



# **City of Phillipsburg 2023 Budget Guide**

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## **Why is a Budget Required?**

Besides being mandated by the State of Kansas, the budget serves multiple functions for the City. First of all, the budget is the principal policy management tool of the governing body. Second, it serves as a financial plan that ties financial resources to activities. Finally, the budget serves as a vehicle for communicating planned activities of the City.

## **Budget Preparation**

The State of Kansas Department of Administration Municipal Services Section provides the annual budget forms during the month of May and also holds a budget seminar each year. The budget seminar provides information concerning state legislation which impacts the annual budget as well as instruction concerning the annual budget forms.

The annual Phillipsburg City budget is prepared during the months of April, May, and June each year for the following year. Information is provided by each department concerning costs of maintenance, projects, and operations for the future year. This information is then reviewed by the various City Council Department Committees prior to being proposed for the budget.

### **2023 Budget Calendar**

April – June 2022	Administration & City Council Department meetings
May 2022	Receive County Treasurer’s budget information
June 15, 2022	Receive County Clerk’s assessed valuation & RNR- KSA 79-5a27 & KSA 79-2988
July 20, 2022	Last day to provide Notice of Intent to exceed Revenue Neutral Rate to County Clerk KSA 79-2988 (b)(2)
Aug 20-Sept 20,2022	RNR hearing must be held (must publish notice at least 10 days prior)
September 10, 2022	Last day to publish proposed budget & hearing notice. KSA 79-2988 (b)(3)
September 20, 2022	Last day to hold public hearing on RNR & budget KSA 79-2933(b)(3)
October 1, 2022	Last day to file budget with county clerk KSA 79-2988(e)(1)

## **Legal Requirements Related to Budgeting**

### **Budget Law (K.S.A. 79-2925 – 79-2937)**

The City is required to establish a budget of planned expenditures for every fund, except capital project funds, tax levies for long-term debt and certain exceptions allowed by state statute for example equipment reserve or insurance premium reserves. The budget law also prohibits the City from expending an amount that exceeds the amount budgeted for the fund. The City may, without violation of the budget law, transfer budget authority within the General Fund from department to department or between items of expenditure. The budget law also prescribes a minimum procedure the City must follow in order to adopt the budget. The law requires the City to hold a public hearing prior to budget

adoption. This hearing must be publicized by public notice in the official city newspaper at least ten days prior to the date of the hearing.

### **Budget Law – Revenue Neutral Rate (K.S.A. 79-2988)**

Starting 2018, the Kansas Legislature imposed a property tax lid on cities and counties requiring a resolution approved by a majority of the electorate and be submitted to the county clerk if the proposed budget for the next year increases the required property taxes by an amount greater than consumer price index. In 2021, the tax lid was removed with the repeal of KSA 79-2925(b) & (c) and replaced with a revenue neutral rate with Senate Bill 13, now KSA 79-2988. This rate will be the tax rate, expressed in mills, that the taxing entity cannot exceed without holding a hearing and passing a resolution or ordinance reflecting the intent to do so. The revenue neutral rate is calculated:

**Revenue Neutral Rate = the Rate (Expressed in Mills) needed to collect the same dollar amount of property tax as last taxing year using this tax year’s valuation**

The requirements took effect in 2021 for the city’s 2022 budget. Starting with tax year 2022, the county clerk was required to send notice to each taxpayer with property in the taxing subdivision of the intent to exceed the revenue neutral rate at least 10 days in advance of the public hearing.

### **Cash Basis Law (K.S.A. 10-1101)**

The Kansas Cash Basis Law prohibits cities from creating a financial obligation unless there is money on hand in the proper fund with which to pay the indebtedness.

### **Limit on Indebtedness (K.S.A. 10-309)**

Kansas law limits the long-term debt (Bonds and Temporary Notes) outstanding to a maximum of 30% of assessed valuation. Assessed value for the purposes of establishing the debt limit includes the value assigned to motor vehicles. Motor vehicles are not included in the assessed value for establishing the mill levy. Debt issued for the purposes of storm or sanitary sewers, certain street intersections, or for city utilities are not subject to the limit. In addition, debt issued under some statutes may be specifically exempt by the authorizing legislation.

### **Open Meetings (K.S.A. 75-4317 et seq.)**

Generally, any time a quorum of the City Council meets for the purpose of conducting or discussing business, the meeting must be open to the public. State law provides specific instances in which the City Council may go into executive session (non-public meeting), but no binding decisions may be made in such closed sessions. The public is encouraged to attend all City Council meetings. Regularly scheduled City Council meetings are streamed live on the City’s Facebook page and the recording uploaded to the City’s website. Special meetings or changes in the place or time of regular meetings will be announced in advance through the City’s website and Facebook page, and KKAN/KQMA Radio.

### **Kansas Open Records Act (K.S.A. 45-215 et seq.)**

The Kansas Open Records Act provides that, unless specifically exempt by law or court ruling, all public records are open to public inspection. The basic policy is that the public has a right to public records unless otherwise limited by state or federal law. A \$50 minimum fee is required in advance and additional fees may be charged for staff time. Copies of records can be provided for a nominal fee. If a record is requested and access is denied, a specific reason for denial must be given. Records or information obtained cannot be used for commercial purposes.

### **Basis of Accounting**

The Phillipsburg City Council approves an annual resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement of the application of generally accepted accounting principles and allowing the City to use the regulatory basis of accounting. The *Kansas Municipal Audit and Accounting Guide* (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis receipts and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The financial transactions of the City are recorded in individual funds. In governmental accounting, a fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

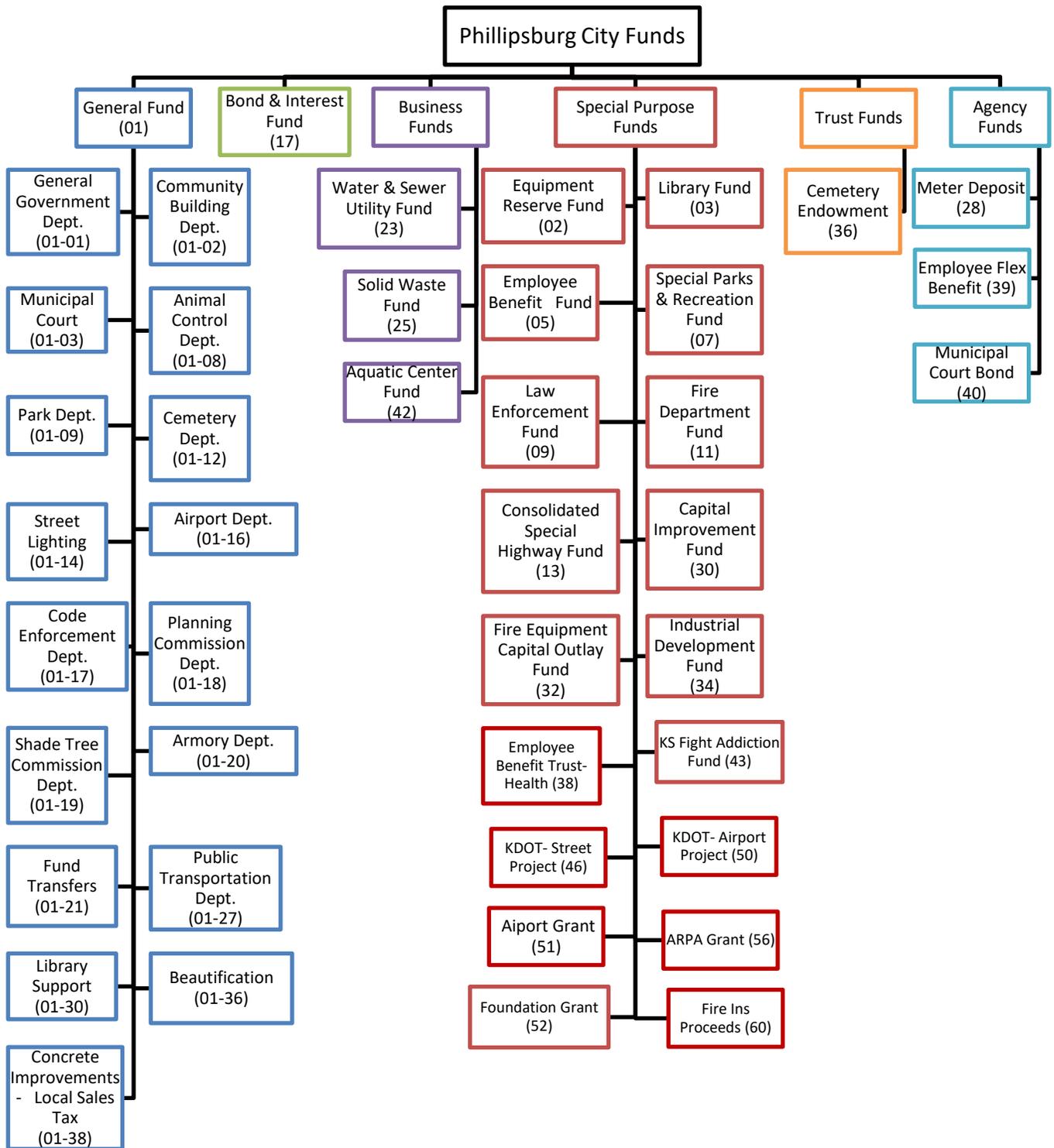
The following types of funds comprise the financial activities of the City:

- **General Fund** – the chief operating fund used to account for all resources except those required to be accounted for in another fund.
- **Bond and Interest Funds** – used to account for the accumulation of resources, including tax levies, transfers from other funds and payment of general long-term debt.

- **Business Funds** – used to account for operations that are financed and operated in a manner similar to private business enterprises where the stated intent is that the expense of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where periodic determination of revenues earned, expenses incurred, and/or net income is deemed appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
- **Trust Funds** – funds used to report assets held in trust for the benefit of the municipal financial reporting entity.
- **Special Purpose Funds** – funds used to account for the proceeds of specific tax levies and other specific revenue sources (other than Capital Project and tax levies for long-term debt) that are intended for specific purposes.
- **Agency Funds** – funds used to report assets held by the municipal reporting entity in a purely custodial capacity (meter deposits, court bonds, employee flex benefit funds).

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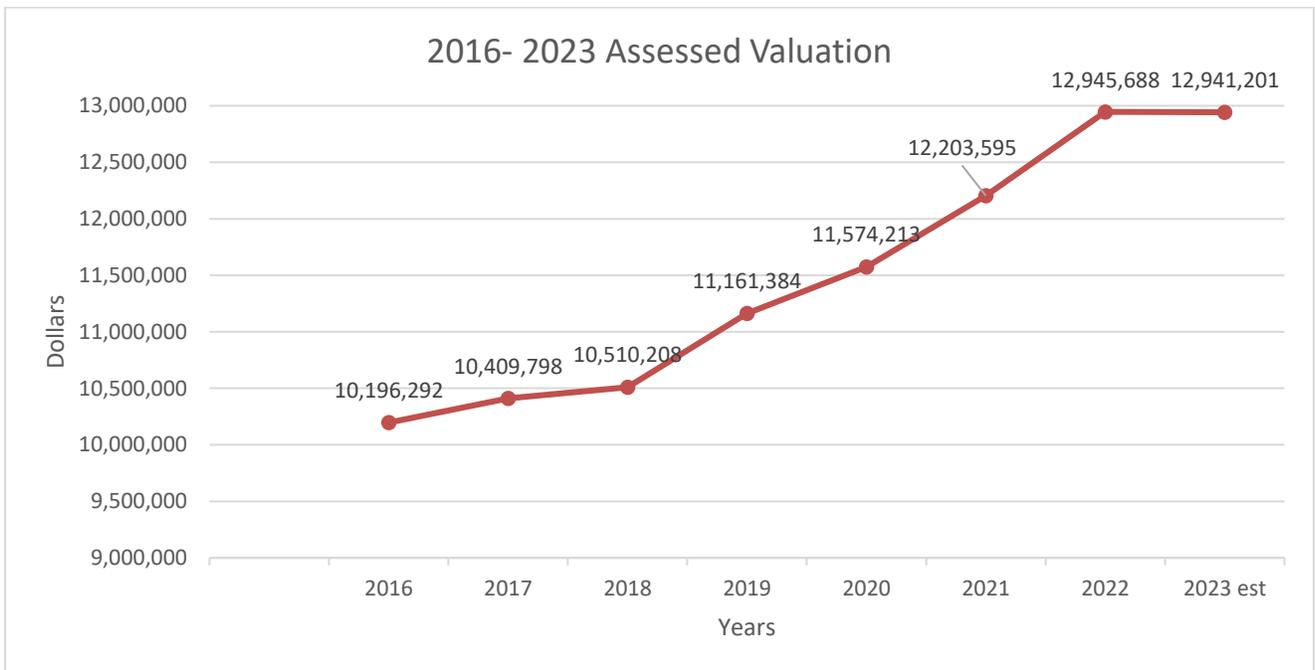
**Chart of Funds**



**Assessed Valuation**

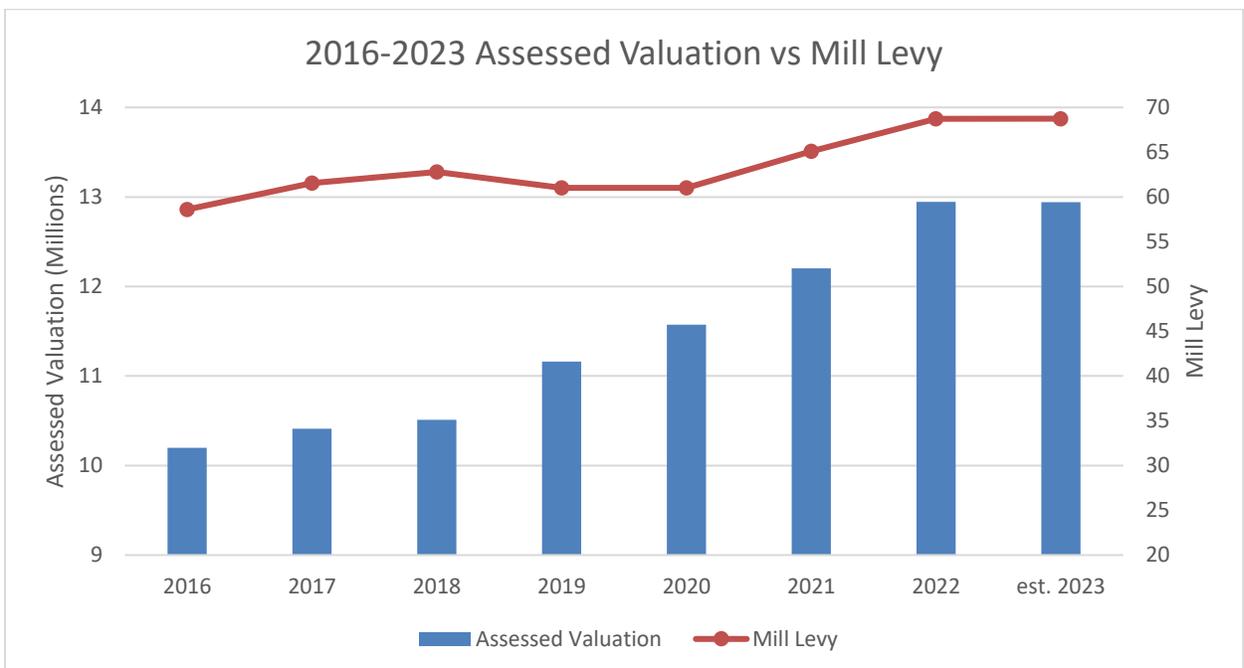
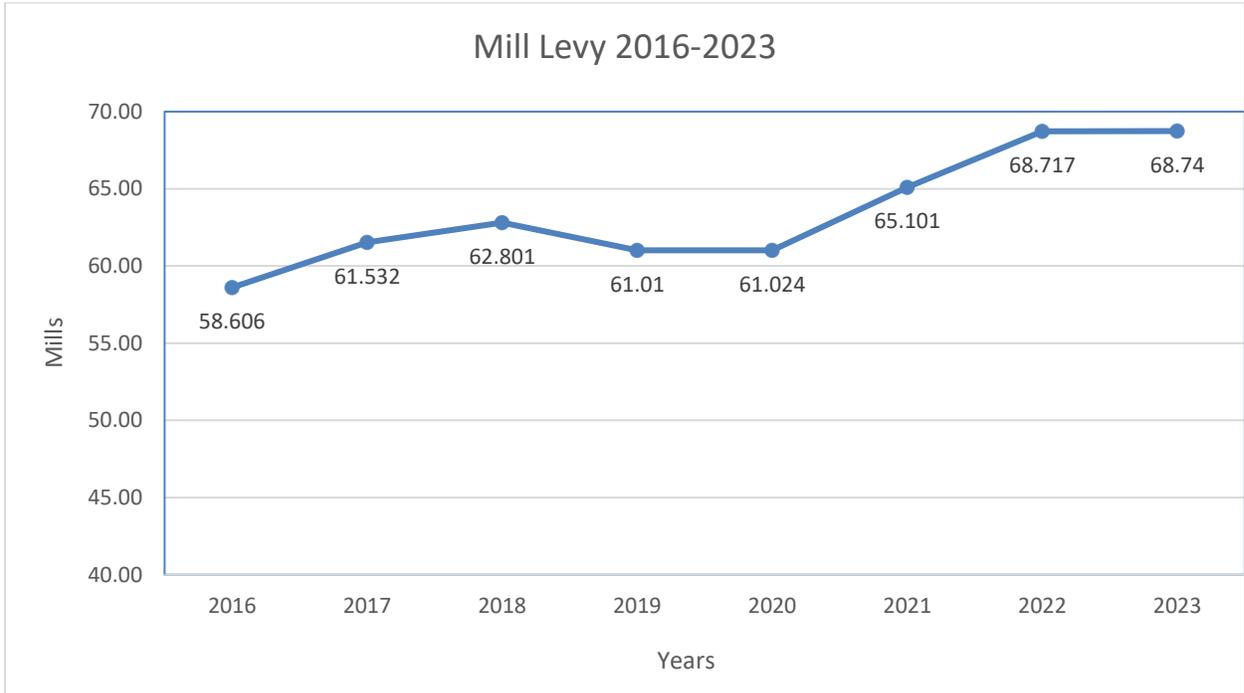
Assessed value represents the official value placed on real estate, personal property, and utilities as a basis for levying taxes. By Kansas statute, the assessed value for residential property is 11.5% of the appraised value and the assessed value for commercial/ industrial property is 25.0% of appraised value. For Phillipsburg, the appraised value is determined by the Phillips County Appraiser. Notice of value changes are mailed to property owners by the Phillips County Appraiser in March of each year.

