



DIRECTION TO NAPASAN FINANCE --

Description:

This budget transfer is to pay salaries and benefits through the end of FY 2020/21.

Please initiate the following budget transfers:

Fund  
7800

Reduce:

7800002/51100	100,000	Administration - Salaries
7805000/51100	70,000	Collections - Salaries

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Total 170,000

Then,


Increase:

7803000/51100	40,000	Plant Operations - Salaries
7803001/51100	40,000	Plant Maintenance - Salaries
7803002/51100	20,000	Plant Lab - Salaries
7804000/51100	50,000	Engineering - Salaries
7806000/51100	20,000	Reclamation - Salaries

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Total 170,000

  
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Finance Department

  
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Date



## Statement of Revenues and Expenses Budget vs. Actual - by Subdivision

7800 - Napa Sanitation  
Periods 1 through 12 of Fiscal Year: 2021

Division: 78000 - NSD-Administration  
Subdivision: 7800002 - NSD-Administration

		Budget		Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget	
		Adopted Budget	Adjustments						
<b>Revenues</b>									
45100	Interest	-	-	-	187,462.92	187,462.92	(187,462.92)	0.00%	
49900	Intrafund Transfers-In	-	-	-	1,698,420.91	1,698,420.91	(1,698,420.91)	0.00%	
<b>Total Revenues</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,885,883.83</b>	<b>1,885,883.83</b>	<b>(1,885,883.83)</b>	<b>0.00%</b>	
<b>Expenses</b>									
<b>51100</b>	<b>Salaries and Wages</b>	<b>678,400.00</b>	<b>-</b>	<b>678,400.00</b>	<b>-</b>	<b>469,803.97</b>	<b>469,803.97</b>	<b>208,596.03</b>	<b>69.25%</b>
51115	Overtime	400.00	-	400.00	-	93.93	93.93	306.07	23.48%
51200	401A Employer Contribution	12,600.00	-	12,600.00	-	8,320.00	8,320.00	4,280.00	66.03%
51205	Cell Phone Allowance	2,200.00	-	2,200.00	-	1,248.00	1,248.00	952.00	56.73%
51300	Medicare	10,200.00	-	10,200.00	-	6,863.93	6,863.93	3,336.07	67.29%
51400	Employee Insurance-Premiums	149,200.00	-	149,200.00	-	111,407.74	111,407.74	37,792.26	74.67%
51405	Workers Compensation	1,700.00	-	1,700.00	-	1,187.00	1,187.00	513.00	69.82%
51410	Unemployment Compensation	500.00	-	500.00	-	-	-	500.00	0.00%
51600	Retirement	113,750.00	-	113,750.00	-	78,304.34	78,304.34	35,445.66	68.84%
51605	Other Post Employment Benefits	22,500.00	-	22,500.00	-	15,640.00	15,640.00	6,860.00	69.51%
51990	Other Employee Benefits	9,100.00	-	9,100.00	-	7,885.28	7,885.28	1,214.72	86.65%
<b>Total for: Salaries and Benefits</b>		<b>1,000,550.00</b>	<b>-</b>	<b>1,000,550.00</b>	<b>-</b>	<b>700,754.19</b>	<b>700,754.19</b>	<b>299,795.81</b>	<b>70.04%</b>
52115	Property Tax/Assessment Admin	12,500.00	-	12,500.00	-	-	-	12,500.00	0.00%
52125	Accounting/Auditing Services	56,600.00	-	56,600.00	-	39,645.85	39,645.85	16,954.15	70.05%
52130	Information Technology Service	357,400.00	-	357,400.00	-	339,000.00	339,000.00	18,400.00	94.85%
52205	Actuarial Services	1,050.00	-	1,050.00	-	1,050.00	1,050.00	-	100.00%
52220	Medical/Laboratory Services	6,550.00	-	6,550.00	1,890.00	2,393.00	4,283.00	2,267.00	65.39%
52310	Consulting Services	10,000.00	15,000.00	25,000.00	5,375.00	9,900.00	15,275.00	9,725.00	61.10%
52345	Janitorial Services	23,400.00	-	23,400.00	1,910.99	21,020.89	22,931.88	468.12	98.00%
52490	Other Professional Services	9,350.00	-	9,350.00	-	19,065.31	19,065.31	(9,715.31)	203.91%
52600	Rents and Leases - Equipment	15,500.00	-	15,500.00	-	13,236.94	13,236.94	2,263.06	85.40%
52800	Communications/Telephone	29,100.00	-	29,100.00	-	23,907.07	23,907.07	5,192.93	82.15%
52820	Printing & Binding	15,000.00	-	15,000.00	-	28,009.23	28,009.23	(13,009.23)	186.73%
52825	Bank Charges	-	-	-	-	5.00	5.00	(5.00)	0.00%
52830	Publications & Legal Notices	4,850.00	-	4,850.00	-	622.20	622.20	4,227.80	12.83%
52840	Permits/License Fees	-	-	-	-	50.00	50.00	(50.00)	0.00%



