



# Monthly Financial Summary Report

Month Ending February 28, 2022

66.7% Fiscal Year

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## Financial Documents

The City prepares several annual financial documents that are available on the City's Website

[www.cityofportsmouth.com/Finance](http://www.cityofportsmouth.com/Finance)

**Capital Improvement Plan (CIP)** - A six-year long-term plan for major capital projects.

**Annual Proposed Budget Document** - The proposed budget document for all appropriated City Funds: General, Water, Sewer, Parking & Transportation, Community Development, Stormwater, Economic Development, and Prescott Park.

**Comprehensive Annual Financial Report** - This report is compiled by the Finance Department and audited by an external independent auditing firm. It is composed of three sections: Introductory, Financial Statements, and Statistical.

**Popular Annual Financial Report (PAFR)** - This document is intended to extract financial results from the Comprehensive Annual Financial Report and convey in an easy to read and understand format highlighting pertinent financial information including expenditures, revenues, fund balance, debt service, and capital asset investment for Governmental and Proprietary Funds.



## General Terms and Information

The Monthly Financial Summary Report is submitted in accordance with section 7.15 of the City Charter. This report prepared, by the Finance Department, provides a summary of the Fiscal Year 2022 Estimated Revenues vs. Year-to-Date Actuals and Budgeted Expenditures vs. Year-to-Date Actuals.

This report is intended to aid the reader on the status of revenues and expenditures to date. It is important to note that this information is unaudited and the numbers provided are not final. At anytime, adjusting entries may be made after the submission of this report.

The Funds included in this report are:

**General Fund** - Expenditures for services provided by the Police, Fire, School and General Government Departments. The primary sources of revenue for the General Fund are: property taxes, unrestricted state revenue sharing grants, and fees for services rendered.

**Enterprise Funds** - *Water Division* - Accounts for the operation of a water treatment plant, City wells and water system. *Sewer Division* - Accounts for the operation of two sewer treatment plants, pumping stations and sewer lines. The activity of both of these funds are self-supporting based on user charges.

**Special Revenue Fund** - The Parking & Transportation Special Revenue Fund accounts for operations of the City's parking facilities, parking enforcement, parking meter operations and parking administration funded by revenues generated from these parking activities.

### General Terms

**Annualized Expenditures** - General Fund only. (*Pages 3 & 4*). Police, Fire, School, and the General Government departments appropriate a predetermined amount for Health Insurance premiums and Leave at Termination. In July of each year, the total budget is transferred to the stabilization funds where the liabilities are paid. These transfers are noted on page 4 of this report. For detailed information on Health Insurance Stabilization Fund and Leave at Termination Stabilization Fund, please refer to page 16-17 (PDF pages 26-27) and 113-114 (PDF pages 123-124) of the FY2022 Proposed Annual Budget on the City's website.

**Encumbrance** Used to record the estimated amount of purchase orders, contracts, or salary commitments chargeable to an appropriation.

**Full Accrual Basis of Accounting** - (*Page 8*) A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

**Cash Requirements** - (*Page 8*) The cash basis of accounting is a method of recording accounting transactions for revenue and expenses only when the corresponding cash is received or payments are made.

# GENERAL FUND - FISCAL YEAR 2022

The General Fund Budget represents: appropriations for the *Operating Budget* : services provided by the General Government, Police Fire and School Departments; the *Non-Operating Budget* : Debt Service; County Tax; Overlay; Capital Outlay; and other non-operating expenditures not associated with individual departments.

## OPERATING BUDGET

- Fire Department
- Police Department
- School Department
- General Government Departments:
  - o General Administration  
*Mayor/City Manager, City Clerk, Legal, Human Resources, Information Technology, and other General Administration*
  - o Finance and Administration:  
*Accounting, Assessing, Purchasing, Tax Collection, Benefit Administration, and Billing*
  - o Regulatory Services  
*Planning, Inspection, Health Departments*
  - o Public Works
  - o Community Services  
*Recreation & Senior Services, Public Library, Welfare, Outside Social Services*

## NON-OPERATING BUDGET

- Debt Service Payment
- Overlay
- Capital Outlay
- County Tax
- Contingency
- Rolling Stock

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*The FY2022 annual budget is a balanced budget in which total anticipated revenues equal budgeted appropriations.*

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## FY 2022 GENERAL FUND BUDGET

### ESTIMATED REVENUES -detail pg 5-7

		% of Total
Local Fees, Licenses, Permits	1,807,600	1.4%
Other Local Sources	10,927,060	8.7%
Net Parking Revenues	2,412,305	1.9%
Interest/Penalties	320,549	0.3%
School Tuition/Other	6,523,880	5.2%
State Revenues	3,298,195	2.6%
Use of Unassigned Fund Balance	2,796,000	2.2%
Use of Fund Balance	2,000,000	1.6%
Estimated Property Tax	95,439,444	76.0%
	<b>\$ 125,525,033</b>	<b>100%</b>

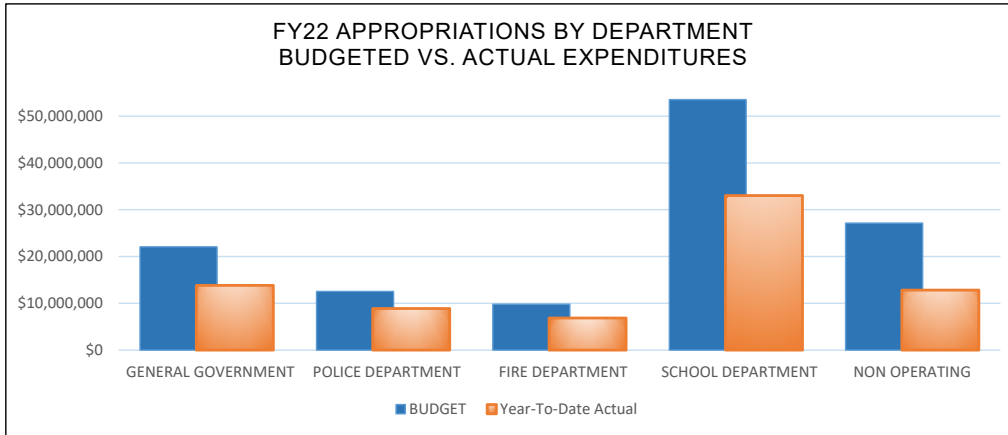
*Two Supplemental Appropriations After Budget Adoption:*  
 1) \$116,000 Community Campus Operations  
 2) \$2,200,000 Skateboard Park

### EXPENDITURES - detail pg 3 & 4

	Approved	% of Total
Municipal	\$22,079,756	17.6%
Police	\$12,553,495	10.0%
Fire	\$9,816,421	7.8%
School	\$53,551,766	42.7%
Collective Bargaining	\$23,629	0.0%
Transfer to Indoor Pool	\$150,000	0.1%
Transfer to Prescott Park	\$177,486	0.1%
Non-Operating	\$27,172,480	21.6%
	<b>\$125,525,033</b>	<b>100%</b>

# GENERAL FUND EXPENDITURES - Budget vs. YTD Actual

**MONTH ENDING February 28, 2022**  
**66.7% of Fiscal Year**



APPROPRIATION	PERIOD ENDING February 28, 2022	ENCUMBRANCES	Actual + Enc Total	Year-To-Date Balance	% Enc/Expended	
<b>OPERATING</b>						
GENERAL GOVERNMENT	22,079,756	1,101,660	205,358	13,832,855	8,246,901	63%
POLICE DEPARTMENT	12,553,495	881,111	24,857	8,888,184	3,665,311	71%
FIRE DEPARTMENT	9,816,421	562,878	24,914	6,858,678	2,957,743	70%
SCHOOL DEPARTMENT	53,551,766	3,522,224	-	33,036,485	20,515,281	62%
COLLECTIVE BARGAINING	23,629	-	-	-	23,629	-
INDOOR POOL/PRESCOTT PARK	327,486	14,791	-	268,324	59,162	82%
<b>TOTAL OPERATING</b>	<b>98,352,553</b>	<b>6,082,663</b>	<b>255,129</b>	<b>62,884,526</b>	<b>35,468,027</b>	<b>64%</b>
<b>NON OPERATING</b>						
DEBT SERVICE	13,797,890	39,813	-	5,187,846	8,610,044	38%
COUNTY TAX	5,813,878	-	-	5,677,887	135,991	98%
CAPITAL OUTLAY	1,080,000	191	14,853	15,044	1,064,956	1%
OTHER NON-OPERATING	6,480,712	455,030	41,595	1,944,399	4,536,313	30%
<b>TOTAL NON OPERATING</b>	<b>27,172,480</b>	<b>495,035</b>	<b>56,447</b>	<b>12,825,176</b>	<b>14,347,304</b>	<b>47%</b>
<b>TOTAL</b>	<b>125,525,033</b>	<b>6,577,697</b>	<b>311,576</b>	<b>75,709,702</b>	<b>49,815,331</b>	<b>60%</b>

