



MARCH 2004 BUDGET REPORT

**CITY OF DOVER
COUNCIL MEETING
APRIL 26, 2004**

GENERAL NOTES

- 1) Please note that the original budget figures and prior year, year-to-date totals received and expended are included for comparison.**
- 2) The revised budget figures are presented in these reports.**
- 3) Explanatory notes are provided for major variances for each budget.**
- 4) For your approval, enclosed are the budget reports for MARCH 2004.**

**PREPARED FOR: MAYOR AND COUNCIL
PREPARED BY: FINANCE DEPARTMENT**

City of Dover
Finance Department - Balance Report
March 31, 2004 (Audited)

General Fund Reserves

<p>Working Capital/ Budget Balance Cash on Hand to provide for payment of invoices/debt 8% of Operating <u>Revenue</u> Current Balance \$2,890,843</p>	<p>Contingency Funds set aside to cover unforeseen events or emergencies 2% of Operating <u>Revenue</u> Current Balance \$981,904</p>	<p>Capital Asset Reserve Replacement or procurement of long-term <u>assets</u> Current Balance \$297,254</p>	<p>Parkland Reserve Funds set aside for future park development and/or long-term recreation related fixed <u>assets</u> Current Balance \$584,954</p>
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Water/Wastewater Fund Reserves

<p>Working Capital/ Budget Balance Cash on Hand to provide for payment of invoices/debt 10% of Operating <u>Revenue</u> Current Balance \$1,088,493</p>	<p>Contingency Funds set aside to cover unforeseen events or emergencies 2% of Operating <u>Revenue</u> Current Balance \$645,438</p>	<p>Capital Asset Reserve Replacement or procurement of long-term <u>assets</u> Current Balance \$82,012</p>	<p>Impact Fee Reserve Replacement or procurement of long-term wastewater <u>assets</u> and annual <u>debt service</u> Current Balance \$1,450,166</p>	<p>I & E Working Capital/Budget Balance Cash on Hand to provide for payment of invoices/debt Current Balance \$1,477,900</p>
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Electric Revenue Fund Reserves

<p>Working Capital/ Budget Balance Cash on Hand to provide for payment of invoices/debt 5% of Operating <u>Revenue</u> Current Balance \$4,369,426</p>	<p>Contingency Funds set aside to cover unforeseen events or emergencies 1% of Operating <u>Revenue</u> Current Balance \$595,248</p>	<p>Depreciation Reserve Replacement or procurement of long-term <u>electric assets</u> Current Balance \$16,801,160</p>	<p>Future Capacity To assist in financing future capacity requirements of the <u>Electric system</u> Current Balance \$9,314,554</p>	<p>Insurance Reserve Funds set aside to cover Insurance <u>Deductibles</u> Current Balance \$718,534</p>
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<p>I & E Working Capital/Budget Balance Cash on Hand to provide for payment of invoices/debt Current Balance \$5,547,109</p>

Note: In FY03 \$5,000,000 was transferred from the Future Capacity & Depreciation Reserves towards the Nox & 230KV project costs. The unspent portion of this is included in the I & E Working Capital Budget Balance. \$2,000,000 was transferred into the Future Capacity Reserve as per the FY03 Revised Budget.

CITY OF DOVER
GENERAL FUND
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
CASH RECEIPT REPORT #9
MARCH 2004

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPTS BUDGET BALANCE	75% % BUDGET RECEIVED	RECEIVED YTD 03/03
Beginning Balance (1)	\$ 1,919,152	\$ 1,919,152	\$ -	\$ 2,890,843	\$ (971,691)	151%	\$ 2,266,936
Fines & Police Revenue (2)	610,020	610,020	59,095	384,460	225,560	63	454,596
911 Fee (3)	64,000	64,000	5,204	42,021	21,979	66	48,730
Interest Transfers and Earnings (4)	125,000	125,000	17,204	150,381	(25,381)	120	108,136
Library Revenues - General	33,700	33,700	5,593	27,569	6,131	82	28,986
Library Revenues - County Reimb. (5)	295,745	295,745	-	236,327	59,418	80	157,981
Business Licenses (6)	1,269,000	1,269,000	5,213	1,138,412	130,588	90	1,151,717
Permits & Other Licenses (7)	777,600	777,600	38,472	747,071	30,529	96	556,286
Miscellaneous Revenues (8)	75,850	75,850	444	43,216	32,634	57	49,606
Police Extra Duty Fees (9)	372,280	372,280	21,156	205,482	166,798	55	233,842
Property Taxes (10)	7,205,850	7,205,850	4,684	7,116,826	89,024	99	6,983,521
Recreations Revenue (11)	90,000	90,000	22,279	65,208	24,792	72	58,209
Franchise Fees (12)	340,000	340,000	-	272,014	67,986	80	269,673
Transfer Tax (13)	1,250,000	1,250,000	170,852	1,198,322	51,678	96	2,230,671
Trash Fees	885,000	885,000	78,599	690,765	194,235	78	680,374
DSWA-Trash Fee Rebate (14)	160,000	160,000	-	159,556	444	100	171,448
Garrison Farm Rent	28,213	28,213	-	28,213	-	100	28,213
Court of Chancery Fees	-	-	50,100	336,060	(336,060)	-	-
Internet Revenue	27,720	27,720	1,581	15,800	11,920	57	12,675
Intrafund Service Receipts Water/Wastewater (15)	853,786	853,786	83,264	609,542	244,244	71	-
Intrafund Service Receipts Electric (15)	3,210,934	3,210,934	315,687	2,245,088	965,846	70	-
Grants:							
FEMA (16)	-	-	-	54,906	(54,906)	-	-
Municipal Street Aid (17)	800,000	800,000	267,309	533,610	266,390	67	401,719
Police Related (18)	230,000	230,000	49,801	127,600	102,400	55	73,653
Recreation (19)	-	-	-	20,000	(20,000)	-	-
Transfer from Parkland Reserve	20,000	20,000	49,942	69,942	(49,942)	350	-
Transfer from Capital Asset Reserve	458,216	458,216	-	458,216	-	100	-
Transfer from Water/Wastewater Fund	831,000	831,000	-	831,000	-	100	337,500
Transfer from Electric Fund	4,701,664	4,701,664	-	4,701,664	-	100	3,393,750
TOTALS	\$ 26,634,730	\$ 26,634,730	\$ 1,246,479	\$ 25,400,114	\$ 1,234,616	95%	\$ 19,698,222

