

AGENDA ITEM 6.A.

MEETING: August 19, 2025
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: Year-End Financial Report and Budget Amendment for Fiscal Year 2024-25

BACKGROUND

On June 18, 2024, the Commission adopted the final budget for Fiscal Year (FY) 2024-25 in accordance with the California Government Code Section 56381. At the close of each fiscal year, staff prepares a year-end financial report for the Commission's review. This report also includes a proposed budget amendment to ensure the FY 2024-25 budget accurately reflects actual revenues and expenditures.

DISCUSSION

This item presents a comparison of adopted budget amounts to actual FY 2024-25 revenues and expenditures. A detailed account-by-account breakdown is provided in Exhibit A. The table below summarizes the year-end totals:

Budget Item	Adopted FY 2024-25	Actual	Difference
Total Revenues	\$36,000	\$45,654.99	+\$9,654.99
Total Expenditures	\$49,900	\$55,454.13	+\$5,554.13
Operating Difference*	-\$13,900	-\$9,799.14	+\$4,100.86

**Negative Balance indicates use of Reserves*

Actual expenditures exceeded adopted amounts in several accounts:

- Professional & Specialized – Applications: Increase by \$7,000 (from \$5,000 to \$12,000 total)
- Publications & Legal Notices: Increase by \$50 (from \$500 to \$550 total)
- Transportation & Travel: Increase by \$150 (from \$1,500 to \$1,650 total)

An offsetting increase in LAFCo Fee Revenue is proposed, as application processing is on a full cost-recovery basis. Notably, two recent annexation applications from Trinity County Waterworks District generated \$11,557.50 in deposits, which covered all related costs, including BOE fees.

To balance these increases, reductions are proposed in Memberships and Office expenses. These adjustments would keep the amended budget's operating difference at the originally adopted level of \$13,900, despite the actual year-end operating difference being \$9,799.14. Figures remain preliminary pending final processing by the Auditor's Office.

RECOMMENDATION

Staff recommends the Commission receive and accept the FY 2024-25 year-end financial report and adopt Resolution 2025-06 approving the FY 2024-25 budget amendment.

Attachments:

Attachment A - Resolution No. 2025-06

Attachment B - Financial Summary and Proposed Budget Amendment

RESOLUTION NO. 2025-06

**APPROVING A BUDGET AMENDMENT
FOR FISCAL YEAR 2024-25**

WHEREAS, the Trinity Local Agency Formation Commission is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a final budget for the next fiscal year no later than June 15; and

WHEREAS, the Fiscal Year 2024-25 Budget was approved on June 18, 2024 by Resolution 2024-02; and

WHEREAS, the Executive Officer's report was presented to the Commission in the manner provided by law; and

WHEREAS, on August 19, 2025, the Commission heard and fully considered a staff report outlining the need for a budget amendment to adequately fund expenditures recorded in Fiscal Year 2024-25; and

WHEREAS, the Commission determined the proposed budget amendments were portrayed as accurately and appropriately as is possible.

NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED as follows:

1. The Commission hereby approves the amendments for Fiscal Year 2024-25 as outlined in Exhibit A.
2. The overall operating costs provided in the amended budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section 56381(a).

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Trinity LAFCo Commission on the 19th day of August, 2025, and adopted by the following roll call vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST:

APPROVED:

Colette Santsche
Executive Officer

Todd Corbett
Vice Chair

Trinity LAFCo Budget

Attachment B

Categories	Acct #	FY 2022/23	FY 2022/23	FY 2023/24	FY 2023/24	FY 2024/25	FY 2024/25	FY 2024/25	FY 2025/26
		Adopted Budget	Year End Actual	Amended Budget	Year End Actual	Adopted Budget	Amended Budget	Year End Actual	Adopted Budget
Preliminary									
REVENUES:									
Interest	6601	-	2,257.84	-	3,839.06	-	-	2,597.13	-
LAFCo Fees (Applications)	8404	5,000	400.00	5,000	-	5,000	12,000	11,557.50	5,000
Cont From Other Agencies:									
County	9282	14,500	14,500.00	15,000	15,000.00	15,500	15,500	15,500.00	16,400
Indep Spec Districts	9285	14,500	14,697.49	15,000	14,281.08	15,500	15,500	16,000.36	16,400
TOTAL Revenues		\$ 34,000	\$ 31,855.33	\$ 35,000	\$ 33,120.14	\$ 36,000	\$ 43,000	\$ 45,655	\$ 37,800
EXPENDITURES:									
Memberships	2240	1,500	1,243.00	1,500	1,346.00	1,500	1,400	1,378.00	1,500
Office	2260	600	247.36	600	447.38	600	500	395.70	600
Professional & Specialized:	2300	45,800	16,283.75	59,800	53,492.99	45,800	52,800	51,557.50	45,800
- Staffing services		25,000	12,394.25	33,000	32,609.00	25,000	25,000	24,650.00	25,000
- MSR/SOI		15,000	3,717.00	21,000	20,591.00	15,000	15,000	15,350.00	15,000
- Applications		5,000	172.50	5,000	-	5,000	12,000	11,557.50	5,000
- Legal Counsel		500	-	500	-	500	500	-	500
- Web Service		300	-	300	292.99	300	300	-	300
Publications & Legal Notices	2500	500	84.92	550	428.12	500	550	514.91	500
Transportation & Travel	2750	1,500	597.50	1,500	615.00	1,500	1,650	1,608.02	1,500
Training	2756	-	-	-	-	-	-	-	-
Contrib to Non LAF Agency	3200	-	-	-	-	-	-	-	-
Transfer Out		-	-	-	-	-	-	-	-
TOTAL Expenditures		\$ 49,900	\$ 18,456.53	\$ 63,950	\$ 56,329.49	\$ 49,900	\$ 56,900	\$ 55,454.13	\$ 49,900
Operating Difference		\$ (15,900)	\$ 13,398.80	\$ (28,950)	\$ (23,209.35)	\$ (13,900)	\$ (13,900)	\$ (9,799.14)	\$ (12,100)
(Negative Balance Indicates Use of Reserves)									
FUND BALANCE/RESERVES									
Beginning Year Fund Balance		\$ 80,983		\$ 94,381		\$ 71,172			
Ending Year Fund Balance			\$ 94,381		\$ 71,172			\$ 61,373	