## EXPENDITURE TRENDS

### JULY:

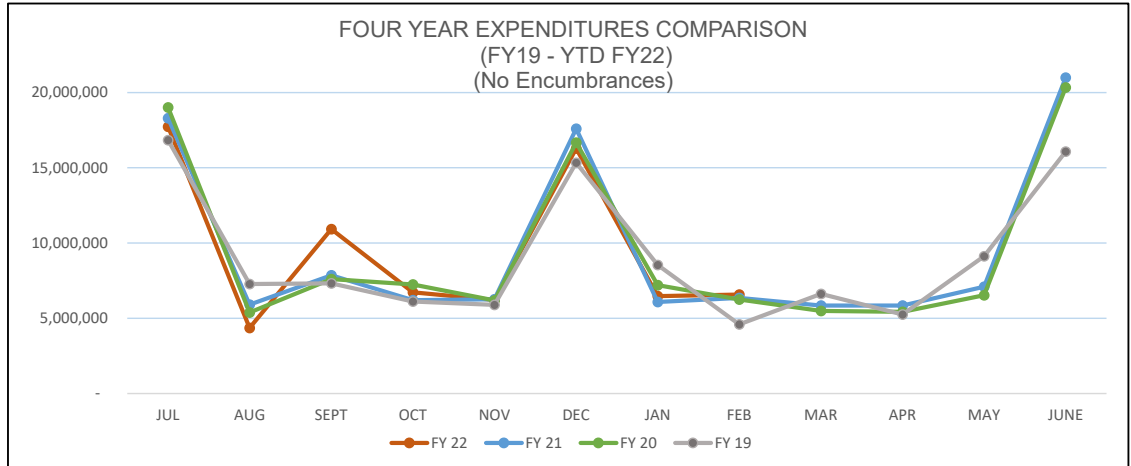
Annualized Expenditures  
 Transfer out from  
 Departments to the *Leave  
 at Termination and Health  
 Insurance Stabilization  
 Funds.*

### December:

County Tax Bill is Due.

### December & June:

Majority of Bond  
 Payments are due.



FISCAL YEAR	JUL	AUG	SEPT	OCT	NOV	DEC
FY 22	17,738,540	4,361,281	10,926,992	6,719,189	6,214,851	16,285,946
FY 21	18,302,868	5,911,498	7,865,009	6,209,872	6,268,199	17,602,896
FY 20	19,012,706	5,386,870	7,603,595	7,242,445	6,188,622	16,668,166
FY 19	16,842,575	7,275,900	7,325,391	6,108,752	5,885,054	15,334,914

FISCAL YEAR	JAN	FEB	MAR	APR	MAY	June with YE encumbrances
FY 22	6,472,582	6,577,697	-	-	-	-
FY 21	6,093,183	6,353,965	5,847,200	5,849,386	7,102,434	21,000,534
FY 20	7,208,138	6,257,022	5,490,553	5,437,537	6,539,079	20,342,789
FY 19	8,547,458	4,595,363	6,623,236	5,254,757	9,118,422	16,085,065

# GENERAL FUND DETAIL DEPARTMENT EXPENDITURES

**MONTH ENDING February 28, 2022**

**66.7% of Fiscal Year**

	APPROPRIATION	PERIOD		ENCUMBRANCES	YEAR TO DATE EXPENDITURES (WITH ENCUMBRANCES)	BALANCE	% ENC/EXPENDED
		EXPENDITURE					
<b>GENERAL GOVERNMENT</b>							
SALARIES	9,010,074	663,291	-	-	5,493,863	3,516,211	61%
PART TIME SALARIES	984,075	55,289	-	-	546,805	437,270	56%
OVERTIME	352,000	64,475	-	-	240,056	111,944	68%
LONGEVITY	65,627	130	-	-	64,196	1,431	98%
* LEAVE AT TERMINATION	350,000	-	-	-	350,000	-	100%
* HEALTH STABILIZATION FUND	2,096,570	-	-	-	2,096,570	-	100%
HEALTH PREMIUM STIPEND	25,000	-	-	-	12,356	12,644	49%
RETIREMENT	1,324,734	102,412	-	-	810,312	514,422	61%
OTHER BENEFITS	1,215,985	71,632	-	-	777,350	438,635	64%
OTHER OPERATING	6,655,691	144,431	205,358	-	3,441,348	3,214,343	52%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>22,079,756</b>	<b>1,101,660</b>	<b>205,358</b>		<b>13,832,855</b>	<b>8,246,901</b>	<b>63%</b>
*Annualized Expenditures	(2,446,570)	-	-	-	(2,446,570)	-	-
Net total	19,633,186	1,101,660	205,358		11,386,285	8,246,901	58%
<b>POLICE DEPARTMENT</b>							
SALARIES	6,093,123	450,674	-	-	3,805,851	2,287,272	62%
PART TIME SALARIES	150,736	5,769	-	-	70,464	80,272	47%
OVERTIME	615,876	81,408	-	-	645,272	(29,396)	105%
HOLIDAY	201,334	17,690	-	-	169,871	31,463	84%
LONGEVITY	41,126	-	-	-	36,027	5,099	88%
STIPENDS	88,601	1,372	-	-	45,213	43,388	51%
SPECIAL DETAIL	72,609	1,538	-	-	38,134	34,475	53%
* LEAVE AT TERMINATION	180,203	-	-	-	180,203	-	100%
* HEALTH INSURANCE	1,654,004	-	-	-	1,654,004	-	100%
HEALTH PREMIUM STIPEND	12,000	-	-	-	4,074	7,926	34%
RETIREMENT	2,126,317	161,945	-	-	1,395,937	730,380	66%
OTHER BENEFITS	482,984	25,834	-	-	341,647	141,337	71%
OTHER OPERATING	834,582	134,881	24,857	-	501,488	333,094	60%
<b>POLICE DEPARTMENT TOTAL</b>	<b>12,553,495</b>	<b>881,111</b>	<b>24,857</b>		<b>8,888,184</b>	<b>3,665,311</b>	<b>71%</b>
*Annualized Expenditures	(1,834,207)	-	-	-	(1,834,207)	-	-
Net total	10,719,288	881,111	24,857		7,053,977	3,665,311	66%
<b>FIRE DEPARTMENT</b>							
SALARIES	4,201,630	295,078	-	-	2,580,682	1,620,948	61%
PART TIME SALARIES	53,019	1,483	-	-	18,476	34,543	35%
OVERTIME	709,500	62,898	-	-	624,620	84,880	88%
HOLIDAY	158,570	12,407	-	-	126,971	31,599	80%
LONGEVITY	32,577	-	-	-	29,711	2,866	91%
CERTIFICATION STIPENDS	348,704	23,765	-	-	203,693	145,011	58%
* LEAVE AT TERMINATION	170,084	-	-	-	170,084	-	100%
* HEALTH INSURANCE	1,086,917	-	-	-	1,086,917	-	100%
HEALTH PREMIUM STIPEND	100,924	-	-	-	45,343	55,581	45%
RETIREMENT	1,792,086	128,873	-	-	1,166,409	625,677	65%
OTHER BENEFITS	543,825	13,171	-	-	472,486	71,339	87%
OTHER OPERATING	618,585	25,203	24,914	-	333,285	285,300	54%
<b>FIRE DEPARTMENT TOTAL</b>	<b>9,816,421</b>	<b>562,878</b>	<b>24,914</b>		<b>6,858,678</b>	<b>2,957,743</b>	<b>70%</b>
*Annualized Expenditures	(1,257,001)	-	-	-	(1,257,001)	-	-
Net total	8,559,420	562,878	24,914		5,601,677	2,957,743	65%
<b>SCHOOL</b>							
SALARIES	28,477,139	2,245,079	-	-	15,126,310	13,350,829	53%
* LEAVE AT TERMINATION	300,000	-	-	-	300,000	-	100%
* HEALTH INSURANCE	8,173,354	-	-	-	8,173,355	(1)	100%
RETIREMENT	5,496,433	408,035	-	-	2,834,415	2,662,018	52%
WORKERS COMPENSATION	133,444	-	-	-	133,444	-	100%
OTHER BENEFITS	3,257,562	255,107	-	-	1,805,347	1,452,215	55%
OTHER OPERATING	7,713,834	614,003	-	-	4,663,614	3,050,220	60%
<b>SCHOOL DEPARTMENT TOTAL</b>	<b>53,551,766</b>	<b>3,522,224</b>	<b>-</b>		<b>33,036,485</b>	<b>20,515,281</b>	<b>62%</b>
*Annualized Expenditures	(8,473,354)	-	-	-	(8,473,354)	-	-
Net total	45,078,412	3,522,224	-		24,563,131	20,515,281	54%
<b>NON-OPERATING</b>							
DEBT SERVICE	13,797,890	39,813	-	-	5,187,846	8,610,044	38%
COUNTY TAX	5,813,878	-	-	-	5,677,887	135,991	98%
CAPITAL OUTLAY	1,080,000	191	14,853	-	15,044	1,064,956	1%
OTHER NON-OPERATING	6,480,712	455,030	41,595	-	1,944,399	4,536,313	30%
<b>TOTAL NON-OPERATING</b>	<b>27,172,480</b>	<b>495,035</b>	<b>56,447</b>		<b>12,825,176</b>	<b>14,347,304</b>	<b>47%</b>
COLLECTIVE BARGAINING CONTINGENCY	23,629	-	-	-	-	23,629	-
TRANSFER TO INDOOR POOL	150,000	-	-	-	150,000	-	-
TRANSFER TO PRESCOTT PARK	177,486	14,791	-	-	118,324	59,162	-
<b>TOTAL GENERAL FUND</b>	<b>125,525,033</b>	<b>6,577,697</b>	<b>311,576</b>		<b>75,709,702</b>	<b>49,815,331</b>	<b>60%</b>