NOTES:

- (1) **Beginning Balance: \$2,890,843** This is the audited balance available on July 1, 2003.
- (2) **Fines and Police Revenue: 63%** This item is not time based. The receipts of fine revenues from the courts and from the department reflect the activities and when the cash is received by them.
- (3) **911 Fee: 66%** This fee is received for the 911 service and is received through a charge on telephone service.
- (4) **Interest Transfers and Earnings: 120%** This item is from the investment of available working capital.
- (5) **Library Revenue - County Reimbursement:** This item is received quarterly. The third quarter payment was received in January.
- (6) **Business Licenses: 90%** The applications are mailed in June and the majority of the license fees are received in June and July.
- (7) **Permits and Other Licenses: 96%** This item includes various license and permit fees received. Recent activity is related to dorms at DSU and rental dwelling permits.
- (8) **Miscellaneous Revenues:** Received \$20,886 in September 2003 from the City Auction. Includes grass cutting, return check fees, trash can replacements, reimbursement of sheriff sale fees and pay phone commissions.

(9) **Police Extra Duty: 55%** Billed one month in arrears.

(10) **Property Taxes: 99%** The total received reflects the amount billed in July. The received amount includes the following:

<u>RECEIVED FROM</u>	<u>AMOUNT</u>	<u>FOR</u>
Monzack and Monaco	\$ 8,878	Farm Land Roll Back Taxes - Lafferty Lane
John Hunn Brown	\$ 8,384	Farm Land Roll Back Taxes
State of Delaware	\$ 92,229	In Lieu of Taxes- State properties
St. Andrews	\$ 1,300	In Lieu of Taxes

(11) **Recreations Revenue: 72%** This item is not time-based. Large amounts are received in April and May for softball league fees.

(12) **Franchise Fees Revenue: 80%** Comcast and Cavalier receipts. Recorded on a cash basis each quarter when the checks are received. Receipts in July were for April, May and June 2003.

(13) **Transfer Tax: 96%** The revenue is based on real estate activity in Dover. The more significant receipts are as follows:

Clark Realty	\$ 45,000	Rojan, LLC	\$ 14,250
Cannon Mill	11,400	Vicmar, LLC	10,350
Connal Properties	19,875	Tony Ashburn & Son	15,493
1021 Partners LLC	30,000	West North Street	13,875
Wawa Inc.	13,500	Satyendra & Kanta Divan	49,367
Apple Delaware	42,654	GE Capital Francise	16,770
Benher LLC	12,000		
Cohab Realty, LLC	49,902		

(14) **DSWA-Trash Fee Rebate:** Received once a year.

(15) **Intrafund Service Receipts Water/Wastewater & Electric:** All previously classified Internal Service fund departments are moved to the General Fund beginning in fiscal year 2004. Services are provided by these departments to the Water/Wastewater and Electric funds. This item is added for the allocation amounts billed monthly.

(16) **FEMA Grant:** Received \$114,962 FEMA grant in December for Hurricane Isabel. Revenue is also recorded in Water Wastewater and Electric funds.

(17) **Municipal Street Aid:** State funds are usually received quarterly. Transfers are made to the General Fund as expenditures are made. \$266,301 was transferred in December and \$267,309 was transferred in March.

(18) **Police Related:** This item comes in on the basis of projects done and transfer from grants; also related to Police Extra Duty.

(19) **Recreation:** Unbudgeted state grant receipt for Silver Lake Playground equipment.

