

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Loch Dreizler, General Manager  
Alicia Marin, Office Manager

**DATE:** February 21, 2024

**SUBJECT:** Review and Discuss Budget to Actuals for the second quarter of the Fiscal Year 23/24

**Recommendation / Proposed Motion**

Review and discuss the Budget to Actual Board for the Period July 1, 2023 to December 31, 2023

Proposed Motion: No motion is necessary for this Action Item

**Alternatives Considered**

None

**Policy Implications**

Policy Manual - Section 15. Committees of the Board of Directors - The Board's standing Finance/Budget Committee shall be concerned with the District's financial management, including preparing an annual budget and major expenditures.

**Fiscal Implications**

No Direct Fiscal Implications

**Discussion**

Staff and the Finance Committee determined that the Budget to Actual should be presented to the Board every quarter. In the future, staff will include this in the consent items. However, because this item is a recently revived recurring report, we wanted the Board to have a chance to review it as a discussion item.

Attachments:

1. Fiscal Year 24, Quarter 2, Budget to Actual



**Santa Ynez Community Services District  
Budget to Actual (Unaudited)  
For the Period July 1, 2023 to December 31, 2023**

	<b>A</b>	<b>B</b>	<b>C=A-B</b>	<b>D=A/B</b>
	<b>YTD</b>	<b>FY 24</b>	<b>Budget</b>	<b>YTD Target</b>
	<b>December 2023</b>	<b>Adopted Budget</b>	<b>Variance</b>	<b>50%</b>
<b>1 REVENUE</b>				
<b>2 Operating Revenue</b>				
3 Sewer Service Fees	\$ 755,494	\$ 1,271,900	\$ (516,406)	59%
4 Sewer Benefit Fees	21,553	38,000	(16,447)	57%
5 Other Charges for Services	2,160	800	1,360	270%
<b>6 Total Operating Revenue</b>	<b>779,207</b>	<b>1,310,700</b>	<b>(531,493)</b>	<b>59%</b>
<b>7 Non-Operating Revenue</b>				
8 Property Taxes	133,282	211,100	(77,818)	63%
9 Annexation Fees	1,640	15,000	(13,360)	11%
10 Chumash Reservation Contract	242,677	418,700	(176,023)	58%
11 Investment Earnings	90,445	28,000	62,445	323%
12 Unrealized Gain / (Loss)	6,474	-	6,474	N/A
13 Other Revenue	3,517	400	3,117	879%
<b>14 Total Non-Operating Revenue</b>	<b>478,035</b>	<b>673,200</b>	<b>(195,165)</b>	<b>71%</b>
<b>15 Capital Contributions</b>				
16 Capacity Fees	-	76,800	(76,800)	0%
<b>17 Total Capital Contributions</b>	<b>-</b>	<b>76,800</b>	<b>(76,800)</b>	<b>0%</b>
<b>18 TOTAL REVENUE</b>	<b>1,257,242</b>	<b>2,060,700</b>	<b>(803,458)</b>	<b>61%</b>
<b>19 EXPENSES</b>				
<b>20 Operations Expenses</b>				
21 Salaries	167,597	325,700	(158,103)	51%
22 Employee Benefits	52,650	129,200	(76,550)	41%
23 Insurance	22,420	28,600	(6,180)	78%
24 Legal Services	7,931	35,000	(27,069)	23%
25 Consulting Fees	21,427	45,000	(23,573)	48%
26 Memberships and Subscriptions	-	4,000	(4,000)	0%
27 Office and Miscellaneous Expenses	508	11,000	(10,492)	5%
28 Employee Meetings, Seminars, and Travel	653	7,000	(6,347)	9%
29 Repair and Maintenance	11,791	18,400	(6,609)	64%
30 Computer Operations	4,721	5,000	(279)	94%
31 Permit Fees	4,257	1,500	2,757	284%
32 Collection System	7,845	6,300	1,545	125%
33 Pump Station	4,090	15,800	(11,710)	26%
34 Vehicle Repair and Maintenance	5,838	5,300	538	110%
35 Lab Testing	-	5,000	(5,000)	0%
36 Utilities	13,465	29,200	(15,735)	46%
37 Project/GIS	7,650	10,000	(2,350)	77%
38 Solvang Flow Charges	120,000	240,000	(120,000)	50%
39 Solvang Capital Improvements	-	180,000	(180,000)	0%
<b>40 Total Operations Expenses</b>	<b>\$ 452,843</b>	<b>\$ 1,102,000</b>	<b>\$ (649,157)</b>	<b>41%</b>



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	<b>YTD</b>		<b>FY 24</b>		<b>Budget</b>		<b>YTD Target</b>
	<b>December 2023</b>		<b>Adopted Budget</b>		<b>Variance</b>		<b>50%</b>
<b>41 General and Administrative Expenses</b>							
42 Salaries	\$ 58,797		\$ 124,000		\$ (65,203)		47%
43 Employee Benefits	16,396		45,500		(29,104)		36%
44 Insurance	5,448		5,000		448		109%
45 Memberships and Subscriptions	5,427		7,700		(2,273)		70%
46 Computer Operations	5,996		5,000		996		120%
47 LAFCO Fees	1,356		1,700		(344)		80%
48 Property Tax Fees	-		2,200		(2,200)		0%
49 Legal Services	22,453		42,000		(19,547)		53%
50 Audit and Accounting Services	38,487		57,000		(18,513)		68%
51 Office and Miscellaneous Expenses	11,898		10,800		1,098		110%
52 Employee Meetings, Seminars, and Travel	2,885		5,000		(2,115)		58%
53 Utilities	3,008		5,300		(2,292)		57%
54 Repair and Maintenance	563		1,000		(437)		56%
<b>55 Total General and Administrative Expenses</b>	<b>172,715</b>		<b>312,200</b>		<b>(139,485)</b>		<b>55%</b>
<b>56 Building Expenses</b>							
57 Utilities	3,835		7,800		(3,965)		49%
58 Repair and Maintenance	14,026		7,400		6,626		190%
59 Insurance	3,963		3,900		63		102%
<b>60 Total Building Expense</b>	<b>21,825</b>		<b>19,100</b>		<b>2,725</b>		<b>114%</b>
<b>61 Chumash WWTP Expenses</b>							
62 Salaries	98,207		181,300		(83,093)		54%
63 Employee Benefits	18,461		63,500		(45,039)		29%
64 Utilities	489		700		(211)		70%
65 Repair and Maintenance	33,296		73,600		(40,304)		45%
66 Memberships and Subscriptions	150		3,200		(3,050)		5%
67 Computer Operations	380		-		380		N/A
68 Employee Meetings, Seminars, and Travel	-		1,000		(1,000)		0%
69 Lab Testing	9,805		25,000		(15,195)		39%
70 Insurance	5,120		3,400		1,720		151%
71 Office and Miscellaneous Expenses	1,228		700		528		175%
<b>72 Total Chumash WWTP Expenses</b>	<b>167,136</b>		<b>352,400</b>		<b>(185,264)</b>		<b>47%</b>
<b>73 Tribe Collection System Expenses</b>							
74 Salaries	26,720		56,400		(29,680)		47%
75 Employee Benefits	12,497		19,800		(7,303)		63%
76 Utilities	2,908		5,600		(2,692)		52%
77 Repair and Maintenance	7,760		6,000		1,760		129%
78 Permit Fees	359		-		359		N/A
79 Insurance	1,581		1,100		481		144%
<b>80 Total Tribe Collection System Expenses</b>	<b>51,825</b>		<b>88,900</b>		<b>(37,075)</b>		<b>58%</b>
<b>81 TOTAL EXPENSES</b>	<b>\$ 866,344</b>		<b>\$ 1,874,600</b>		<b>\$ (1,008,256)</b>		<b>46%</b>



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	<b>YTD</b>	<b>FY 24</b>	<b>Budget</b>	<b>YTD Target</b>
	<b>December 2023</b>	<b>Adopted Budget</b>	<b>Variance</b>	<b>50%</b>
<b>82 NET REVENUE / (EXPENSES)</b>	\$ 390,898	\$ 186,100	\$ 204,798	
<b>83 Capital Expenditures</b>				
84 Sewer Main Repair Projects	-	50,000		0%
85 Sewer Expansion	-	45,000		0%
86 Structure and Improvements	8,990	-		N/A
<b>87 Total Capital Expenditures</b>	<b>8,990</b>	<b>95,000</b>	<b>(86,010)</b>	<b>9%</b>
<b>88 Debt Service</b>				
89 Horizon Loan Principal	50,154	50,200	(46)	100%
90 Horizon Loan Interest	36,662	36,700	(38)	100%
<b>91 Total Debt Service</b>	<b>86,816</b>	<b>86,900</b>	<b>(84)</b>	<b>100%</b>
<b>92 NET INCREASE (DECREASE) to RESERVES</b>	\$ 295,092	\$ 194,200	\$ 118,872	



**Balance Sheet (Unaudited)**  
**District Total**  
**As of December 31, 2023**

1	<b>ASSETS</b>		
2	<b>Cash and Investments</b>		
3	Checking	\$	1,205,518
4	Money Market		3,819,288
5	Certificate of Deposit		927,255
6	Local Agency Investment Fund		167,465
7	<b>Total Cash and Investments</b>		<u>6,119,526</u>
8	<b>Other Current Assets</b>		
9	Accounts Receivable		50,554
10	Interest Receivable		1,693
11	Property Tax Receivable		-
12	Prepaid Expense		11,240
13	<b>Total Other Current Assets</b>		<u>63,487</u>
14	<b>Non-Current Assets</b>		
15	Restricted Cash - Horizon Drive		130,097
16	Capital Assets (Less Accumulated Depreciation)		4,325,889
17	<b>Total Non-Current Assets</b>		<u>4,455,985</u>
18	<b>TOTAL ASSETS</b>		<u><u>10,638,999</u></u>
19	<b>LIABILITIES</b>		
20	<b>Current Liabilities</b>		
21	Accounts Payable		39,395
22	Payroll and Retirement Payable		(8,399)
23	Customer Deposits		2,000
24	Interest Payable		34,352
25	<b>Long-term Liabilities - due in one year</b>		67,348
26	Debt Payable, Current Portion		50,154
27	<b>Total Current Liabilities</b>		<u>117,502</u>
28	<b>Long-Term Liabilities</b>		
29	Vacation Payable		20,842
30	Debt Payable, Long-term Portion		1,201,121
31	<b>Total Long-Term Liabilities</b>		<u>1,221,962</u>
32	<b>TOTAL LIABILITIES</b>		<u>1,339,464</u>
33	<b>FUND BALANCE</b>		
34	Fund Balance		9,004,443
35	Net Revenue/(Expenses)		295,092
36	<b>TOTAL FUND BALANCE</b>		<u>9,299,535</u>
37	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$	<u><u>10,638,999</u></u>