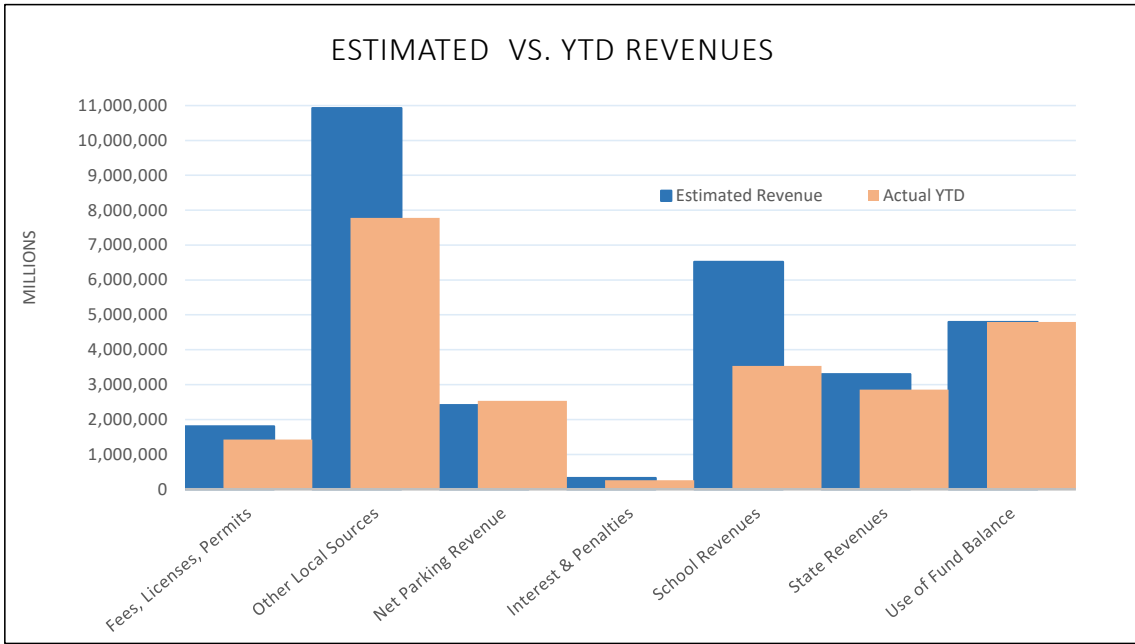
**Annualized Expenditures:** Transfers to Leave at Termination, and Health Insurance Stabilization Funds.

**Other Benefits:** Dental Ins, social security, medicare, life/disability, and contractual allowances.

**Other Operating:** Telephone, postage, office supplies, utilities, sand & salt, professional services, legal expenses, and other operating expenditures.

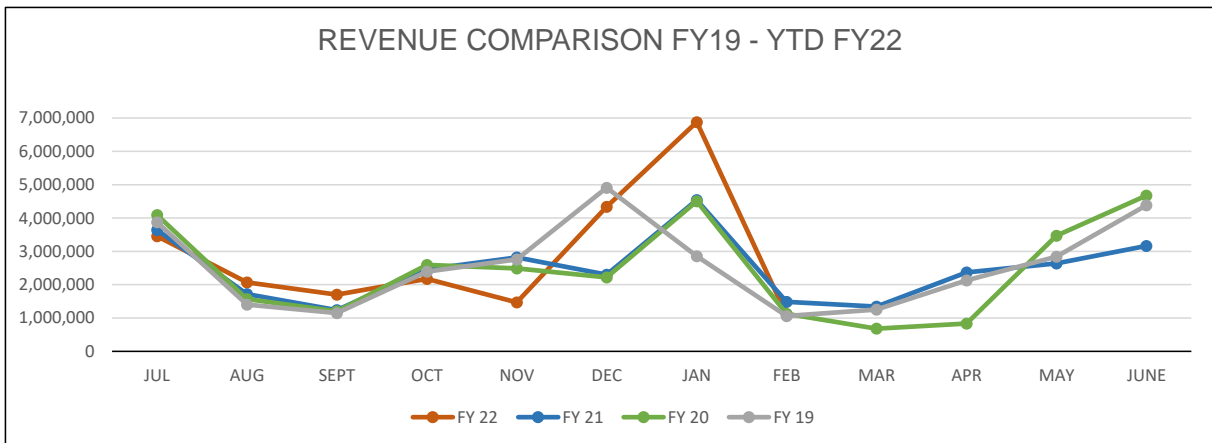
**Other Non-Operating:** Rolling Stock, IT upgrade and equipment replacement, contingency, overlay, etc.

