

# BUDGET WORKSHOP

City of Anthony Board of Trustees  
820 Highway 478, Anthony NM 88021

& Conference Call

Wednesday, February 16, 2022

5:00 PM- 6:00 P.M

MINUTES

You can join meeting using your phone by dialing.

United States: +1 (646) 749-3335

Access Code: 784-524-133

1. CALL TO ORDER by Mayor Diana M. Trujillo- 5:00pm

2. PLEDGE OF ALLEGIANCE led by Mayor Diana M. Trujillo

3. ROLL CALL Present:

MPT Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Trustee Daniel Barreras	YES	NO
Trustee Gabriel Holguin	YES	NO
Mayor Diana M. Trujillo	YES	NO
Quorum Established	YES	NO

---

## 4. APPROVAL OF AGENDA ORDER

1<sup>st</sup> Motion: Trustee Holguin 2<sup>nd</sup> Motion: MPT Flores

### Roll Call:

MPT Elva Flores	YES	NO
Trustee Javier Silva	YES	NO 4 to 0 vote, motion pass.
Trustee Barreras	YES	NO
Trustee Holguin	YES	NO
Mayor Diana M. Trujillo	YES	NO

## 5. DISCUSSION:

a) Fiscal Year 2021-2022 mid-year finance reports. **Presented by Finance Officer**

- **Finance Officer Gonzalez-** The reports that the board receive are directly from Incode. They consist of bank reconciliations along with the bank statements. The big document will be the detail versus budget. I would like to kind of give a brief explanation of what these documents are. On the Detail vs. Budget report, everything that starts with 101, are General Ledger items (GL). All the GL items that begin with 101 and is followed by a series of 5 numbers, are called revenue accounts where the money the city receives gets placed. All the other GL numbers that begin with 3 numbers followed by a dash 01, followed by a series of 5 numbers those are our department's expenses. The Detail vs. Budget report show every single transaction the city has done.
- **Trustee Flores -** Can we start with General Funds Revenue? On the item that begins with 101-66001, penalties and interest, I am wondering what those penalties are for
- **Finance Officer Gonzalez -** Those have to do with the GRT paid to the city. This is actually a revenue. The state pays penalties and interest which turns into revenue when they transfer our monthly GRT. The reason why those GL were created, was to facilitate the process of when I have to do the quarterly report. Since every GRT earns its own penalties, and its own interest, it is best to have them separated so the state doesn't charge the city a fee to manage those monies.
- **Trustee Flores -** Can we go to 101- 48901, where it says rent income. Please give us, a breakdown on where the City gets its rent income.
- **Finance Officer Gonzalez -** The major ones are coming from South Central Solid Waste Authority and the Court, the third is a small one that comes from Family Thriving, and that is for \$800.
- **Trustee Silva-** if you could just take a minute to explain to the new trustees, the concept of revenues, expenses, and reserves because at the end of the day, that's where our money lies.

- *first page, says Detail versus Budget, account details? And then the dates 7/01 to 12/31st?*
- **Trustee Silva -Yes.**
- **Finance Officer Gonzalez-** *On that first page, you can see the account name, conferences, fiscal budgeting, beginning balance, total activity, ending balance, budget remaining and percentage remaining. If you see a negative on the budget, on the activity, that means that we have a revenue. The total activity section, means how much we've collected so far up to December 31st. Now, for the new trustees Incode, is the accounting software that the city uses. So, if you go to page 13, this is where we're going to start looking at our expenses. Each department has its own number. So, everything that starts with 101it is our operational expenses. On page 75, this is where, we discuss transfer outs. This is not entirely for operational, this is to cover the matching components of our grants, and loan payments. One thing that I would like to discuss, is revenues. We also need to start creating plans on how to attract businesses that generate revenue. The City needs to generate income to set aside for road maintenance. Keep up on the maintenance with this new street Right to keep it nice and running to keep a nice, beautiful because about trade now represent an asset to the city that requires maintenance OK, so it's not just the \$4 million. What's the projection for the next group for the following 3 to 3 years? What's the projection for the following five years was a projection for the following 10 years? So that's something that we need to start thinking whenever we think about a project coming up in.*
- **Trustee Flores -***Can you give us the amount of the restricted cash?*
- **Finance Officer Gonzalez-** *It is a six-month cash amount that we need to keep in order for the city to keep up in the event that no funds are received. This information is not on this report because it is part of an ordinance. It's relatively little less than \$300,000.*
- **Trustee Flores -** *When we use the petty cash, how do we replenish it back to \$2,000?*
- **Finance Officer Gonzalez-** *There's no plan of replenishing until the next fiscal year.*
- **Trustee Flores-** *Would like a list of the transfer in and transfer out, state requirements reserve, City cash reserve, and the surplus and deficit.*
- **Trustee Flores-** *I just want to make sure that I have the right numbers and I'm matching you.*
- **Trustee Silva-** *I would like us to put something in place for when staff needs to do something right now, and it's easier to get it from the petty cash. Later we can go into their line item and replenish it.*
- **Finance Officer Gonzalez-** *Ok, Yes, that is, that's how it's working.*

**6. ADJOURNMENT: 6:00 pm**

**1st Motion: Trustee Holguin 2nd Motion: Trustee Barreras**

**Roll Call:**


MPT Elva Flores	YES	NO
Trustee Javier Silva	YES	NO 4 to 0 vote, motion pass.
Trustee Barreras	YES	NO
Trustee Holguin	YES	NO
Mayor Diana M. Trujillo	YES	NO

{SEAL}

ATTEST:

  
Gloria K. Ramirez, Acting City Clerk



  
Diana Murillo-Trujillo, Mayor