

Birchwood Village Treasurer's Report
2-14-12

To: City Council
From: Cindie J Reiter, Treasurer

Financial Report

Attached are the CTAS reports:

The **Interim Financial Report** 2012 report does not show full budget entered. *REVISED Interim report to be provided at time of meeting.*

Disbursement Register is presented for period of **January 1 through February 9, 2012**. **Receipt Register** is presented for same period.

The **Cash Balance Statement** is the beginning balances (same as: prior year-end). The beginning balances are all cash balances – which reside at US Bank (checking for operating funds & savings) and at Piper Jaffray (money market accounts for various fund reserves & savings). *REPORT PRESENTED IS 2011 - expected as final and city's financial statements to be drafted from this for approval at March meeting before submission to State Auditor.*

Current Items of Interest-

- Year End financial Report do to State Auditor's office by End of March 2012.
- Other required Annual reports (ex: Report of Outstanding Indebtedness, Summary Budget Report, Lobby Report, PERA Exclusion, etc.) COMPLETED

Water Fund & Sewer Fund – Have begun review with Shelly R for fee structure and will continue this month.

Note: *Special assessment interest refunds due, but county has not yet released Unpaid or Delinquent tax lists

Please call/email with any questions.

Cindie J Reiter,

Birchwood City Treasurer

***Special Assessment – Pay 2011 REFUND IN 2012**

Resolution of over calculation of interest for Pay 2011 is to refund all PAID debt service special assessment for Pay 2011. This refund will be sent to property owners after the county provides report of those properties paid for 2011. ***The report should be available in the first quarter 2012 – refunds to be issued shortly after.***

As of 12/31/2012

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$325,000.00	\$409.80	(\$324,590.20)
Total Acct 310	\$325,000.00	\$409.80	(\$324,590.20)
Building Permits	\$8,500.00	\$1,824.85	(\$6,675.15)
Dog Licenses	\$1,000.00	\$0.00	(\$1,000.00)
Dock/Lift Permit Fee	\$0.00	\$100.00	\$100.00
Total Acct 322	\$9,500.00	\$1,924.85	(\$7,575.15)
State Grants and Aids	\$238.00	\$0.00	(\$238.00)
Total Acct 334	\$238.00	\$0.00	(\$238.00)
Recycle Grant	\$1,650.00	\$0.00	(\$1,650.00)
Cable Comm. Grant	\$7,000.00	\$0.00	(\$7,000.00)
Total Acct 336	\$8,650.00	\$0.00	(\$8,650.00)
City Hall & Garage Rent	\$500.00	\$31.50	(\$468.50)
Total Acct 341	\$500.00	\$31.50	(\$468.50)
Fines	\$1,000.00	\$0.00	(\$1,000.00)
Total Acct 351	\$1,000.00	\$0.00	(\$1,000.00)
Interest Earnings	\$1,000.00	\$0.00	(\$1,000.00)
Contrib. & Donations-Private	\$400.00	\$670.00	\$270.00
Total Acct 362	\$1,400.00	\$670.00	(\$730.00)
Total Revenues	\$346,288.00	\$3,036.15	(\$343,251.85)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$175.00	\$489.05	(\$314.05)
Total Acct 411	\$175.00	\$489.05	(\$314.05)
City Council	\$0.00	\$319.20	(\$319.20)
Total Acct 413	\$0.00	\$319.20	(\$319.20)
Clerk - Treasurer	\$0.00	\$3,355.56	(\$3,355.56)
Elections	\$0.00	\$470.00	(\$470.00)
Office Operations/Supplies	\$0.00	\$167.12	(\$167.12)
Postage/Postal Permits	\$0.00	\$132.00	(\$132.00)
Total Acct 414	\$0.00	\$4,124.68	(\$4,124.68)
Legal Services	\$0.00	\$1,518.27	(\$1,518.27)
Engineer Service	\$0.00	\$297.00	(\$297.00)
Total Acct 416	\$0.00	\$1,815.27	(\$1,815.27)
City Training & Development	\$0.00	\$210.00	(\$210.00)
City Hall-Gov't Buildings	\$0.00	\$680.51	(\$680.51)
Total Acct 419	\$0.00	\$890.51	(\$890.51)

