

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 18, 2024

Final Decision Date Deadline: September 18, 2024

STATEMENT OF THE ISSUE: Utilizing the City's MUNIS software system, management staff can generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- | | | |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input checked="" type="checkbox"/> Other: <u>Consent Calendar</u> |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Rent Board As Whole | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: RECEIVE the Rent Program FY 2024-25 Monthly Revenue and Expenditure Report through August 2024 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-3.

This page intentionally left blank

**RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
FISCAL YEAR 2024-25**

ITEM F-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August				
340445 Rental Housing Fees	(3,299,011)	(3,299,011)	(28,917.00)	(783,730.20)	-	(812,647.20)	(2,486,363.80)	24.6%
TOTAL LICENSES, PRMITS&FEES	(3,299,011)	(3,299,011)	(28,917.00)	(783,730.20)	-	(812,647.20)	(2,486,363.80)	24.6%
361701 Interest	(50,000)	(50,000)	-	-	-	-	(50,000.00)	0.0%
361705 Realized Gain	-	-	914.66	-	-	914.66	(914.66)	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	914.66	-	-	914.66	(50,914.66)	-1.8%
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	-	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	0.0%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	-	-	(50,000.00)	0.0%
TOTAL REVENUE	(3,399,011)	(3,399,011)	(28,002.34)	(783,730.20)	-	(811,732.54)	(2,587,278.46)	23.9%
400001 SALARIES & WAGES/Executive	984,703	984,703	80,343.73	78,067.84	-	158,411.57	826,291.80	16.1%
400002 SALARIES & WAGES/Mgmt-Local 21	467,164	467,164	36,198.82	36,632.32	-	72,831.14	394,332.73	15.6%
400003 SALARIES & WAGES/Local 1021	360,875	360,875	23,492.68	21,992.87	-	45,485.55	315,389.45	12.6%
400006 SALARIES & WAGES/PT- Temp	47,000	47,000	2,561.11	7,247.97	-	9,809.08	37,190.92	20.9%
400031 OVERTIME/General	2,500	2,500	288.63	1,038.11	-	1,326.74	1,173.26	53.1%
400048 OTHER PAY/Bilingual Pay	14,289	14,289	939.30	939.30	-	1,878.60	12,410.16	13.1%
400049 OTHER PAY/Auto Allowance	4,200	4,200	350.00	350.00	-	700.00	3,500.00	16.7%
400053 OTHER PAY/Pension Credi	19,694	19,694	1,586.19	1,541.58	-	3,127.77	16,566.23	15.9%
400058 400058 OTHER PAY/Bonuses	-	-	-	-	-	-	-	100.0%
TOTAL SALARIES AND WAGES	1,900,425	1,900,425	145,760.46	147,809.99	-	293,570.45	1,606,854.55	15.4%
400103 P-ROLL BEN/Medicare Tax-ER Shr	26,457	26,457	2,106.52	2,128.07	-	4,234.59	22,222.41	16.0%
400105 P-ROLL BEN/Health Insurance Be	326,838	326,838	24,162.60	24,143.27	-	48,305.87	278,532.13	14.8%
400106 P-ROLL BEN/Dental Insurance	19,418	19,418	1,502.93	1,502.93	-	3,005.86	16,412.14	15.5%
400109 P-ROLL BEN/Employee Assistance	252	252	19.89	19.89	-	39.78	212.22	15.8%
400110 P-ROLL BEN/Professional Dev-Mg	6,750	6,750	750.00	140.57	-	890.57	5,859.43	13.2%
400111 P-ROLL BEN/Vision	2,324	2,324	180.31	180.31	-	360.62	1,963.38	15.5%
400112 P-ROLL BEN/Life Insurance	4,047	4,047	332.33	332.33	-	664.66	3,382.34	16.4%
400114 P-ROLL BEN/Long Term Disabilit	13,025	13,025	711.25	709.23	-	1,420.48	11,604.52	10.9%
400116 P-ROLL BEN/Unemployment Ins	6,384	6,384	608.00	608.00	-	1,216.00	5,168.00	19.0%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	-	-	-	3,750.00	0.0%
400121 P-ROLL BEN/Worker Comp-Clerica	-	-	634.05	-	-	634.05	(634.05)	100.0%
400122 P-ROLL BEN/Worker Comp-Prof	81,614	81,614	5,097.37	-	-	5,097.37	76,516.93	6.2%
400127 P-ROLL BEN/OPEB	-	-	2,182.33	2,147.69	-	4,330.02	(4,330.02)	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.06	94.23	-	128.29	(128.29)	100.0%
400149 P-ROLL BEN/PERS-Misc	240,175	240,175	18,721.45	18,263.81	-	36,985.26	203,189.74	15.4%
400151 P-ROLL BEN/PERS-Misc (UAL)	274,260	274,260	24,753.82	21,222.24	-	45,976.06	228,283.94	16.8%
TOTAL FRINGE BENEFITS	1,005,294	1,005,294	81,796.91	71,492.57	-	153,289.48	852,004.82	15.2%
400201 PROF SVCS/Professional Svcs	90,700	90,700	-	425.15	36,574.85	425.15	53,700.00	40.8%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	116,662.00	16,666.00	141,672.00	48.5%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	-	2,500.00	0.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	-	-	-	-	7,500.00	0.0%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	-	-	-	-	3,000.00	0.0%
400280 ADM EXP/Program Supplies	6,881	6,881	-	519.87	-	519.87	6,361.13	7.6%
TOTAL PROF & ADMIN SERVICES	387,606	387,606	-	17,611.02	153,236.85	17,611.02	216,758.13	44.1%
400231 OFF EXP/Postage & Mailing	30,000	30,000	3,280.95	-	-	3,280.95	26,719.05	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	-	30,000.00	0.0%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	-	9,000.00	-	-	100.0%
400338 Recognition	300	300	-	-	-	-	300.00	0.0%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	731.76	-	731.76	7,268.24	9.1%
TOTAL OTHER OPERATING	77,300	77,300	3,280.95	731.76	9,000.00	4,012.71	64,287.29	16.8%
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	500.00	0.0%
TOTAL UTILITIES	500	500	-	-	-	-	500.00	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	-	-	-	9,500.00	0.0%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	-	-	-	9,500.00	0.0%
400574 COST POOL/(ISF)-Gen Liability	99,980	99,980	8,328.29	8,332.00	-	16,660.29	83,320.00	16.7%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,378.00	4,373.00	-	8,751.00	43,730.00	16.7%
400591 COST POOL/(IND)Civic Ctr Alloc	56,315	56,315	4,692.00	4,693.00	-	9,385.00	46,930.00	16.7%
TOTAL COST POOL	208,776	208,776	17,398.29	17,398.00	-	34,796.29	173,980.00	16.7%
391994 391994 TRANSFER IN/From Gen Fund	(290,391)	(290,391)	(24,190.59)	(24,200.00)	-	(48,390.59)	(242,000.00)	16.7%
90 OPER XFRS IN	(290,391)	(290,391)	(24,190.59)	(24,200.00)	-	(48,390.59)	(242,000.00)	16.7%
TOTAL EXPENDITURES	3,299,011	3,299,011	224,046.02	230,843.34	162,236.85	454,889.36	2,681,884.79	18.7%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	196,043.68	-52,886.86	162,236.85	-356,843.18	94,606.33	194.6%
CASH BALANCE			1,385,693.52	1,709,724.80				

This page intentionally left blank