

	Presented
Date Action Taken: <i>N/A</i>	<i>4/22/19</i>
Other:	
Verified By: <i>[Signature]</i>	

CITY COUNCIL INFORMATIONAL MEMORANDUM

IM No. 19-05: Monthly financial Reports For The Period Ending March 31, 2019; To Include The Month-To-Date Expenditure Report; And Disbursements Greater Than \$10,000, Investment Report; Quarterly Report Of Businesses Receiving a Penalty Waiver For Sales Tax; And Auditor’s Report.

Originator: Troy Tankersley, Finance Director
 Date: 4/10/2019

Agenda of: 4/22/2019

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>4/11/19</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>4/11/19</i>
X	City Clerk	<i>[Signature]</i>	<i>4/11/19</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *4/11/2019*

Attachments: See below.

Summary Statement: Attached for your review are the following financial reports for the period ending March 31, 2019:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending March 31, 2019	2
• Expenditures Greater Than \$5,000 (for the period, March 1, 2019 through March 31, 2019)	6
• Quarterly Investment Report, Ending March 31, 2019	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the Third Fiscal Quarter Ending March 31, 2019; Per WMC 5.16.150(B)	9
• Auditor’s Report for the period ending March 31, 2019	10

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2019
FOR MARCH 2019

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
General Fund							
General Government							
* Clerk's Office	438,053	438,728	41,466	304,300	19,092	115,336	26
* Records Management	12,550	12,550	0	4,723	2,209	5,618	45
* Council	184,035	184,035	7,847	137,143	25,488	21,404	12
* Administration	295,281	295,281	27,683	199,772	485	95,024	32
* General & Administrative	232,726	232,726	20,405	150,487	4,295	77,944	33
* Human Resources	240,843	240,843	19,975	144,893	4,659	91,291	38
* Planning	315,197	315,197	27,862	213,784	20,708	80,705	26
* Finance	1,286,832	1,286,832	124,771	922,942	6,988	356,902	28
* MIS	436,091	436,091	24,770	280,093	36,845	119,153	27
** General Government	3,441,608	3,442,283	294,779	2,358,137	120,769	963,377	28
Public Safety							
* Administration	695,780	695,780	67,473	468,340	30,590	196,850	28
* MultiTask Drug Enforcemnt	164,985	164,985	20,511	128,328	0	36,657	22
* General Investigation	507,030	507,030	40,047	290,254	48	216,728	43
* Police-Patrol	3,273,326	3,303,662	290,120	2,215,488	0	1,088,174	33
* Mat Su SRO	136,419	323,859	13,010	124,646	0	199,213	62
* Dispatch Center	3,819,761	3,819,761	376,051	2,680,908	13,768	1,125,085	29
* Code Compliance	212,019	212,019	19,670	133,861	12,160	65,998	31
** Public Safety	8,809,320	9,027,096	826,882	6,041,825	56,566	2,928,705	32
Public Works							
* Administration	398,229	398,229	38,734	278,747	2,865	116,617	29
* Roads	1,247,503	1,295,064	79,029	771,638	226,890	296,536	23
* Property Maintenance	597,946	624,026	43,725	401,879	30,553	191,594	31
* Meta Rose Square	126,574	126,574	3,388	118,159	0	8,415	7
** Public Works	2,370,252	2,443,893	158,100	1,570,423	260,308	613,162	25
Cultural & Recreation Svr							
* Museum	277,975	277,975	19,865	174,815	4,694	98,466	35
* Parks Maintenance	788,312	788,312	38,146	457,278	22,767	308,267	39
* Library	1,311,287	1,326,787	109,966	922,661	63,803	340,323	26
* Recreation Services	99,815	99,815	12,493	70,302	0	29,513	30
** Cultural & Recreation Svr	2,477,389	2,492,889	180,470	1,625,056	91,264	776,569	31
Debt Service							
* 2007(1998) GO Bond - Road	413,500	413,500	0	413,100	0	400	0
** Debt Service	413,500	413,500	0	413,100	0	400	0
Non-Departmental							
* Non-Departmental	1,684,000	2,600,000	2,860	2,470,717	0	129,283	5
** Non-Departmental	1,684,000	2,600,000	2,860	2,470,717	0	129,283	5
*** General Fund	19,196,069	20,419,661	1,463,091	14,479,258	528,907	5,411,496	27

