

**TOWN OF SAN ANSELMO**

Staff Report

November 15, 2013

For the Meeting of November 19, 2013

TO: Parks & Recreation Commission  
FROM: David P. Donery, Community Services Director  
SUBJECT: Financial Report on Recreation Fund

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**RECOMMENDATION**

That the Commission review the Recreation Fund Revenue and Expenditure Report for the period ending October 31, 2013.

**BACKGROUND**

The Recreation Department offers a wide variety of fee-based programs throughout the fiscal year including sports programs and leagues, youth and adult classes, childcare and camps. Additional revenue is generated throughout facility rentals and administrative fees. The department has budgeted \$100,000 for facility upgrades to be completed during the current fiscal year. These funds come from the Recreation Fund balance, which ended the last fiscal year at \$191,155. This accounts for the difference between the current year's projected revenue and expenditure totals.

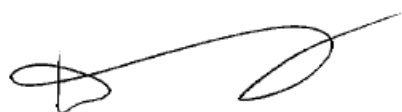
**DISCUSSION**

As of October 31, 2013, 33% of the fiscal year has elapsed and the Recreation Fund is at 45% of projected revenues and 28% of projected expenditures.

For historical comparison purposes, staff has developed the following table.

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
2013-14	1,107,657	499,295	45%	1,207,657	343,121	28%	156,173	14.0%
2012-13	1,010,182	421,955	42%	1,010,182	265,233	26%	156,722	15.5%
2011-12	988,215	371,239	38%	988,215	303,170	31%	68,069	6.8%
2010-11	968,525	370,226	38%	968,525	302,763	25%	67,463	7.0%

