



# City of Bowling Green, Kentucky MONTHLY FINANCIAL MEMORANDUM

For month ending February 29, 2024

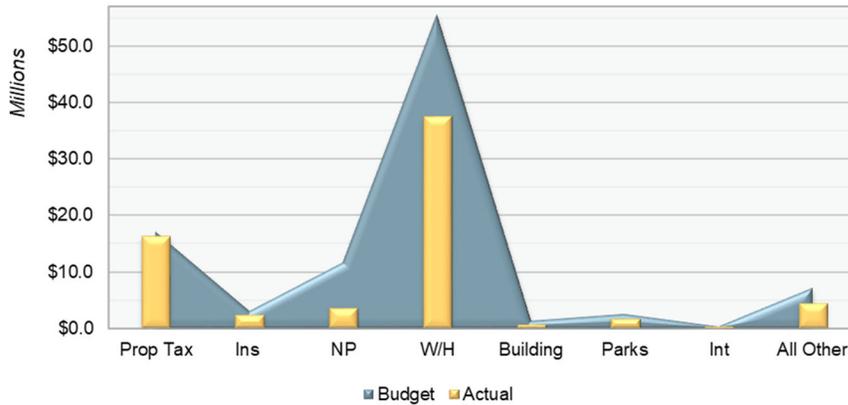
*NOTE: The Monthly Financial memorandum is prepared each month and is utilized to analyze and assess the current financial condition of the City's General Fund and a few other funds. The information found in this report is drawn from the City's general ledger as of the last day of each month, and occasional anomalies may occur. This report should be used for informational purposes only.*

## Assistant City Manager/CFO Commentary

### Revenue Highlights:

The total FY2024 amended General Fund revenue budget is \$99,010,000. Through February, \$66,717,000 has been collected, or 67.4% of the amended revenue budget. The FY2024 adopted revenue budget was increased by +9.8% over the FY2023 adopted budget, aligning with new and expanded business announcements. The most significant components of the revenue budget include withholding fees, net profits, and property taxes. A few categories: building fees and interest earnings, show a negative or nominal decrease for February FY2024 vs. February FY2023. The other categories reflect increases over the prior year. Please note that approx. 33% of the "all other" category at this point in the year is composed of a net reversal of a prior year-end fair market value adjustment on investments. It is an "on paper" only revenue that does not constitute cash collections.

**General Fund YTD Budget to Actual Comparison - Revenues**  
through February 29, 2024



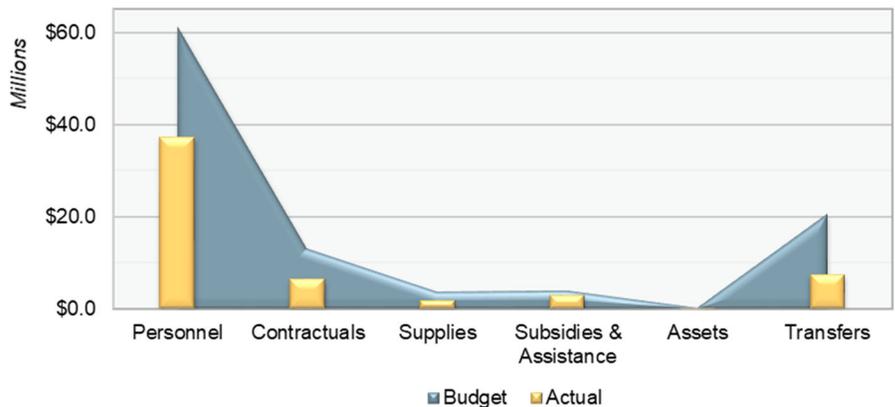
FY2024 YTD	
Compared to February 2023	
<b>Total Revenues:</b> +\$3,529,000 (+5.6%)	▲
<b>Wage Withholding Fees:</b> +\$1,796,000 (+5.0%)	▲
<b>Total Expenses:</b> +\$2,709,000 (+5.1%)	▲
<b>Personnel Expenses:</b> +\$5,184,000 (+16.2%)	▲

### Expenditure Highlights:

The total amended FY2024 General Fund expenditure budget is \$104,173,000, which includes carryover projects and purchase orders from the prior fiscal year and approved current year budget amendments. The FY2024 amended expenditure budget is \$9,438,000, or 10.0%, more than the FY2023 amended budget through the current month of the fiscal year. The increase in the General Fund amended budget impacts the Personnel (+13.5%) and Fund Transfer (+34.0%) expenditure categories.

