

To: Mayor and City Council  
Cc: Mark Whitfield, City Manager; Finance Department  
From: Louis C. Vitola, Finance Director  
Date: October 10, 2021  
Re: August 2021 Financial Reporting Package

The second Financial Reporting Package of fiscal year 2022 (FY22) is enclosed for your review. The following executive summary highlights this month's notable developments and recaps last month's changes to the report:

- Page 1 – Line 22 features the establishment of the Solid Waste Fund Capital Reserve Account, made possible by Council's approval of the FY22 budget, which paved the way for seed funding in the account through forgiveness of the interfund loan extended by the Water Fund Capital Reserves
- Page 2 – Several changes and updates were made to the Restricted Cash Reserves Report
  - The MSA and RTT reserves were combined into one shared summary to make room for solid waste
  - Lines 3 and 17 were added to present the expected contributions and interest earnings in the (now five) capital reserve accounts
    - While less conservative, the addition provides a more realistic view of future funding availability
    - The addition puts the five reserve accounts at parity with the RTT and MSA presentation
  - Lines 12, 13, 24 and 25 feature updated MCR and ERR calculations for the new fiscal year pursuant to the recently-approved cash reserve policy
- Page 3 – The Enterprise Funds "P&L Style" Report features a new comparative column and four new rows
  - The rightmost column allows for a comparison of the current and prior FYTD periods by revenue and expense lines and subtotals
  - Rows 16 and 17 allow for a comparison of the current and prior FYTD periods net surplus by fund
  - Rows 18 and 19 allow for a comparison of the actual surplus and seasonalized budget surplus for the current FYTD period
- Page 4 – The General Fund "P&L Style" Report was created last month to complement the existing Enterprise Funds Revenue & Expenditure Report
  - The new statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary
  - The scaled, common-size columns at right match the prior year comparability goals featured in the Enterprise Fund version of the report, while also putting general fund revenues and expenses in context for the first time in the monthly financial reporting package
  - Rows 19 and 20 allow for a comparison of the current and prior year FYTD periods by major function
  - Rows 21 and 22 allow for a comparison of the actual surplus and seasonalized budget surplus for the current FYTD period
- Pages 5-8 – The Revenue Report (p. 5) and the Expenditure Report (p. 6-8) will continue to be produced indefinitely and will be referred to as the "legacy" revenue and expenditure reports

The August YTD results are more revealing than the July results alone, which weren't sufficient to draw meaningful insight to the year ahead. Property taxes were billed in August, accounting for 97.5% of the revenue budget, though the bulk of the cash receipts will be posted in September. Cash balances early in the year are stable, and capital spending remains light across most funds, especially for FY22 project approvals. With that said, sewer fund operating cash was consumed on higher-than-expected Kent County Sewer charges, the ongoing Front St sewer line replacement project and early debt service obligations. Operating expenditures remain below even the seasonalized budget across funds, which is not surprising given our well-documented and indiscriminating staffing challenges, whose only silver lining is manifested in the reported savings versus the budget. As expected, the timing-driven distribution losses pushing the electric fund into a rare deficit last month was almost completely reversed in August, restoring the fund to a positive margin. In fact, all four enterprise funds are stronger in terms of net surplus than both the FY22 YTD budget and the prior FYTD through August, with the exception of the electric fund vs the two months ended last August, when revenues were higher due to volume delivered and costs were lower due to standard distribution line losses.



Financial Reporting Package  
As of and For the Period Ended August 31, 2021

Cash & Investment Balance Rollforward  
Restricted Cash Reserves Report  
Enterprise Funds YTD Revenue & Expenditure Report  
General Fund YTD Revenue & Expenditure Report  
*Legacy* Revenue Report with MTD & YTD vs Annual Budget  
*Legacy* Expenditure Report with MTD & YTD vs Annual Budget  
*Legacy* Interservice Department Cost Allocation

City of Milford, Delaware  
Cash and Investment Balance<sup>1</sup> Rollforward  
For the Period Ended August 31, 2021