Respectfully submitted,



David P. Donery  
Community Services Director



Town of San Anselmo

# Budget Report

## Account Summary

For Fiscal: 2013-2014 Period Ending: 10/31/2013

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 21 - RECREATION</b>							
<b>Revenue</b>							
<b>Department: 61 - SPORTS</b>							
<a href="#">21.61.48100</a>	ADULT SPORTS	11,500.00	11,500.00	1,602.00	2,750.00	-8,750.00	-23.91%
<a href="#">21.61.48101</a>	KIDS SPORTS	53,000.00	53,000.00	2,856.00	14,375.75	-38,624.25	-27.12%
<a href="#">21.61.48102</a>	TENNIS	18,000.00	18,000.00	565.00	15,155.00	-2,845.00	-84.19%
<a href="#">21.61.48103</a>	TUMBLING	198,000.00	198,000.00	21,797.75	70,250.70	-127,749.30	-35.48%
<a href="#">21.61.48105</a>	ROOKIE BASEBALL	14,000.00	14,000.00	0.00	0.00	-14,000.00	0.00%
<a href="#">21.61.48106</a>	ROOKIE SOCCER	36,500.00	36,500.00	320.00	34,660.64	-1,839.36	-94.96%
<a href="#">21.61.48107</a>	ROOKIE BASKETBALL	16,500.00	16,500.00	3,928.00	4,905.39	-11,594.61	-29.73%
<a href="#">21.61.48108</a>	SOFTBALL	12,500.00	12,500.00	0.00	800.00	-11,700.00	-6.40%
<a href="#">21.61.48110</a>	YOUTH SOCCER	58,250.00	58,250.00	3,114.68	69,604.68	11,354.68	119.49%
	<b>Total Department: 61 - SPORTS:</b>	<b>418,250.00</b>	<b>418,250.00</b>	<b>34,183.43</b>	<b>212,502.16</b>	<b>-205,747.84</b>	<b>-50.81 %</b>
<b>Department: 62 - CULTURE</b>							
<a href="#">21.62.48111</a>	ADULT ART & SAFETY	9,493.00	9,493.00	-26.00	2,331.00	-7,162.00	-24.55%
<a href="#">21.62.48112</a>	ADULT CULTURE	6,123.00	6,123.00	857.00	2,145.00	-3,978.00	-35.03%
<a href="#">21.62.48114</a>	KIDS ART & SAFETY	1,449.00	1,449.00	173.00	621.00	-828.00	-42.86%
<a href="#">21.62.48115</a>	KIDS CULTURE	7,855.00	7,855.00	1,501.00	13,578.00	5,723.00	172.86%
<a href="#">21.62.48116</a>	KIDS DANCE	2,492.00	2,492.00	-168.00	916.00	-1,576.00	-36.76%
	<b>Total Department: 62 - CULTURE:</b>	<b>27,412.00</b>	<b>27,412.00</b>	<b>2,337.00</b>	<b>19,591.00</b>	<b>-7,821.00</b>	<b>-71.47 %</b>
<b>Department: 63 - CHILD CARE</b>							
<a href="#">21.63.48119</a>	PARKSIDE	228,770.00	228,770.00	29,740.30	69,762.02	-159,007.98	-30.49%
<a href="#">21.63.48120</a>	SUMMER SHORTS	32,000.00	32,000.00	0.00	0.00	-32,000.00	0.00%
<a href="#">21.63.48121</a>	STAY N PLAY	68,625.00	68,625.00	2,019.00	43,939.00	-24,686.00	-64.03%
<a href="#">21.63.48122</a>	KINDERKOOL	58,750.00	58,750.00	0.00	0.00	-58,750.00	0.00%
<a href="#">21.63.48123</a>	SPECIALTY CAMPS	29,150.00	29,150.00	0.00	9,981.00	-19,169.00	-34.24%
<a href="#">21.63.48124</a>	CAMP SPORTS	59,550.00	59,550.00	0.00	50,284.50	-9,265.50	-84.44%
<a href="#">21.63.48125</a>	DAY CAMPS	56,250.00	56,250.00	0.00	32,787.95	-23,462.05	-58.29%
<a href="#">21.63.48131</a>	ROBSON AFTER SCHOOL PROGRAM	85,250.00	85,250.00	25,144.85	47,252.82	-37,997.18	-55.43%
	<b>Total Department: 63 - CHILD CARE:</b>	<b>618,345.00</b>	<b>618,345.00</b>	<b>56,904.15</b>	<b>254,007.29</b>	<b>-364,337.71</b>	<b>-41.08 %</b>
<b>Department: 64 - EVENTS AND OTHER</b>							
<a href="#">21.64.48126</a>	SPECIAL EVENTS	1,950.00	1,950.00	0.00	4,888.91	2,938.91	250.71%
<a href="#">21.64.48127</a>	SODA MACHINE	200.00	200.00	70.63	99.06	-100.94	-49.53%
<a href="#">21.64.48128</a>	FIELD RENTALS	13,500.00	13,500.00	1,330.00	4,670.00	-8,830.00	-34.59%
	<b>Total Department: 64 - EVENTS AND OTHER:</b>	<b>15,650.00</b>	<b>15,650.00</b>	<b>1,400.63</b>	<b>9,657.97</b>	<b>-5,992.03</b>	<b>-61.71 %</b>
<b>Department: 65 - PROGRAM ADMINISTRATION</b>							
<a href="#">21.65.48129</a>	MISC FEES	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00%
<a href="#">21.65.48130</a>	ADVERTISING	7,000.00	7,000.00	275.00	1,675.00	-5,325.00	-23.93%
<a href="#">21.65.48134</a>	ADMIN REG FEE	0.00	0.00	4.00	246.34	246.34	0.00%
<a href="#">21.65.48135</a>	ROBSON RENTAL INCOME	6,500.00	6,500.00	675.00	1,615.00	-4,885.00	-24.85%
<a href="#">21.65.48136</a>	BANNER/HUB FEES	12,500.00	12,500.00	0.00	0.00	-12,500.00	0.00%
	<b>Total Department: 65 - PROGRAM ADMINISTRATION:</b>	<b>28,000.00</b>	<b>28,000.00</b>	<b>954.00</b>	<b>3,536.34</b>	<b>-24,463.66</b>	<b>-12.63 %</b>
	<b>Total Revenue:</b>	<b>1,107,657.00</b>	<b>1,107,657.00</b>	<b>95,779.21</b>	<b>499,294.76</b>	<b>-608,362.24</b>	<b>-45.08 %</b>
<b>Expense</b>							
<b>Department: 61 - SPORTS</b>							
<a href="#">21.61.61155</a>	ADULT SPORTS CONTRACT SERV	8,050.00	8,050.00	100.00	2,753.60	5,296.40	34.21%
<a href="#">21.61.61160</a>	BASEBALL EXPENSES	1,600.00	1,600.00	0.00	300.00	1,300.00	18.75%
<a href="#">21.61.61161</a>	BASKETBALL EXPENSES	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00%
<a href="#">21.61.61162</a>	KIDS SPORTS SERVICES	22,500.00	22,500.00	0.00	21,067.30	1,432.70	93.63%
<a href="#">21.61.61164</a>	SOCCER SERVICES	5,400.00	5,400.00	0.00	0.00	5,400.00	0.00%
<a href="#">21.61.61165</a>	SOFTBALL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00%