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2019
FOR MARCH 2019

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
CIP Fund							
General Government							
* Gen Gov't Construction	80,000	283,203	0	835	2,875	279,493	99
** General Government	80,000	283,203	0	835	2,875	279,493	99
* Public Safety Administration	6,000,000	9,783,826	90,016	661,353	4,484,776	4,637,697	47
** Public Safety	6,000,000	9,783,826	90,016	661,353	4,484,776	4,637,697	47
* Public Works							
Roads	0	43,426	0	43,426	0	0	0
* Property Maintenance	220,000	849,193	448	641,861	71,483	135,849	16
** Public Works	220,000	892,619	448	685,287	71,483	135,849	15
* Cultural & Recreation Svr							
Museum	200,000	262,789	975	125,095	31,413	106,281	40
* Parks Maintenance	45,000	201,237	2,089	114,185	28,141	58,911	29
** Cultural & Recreation Svr	245,000	464,026	3,064	239,280	59,554	165,192	36
*** CIP Fund	6,545,000	11,423,674	93,528	1,586,755	4,618,688	5,218,231	46
Vehicle Replacement Fund							
* Public Safety							
Police-Patrol	150,000	182,000	0	112,294	35,997	33,709	19
** Public Safety	150,000	182,000	0	112,294	35,997	33,709	19
* Public Works Administration	110,000	110,000	0	37,530	59,654	12,816	12
** Public Works	110,000	110,000	0	37,530	59,654	12,816	12
*** Vehicle Replacement Fund	260,000	292,000	0	149,824	95,651	46,525	16
Right of Way Fund							
* Public Works							
Roads	15,000	30,070	0	2,750	0	27,320	91
** Public Works	15,000	30,070	0	2,750	0	27,320	91
*** Right of Way Fund	15,000	30,070	0	2,750	0	27,320	91
Road							
* Public Works							
Roads	75,000	482,527	2,616	96,367	285,290	100,870	21

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2019
FOR MARCH 2019

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
** Public Works	75,000	482,527	2,616	96,367	285,290	100,870	21
*** Road	75,000	482,527	2,616	96,367	285,290	100,870	21
Technology Replacement Fu General Government							
* MIS	99,000	99,000	1,275	26,127	12,000	60,873	61
** General Government	99,000	99,000	1,275	26,127	12,000	60,873	61
*** Technology Replacement Fu	99,000	99,000	1,275	26,127	12,000	60,873	61
Youth Court Public Safety							
* Youth Court	103,505	103,505	11,419	67,430	111	35,964	35
** Public Safety	103,505	103,505	11,419	67,430	111	35,964	35
*** Youth Court	103,505	103,505	11,419	67,430	111	35,964	35
Sewer Fund Public Works							
* Sewer - General Admin	254,400	254,400	21,954	178,823	1,664	73,913	29
* Sewer - Cust Accting Svc	92,216	95,966	7,719	71,890	700	23,376	24
* Sewer - O&M Treatment	484,736	503,701	58,985	339,568	246	163,887	33
* Collection System O & M	334,955	334,955	26,801	198,826	0	136,129	41
* Sewer Construction	25,000	2,445,560	24,245	1,046,901	455,405	943,254	39
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,207,557	3,650,832	139,704	1,852,258	458,015	1,340,559	37
*** Sewer Fund	1,207,557	3,650,832	139,704	1,852,258	458,015	1,340,559	37
Water Utility Fund Public Works							
* Water - General Admin	245,806	245,806	19,566	180,557	3,600	61,649	25
* Water - Cust Accting Svcs	96,016	99,766	7,918	73,816	700	25,250	25
* Water - Treatment Plant	366,172	366,172	28,953	202,294	3,169	160,709	44
* Water - Distribution	243,535	262,195	22,902	164,247	0	97,948	37
* Water - Non-Operating	180,341	180,341	180,341	180,341	0	0	0
* Water Construction	90,000	376,706	0	148,160	58,294	170,252	45
* NonDepartmental	19,250	19,250	0	19,250	0	0	0
** Public Works	1,241,120	1,550,236	259,680	968,665	65,763	515,808	33
*** Water Utility Fund	1,241,120	1,550,236	259,680	968,665	65,763	515,808	33