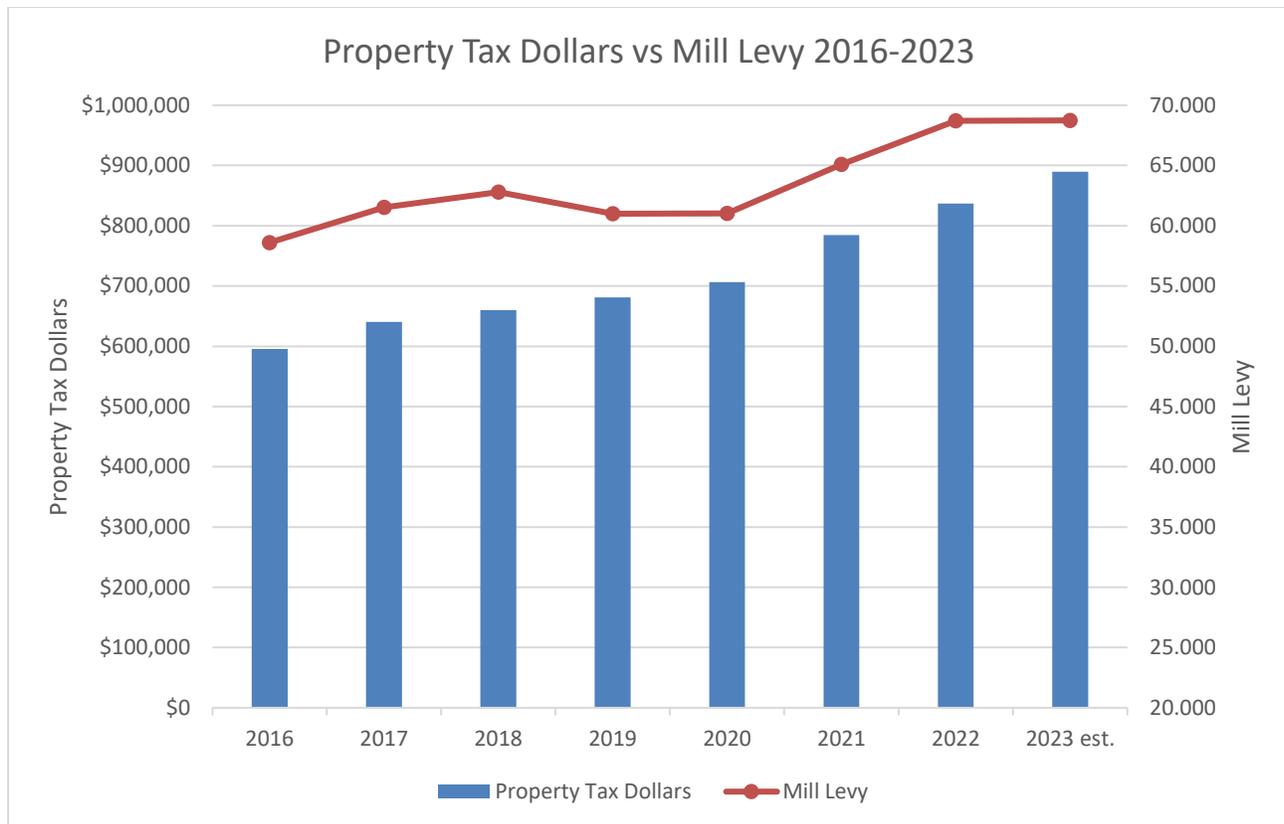
Assessed valuation growth over time is one of the ways communities can evaluate the overall health of their local economy. A positive upward trend indicates an expansion of the local tax base through annexation, new construction and investment as well as a growth in property values.



**Mill Levy**

A mill is a monetary unit equivalent to one-thousandth of a dollar, or \$1 of tax per \$1,000 of assessed valuation. The mill levy represents a taxing entity’s total property tax rate.



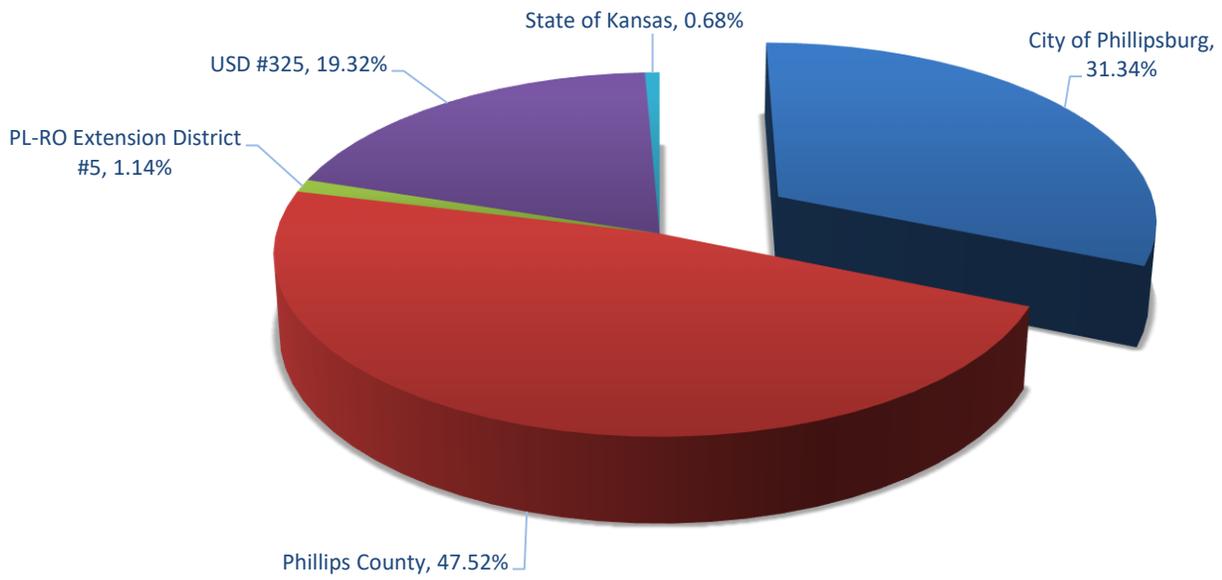


**City Tax Liability**

The City of Phillipsburg is one of several taxing entities which make up your total property tax bill. Your property tax bill also includes taxes levied by Phillips County, PL-RO Extension District #5, USD #325, and the State of Kansas. The table and chart below show the mill levy breakout by taxing entity. The City of Phillipsburg will represent approximately 31.34% of the total 2023 property tax bill. Phillips County is the largest tax entity at approximately 47.52% in 2023.

Mill Levy By Budget Year								
Unit of Government	2016	2017	2018	2019	2020	2021	2022	2023 est.
City of Phillipsburg	58.606	61.532	62.081	61.01	61.024	68.569	68.717	68.74
Phillips County	91.386	97.609	93.780	92.107	92.097	100.576	100.576	104.232
PL-RO Extension District #5	1.792	2.210	2.032	2.036	2.046	1.939	1.939	2.497
USD #325	43.718	43.704	44.197	44.184	43.921	42.754	42.754	42.754
State of Kansas	1.500	1.500	1.500	1.5	1.5	1.5	1.5	1.5
<b>Total Mill Levy</b>	<b>197.002</b>	<b>206.555</b>	<b>203.590</b>	<b>200.837</b>	<b>197.112</b>	<b>211.870</b>	<b>215.486</b>	<b>219.349</b>

### 2023 Taxing Unit % of Property Tax Bill



## Annual City Tax Liability Example

**MARKET VALUE OF HOME:** \$100,000

To determine assessed valuation, multiply by 11.5%

$$\$100,000 \times 11.5\% = \$11,500$$

**ASSESSED VALUATION:** \$11,500

To determine the city tax liability, divide the assessed valuation by 1,000 and multiply the answer by the published mill levy.

$$\$11,500 / 1,000 = 11.50 \quad 11.50 \times 68.74 = \$790.51$$

**ANNUAL CITY TAX LIABILITY: \$790.51**

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### Monthly Expense for City Services

To determine the monthly expense for city services, divide the tax liability by 12 months. \$790.51 divided by 12 = \$65.88 per month.

The following list represents a sampling of City services provided for the monthly cost of \$65.88:

Street Maintenance *	Fire Protection	Parks Maintenance
Cemetery Maintenance	Library Operations	Building Inspection
Municipal Court	Municipal Airport	Public Transportation
Street Lights	Code Enforcement	Building Permit Inspection
Snow Removal	Planning & Zoning	Tree Maintenance
City Campground	Ballfields	Armory
Street Sweeping	Community Building	Law Enforcement

In comparison, the following are representative of other expenses you might have in your household:

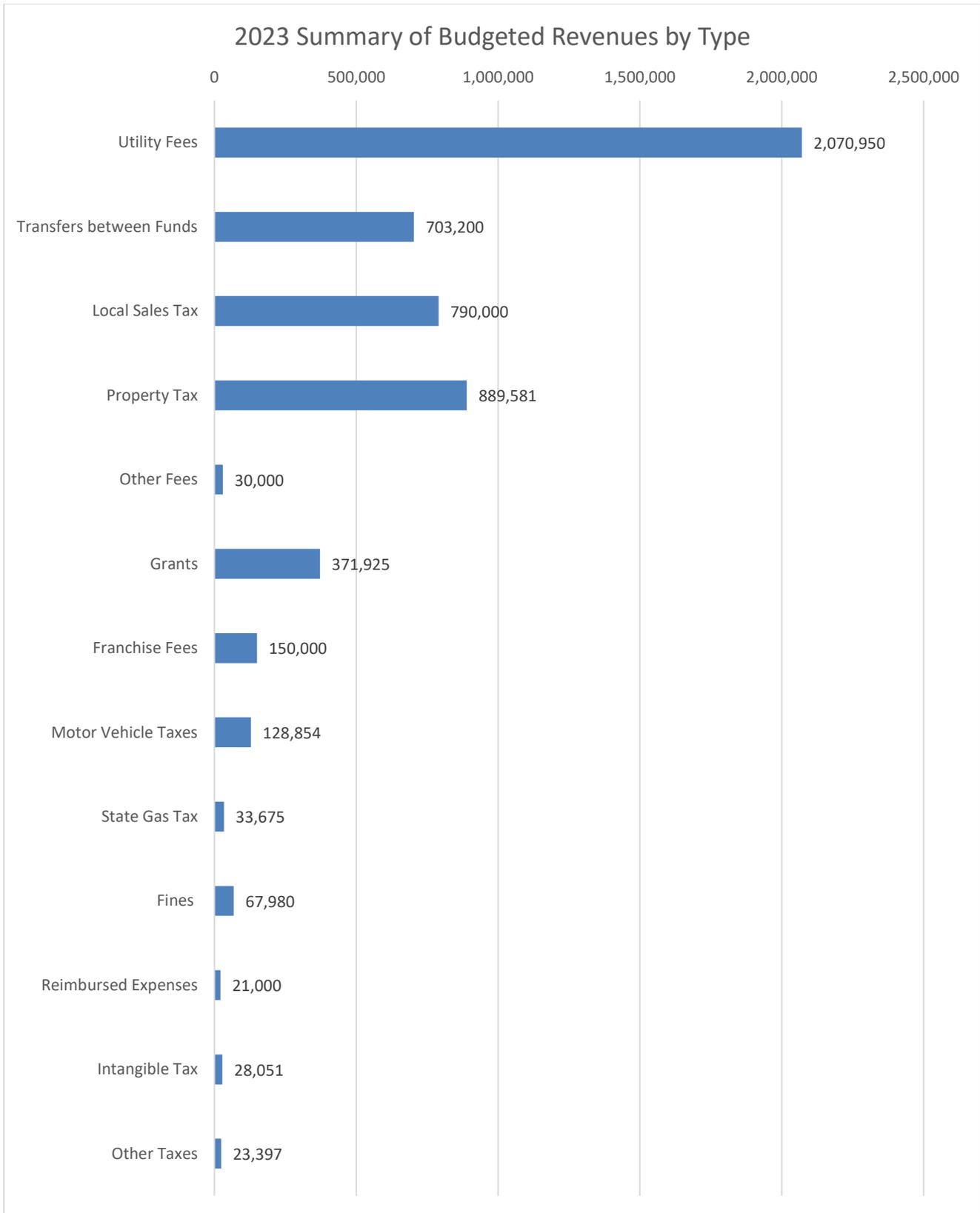
A 15-gallon tank of regular unleaded fuel at \$3.25/gallon would cost \$48.75.

Basic internet service costs approximately \$85/month.

\*A portion of street maintenance is also funded through the capital improvement sales tax.

**Summary of 2023 Budgeted Expenditures by Fund**

#	Fund	2022 Budget	2023 Budget	% of Change
<b>1</b>	<b>General Fund</b>	<b>1,522,382</b>	<b>1,732,600</b>	<b>13.81%</b>
01-01	General Government	335,000	304,000	-9.25%
01-02	Community Building	70,000	73,900	5.57%
01-03	Municipal Court	46,000	64,000	39.13%
01-08	Animal Control	3,300	9,000	172.73%
01-09	Park	71,000	65,000	-8.45%
01-12	Cemetery	45,000	72,000	60.00%
01-14	Street Lighting	50,000	60,000	20.00%
01-16	Airport	126,282	204,000	61.54%
01-17	Code Enforcement	3,000	10,500	250.00%
01-18	Planning Commission	800	4,000	400.00%
01-19	Shade Tree Commission	1,500	7,000	366.67%
01-20	Armory	55,000	35,000	-36.36%
01-21	Fund Transfers	545,000	578,200	6.09%
01-27	Public Transportation	63,000	95,000	50.79%
01-30	Library Support	57,500	61,000	6.09%
01-36	Beautification	15,000	30,000	100.00%
01-38	Concrete Improvements - Local Sales Tax	35,000	60,000	71.43%
	Miscellaneous	0	0	0.00%
<b>17</b>	<b>Bond &amp; Interest Fund</b>	<b>169,132</b>	<b>175,195</b>	<b>3.58%</b>
	<b>Enterprise Funds</b>	<b>4,192,737</b>	<b>3,563,152</b>	<b>-15.02%</b>
23	Water & Sewer Utility Fund	2,668,455	2,196,985	-17.67%
25	Solid Waste Fund	746,230	652,407	-12.57%
42	Aquatic Center Fund	778,052	713,760	-8.26%
	<b>Special Purpose Funds</b>	<b>1,947,093</b>	<b>1,858,864</b>	<b>-4.53%</b>
03	Library Fund	77,500	77,970	0.61%
05	Employee Benefit Fund	663,000	441,000	-33.48%
07	Special Parks & Recreation Fund	55,972	43,284	-22.67%
09	Law Enforcement Fund	325,001	318,500	-2.00%
11	Fire Department Fund	160,129	127,530	-20.36%
13	Consolidated Special Highway Fund	388,536	340,480	-12.37%
32	Fire Equipment Capital Outlay Fund	214,175	399,950	86.74%
34	Industrial Development Fund	62,780	110,150	75.45%
	<b>Total City Budgeted Expenditures</b>	<b>7,831,344</b>	<b>7,329,811</b>	<b>-6.40%</b>