The Employee Health Care Trust Fund as a whole includes a budgetary increase of \$124,000, or +1.5%, over the prior year. The largest expenses of the fund are claims for medical, dental, vision, and prescription costs. These costs are also budgeted to narrowly increase by \$591,000, or 9.3%, to fully cover rising costs to operate the on-site health clinic and the City's self-funded employee health insurance program.

**General Fund YTD Budget to Actual Comparison - Expenditures**  
through February 29, 2024



*Katie Schaller-Ward*

Assistant City Manager/Chief Financial Officer



**COMMUNITY.  
SERVICE.  
GROWTH.**

This financial report is designed to provide a general overview of the City of Bowling Green's finances. Questions or requests for information should be addressed to the Assistant City Manager/CFO at City Hall Annex, Department of Finance, 1017 College Street, Bowling Green, KY 42101; or (270)393-3000; or [accounting@bakv.org](mailto:accounting@bakv.org).

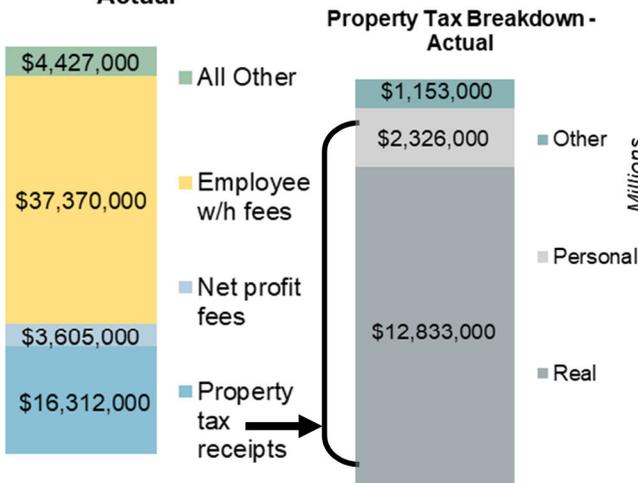


# GENERAL FUND REVENUE ANALYSIS

For month ending February 29, 2024

FY2023 YTD		FY2024 YTD		CHANGE (\$)	CHANGE (%)
<b>\$63,188,000</b>		<b>\$66,717,000</b>		<b>+\$3,529,000</b>	<b>+5.6%</b>
Revenue Category	FY2024 Amended Budget	FY2024 Actual	% Collected	Change compared to 2/28/2023	Highlights
Property Taxes	\$17,187,000	\$16,312,000	94.9%	+\$1,165,000 (+7.7%)	The property tax revenue source includes real and personal property, motor vehicle & boat, franchise and payments in-lieu-of taxes. 1,140 invoices remain unpaid from the 23k that were mailed in October. 0.5% interest was added on February 1, 2024 and will continue to be added each month thereafter until paid.
Insurance Premium Taxes	3,060,000	2,363,000	77.2%	+\$192,000 (+8.8%)	This self-reported tax is collected in both the General Fund and Fire Improvement Fund; five year totals are presented on page four.
Net Profit Fees	11,710,000	3,605,000	30.8%	+\$453,000 (+14.4%)	The FY2024 budget was increased 14.2% from FY2023 to match the streamlined business practices tied to the current environment. Collections through February reflect a \$275,000 increase vs. February FY2023.