**CITY OF DOVER
GENERAL FUND
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
BUDGET REPORT #9
MARCH 2004**

EXPENDITURES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED	EXPENDED YTD 03/03
City Clerk	\$ 245,471	\$ 245,471	\$ 26,218	\$ 174,691	\$ 70,780	71%	\$ -
Council	146,032	146,032	16,081	99,585	46,447	68	-
Tax Assessor	152,713	152,713	13,124	96,238	56,475	63	84,494
Fire (1)	817,753	817,753	73,842	653,873	163,880	80	646,762
Grounds	923,477	924,677	78,570	605,650	319,027	65	-
Library	856,472	856,472	96,360	662,152	194,320	77	585,359
Recreation	545,563	550,918	35,658	344,469	206,449	63	307,600
Planning	192,094	193,294	16,616	153,402	39,892	79	90,487
Public Inspections	840,621	839,421	86,930	563,232	276,189	67	537,251
Police	9,365,435	9,365,435	944,125	6,621,315	2,744,120	71	6,093,983
Police Extra Duty (2)	452,280	452,280	20,930	270,927	181,353	60	310,107
Streets	1,024,013	1,024,013	74,077	816,025	207,988	80	668,922
Sanitation	2,152,851	2,149,251	181,234	1,640,425	508,826	76	1,528,416
Allocated Expenses	-	-	-	-	-	-	1,701,092
City Manager	306,841	306,841	30,861	227,927	78,914	74	-
Information Technology	687,351	687,351	72,074	481,616	205,735	70	-
Finance	531,955	531,955	46,396	386,933	145,022	73	-
P W Administration	257,367	259,767	29,716	199,470	60,297	77	-
Facilities Management	932,203	932,203	94,440	630,442	301,761	68	-
Engineering	215,214	215,214	20,717	164,862	50,352	77	-
Central Services	701,560	696,205	74,608	451,841	244,364	65	-
Vehicle Maintenance	572,624	572,624	43,197	370,815	201,809	65	-
Administrative Services	843,975	843,975	87,355	594,080	249,895	70	-
Human Resources	282,375	282,375	22,968	153,738	128,637	54	-
Mayor	98,429	98,429	6,207	71,200	27,229	72	-
Debt Service (3)	685,739	685,739	-	678,266	7,473	99	688,543
Transfer to Post Retirement Benefit Reserve	135,286	135,286	-	-	135,286	-	-
Insurance	478,869	478,869	47,255	425,659	53,210	89	-
Retirees Health Care	512,638	512,638	45,036	410,130	102,508	80	335,219
Merit Reserve	22,713	22,713	-	-	22,713	-	-
Transfer to CDBG Fund	-	-	-	-	-	-	5,900
Appropriation to Workman's Comp Fund	-	-	-	-	-	-	296,914
Budget Bal-Working Capital	1,654,816	1,654,816	-	-	1,654,816	-	-
TOTALS	\$ 26,634,730	\$26,634,730	\$ 2,284,595	\$ 17,948,963	\$ 8,685,767	67%	\$ 13,881,049

NOTES:

All previously classified Internal Service departments are moved to the General Fund beginning in fiscal year 2004. Services provided to the Water/Wastewater and Electric departments are allocated monthly and the revenue is reported on page 1 under Intrafund Service Receipts.

The month of March, 2004 includes payroll expenditures for three pay periods.

- (1) **Fire: 80%** In July an annual payment of \$130,000 is made towards the appropriation of Fire Station #2 (\$60,000) and the ladder truck (\$70,000). The brush truck appropriation was also made in July in the amount of \$7,775 and the appropriation for Fire truck#3 was made in the amount of \$88,000. The annual \$35,000 appropriation for the Pierce Rescue Truck was made in December.
- (2) **Police Extra Duty: 60%** Offset by fees and grants.
- (3) **Debt Service: 99%** Major amount of principal and interest payments for the 1992, 1993 and 1995 G.O. Bonds were made in July 2003. Some interest is paid in January 2004. \$67,057 was paid in December for the 1992 & 1995 G.O. Bonds refinancing.

CITY OF DOVER
COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS AND BUDGET REPORT #9
MARCH 2004

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% % BUDGET RECEIVED
Prior year balance	\$ 116,349	\$ 116,349	\$ -	\$ 338,906	\$ (222,557)	291%
Grants Revenue (1)	500,000	500,000	196,600	882,191	(382,191)	176
Transfer from General Fund (2)	250,000	250,000	-	250,000	-	100
Interest	-	-	54	1,544	(1,544)	-
TOTALS	\$ 866,349	\$ 866,349	\$ 196,654	\$ 1,472,641	\$ (606,292)	170%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED
Program Expenses (3)	\$ 866,349	\$ 866,349	\$ 26,024	\$ 1,312,369	\$ (446,020)	151%
TOTALS	\$ 866,349	\$ 866,349	\$ 26,024	\$ 1,312,369	\$ (446,020)	151%

NOTES:

- (1) **Grants Revenue:** Represents amounts committed by State Legislators to assist with capital projects.
- (2) **Transfer from General Fund:** Represents annual amount appropriated for street related projects from the Street Division budget. The Transfer was done in December.
- (3) **Program Expenses:** Expenses exceed receipts. A temporary loan is being provided from the General Fund.