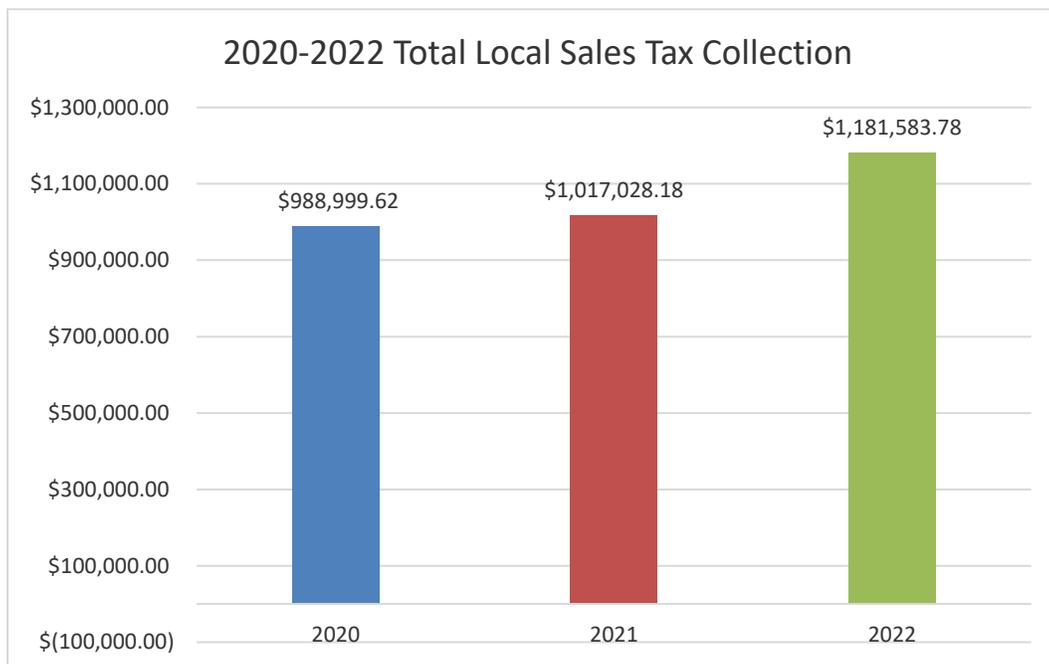
**Schedule of Budget Transfers and Statutory Reference**

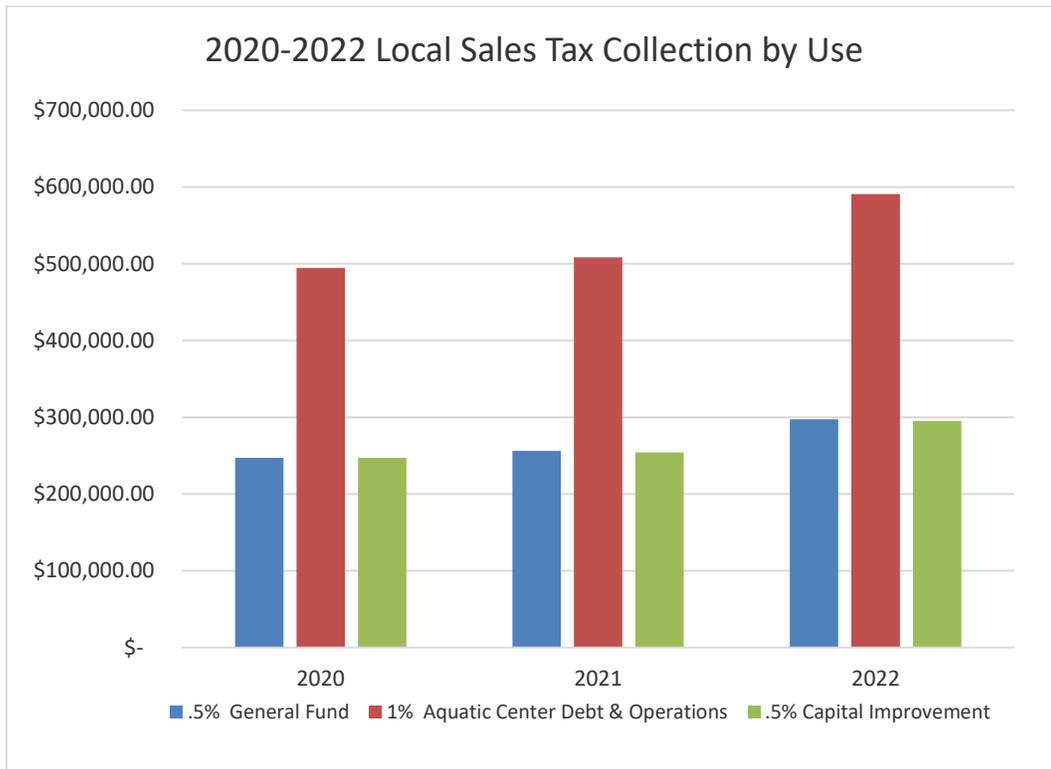
Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2021	Current Amount for 2022	Proposed Amount for 2023	Statue of Ordinance Authorization
General	Special Highway	160,000	190,000	210,000	12-1,119
General	Law Enforcement	298,250	310,000	318,200	HOME ORD 1404
General	Fire Department	50,000	50,000	0	HOME ORD 1405
General	Equipment Reserve			50,000	12-1,117
General	Risk Management	20,000			12-2615
Water & Sewer	Equipment Reserve			100,000	12-825d
Water & Sewer	Bond & Interest	110,000	115,000	115,000	12-825d
Solid Waste	Equipment Reserve	14,032	20,000	50,000	12-825d
Water & Sewer	AMR-Water Meter	6,020			12-825d
AMR-Water Meter	Equipment Reserve	14,600	15,000		12-1,118
	<b>Total Transfer</b>	672,902	700,000	843,200	

**City Sales Tax**

The first city sales tax was approved by voters in 1997. This 0.5% sales tax is used for general expenditures as determined by the City Council. In 2001, voters approved another 0.5% sales tax to be used “to pay all or a portion of the costs of constructing and acquiring a wastewater treatment plant, replacing the existing pump stations and making all other necessary improvements appurtenant thereto to serve the City”. This 0.5% expired in October of 2018 and was replaced with 0.5% approved by voters in the August 2018 election to begin in 2019 to “maintain and improve city infrastructure, streets, sewer system, and water system”. In 2011, city voters approved a 1% sales tax “for the purpose of paying the costs of a city swimming pool project, to pay the costs of operating and maintaining that swimming pool and to finance general operating and capital improvement expenses of the City”.

The total sales tax charged within the City of Phillipsburg is 9%. Of the total 9%, the City of Phillipsburg receives 2%, Phillips County receives 0.5%, and the State of Kansas receives 6.5%.







## Glossary of Terms

**Ad Valorem** – Also known as property tax, this is a tax levied on the assessed value of both real and personal property in proportion to the value of the property.

**Appropriation** – An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Ordinance.

**Appraised Value** – The value of real estate or other property as determined by the Phillips County Assessor.

**Assessed Value** – Represents the official value placed on real estate, Personal property, and utilities as a basis for levying taxes. By Kansas statute, the assessed value for residential property is 11.5% of the appraised value and the assessed value for commercial/industrial property is 25% of the appraised value.

**Balanced Budget** – Annual financial plan in which expenditures do not exceed revenues. Kansas statute requires that each fund supported by a property tax levy be balanced.

**Bonds** – Debt instruments that require repayment of specified principal amount on a certain date (maturity date), together with interest at a stated rate, or according to a formula for determining the interest rate. General Obligation Bonds are bonds which payment has been guaranteed by the taxing authority of the government entity. Revenue Bonds are bonds which payment has been guaranteed by a revenue earning source such as water fees.

**Capital Outlay** – Expenditure category used for new equipment purchases, facility improvements, and other non-routine capital items.

**Commodities** – Expenditure category used for distribution of, consumable goods such as office supplies, small tools, fuel, etc. Commodities also include repair or replacement parts and non-capital materials.

**Contractual Services** – Expenditure category used for services provided by firms, individuals or other departments.

**Encumbrance** – A reservation of funds to cover purchase orders, contracts, or other funding commitments which are yet to be fulfilled.

**Expenditures** – Refers to current cash operating expenses and encumbrances.

**Fund Balance** – Refers to the difference between a fund's revenues and expenditures.

**Grant** – A contribution from one government unit, foundation, or funding source to another. The contribution is usually made to aid in the support of a specified function or project, but it is sometimes used for general purposes.

**Mill** - A monetary unit used to express the property tax rate. It is equivalent to one-thousandth of a dollar, or \$1 of tax per \$1,000 of assessed valuation.

**Mill Levy** - Represents a taxing entity's total property tax rate.

**Neighborhood Revitalization Rebate** – In 2012, the Phillips County Commissioners adopted the Phillips County Economic Development Neighborhood Revitalization Act Revitalization Plan. This plan allows approved applicants who construct qualifying improvements to receive a sliding scale rebate on the property taxes for the improvement. For additional information on this program, contact the Phillips County Appraiser's Office. This rebate is recorded as a negative receipt for property taxes for the City of Phillipsburg. For additional information on this program, contact the Phillips County Appraiser's Office.

**Personal Services** – Expenditure category used to account for salaries, wages, and other benefits paid to City employees.

**Revenue Forward** – Revenue carried over from previous years (also known as "cash carryover").

**Revenue Neutral Rate**- the rate (expressed in mills) needed to collect the same dollar amount of property tax as prior taxing year using current tax year's property valuation.

**Resources** – Total funds available for appropriation including estimated revenues, fund transfers, and beginning balances from revenue forward.

**Transfers** – Authorized exchanges of cash or other resources between funds.

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# General Fund

**Definition: General Fund – the chief operating fund used to account for all resources except those required to be accounted for in another fund.**

**General Fund (01)**

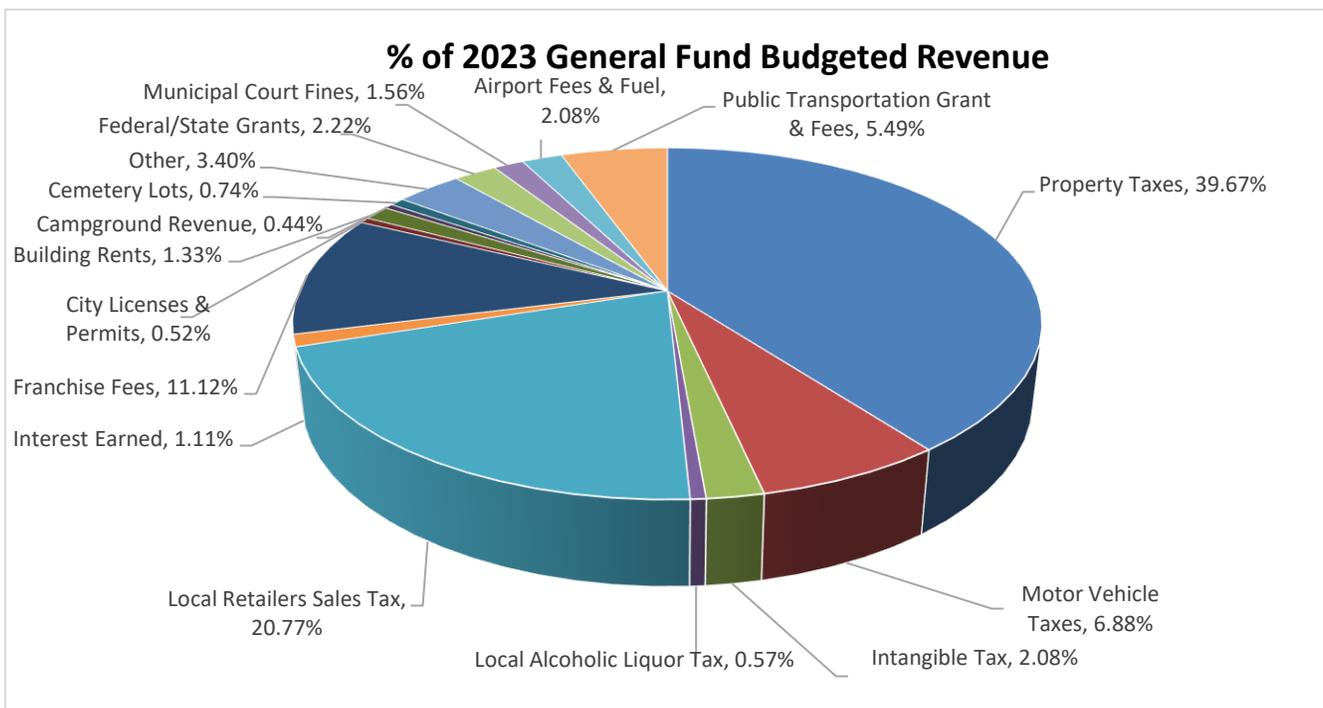
The General Fund is the primary fund for the general operations of the City. This fund supports 17 operating departments as well as transfers to other funds. Revenue for the General Fund comes primarily from property taxes, sales tax, motor vehicle tax, franchise fees, as well as local fees set by ordinance or resolution. Local fees include campground fees, animal control fees, building rents, license fees, permit fees, as well as cemetery and airport fees.

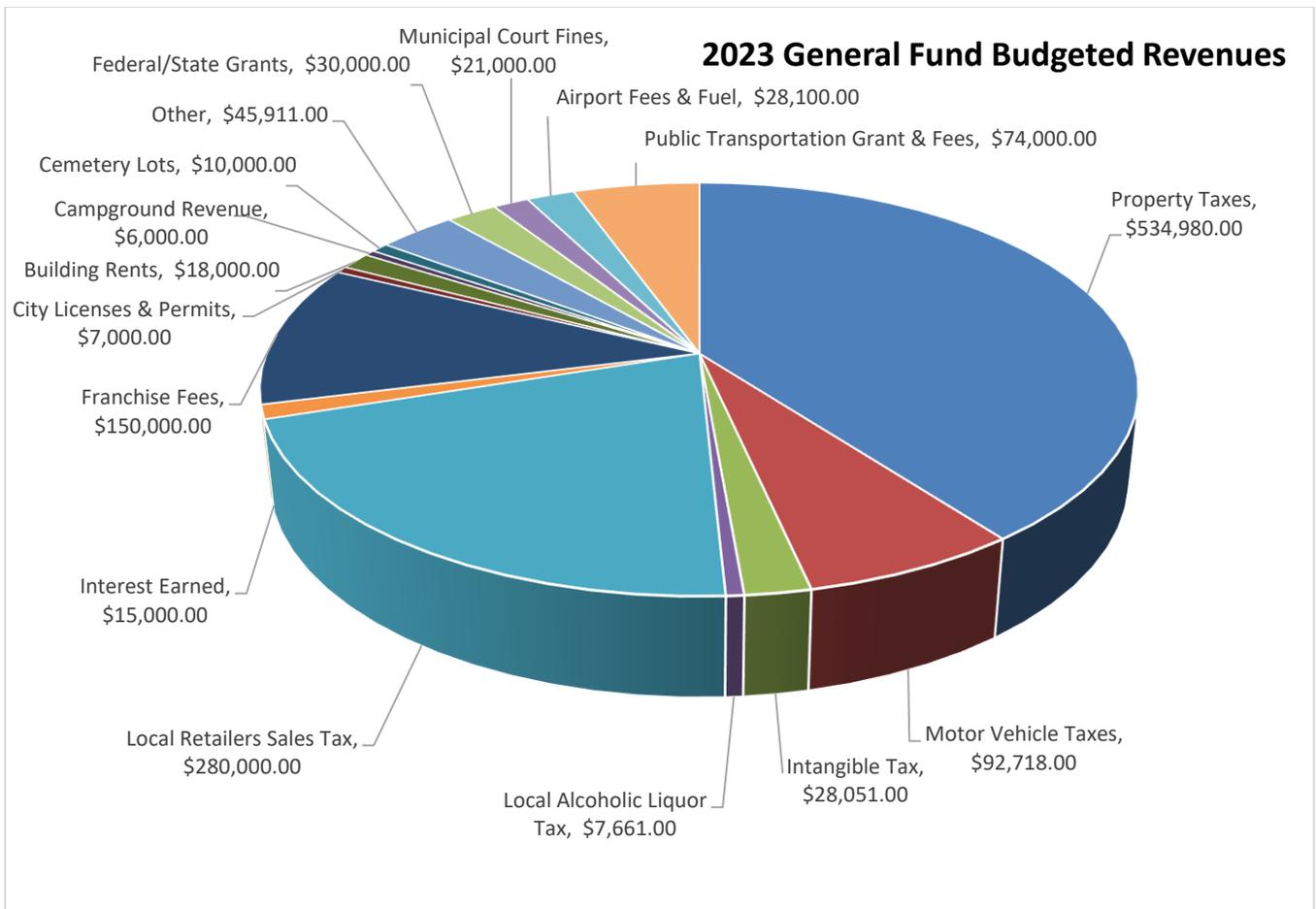
<b>General Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Ad Valorem	473,318	503,394	534,980
Delinquent Taxes	9,997	15,000	15,000
Motor Vehicle Tax	62,289	80,814	83,759
RV Tax	1,508	1,955	2,322
Excise Tax	18	12	20
16/20 M Tax	1,987	1,813	2,433
Watercraft Tax	585	596	562
Commercial Vehicle	1,057	2,717	3,642
Intangible Tax	29,275	27,796	28,051
Neighborhood Revitalization Rebate	(9,240)	(7,518)	(7,609)
City & County Revenue Sharing		56,780	-
Local Alcoholic Liquor Tax	6,846	6,122	7,661
Local Retailers Sales Tax	254,257	249,000	280,000
Interest Earned	7,562	30,000	15,000
Franchise Fees	150,414	147,000	150,000
Animal Tags & Fees	3,192	3,000	3,200
Licenses & Permits	6,110	3,750	7,000
Special Assessments	1,214	3,700	1,300
Reimbursements	0	1,000	-
Other	9,423	7,500	7,000
Non-Fed. Grants & Gifts	-	15,000	-
Federal/State Grants	32,000	30,000	30,000
Building Rents	12,522	15,000	18,000
Municipal Court Fines	15,371	23,000	21,000
Campground Revenue	4,865	10,500	6,000
Cemetery Lots & Care	13,930	10,000	10,000
Airport Rents	6,688	9,000	9,000
Jet Fuel	10,873	10,000	15,000
Airport Aviation Gas	17,260	19,000	25,000
Airport Courtesy Car	41	100	100

## 2023 Budget

Airport Sales Tax Collected	2,532	1,700	4,000
Zoning Applications	800	500	500
Transportation Passes	8,306	10,000	9,000
Transit Council	60,642	65,000	65,000
Bad Checks/ Debt Collected	1,622	2,500	1,500
PY Cancelled Encumbrances	72,520		
<b>Total Revenues</b>	<b>1,269,784</b>	<b>1,355,731</b>	<b>1,348,421</b>
<b>Revenue Forward</b>	<b>220,199</b>	<b>173,111</b>	<b>391,825</b>
<b>Total Resources</b>	<b>1,489,983</b>	<b>1,528,842</b>	<b>1,740,246</b>

<b>Expenditure Summary - All General Fund Departments</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personal Services	266,150	426,500	402,500
Contractual Services	234,495	299,300	386,000
Commodities	97,698	109,300	180,900
Capital Outlay	12,452	117,282	176,000
Transfers	528,250	545,000	578,200
Miscellaneous	0	55,000	0
<b>Total All General Fund Depts.</b>	<b>1,139,045</b>	<b>1,552,382</b>	<b>1,723,600</b>





**General Government Department (01-01)**

The General Government Department provides support for the City Council and City Office. Some of the activities paid out of this department include the City building property maintenance and operation, records retention, and a portion of the cost for accounts payable.