1 **Operating Cash Balances**

2	Description	Opening Balance (Jul 31, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Aug 31, 2021)
3	General Fund	\$ 2,621,488	\$ 1,494,300	\$ 540	\$ (1,512,102)	\$ 2,604,226
4	Electric Fund	3,835,159	2,388,170	2,092	(2,380,525)	3,844,895
5	Water Fund	1,651,636	261,812	1,120	(234,882)	1,679,685
6	Sewer Fund	869,119	387,582	443	(771,775)	485,369
7	Solid Waste Fund	524,828	121,766	83	(100,279)	546,398
8	<b>Operating Cash Totals</b>	<b>\$ 9,502,230</b>	<b>\$ 4,653,630</b>	<b>\$ 4,277</b>	<b>\$ (4,999,564)</b>	<b>\$ 9,160,573</b>

9 **Federal, State and Other Special Purpose Cash Balances**

10	Description	Opening Balance (Jul 31, 2021)	Receipts <sup>5</sup>	Interest Earned	Disbursements <sup>2</sup>	Closing Balance (Aug 31, 2021)
11	General Improvement	\$ 292,757	\$ -	\$ 41	\$ (24,700)	\$ 268,098
12	Municipal Street Aid (MSA)	566,102	67,885	95	(9,390)	624,692
13	Realty Transfer Tax (RTT)	3,826,027	128,839	592	(33,333)	3,922,125
14	Economic Development	587,714	94,000	-	-	681,714
15	ARPA Grant Fund	3,166,946	-	-	(220,500)	2,946,446
16	<b>Special Purpose Cash Totals</b>	<b>\$ 8,439,547</b>	<b>\$ 290,724</b>	<b>\$ 728</b>	<b>\$ (287,923)</b>	<b>\$ 8,443,076</b>

17 **Reserve Fund Cash Balances<sup>1</sup>**

18	Description	Opening Balance (Jul 31, 2021)	Receipts <sup>5</sup>	Interest Earned	Disbursements <sup>3</sup>	Closing Balance (Aug 31, 2021)
19	General Fund Capital Reserves	\$ 1,784,947	\$ -	\$ 11	\$ -	\$ 1,784,957
20	Water Fund Capital Reserves	9,238,625	175,456	58	(188,803)	9,225,335
21	Sewer Fund Capital Reserves	3,906,104	11,342	26	(44,516)	3,872,955
22	Solid Waste Fund Capital Reserves	71,431	-	1	-	71,433
23	Electric Fund Capital Reserves	14,145,448	-	72	(77,694)	14,067,825
24	<b>Reserve Fund Cash Totals</b>	<b>\$ 29,146,554</b>	<b>\$ 186,798</b>	<b>\$ 167</b>	<b>\$ (311,013)</b>	<b>\$ 29,022,505</b>

25 **Impact Fees and Police/General Facilities Cash Balances**

26	Description	Opening Balance (Jul 31, 2021)	Receipts	Interest Earned	Disbursements <sup>4</sup>	Closing Balance (Aug 31, 2021)
27	Police & General Gov't Facilities	\$ 543,326	\$ 7,538	\$ -	\$ (40,707)	\$ 510,157
28	Carlisle Fire Co Permit Fund	507,821	2,513	-	(100,000)	410,334
29	Water Impact Fee Reserves	4,577,574	20,129	-	-	4,597,703
30	Sewer Impact Fee Reserves	2,630,019	10,634	-	-	2,640,654
31	Electric Impact Fee Reserves	1,047,790	7,800	-	-	1,055,590
32	<b>Impact Fees &amp; Police/GF Totals</b>	<b>\$ 9,306,531</b>	<b>\$ 48,614</b>	<b>\$ -</b>	<b>\$ (140,707)</b>	<b>\$ 9,214,437</b>

33	<b>Grand Totals</b>	<b>\$ 56,394,861</b>	<b>\$ 5,179,766</b>	<b>\$ 5,172</b>	<b>\$ (5,739,208)</b>	<b>\$ 55,840,591</b>
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34 <sup>1</sup>Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves Report for reserve funding commitments