	<u>Actual</u>
Dover High School Ditch	\$ 164,650
Streets & Alley's	949,627
Streets & Alley's	304
Generic Substation Signs	41,545
Greenview Dev Street Light	5,988
North Street Sidewalk	-
Dover Little League Park	150,255
	<u>\$ 1,312,369</u>

**CITY OF DOVER
TRANSPORTATION ENHANCEMENT GRANT FUND
CASH RECEIPTS AND BUDGET REPORT #9
MARCH 2004**

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% % BUDGET RECEIVED
Prior year balance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Grant - Loockerman Street (1)	66,631	66,631	15,744	108,897	(42,266)	163
Grant - Hansen House	144,000	144,000	-	-	144,000	-
Preservation Delaware - Hansen House	16,000	16,000	-	-	16,000	-
General Fund - Hansen House (2)	20,000	20,000	-	-	20,000	-
TOTALS	\$ 246,631	\$ 246,631	\$ 15,744	\$ 108,897	\$ 137,734	44%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED
Loockerman Street Project	\$ 66,631	\$ 66,631	\$ 1,543	\$ 41,850	\$ 24,781	63%
Timothy Hanson House	180,000	180,000	-	-	180,000	-
TOTALS	\$ 246,631	\$ 246,631	\$ 1,543	\$ 41,850	\$ 204,781	17%

NOTES:

- (1) **Grant - Loockerman Street:** The final payment for the Downtown Dover Pedestrian Amenities project was received in March.
- (2) **General Fund: \$20,000** These funds were not budgeted in the General Fund. The current plan is to use the reimbursement of the design and engineering fees on the Loockerman Street project in place of a contribution from the General Fund.

CITY OF DOVER
WATER /WASTEWATER FUND
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
REVENUE REPORT #9
MARCH 2004

REVENUES	ORIGINAL BUDGET	REVISED REVENUE BUDGET	REVENUE MARCH 2004	REVENUE TOTAL TO DATE	REVENUE BUDGET BALANCE	75% % BUDGET RECEIVED	RECEIVED YTD 03/03
Beginning Bal-Water (1)	\$ 867,101	\$ 867,101	\$ -	\$ 894,744	\$ (27,643)	103%	\$ 670,944
Beginning Bal-Wastewater (1)	558,403	558,403	-	193,749	364,654	35	801,254
Beginning Bal-Kent Co Sewer Adj. (1)	2,648	2,648	-	-	2,648	-	209,523
Water Fees	3,905,041	3,905,041	264,032	2,844,385	1,060,656	73	2,915,611
Wastewater Fees	2,632,047	2,632,047	186,696	1,929,359	702,688	73	1,931,041
Wastewater Adjustment Fees	2,951,083	2,951,083	205,122	2,092,878	858,205	71	2,126,837
Miscellaneous Service Fees (2)	41,950	41,950	6,046	43,157	(1,207)	103	48,584
Water Tank Space Leasing (3)	155,745	155,745	24,055	142,201	13,544	91	113,305
Interest Earnings and Transfers (4)	40,000	40,000	927	122,783	(82,783)	307	24,077
Grant Revenue - FEMA	-	-	-	11,912	(11,912)	-	-
Impact Fees (5)	665,000	665,000	30,868	415,430	249,570	62	572,138
TOTALS	\$ 11,819,018	\$ 11,819,018	\$ 717,746	\$ 8,690,598	\$ 3,128,420	74%	\$ 9,413,314

NOTES:

- (1) **Total Beginning Balances: \$1,088,493** This is the audited balance available on July 1, 2003.
- (2) **Miscellaneous Service Fees: 103%** This revenue depends on work requested by the customers. Favorable variance due to increased customer installations and penalties. \$23,424 received year to date for installations.
- (3) **Water Tank Space Leasing: 91%** Eight leases for tank space are in place. The amounts are received throughout the year on the anniversary dates of the leases.
- (4) **Interest Earnings and Transfers:** \$113,495 was transferred from Trustee accounts in February 2004.
- (5) **Impact Fees: 62%** Large receipts include the following:

18 Old Rudnick La	\$17,100
3282 N. Dupont Hwy	30,400
1 American Ave	15,200
	<u>\$62,700</u>

CITY OF DOVER
WATER/WASTEWATER FUND
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
BUDGET REPORT #9
MARCH 2004

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED	EXPENDED YTD 03/03
Construction (1)	\$ 446,065	\$ 446,065	\$ 47,355	\$ 321,890	\$ 124,175	72%	\$ -
Water	908,528	908,528	63,631	555,715	352,813	61	512,179
Water Treatment Plant	588,192	588,192	56,596	434,867	153,325	74	340,552
Wastewater (2)	688,734	688,734	74,215	574,234	114,500	83	475,729
Water Meter Reading	50,349	50,349	5,076	34,853	15,496	69	32,642
Kent County Treatment Fee (3)	2,953,731	2,953,731	296,756	2,813,224	140,507	95	2,083,511
Retirees Health Care	97,019	97,019	7,036	66,931	30,088	69	59,862
Intrafund Service Fees	853,786	853,786	83,264	609,542	244,244	71	1,064,697
Debt Service - Water	850,206	850,206	38,364	607,928	242,278	72	602,682
Debt Service - Wastewater	872,552	872,552	58,563	571,733	300,819	66	570,228
Merit Reserve	3,785	3,785	-	-	3,785	-	-
Debt Service - Arbitrage Rebate (4)	-	-	-	25,622	(25,622)	-	-
Transfer to Wastewater I/E	87,804	87,804	-	-	87,804	-	662,408
Transfer to Water I/E	513,559	513,559	-	-	513,559	-	559,158
Transfer to Impact Fees Reserves	147,860	147,860	-	-	147,860	-	19,474
Transfer to Capital Asset Reserve	160,000	160,000	-	-	160,000	-	-
Transfer to Workman's Comp. Fund	-	-	-	-	-	-	18,319
Transfer to General Fund from Water	415,500	415,500	-	415,500	-	100	189,000
Transfer to General Fund from Wastewater	415,500	415,500	-	415,500	-	100	148,500
Post-Retirement Benefits Reserve	156,654	156,654	-	-	156,654	-	-
Budget Bal. - Work. Cap Water	809,048	809,048	-	-	809,048	-	-
Budget Bal. - Work. Cap WW	800,146	800,146	-	-	800,146	-	-
TOTALS	\$ 11,819,018	\$ 11,819,018	\$ 730,856	\$ 7,447,539	\$ 4,371,479	63%	\$ 7,338,941