# GENERAL FUND REVENUES



REVENUES LESS PROPERTY TAX				
	ESTIMATED REVENUES	% OF TOTAL	YTD Received	%
<b>Fees, Licenses, Permits</b>	1,807,600	6%	1,427,620	79%
<b>Other Local Sources</b>	10,927,060	36%	7,776,578	71%
<b>Net Parking Revenue</b>	2,412,305	8%	2,534,853	105%
<b>Interest &amp; Penalties</b>	320,549	1%	258,169	81%
<b>School Revenues</b>	6,523,880	22%	3,539,378	54%
<b>State Revenues</b>	3,298,195	11%	2,860,185	87%
<b>Use of Fund Balance</b>	4,796,000	16%	4,796,000	100%
<b>TOTAL REVENUES</b>	\$ 30,085,589	100%	\$ 23,192,782	77%

*Line item detail on the following page*



FY	JUL	AUG	SEPT	OCT	NOV	DEC
FY 22	3,453,354	2,073,368	1,704,610	2,178,509	1,473,505	4,340,600
FY 21	3,639,782	1,716,727	1,236,902	2,456,683	2,821,843	2,302,991
FY 20	4,091,339	1,568,747	1,204,577	2,594,252	2,493,130	2,217,945
FY 19	3,874,875	1,404,708	1,148,900	2,393,192	2,761,580	4,911,352

FY	JAN	FEB	MAR	APR	MAY	JUNE
FY 22	6,880,265	1,088,571	-	-	-	-
FY 21	4,540,869	1,486,926	1,341,846	2,373,148	2,639,480	3,160,255
FY 20	4,505,484	1,129,603	680,899	834,439	3,469,022	4,674,389
FY 19	2,853,543	1,061,171	1,251,069	2,131,896	2,842,783	4,386,632

# GENERAL FUND

## DETAILED REVENUE REPORT

**MONTH ENDING FEBRUARY 28, 2022 - 66.7% OF FISCAL YEAR**

	ESTIMATED	PERIOD RECEIPTS	YTD RECEIPTS	%
<b>FINANCE</b>				
PROPERTY TAXES	95,439,444	0	95,219,836	100%
<b>TOTAL PROPERTY TAXES</b>	<b>95,439,444</b>	<b>0</b>	<b>95,219,836</b>	<b>100%</b>
<b>LOCAL FEES, LICENSES, PERMITS</b>				
OTHER FEES	12,000	3,207	13,198	110%
OTHER LICENSES	12,000	15	3,015	25%
PLANNING BOARD/BOA/SITE REVIEW	160,000	15,117	129,945	81%
BLD PERMITS-PORTS	840,000	23,017	396,064	47%
BLD PERMITS-PEASE	55,000	21,840	177,310	322%
BLD PERMITS-FIRE	105,000	5,415	60,395	58%
ELEC PERMITS-PORT	105,000	8,887	102,054	97%
ELEC PERMITS-PEASE	15,000	50	5,180	35%
PLUM PERMITS-PORT	154,000	26,025	158,624	103%
PLUM PERMITS-PEASE	20,000	125	7,420	37%
SIGN PERMITS	6,000	410	2,840	47%
POLICE ALARMS	30,000	0	20,700	69%
BURNING PERMITS	1,500	0	0	0%
EXCAVATION PERMITS	50,000	50	68,600	137%
FLAGGING PERMIT	9,000	375	7,125	79%
SOLID WASTE	55,000	3,632	61,042	111%
BLASTING PERMIT	100	0	0	0%
NEW DRIVEWAY PERMIT	3,000	0	200	7%
OUTDOOR POOL	10,000	0	11,245	112%
RECREATION DEPARTMENT	90,000	16,858	102,114	113%
BOAT RAMP FEES	10,000	5	11,908	119%
RECREATION RENTALS	0	375	3,445	0%
HEALTH FOOD PERMITS	65,000	500	85,196	131%
<b>TOTAL LOCAL FEES, LICENSES AND PERMITS</b>	<b>1,807,600</b>	<b>125,903</b>	<b>1,427,620</b>	<b>79%</b>
<b>OTHER LOCAL SOURCES</b>				
TIMBER TAX	500	0	0	0%
PAYMENTS IN LIEU OF TAXES	190,000	0	234,067	123%
MUNICIPAL AGENT FEES	72,000	5,406	48,957	68%
MOTOR VEHICLE FEES	4,900,000	377,008	3,267,629	67%
TITLE APPLICATIONS	9,000	530	6,082	68%
BOAT REGISTRATION	10,000	1,145	6,229	62%
PDA AIRPORT DISTRICT	2,680,000	0	1,413,250	53%
WATER/SEWER OVERHEAD	1,418,368	118,197	945,579	67%
SALE - MUNICIPAL PROP	5,000	0	53,183	1064%
MISC REVENUE	70,000	3,689	383,430	548% *
DOG LICENSES	17,000	143	5,669	33%
MARRIAGE LICENSES	2,200	84	1,316	60%
CERTIFICATES-BIRTH	27,000	2,207	19,181	71%
RENTAL OF CITY PROPERTY	70,000	22,436	85,128	122%
RENTAL OF CITY HALL COM	20,692	1,702	13,735	66%
CABLE FRANCHISE FEE	360,000	118,913	360,000	100%
POLICE HAND GUN PERMITS	300	0	190	63%
POLICE OUTSIDE DETAIL	160,000	10,287	290,609	182%
AMBULANCE FEES	900,000	61,026	568,490	63%
WELFARE DEPT REIMBURSEMENT	15,000	691	73,856	492%
<b>TOTAL OTHER LOCAL SOURCES</b>	<b>10,927,060</b>	<b>723,464</b>	<b>7,776,578</b>	<b>71%</b>



	ESTIMATED	PERIOD RECEIPTS	YTD RECEIPTS	%
<b>PARKING REVENUES</b>				
PARKING METER FEE	2,783,750	245,304	2,424,778	87%
METER SPACE RENTAL	150,000	15,110	156,890	105%
PARKING METER -IN DASH	50,000	(45)	21,725	43%
CHARGING STATION	5,500	1,166	6,336	115%
HANOVER TRANSIENT	2,456,500	161,343	1,725,850	70%
HANOVER PASSES	1,377,900	87,425	844,182	61%
FOUNDRY PL TRANSIENT	207,650	21,716	213,643	103%
FOUNDRY PL PASSES	333,600	22,586	237,564	71%
PASS REINSTATEMENT	500	15	986	197%
FOUNDRY PL PASS REINSTATEMENT	500	60	935	187%
PARKING VIOLATIONS	600,000	80,955	605,380	101%
BOOT REMOVAL FEE	5,000	300	2,314	46%
<b>TOTAL PARKING REVENUES</b>	<b>7,970,900</b>	<b>635,935</b>	<b>6,240,583</b>	<b>78%</b>
TRANSFER TO PARKING FUND	(5,558,595)	(463,216)	(3,705,730)	67%
<b>NET PARKING REVENUES FOR GENERAL FUND</b>	<b>2,412,305</b>	<b>172,719</b>	<b>2,534,853</b>	<b>105%</b>
<b>INTEREST &amp; PENALTIES</b>				
INTEREST ON TAXES	170,549	31,651	141,048	83%
INTEREST ON INVESTMENT	150,000	9,295	117,121	78%
<b>TOTAL INTEREST &amp; PENALTIES</b>	<b>320,549</b>	<b>40,946</b>	<b>258,169</b>	<b>81%</b>
<b>SCHOOL REVENUES</b>				
TUITION	6,510,880	24,389	3,289,329	51%
OTHER SOURCES	13,000	1,150	250,049	1923% *
<b>TOTAL SCHOOL REVENUES</b>	<b>6,523,880</b>	<b>25,539</b>	<b>3,539,378</b>	<b>54%</b>
<b>STATE REVENUES</b>				
ROOMS AND MEALS TAX	1,125,000	0	1,639,197	146%
HIGHWAY BLOCK GRANT	416,000	0	342,390	82%
BONDED DEBT- HIGH SCHOOL	1,016,222	0	508,111	50%
BONDED DEBT - MIDDLE SCHOOL	740,973	0	370,487	50%
<b>TOTAL STATE REVENUES</b>	<b>3,298,195</b>	<b>0</b>	<b>2,860,185</b>	<b>87%</b>
<b>USE OF FUND BALANCE</b>				
USE OF FUND BALANCE	2,796,000	0	2,796,000	100%
RESERVE FOR DEBT	1,900,000	0	1,900,000	100%
RESERVE FOR TAX ASSESSMENT APPRAISALS	100,000	0	100,000	100%
<b>TOTAL USE OF FUND BALANCE</b>	<b>4,796,000</b>	<b>0</b>	<b>4,796,000</b>	<b>100%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>125,525,033</b>	<b>1,088,571</b>	<b>118,412,618</b>	<b>94%</b>

\* SchoolCare dental & workers' compensation premium reimbursements from prior year

# ENTERPRISE FUNDS

Enterprise Funds are supported by user fees and are used to account for ongoing organization and activities which are similar to those often found in the private sector.