35 <sup>2</sup>Gen Improvement funding (line 11) applied to Boys & Girls Club Lot Paving (CTF grant reimbursable); RTT (line 13) used as budgeted for Police OpEx; ARPA funding (line 15) primarily supported the Mispillion St Group Utility Upgrade

36 <sup>3</sup>Disbursements from Water and Sewer Reserves (lines 20-21) include Front St Water & Sewer Line Projects; Disbursements from Electric Reserves (line 23) supported the ongoing Data Security project

37 <sup>4</sup>Disbursements from the Police/Gen and Carlisle Fire Co Reserves (lines 27-28) include the design contract for the new PD Facility and the Carlisle requested/Council-approved building upgrades, respectively

38 <sup>5</sup>Receipts include the DE MSA deposit (line 12), RTT receipts (line 13), proceeds from property sale (line 14), and ARPA project transfers (lines 20-21)

City of Milford, Delaware  
Restricted Cash Reserves Report  
As of August 31, 2021

General Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/21)	\$	1,784,957
Expected Contributions & Interest		658,845
Restricted Funds:		
Vehicle & Equipment Replacement		(324,100)
Building Upgrades		(286,076)
Parking Enhancements		(200,000)
Parkland, Trails & Recreation		(681,595)
2020 Combined Utilities <sup>6</sup>		(22,396)
OpEx Support (Tax R/A & PD R/M)		(497,000)
Support Policy with RTT <sup>1</sup>		2,000,000
Draft Reserve (MCR) Policy <sup>2</sup>		(1,236,356)
Equipment Replacement Reserve <sup>2</sup>		(764,100)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>432,180</b>

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/21)	\$	13,970,825
Expected Contributions & Interest		2,000,169
Restricted Funds:		
Electric Vehicles & Equipment		(96,026)
Lighting & System Improvements		(593,628)
Traffic Signal Upgrades		(350,000)
Citywide Projects		(1,070,689)
Early Redemption of Bond (1/1/22)		(4,060,000)
Draft Reserve (MCR) Policy <sup>3</sup>		(6,345,238)
Equipment Replacement Reserve <sup>3</sup>		(85,400)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>3,370,013</b>

Water Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/21)	\$	9,225,335
Expected Contributions & Interest		608,357
Restricted Funds:		
Vehicle & Equipment Replacement		(201,953)
Streets 2020 Utility Engineering (Move		(122,765)
SE Second Street - Lead Gooseneck		(2,554)
Milford Business Campus		(6,500,000)
Draft Reserve (MCR) Policy <sup>3</sup>		(2,695,121)
Equipment Replacement Reserve <sup>3</sup>		(201,953)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>109,346</b>

Solid Waste Reserves		Amount
Cash/Investment Balance (8/31/21)	\$	71,433
Expected Contributions & Interest		218,787
Restricted Funds:		
Draft Reserve (MCR) Policy <sup>4</sup>		(290,220)
Equipment Replacement Reserve <sup>4</sup>		(290,220)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>-</b>

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/21)	\$	3,872,955
Expected Contributions & Interest		78,357
Restricted Funds:		
Sewer Vehicles & Equipment		(169,503)
Citywide Projects & Engineering		(29,256)
Utility Engineering		(231)
Draft Reserve (MCR) Policy <sup>3</sup>		(3,327,000)
Equipment Replacement Reserve <sup>3</sup>		(235,000)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>190,322</b>

MSA & RTT Reserves		Amount
RTT Balance (8/31/21)		3,922,125
MSA Balance (8/31/21)		624,692
MSA & RTT Est Receipts thru FY22:		864,987
MSA: Street & Bridge Improvements		(415,958)
RTT: Transfer to Police Dept		(333,333)
RTT: Sidewalk Project Funding		(140,000)
MSA & RTT: Mispillion Street Group		(490,440)
MSA & RTT: 2020 Combined Utilities <sup>6</sup>		(407,566)
RTT: Support GF Policies <sup>1</sup>		(2,000,000)
RTT: Draft Reserve Policy <sup>5</sup>		(1,041,454)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>583,052</b>

