

**MINUTES**  
BUDGET & FINANCE COMMITTEE  
CITY OF BRANSON, MISSOURI  
July 28, 2016

**1) Call to Order.**

The meeting of the Budget & Finance Committee was held in the Municipal Courtroom of City Hall, Thursday, July 28, 2016 at 2:30 p.m. The meeting was called to order by Mayor Karen Best.

**2) Roll Call.**

Members present: Mayor Karen Best, Alderman Bob Simmons, Pamela Yancey and Rod Romine.  
Members absent: Alderwoman Betsy Seay and City Administrator Bill Malinen

Also present: Finance Director Jamie Rouch, Stacy McAllister and Melissa Sill.

**3) Regular Reports.**

**a) Minutes of June 21<sup>st</sup>, 2016.**

Pamela Yancey moved to accept the minutes of June 21, 2016, seconded by Alderman Bob Simmons. Ayes: 4, Noes: 0. Motion carried.

**b) Monthly Sales & Tourism Tax Reports.**

Melissa Sill reported that sales tax receipts for the month of May are down 7.9% when compared to the same month, but are up 3.3% year to date. The ½% transportation tax is down by 7.4% for the month of May, but up almost \$100,000 year to date. Tourism tax for May is up 11.5%. When looking at the tourism tax breakdown by business classification, all are showing an increase in the monthly and yearly comparisons. She explained that the year-to-date increase equals a \$146,000 increase in funds not restricted to TIF payments for sales tax receipts and a \$430,000 increase of unrestricted tourism tax dollars.

The Rolling 12 report shows all areas are experiencing some growth. Branson Meadows has the largest increase of 13.4% when looking at the monthly report. The year to date report shows Historic Downtown Branson and Branson Meadows have the largest growth in their areas.

**c) Financials**

**i) Unaudited Financials – June 2016.**

Jamie reported that revenues are up, as well as investment income and taxes. Licenses and permits are also showing an increase. Court receipts are showing a decrease in revenue and could possibly be down as much as \$100,000 by the end of the year. Jamie advised that she will be watching this throughout the remainder of the year. The Capital Projects Fund shows a negative amount due to the transfer of the capital funds on a quarterly basis rather than moving it one time per year. This negative amount should be balanced on the July report. The Parks and Recreation Fund is up in revenue, as well as expenditures.

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**ii) Cash Reconciliation & Balance Sheet.**

Discussion was made on the Dare Program and why the money is still on this account as we no longer have a Dare Program. Jamie Rouch advised the Committee that because this money was a donation, the Police Department must send letters to anyone that donated requesting approval to move their donated funds from the Dare Program to the Police K-9 fund. Some of the letters sent to the donors have come back and some have not. We should have the required approval to move the Dare funds to the Police K-9 fund by the end of the year.

**iii) Unbudgeted Expenditures Report.**

Jamie Rouch presented the Unbudgeted Expenditures Report and explained that this report is a quick picture of where the City is at concerning unbudgeted expenditures year-to-date. This report shows the percentage of what the one time expenditures consist of, attributing 40% to flood expenses. Jamie explained that unexpected and unbudgeted expenditures, such as flooding and other natural disasters, are why the reserve is vital to the city's financial health. The unbudgeted expenditures may decrease the 2015 year-end 27% reserve to a projected 21% reserve by the end of 2016. Jamie advised that we need to be cautious of expenditures and be as accurate as possible where we start the 2017 budget. Discussion was made on how the reserve sits now and how it compares to last year at the same time. Jamie stated she would get that information together and have it for the next meeting.

**4) Review of Disbursements & Approval of Disbursements \$50,000 & over.**

**(May 14, 2016 – June 15, 2016).**

Discussion was made on the Cook, Flatt & Strobel Engineers payment. The Finance Committee members would like to be updated on the percent of the budget Cook, Flatt & Strobel Engineers are working on for the 76 project in future meetings.

Discussion was made on the D&E Plumbing payment. The Finance Committee wanted to know what this payment was for, the payment is showing for Historical Downtown Streetscape Improvements Project. Jamie Rouch explained to the Committee she would look further into this payment and have answers at the next meeting.

Disbursements were acknowledged as presented. Rod Romine moved to accept the disbursements, seconded by Alderman Bob Simmons. Ayes: 4, Noes: 0. Motion carried.

**5) Finance Director's Report.**

Jamie Rouch presented the Priority Based Budgeting RAD Tool to the Committee. This tool shows how we are meeting our community's needs and shows we are doing a good job putting money into what the community said they want. A majority of money is going toward meeting our strategic goals, with room to reallocate funds to better serve our community.

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**6) Adjourn.**

The meeting adjourned at 3:38 p.m. on a motion by Pamela Yancey, seconded by Alderman Bob Simmons. Motion carried.