Employee WH Fees	55,571,000	37,370,000	67.2%	+\$1,796,000 (+5.0%)	The FY2024 budget for this revenue source was increased by +12.5% compared to FY2023 to reflect the job growth related to new and expanded business announcements. February returns showing January wages posted an increase of +4.6% vs. last January. January 2023 and 2024 had four Fridays reported in February, resulting in an even overall comparison.
Building Fees	1,400,000	737,000	52.6%	-\$396,000 (-35.0%)	The FY2024 budget increased +26.7% vs. FY2023 budget due to a number of large revenue generating project announcements. All three revenue accounts show decreases through February.
Parks & Rec Receipts	2,620,000	1,639,000	62.6%	+\$66,000 (+4.2%)	Hobson Golf Course & Driving Range produced +\$3,000 more in collections this February vs. FY2023. Overall, Golf operating receipts are up +\$62,000 and Aquatics receipts are up +\$15,000 compared to last fiscal year. Cemetery collections are down -\$26,000.
Interest Earnings	365,000	264,000	72.3%	+\$66,000 (+33.3%)	Interest earnings include both bank balance earnings and investments.
All Other	7,097,000	4,427,000	62.4%	+\$187,000 (+4.4%)	This category contains multiple General Fund grants including two COPS grants for Police personnel, Assistance to Firefighters, Jennings Creek United Way grant, Homeland Security grant for a Cybersecurity position, an EPA grant, and Parks Development distributions to Golf and other taxes and fees. \$1.45M of the current collections relate to a FMV account reversal adjustment that does not constitute actual cash collections.
<b>Total</b>	<b>\$99,010,000</b>	<b>\$66,717,000</b>	<b>67.4%</b>	<b>+\$3,529,000 (+5.6%)</b>	The positive change for FY2024 thru February is attributable to growth with property taxes, net profits and employee withholdings representing the top three largest revenue sources.

Top 4 Revenue Drivers - Actual



YTD General Fund Revenue Comparison through February 29, 2024



# GENERAL FUND EXPENDITURE ANALYSIS

For month ending February 29, 2024

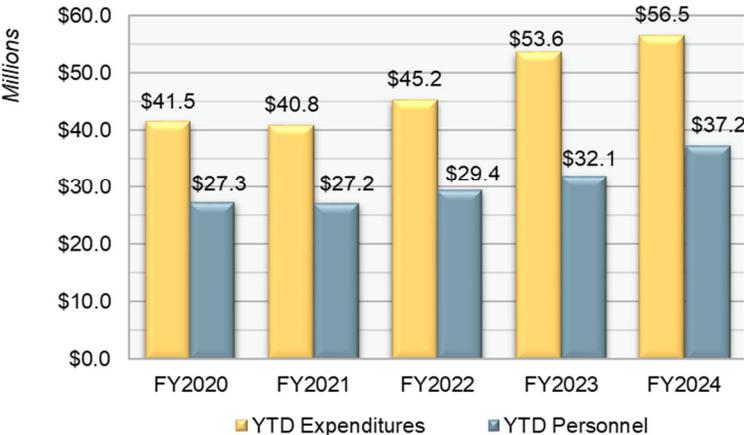


<b>FY2023 YTD</b>	<b>FY2024 YTD</b>	<b>CHANGE (\$)</b>	<b>CHANGE (%)</b>
<b>\$53,591,000</b>	<b>\$56,300,000</b>	<b>+\$2,709,000</b>	<b>+5.1%</b>