City of Birchwood Village Financial Report by Account Number (YTD)

02/10/2012

Police	\$0.00	\$14,962.66	(\$14,962.66)
Total Acct 421	\$0.00	\$14,962.66	(\$14,962.66)
Fire	\$0.00	\$3,552.84	(\$3,552.84)
Total Acct 422	\$0.00	\$3,552.84	(\$3,552.84)
Building Inspection	\$0.00	\$855.00	(\$855.00)
Total Acct 424	\$0.00	\$855.00	(\$855.00)
Other Protection	\$0.00	\$68.38	(\$68.38)
Total Acct 428	\$0.00	\$68.38	(\$68.38)
Ice and Snow Removal	\$0.00	\$3,122.08	(\$3,122.08)
Street Lights	\$0.00	\$2,510.69	(\$2,510.69)
Total Acct 431	\$0.00	\$5,632.77	(\$5,632.77)
Sanitation - Recycling	\$0.00	\$1,873.80	(\$1,873.80)
Total Acct 441	\$0.00	\$1,873.80	(\$1,873.80)
Parks	\$0.00	\$1,541.55	(\$1,541.55)
Total Acct 452	\$0.00	\$1,541.55	(\$1,541.55)
Total Disbursements	\$175.00	\$36,125.71	(\$35,950.71)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

City of Birchwood Village Financial Report by Account Number (YTD)

02/10/2012

As of 12/31/2012

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$100.00	\$100.00
Total Acct 322	\$0.00	\$100.00	\$100.00
Total Revenues	\$0.00	\$100.00	\$100.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 12/31/2012

Sewer 2004 Bonds

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$1,884.00	(\$1,884.00)
Total Acct 471	\$0.00	\$1,884.00	(\$1,884.00)
Total Disbursements	\$0.00	\$1,884.00	(\$1,884.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

City of Birchwood Village Financial Report by Account Number (YTD)

02/10/2012

As of 12/31/2012

Birchwood In Re-hab Bond

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

City of Birchwood Village Interim Financial Report by Account Number (YTD)

02/10/2012

As of 12/31/2012

Sewer Re-hab 2008 Debt

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$241.82	\$241.82
Total Acct 361	\$0.00	\$241.82	\$241.82
Total Revenues	\$0.00	\$241.82	\$241.82
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

City of Birchwood Village Financial Report by Account Number (YTD)

02/10/2012

As of 12/31/2012

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 12/31/2012

Capital Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

City of Birchwood Villagegerim Financial Report by Account Number (YTD)

02/10/2012

As of 12/31/2012

Cap Proj - Catchbasin

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

City of Birchwood Village Financial Report by Account Number (YTD)

02/10/2012

As of 12/31/2012

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
DELQ - Water-Sewer fees	\$0.00	\$199.50	\$199.50
Total Acct 361	\$0.00	\$199.50	\$199.50
Total Revenues	\$0.00	\$199.50	\$199.50
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Legal Services	\$0.00	\$126.50	(\$126.50)
Engineer Service	\$0.00	\$594.00	(\$594.00)
Total Acct 416	\$0.00	\$720.50	(\$720.50)
Utility Locates	\$0.00	\$10.98	(\$10.98)
Total Acct 428	\$0.00	\$10.98	(\$10.98)
Water Utility	\$0.00	\$10,763.33	(\$10,763.33)
Wtr/Swr Emergency	\$0.00	\$1,019.56	(\$1,019.56)
Total Acct 431	\$0.00	\$11,782.89	(\$11,782.89)
Total Disbursements	\$0.00	\$12,514.37	(\$12,514.37)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

City of Birchwood Village Interim Financial Report by Account Number (YTD)

