

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

**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 2025-26 Monthly Revenue and Expenditure Report for September and October 2025 – 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 2025-26**

**ITEM F-3**  
**ATTACHMENT 1**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September				
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	-	(1,019,589.00)	(2,574,669.29)	28.4%
<b>TOTAL LICENSES, PRIMITS&amp;FEES</b>	<b>(3,594,258)</b>	<b>(3,594,258)</b>	<b>(15,939.00)</b>	<b>(28,648.50)</b>	<b>(975,001.50)</b>	-	<b>(1,019,589.00)</b>	<b>(2,574,669.29)</b>	<b>28.4%</b>
361701 Interest	(50,000)	(50,000)	-	(5,609.62)	-	-	(5,609.62)	(44,390.38)	11.2%
361705 Realized Gain	-	-	5,284.25	-	(1,399.37)	-	3,884.88	(3,884.88)	0.0%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>5,284.25</b>	<b>-</b>	<b>(7,008.99)</b>	-	<b>(1,724.74)</b>	<b>(48,275.26)</b>	<b>3.4%</b>
364855 OTHER REV/Misc Other Re	-	-	-	-	(36.00)	-	(36.00)	36.00	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	-	0.0%
<b>TOTAL OTHER REVENUE</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>(36.00)</b>	-	<b>(36.00)</b>	<b>(50,000.00)</b>	<b>0.1%</b>
<b>TOTAL REVENUE</b>	<b>(3,694,258)</b>	<b>(3,694,258)</b>	<b>(10,654.75)</b>	<b>(28,648.50)</b>	<b>(982,046.49)</b>	-	<b>(1,021,349.74)</b>	<b>(2,672,908.55)</b>	<b>27.6%</b>
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	70,725.98	70,725.98	-	212,177.94	763,800.06	21.7%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	40,522.60	41,344.20	-	121,916.00	458,996.75	21.0%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	27,575.86	27,575.86	-	82,727.58	321,267.29	20.5%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	10,290.41	20,362.44	-	34,564.24	35,435.76	49.4%
400031 OVERTIME/General	2,500	2,500	-	83.30	138.50	-	221.80	2,278.20	8.9%
400043 OTHER PAY/Acting Pay	-	-	2,776.32	2,190.69	1,568.91	-	6,535.92	(6,535.92)	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	848.18	848.18	848.18	-	2,544.54	12,955.46	16.4%
400049 OTHER PAY/Auto Allowance	2,800	2,800	350.00	350.00	350.00	-	1,050.00	1,750.00	37.5%
400053 OTHER PAY/Pension Credi	18,356	18,356	1,393.22	1,393.22	1,393.22	-	4,179.66	14,175.96	22.8%
400058 OTHER PAY/Bonuses	22,800	22,800	-	-	-	-	-	22,800.00	0.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>2,092,841</b>	<b>2,092,841</b>	<b>147,630.15</b>	<b>153,980.24</b>	<b>164,307.29</b>	-	<b>465,917.68</b>	<b>1,604,123.56</b>	<b>22.3%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	2,230.32	2,371.02	-	6,736.45	22,455.26	23.1%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	24,130.97	24,130.97	-	72,392.91	288,228.48	20.1%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	1,387.32	1,387.32	-	4,161.96	17,263.17	19.4%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	18.36	18.36	-	55.08	222.97	19.8%
400110 P-ROLL BEN/Professional Dev-Mg	7,500	7,500	410.00	-	-	-	410.00	7,089.71	5.5%
400111 P-ROLL BEN/Vision	2,564	2,564	166.44	166.44	166.44	-	499.32	2,064.90	19.5%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	442.29	443.87	-	1,324.65	3,140.67	29.7%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	725.12	727.28	-	2,175.04	12,196.28	15.1%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	608.00	608.00	-	1,824.00	5,219.88	25.9%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	624.39	-	-	624.39	3,125.23	16.7%
400121 P-ROLL BEN/Worker Comp-Clerical	4,691	4,691	-	-	-	-	-	4,691.31	0.0%