NOTES:

All previously classified Internal Service departments are moved to the General Fund beginning in fiscal year 2004. Services provided to the Water/Wastewater and Electric departments are allocated monthly and the revenue is reported on page 1 under Intrafund Service Receipts.

- (1) **Construction:** This department has moved from the Internal Service Fund.
- (2) **Wastewater 83%:** Budget amount to be adjusted at mid-year review.
- (3) **Kent County Treatment Fee 95%:** Budget amount to be adjusted at mid-year review. Increase attributed to inflow/infiltration.
- (4) **Debt Service - Arbitrage Rebate:** \$25,622 was paid to the Internal Revenue Service in December for Arbitrage Compliance.

CITY OF DOVER
WATER/WASTEWATER IMPROVEMENT AND EXTENSION FUND
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
CASH RECEIPTS AND BUDGET REPORT #9
MARCH 2004

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% % BUDGET RECEIVED	RECEIVED FY 03/03
Beginning Balance-Water (1)	\$ 433,115	\$ 433,115	\$ -	\$ 653,669	\$ (220,554)	151%	\$ 299,035
Beginning Balance-Wastewater (1)	801,734	801,734	-	824,231	(22,497)	103	172,149
Bond Issue Proceeds	1,600,000	1,600,000	-	1,600,000	-	100	-
Miscellaneous Receipts	275,000	275,000	-	-	275,000	-	-
State Grant/Reimbursements	-	-	-	-	-	-	64,944
Interest Earned	-	-	857	8,801	(8,801)	-	11,039
Transfer from Water WW for Water	513,559	513,559	-	-	513,559	-	559,158
Transfer from Water WW for Wastewater	87,804	87,804	-	-	87,804	-	662,408
Transfer from Impact Fee Reserve	350,000	350,000	-	-	350,000	-	-
TOTALS	\$ 4,061,212	\$ 4,061,212	\$ 857	\$ 3,086,701	\$ 974,511	76%	\$ 1,768,733

EXPENSES	ORIGINAL BUDGET	REVISED ANNUAL EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED	EXPENDED FY 03/03
Water (2)	\$ 1,147,488	\$ 1,135,488	\$ 138,489	\$ 307,290	\$ 828,198	27%	\$ 214,003
Wastewater (2)	2,083,423	2,095,423	15,041	251,344	1,844,079	12	86,981
Water Meter Reading (3)	20,000	20,000	-	11,612	8,388	58	-
Water Construction (4)	95,664	95,664	-	74,986	20,678	78	-
Budget Bal. Water - Working Capital	446,354	446,354	-	-	446,354	-	-
Budget Bal. Wastewater - Working Capital	268,283	268,283	-	-	268,283	-	-
TOTALS	\$ 4,061,212	\$ 4,061,212	\$ 153,530	\$ 645,232	\$ 3,415,980	16%	\$ 300,984

NOTES:

(1) **Total Beginning Balances: \$1,477,900** This is the audited balance available on July 1, 2003.

(2) **Water & Wastewater:** See below:

	Revised Budget	Actual		Revised Budget	Actual
Water			Wastewater		
Elevated Storage Tank	\$ 84,565	\$ 63,424	Meter Reading Tec Upgrade	\$ 25,000	\$ 24,811
Wellhead Redevelopment	74,500	78,873	Turnberry P S Upgrade	112,000	111,067
Meter Reading Tech Upgrade	25,000	24,811	Puncheon Run Motor Co	350,000	28,414
Division Street Water Main	600,000	-	Walker Road Pump Station	250,000	34,294
Misc. Distribution Sus	45,000	100	Garrison Oak Pump Station	170,000	28,057
West Dover Water Loop	200,000	92,625	US 13 Sanitary Swr In	1,155,000	2,836
US 13 Water Main Crossing	88,000	-	Lease Payments	13,423	11,434
Lease Payments	13,423	11,434	High Pressure Pump	-	10,432
Cooper Road Water Main	5,000	4,297	Walker Road Sewer Diversion	20,000	-
High Pressure Pump	-	10,432		\$ 2,095,423	\$ 251,344
Water System Scada Upgrade	-	21,295			
	\$ 1,135,488	\$ 307,290			

(3) **Water Meter Reading:** \$20,000 is budgeted for truck purchases.