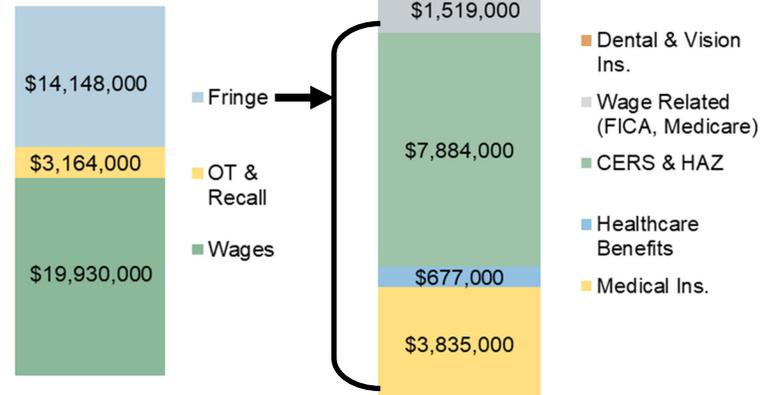
Expense Category	FY2024 Amended Budget	FY2024 Actual	% Expended	Change compared to 2/28/2023	Highlights
Personnel	\$61,281,000	\$37,242,000	60.8%	+\$5,184,000 (+16.2%)	Personnel costs for February were \$6,554,000 and are up when compared to last year by \$5,184,000, which is comprised of: wages (+\$3,465,000), overtime & recall (+\$487,000), CERS (+\$548,000), and other fringe benefits (+\$684,000). See the charts below for trending information and a breakdown of personnel expenses.
Contractuals	13,144,000	6,470,000	49.2%	+\$51,000 (+0.8%)	Contractual service costs totaled \$988,000 in February and are up compared to last year at this point due to increased fleet costs and pool bottom repair costs at Russell Sims Aquatic Center.
Supplies	3,713,000	1,942,000	52.3%	-\$265,000 (-12.0%)	Costs for the month totaled \$183,000. The year-to-date decrease is due to savings realized in the second year of the Police Department in-car and body cameras replacement contract.
Subsidies & Assistance	3,987,000	3,036,000	76.2%	-\$2,991,000 (-49.6%)	Subsidy payments totaled \$20,000 during February. The decrease compared to the prior year is due to the one-time payment last October to the ITA for property acquisition costs to expand the Kentucky Transpark.
Property & Assets	219,000	62,000	28.4%	-\$248,000 (-79.9%)	Asset costs were \$5,000 this month and reflect a decrease due to property acquisitions last October. Purchases this fiscal year include a personal protective equipment machine and a water quality monitoring station.
Fund Transfers	20,532,000	7,548,000	36.8%	+\$978,000 (+14.9%)	Fund transfer costs during February were \$2,000,000 and are up compared to the prior year due to funding for the newly created Facilities Maintenance Internal Service Fund.
<b>Total</b>	<b>\$102,876,000</b>	<b>\$56,300,000</b>	<b>54.0%</b>	<b>+\$2,709,000 (+5.1%)</b>	Total expenditures for the month were \$9,750,000 and are up compared to FY2023 due to one-time expenses posted last October for the Kentucky Transpark and City property acquisitions.

\* Remaining Contingency budget as of 2/29/2024 is \$1,296,818.

**YTD General Fund Expenditure History**  
through February 29, 2024



**Overall Personnel Detail - Actual**





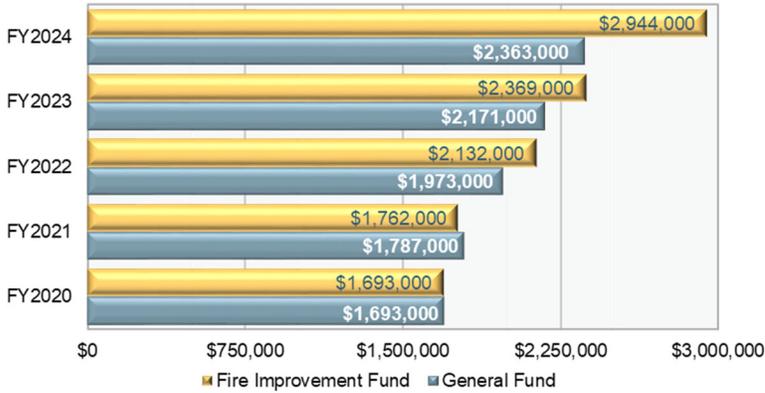
# A CLOSER LOOK

Additional detail on the City's Capital Improvement Program and the financial status of the Fire Improvement and Employee Health Care Funds

## INSURANCE PREMIUM TAXES

The below five year chart compares insurance premium tax receipts for the General Fund vs. Fire Improvement Fund through February. Through eight months, FY2024 figures show an increase of +24.3% vs. FY2023 over the same period.