02/10/2012

As of 12/31/2012

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
DELQ - Water-Sewer fees	\$0.00	\$199.50	\$199.50
Total Acct 361	\$0.00	\$199.50	\$199.50
Total Revenues	\$0.00	\$199.50	\$199.50
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Utility Locates	\$0.00	\$10.97	(\$10.97)
Total Acct 428	\$0.00	\$10.97	(\$10.97)
Sewer Utility	\$0.00	\$8,165.76	(\$8,165.76)
Total Acct 431	\$0.00	\$8,165.76	(\$8,165.76)
Total Disbursements	\$0.00	\$8,176.73	(\$8,176.73)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

Fund Name: All Funds
 Date Range: 01/10/2012 to 02/10/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/10/2012	Eckberg, Lammers, Briggs, Wolff	Legal Service -Dec 2011	26951	\$509.28	100-41600-300	\$509.28
01/10/2012	City of White Bear Lake Public Work	Water Purchase Qtr 4	26952	\$10,153.08	601-43180-215	\$10,153.08
01/10/2012	Washington County	Sand - Dec 2011	26953	\$637.18	100-43125-210	\$637.18
01/10/2012	On-Site Sanitation Inc	Rental Unit - Tighe Schmidt Jan 2011	26954	\$108.33	100-45200-305	\$108.33
01/10/2012	Waste Management of WI-MN	Recycle - Dec 2011	26955	\$936.90	100-44100-305	\$936.90
01/10/2012	Qwest/CenturyLink	Phone/Fax linesJan 2012	26956	\$112.72	100-41940-321	\$112.72
01/10/2012	Xcel Energy	Street Lights -Jan 2012	26957	\$1,294.84	100-43160-380	\$1,294.84
01/10/2012	City of White Bear Lake Fire	Fire Srvc -Jan 2012	26958	\$1,776.42	100-42200-305	\$1,776.42
01/10/2012	City of White Bear Lake Police	Law Enforcement -jan 2012	26959	\$7,481.33	100-42100-305	\$7,481.33
01/10/2012	Metropolitan Council Env. Service	Wastewater Service February 2012	26960	\$3,313.35	605-43190-217	\$3,313.35
01/10/2012	Washington County	Code RED FEE 2012	26961	\$68.38	100-42800-305	\$68.38
01/10/2012	Mobile Mini, Inc	Warm House /Rental Jan 2012	26962	\$267.03	100-45200-520	\$267.03
01/10/2012	Elfering & Associates	Eng Srvc- Dec 2011	26963	\$495.00	100-41650-300 601-41650-300	\$198.00 \$297.00
01/10/2012	Gopher State One Call	Locates Dec 2011 (5 email)	26964	\$11.70	601-42805-305 605-42805-305	\$5.85 \$5.85
01/10/2012	Xcel Energy	Sewer Lift Stn -Jan 2012	26965	\$404.33	605-43190-381	\$404.33
01/10/2012	Press Publications	Utility Ord Publication 2011	26966	\$84.90	100-41130-351	\$84.90
01/12/2012	IRS - US Treasury	FEDTaxes PE 12/31/2011	FED122011	\$1,235.09	100-41310-160 100-41310-162 100-41310-164 100-41310-166 100-41400-110 100-41400-160 100-41400-162 100-41400-164 100-41400-166 100-45200-160 100-45200-162 100-45200-164 100-45200-166	\$34.80 \$148.80 \$34.80 \$100.80 \$380.52 \$57.66 \$246.60 \$57.66 \$167.05 \$0.70 \$2.98 \$0.70 \$2.02
01/12/2012	MN Department of Revenue	State W/H Dec 2011	MN122011	\$218.11	100-41400-115	\$218.11