<sup>1</sup>Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future  
<sup>2</sup>Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget  
<sup>3</sup>Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)  
<sup>4</sup>Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% of balance will be reserved for purchase of new vehicle per FY22-26 approved CIP  
<sup>5</sup>Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts  
<sup>6</sup>Pending Council Approval; based on staff review and recommendation following receipt of bid for 2020 Consolidated Utility and Street Upgrades

City of Milford, Delaware  
 Enterprise Funds: Statement of Revenues & Expenditures  
 For the YTD Period Ended August 31, 2021 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY22 Total (as % of Rev)	FY21 Total (as % of Rev)
1 Operating Revenue	\$ 4,571	\$ 531	\$ 833	\$ 241	\$ 6,177	100.0%	100.0%
2 Cost of Revenue <sup>1</sup>	(3,452)	(57)	(457)	(52)	(4,018)	-65.0%	-64.0%
3 <b>Gross Margin</b>	<b>1,119</b>	<b>475</b>	<b>376</b>	<b>189</b>	<b>2,159</b>	<b>35.0%</b>	<b>36.0%</b>
4 <b>Operating Expenses</b>							
5 Operations & Maintenance	(398)	(168)	(139)	(98)	(804)	-13.0%	-13.5%
6 Personnel	(125)	(45)	(44)	(31)	(246)	-4.0%	-3.4%
7 <b>Total Operating Expenses</b>	<b>(524)</b>	<b>(213)</b>	<b>(183)</b>	<b>(129)</b>	<b>(1,049)</b>	<b>-17.0%</b>	<b>-16.9%</b>
8 <b>Operating Income</b>	<b>\$ 596</b>	<b>\$ 261</b>	<b>\$ 193</b>	<b>\$ 60</b>	<b>\$ 1,110</b>	<b>18.0%</b>	<b>19.0%</b>
9 Non-Operating Revenue (Expense)	5	2	1	0	8	0.1%	0.1%
10 <b>Surplus (Deficit) for debt service &amp; capital</b>	<b>601</b>	<b>264</b>	<b>194</b>	<b>60</b>	<b>1,118</b>	<b>18.1%</b>	<b>19.1%</b>
11 Debt Service - Principal & Interest	-	(90)	(32)	-	(122)	-2.0%	-0.6%
12 Capital Spending / Contributions from (to) Reserves	(4)	-	(57)	-	(61)	-1.0%	-1.1%
13 <b>Surplus (deficit) available for transfers</b>	<b>596</b>	<b>174</b>	<b>104</b>	<b>60</b>	<b>935</b>	<b>15.1%</b>	<b>17.4%</b>
14 Transfers Out	(417)	(50)	-	-	(467)	-7.6%	-6.5%
15 <b>Net Surplus (Deficit) - FYTD through Aug 2021</b>	<b>\$ 180</b>	<b>\$ 124</b>	<b>\$ 104</b>	<b>\$ 60</b>	<b>\$ 468</b>	<b>7.6%</b>	<b>10.9%</b>
16 <b>Net Surplus (Deficit) - FYTD through Aug 2020</b>	<b>\$ 472</b>	<b>\$ 74</b>	<b>\$ 38</b>	<b>\$ (9)</b>	<b>\$ 575</b>	<b>10.9%</b>	
17 <b>Current vs Prior - Favorable (Unfavorable)</b>	<b>\$ (292)</b>	<b>\$ 50</b>	<b>\$ 66</b>	<b>\$ 69</b>	<b>\$ (107)</b>	<b>-3.3%</b>	
18 <b>Net Surplus (Deficit) - Current FYTD Budget</b>	<b>\$ 93</b>	<b>\$ 79</b>	<b>\$ 5</b>	<b>\$ 14</b>	<b>\$ 191</b>	<b>3.1%</b>	
19 <b>Current vs Budget - Favorable (Unfavorable)</b>	<b>\$ 87</b>	<b>\$ 45</b>	<b>\$ 99</b>	<b>\$ 46</b>	<b>\$ 277</b>	<b>4.5%</b>	