## Statement of Revenues and Expenses Budget vs. Actual - by Subdivision

7800 - Napa Sanitation  
Periods 1 through 12 of Fiscal Year: 2021

Division: 78000 - NSD-Administration  
Subdivision: 7800002 - NSD-Administration

	Budget		Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
	Adopted Budget	Adjustments						
52900 Training/Conference Expenses	9,050.00	-	9,050.00	-	1,810.81	1,810.81	7,239.19	20.01%
52905 Business Travel/Mileage	250.00	-	250.00	-	50.00	50.00	200.00	20.00%
53100 Office Supplies	20,000.00	-	20,000.00	9,116.12	15,647.33	24,763.45	(4,763.45)	123.82%
53105 Office Supplies-Furn & Fixture	-	-	-	-	8,250.20	8,250.20	(8,250.20)	0.00%
53110 Freight/Postage	18,500.00	-	18,500.00	-	14,404.19	14,404.19	4,095.81	77.86%
53115 Books/Media/Periodicals/Subscr	1,450.00	-	1,450.00	-	1,464.04	1,464.04	(14.04)	100.97%
53120 Memberships/Certifications	3,800.00	-	3,800.00	-	2,045.00	2,045.00	1,755.00	53.82%
53300 Clothing and Personal Supplies	300.00	-	300.00	-	-	-	300.00	0.00%
53330 Janitorial Supplies	3,800.00	-	3,800.00	-	4,132.72	4,132.72	(332.72)	108.76%
53410 Computer Equipment/Accessories	500.00	-	500.00	-	492.13	492.13	7.87	98.43%
53415 Computer Software/Licensing Fe	10,900.00	-	10,900.00	-	11,849.14	11,849.14	(949.14)	108.71%
53600 Special Departmental Expense	250.00	-	250.00	-	-	-	250.00	0.00%
53635 Service Awards	8,300.00	-	8,300.00	-	803.70	803.70	7,496.30	9.68%
53650 Business Related Meal/Supplies	400.00	-	400.00	-	54.90	54.90	345.10	13.73%
53665 Wellness Reimbursement	2,100.00	-	2,100.00	-	592.00	592.00	1,508.00	28.19%
<b>Total for: Services and Supplies</b>	<b>620,900.00</b>	<b>15,000.00</b>	<b>635,900.00</b>	<b>18,292.11</b>	<b>559,501.65</b>	<b>577,793.76</b>	<b>58,106.24</b>	<b>90.86%</b>
<b>Total for: Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>1,621,450.00</b>	<b>15,000.00</b>	<b>1,636,450.00</b>	<b>18,292.11</b>	<b>1,260,255.84</b>	<b>1,278,547.95</b>	<b>357,902.05</b>	<b>78.13%</b>
<b>Net Surplus (Deficit)</b>	<b>(1,621,450.00)</b>	<b>(15,000.00)</b>	<b>(1,636,450.00)</b>	<b>(18,292.11)</b>	<b>625,627.99</b>	<b>607,335.88</b>		