City of Birchwood Village

Disbursements Register

02/10/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/13/2012	Postmaster	Stamps - 300	26967	\$132.00	100-41430-200	\$132.00
01/17/2012	PERA	Staff Retirement PE 12/15/11	PERA123111	\$270.72	100-41400-120 100-41400-121	\$145.39 \$125.33
01/26/2012	Xcel Energy	Sewer Lift Stn -Feb 2012	26968	\$318.23	605-43190-381	\$318.23
01/26/2012	Xcel Energy	Warming house -Feb 2012	26969	\$275.44	100-45200-381	\$275.44
01/26/2012	Xcel Energy	City Hall gas/elec - Jan 2012	26970	\$410.90	100-41940-381	\$410.90
01/31/2012	U S Bank	Debt Service #301 Payment Interest	EFT013112	\$1,884.00	301-47100-610	\$1,884.00
02/02/2012	PERA	Staff Retirement PE 12/31/11	PERA011512	\$243.14	100-41400-120 100-41400-121	\$130.58 \$112.56
02/02/2012	PERA	Staff Retirement PE 1/15/12	PERA013112	\$268.79	100-41400-120 100-41400-121	\$144.35 \$124.44
02/09/2012	S&T Office Supplies	Paper/Banker Boxes	26984	\$126.45	100-41420-200	\$126.45
02/09/2012	City of White Bear Lake Bldg Inspec	Bldg Inspections -Dec 2011	26985	\$855.00	100-42401-305	\$855.00
02/09/2012	City of White Bear Lake Public Work	Lift Stn ck/Wtr Test/Emerg Hydrnt repair/Mo mgmt fee	26986	\$2,004.05	601-43180-305 601-43185-305 601-43185-305 601-43185-305 605-43190-305 605-43190-305	\$329.75 \$140.00 \$477.70 \$210.90 \$169.70 \$536.00 \$140.00
02/09/2012	Press Publications	Legal Publication 2012	26987	\$113.20	100-41130-351	\$113.20
02/09/2012	TSE, INC	City Hall Janitorial - 1/3/2012	26988	\$19.00	100-41940-305	\$19.00
02/09/2012	Press Publications	Fee Sch/DNR Publication 2012	26989	\$191.03	100-41130-351	\$191.03
02/09/2012	Washington County	TNT FEE 2012	26990	\$99.92	100-41130-305	\$99.92
02/09/2012	Mobile Mini, Inc	Warm House /Rental Feb 2012	26991	\$267.03	100-45200-520	\$267.03
02/09/2012	Washington County	Equipment Mntnc fee 2012	26992	\$470.00	100-41410-305	\$470.00
02/09/2012	Ken Johnson	Snow/Ice Removal & Wtr mainbreak sand/scape	26993	\$1,675.00	100-43125-305 601-43185-305 601-43185-305	\$1,525.00 \$75.00 \$75.00
02/09/2012	City of White Bear Lake Fire	Fire Srvc -Feb 2012	26994	\$1,776.42	100-42200-305	\$1,776.42
02/09/2012	City of White Bear Lake Police	Law Enforcement - Feb 2012	26995	\$7,481.33	100-42100-305	\$7,481.33

City of Birchwood Village

Disbursements Register

02/10/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
02/09/2012	TSE, INC	City Hall Janitorial - 1/17/2012	26996	\$19.00	100-41940-305	\$19.00
02/09/2012	Gopher State One Call	Locates Jan 2012 (5 email & voice)	26997	\$10.25	601-42805-305	\$5.13
					605-42805-305	\$5.12
02/09/2012	Elfering & Associates	Eng Srvc- Jan 2012	26998	\$396.00	100-41650-300 601-41650-300	\$99.00 \$297.00
02/09/2012	Little Canada, City of	Readings Qtr 1 2012	26999	\$281.00	601-43180-305 605-43190-305	\$140.50 \$140.50
02/09/2012	Toshiba Business Solutions, USA Inc	Qtrly Mntnc Nov - Feb	27000	\$40.67	100-41420-305	\$40.67
02/09/2012	Waste Management of WI-MN	Recycle - Jan 2012	27001	\$936.90	100-44100-305	\$936.90
02/09/2012	Qwest/CenturyLink	Phone/Fax linesFEb 2012	27002	\$118.89	100-41940-321	\$118.89
02/09/2012	Xcel Energy	Street Lights - Feb 2012	27003	\$1,215.85	100-43160-380	\$1,215.85
02/09/2012	On-Site Sanitation Inc	Rental Unit - Tighe Schmidt Feb 2012	27004	\$108.33	100-45200-305	\$108.33
02/09/2012	TA Schifsky & Sons, INC	Street Mntnc - asphalt for break	27005	\$11.26	601-43185-220	\$11.26
02/09/2012	Washington County	Sand Jan 2012	27006	\$959.90	100-43125-305	\$959.90
02/09/2012	GTS	MCFOA conference clerk - 2012	27007	\$210.00	100-41920-310	\$210.00
02/09/2012	Metropolitan Council Env. Service	Wastewater ServiceMarch 2012	27008	\$3,313.35	605-43190-217	\$3,313.35
02/09/2012	Eckberg, Lammers, Briggs, Wolff	Legal Service -Jan 2012	27009	\$1,135.49	100-41600-300 601-41600-300	\$1,008.99 \$126.50
Total For Period				\$56,746.51		
Total Year To Date				\$56,746.51		