General Government Expenditures	Actual 2021	Budget 2022	Budget 2023
Personnel Services	93,285	230,000	160,000
Contractual Services	42,089	50,000	64,000
Commodities	18,131	30,000	35,000
Capital Outlay	2,459	25,000	45,000
<b>Total General Government</b>	<b>155,964</b>	<b>335,000</b>	<b>304,000</b>

**Community Building (01-02)**

The Community Building Department activities are to maintain and operate the Community Building located at 425 F Street. The former city office is used weekly by Smokey Hill Foundation to provide drug and alcohol evaluation services and by the American Legion Post 252. The gymnasium is used by the community and USD #325 for various activities including volleyball and basketball.

<b>Community Building</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	12,694	20,000	30,000
Contractual Services	17,605	20,000	24,000
Commodities	1,861	10,000	11,900
Capital Outlay	0	20,000	8,000
<b>Total Community Building</b>	<b>32,160</b>	<b>70,000</b>	<b>73,900</b>

**Municipal Court (01-03)**

The Municipal Court Department provides resources for the Phillipsburg Municipal Court including the cost for the municipal judge, court clerk, and city attorney. The Municipal Court adjudicates cases involving violations of city ordinances and applicable state laws and handles all paperwork and fines associated with those cases. Fees for court appointed attorneys are also included in the cost of operations. The contract for services provided by the Phillips County Sheriff’s Department is paid from a separate Law Enforcement Fund (09). The Court is in session on Wednesday afternoons from 2 p.m. – 4 p.m. at the Phillipsburg City Office.

Below is the number of cases filed annually in the Municipal Court.

<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
151	229	138	81	83	104

<b>Municipal Court</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	27,212	30,000	42,000
Contractual Services	11,936	15,000	21,000
Commodities	545	1,000	1,000
Capital Outlay	0	0	0
<b>Total Municipal Court</b>	<b>39,693</b>	<b>46,000</b>	<b>64,000</b>

## Animal Control (01-08)

The Animal Control Department provides the resources to operate the animal control program including the animal shelter. In 2021, 45 dogs were put into the pound, whereas in 2022 there were 14 dogs.

<b>Animal Control</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	4,259	1,500	6,000
Contractual Services	335	1,000	1,000
Commodities	796	800	2,000
Capital Outlay	0	0	0
<b>Total Animal Control</b>	<b>5,390</b>	<b>3,300</b>	<b>9,000</b>

## Park Department (01-09)

The City of Phillipsburg has three parks (Fort Bissell, Miner, & Armstrong) and one downtown green space (Townsend) that receives resources from this department. All facilities within each area are paid through this department including electricity for buildings, lighting, and campground electricity.

<b>Park Dept.</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	14,867	25,000	19,000
Contractual Services	9,146	12,000	13,000
Commodities	8,047	11,000	15,000
Capital Outlay	2,440	23,000	18,000
<b>Total Park</b>	<b>34,500</b>	<b>71,000</b>	<b>65,000</b>

## Cemetery (01-12)

Fairview Cemetery is owned by the City of Phillipsburg. The Cemetery Department provides resources for the operation and maintenance of the cemetery.

<b>Cemetery</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	19,015	20,000	27,000
Contractual Services	10,357	17,000	20,000
Commodities	4,294	7,000	15,000
Capital Outlay	2,440	1,000	10,000
<b>Total Cemetery</b>	<b>36,106</b>	<b>45,000</b>	<b>72,000</b>

**Street Lighting (01-14)**

This department pays for the operation of the street lights throughout the City, as well as the stoplight and school zone lights.

<b>Actual 2021</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
52,301	52,301	50,000	60,000

**Airport (01-16)**

Located at the south edge of Phillipsburg, the Phillipsburg Municipal Airport has a 4,500 feet concrete runway and also a sod runway. Aviation gas (100LL) and Jet A fuel is sold at the facility. The City leases property to those wishing to construct hangars at the airport. The large quonset type hangar is owned by the City and is rented to plane owners.

<b>Airport</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	25,939	20,000	36,000
Contractual Services	24,222	55,000	65,000
Commodities	42,458	20,000	52,000
Capital Outlay	65	31,282	51,000
<b>Total Airport</b>	<b>92,684</b>	<b>126,282</b>	<b>204,000</b>

**Code Enforcement (01-17)**

Established in 2018, Code Enforcement Department includes the cost to enforce ordinances. This includes the cost of inspections, reports, and notices to violators of such ordinances as health nuisances, weeds, and dangerous structures.

<b>Code Enforcement</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	3,529	3,000	5,000
Contractual Services	2519	0	5,000
Commodities	464	0	500
<b>Total Code Enforcement</b>	<b>6,512</b>	<b>3,000</b>	<b>10,500</b>

**Planning (01-18)**

This department provides the resources for the Planning Commission including zoning issues, variance and special use applications.

<b>Planning</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Contractual Services	2,673	800	4,000

**Shade Tree Commission (01-19)**

The Shade Tree Commission was established in 1971. The Shade Tree Commission is responsible for planning and directing all of the operations of said department and to gather the interests of shade tree culture within the limits of the City of Phillipsburg and any other property of the City. In 2022, the City of Phillipsburg received Tree City USA award from the Arbor Day Foundation.

<b>Shade Tree Commission</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Contractual Services	1,150	1,500	7,000
Commodities			
<b>Total Shade Tree</b>	<b>1,150</b>	<b>1,500</b>	<b>7,000</b>

**Armory (01-20)**

This department provides the resources to operate and maintain the armory building located at 520 S 7<sup>th</sup> Street. Currently, space is rented to the Kansas Department of Revenue Driver’s License Examiners Office and the Wellness Center. The large hall is available to the public for rental.

<b>Armory</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	8,907	18,000	11,500
Contractual Services	15,702	20,000	18,000
Commodities	694	7,000	2,500
Capital Outlay	0	10,000	3,000
<b>Total Armory</b>	<b>25,303</b>	<b>55,000</b>	<b>35,000</b>

**Transfers (01-21)**

The following transfers from the General Fund have been budgeted for in 2023:

<b>Transfers</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Transfer to Special Highway	160,000	190,000	210,000
Transfer to Equipment Reserve			50,000
Transfer to Law Enforcement	298,250	305,000	318,200
Transfer to Fire	50,000	50,000	0
Transfer to Risk Management	20,000		
<b>Total Transfers</b>	<b>528,250</b>	<b>545,000</b>	<b>578,200</b>

## General Public Transportation (01-27)

In 2003, the City of Phillipsburg began providing public transportation for Phillips County. The public transportation program is part of the Kansas Department of Transportation (KDOT) Public Transportation Program. The City pays the expenses of the program and is reimbursed 70% of the cost of approved expenses by KDOT. Dispatching for the program is provided by City of Phillipsburg staff.

<b>Public Transportation</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	43,397	43,000	55,000
Contractual Services	6,599	8,000	9,000
Commodities	4,486	10,000	6,000
Capital Outlay	0	2,000	25,000
<b>Total Public Transportation</b>	<b>54,482</b>	<b>63,000</b>	<b>95,000</b>

## Library Support (01-30)

The City General Fund pays for the electricity, natural gas, and insurance premium for the building, as well as, a custodian for the property. The City Council passes on 12% of the 0.5% local sales tax for the library out of the general fund.

<b>Library Support</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	5,127	8,000	10,000
Contractual Services	37,861	48,000	49,000
Commodities	556	1,500	2,000
Capital Outlay	0	0	0
<b>Total Library Support</b>	<b>43,544</b>	<b>57,500</b>	<b>61,000</b>

## Beautification (01-36)

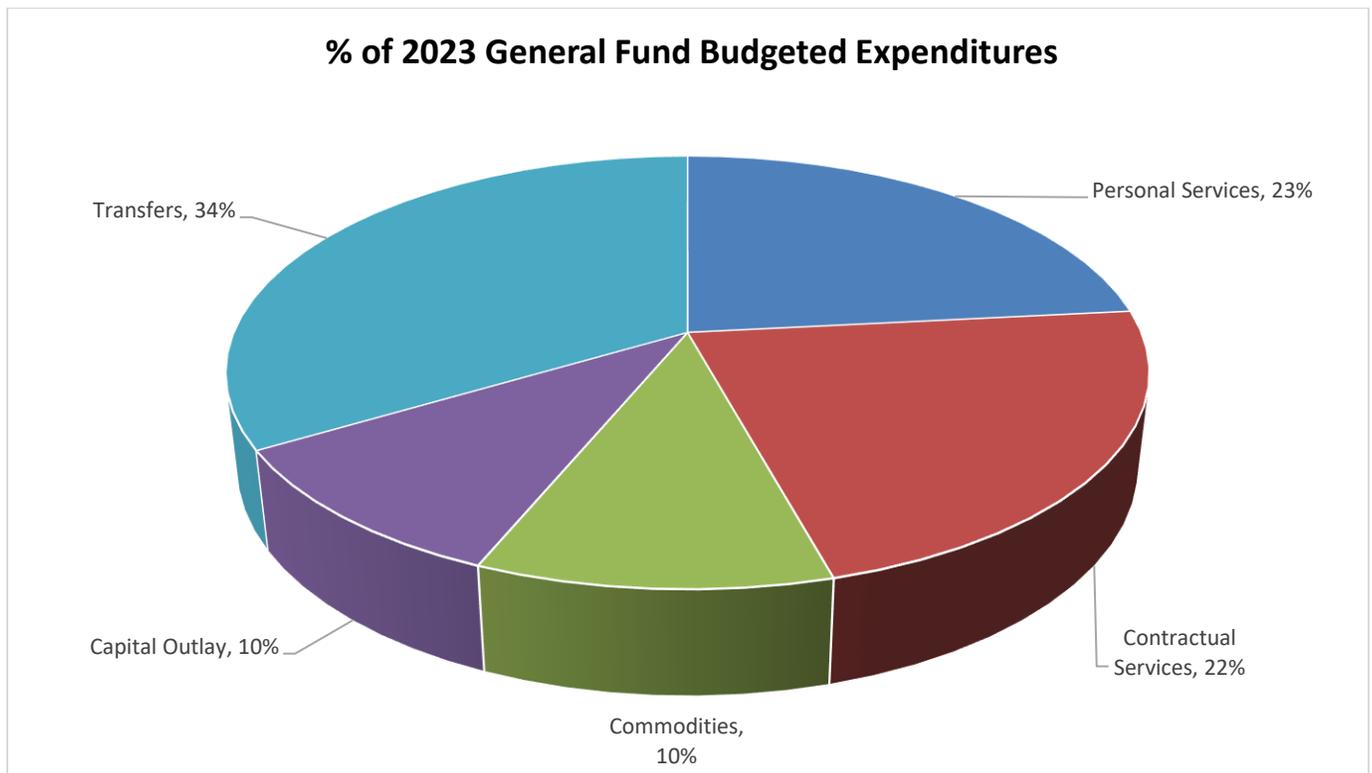
The Beautification Department provides resources to enhance the beauty of the community such as planters, flowers, and the welcome signs at the entrances of the community.

<b>Beautification</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	7,919	8,000	10,000
Contractual Services	0	1,000	1,000
Commodities	1,579	1,000	3,000
Capital Outlay	5048	5,000	16,000
<b>Total Beautification</b>	<b>14,546</b>	<b>15,000</b>	<b>30,000</b>

## Concrete Projects (01-38)

This department provides resources for the construction of handicap sidewalk ramps throughout the community and replacement of curb and guttering. The Sidewalk Replacement Program is also a part of this department. The Sidewalk Replacement Program will purchase a limited amount of concrete to replace public sidewalks which are in disrepair when the property owner’s application is approved.

Concrete Projects	Actual 2021	Budget 2022	Budget 2023
Contractual Services		25,000	25,000
Commodities	13,787	10,000	35,000
<b>Total Concrete</b>	<b>13,787</b>	<b>35,000</b>	<b>60,000</b>



# Interest Fund

**Definition - Bond and Interest Funds – used to account for the accumulation of resources, including tax levies, transfers from other funds and payment of general long-term debt.**

**Bond & Interest funds for the City of Phillipsburg include:**

**Bond & Interest Fund (17)**

**Bond & Interest Fund (17)**

The Bond & Interest Fund revenues come from property tax and a transfer from the water portion of the Water & Sewer Utility Fund. In 2023, revenues will come from property tax and a transfer from the water fund. The first payment of principal was paid in 2022 for the KDHE AMR water meter loan. A Total of \$104,632 was paid in 2022.

<b>Type of Debt</b>	<b>Date of Issue</b>	<b>Date of Retirement</b>	<b>Interest Rate %</b>	<b>Amount Issued</b>	<b>Amount Outstanding 01/01/22</b>
Water & Sewer General Obligation Bonds	6/1/2015	8/1/2024	.75-2.95	1,635,000	165,000
KDHE-Quanz	4/15/2020	8/1/2040	2.54	572,470	572,470
KDHE-Water Meters	1/6/2020	8/1/2030	1.65	535,329	477,468
<b>Total</b>				<b>2,742,799</b>	<b>1,214,938</b>

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## 2023 Budget

<b>Bond &amp; Interest Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Ad Valorem	21,708	23,334	25,133
Delinquent Taxes	525	1,900	2,000
Motor Vehicle Tax	2,050	3,707	3,883
RV Tax	50	90	108
Excise Tax	1	1	1
16/20 M Tax	66	83	113
Watercraft Tax	19	27	26
Commercial Vehicle	35	125	169
Neighborhood Revitalization Rebate	(424)	-345	-397
Special Assessments	0	0	0
Local Sales Tax	0	0	0
Incoming Transfer from Water & Sewer Utility Fund	110,000	122,000	115,000
<b>Total Revenues</b>	<b>134,030</b>	<b>150,922</b>	<b>146,036</b>
<b>Revenue Forward</b>	<b>37,859</b>	<b>18,509</b>	<b>29,518</b>
<b>Total Resources</b>	<b>171,889</b>	<b>169,431</b>	<b>175,554</b>

<b>Bond &amp; Interest Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Commission & Postage	6	100	6
Reserve for Cash	0	23,080	25,000
KLINK Bond Principal	30,000	0	0
KLINK Bond Interest	870	0	0
General Obligation Bond Principal			
Water	50,000	55,000	55,000
General Obligation Bond Interest Water	5,326	4,115	2,791
Quanz Bond Principal	0	18,397	21,586
Quanz Bond Interest	72	1,534	1,861
Quanz Bond Service Fee	449	9,599	11,643
Water Meters Bond Principal	57,861	49,632	50,455
Water Meters Bond Interest	1,515	1,628	1,454
Water Meters Bond Service Fee	5,628	6,047	5,399
<b>Total Expenditures</b>	<b>151,727</b>	<b>169,132</b>	<b>175,195</b>

# Business Funds

**Definition: Business Funds – used to account for operations that are financed and operated in a manner similar to private business enterprises where the stated intent is that the expense of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where periodic determination of revenues earned, expenses incurred, and/or net income is deemed appropriate for capital maintenance, public policy, management control, accountability, or other purposes.**