400122 P-ROLL BEN/Worker Comp-Prof	85,695	85,695	7,141.25	7,141.25	7,141.25	-	21,423.75	64,271.25	25.0%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	88.30	155.86	-	278.25	(278.25)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	18,094.31	18,126.66	-	54,218.16	210,782.36	20.5%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	23,729.68	23,729.68	-	71,189.04	231,419.66	23.5%
<b>TOTAL FRINGE BENEFITS</b>	<b>1,109,206</b>	<b>1,109,206</b>	<b>78,919.54</b>	<b>79,386.75</b>	<b>79,006.71</b>	-	<b>237,313.00</b>	<b>871,892.85</b>	<b>21.4%</b>
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	1,174.16	1,643.16	51,504.68	4,682.32	37,513.00	60.0%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	16,666.00	166,668.00	33,332.00	75,000.00	72.7%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	-	-	2,500.00	0.0%
400245 TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	-	-	100.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	1,194.55	-	(804.80)	-	389.75	7,110.25	5.2%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	172.66	-	(172.66)	-	-	3,000.00	0.0%
400280 ADM EXP/Program Supplies	6,881	6,881	593.19	-	(172.80)	-	420.39	6,460.61	6.1%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>390,606</b>	<b>390,606</b>	<b>3,825.40</b>	<b>17,840.16</b>	<b>17,158.90</b>	<b>218,172.68</b>	<b>38,824.46</b>	<b>133,608.86</b>	<b>65.8%</b>
400231 OFF EXP/Postage & Mailing	30,000	30,000	-	-	-	-	-	30,000.00	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	-	559.73	-	-	559.73	8,440.27	6.2%
400338 Recognition	300	300	459.51	-	-	-	459.51	(159.51)	153.2%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	(120.10)	-	(120.10)	8,120.10	-1.5%
<b>TOTAL OTHER OPERATING</b>	<b>77,300</b>	<b>77,300</b>	<b>459.51</b>	<b>559.73</b>	<b>(120.10)</b>	-	<b>899.14</b>	<b>76,400.86</b>	<b>1.2%</b>
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	500.00	0.0%
<b>TOTAL UTILITIES</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	<b>-</b>	<b>500.00</b>	<b>0.0%</b>
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	8,500.00	-	-	8,500.00	1,000.00	89.5%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,500</b>	<b>9,500</b>	<b>-</b>	<b>8,500.00</b>	<b>-</b>	-	<b>8,500.00</b>	<b>1,000.00</b>	<b>89.5%</b>
400574 COST POOL/(ISF)-Gen Liability	104,979	104,979	8,748.30	8,748.00	8,748.00	-	26,244.30	78,735.00	25.0%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,373.00	4,373.00	4,373.00	-	13,119.00	39,362.00	25.0%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	4,684.00	4,685.00	-	14,053.00	42,165.00	25.0%
<b>TOTAL COST POOL</b>	<b>213,678</b>	<b>213,678</b>	<b>17,805.30</b>	<b>17,805.00</b>	<b>17,806.00</b>	-	<b>53,416.30</b>	<b>160,262.00</b>	<b>25.0%</b>
391994 391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	-	-	-	(24,948.30)	(274,425.00)	8.3%
<b>90 OPER XFRS IN</b>	<b>(299,373)</b>	<b>(299,373)</b>	<b>(24,948.30)</b>	<b>-</b>	<b>-</b>	-	<b>(24,948.30)</b>	<b>(274,425.00)</b>	<b>8.3%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,594,258</b>	<b>3,594,258</b>	<b>223,691.60</b>	<b>278,071.88</b>	<b>278,158.80</b>	<b>218,172.68</b>	<b>779,922.28</b>	<b>2,573,363.13</b>	<b>27.8%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(100,000)</b>	<b>(100,000)</b>	<b>213,036.85</b>	<b>249,423.38</b>	<b>-703,887.69</b>	<b>218,172.68</b>	<b>-241,427.46</b>	<b>(99,545)</b>	
<b>CASH BALANCE</b>			<b>1,262,443.54</b>	<b>982,765.47</b>	<b>1,688,600.89</b>				