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2019
FOR MARCH 2019

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
Airport Fund							
Public Works							
* Airport	191,688	191,688	11,048	124,348	9,762	57,578	30
* Airport Construction	75,000	4,855,717	10,873	1,227,704	3,558,718	69,295	1
** Public Works	266,688	5,047,405	21,921	1,352,052	3,568,480	126,873	3
*** Airport Fund	266,688	5,047,405	21,921	1,352,052	3,568,480	126,873	3
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,283,518	1,283,518	120,253	938,465	8,522	336,531	26
* CMMSC Construction	405,990	515,484	1,952	447,357	30,582	37,545	7
** Cultural & Recreation Svr	1,689,508	1,799,002	122,205	1,385,822	39,104	374,076	21
*** C. Menard Sports Center	1,689,508	1,799,002	122,205	1,385,822	39,104	374,076	21
Cemetery Fund							
Cultural & Recreation Svr							
* Cemetery	789	789	0	1,089	0	300-	38-
** Cultural & Recreation Svr	789	789	0	1,089	0	300-	38-
*** Cemetery Fund	789	789	0	1,089	0	300-	38-
	30,699,236	44,898,701	2,115,439	21,968,397	9,672,009	13,258,295	30

PREPARED 04/10/2019, 11:29:23
 PROGRAM: GM350L
 City of Wasilla

A/P CHECKS BY PERIOD AND YEAR
 MINIMUM AMOUNT: 10,000.00
 FROM 03/01/2019 TO 03/31/2019

BANK CODE *ALL*

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
03/01/2019	90331	ENSTAR NATURAL GAS CO	318	26,241.23
03/01/2019	90352	SCARSELLA BROTHERS INC	2104	94,945.00
03/01/2019	90354	CLERK OF COURT	1561	20,800.00
03/01/2019	90357	TIBURON INC	1111	30,785.00
03/08/2019	90400	MATANUSKA TELEPHONE ASSOCIATIO	23	15,328.08
03/08/2019	90420	STATE OF ALASKA SBS	153	81,498.29
03/15/2019	90450	MATANUSKA ELECTRIC ASSOCIATION	432	66,563.07
03/15/2019	90456	STANTEC CONSULTING SERVICES IN	2655	24,244.90
03/22/2019	90463	ALASKA COMMUNICATIONS INTERNET	2998	18,232.00
03/22/2019	90490	HDL ENGINEERING CONSULTANTS LL	367	14,769.75
03/22/2019	90491	HUBER TECHNOLOGY INC	3052	19,962.22
03/22/2019	90503	MCCOOL CARLSON GREEN	2379	81,759.95
03/29/2019	90540	ENSTAR NATURAL GAS CO	318	19,437.15
03/01/2019	992866	STATE OF ALASKA - DEC	595	180,340.50
03/04/2019	992867	WELLS FARGO FEDERAL DEPOSIT	51	40,209.42
03/06/2019	992869	STATE OF ALASKA PERS	152	93,455.88
03/12/2019	992874	IUOE LOCAL 302/612 TRUST FUNDS	2803	85,163.00
03/12/2019	992876	IUOE LOCAL 302/612 TRUST FUNDS	2803	92,677.00
03/18/2019	992880	WELLS FARGO FEDERAL DEPOSIT	51	37,478.57
03/20/2019	992882	STATE OF ALASKA PERS	152	89,857.08