<sup>1</sup>Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures<sup>1</sup>

For the YTD Period Ended August 31, 2021 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY22 Total (as % of Rev)	FY21 Total <sup>3</sup> (as % of Rev)
<b>Sources of Funding:</b>							
Real Estate (Property) Taxes	\$ 4,660	\$ -	\$ -	\$ -	\$ 4,660	85.9%	77.6%
Permits, Licensing & Franchise Fees	31	-	-	40	71	1.3%	2.2%
Fines, Fees & Misc Revenue	4	15	-	-	19	0.4%	3.4%
<b>General Revenue Subtotal</b>	<b>4,695</b>	<b>15</b>	<b>0</b>	<b>40</b>	<b>4,750</b>	<b>87.6%</b>	<b>83.1%</b>
Utility Transfers & Cost Allocation	606	-	-	-	606	11.2%	10.7%
Grant Revenue	-	-	-	-	-	0.0%	1.5%
Application of Reserve Balances	-	67	-	-	67	1.2%	4.7%
<b>General Fund Operating Support</b>	<b>606</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>673</b>	<b>12.4%</b>	<b>16.9%</b>
<b>Total Sources of Funding</b>	<b>\$ 5,301</b>	<b>\$ 82</b>	<b>\$ -</b>	<b>\$ 40</b>	<b>\$ 5,423</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Uses of Funding:</b>							
Operations & Maintenance	190	157	109	78	533	9.8%	20.2%
Personnel	170	608	61	88	928	17.1%	28.5%
<b>Total Operating Expenses<sup>2</sup></b>	<b>360</b>	<b>765</b>	<b>170</b>	<b>166</b>	<b>1,461</b>	<b>26.9%</b>	<b>48.8%</b>
<b>Surplus (Deficit) for Debt Svc &amp; Capital</b>	<b>\$ 4,941</b>	<b>\$ (683)</b>	<b>\$ (170)</b>	<b>\$ (126)</b>	<b>\$ 3,962</b>	<b>73.1%</b>	<b>51.2%</b>
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	-	-	-	-	-	0.0%	4.0%
<b>Net Surplus (Deficit) - FYTD through Aug 2021</b>	<b>\$ 4,941</b>	<b>\$ (683)</b>	<b>\$ (170)</b>	<b>\$ (126)</b>	<b>\$ 3,962</b>	<b>73.1%</b>	<b>47.2%</b>
<b>Net Surplus (Deficit) - FYTD through Aug 2020<sup>3</sup></b>	<b>\$ 3,559</b>	<b>\$ (505)</b>	<b>\$ (101)</b>	<b>\$ (378)</b>	<b>\$ 2,575</b>	<b>47.2%</b>	
<b>Current vs Prior - Favorable (Unfavorable)</b>	<b>\$ 1,383</b>	<b>\$ (178)</b>	<b>\$ (70)</b>	<b>\$ 252</b>	<b>\$ 1,387</b>	<b>25.8%</b>	
<b>Net Surplus (Deficit) - Current FYTD Budget<sup>4</sup></b>	<b>\$ 5,047</b>	<b>\$ (889)</b>	<b>\$ (163)</b>	<b>\$ (156)</b>	<b>\$ 3,839</b>	<b>71.0%</b>	
<b>Current vs Budget - Favorable (Unfavorable)</b>	<b>\$ (106)</b>	<b>\$ 205</b>	<b>\$ (7)</b>	<b>\$ 30</b>	<b>\$ 122</b>	<b>2.1%</b>	

<sup>1</sup>This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

<sup>2</sup>The General Fund Operating Expenses totaling \$672 thousand reported in row 14 ties to the legacy expenditure report in row 58.