<b>33100 - Available Fund Balance</b>	<b>(3,417,726.89)</b>
Net Surplus (Deficit)	<u><b>625,627.99</b></u>
<b>33100 - Ending Fund Balance</b>	<u><u><b>(2,792,098.90)</b></u></u>



## Statement of Revenues and Expenses Budget vs. Actual - by Subdivision

7800 - Napa Sanitation  
Periods 1 through 12 of Fiscal Year: 2021

Division: 78050 - NSD-Collections  
Subdivision: 7805000 - NSD-Collections

		Budget							Percent of
		Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
<b>Revenues</b>									
49900	Intrafund Transfers-In	-	-	-	-	2,547,855.34	2,547,855.34	(2,547,855.34)	0.00%
<b>Total Revenues</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,547,855.34</b>	<b>2,547,855.34</b>	<b>(2,547,855.34)</b>	<b>0.00%</b>
<b>Expenses</b>									
<b>51100</b>	<b>Salaries and Wages</b>	<b>1,161,250.00</b>	<b>-</b>	<b>1,161,250.00</b>	<b>-</b>	<b>933,132.65</b>	<b>933,132.65</b>	<b>228,117.35</b>	<b>80.36%</b>
51115	Overtime	110,950.00	-	110,950.00	-	67,013.09	67,013.09	43,936.91	60.40%
51120	Holiday Pay	150.00	-	150.00	-	791.92	791.92	(641.92)	527.95%
51130	Vacation Pay-Out	-	-	-	-	4,639.40	4,639.40	(4,639.40)	0.00%
51200	401A Employer Contribution	18,600.00	-	18,600.00	-	15,170.00	15,170.00	3,430.00	81.56%
51205	Cell Phone Allowance	750.00	-	750.00	-	624.00	624.00	126.00	83.20%
51230	Uniform Allowance	-	-	-	-	1,171.26	1,171.26	(1,171.26)	0.00%
51300	Medicare	19,000.00	-	19,000.00	-	14,815.26	14,815.26	4,184.74	77.98%
51400	Employee Insurance-Premiums	263,050.00	-	263,050.00	-	232,784.78	232,784.78	30,265.22	88.49%
51405	Workers Compensation	48,650.00	-	48,650.00	-	34,703.00	34,703.00	13,947.00	71.33%
51600	Retirement	152,500.00	-	152,500.00	-	122,156.48	122,156.48	30,343.52	80.10%
51605	Other Post Employment Benefits	56,250.00	-	56,250.00	-	39,099.00	39,099.00	17,151.00	69.51%
51990	Other Employee Benefits	17,050.00	-	17,050.00	-	15,400.60	15,400.60	1,649.40	90.33%
<b>Total for: Salaries and Benefits</b>		<b>1,848,200.00</b>	<b>-</b>	<b>1,848,200.00</b>	<b>-</b>	<b>1,481,501.44</b>	<b>1,481,501.44</b>	<b>366,698.56</b>	<b>80.16%</b>
52325	Waste Disposal Services	10,350.00	-	10,350.00	-	7,571.49	7,571.49	2,778.51	73.15%
52345	Janitorial Services	12,100.00	-	12,100.00	984.45	10,828.95	11,813.40	286.60	97.63%
52490	Other Professional Services	37,000.00	8,000.00	45,000.00	25.00	13,019.73	13,044.73	31,955.27	28.99%
52500	Maintenance-Equipment	20,000.00	-	20,000.00	-	15,124.02	15,124.02	4,875.98	75.62%
52515	Maintenance-Software	8,200.00	-	8,200.00	-	7,942.71	7,942.71	257.29	96.86%
52520	Maintenance-Vehicles	75,000.00	-	75,000.00	-	72,888.00	72,888.00	2,112.00	97.18%
52600	Rents and Leases - Equipment	8,400.00	-	8,400.00	-	4,334.97	4,334.97	4,065.03	51.61%
52800	Communications/Telephone	14,700.00	-	14,700.00	-	10,454.72	10,454.72	4,245.28	71.12%
52840	Permits/License Fees	15,000.00	-	15,000.00	-	15,269.00	15,269.00	(269.00)	101.79%
52900	Training/Conference Expenses	5,550.00	-	5,550.00	-	2,250.00	2,250.00	3,300.00	40.54%
53100	Office Supplies	100.00	-	100.00	-	173.52	173.52	(73.52)	173.52%
53115	Books/Media/Periodicals/Subscr	500.00	-	500.00	-	-	-	500.00	0.00%
53120	Memberships/Certifications	14,600.00	-	14,600.00	-	11,125.56	11,125.56	3,474.44	76.20%