**Business funds for the City of Phillipsburg include:**

**Water & Sewer Utility Fund (23)**

**Solid Waste Fund (25)**

**Aquatic Center Fund (42)**

### **Water & Sewer Utility Fund (23)**

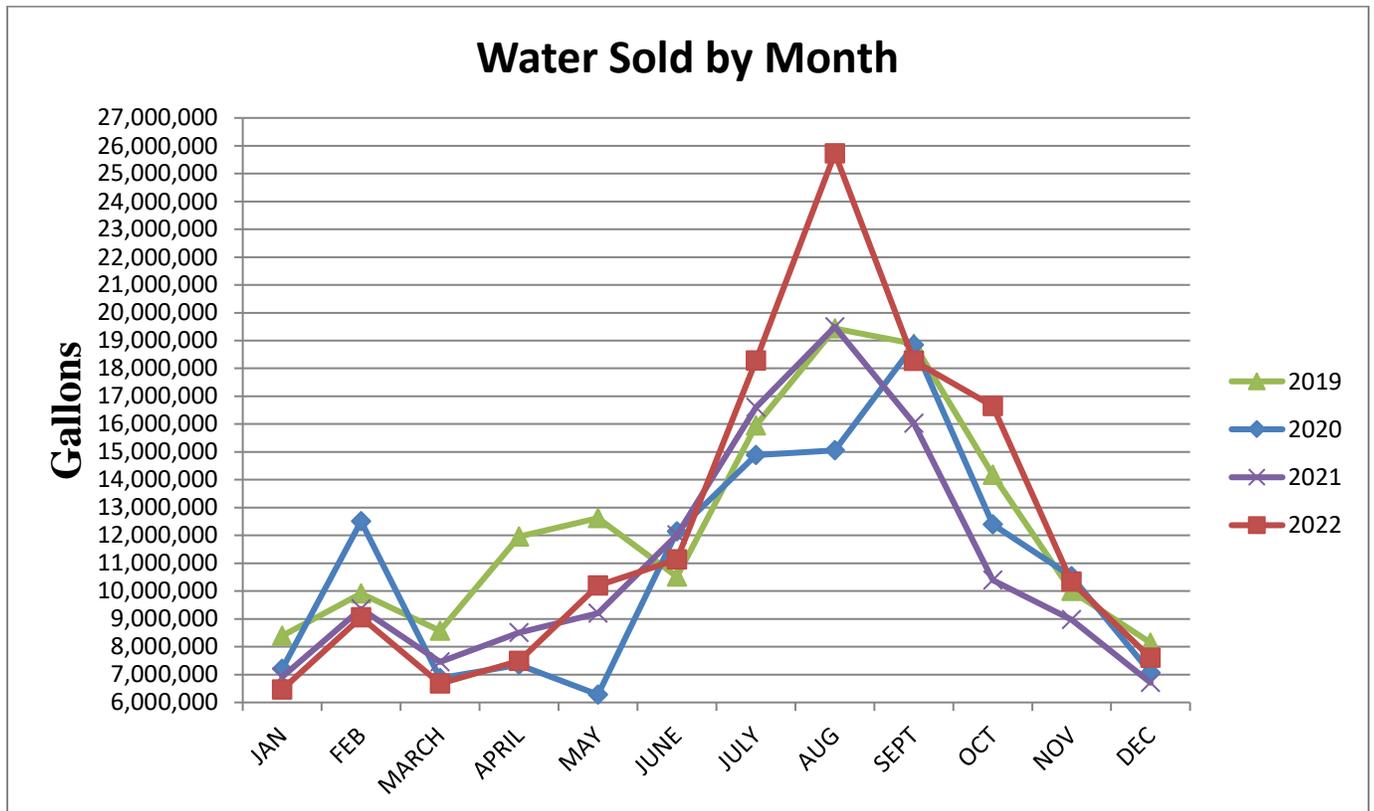
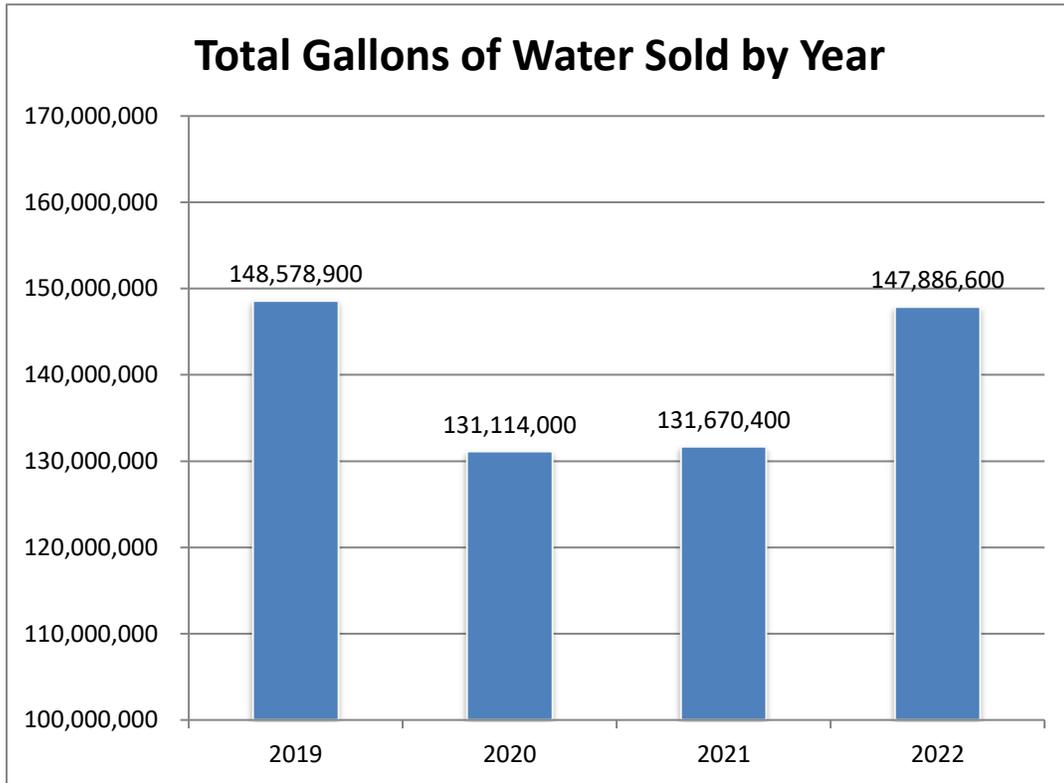
The Water & Sewer Fund is the largest business fund operated by the City of Phillipsburg. The majority of revenues for this fund come from fees billed for services. The two departments share the fund but revenues and expenditures are tracked separately. The Water Department has five sub-departments which are water production, water distribution, water general/administration, water non-operating, and transfers. The water production sub-department consists of the cost associated with bringing water to the City from the Glade wellfield. The City of Phillipsburg operates a number of wells and storage reservoirs located on the North Fork of the Solomon River from 2 miles east of Glade to 3 miles west of Glade. The water distribution sub-department consists of the costs associated with treating the water at the water plant and distributing it to the customers. The water general/administration sub-department consists of the costs associated with billing, collection of revenues, customer service orders, and expenditures not associated with the other sub-departments. The water non-operating sub-department tracks the money sent to the State of Kansas for fees associated with water billing. Commercial water accounts must pay sales tax on the water purchased while residential accounts are exempt. All water sales are subject to the Kansas Water Protection Fee and Kansas Clean Water Drinking Fee. The transfer sub-department shows the transfers from the Water Department to other funds of the City. In 2022, there was an average of 29 customer service work orders per month. These work orders included new service requests, disconnection of service, and notifications of other water issues. As of December 2022, the City bills 1,282 water accounts monthly.

The Sewer Department consists of three sub-departments: operations, administration, and transfers. The operations sub-department is the cost of the operation for the wastewater facility and getting the sewage to the facility, including the operation of the lift stations. The administration sub-department consists of billing, collection of revenues, customer service orders, and expenditures not associated with the direct operations of the wastewater facility and lines. The transfer sub-department shows the transfers from the Sewer Department to other funds of the City. As of December 2022, the City bills 1,215 sewer accounts monthly.

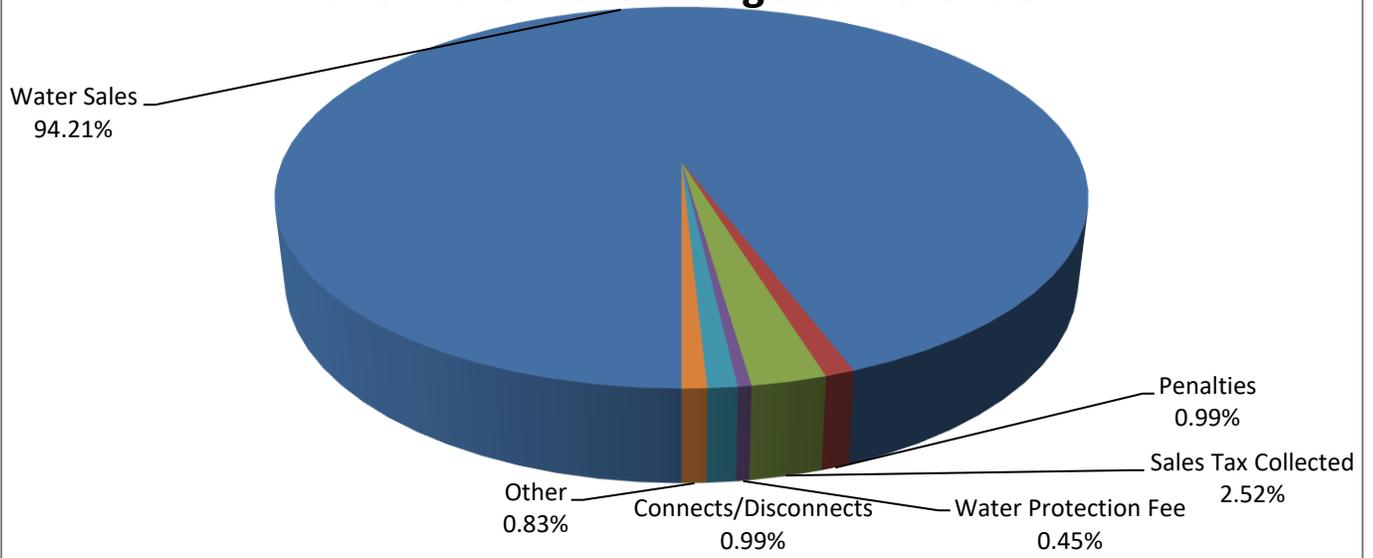
## 2023 Budget

<b>Water &amp; Sewer Utility Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
<b>Water Utility</b>			
Water Sales	864,129	900,000	1,095,000
Penalties	7,478	11,000	11,550
Sales Tax Collected	12,458	15,000	29,250
Coin Machine Water Sales	1,365	1,500	1,575
Water Protection Fee	4,316	5,000	5,250
Water Sale of Equipment	2,045	500	2,000
Return Check Charge	280	500	525
Connects/Disconnects	8,815	11,000	11,550
Federal Grant	2,800		3,500
Water Reimbursement	251	0	0
Other	713	2,000	2,100
<b>Total Water Revenues</b>	<b>904,650</b>	<b>946,500</b>	<b>1,162,300</b>
<b>Sewer Utility Revenue</b>			
Sewer Charges	433,787	425,000	465,000
Sewer Machine Rental			
Sewer Sale of Equipment			
Connections/Disconnections			
Sewer Dump State Fees	2,768	3,000	3,150
Sewer Reimbursement	26		
<b>Total Sewer Revenues</b>	<b>436,581</b>	<b>428,000</b>	<b>468,150</b>
Prior Year Cancelled Encumbrances	0	0	0
<b>Total Revenues</b>	<b>1,341,231</b>	<b>1,374,500</b>	<b>1,630,450</b>
Revenue Forward	1,197,855	1,293,955	566,535
<b>Total Resources</b>	<b>2,539,086</b>	<b>2,668,455</b>	<b>2,196,985</b>

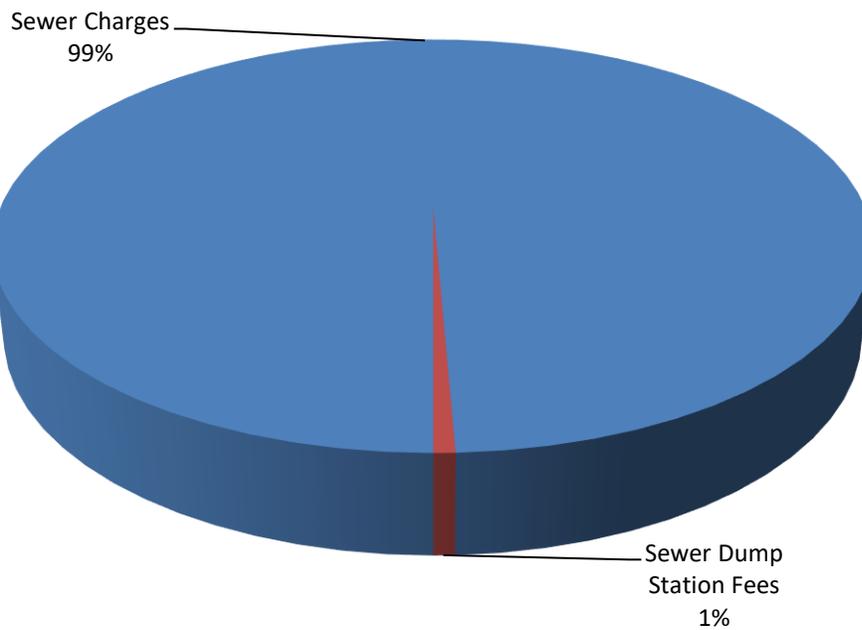
**Water Sold**



### % of 2023 Water Budgeted Revenue

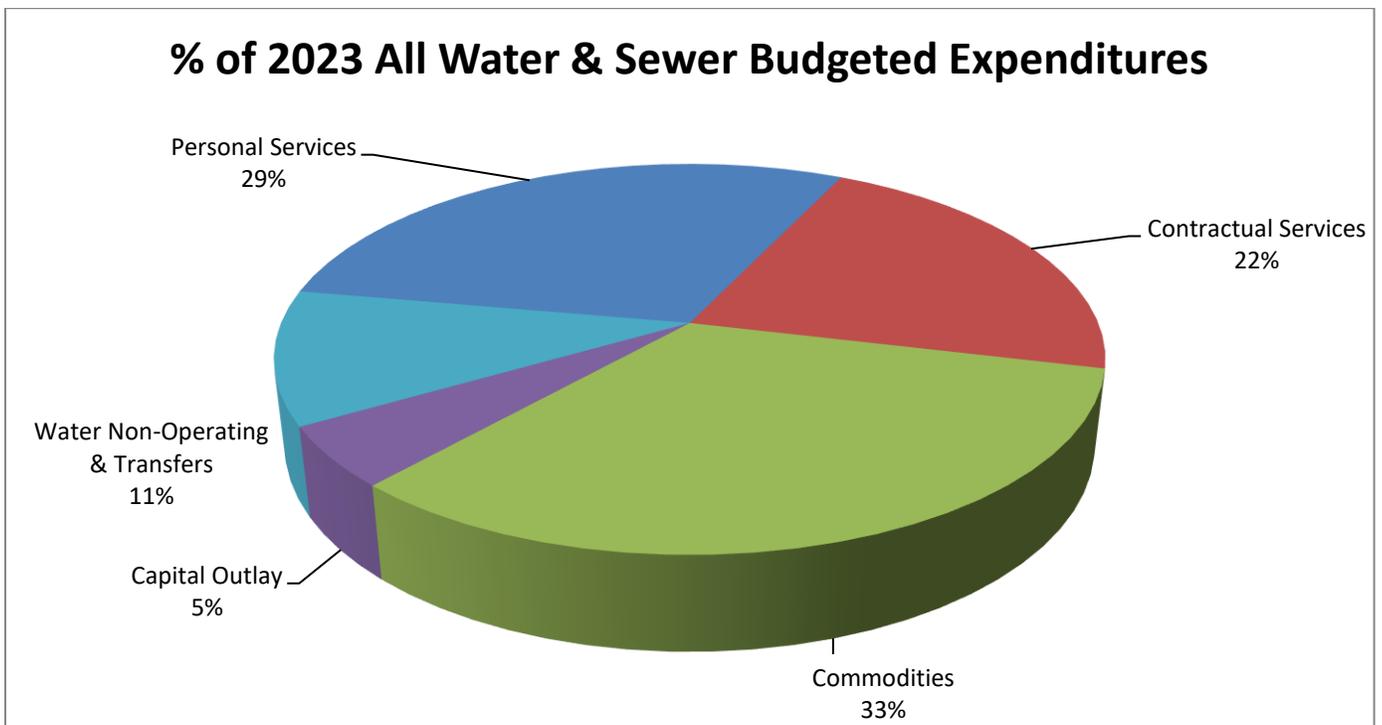


### % of 2023 Sewer Budgeted Revenue



## 2023 Budget

Expenditure Summary - All Water & Sewer Utility Departments	Actual 2021	Budget 2022	Budget 2023
Personal Services	546,101	675,000	644,500
Contractual Services	405,714	605,000	474,525
Commodities	523,575	436,455	724,000
Capital Outlay	66,365	415,000	110,000
Water Non-Operating & Transfers	137,896	537,000	243,960
<b>Total All Water &amp; Sewer Utility Fund Depts.</b>	<b>1,679,651</b>	<b>2,668,455</b>	<b>2,196,985</b>



