outlay</b>				
Grant-Rivers & Mountains Conservancy	2,021,799	(194,413)	1,827,386	10%
Grant-LA County Flood Control District	264,039	-	264,039	0%
Grant-SEP	-	(263)	(263)	0%
Grant-Federal Funds	3,883,134	(176,930)	3,706,204	5%
Grant-Other State Funds	2,019,084	(29,044)	1,990,040	1%
Grant-Other County & Local Funds	1,653,670	(84,264)	1,569,406	5%
Grant-Public Foundations	119,851	(31)	119,820	0%
Other-Consultant Contracts	123,781	(4,305)	119,476	3%
Other-Miscellaneous	-	-	-	0%
<b>Subtotal-Grants and Special Projects</b>	<b>10,085,358</b>	<b>(489,250)</b>	<b>9,596,108</b>	<b>5%</b>
<b>Total Expense</b>	<b>11,194,830</b>	<b>(1,096,251)</b>	<b>10,098,579</b>	<b>10%</b>
<b>Change in Net Position Before Transfers</b>	<b>(44,884)</b>	<b>(393,182)</b>	<b>348,298</b>	