A Tradition of Stewardship  
A Commitment to Service

## Statement of Revenues and Expenses Budget vs. Actual - by Subdivision

7800 - Napa Sanitation  
Periods 1 through 12 of Fiscal Year: 2021

Division: 78050 - NSD-Collections  
Subdivision: 7805000 - NSD-Collections

		Budget		Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
		Adopted Budget	Adjustments						
53250	Fuel	56,200.00	-	56,200.00	-	47,756.04	47,756.04	8,443.96	84.98%
53300	Clothing and Personal Supplies	19,500.00	-	19,500.00	439.56	10,824.95	11,264.51	8,235.49	57.77%
53320	Safety Supplies	8,150.00	-	8,150.00	-	11,398.07	11,398.07	(3,248.07)	139.85%
53330	Janitorial Supplies	3,450.00	-	3,450.00	38.64	2,322.88	2,361.52	1,088.48	68.45%
53340	Chemicals	55,000.00	-	55,000.00	7,880.59	40,711.70	48,592.29	6,407.71	88.35%
53350	Maintenance Supplies	10,000.00	-	10,000.00	-	7,395.41	7,395.41	2,604.59	73.95%
53360	Infrastructure Repair Supplies	8,800.00	-	8,800.00	-	6,904.11	6,904.11	1,895.89	78.46%
53400	Minor Equipment/Small Tools	12,500.00	-	12,500.00	-	9,930.74	9,930.74	2,569.26	79.45%
53410	Computer Equipment/Accessories	-	-	-	-	336.12	336.12	(336.12)	0.00%
53665	Wellness Reimbursement	2,400.00	-	2,400.00	-	-	-	2,400.00	0.00%
53670	Education Reimbursement	1,000.00	-	1,000.00	-	166.00	166.00	834.00	16.60%
<b>Total for: Services and Supplies</b>		<b>398,500.00</b>	<b>8,000.00</b>	<b>406,500.00</b>	<b>9,368.24</b>	<b>308,728.69</b>	<b>318,096.93</b>	<b>88,403.07</b>	<b>78.25%</b>
<b>Total for: Other Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>		<b>2,246,700.00</b>	<b>8,000.00</b>	<b>2,254,700.00</b>	<b>9,368.24</b>	<b>1,790,230.13</b>	<b>1,799,598.37</b>	<b>455,101.63</b>	<b>79.82%</b>
<b>Net Surplus (Deficit)</b>		<b>(2,246,700.00)</b>	<b>(8,000.00)</b>	<b>(2,254,700.00)</b>	<b>(9,368.24)</b>	<b>757,625.21</b>	<b>748,256.97</b>		

<b>33100 - Available Fund Balance</b>	<b>(4,991,520.62)</b>
Net Surplus (Deficit)	<b>757,625.21</b>
<b>33100 - Ending Fund Balance</b>	<b><u>(4,233,895.41)</u></b>