## Budget Report

For Fiscal: 2013-2014 Period Ending: 10/31/2013

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">21.61.61166</a>	TENNIS SERVICES	10,800.00	10,800.00	0.00	0.00	10,800.00	0.00%
<a href="#">21.61.61167</a>	TUMBLING SERVICES	127,260.00	127,260.00	7,500.00	29,896.79	97,363.21	23.49%
<a href="#">21.61.61169</a>	YOUTH SOCCER SERVICES	19,250.00	19,250.00	6,075.00	12,552.50	6,697.50	65.21%
<a href="#">21.61.62960</a>	BASEBALL SUPPLIES	3,950.00	3,950.00	0.00	0.00	3,950.00	0.00%
<a href="#">21.61.62961</a>	BASKETBALL SUPPLIES	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00%
<a href="#">21.61.62962</a>	KIDS SPORTS SUPPLIES	6,150.00	6,150.00	1,790.34	1,790.34	4,359.66	29.11%
<a href="#">21.61.62964</a>	SOCCER SUPPLIES	6,750.00	6,750.00	0.00	43.40	6,706.60	0.64%
<a href="#">21.61.62965</a>	SOFTBALL SUPPLIES	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00%
<a href="#">21.61.62966</a>	TENNIS SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00%
<a href="#">21.61.62967</a>	TUMBLING SUPPLIES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00%
<a href="#">21.61.62969</a>	YOUTH SOCCER SUPPLIES	14,500.00	14,500.00	17,212.24	17,414.46	-2,914.46	-120.10%
<a href="#">21.61.62989</a>	ADULT SPORTS SUPPLIES	500.00	500.00	20.00	265.21	234.79	53.04%
	<b>Total Department: 61 - SPORTS:</b>	<b>252,610.00</b>	<b>252,610.00</b>	<b>32,697.58</b>	<b>86,083.60</b>	<b>166,526.40</b>	<b>34.08 %</b>
<b>Department: 62 - CULTURE</b>							
<a href="#">21.62.61170</a>	ADULT ART & SAFETY SERVICES	5,480.00	5,480.00	0.00	0.00	5,480.00	0.00%
<a href="#">21.62.61171</a>	ADULT CULTURE SERVICES	3,814.00	3,814.00	625.80	1,207.50	2,606.50	31.66%
<a href="#">21.62.61174</a>	KIDS ART & SAFETY SERVICES	790.00	790.00	0.00	0.00	790.00	0.00%
<a href="#">21.62.61175</a>	KIDS CULTURE SERVICES	4,468.00	4,468.00	720.00	720.00	3,748.00	16.11%
<a href="#">21.62.61176</a>	KIDS DANCE SERVICES	1,491.00	1,491.00	0.00	0.00	1,491.00	0.00%
	<b>Total Department: 62 - CULTURE:</b>	<b>16,043.00</b>	<b>16,043.00</b>	<b>1,345.80</b>	<b>1,927.50</b>	<b>14,115.50</b>	<b>12.01 %</b>
<b>Department: 63 - CHILD CARE</b>							
<a href="#">21.63.60000</a>	REGULAR SALARIES	73,747.00	73,747.00	5,739.26	26,833.84	46,913.16	36.39%
<a href="#">21.63.60002</a>	TEMP SALARIES	123,450.00	123,450.00	12,282.80	55,383.48	68,066.52	44.86%
<a href="#">21.63.60020</a>	OVERTIME	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00%
<a href="#">21.63.60100</a>	RETIREMENT	16,983.00	16,983.00	1,456.13	4,789.47	12,193.53	28.20%
<a href="#">21.63.60200</a>	BENEFITS	49,524.00	49,524.00	2,237.41	8,948.23	40,575.77	18.07%
<a href="#">21.63.60203</a>	CASH BACK	4,380.00	4,380.00	470.60	1,565.10	2,814.90	35.73%
<a href="#">21.63.60220</a>	PAYROLL TAXES	15,086.00	15,086.00	1,385.95	6,635.43	8,450.57	43.98%