Note: TRANSFER IN/From Gen Fund for the month of August and September had not been recorded, Staff has inputted the monthly amount assume Finance Depart will complete monthly close 10/10/25 - Finance Department will record the entries once FY2024-25 Year-End close is complete, catch up entry in October of 2025

**RICHMOND RENT PROGRAM**  
**MONTHLY REVENUE AND EXPENDITURES REPORT**  
**FISCAL YEAR 2025-26**

**ITEM F-3**  
**ATTACHMENT 2**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October				
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	(702,753.10)	-	(1,722,342.10)	(1,871,915.90)	47.9%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(3,594,258)</b>	<b>(3,594,258)</b>	<b>(15,939.00)</b>	<b>(28,648.50)</b>	<b>(975,001.50)</b>	<b>(702,753.10)</b>	-	<b>(1,722,342.10)</b>	<b>(1,871,915.90)</b>	<b>47.9%</b>
361701 Interest	(50,000)	(50,000)	-	-	(5,609.62)	-	-	(5,609.62)	(44,390.38)	11.2%
361705 Realized Gain	-	-	5,284.25	-	(1,399.37)	-	-	3,884.88	(3,884.88)	0.0%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>5,284.25</b>	<b>-</b>	<b>(7,008.99)</b>	<b>-</b>	<b>-</b>	<b>(1,724.74)</b>	<b>(48,275.26)</b>	<b>3.4%</b>
364855 OTHER REV/Misc Other Re	-	-	-	-	(36.00)	(15.00)	-	(51.00)	51.00	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	-	-	0.0%
<b>TOTAL OTHER REVENUE</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>(36.00)</b>	<b>(15.00)</b>	<b>-</b>	<b>(51.00)</b>	<b>(49,949.00)</b>	<b>0.1%</b>
<b>TOTAL REVENUE</b>	<b>(3,694,258)</b>	<b>(3,694,258)</b>	<b>(10,654.75)</b>	<b>(28,648.50)</b>	<b>(982,046.49)</b>	<b>(702,768.10)</b>	<b>-</b>	<b>(1,724,117.84)</b>	<b>(1,970,140.16)</b>	<b>46.7%</b>
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	70,725.98	70,725.98	70,725.98	-	282,903.92	693,074.08	29.0%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	40,522.60	41,344.20	46,439.55	-	168,355.55	412,557.20	29.0%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	27,575.86	27,575.86	20,356.51	-	103,084.09	300,910.78	25.5%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	10,290.41	20,362.44	9,826.93	-	44,391.17	25,608.83	63.4%
400031 OVERTIME/General	2,500	2,500	-	83.30	138.50	292.55	-	514.35	1,985.65	20.6%
400043 OTHER PAY/Acting Pay	-	-	2,776.32	2,190.69	1,568.91	2,125.62	-	8,661.54	(8,661.54)	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	848.18	848.18	848.18	783.02	-	3,327.56	12,172.44	21.5%
400049 OTHER PAY/Auto Allowance	2,800	2,800	350.00	350.00	350.00	350.00	-	1,400.00	1,400.00	50.0%
400053 OTHER PAY/Pension Credi	18,356	18,356	1,393.22	1,393.22	1,393.22	1,393.22	-	5,572.88	12,782.74	30.4%
400058 OTHER PAY/Bonuses	22,800	22,800	-	-	-	-	-	-	22,800.00	0.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>2,092,841</b>	<b>2,092,841</b>	<b>147,630.15</b>	<b>153,980.24</b>	<b>164,307.29</b>	<b>152,293.38</b>	<b>-</b>	<b>618,211.06</b>	<b>1,451,830.18</b>	<b>29.5%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	2,230.32	2,371.02	2,197.79	-	8,934.24	20,257.47	30.6%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	24,130.97	24,130.97	24,130.97	-	96,523.88	264,097.51	26.8%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	1,387.32	1,387.32	1,387.32	-	5,549.28	15,875.85	25.9%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	18.36	18.36	18.36	-	73.44	204.61	26.4%
400110 P-ROLL BEN/Professional Dev-Mg	7,500	7,500	410.00	-	-	-	-	410.00	7,089.71	5.5%
400111 P-ROLL BEN/Vision	2,564	2,564	166.44	166.44	166.44	166.44	-	665.76	1,898.46	26.0%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	442.29	443.87	472.20	-	1,796.85	2,668.47	40.2%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	725.12	709.54	709.54	-	2,884.58	11,486.74	20.1%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	608.00	608.00	608.00	-	2,432.00	4,611.88	34.5%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	624.39	-	-	-	624.39	3,125.23	16.7%
400121 P-ROLL BEN/Worker Comp-Clerical	4,691	4,691	-	-	-	-	-	-	4,691.31	0.0%