The City of Portsmouth maintains two enterprise funds: Water and Sewer

Enterprise Funds prepare its budget and financial statements using a *Full Accrual Basis of Accounting* however annual user rates are calculated based on the *Cash Requirements* needed to run the day-to-day operations to pay for capital needs and debt service.

## Fiscal Year 2022 Annual Budget

### Water Fund

Full Accrual Budget	\$ 9,941,953
Cash Requirements	\$ 10,377,764

### Sewer Fund

Full Accrual Budget	\$ 19,269,492
Cash Requirements	\$ 21,919,035

## User Rate Structure - Fiscal Year 2022

Both water and sewer rate structures are based on a two tiered inclining rate, meaning, the first 10 units (a unit is 100 cubic feet of water or 748 gallons) of water consumed each month is billed using one rate, and water consumed greater than 10 units per month is billed at a higher rate.

Water Fund	
	cost per unit of water
First 10 units	\$4.40
Greater than 10 units	\$5.30

Sewer Fund	
<i>Sewer charges are based on water consumption</i>	
	cost per unit of water
First 10 units	\$14.89
Greater than 10 units	\$16.38

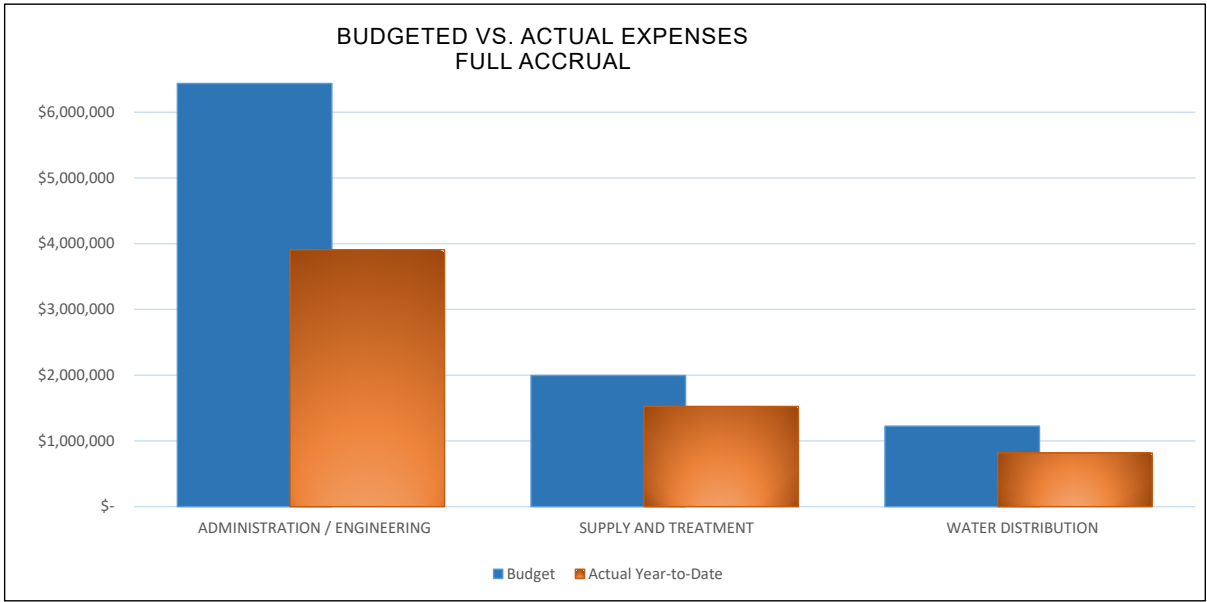
Water Meter Charge	
Meter charges are based on meter size	
<u>Meter Size</u>	<u>Monthly Rate</u>
5/8"	\$4.95
3/4"	\$4.95
1"	\$8.27
1 1/2"	\$14.25
2"	\$22.91
3"	\$36.26
4"	\$68.74
6"	\$120.27
8"	\$168.01
10"	\$252.02

Water Irrigation User Rate	
Irrigation charges are based on a three tiered inclining rate structure	
	cost per unit of water
First 10 units or less	\$5.30
Over 10 and up to 20 units	\$10.00
Over 20 units	\$12.34

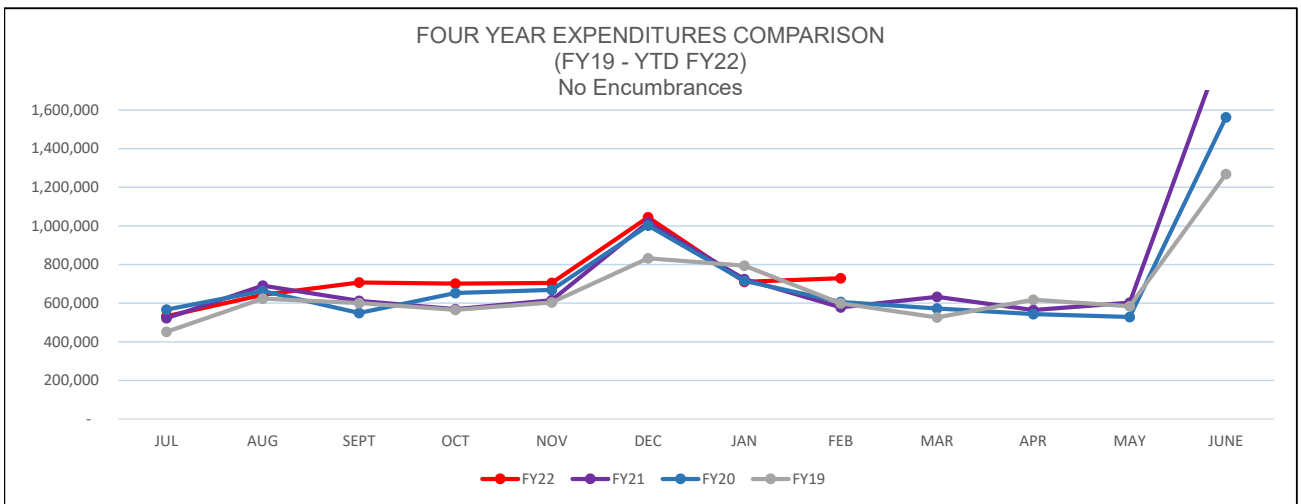
# WATER FUND YTD EXPENSES

**MONTH ENDING February 28, 2022**

**66.7% of Fiscal Year**



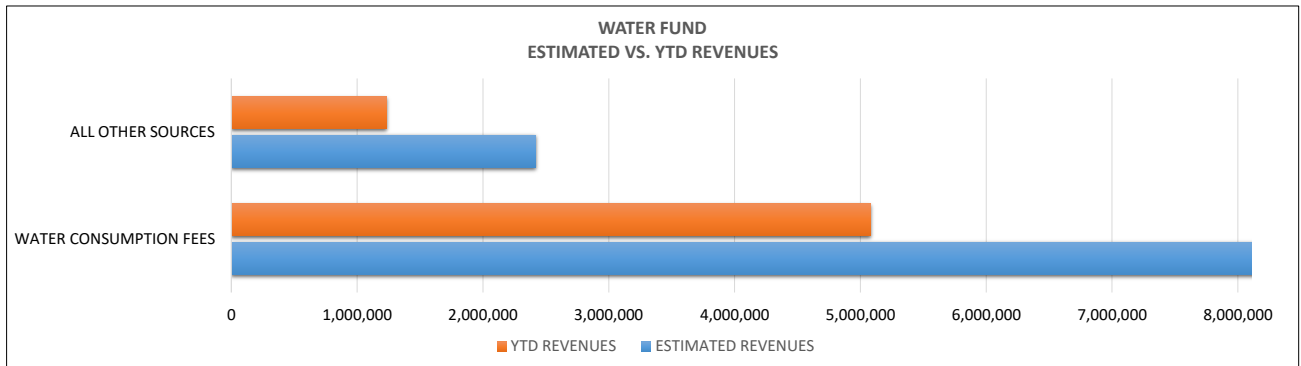
WATER FUND FULL ACCRUAL	APPROPRIATION	PERIOD ENDING	ENCUMBRANCES	ACTUAL + ENC TOTAL	YEAR-TO-DATE BALANCE	% EXPENDED
		February 28, 2022				
ADMINISTRATION / ENGINEERING	6,437,457	434,897	32,491	3,908,941	2,528,516	60.7%
SUPPLY AND TREATMENT	1,995,742	211,529	435,918	1,525,085	470,657	76.4%
WATER DISTRIBUTION	1,226,927	66,662	137,770	817,387	409,540	66.6%
AIR FORCE OPERATIONS	281,827	16,216	14,459	132,587	149,240	47.0%
<b>TOTAL</b>	<b>9,941,953</b>	<b>729,304</b>	<b>620,638</b>	<b>6,384,000</b>	<b>3,557,953</b>	<b>64.2%</b>