<a href="#">21.63.61178</a>	KINDERKOOL: CONTRACT SERV	46,500.00	46,500.00	0.00	0.00	46,500.00	0.00%
<a href="#">21.63.61179</a>	PARKSIDE SERVICES	5,250.00	5,250.00	0.00	948.00	4,302.00	18.06%
<a href="#">21.63.61180</a>	STAY N PLAY: CONTRACT SRVS	41,877.00	41,877.00	0.00	2,536.71	39,340.29	6.06%
<a href="#">21.63.61181</a>	STAY N PLAY: MKTG & ADMIN	500.00	500.00	39.99	39.99	460.01	8.00%
<a href="#">21.63.61182</a>	SUMMER SCHOOL CONTRACT SERV	19,450.00	19,450.00	0.00	0.00	19,450.00	0.00%
<a href="#">21.63.61183</a>	CAMP SPORTS SERVICES	39,165.00	39,165.00	1,740.20	19,549.20	19,615.80	49.91%
<a href="#">21.63.61184</a>	DAY CAMPS SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00%
<a href="#">21.63.61186</a>	SPECIALTY CAMPS - EXPENSES	0.00	0.00	0.00	3,141.45	-3,141.45	0.00%
<a href="#">21.63.61187</a>	ROBSON AFTER SCHOOL SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00%
<a href="#">21.63.62978</a>	KINDERKOOL: SUPPLIES	2,800.00	2,800.00	0.00	193.81	2,606.19	6.92%
<a href="#">21.63.62979</a>	PARKSIDE SUPPLIES	7,350.00	7,350.00	2,346.05	4,619.87	2,730.13	62.86%
<a href="#">21.63.62980</a>	STAY N PLAY: SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00%
<a href="#">21.63.62984</a>	DAY CAMPS SUPPLIES	2,500.00	2,500.00	346.94	414.29	2,085.71	16.57%
<a href="#">21.63.62987</a>	ROBSON AFTER SCHOOL SUPPLIES	3,850.00	3,850.00	680.56	680.56	3,169.44	17.68%
<a href="#">21.63.62990</a>	SPECIALTY CAMP SUPPLIES	3,850.00	3,850.00	0.00	0.00	3,850.00	0.00%
<a href="#">21.63.63100</a>	CAPITAL OUTLAY - CONSTRUCTION	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00%
	<b>Total Department: 63 - CHILD CARE:</b>	<b>496,962.00</b>	<b>496,962.00</b>	<b>28,725.89</b>	<b>136,279.43</b>	<b>360,682.57</b>	<b>27.42 %</b>
<b>Department: 64 - EVENTS AND OTHER</b>							
<a href="#">21.64.61185</a>	SPECIAL EVENT EXPENSE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00%
<a href="#">21.64.62999</a>	MISCELLANEOUS EXPENSE	2,000.00	2,000.00	0.00	26.43	1,973.57	1.32%
	<b>Total Department: 64 - EVENTS AND OTHER:</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>26.43</b>	<b>3,473.57</b>	<b>0.76 %</b>
<b>Department: 65 - PROGRAM ADMINISTRATION</b>							
<a href="#">21.65.60000</a>	REGULAR SALARIES	165,952.00	165,952.00	13,701.01	54,804.09	111,147.91	33.02%
<a href="#">21.65.60010</a>	TEMPORARY HELP	21,800.00	21,800.00	0.00	0.00	21,800.00	0.00%
<a href="#">21.65.60020</a>	OVERTIME	0.00	0.00	495.45	495.45	-495.45	0.00%
<a href="#">21.65.60024</a>	LEAVE BUYOUT	3,500.00	3,500.00	0.00	1,238.63	2,261.37	35.39%
<a href="#">21.65.60100</a>	RETIREMENT	27,488.00	27,488.00	2,259.77	6,779.31	20,708.69	24.66%
<a href="#">21.65.60200</a>	BENEFITS	29,637.00	29,637.00	1,663.73	6,588.66	23,048.34	22.23%
<a href="#">21.65.60203</a>	CASH BACK	8,760.00	8,760.00	1,095.00	4,380.00	4,380.00	50.00%