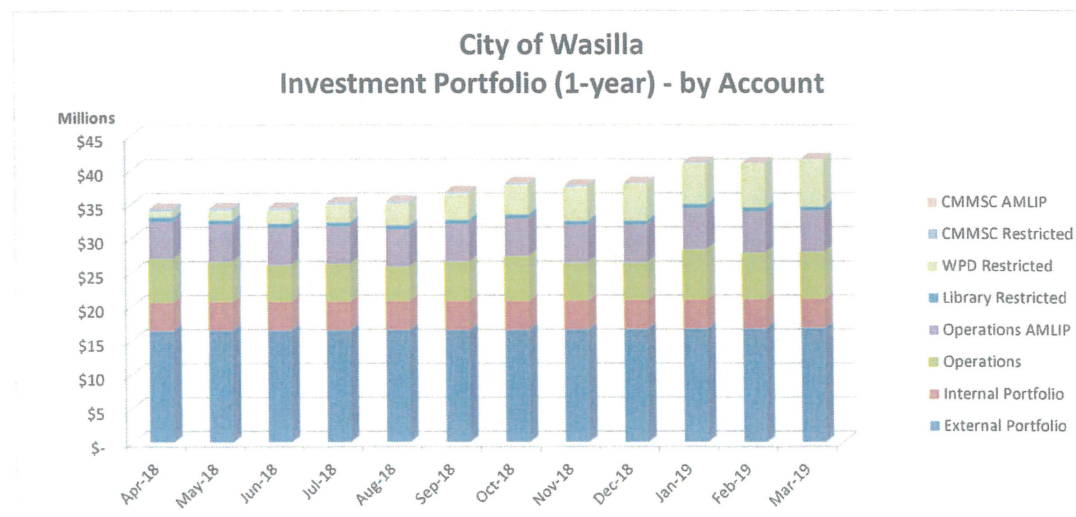
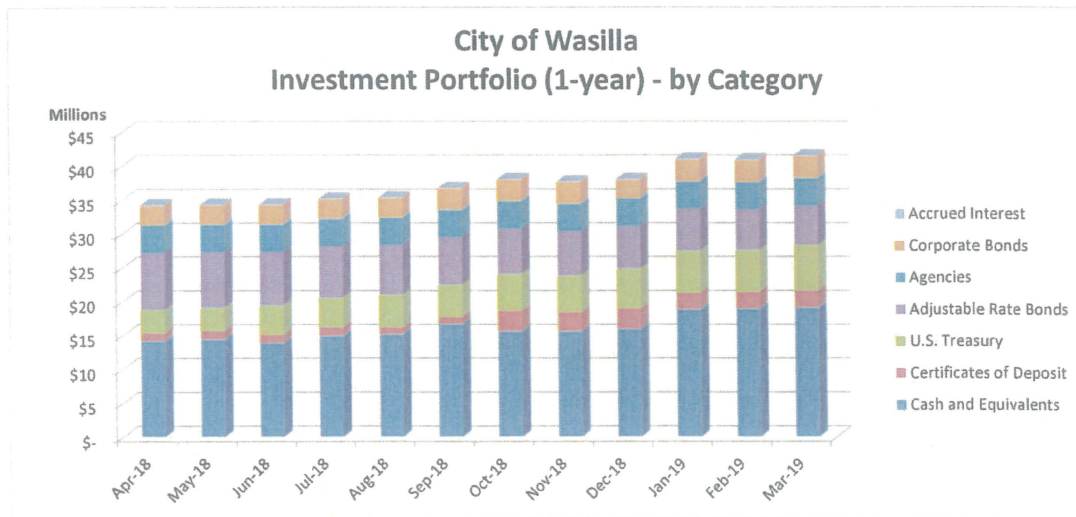
DATE RANGE TOTAL * 1,133,748.09 *