<sup>3</sup>This format enables readers to view the expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

City of Milford, Delaware  
 Revenue Report: MTD and YTD Actual vs Annual Budget  
 For the YTD Period Ended August 31, 2021

*16.7% of Year Elapsed*

Account / Function	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
<b>General Fund:</b>				
Economic Development Fund	\$ 105,860	\$ -	\$ -	0.0%
General Fund Reserves	1,967,500	-	-	0.0%
ARPA Funding - Operating Support	568,233	-	-	0.0%
Realty Transfer Tax - Police	400,000	33,334	66,667	16.7%
Real Estate Tax	4,770,043	4,615,045	4,659,843	97.7%
Business License	72,000	1,635	3,495	4.9%
Rental License	103,000	425	1,875	1.8%
Building Permits	316,300	12,107	15,047	4.8%
Planning & Zoning	52,200	16,200	17,100	32.8%
Grasscutting Revenue	16,000	1,333	2,667	16.7%
Police Revenues	431,500	7,806	14,911	3.5%
Misc. Revenues	418,111	14,909	34,200	8.2%
Transfers In	3,835,178	278,014	606,027	15.8%
<b>Total General Fund Revenue</b>	<b>\$ 13,055,925</b>	<b>\$ 4,980,808</b>	<b>\$ 5,421,832</b>	<b>41.5%</b>
<b>Enterprise Funds:</b>				
Water Fund Revenues	\$ 2,824,888	\$ 284,341	\$ 536,966	19.0%
Sewer Fund Revenues	2,893,047	251,352	469,689	16.2%
Kent County Sewer	1,974,629	197,155	363,823	18.4%
Solid Waste Fund Revenues	1,479,370	120,961	241,308	16.3%
Electric Fund Revenues	25,250,410	2,409,928	4,572,762	18.1%
<b>Total Enterprise Fund Revenue</b>	<b>\$ 34,422,344</b>	<b>\$ 3,263,737</b>	<b>\$ 6,184,548</b>	<b>18.0%</b>
Other Enterprise Expense	-	(9,971)	(20,682)	
Other Enterprise Revenue	-	5,450	9,355	
<b>Total General &amp; Enterprise Fund Revenue</b>	<b>\$ 47,478,269</b>	<b>\$ 8,240,024</b>	<b>\$ 11,595,053</b>	<b>24.4%</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended August 31, 2021

*16.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>General Fund</b>					
<b>City Administration</b>					
Personnel	\$ 715,791	\$ 51,747	\$ 84,794	11.8%	\$ 630,997
Operation & Maintenance (O&M)	492,929	10,964	19,951	4.0%	472,978
Capital	230,000	-	-	0.0%	230,000
<b>Subtotal: City Administration</b>	<b>1,438,720</b>	<b>62,711</b>	<b>104,745</b>	<b>7.3%</b>	<b>1,333,975</b>
<b>Planning &amp; Zoning; Code</b>					
Personnel	493,285	29,744	49,192	10.0%	444,093
O&M	138,135	18,548	32,174	23.3%	105,961
Capital	-	-	-	-	-
<b>Subtotal: Planning &amp; Zoning; Code</b>	<b>631,420</b>	<b>48,292</b>	<b>81,366</b>	<b>12.9%</b>	<b>550,054</b>
<b>Council</b>					
Personnel	35,934	1,873	4,769	13.3%	31,165
Legal	35,000	-	-	0.0%	35,000
City Hall Building Expense	17,424	1,452	2,904	16.7%	14,520
Insurance	25,745	39	5,129	19.9%	20,616
Christmas Decorations	5,000	-	-	0.0%	5,000
Council Expense	35,000	960	9,601	27.4%	25,399
Employee Recognition	28,000	-	10	0.0%	27,990
Codification	15,000	-	3,397	22.6%	11,603
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	-	0.0%	30,000
Downtown Milford, Inc.	45,860	-	-	0.0%	45,860
Milford Public Library	25,000	-	-	0.0%	25,000
Transcription Service	15,000	-	-	0.0%	15,000
Armory Expenses	23,600	230	3,831	16.2%	19,769
Vehicle & Equipment Repl	6,500	-	-	0.0%	6,500
Resident Survey	18,500	-	17,300	93.5%	1,200
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,800	-	-	0.0%	2,800
Community Festivals	60,000	-	-	0.0%	60,000
<b>Subtotal: Council</b>	<b>570,363</b>	<b>4,554</b>	<b>46,941</b>	<b>8.2%</b>	<b>523,422</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended August 31, 2021