Fund Name: All Funds
Date Range: 01/01/2012 to 02/10/2012

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/03/2012	Lund, John	Boat Lift Storage Fee	606	\$100.00	210-32260	\$100.00
01/03/2012	Manship Plbmg	Bldg permit #WB053936	607	\$10.25	100-32210	\$10.25
01/03/2012	Winters (BWD ck#26923)	Donation - return of per diem	608	\$95.00	100-36230	\$95.00
01/03/2012	Velin, John	Garage Rent - pro-rata	609	\$10.50	100-34101	\$10.50
01/03/2012	White Bear Township	Special Assessments (E Co Line)	610	\$505.28	305-36110 601-36130 605-36130	\$106.28 \$199.50 \$199.50
01/13/2012	Nelson,Thomas	Boat Lift Storage Fee	624	\$100.00	100-32260	\$100.00
01/13/2012	Woodbury Mechanical	Bldg Permit WB#054042	625	\$35.00	100-32210	\$35.00
01/13/2012	Tom Clark Construction	Bldg Permit #WB054147	626	\$1,629.63	100-32210	\$1,629.63
02/08/2012	Miller - Writers Unlimited Group	City Hall use - donation	634	\$575.00	100-36230	\$575.00
02/08/2012	Velin, John	Garage Rental fee	635	\$21.00	100-34101	\$21.00
02/08/2012	Prescription Htg	Bldg Permit #WC054181	636	\$25.50	100-32210	\$25.50
02/08/2012	Architect Mechanical Inc	Bldg Permit #054152	637	\$62.80	100-32210	\$62.80
02/08/2012	Standard Heating	Bldg permit #WB054216	638	\$61.67	100-32210	\$61.67
02/08/2012	WA County Tax	Property tax & SA Dec 2011	639	\$545.34	100-31000 305-36110	\$409.80 \$135.54
Total For Period				\$3,776.97		
Total Year To Date				\$3,776.97		

As of 02/10/2012
Fiscal Year:2011

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,678.05	\$353,993.03	\$354,655.42	\$513,015.66
Special Rev Projects	\$7,550.65	\$9,435.75	\$5,504.73	\$11,481.67
Sewer 2004 Bonds	\$0.00	\$31,184.18	\$31,184.18	\$0.00
Birchwood In Re-hab Bond	\$0.00	\$985.07	\$985.07	\$0.00
Sewer Re-hab 2008 Debt	\$0.00	\$31,689.88	\$31,689.88	\$0.00
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$65,527.99	\$0.00	\$6,000.00	\$59,527.99
Cap Proj - Catchbasin	\$0.00	\$32,543.00	\$32,543.00	\$0.00
Water Enterprise Fund	\$45,623.45	\$60,541.45	\$70,434.29	\$35,730.61
Sewer Enterprise Fund	\$173,186.41	\$94,165.59	\$92,647.95	\$174,704.05
Total	\$847,137.55	\$614,537.95	\$625,644.52	\$836,030.98