FISCAL YEAR	JUL	AUG	SEPT	OCT	NOV	DEC
FY22	532,364	642,993	707,475	701,567	704,359	1,044,660
FY21	522,041	690,839	611,459	569,516	615,190	1,018,094
FY20	566,798	663,011	549,566	652,609	668,648	1,001,558
FY19	451,629	623,841	600,496	565,828	604,271	832,357

FISCAL YEAR	JAN	FEB	MAR	APR	MAY	June with YE encumbrances
FY22	710,251	729,304	-	-	-	-
FY21	724,212	578,095	633,016	564,055	602,683	1,970,625
FY20	715,268	606,134	572,540	543,605	528,530	1,562,776
FY19	794,488	599,554	525,873	618,095	584,288	1,268,493

# WATER FUND REVENUES



Water Fund Estimated and Year-to-Date Revenues				
	ESTIMATED REVENUES	% OF TOTAL	YTD REVENUES	% RECEIVED
WATER CONSUMPTION FEES	8,332,074	75.5%	5,079,785	61.0%
OTHER CHARGES	2,130,253	19.3%	1,136,911	53.4%
OTHER FINANCING SOURCES	287,221	2.6%	97,294	33.9%
AIR FORCE OPERATIONS	281,827	2.6%	101,210	35.9%
CAPITAL CONTRIBUTIONS	0	0.0%	35,849	0.0%
<b>TOTAL</b>	<b>\$ 11,031,375</b>	<b>100.0%</b>	<b>\$ 6,451,048</b>	<b>58.5%</b>

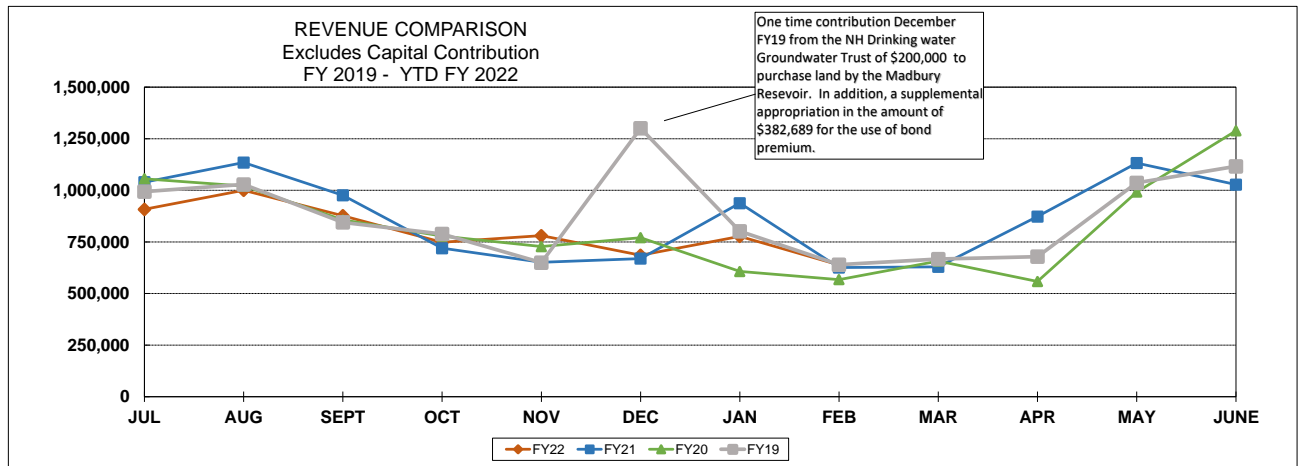
*Water Consumption Fees* : Revenues based on water consumption

*Other Charges* : Meter fees, hydrant rental, utility revenue, fire services, job worked, backflow testing, capacity use surcharge

*Air Force Operations* : Air Force reimbursement for operations at Pease Well

*Other Financing Sources* : Interest on investments, interest only for special agreements

*Capital Contributions* : Contributions for capital projects from other governments or private entities



Capital contribution from the Air Force for the Pease Well Mitigation project:	
FY19	1,771,085
FY20	6,724,550
FY21	4,509,394
FY22YTD	35,849
<b>Total to date</b>	<b>\$13,040,878</b>

Other Capital Contribution	
FY20 YTD	\$52,000

REVENUES: EXCLUDES CAPITAL CONTRIBUTION							
FY	JUL	AUG	SEPT	OCT	NOV	DEC	
FY22	908,170	1,000,215	876,810	748,344	780,507	685,424	
FY21	1,039,610	1,134,800	976,295	719,864	651,344	669,554	
FY20	1,056,156	1,020,567	856,827	778,169	727,650	770,620	
FY19	993,800	1,028,451	845,025	788,402	649,884	1,300,682	

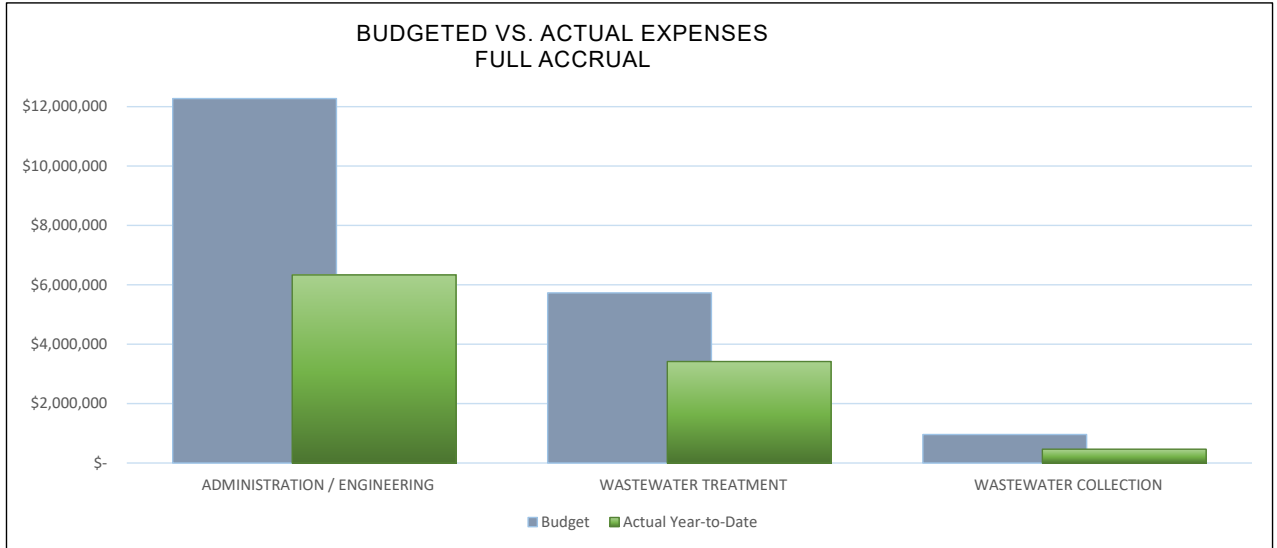
FY	JAN	*FEB	MAR	APR	MAY	JUNE
FY22	777,293	638,436	-	-	-	-
FY21	937,927	625,918	629,359	873,036	1,132,429	1,027,833
FY20	606,941	567,523	657,476	558,450	991,948	1,288,540
FY19	801,873	639,863	666,901	678,537	1,036,551	1,116,114