## 2023 Budget

Water & Sewer Utility Fund Expenditures	Actual 2021	Budget 2022	Budget 2023
<b>Water Expenditures</b>			
<b>Water Production</b>			
Personnel Services	54,205	120,000	70,000
Contractual Services	77,295	130,000	102,525
Commodities	215,534	100,000	380,000
Capital Outlay	40,425	125,000	55,000
<b>Total Water Production</b>	<b>387,459</b>	<b>475,000</b>	<b>607,525</b>
<b>Water Distribution</b>			
Personnel Services	323,516	290,000	375,000
Contractual Services	169,690	200,000	190,000
Commodities	113,839	200,000	130,000
Capital Outlay	23,500	20,000	50,000
<b>Total Water Distribution</b>	<b>630,545</b>	<b>710,000</b>	<b>745,000</b>
<b>Water General/Administration</b>			
Personnel Services	45,871	105,000	55,000
Contractual Services	27,755	75,000	40,000
Commodities	1,148	31,455	8,000
Capital Outlay	0	0	0
<b>Total Water General/Administration</b>	<b>74,774</b>	<b>211,455</b>	<b>103,000</b>
<b>Water Non-Operating</b>			
Sales Tax	12,857	30,000	16,000
KS Water Protection Fee	4,655	20,000	6,640
KS Clean Drinking Water Fee	4,364	15,000	6,320
Outgoing to Bond & Interest Fund	110,000	122,000	115,000
Outgoing to Equipment Reserve Fund		100,000	50,000
Outgoing Transfer Capital Improvement Fund	6020		
<b>Total Water Non-Operating</b>	<b>137,896</b>	<b>287,000</b>	<b>193,960</b>
<b>Total Water Expenditures</b>	<b>1,230,674</b>	<b>1,683,455</b>	<b>1,649,485</b>

## 2023 Budget

<b>Sewer Utility Expenditures</b>			
<b>Sewer Operations</b>			
Personnel Services	92,242	110,000	106,500
Contractual Services	117,107	150,000	122,000
Commodities	192,406	100,000	205,000
Capital Outlay	2,440	70,000	5,000
<b>Total Operations</b>	<b>404,195</b>	<b>430,000</b>	<b>438,500</b>
<b>Sewer Administration</b>			
Personnel Services	30,267	50,000	38,000
Contractual Services	13,867	50,000	20,000
Commodities	648	5,000	1,000
Capital Outlay		200,000	0
Outgoing to Equipment Reserve Fund	0	250,000	50,000
Outgoing Transfer Capital Improvement Fund	0		
<b>Total Administration</b>	<b>44,782</b>	<b>555,000</b>	<b>109,000</b>
<b>Total Sewer Utility Expenditures</b>	<b>448,977</b>	<b>985,000</b>	<b>547,500</b>
<b>Total All Expenditures</b>	<b>1,679,651</b>	<b>2,668,455</b>	<b>2,196,985</b>

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**Solid Waste Fund (25)**

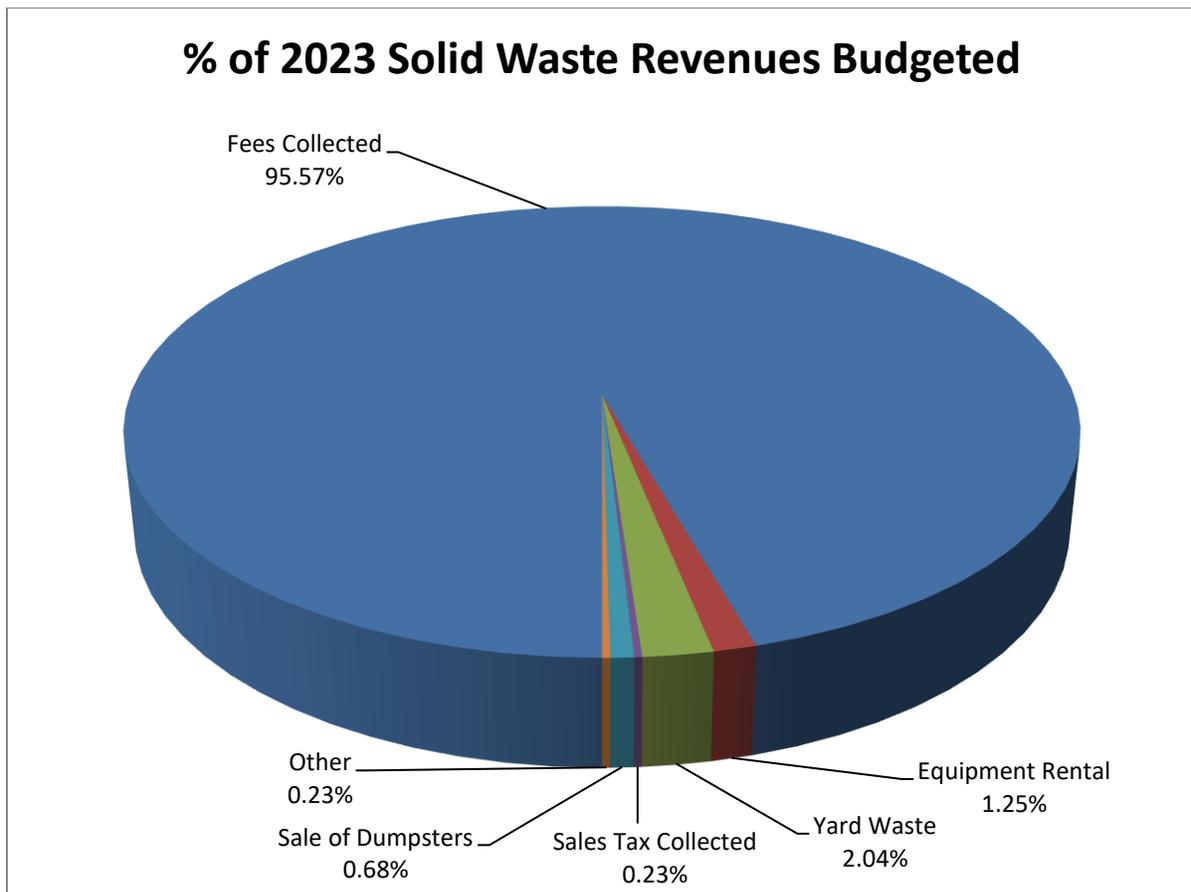
The Solid Waste Fund is divided into three departments consisting of operations, administration, and transfers. The majority of revenues for this fund are from fees billed for services. The operations department is the cost of all expenses to pick-up and dispose of the customer’s solid waste. The administration department is the cost of all other expenses including billing for service, accounts payable, and customer service orders. The transfer sub-department shows the transfers from the Solid Waste Department to other funds of the City. The City currently bills 1,186 accounts for solid waste service. In 2022, employees worked an average of 41 customer service orders per month.

The landfill has been operated by Phillips County since the 1970’s. Currently, the Phillips County Landfill fee for the City is \$68 per ton for household type solid waste. In 2022, approximately 1,446 tons of solid waste was picked up on the weekly routes and taken to the landfill by city personal. This had an approximate disposal cost of \$100,962. In addition to the weekly route pickup in 2022, approximately 13 tons of solid waste was picked up during fall clean-ups.

The Phillips County Landfill also provides recycling with no additional fees to the residents of the County. To encourage recycling, the City of Phillipsburg has several trailers at various locations within the City for residents to deliver their recyclables. In 2022, the City took approximately 58 tons of recyclables to the Phillips County Landfill Recycling Center.

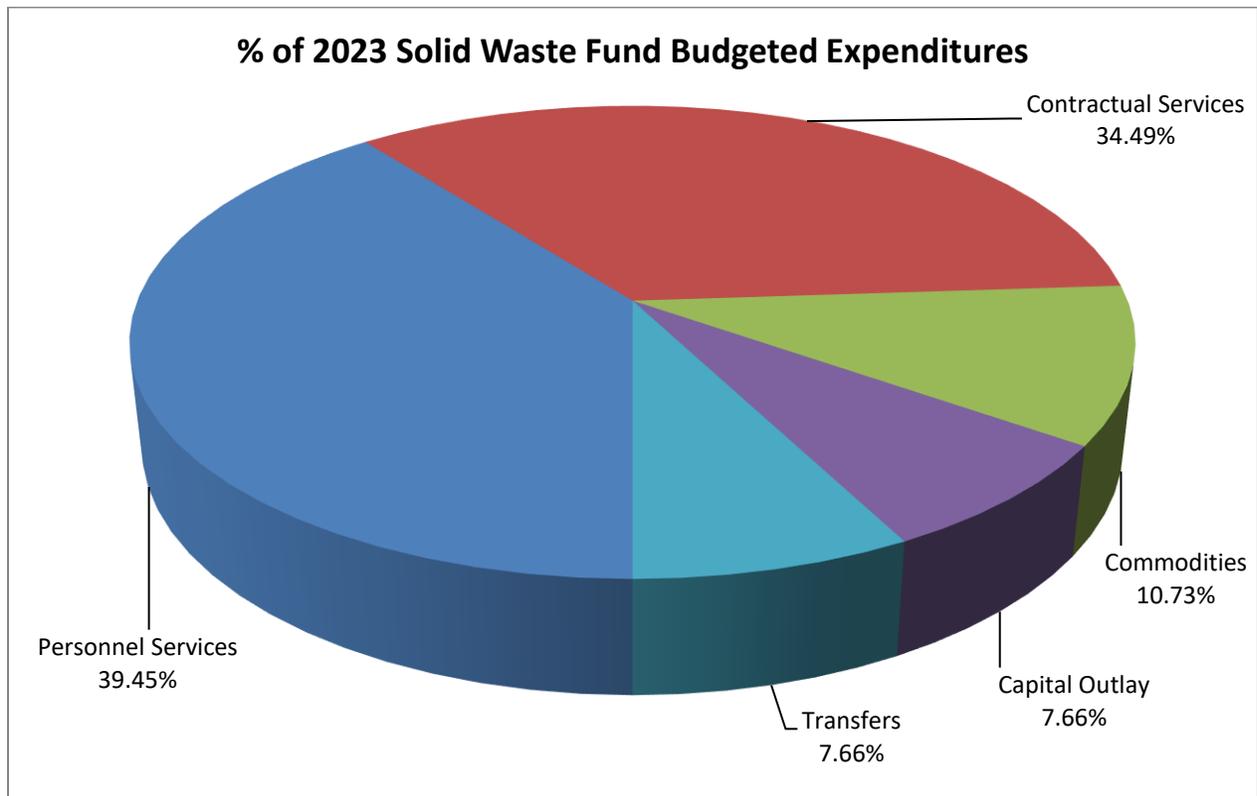
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<b>Solid Waste Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Fees Collected	392,439	390,000	421,000
Equipment Rental	3,475	4,000	5,500
Yard Waste	7,344	8,000	9,000
Sales Tax Collected		1,000	1,000
Sale of Dumpsters		3,000	3,000
Other	105	2,000	1,000
<b>Total Revenues</b>	<b>403,363</b>	<b>408,000</b>	<b>440,500</b>
Revenue Forward	219,730	338,230	211,907
<b>Total Resources</b>	<b>623,093</b>	<b>746,230</b>	<b>652,407</b>



# 2023 Budget

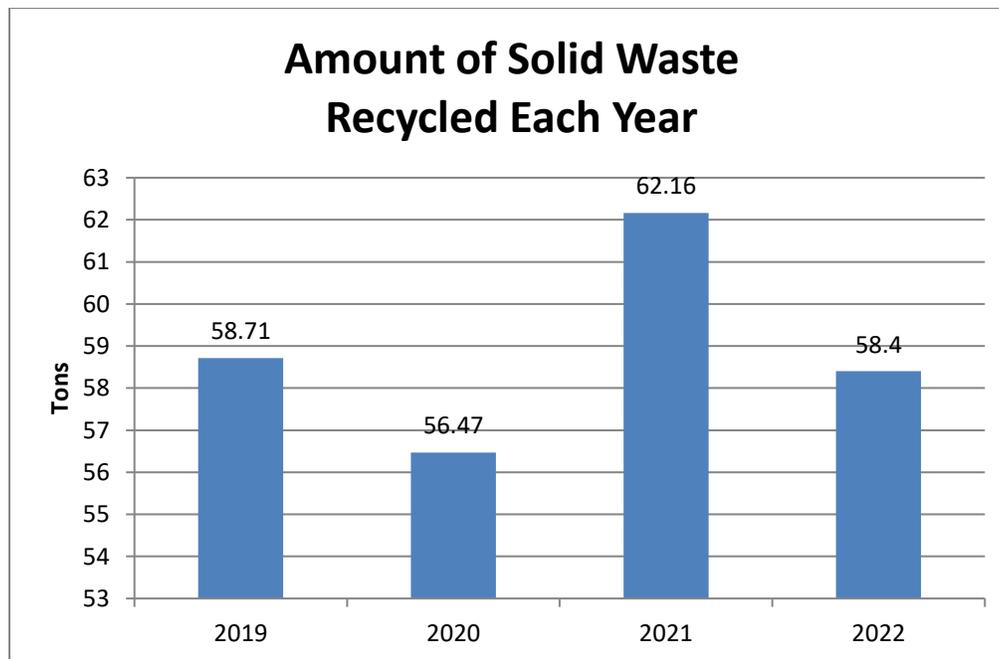
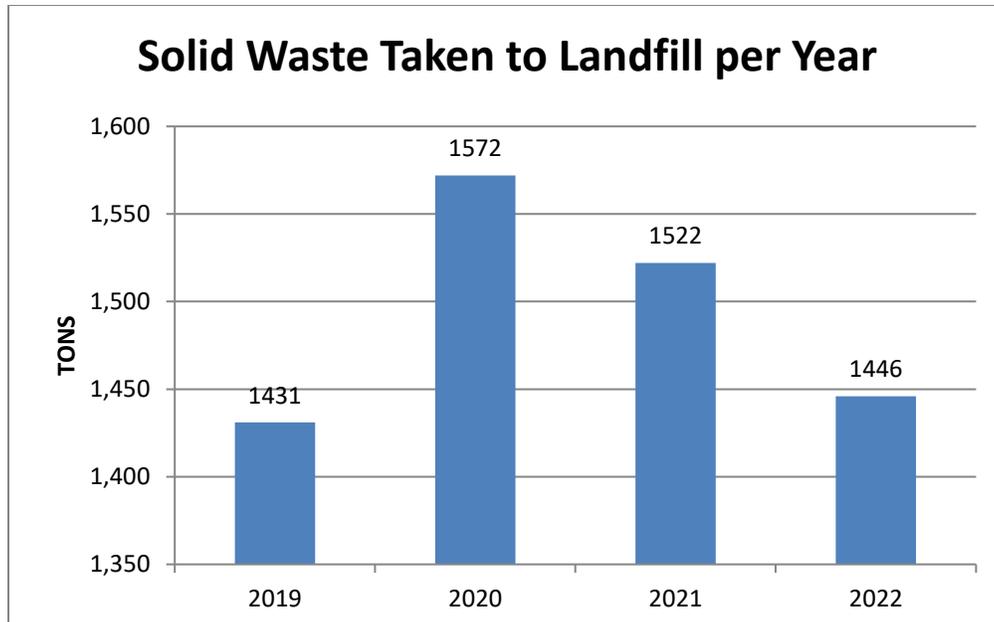
<b>Expenditure Summary - All Solid Waste Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personal Services	165,943	250,000	257,407
Contractual Services	200,861	250,000	225,000
Commodities	23,350	80,000	70,000
Capital Outlay	0	116,230	50,000
Transfers	14,032	50,000	50,000
<b>Total All Solid Waste Fund Expenditures</b>	<b>404,186</b>	<b>746,230</b>	<b>652,407</b>



## 2023 Budget

<b>Solid Waste Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
<b>Operations</b>			
Personnel Services	133,033	150,000	190,000
Contractual Services	187,098	150,000	215,000
Commodities	22,302	50,000	50,000
Capital Outlay	0	100,000	50,000
<b>Total Operations</b>	<b>342,433</b>	<b>450,000</b>	<b>505,000</b>
<b>Administration</b>			
Personnel Services	32,910	100,000	67,407
Contractual Services	13,763	100,000	10,000
Commodities	1,048	30,000	20,000
Capital Outlay	0	16,230	0
<b>Total Administration</b>	<b>47,721</b>	<b>246,230</b>	<b>97,407</b>
<b>Transfers</b>			
Outgoing to Equipment Reserve Fund	14,032	50,000	50,000
Outgoing Transfer Capital Improvement Fund	0	0	0
<b>Total Transfers</b>	<b>14,032</b>	<b>50,000</b>	<b>50,000</b>
<b>Total All Expenditures</b>	<b>404,186</b>	<b>746,230</b>	<b>652,407</b>

### **Solid Waste Landfill & Recycling Tonnage**



**Aquatic Center Fund (42)**

The Phillipsburg Aquatic Center opened in 2013. It consists of an indoor exercise/therapy pool operated year-round and a seasonal outdoor pool. The Aquatic Center is owned by the Phillipsburg Public Building Commission (PBC). The PBC is a related municipal entity of the City which was formed in 2010. The Phillipsburg City Council serves as board members of the PBC. To construct the facility, the PBC issued a bond in September of 2011 for \$3,070,000 at an interest rate of 2.74-4.1%. In 2020, the PBC refinanced the bond with an issue of \$1,875,000, at an interest rate of 1.1-2.0%, for a total savings of approximately \$370,019. The PBC leases the Aquatic Center facility to the City of Phillipsburg. The City pays a lease fee of approximately \$220,000 each year to the PBC until the debt is paid in full. Principal payments are due annually October 1st and interest semi-annually, April 1st. The City is also required to pay all the operation and maintenance costs. When the debt is paid in full, ownership of the facility will be transferred to the City of Phillipsburg.

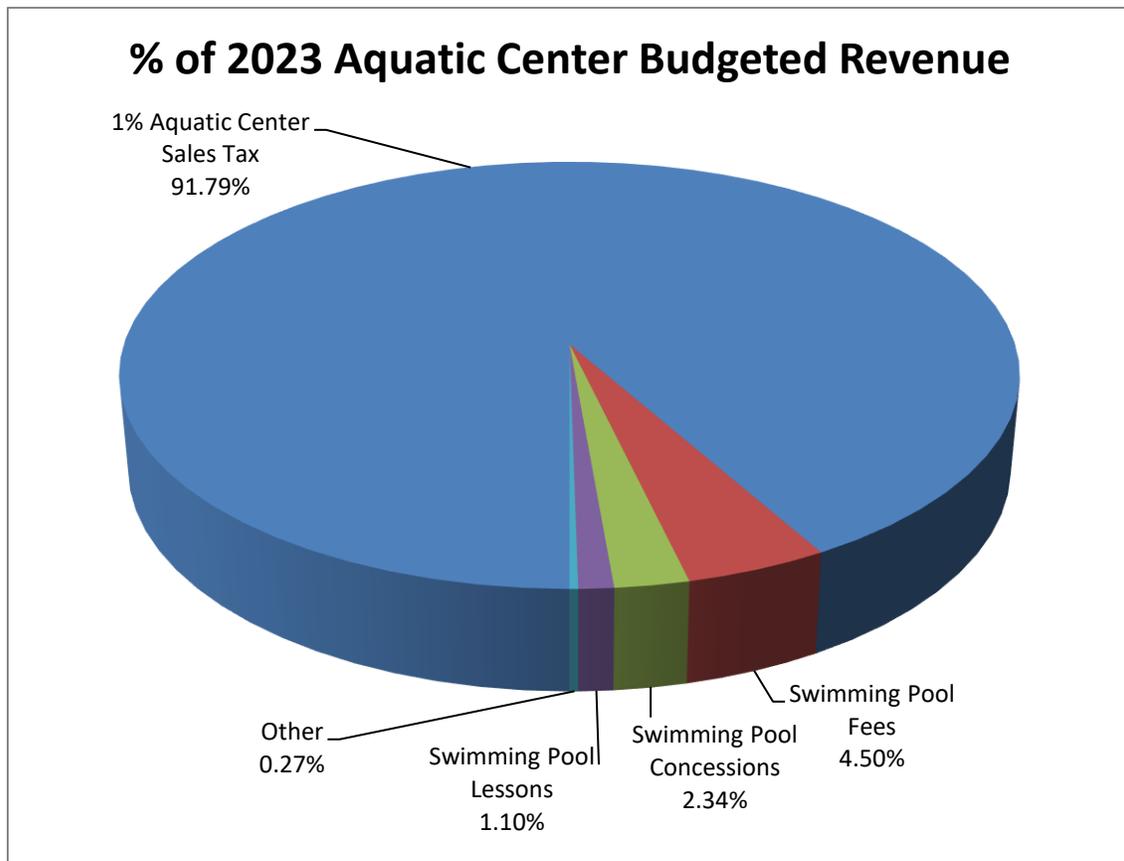
<b>Type of Debt</b>	<b>Date of Issue</b>	<b>Date of Retirement</b>	<b>Interest Rate %</b>	<b>Amount Issued</b>	<b>Amount Outstanding 01/01/2023</b>
Public Building Commission Revenue Bonds Series 2020	8/5/2020	10/1/2030	1.1-2.0%	1,875,000	1,515,000

The Aquatic Center Fund is divided into four departments consisting of Indoor Pool Operations, Outdoor Pool Operations, Administration, and Transfers. The majority of the revenue for this fund comes from the 1% sales tax approved by voters in 2011.

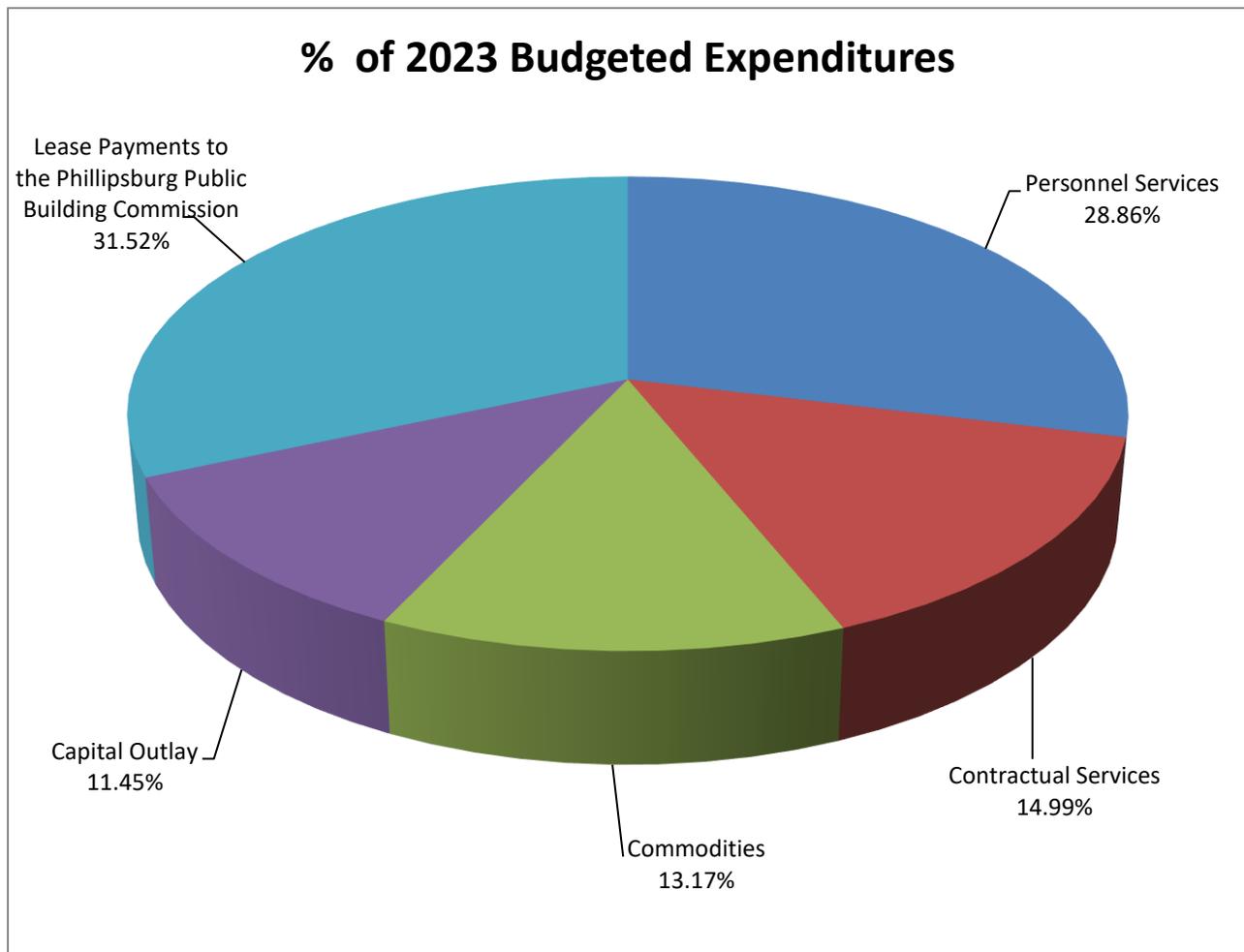
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## 2023 Budget

Aquatic Center Fund Revenue Sources	Actual 2021	Budget 2022	Budget 2023
1% Aquatic Center Sales Tax	508,514	500,000	510,000
Sales Tax Collected	1,146	1,000	1,500
Swimming Pool Fees	18,339	20,000	22,000
Swimming Pool Concessions	12,737	12,000	13,000
Swimming Pool Lessons	5,145	4,000	6,000
Indoor Pool Lessons	105	1,000	120
Indoor Pool Tickets	2,898	1,000	3,000
Other	0	1,000	0
<b>Total Revenues</b>	<b>548,884</b>	<b>540,000</b>	<b>555,620</b>
Revenue Forward	218,052	238,052	158,140
<b>Total Resources</b>	<b>766,936</b>	<b>778,052</b>	<b>713,760</b>



<b>Expenditure Summary - All Aquatic Center Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Personnel Services	174,940	225,000	206,000
Contractual Services	63,349	160,000	107,000
Commodities	44,184	100,000	94,000
Capital Outlay	80,267	43,052	81,760
Lease Payments to the Phillipsburg Public Building Commission	218,556	250,000	225,000
<b>Total All Aquatic Center Fund Expenditures</b>	<b>581,296</b>	<b>778,052</b>	<b>713,760</b>



## 2023 Budget

<b>Aquatic Center Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
<b>Indoor Pool Operations</b>			
Personnel Services	58,068	75,000	75,000
Contractual Services	45,291	60,000	71,000
Commodities	12,149	50,000	50,000
Capital Outlay	15,867	11,052	20,000
<b>Total Indoor Pool Operations</b>	<b>131,375</b>	<b>196,052</b>	<b>216,000</b>
<b>Outdoor Pool Operations</b>			
Personnel Services	84,248	100,000	97,000
Contractual Services	17,581	50,000	30,000
Commodities	31,829	40,000	40,000
Capital Outlay	64,400	32,000	61,760
<b>Total Outdoor Pool Operations</b>	<b>198,058</b>	<b>222,000</b>	<b>228,760</b>
<b>Administration</b>			
Personnel Services	32,624	50,000	34,000
Contractual Services	477	50,000	6,000
Commodities	206	10,000	4,000
Capital Outlay			
<b>Total Administration</b>	<b>33,307</b>	<b>110,000</b>	<b>44,000</b>
<b>Lease Payments</b>	<b>218,556</b>	<b>250,000</b>	<b>225,000</b>
<b>Transfers</b>			
Outgoing Transfer Equipment Reserve Fund	0	0	0
Outgoing Transfer Capital Improvement Fund	0	0	0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>581,296</b>	<b>778,052</b>	<b>713,760</b>

# Special Purpose Funds

**Definition:** Special Purpose Funds are used to account for the proceeds of specific tax levies and other specific revenue sources (except capital project funds, tax levies for long-term debt and certain exceptions allowed by state statute for example equipment reserve or insurance premium reserves) that are intended for specific purposes.

Special purpose funds for the City of Phillipsburg include:

Equipment Reserve Fund (02)

Library Fund (03)

Employee Benefit Fund (05)

Special Parks & Recreation Fund (07)

Law Enforcement Fund (09)

Fire Department Fund (11)

Special Highway Fund (13)

Capital Improvement Fund (30)

Fire Equipment Capital Outlay Fund (32)

Industrial Development Fund (34)

Employee Health Benefit Trust Fund (38)

CDBG Water Project (41)

Risk Management Fund (44)

KDOT Street Project (46)

KDHE Loan- Quanz (48)

KDOT- Airport Project (50)

Airport Grants (51)

Foundation Grant (52)

ARPA Grant (56)

**Equipment Reserve Fund (02)**

Transfers of monies from other funds provide the revenue for the Equipment Reserve Fund. The City Council determines the amount of the transfers which will be budgeted from each fund. Transfers are then made to this fund. These funds can be used for any type of equipment the City needs to purchase. This fund is one of the special purpose funds which are not required to have an annual budget prepared.

<b>Equipment Reserve Fund Revenue Sources</b>	<b>Actual 2021</b>
Transfer from General	0
Transfer from Water/Sewer	0
Transfer From Solid Waste	14,032
Transfer from KDHE	14,600
<b>Total Revenues</b>	<b>28,632</b>
Revenue Forward	765,338
<b>Total Resources</b>	<b>793,970</b>

<b>Equipment Reserve Fund Expenditures</b>	<b>Actual 2021</b>
Capital Outlay	8,765
<b>Total Expenditures</b>	<b>8,765</b>

<b>Cash Balance as of December 31, 2021</b>	<b>785,205</b>
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**Library Fund (03)**

The Library Fund is one of five special purpose funds supported by property tax for the City of Phillipsburg. This fund supports the operation of the Phillipsburg Public Library. By state statute, the library is governed by a separate board. The Library Board is a seven-member board appointed by the Mayor with the approval of the City Council. By ordinance, this fund is limited to a maximum five mill levy.

<b>Library Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Ad Valorem	58,606	61,008	64,702
Delinquent Taxes	1,318	2,500	2,500
Motor Vehicle Tax	7,767	10,006	10,151
RV Tax	188	242	282
Excise Tax	2	1	1
16/20 M Tax	246	225	295
Watercraft Tax	73	74	68
Commercial Vehicle	132	336	441
Neighborhood Revitalization Rebate	(1,144)	(931)	(929)
<b>Total Revenues</b>	<b>67,188</b>	<b>73,461</b>	<b>77,511</b>
Revenue Forward	3,761	4,822	1,384
<b>Total Resources</b>	<b>70,949</b>	<b>78,283</b>	<b>78,895</b>

<b>Library Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Appropriation to Library Board	69,688	77,500	77,970
<b>Total Expenditures</b>	<b>69,688</b>	<b>77,500</b>	<b>77,970</b>

**Employee Benefit Fund (05)**

The Employee Benefit Fund is supported by property tax and transfers from the business funds. 2020 and prior, all employee benefits were paid out of Employee Benefit Fund and the business funds (Water & Sewer Utility, Solid Waste, and Aquatic Center) reimbursed the proportional employee benefits for the time personnel worked within those departments. After the new financial software conversion to Caselle, it was switched to where each department pays the applicable employee benefits and those expenses in the General Fund Departments, the Fire Department, and the Street Department are reimbursed from the Employee Benefit Fund. This is reflected in the changes in the “Employee/Employer Contributions” revenue line and reduction in overall expenses out of this fund.

<b>Employee Benefit Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Ad Valorem	174,255	212,414	225,941
Delinquent Taxes	3,438	8,000	8,400
Motor Vehicle Tax	18,030	29,753	35,343
RV Tax	437	720	980
Excise Tax	5	4	4
16/20 M Tax	559	668	1,027
Watercraft Tax	170	219	237
Commercial Vehicle	307	1,000	1,537
Neighborhood Revitalization Rebate	(3,402)	(2,768)	(3,355)
<i>Employee/Employer Contributions</i>	<i>165,810</i>	<i>350,000</i>	<i>60,000</i>
Reimbursements	1,187	3,500	3,675
Miscellaneous	480	1,000	1,050
<b>Total Revenues</b>	<b>361,276</b>	<b>604,510</b>	<b>334,839</b>
Revenue Forward	80,500	61,216	109,390
<b>Total Resources</b>	<b>441,776</b>	<b>665,726</b>	<b>444,229</b>

<b>Employee Benefit Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Social Security & Medicare	42,060	110,000	60,000
Retirement	51,760	110,000	80,000
Workman's Compensation	26,603	30,000	31,500
Unemployment Insurance	506	15,000	11,500
Life & Disability Insurance	1,728	6,000	5,000
Account Administration	615	2,000	5,000
Health Savings Account	500	2,000	4,000
Health Insurance	176,298	380,000	234,000
Other Insurance	5,440	8,000	10,000
<b>Total Expenditures</b>	<b>305,510</b>	<b>663,000</b>	<b>441,000</b>

**Special Parks & Recreation Fund (07)**

The Special Parks & Recreation Fund is financed by the state alcoholic liquor tax. When a customer purchases a drink at a licensed drinking establishment, the State of Kansas charges a 10% tax on each drink containing alcoholic liquor. This tax is paid to the state by the licensee. The State of Kansas then distributes the tax quarterly as designated by K.S.A. 79-41a01, et seq. Cities with a population under 6,000 are required to receipt one-half of the funds received to the Special Parks & Recreation Fund and the other one-half to the General Fund. In 2021, funds were spent on ballfield lights repair, and park tractor repair.

<b>Special Parks &amp; Recreation Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Local Liquor Tax	6,846	8,000	7,661
Non-Federal/State Grants	0	0	0
Other		0	0
<b>Total Revenues</b>	<b>6,846</b>	<b>8,000</b>	<b>7,661</b>
<b>Revenue Forward</b>	<b>45,972</b>	<b>47,972</b>	<b>35,623</b>
<b>Total Resources</b>	<b>52,818</b>	<b>55,972</b>	<b>43,284</b>

<b>Special Parks &amp; Recreation Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Contractual Services	800	15,000	8,284
Commodities	1,031	10,000	10,000
Capital Outlay	8,964	30,972	25,000
<b>Total Expenditures</b>	<b>10,795</b>	<b>55,972</b>	<b>43,284</b>

**Law Enforcement Fund (09)**

This fund was established in 2018 to segregate the cost of law enforcement operations for the City. The revenue source for the fund is a transfer from the General Fund. In 1990, the City of Phillipsburg began contracting with the Phillips County Sheriff's Department to provide 24/7 law enforcement coverage for the community. The expenditures from this fund are for payment of the current contract.