400122 P-ROLL BEN/Worker Comp-Prof	85,695	85,695	7,141.25	7,141.25	7,141.25	7,141.25	-	28,565.00	57,130.00	33.3%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	88.30	155.86	83.15	-	361.40	(361.40)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	18,094.31	18,126.66	17,929.40	-	72,147.56	192,852.96	27.2%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	23,729.68	23,729.68	23,729.68	-	94,918.72	207,689.98	31.4%
<b>TOTAL FRINGE BENEFITS</b>	<b>1,109,206</b>	<b>1,109,206</b>	<b>78,919.54</b>	<b>79,386.75</b>	<b>79,006.71</b>	<b>78,574.10</b>	<b>-</b>	<b>315,887.10</b>	<b>793,318.75</b>	<b>28.5%</b>
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	1,174.16	1,643.16	4,000.82	47,503.86	8,683.14	37,513.00	60.0%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	16,666.00	16,666.00	150,002.00	49,998.00	75,000.00	72.7%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	-	-	-	2,500.00	0.0%
400245 TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	-	-	-	100.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	1,194.55	-	(804.80)	389.75	-	779.50	6,720.50	10.4%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	172.66	-	(172.66)	-	-	-	3,000.00	0.0%
400280 ADM EXP/Program Supplies	6,881	6,881	593.19	-	(172.80)	280.33	-	700.72	6,180.28	10.2%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>390,606</b>	<b>390,606</b>	<b>3,825.40</b>	<b>17,840.16</b>	<b>17,158.90</b>	<b>21,336.90</b>	<b>197,505.86</b>	<b>60,161.36</b>	<b>132,938.78</b>	<b>66.0%</b>
400231 OFF EXP/Postage & Mailing	30,000	30,000	-	-	-	1,157.86	-	1,157.86	28,842.14	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	-	559.73	-	-	-	559.73	8,440.27	6.2%
400338 Recognition	300	300	459.51	-	-	-	-	459.51	(159.51)	153.2%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	(120.10)	520.80	-	400.70	7,599.30	5.0%
<b>TOTAL OTHER OPERATING</b>	<b>77,300</b>	<b>77,300</b>	<b>459.51</b>	<b>559.73</b>	<b>(120.10)</b>	<b>1,678.66</b>	<b>-</b>	<b>2,577.80</b>	<b>74,722.20</b>	<b>3.3%</b>
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	-	500.00	0.0%
<b>TOTAL UTILITIES</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500.00</b>	<b>500.00</b>	<b>0.0%</b>
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	8,500.00	-	-	-	8,500.00	1,000.00	89.5%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,500</b>	<b>9,500</b>	<b>-</b>	<b>8,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,500.00</b>	<b>1,000.00</b>	<b>89.5%</b>
400574 COST POOL/(ISF)-Gen Liability	104,979	104,979	8,748.30	8,748.00	8,748.00	8,748.00	-	34,992.30	69,987.00	33.3%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,373.00	4,373.00	4,373.00	4,373.00	-	17,492.00	34,989.00	33.3%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	4,684.00	4,684.00	4,684.00	-	18,738.00	37,480.00	33.3%
<b>TOTAL COST POOL</b>	<b>213,678</b>	<b>213,678</b>	<b>17,805.30</b>	<b>17,805.00</b>	<b>17,806.00</b>	<b>17,806.00</b>	<b>-</b>	<b>71,222.30</b>	<b>142,456.00</b>	<b>33.3%</b>
391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	-	-	(74,844.00)	-	(99,792.30)	(199,581.00)	33.3%
<b>90 OPER XFERS IN</b>	<b>(299,373)</b>	<b>(299,373)</b>	<b>(24,948.30)</b>	<b>-</b>	<b>-</b>	<b>(74,844.00)</b>	<b>-</b>	<b>(99,792.30)</b>	<b>(199,581.00)</b>	<b>33.3%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,594,258</b>	<b>3,594,258</b>	<b>223,691.60</b>	<b>278,071.88</b>	<b>278,158.80</b>	<b>196,845.04</b>	<b>197,505.86</b>	<b>976,767.32</b>	<b>2,397,184.91</b>	<b>32.7%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(100,000)</b>	<b>(100,000)</b>	<b>213,036.85</b>	<b>249,423.38</b>	<b>-703,887.69</b>	<b>-505,923.06</b>	<b>197,505.86</b>	<b>-747,350.52</b>	<b>427,045</b>	
<b>CASH BALANCE</b>			<b>1,262,443.54</b>	<b>982,765.47</b>	<b>1,688,600.89</b>	<b>2,195,563.95</b>				

Note: TRANSFER IN/From Gen Fund for the month of August and September had not been recorded in, Staff has inputted the monthly amount assume Finance Depart will complete monthly close 10/10/25 - Finance Department will record the entries once FY2024-25 Year-End close is complete, catch up entry in October of 2025