(4) **Water Construction:** See below

	Revised Budget	Actual
Truck Purchases	\$ 35,000	\$ 26,120
Construction Purchase	15,000	13,537
Lease Payments	45,664	35,329
	\$ 95,664	\$ 74,986

CITY OF DOVER
ELECTRIC REVENUE FUND
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
REVENUE AND BUDGET REPORT #9
MARCH 2004

REVENUES	ORIGINAL BUDGET	REVISED REVENUE BUDGET	REVENUE MARCH 2004	REVENUE TOTAL TO DATE	REVENUE BUDGET BALANCE	75% %BUDGET RECEIVED	RECEIVED YTD 03/03
Beginning Balance (1)	\$ 3,986,103	\$ 3,986,103	\$ -	4,369,426	\$ (383,323)	110%	\$ 4,104,367
Sales to Customers	54,480,118	54,480,118	3,912,016	42,407,392	12,072,726	78	43,503,906
Purchased Power Adjustment	1,082,671	1,082,671	71,515	743,342	339,329	69	-
Utility Tax	1,023,996	1,023,996	67,412	743,093	280,903	73	746,401
Miscellaneous Revenue	496,000	496,000	50,974	394,311	101,689	79	395,911
Interest Earnings and Transfers (2)	120,000	120,000	9,148	87,572	32,428	73	101,518
Rental Income - Weyandt Hall	165,908	165,908	24,876	143,522	22,386	87	125,361
Grants Revenue - FEMA	-	-	-	48,143	(48,143)	-	-
Duke Contract Revenue	-	-	-	491,922	(491,922)	-	-
TOTALS	\$ 61,354,796	\$61,354,796	\$ 4,135,941	\$ 49,428,723	\$ 11,926,073	81%	\$ 48,977,464

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED	EXPENDED YTD 03/03
Purchased Power - DLD	\$ 38,406,939	\$38,406,939	\$ 2,948,024	\$ 28,287,479	\$ 10,119,460	74%	\$ 27,611,211
Transmission/Distribution	2,802,835	2,804,335	292,011	2,056,040	748,295	73	1,538,447
Electrical Engineering	1,540,996	1,540,996	170,333	1,057,200	483,796	69	915,598
Administration	739,625	738,125	47,509	427,500	310,625	58	420,527
Meter Reading	258,857	258,857	26,518	173,530	85,327	67	165,008
Tree Trimming (3)	-	-	-	-	-	-	169,244
Merit Reserve	13,570	13,570	-	-	13,570	-	-
Utility Tax	1,023,996	1,023,996	70,455	765,314	258,682	75	742,513
Provision for Uncollectible	125,000	125,000	125,000	125,000	-	100	100,000
Retirees Health Care	415,635	415,635	29,250	285,462	130,173	69	254,666
Post Retirement Benefits Reserve	253,131	253,131	-	-	253,131	-	-
Interest on Deposits (4)	25,000	25,000	3,400	21,909	3,091	88	24,153
Intrafund Service Fees	3,210,934	3,210,934	315,687	2,245,088	965,846	70	2,357,520
Other Appropriations:							
Debt Service	2,715,002	2,715,002	226,250	2,036,250	678,752	75	2,040,795
Improvement/Extension	1,630,000	1,630,000	-	1,630,000	-	100	350,000
Workman's Comp. Fund	-	-	-	-	-	-	45,243
General Fund	4,701,664	4,701,664	-	4,701,664	-	100	3,393,750
Inventory Reserve	125,000	125,000	-	125,000	-	100	-
Street Light	490,000	490,000	36,542	337,154	152,846	69	351,110
Budget Bal. - Work. Capital	2,876,612	2,876,612	-	-	2,876,612	-	-
TOTALS	\$ 61,354,796	\$61,354,796	\$ 4,290,979	\$ 44,274,590	\$ 17,080,206	72%	\$ 40,479,785

NOTES:

- (1) **Beginning Balance: \$4,369,426** This is the audited balance available on July 1, 2003.
- (2) **Interest Earnings and Transfers:** This item is from the investment of available working capital.
- (3) **Tree Trimming:** This line item has been contracted out to Asplundh and the supervision is included in the Transmission and Distribution department.
- (4) **Interests on Deposits: 88%** Interest on customer refunds was higher than expected.

CITY OF DOVER
ELECTRIC IMPROVEMENT AND EXTENSION FUND
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
CASH RECEIPTS AND BUDGET REPORT #9
MARCH 2004

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% % BUDGET RECEIVED	RECEIVED YTD 03/03
Beginning Balance (1)	\$ 7,045,367	\$ 7,045,367	\$ -	\$ 5,547,109	\$ 1,498,258	79%	\$ 1,357,660
Transfer from Electric Revenue Fund	1,630,000	1,630,000	-	1,630,000	-	100	350,000
Interest Earnings (2)	75,000	75,000	4,891	41,214	33,786	55	35,342
Receipt from Depreciation Reserve (3)	1,891,815	1,891,815	-	1,134,698	757,117	60	-
Receipt from Future Capacity (3)	1,170,000	1,170,000	-	1,565,302	(395,302)	134	-
Duke Contract Revenue	-	-	-	-	-	-	1,997,704
State Reimbursement for Projects	198,958	198,958	-	-	198,958	-	-
Duke Reimbursement for 230 KV Tie	850,000	850,000	-	-	850,000	-	-
Miscellaneous	-	-	-	-	-	-	13,977
TOTALS	\$ 12,861,140	\$ 12,861,140	\$ 4,891	\$ 9,918,323	\$ 2,942,817	77%	\$ 3,754,683