**YTD Insurance Premium Tax Revenue Comparison**  
through February 29, 2024



## EMPLOYEE HEALTH CARE FUND

A summary of paid claims through February 2024 and the comparison to the prior fiscal year is below:

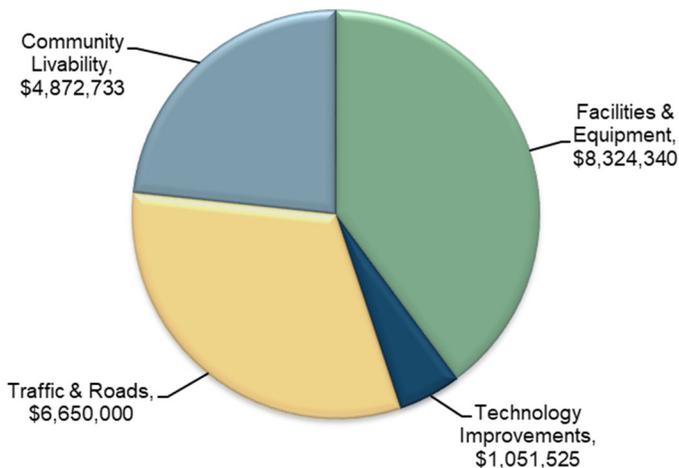
	FY2024 YTD Expenses	Change vs. FY2023
Medical claims	\$4,750,000	+\$2,081,000
Prescription claims	\$609,000	+\$248,000
Dental claims	\$297,000	+\$11,000
Vision claims	\$67,000	+\$4,000
<b>Total claims</b>	<b>\$5,723,000</b>	<b>+\$2,344,000</b>

Total claims are up \$2,344,000 or +69.3%, compared to last February. Total Health Care Fund expenditures are \$6,842,000, which is up \$2,455,000, or +55.9%, compared to this point in FY2023. The Employee Health Care Fund budget through February is 76.1% spent.

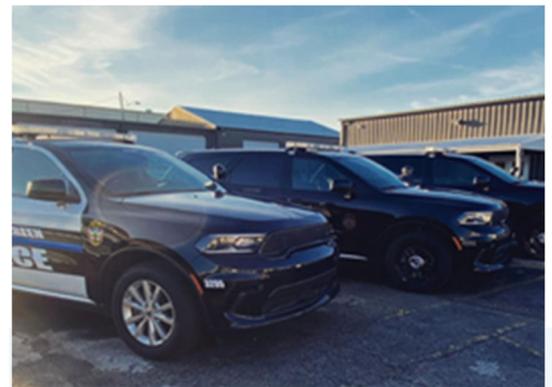
## CAPITAL IMPROVEMENT PROGRAM

The FY2024 Adopted Capital Improvement Program (CIP) totals nearly \$20,899,000, excluding debt, for all City departments with over 48% of that amount represented by General Fund supported projects. CIP costs are defined as those costing over \$25,000 with an expected useful life of at least five years. The CIP is also categorized by the impact to the City, including: Community Livability, Facilities & Equipment, Technology Improvements, and Traffic & Roads. Multiple funding sources are utilized to provide the budget for CIPs, including from the General Fund, Special Revenue funds, Capital Project funds, and grants.

**Approved FY2024 CIP**



### Featured Capital Project



The Bowling Green Police Department fleet contains over 130 vehicles, which is primarily patrol vehicles. The BGPD fleet is on a seven to ten year replacement cycle and in FY2023 eight patrol vehicles, two administrative cars, and one half ton truck were budgeted for replacement. The budget, including equipment up-fitting, totaled over \$465,000.