\*Estimated

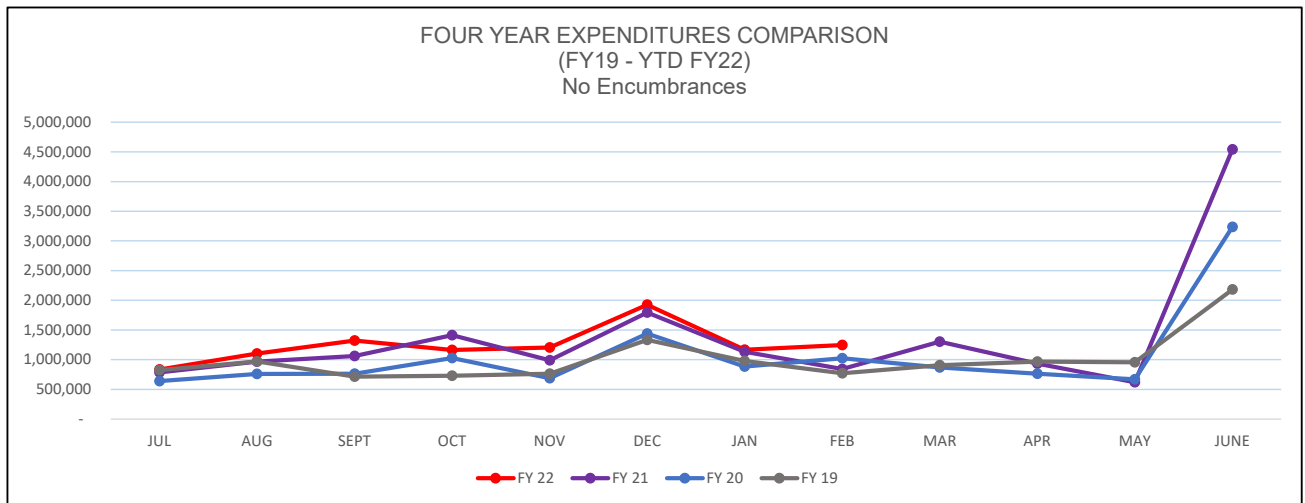
# SEWER FUND EXPENSES

**MONTH ENDING February 28, 2022**

**66.7% of Fiscal Year**



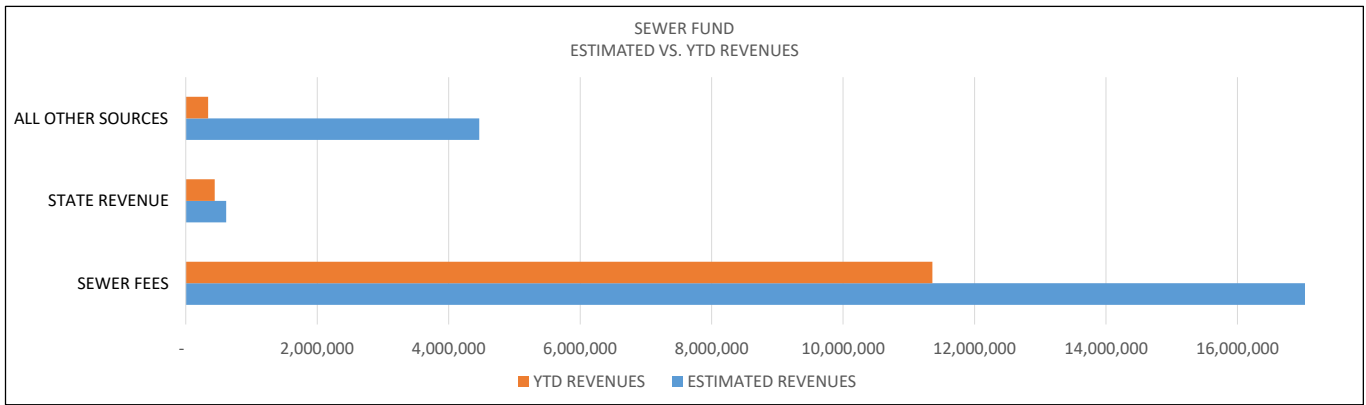
SEWER FUND FULL ACCRUAL	APPROPRIATION	PERIOD ENDING	ENCUMBRANCES	ACTUAL + ENC	YEAR-TO-DATE	%
		February 28, 2022		TOTAL	BALANCE	ENC/EXPENDED
ADMINISTRATION / ENGINEERING	12,272,589	657,757	140,319	6,333,309	5,939,280	51.6%
WASTEWATER TREATMENT	5,728,681	509,963	233,264	3,417,549	2,311,132	59.7%
WASTEWATER COLLECTION	956,229	55,106	79,809	465,572	490,657	48.7%
TRANSFER TO STORMWATER	311,993	25,999	-	207,995	103,998	66.7%
<b>TOTAL</b>	<b>19,269,492</b>	<b>1,248,825</b>	<b>453,391</b>	<b>10,424,425</b>	<b>8,845,067</b>	<b>54.10%</b>



FISCAL YEAR	JUL	AUG	SEPT	OCT	NOV	DEC
FY 22	834,494	1,105,050	1,321,002	1,164,501	1,205,444	1,924,996
FY 21	785,364	968,571	1,060,848	1,411,310	991,535	1,794,180
FY 20	640,427	758,976	764,739	1,026,985	690,416	1,440,490
FY 19	826,024	971,483	715,110	729,656	762,373	1,334,032

FISCAL YEAR	JAN	FEB	MAR	APR	MAY	JUN
FY 22	1,166,723	1,248,825	-	-	-	-
FY 21	1,132,271	843,146	1,304,790	935,490	620,241	4,541,478
FY 20	885,513	1,022,676	871,311	764,822	670,804	3,236,162
FY 19	977,718	770,846	907,578	968,706	957,892	2,181,155

## SEWER FUND REVENUES



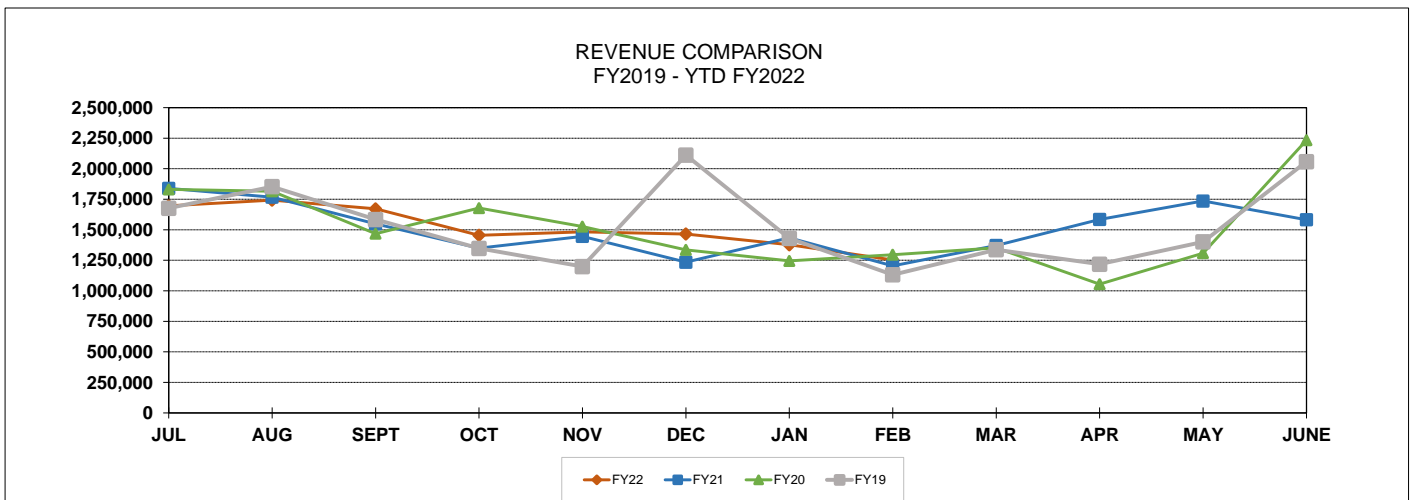
Sewer Fund Estimated and Year-to-Date Revenues				
	ESTIMATED REVENUES	% OF TOTAL	YTD REVENUES	% RECEIVED
SEWER FEES	17,114,440	77.1%	11,359,710	66.4%
OTHER CHARGES	313,000	1.4%	138,639	44.3%
STATE REVENUE	615,161	2.8%	441,722	71.8%
OTHER FINANCING SOURCES	4,152,141	18.7%	202,339	4.9%
<b>TOTAL</b>	<b>22,194,742</b>	<b>100.0%</b>	<b>12,142,411</b>	<b>54.7%</b>