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED	EXPENDED YTD 03/03
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	0%	503,795
Transmission/Distribution (4)	840,064	840,064	35,791	485,297	354,767	58	706,473
Electrical Engineering (5)	11,110,252	11,110,252	1,335,193	6,538,299	4,571,953	59	317,699
Budget Bal. - Work. Capital	910,824	910,824	-	-	910,824	-	-
TOTALS	\$ 12,861,140	\$ 12,861,140	\$ 1,370,984	\$ 7,023,596	\$ 5,837,544	55%	\$ 1,527,967

NOTES:

- (1) **Beginning Balance: \$5,547,109** This is the audited balance available on July 1, 2003.
- (2) **Interest Earnings:** This item is from the investment of available working capital.
- (3) **Receipts from Depreciation and Future Capacity Reserves:** Funds were transferred from the reserve accounts to the project fund in February 2004, based on the mid-year review.
- (4) **Transmission/Distribution: 58%** See below:

	Budget	Actual
Trucks Purchase	\$ 92,000	\$ -
Portable Thumper	25,000	17,500
Lease Payments	113,114	113,112
Underground Transformers	170,000	73,805
Underground Conductors and Devices	188,301	146,740
Delaware State University	61,699	-
New Developments Upgrade	189,950	134,139
	<u>\$ 840,064</u>	<u>\$ 485,297</u>

- (5) **Electrical Engineering: 59%** See below:

	Budget	Actual
Other equipment Purchase	\$ 11,000	\$ 9,426
4KV to 12KV Conversion	214,000	44,138
Distribution Reclosures	30,000	-
230KV Tie with Conectiv	9,300,000	6,163,820
69KV Line Vansant-Mayfair	60,000	2,500
Relays and Controls	10,000	-
Substations	40,000	-
Transmissions/Switches	20,530	-
Scada Remote Control Unit	24,000	14,160
Scada Software	18,000	11,168
North State Street Rt 113	80,000	-
Mayfair Sup Upgrade 22KV - 69KV	207,500	-
Distribution Upgrades	557,722	281,208
Division Street Substation	537,500	11,879
	<u>\$ 11,110,252</u>	<u>\$ 6,538,299</u>

CITY OF DOVER
CONTINGENCY FUNDS
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
CASH RECEIPTS AND BUDGET REPORT #9
MARCH 2004

GENERAL CONTINGENCY FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% BUDGET RECEIVED
Beginning Balance	\$ 954,163	\$ 954,163	\$ -	\$ 957,814	\$ (3,651)	100%
Interest Earnings	28,625	28,625	2,541	24,090	4,535	84
TOTALS	\$ 982,788	\$ 982,788	\$ 2,541	\$ 981,904	\$ 884	100%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% BUDGET CHARGED
Carry Forward to Next Year	\$ 982,788	\$ 982,788	\$ -	\$ -	\$ 982,788	0%
TOTALS	\$ 982,788	\$ 982,788	\$ -	\$ -	\$ 982,788	0%

WATER/WASTEWATER CONTINGENCY FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% BUDGET RECEIVED
Prior Year Balance	\$ 439,778	\$ 439,778	\$ -	\$ 631,247	\$ (191,469)	144%
Interest Earnings	19,193	19,193	1,443	14,191	5,002	74
TOTALS	\$ 458,971	\$ 458,971	\$ 1,443	\$ 645,438	\$ (186,467)	141%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	MARCH 2004	TOTAL TO DATE	BUDGET BALANCE	% BUDGET CHARGED
Current Year Balance	\$ 458,971	\$ 458,971	\$ -	\$ -	\$ 458,971	0%
TOTALS	\$ 458,971	\$ 458,971	\$ -	\$ -	\$ 458,971	0%

ELECTRIC CONTINGENCY FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% BUDGET RECEIVED
Beginning Balance	\$ 580,643	\$ 580,643	\$ -	\$ 580,643	\$ -	100%
Interest Earnings	17,400	17,400	1,541	14,605	2,795	84
TOTALS	\$ 598,043	\$ 598,043	\$ 1,541	\$ 595,248	\$ 2,795	100%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% BUDGET CHARGED
Carry Forward to Next Year	\$ 598,043	\$ 598,043	\$ -	\$ -	\$ 598,043	0%
TOTALS	\$ 598,043	\$ 598,043	\$ -	\$ -	\$ 598,043	0%

NOTES:

CITY OF DOVER
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
CASH RECEIPTS AND BUDGET REPORT #9
MARCH 2004

GENERAL FUND CAPITAL ASSET RESERVE FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% BUDGET RECEIVED
Beginning Balance	\$ 750,000	\$ 750,000	\$ -	\$ 750,000	\$ -	100%
Interest Earnings	-	-	-	5,470	(5,470)	-
TOTALS	\$ 750,000	\$ 750,000	\$ 2,004	\$ 755,470	\$ (5,470)	101%
EXPENSES						
Transfer to General Fund	458,216	458,216	-	458,216	-	100%
Carry Forward to Next Year	\$ 291,784	\$ 291,784	\$ -	\$ -	\$ 291,784	0%
TOTALS	\$ 750,000	\$ 750,000	\$ -	\$ 458,216	\$ 291,784	61%