*16.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Finance</b>					
Personnel	456,230	28,167	45,705	10.0%	410,525
O&M	49,970	2,792	8,500	17.0%	41,470
Capital	-	-	-		-
<b>Subtotal: Finance</b>	<b>506,200</b>	<b>30,959</b>	<b>54,205</b>	<b>10.7%</b>	<b>451,995</b>
<b>Information Technology</b>					
Personnel	382,258	19,989	34,854	9.1%	347,404
O&M	228,241	26,556	118,924	52.1%	109,317
Capital	96,400	-	-	0.0%	96,400
<b>Subtotal: Information Technology</b>	<b>706,899</b>	<b>46,545</b>	<b>153,778</b>	<b>21.8%</b>	<b>553,121</b>
<b>Police Department</b>					
Personnel	5,129,212	339,891	608,187	11.9%	4,521,025
O&M	974,498	84,929	156,761	16.1%	817,737
Capital	108,100	-	-	0.0%	108,100
<b>Subtotal: Police Department</b>	<b>6,211,810</b>	<b>424,820</b>	<b>764,948</b>	<b>12.3%</b>	<b>5,446,862</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	382,587	23,523	38,832	10.1%	343,755
O&M	508,931	18,978	45,703	9.0%	463,228
Capital	73,000	-	-	0.0%	73,000
<b>Subtotal: Streets &amp; Grounds Division</b>	<b>964,518</b>	<b>42,501</b>	<b>84,535</b>	<b>8.8%</b>	<b>879,983</b>
<b>Parks &amp; Recreation</b>					
Personnel	589,633	38,762	61,251	10.4%	528,382
O&M	473,362	35,555	109,196	23.1%	364,166
Capital	963,000	-	-	0.0%	963,000
<b>Subtotal: Parks &amp; Recreation</b>	<b>2,025,995</b>	<b>74,317</b>	<b>170,447</b>	<b>8.4%</b>	<b>1,855,548</b>
<b>Total General Fund Expenditures</b>	<b>\$ 13,055,925</b>	<b>\$ 734,699</b>	<b>\$ 1,460,965</b>	<b>11.2%</b>	<b>\$ 11,594,960</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended August 31, 2021

*16.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Enterprise Funds:</b>					
<b>Water Division</b>					
Personnel	\$ 328,260	\$ 27,473	\$ 44,995	13.7%	\$ 283,265
O&M	1,644,327	103,928	225,096	13.7%	1,419,231
Transfer to General Fund	300,000	25,000	50,000	16.7%	250,000
Capital	187,028	290	290	0.2%	186,738
Debt Service	365,273	89,637	89,637	24.5%	275,636
<b>Subtotal: Water Division</b>	<b>2,824,888</b>	<b>246,328</b>	<b>410,018</b>	<b>14.5%</b>	<b>2,414,870</b>
<b>Sewer Division</b>					
Personnel	\$ 319,977	26,826	43,838	13.7%	276,139
O&M	1,993,116	124,265	232,324	11.7%	1,760,792
Capital	168,528	290	440	0.3%	168,088
Debt Service	411,426	-	32,418	7.9%	379,008
<b>Subtotal: Sewer Division (excl. Kent County)</b>	<b>2,893,047</b>	<b>151,381</b>	<b>309,020</b>	<b>10.7%</b>	<b>2,584,027</b>
Kent County Sewer	1,974,629	197,045	363,664	18.4%	1,610,965
<b>Subtotal: Sewer Division (Comprehensive)</b>	<b>4,867,676</b>	<b>348,426</b>	<b>672,684</b>	<b>13.8%</b>	<b>4,194,992</b>
<b>Solid Waste Division</b>					
Personnel	334,276	18,452	31,490	9.4%	302,786
O&M	1,086,019	74,937	149,851	13.8%	936,168
Capital	59,075	-	-	0.0%	59,075
<b>Subtotal: Solid Waste Division</b>	<b>1,479,370</b>	<b>93,389</b>	<b>181,341</b>	<b>12.3%</b>	<b>1,298,029</b>
<b>Subtotal: Water, Sewer &amp; Solid Waste</b>	<b>9,171,934</b>	<b>688,143</b>	<b>1,264,043</b>	<b>13.8%</b>	<b>7,907,891</b>
<b>Electric Division</b>					
Personnel	1,275,540	86,141	125,276	9.8%	1,150,264
O&M	2,759,848	180,813	398,248	14.4%	2,361,600
Transfer to General Fund	2,500,000	208,334	416,667	16.7%	2,083,333
Capital	1,549,021	-	4,189	0.3%	1,544,832
Debt Service	321,615	-	-	0.0%	321,615
<b>Subtotal: Electric Division (excl. Power)</b>	<b>8,406,024</b>	<b>475,288</b>	<b>944,380</b>	<b>11.2%</b>	<b>7,461,644</b>
Power Purchased	16,844,386	1,709,219	3,452,009	20.5%	13,392,377
<b>Subtotal: Electric Division (Comprehensive)</b>	<b>25,250,410</b>	<b>2,184,507</b>	<b>4,396,389</b>	<b>17.4%</b>	<b>20,854,021</b>
<b>Total Enterprise Fund Expenditures</b>	<b>\$ 34,422,344</b>	<b>\$ 2,872,650</b>	<b>\$ 5,660,432</b>	<b>16.4%</b>	<b>\$ 28,761,912</b>
<b>Grand Total Operating Budget</b>	<b>\$ 47,478,269</b>	<b>\$ 3,607,349</b>	<b>\$ 7,121,397</b>	<b>15.0%</b>	<b>\$ 40,356,872</b>