Budget Report

For Fiscal: 2013-2014 Period Ending: 10/31/2013

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">21.65.60220</a>	PAYROLL TAXES	13,365.00	13,365.00	1,169.83	4,660.36	8,704.64	34.87%
<a href="#">21.65.61000</a>	TRAINING	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00%
<a href="#">21.65.61101</a>	OUTSIDE SERVICES-PROF FEES	3,000.00	3,000.00	-928.99	-928.99	3,928.99	-30.97%
<a href="#">21.65.61108</a>	OUTSIDE SVCS-SPECIAL PROJECT	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00%
<a href="#">21.65.61137</a>	FINGERPRINTING	600.00	600.00	0.00	276.00	324.00	46.00%
<a href="#">21.65.61150</a>	OUTSIDE SERVICES -OTHER	1,500.00	1,500.00	0.00	202.15	1,297.85	13.48%
<a href="#">21.65.61177</a>	CHG CARDS	35,090.00	35,090.00	4,101.31	14,899.05	20,190.95	42.46%
<a href="#">21.65.61302</a>	DUES	850.00	850.00	0.00	0.00	850.00	0.00%
<a href="#">21.65.61403</a>	MAINTENANCE-COMPUTERS	2,500.00	2,500.00	130.20	130.20	2,369.80	5.21%
<a href="#">21.65.61414</a>	IFF EQUIP MAINT	4,500.00	4,500.00	233.28	1,181.20	3,318.80	26.25%
<a href="#">21.65.61506</a>	BLDG. MAINT-OTHER	2,000.00	2,000.00	0.00	14,832.62	-12,832.62	-741.63%
<a href="#">21.65.61701</a>	UTILITIES-ELECTRICITY	7,500.00	7,500.00	602.54	1,147.89	6,352.11	15.31%
<a href="#">21.65.61705</a>	UTILITIES-TELEPHONE	3,500.00	3,500.00	337.88	718.76	2,781.24	20.54%
<a href="#">21.65.61905</a>	PROMOTION/MARKETING	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00%
<a href="#">21.65.62000</a>	OFFICE SUPPLIES	4,500.00	4,500.00	241.06	807.37	3,692.63	17.94%
<a href="#">21.65.62003</a>	OFFICE SUPPLIES-POSTAGE	1,000.00	1,000.00	0.00	9.22	990.78	0.92%
<a href="#">21.65.62004</a>	PROGRAM BROCHURE & MAILING	23,500.00	23,500.00	0.00	6,579.96	16,920.04	28.00%
<a href="#">21.65.62200</a>	DEPARTMENTAL SUPPLIES	1,500.00	1,500.00	2.53	2.53	1,497.47	0.17%
<a href="#">21.65.62203</a>	VOLUNTEER REC SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00%
<a href="#">21.65.63018</a>	FURNITURE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00%
<b>Total Department: 65 - PROGRAM ADMINISTRATION:</b>		<b>438,542.00</b>	<b>438,542.00</b>	<b>25,104.60</b>	<b>118,804.46</b>	<b>319,737.54</b>	<b>27.09 %</b>
<b>Total Expense:</b>		<b>1,207,657.00</b>	<b>1,207,657.00</b>	<b>87,873.87</b>	<b>343,121.42</b>	<b>864,535.58</b>	<b>28.41 %</b>
<b>Total Fund: 21 - RECREATION:</b>		<b>-100,000.00</b>	<b>-100,000.00</b>	<b>7,905.34</b>	<b>156,173.34</b>	<b>256,173.34</b>	
<b>Report Total:</b>		<b>-100,000.00</b>	<b>-100,000.00</b>	<b>7,905.34</b>	<b>156,173.34</b>	<b>256,173.34</b>	

## Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 21 - RECREATION</b>						
<b>Revenue</b>						
61 - SPORTS	418,250.00	418,250.00	34,183.43	212,502.16	-205,747.84	-50.81 %
62 - CULTURE	27,412.00	27,412.00	2,337.00	19,591.00	-7,821.00	-71.47 %
63 - CHILD CARE	618,345.00	618,345.00	56,904.15	254,007.29	-364,337.71	-41.08 %
64 - EVENTS AND OTHER	15,650.00	15,650.00	1,400.63	9,657.97	-5,992.03	-61.71 %
65 - PROGRAM ADMINISTRATION	28,000.00	28,000.00	954.00	3,536.34	-24,463.66	-12.63 %
<b>Total Revenue:</b>	<b>1,107,657.00</b>	<b>1,107,657.00</b>	<b>95,779.21</b>	<b>499,294.76</b>	<b>-608,362.24</b>	<b>-45.08 %</b>
<b>Expense</b>						
61 - SPORTS	252,610.00	252,610.00	32,697.58	86,083.60	166,526.40	34.08 %
62 - CULTURE	16,043.00	16,043.00	1,345.80	1,927.50	14,115.50	12.01 %
63 - CHILD CARE	496,962.00	496,962.00	28,725.89	136,279.43	360,682.57	27.42 %
64 - EVENTS AND OTHER	3,500.00	3,500.00	0.00	26.43	3,473.57	0.76 %
65 - PROGRAM ADMINISTRATION	438,542.00	438,542.00	25,104.60	118,804.46	319,737.54	27.09 %
<b>Total Expense:</b>	<b>1,207,657.00</b>	<b>1,207,657.00</b>	<b>87,873.87</b>	<b>343,121.42</b>	<b>864,535.58</b>	<b>28.41 %</b>
<b>Total Fund: 21 - RECREATION:</b>	<b>-100,000.00</b>	<b>-100,000.00</b>	<b>7,905.34</b>	<b>156,173.34</b>	<b>256,173.34</b>	
<b>Report Total:</b>	<b>-100,000.00</b>	<b>-100,000.00</b>	<b>7,905.34</b>	<b>156,173.34</b>	<b>256,173.34</b>	

## Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
21 - RECREATION	-100,000.00	-100,000.00	7,905.34	156,173.34	256,173.34
<b>Report Total:</b>	<b>-100,000.00</b>	<b>-100,000.00</b>	<b>7,905.34</b>	<b>156,173.34</b>	<b>256,173.34</b>