PARKLAND RESERVE FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% BUDGET RECEIVED
Beginning Balance	\$ 638,977	\$ 638,977	\$ -	\$ 638,977	\$ -	100%
Interest Earnings	-	-	-	15,919	(15,919)	-
TOTALS	\$ 638,977	\$ 638,977	\$ -	\$ 654,896	\$ (15,919)	102%
EXPENSES						
Transfer to General Fund	69,942	69,942	-	69,942	-	100%
Carry Forward to Next Year	\$ 569,035	\$ 569,035	\$ -	\$ -	\$ 569,035	0%
TOTALS	\$ 638,977	\$ 638,977	\$ -	\$ 69,942	\$ 569,035	11%

WATER/WASTEWATER CAPITAL ASSET RESERVE FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% BUDGET RECEIVED
Beginning Balance	\$ 80,000	\$ 80,000	\$ -	\$ 80,000	\$ -	100%
Interest Earnings	2,400	2,400	212	2,012	388	84
Transfer from Water Fund	160,000	160,000	-	-	160,000	-
TOTALS	\$ 242,400	\$ 242,400	\$ 2,216	\$ 82,012	\$ 160,388	34%
EXPENSES						
Carry Forward to Next Year	\$ 242,400	\$ 242,400	\$ -	\$ -	\$ 242,400	0%
TOTALS	\$ 242,400	\$ 242,400	\$ -	\$ -	\$ 242,400	0%

MUNICIPAL STREET AID FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% BUDGET RECEIVED
Beginning Balance	\$ 115	\$ 115	\$ -	\$ 100	\$ 15	87%
Interest Earnings	-	-	46	383	(383)	-
State Grant	815,000	815,000	-	595,385	219,615	73
TOTALS	\$ 815,115	\$ 815,115	\$ 2,050	\$ 595,868	\$ 219,247	73%
EXPENSES						
Transfer to General Fund	\$ 815,000	\$ 815,000	\$ 267,309	\$ 533,610	\$ 281,390	65%
Current Year Balance	115	115	-	-	115	-
TOTALS	\$ 815,115	\$ 815,115	\$ 267,309	\$ 533,610	\$ 281,505	65%

NOTES:

CITY OF DOVER
FISCAL YEAR JULY 1, 2003 TO JUNE 30, 2004
CASH RECEIPTS AND BUDGET REPORT #9
MARCH 2004

ELECTRIC DEPRECIATION RESERVE FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% % BUDGET RECEIVED
Prior Year Balance	\$ 15,188,096	\$15,188,096	\$ -	\$ 17,509,678	\$ (2,321,582)	115%
Interest Earnings	295,000	295,000	43,339	426,180	(131,180)	144
TOTALS	\$ 15,483,096	\$15,483,096	\$ 43,339	\$ 17,935,858	\$ (2,452,762)	116%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED
Transfer to I & E for Capital Items	\$ 1,891,815	\$ 1,891,815	\$ -	\$ 1,134,698	\$ 757,117	60%
Current Year Balance	13,591,281	13,591,281	-	-	13,591,281	-
TOTALS	\$ 15,483,096	\$15,483,096	\$ -	\$ 1,134,698	\$ 14,348,398	7%

FUTURE CAPACITY FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% % BUDGET RECEIVED
Prior Year Balance	\$ 10,529,665	\$10,529,665	\$ -	\$ 10,614,015	\$ (84,350)	101%
Interest Earnings	245,000	245,000	23,955	265,841	(20,841)	109
TOTALS	\$ 10,774,665	\$10,774,665	\$ 23,955	\$ 10,879,856	\$ (105,191)	101%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED
Transfer to Improvement & Extension	\$ 1,170,000	\$ 1,170,000	\$ -	\$ 1,565,302	\$ (395,302)	134%
Current Year Balance	9,604,665	9,604,665	-	-	9,604,665	-
TOTALS	\$ 10,774,665	\$10,774,665	\$ -	\$ 1,565,302	\$ 9,209,363	15%

INSURANCE STABILIZATION FUND

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	RECEIVED MARCH 2004	RECEIVED TOTAL TO DATE	RECEIPT BUDGET BALANCE	75% % BUDGET RECEIVED
Prior Year Balance	\$ 722,268	\$ 722,268	\$ -	\$ 712,543	\$ 9,725	99%
Interest Earnings	22,000	22,000	252	5,991	16,009	-
TOTALS	\$ 744,268	\$ 744,268	\$ 252	\$ 718,534	\$ 25,734	97%

EXPENSES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED MARCH 2004	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	75% % BUDGET CHARGED
Current Year Balance	\$ 744,268	\$ 744,268	\$ -	\$ -	\$ 744,268	0%
TOTALS	\$ 744,268	\$ 744,268	\$ -	\$ -	\$ 744,268	0%

NOTES: