

SONOMA LOCAL AGENCY FORMATION COMMISSION

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Staff Report

Meeting Date: September 3, 2025

Agenda No. Item 3.2

Agenda Item Title: FY 2024-25 Year End Actuals

**Environmental
Determination:** Not a project under CEQA

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ANALYSIS

Attached for the Commission's review is a spreadsheet showing the Commission's actual expenditures and revenues for the fiscal year beginning July 1, 2024, through June 30, 2025. The Commission may note that there are changes to the accounts from previous years. Staff is developing a more comprehensive report format which will better align with the expense reports generated by the County's accounting system.

Summary

The Expenditures for FY 2024-25, totaling \$898,571, were under the Adopted Budget amount of \$1,116,718. Revenues totaled \$942,399, \$69,937 over the Adopted Budget amount of \$872,462. The total revenues include \$60,291 in fees for services that are accounted for, but not included, in the budget and \$47,669 in interest accrued on pooled cash.

In adopting the FY 2024-25 budget, the Commission limited the increase in agency apportionments to 5% over the FY 2023-24 budget by using Fund Balance monies to balance the level of projected expenditures. The final figures show that the fees for services and interest on pooled cash together with the lower than projected actual expenditures eliminated the need to use monies from the Fund Balance.

Salaries and Benefits

The Administrative Analyst I-III position (0.7 FTE) was included in the 2024-25 budget but not filled while the Commission and staff review options for staffing with the current level of agency apportionments. This resulted in an 11% reduction in the Salaries and Benefits expenditure from the Adopted Budget.

Services and Supplies

The costs for Accounting Services (51207) from the County Auditor were lower than projected by Auditors Office as there was not the need for financial accounting in support of a biennial audit.

Professional Services (51249) costs were lower than budgeted due to the completion of municipal service reviews in-house by staff.

Printing (51915) and Postage (51911) costs were higher due to the fire district reorganizations requiring large mailings for the protest proceedings. These costs were reimbursed by the districts and accounted for in revenues.

Private Car Expense (51605) is the allowance paid to the Executive Officer for the use of his personal car for Commission business. This amount is established by the County in the Salary Resolution. In previous years, this expense was budgeted for in Salaries and Benefits as it is paid through payroll. Costs for use of personal vehicles by commissioners and other staff are included in the Travel and Business Expenses account.

County Services (51916) costs were more than budgeted due to higher costs than projected by staff for liability insurance and charges for the County accounting and personnel systems.

Revenues

The interest on pooled funds was higher than projected due to the increase in the returns on investments. Overall, the revenues were sufficient to cover the costs of the expenditures without the use of the Commission's fund balance.

Fund Balance:

The beginning fund balance as of July 1, 2024, was approximately \$794,000, of which \$244,256 was committed to balance the FY 2024-25 Budget. As revenues exceeded expenditures by \$43,828, no monies from the fund balance were used. The ending fund balance was \$837,562. As per Commission policy, 50% or \$418,781 is to be held in reserve for unforeseen expenses including employee severances, insurance deductibles, and legal proceedings.

RECOMMENDATIONS

None

ATTACHMENTS

1. FY 2024-25 Year End Actuals