

City of Wayne HOW TO READ A REVENUE & EXPENDITURE REPORT

CITY OF WAYNE
JANUARY 2021



REVENUE AND EXPENDITURE REPORT FOR CITY OF WAYNE
PERIOD ENDING 12/31/2020

The title of the Revenue and Expenditure Report will list the month ending which you are viewing.

ACCOUNT PROJEC DESCRIPTION	END BALANCE	2020-21		YTD BALANCE	% BDGT USED
	06/30/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	2020-21 AMENDED BUDGET	12/31/2020 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	15,960,169.19	15,165,150.00	21,614,278.00	13,329,720.74	61.67
TOTAL EXPENDITURES	16,910,166.58	19,000,856.00	17,717,575.00	9,308,091.86	52.54
NET OF REVENUES & EXPENDITURES	(949,997.39)	(3,835,706.00)	3,896,703.00	4,021,628.88	103.21

ACCOUNT PROJECT / DESCRIPTION – This lists the various funds and their individual Revenue versus Expenditures.

END BALANCE 06/30/20XX NORMAL (ABNORMAL) – This column shows the previous fiscal years actual Revenue and Expenditures.

20XX-XX ORIGINAL BUDGET – This column shows the City’s original budget that was adopted for the current fiscal.

20XX-XX AMENDED BUDGET – This column shows the City’s current amendment budget for the current fiscal.

YTD BALANCE XX/XX/20XX NORMAL (ABNORMAL) – This column shows the actual Revenues and Expenditures that occurred through the end of the period shown.

% BDGT USED – This column shows the percent of the actual versus the budgeted amounts.

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	06/30/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	2020-21 AMENDED BUDGET	12/31/2020 NORMAL (ABNORMAL)	
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TOTAL REVENUES – This represents budgeted or actual revenue for each fund (money coming into the City).

TOTAL EXPENDITURES – This represents budgeted or actual expenditures for each fund (money going out of the City).

NET OF REVENUES & EXPENDITURES – This number will be positive if the revenues are more than expenditures (adding to fund balance) and it will be negative if the expenditures exceed the revenues (using fund balance).

Looking at the percentage for each revenue and expenditure in the report (% BDGT USED) and comparing this to a monthly benchmark can show where the City is at with revenue and expenditures compared to the budget amounts.

REVENUES: Should be at or above the benchmark for the month.

EXPENDITURES: Should be at or below the benchmark for the month.

Note: All revenues and expenditures are not received/paid equally throughout the year. As examples, Property Tax Revenue is primarily received from July 1 to September 30. Revenue sharing is received in 6 bi-monthly installments. Debt Service payments are made twice per year. Keep this in mind when looking at percentages to date.

PERIOD ENDING	BENCHMARK
07/31	8.34%
08/31	16.67%
09/30	25.00%
10/31	33.34%
11/30	41.67%
12/31	50.00%
01/31	58.34%
02/28	66.67%
03/31	75.00%
04/30	83.34%
05/31	91.67%
06/30	100%

USING THIS REPORT

ACCOUNT PROJEC DESCRIPTION	END BALANCE	2020-21		YTD BALANCE	% BDGT USED
	06/30/2020	ORIGINAL BUDGET	2020-21 AMENDED BUDGET	12/31/2020	
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As of December 31st the revenues should be 50.00% or greater and the expenditures should be 50.00% or less.

The actual revenues are 61.67% which is good since it is higher than 50.00%.

The actual expenditures are 52.54%, this is slightly higher than the ideal 50.00% or less.

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06/30	100%

For Questions Contact:

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