City of Wasilla
Investment Report: Fiscal Year 2019
For Period Ended: March 31, 2019

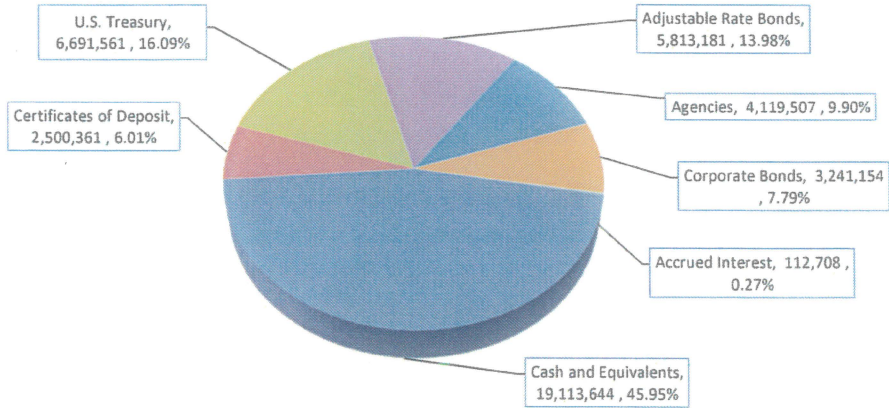
SUMMARY:	Total Cost	Market Value	% Allocation
Cash and Equivalents	19,113,647	19,113,644	45.95%
Certificates of Deposit	2,500,000	2,500,361	6.01%
U.S. Treasury	6,659,138	6,691,561	16.09%
Adjustable Rate Bonds	5,868,815	5,813,181	13.98%
Agencies	4,150,548	4,119,507	9.90%
Corporate Bonds	3,243,571	3,241,154	7.79%
Accrued Interest		112,708	0.27%
	41,535,718	41,592,115	100.00%

SUMMARY:	Q1	Q2	Q3	Q4	Total
Investment earnings	170,343.63	153,954.85	176,950.25	-	501,248.73
Market value adjustments	(48,207.57)	37,753.06	41,319.15	-	30,864.64
Net revenue (loss)*:	122,136.06	191,707.91	218,269.40	-	532,113.37

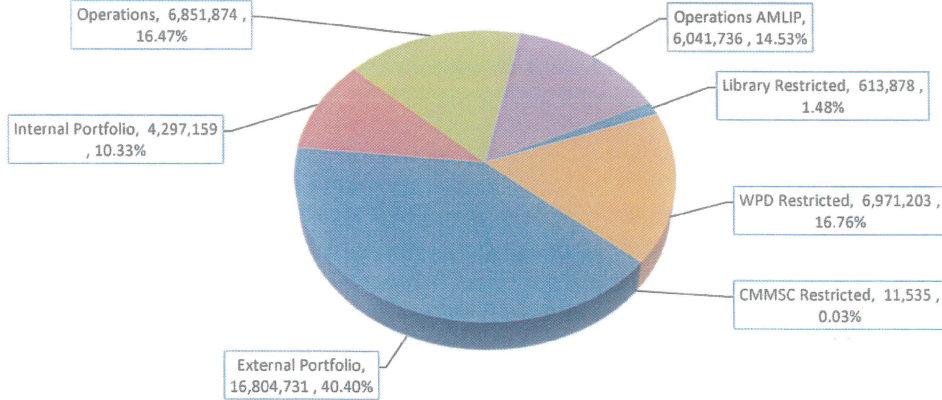
* before professional service fees and bank expenditures