**Sewer Fees:** Sewer charges based on water consumption

**Other Charges:** Septage, permits, and capacity use surcharge

**State Revenues:** State Aid Grants

**Other Financing Sources:** Interest on investments and special agreements



FY	JUL	AUG	SEPT	OCT	NOV	DEC
FY22	1,695,881	1,742,764	1,671,056	1,455,091	1,482,564	1,465,042
FY21	1,838,919	1,767,116	1,548,572	1,349,307	1,446,022	1,234,782
FY20	1,830,650	1,815,449	1,467,850	1,678,053	1,526,408	1,335,715
FY19	1,676,252	1,853,277	1,583,806	1,347,764	1,199,105	2,111,382

FY	JAN	*FEB	MAR	APR	MAY	JUNE
FY22	1,377,417	1,252,595	-	-	-	-
FY21	1,433,678	1,204,418	1,371,239	1,584,731	1,735,757	1,582,257
FY20	1,244,717	1,295,534	1,352,001	1,054,697	1,308,682	** 2,233,567
FY19	1,429,664	1,131,558	1,336,916	1,218,039	1,401,056	2,058,078

\*Estimated

\*\*FY20 Revenues do not include adjustment for loss on disposal of assets

# PARKING AND TRANSPORTATION FUND

**MONTH ENDING February 28, 2022**

The Parking & Transportation fund is a Special Revenue Fund which accounts for the proceeds of specific revenue sources and transfers from other funds that are restricted to expenditures for specified purposes.

## REVENUES

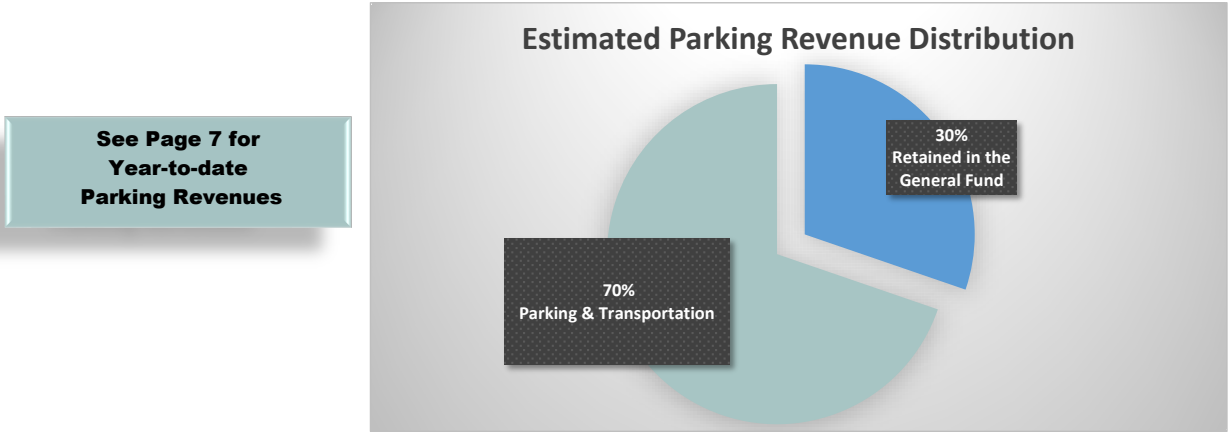
Parking & Transportation expenditures are funded 100% from parking related revenues

Parking Revenues in excess of Parking and Transportation operations are reported in the General Fund.

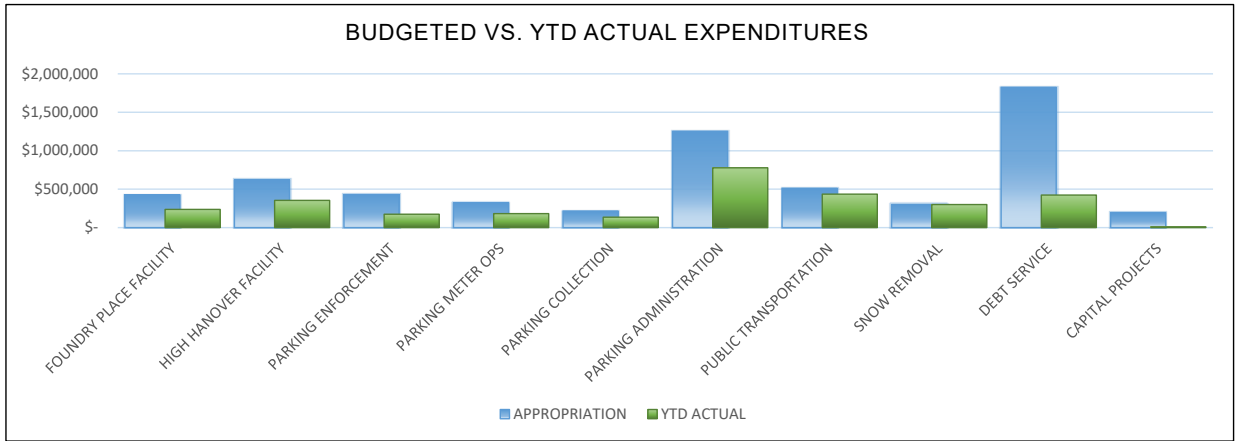
The pie graph below displays the distribution of revenues between the General and Parking & Transportation Funds.

Estimated Revenues from Parking related fees are estimated for FY22 to be \$ 7.9 million.

30% of Parking related revenues are retained in the General Fund which offsets property taxes.



## EXPENDITURES



PARKING AND TRANSPORTATION	APPROPRIATION	PERIOD	ENCUMBRANCES	Actual + Enc	Year-To-Date	%
		ENDING		Total	Balance	Enc/Expended
		<i>February 28, 2022</i>				
FOUNDRY PLACE FACILITY	424,797	29,468	2,315	239,176	185,621	56.3%
HIGH HANOVER FACILITY	619,411	55,071	4,119	358,276	261,135	57.8%
PARKING ENFORCEMENT	428,618	24,874	36,753	211,034	217,584	49.2%
PARKING METER OPS	321,333	38,396	78,221	260,350	60,983	81.0%
PARKING COLLECTION	215,078	16,915	-	135,591	79,487	63.0%
PARKING ADMINISTRATION	1,252,581	80,772	8,930	786,726	465,855	62.8%
PUBLIC TRANSPORTATION	510,344	-	54,801	490,156	20,188	96.0%
PARKING ENGINEERING	169,413	6,287	-	-	169,413	0.0%
SNOW REMOVAL	300,000	300,000	-	300,000	-	100.0%
DEBT SERVICE	1,823,813	-	-	423,406	1,400,407	23.2%
CAPITAL PROJECTS	195,000	3,684	115,927	125,070	69,930	0.0%
CONTINGENCY	197,000	12,833	-	78,059	118,941	39.6%
TOTAL	6,457,388	568,300	301,067	3,407,844	3,049,544	52.8%