<b>Law Enforcement Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Incoming Transfer from General Fund	298,250	305,000	318,200
Other	0	0	0
<b>Total Revenues</b>	<b>298,250</b>	<b>305,000</b>	<b>318,200</b>
Revenue Forward	1	20,001	300
<b>Total Resources</b>	<b>298,251</b>	<b>325,001</b>	<b>318,500</b>

<b>Law Enforcement Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Contractual Services	297,951	325,001	318,500
<b>Total Expenditures</b>	<b>297,951</b>	<b>325,001</b>	<b>318,500</b>

**Fire Department Fund (11)**

The Fire Department fund segregates the fire department operations expenses for the City. The revenue source for the fund is a transfer from the General Fund for City department expenses and reimbursements from Phillips County Rural Fire District #1 for rural department expenses. However, in 2023 the City removed the transfer from General Fund from the budget. The City of Phillipsburg contracts with Phillips County Rural Fire District #1 to provide housing and maintenance of the rural fire equipment as well as firefighting service to all property within the boundaries of the rural fire district. The Rural Fire District #1 reimburses the City for all expenses for equipment repair, fuel, and any other expenditure for their organization. Rural Fire District #1 pays the City of Phillipsburg \$1,500 per year to house their equipment at the city fire station.

<b>Fire Department Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Incoming Transfer from General Fund	50,000	50,000	0
Rural Fire Contract	14,192	20,000	30,000
Miscellaneous	1,158		
<b>Total Revenues</b>	<b>65,350</b>	<b>70,000</b>	<b>30,000</b>
Revenue Forward	87,129	90,129	97,530
<b>Total Resources</b>	<b>152,479</b>	<b>160,129</b>	<b>127,530</b>

<b>Fire Department Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
<b>City Fire Department</b>			
Personal Services	4,335	20,000	27,000
Contractual Services	9,593	15,000	20,000
Commodities	17,693	25,000	50,530
Capital Outlay	0	20,000	0
<b>Total City Fire Dept. Expenditures</b>	<b>31,621</b>	<b>80,000</b>	<b>97,530</b>
<b>Rural Fire Department</b>			
Contractual Services	10,363	20,000	10,000
Commodities	25,965	20,000	20,000
Capital Outlay	0	40,129	0
<b>Total Rural Fire Dept. Expenditures</b>	<b>36,328</b>	<b>80,129</b>	<b>30,000</b>
<b>Total Expenditures</b>	<b>67,949</b>	<b>160,129</b>	<b>127,530</b>

**Special Highway Fund (13)**

The Special Highway Fund is used to support the construction and maintenance of streets within the City of Phillipsburg. The primary source of revenue for this fund is a transfer from the General Fund and the State of Kansas Gas Tax.

<b>Special Highway Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
State of Kansas Gas Tax	70,610	62,870	67,980
Highway Connecting Link	24,773	30,000	30,000
Federal/State Grant			
Sale of Equipment	1,238	5,000	5,000
Sales Tax Collected Non-Util	82	500	500
Prior Year Cancelled Encumbrance			
Incoming Transfer from General Fund	160,000	190,000	210,000
Other	75	5,000	5,000
<b>Total Revenues</b>	<b>256,778</b>	<b>293,370</b>	<b>318,480</b>
Revenue Forward	111,946	95,166	22,000
<b>Total Resources</b>	<b>368,724</b>	<b>388,536</b>	<b>340,480</b>
<b>Special Highway Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
<b>Operations</b>			
Personnel Services	99,650	120,000	117,980
Contractual Services	54,348	60,000	60,000
Commodities	44,820	80,000	75,000
Capital Outlay	144,005	123,036	80,000
<b>Total Operations</b>	<b>342,823</b>	<b>383,036</b>	<b>332,980</b>
<b>Administration</b>			
Personnel Services	5,551	5,000	7,000
Contractual Services	-	0	0
Commodities	300	500	500
Capital Outlay	0	0	0
<b>Total Administration</b>	<b>5,851</b>	<b>5,500</b>	<b>7,500</b>
<b>Transfers</b>			
Transfer to Equipment Reserve Fund	0	0	0
Transfer to Capital Improvement Fund	0	0	0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>348,674</b>	<b>388,536</b>	<b>340,480</b>

**Capital Improvement Fund (30)**

In 2018, the Capital Improvement Fund was established by the Phillipsburg City Council in accordance with the provisions of K.S.A. 12-1,118. The Capital Improvement Fund is used by the City to finance any public improvement in the adopted Capital Improvement Plan, to maintain and improve the City infrastructure, streets, sewer system, and water system. The Capital Improvement Fund may be used both as a current year’s operating fund, as well as, a reserve fund. The revenue for this fund will be provided for by transfers from other funds as well as the proceeds of the 0.5% city sales.

This fund is one of the special purpose funds which are not required to have an annual budget prepared. A Capital Improvement Plan must be adopted by the Phillipsburg City Council prior to the expenditure of funds.

<b>Capital Improvement Revenue Sources</b>	<b>Actual 2021</b>
Local Retailer's Sales Tax	254,257
<b>Revenue Forward</b>	<b>365,574</b>
<b>Total Revenues</b>	<b>619,831</b>

<b>Capital Improvement Expenditures</b>	<b>Actual 2021</b>
Street Capital Outlay	14,229
Water Distribution Commodities	1
Water Distribution Capital Outlay	24,504
Water Production Capital Outlay	933
<b>Total Expenditures</b>	<b>39,667</b>
<b>Cash Balance as of December 31, 2021</b>	<b>580,164</b>

**Fire Equipment Capital Outlay (32)**

The Fire Equipment Capital Outlay Fund is used to buy equipment and fire trucks for the Phillipsburg City Fire Department. This fund was established in 1984 by Resolution #41. The funding source is a two-mill property tax levy.

<b>Fire Equipment Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Ad Valorem	23,442	24,401	25,885
Delinquent Taxes	527	1,500	0
Motor Vehicle Tax	3,107	4,002	4,060
RV Tax	75	97	113
Excise Tax	1	1	0
16/20 M Tax	99	90	118
Watercraft Tax	29	29	27
Commercial Vehicle	53	135	177
Neighborhood Revitalization Rebate	(457)	(372)	(394)
Other	1,000	200	0
Nonfederal Grants & Gifts	7,685		50,000
<b>Total Revenues</b>	<b>35,561</b>	<b>30,083</b>	<b>79,986</b>
Revenue Forward	299,598	184,405	320,334
<b>Total Resources</b>	<b>335,159</b>	<b>214,488</b>	<b>400,320</b>

<b>Fire Equipment Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Capital Outlay	0	214,175	399,950
<b>Total Expenditures</b>	<b>0</b>	<b>214,175</b>	<b>399,950</b>

**Industrial Development Fund (34)**

The Industrial Development Fund was established in 1988 after a majority of the City residents voted in favor of creating the fund. This fund is to be used in securing or retaining industries or manufacturing institutions for Phillipsburg or its environs. One mill of property tax provides the revenue for this fund.

<b>Industrial Development Fund Revenue Sources</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Ad Valorem	11,721	12,201	12,940
Delinquent Taxes	264	700	700
Motor Vehicle Tax	1,553	2,001	2,030
RV Tax	38	48	56
Excise Tax	1	4	2
16/20 M Tax	49	45	59
Watercraft Tax	15	15	14
Commercial Vehicle	26	67	88
Neighborhood Revitalization Rebate	(229)	(186)	(180)
Miscellaneous	3,958	5,000	5,200
<b>Total Revenues</b>	<b>17,396</b>	<b>19,895</b>	<b>20,909</b>
Revenue Forward	68,677	43,042	89,426
<b>Total Resources</b>	<b>86,073</b>	<b>62,937</b>	<b>110,335</b>

<b>Industrial Development Fund Expenditures</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>
Contractual Services	902	62,780	110,150
<b>Total Expenditures</b>	<b>902</b>	<b>62,780</b>	<b>110,150</b>

**Employee Health Benefit Trust- Fund (38)**

In 2021, the City changed the employee health insurance plan from solely Blue Cross Blue Shield of Kansas (BCBS) to a BCBS high deductible plan combined with a partially self-funded plan with Freedom Claims Management Inc (FCMI). The city holds funds for claims in the gap between the employee’s deductible and the BCBS deductible with the assistance of processing with FCMI. The city created the Employee Health Benefit Trust Fund and a corresponding bank account to track funds used for the purpose of paying the claims in the gap. FCMI handles processing of all claims.

<b>Employee Benefit Trust- Health Revenue Sources</b>	<b>Actual 2021</b>
Receipts	107,272
Interest	14
<b>Total Revenues</b>	<b>107,286</b>
<b>Total Resources</b>	<b>107,286</b>

<b>Employee Benefit Trust- Health Expenditures</b>	<b>Actual 2021</b>
Contractual	62,488
<b>Total Expenditures</b>	<b>62,488</b>
<b>Cash Balance as of December 31, 2021</b>	<b>44,798</b>

**Risk Management Fund (44)**

On August 17, 2020, the City Council passed Resolution No. 286 establishing a Risk Management Reserve Fund to finance high insurance deductible expenses, including the repair, restoration and rehabilitation of existing facilities resulting from catastrophic insurance loss. Monies may be paid into Fund 44 from any source which may be utilized for such purposes, including transfers from the general fund, from any special liability expense fund established in accordance with the provisions of K.S.A. 75-6110, or from any other fund or grant program account in reasonable proportion to the estimated cost of self-insuring the risk losses covered by such funds. This fund is a non-budgeted fund. Insurance premiums may not be paid from this fund. The current balance of the fund is \$20,000.

**KDOT- Street Project (46)**

State Street Phase II Project consists of pavement replacement and waterline relocation on US-36 from between 4<sup>th</sup> Street and 6<sup>th</sup> Street to 8<sup>th</sup> Street. Engineering Services through BG Consultants were encumbered in 2020 in the amount of \$81,753 and \$78,285 in grant reimbursements were received in 2021. Construction is scheduled for 2023 and contracted through Smoky Hill, LLC. The construction phase of the project is funded by Kansas Department of Transportation for \$1,028,000 and city matching funds in the amount of \$280,000.

**CDBG Water Project (41) & KDHE Loan- Quanz (48)**

The Quanz Reservoir Project began in 2018 and construction was completed in 2021. Final touches and payments were made in 2022, closing out this fund for 2023. The project was funded 50% by Community Development Block Grant (CDBG) out of Fund 41 and 50% by KDHE loan out of Fund 48. This project replaced the aged Quanz Reservoir/ Pump Station with a new Above Ground Storage Facility and new Pump System. A new reservoir provides the City with the most reliable quantity of raw water and an above ground facility will mitigate potential flooding conditions that have occurred in the past.

**KDOT- Airport Project (50)**

The Airport Runway Extension Project was approved in 2020 with the use of Kansas Airport Improvement Program (KAIP) funds from the State’s General Aviation Development Fund through the Kansas Department of Transportation (KDOT). The Phillipsburg Airport Runway Extension Project will extend the runway approximately 600 feet northwest. The project will include additional land acquisition, environmental assessment and new instrument approach survey. Thirty-six thousand square feet of concrete and additional lighting will be installed as required by FAA. This grant will reimburse the City of Phillipsburg 95% of the total actual costs of construction and construction engineering up to \$360,455. The City of Phillipsburg is responsible for the other 5% of costs and have secured additional foundation funding for this expense including \$100,000 from the Albert Moran and Leona A. Morgan Charitable Foundation, \$50,000 from the Darwin and Lorene Cole Charitable Foundation, Inc, and \$125,000 from the Dane G. Hansen Foundation. Project design services are provided by Alfred Benesch & Company. \$70,682 in reimbursements for design services was received in 2021.

<b>Grant Fund Revenue Sources</b>	<b>Actual 2021</b>
State Grant	70,682
<b>Total Revenues</b>	<b>70,682</b>
Revenue Forward	(306,460)
<b>Total Resources</b>	<b>-235,778</b>
<b>Grant Fund Expenditures</b>	<b>Actual 2021</b>
Contractual Services	28,113
<b>Total Expenditures</b>	<b>28,113</b>
<b>Cash Balance as of December 31, 2021</b>	<b>-263,891</b>

**Airport Grant (51)**

Recent Phillipsburg Municipal Airport projects included in Fund 51 include federal grant funds received and expended in 2021 for the reconstruction of the access road and parking lot pavement.

<b>Grant Fund Revenue Sources</b>	<b>Actual 2021</b>
Federal Grant	403,012
Prior Year Cancelled Encumbrances	16,229
Revenue Forward	(402,916)
<b>Total Revenues</b>	<b>16,325</b>
<b>Grant Fund Expenditures</b>	<b>Actual 2021</b>
Contractual Services	52,788
<b>Total Expenditures</b>	<b>52,788</b>
<b>Cash Balance as of December 31</b>	<b>(36,463)</b>

### **Foundation Grant (52)**

The City of Phillipsburg is very fortunate to have the support of local foundations to assist with the cost of many projects. The Foundation Grant Fund is the where the grant money is kept for the City’s special projects. This fund is not required to be a part of the annual budget but annual revenues and expenditures are reported each year. Grants received in 2020 included those from Dane G. Hansen Foundation and spent in 2021 for the Sports Complex sign and Airport Hanger Taxiway Project. Grants received in 2021 included those from Morgan Foundation for Ft. Bissell Saddle Club and Darwin & Lorene Cole Foundation for Girls’ K-18 Softball.

<b>Grant Fund Revenue Sources</b>	<b>Actual 2021</b>
Non-federal Grant	3,000
Other	0
Prior Year Cancelled Encumbrances	0
<b>Total Revenues</b>	<b>3,000</b>
Revenue Forward	8,629
<b>Total Resources</b>	<b>11,629</b>
<b>Grant Fund Expenditures</b>	<b>Actual 2021</b>
Contractual Services	3,000
Commodities	0
Capital Outlay	4,960
<b>Total Expenditures</b>	<b>7,960</b>
<b>Cash Balance as of December 31, 2021</b>	<b>3,669</b>

**ARPA Grant (56)**

In July 2021, the City of Phillipsburg applied for the American Rescue Plan Act (ARPA) grant through the US Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds. \$186,565 was received in 2021 and the other half in July 2022. City Council approved premium pay in the amount of \$43,680 dispersed in 2021 to all full-time city employees in response to their efforts working through the COVID-19 pandemic.

# Agency Funds

**Definition:** Agency Funds are funds used to report assets held by the City of Phillipsburg in a purely custodial capacity. These funds are not required to be a part of the annual budget.

**Agency Funds for the City of Phillipsburg include:**

**Meter Deposit Fund (28)**

**Employee Flex Benefits Fund (39)**

**Municipal Court Bond Fund (40)**

**Meter Deposit Fund (28)**

Water utility users who have service at rented property are required to have a meter deposit on file with the City. Currently, the meter deposit rate is \$70.00. Meter deposits are held by the City until the customer discontinues service or provides proof of purchasing the property. Once a final bill for the utility service is created, the meter deposit is applied to the outstanding utility bill first and the remaining balance refunded to the customer. If the meter deposit does not cover the entire final bill the customer must pay the balance. Interest on the meter deposit is paid annually to the customer's account. The State of Kansas sets the interest rate.

<b>Meter Deposit Fund Revenue Sources</b>	<b>Actual 2021</b>
Meter Deposits Received	8,221
<b>Total Revenues</b>	<b>8,221</b>
Revenue Forward	20,570
<b>Total Resources</b>	<b>28,791</b>

<b>Meter Deposit Fund Expenditures</b>	<b>Actual 2021</b>
Meter Deposits Refunded	7,701
<b>Total Expenditures</b>	<b>7,701</b>
<b>Cash Balance as of December 31, 2021</b>	<b>21,090</b>

**Employee Flex Benefit Fund (39)**

The Employee Flex Benefit Fund revenue comes from employee payroll deductions. In accordance with Internal Revenue Service (IRS) regulations, employees are allowed to withhold money from their payroll checks pre-tax for certain insurance premiums, daycare, and medical expenses. By doing this, the employee not only saves on the cost of payroll taxes but the City also saves the matching cost of Social Security and Medicare on the amount of the payroll deduction.

<b>Employee Flex Benefit Fund Revenue Sources</b>	<b>Actual 2021</b>
Employee Payroll Withholding	77,727
<b>Total Revenues</b>	<b>77,727</b>
Revenue Forward	11,926
<b>Total Resources</b>	<b>89,653</b>

<b>Employee Flex Benefit Fund Expenditures</b>	<b>Actual 2021</b>
Employee Allowed Expenditures	76,958
<b>Total Expenditures</b>	<b>76,958</b>
<b>Cash Balance as of December 31, 2021</b>	<b>12,695</b>

**Municipal Court Bond Fund (40)**

The Municipal Court Bond Fund receives revenues from Municipal Court Defendants. Once the defendant has met his or her obligation to the court the bond is returned to the bond payer. The bond payer can choose to pay the bond towards the fine payment if the defendant is found guilty.

<b>Municipal Court Bond Fund Revenue Sources</b>	<b>Actual 2021</b>
Cash Bonds	593
<b>Total Revenues</b>	<b>593</b>
<b>Revenue Forward</b>	<b>100</b>
<b>Total Resources</b>	<b>693</b>
<b>Municipal Court Bond Fund Expenditures</b>	<b>Actual 2021</b>
Cash Bonds Disbursed	693
<b>Total Expenditures</b>	<b>693</b>
<b>Cash Balance as of December 31, 2021</b>	<b>0</b>