**City of Wasilla
Investment Portfolio - by Category (03/31/2019)**



**City of Wasilla
Investment Portfolio - by Account (03/31/2019)**





CITY OF WASILLA

Finance Department
 290 East Herning Avenue
 Wasilla, Alaska 99654 7091
 Phone (907) 373-9080 Fax (907) 373-9085

WASILLA CITY COUNCIL INFORMATION MEMORANDUM IM No. 19-05

TITLE: Quarterly report of businesses that received a penalty waiver for the first quarter ending March 31, 2019 per WMC 5.16.150 B¹

Business Name	Owner Name	Address	City, State, Zip	Waiver Period	Amount of Penalty	Date of Waiver	Approved by:
Mr. Lube Inc	Gretchen & Keith Santerre	721 E Westpoint Dr	Wasilla, AK 99654	Sept 2018	\$471.50	01/04/2019	Troy Tankersley
The Last Frontier Brewing Co	Randall & Robert Martin	212 N Boundary St	Wasilla, AK 99654	Oct 2018	\$171.68	01/07/2019	Troy Tankersley
KGB Glass	Mike Groendyke	PO Box 874755	Wasilla, AK 99687	Sept 2018	\$250.00	01/25/2019	Troy Tankersley
Burger King	HS&S Restaurants INC	2051 Hathaway Blvd	Westlake Village CA 91362	Nov 2018	\$186.42	03/20/2019	Troy Tankersley
Carl's JR	J & D Restaurants INC	8777 Toloff St Ste A	Anchorage AK 99507	Jan 2019	\$191.51	03/20/19	Troy Tankersley
Tailgaters Sports Bar & Grill LLC	Phillip & Nicole Lundstrom	161 W Parks HWY	Wasilla AK 99654	Jan 2019	\$69.84	03/20/19	Troy Tankersley
Smoke Shop	DSS Corp/ Anne Blomquist	515 W Parks Highway #3	Wasilla AK 99654	Jan 2019	\$235.82	03/20/19	Troy Tankersley

¹The finance director may waive the penalty on an account when; a written application by the seller is made within 45 business days of the penalty assessment; the account is in good standing; and the account has not received a penalty waiver within the last 24-month period. All waivers granted shall be reported to council at least once each calendar quarter.

Memorandum

To: Troy Tankersley, Finance Director
From: Maureen Graham, Sales Tax Auditor *mg*
Date: 4/10/2019
Re: Sales Tax Auditor Update for the period ending March 31, 2019

The tables below reflect the activity conducted on behalf of the sales tax audit program for the current fiscal year July 1, 2018 to March 31, 2019:

Activity Description	Quantity
Number of audits initiated	5
Number of audits completed	3
Number of audits in review	7
Number of audits awaiting documentation	3
Number of reviews completed (improper rate/unlicensed businesses)	29

Audit Results:	
Number of audits resulting in improper documentation finding	3
Number of audits resulting in balance due finding	3
Number of reviews completed resulting in balance dues	29
Collections due from audit and/or reviews	\$65,939

Other Functions performed this Quarter:	
Sales tax classes offered to local businesses (monthly)	3
Number in attendance to sales tax classes	1
Compliance Letters Mailed	38

Thirty-eight license compliance letters were mailed to businesses found or suspected to be operating in the City through canvassing, the real estate audit and review of State and Borough licensing records.

Thirty-two special event business licenses were issued to vendors at the WHS Gun Show and Mat-Su Outdoorsman Show. I attended both shows to follow up with unlicensed businesses. Most were very supportive of our new special event license approved by Council last March. They have been very popular with temporary vendors operating seven days or less inside the City as an alternative to our annual license option.

In February I attended a workshop with auditors from all over the country in attendance that provided valuable information for our new audit program. Specific training on Electronic Point of Sales (POS) and cash register systems was very helpful for businesses we currently have under audit.

A sales tax class was held in March with two in attendance. The second half of the quarter has been devoted to covering and training the Sales Tax Administrator position.

I will continue to work on the real estate audit and sales tax policy manual as time and training allow.