City of Milford, Delaware  
Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended August 31, 2021

*16.7% of Year Elapsed*

Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Interservice Departments</b>					
<b>Garage</b>					
Personnel	\$ 123,933	\$ 6,741	\$ 11,216	9.1%	\$ 112,717
Operation & Maintenance (O&M)	120,813	5,540	12,800	10.6%	108,013
Capital	-	-	-		-
<b>Subtotal: Garage</b>	<b>244,746</b>	<b>12,281</b>	<b>24,016</b>	<b>9.8%</b>	<b>220,730</b>
<b>Public Works</b>					
Personnel	750,563	58,362	96,693	12.9%	653,870
O&M	293,510	14,679	32,862	11.2%	260,648
Capital	-	-	-		-
<b>Subtotal: Public Works</b>	<b>1,044,073</b>	<b>73,041</b>	<b>129,555</b>	<b>12.4%</b>	<b>914,518</b>
<b>Tech Services</b>					
Personnel	271,033	23,131	36,589	13.5%	234,444
O&M	472,729	38,080	61,559	13.0%	411,170
Capital	-	-	-		-
<b>Subtotal: Tech Services</b>	<b>743,762</b>	<b>61,211</b>	<b>98,148</b>	<b>13.2%</b>	<b>645,614</b>
<b>Billing &amp; Collections</b>					
Personnel	632,304	46,085	77,999	12.3%	554,305
O&M	644,405	15,203	40,864	6.3%	603,541
Capital	-	-	-		-
<b>Subtotal: Billing &amp; Collections</b>	<b>1,276,709</b>	<b>61,288</b>	<b>118,863</b>	<b>9.3%</b>	<b>1,157,846</b>
<b>City Hall Cost Allocation</b>					
O&M	45,000	2,027	7,757	17.2%	37,243
Capital	-	-	-		-
<b>Subtotal: City Hall Cost Allocation</b>	<b>45,000</b>	<b>2,027</b>	<b>7,757</b>	<b>17.2%</b>	<b>37,243</b>
<b>Interdepartmental Cost Allocation</b>	<b>\$ (3,354,290)</b>	<b>\$ (209,848)</b>	<b>\$ (378,339)</b>	<b>11.3%</b>	<b>\$ (2,975,951)</b>
<b>Net Interdepartmental Costs<sup>1</sup></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>

<sup>1</sup>All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.