CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
August 20, 2013	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: July 2013 Fund Summary, Balance Sheet, and Combined Cash Investment

Reports

BACKGROUND:

These reports are being provided to the Council and the public pursuant to a recommendation from the City's Auditor and City Manager to provide transparency and full disclosure to all interested parties. Routinely, the City's six bank statements (Accounts Payable, Payroll, Local Government Investment Pool, Umpqua Bank State Pool, Incoming Grants, and Jurisdictional Local Government Investment Pool) are balanced by the middle of the following month; expenditures and receipts are updated daily; deposits made daily; and the financial reports available upon request as well as uploaded monthly onto the Citywide drive.

ATTACHED REPORTS:

The **Fund Summary** shows all City funds are within appropriation levels for with 8% of the fiscal year having elapsed. General Fund Property Tax Collections are at 0% of budget.

The **Balance Sheet** shows <u>Beginning Balance</u> (Unaudited Fund Balance 7/1/13); <u>(Used or Earned)</u> or the difference between what has been earned to what has been spent; and the <u>Ending Balance</u> or what remains as Fund Balance. Fiscal Year 2013 will remain open through mid-August to pay outstanding invoices and will be summarized through the audit process.

Balance Sheet Fund	Beginning Fund Balance FYE14 Unaudited	(Used) Earned	Ending Fund Balance
General	2,698,940.36	(667,263.22)	2,031,677.14
Gas Tax	273,572.77	(32,115.52)	241,457.25
Wastewater	2,223,783.40	(236,629.14)	1,987,154.26
Hotel/Motel	142,241.38	(48,186.77)	94,054.61
Library	467,042.08	(57,940.09)	409,101.99
Bldg. Codes	302,725.70	(12,937.12)	289,788.58
9-1-1	117,751.02	8,146.94	125,897.96

The **Combined Cash Investment Report** shows total combined cash of \$20,016,218.36 (see table below).

Combined Cash Accounts:

Accts Payable	*27,469.63	Sweep	Timing, checks paid in July; normal \$150,000 sweep balance		
Payroll	*(49,010.42)	Sweep	Timing, checks paid in July; normal zero sweep balance		
Local Government Investment Pool (LGIP)	14,234,827.72	Investment On Demand	0.05400 % annualized interest rate: 02/04/2013		
Umpqua, State Pool Account	*991,496.41	Operations	0.15 % annualized interest rate: 02/28/13; 100% collateralization effective 1-1-10; Division of State Finance Administrative Decision		
Umpqua Bank Incoming Grants	*0	Operations	Incoming grant account balance		
LGIP – Jurisdictional Account	4,811,435.02	Unallocated	0.05400 % annualized interest rate: 02/04/2013		
Cash Allocated*	969,955.62	Across funds	See Cash Allocation Reconciliation		
COMBINED CASH	(allocated* & unallocated)	Umpqua Bank LGIP LGIP	Operations (allocated) \$* 969,955.62 Investment(allocated) 14,234,827.72 Investment(unallocated) 4,811,435.02		
TOTAL COMBINED CASH			\$ 20,016,218.36		
Less Unallocated Cash		Nonspendable Jurisdictional Exchange & Library	\$ (4,861,617.81)		
Total Cash Allocated to Other Funds			\$ 15,154,600.55		

^{*27,469.63 + (49,010.42) + 991,496.41 = \$969,955.62} Umpqua Operations Allocated

Entities	Fund Numbers	Cast	n Allocated*
City of Coos Bay	1-32,34, 39-42	\$	10,357,805.63
Total City of Coos Bay			
Urban Renewal Agency	51-61		4,643,670.83
Coos Bay - North Bend Visitors Convention Bureau	33		153,124.09
Total Cash Allocated		\$	15,154,600.55

^{*}Umpqua Operations \$969,955.62 + LGIP Investment 14,234,827.72 - Library (50,182.79) = \$15,154,600.55 Cash Allocated

DISADVANTAGES:

None

BUDGET:

The cash carryover is secure (fully collateralized or held in State's Local Government Investment Pool) and available for operations.

ACTION:

If it pleases the Council, accept the monthly Fund Summary, Balance Sheet, and Combined Cash Reports for July 31, 2013.

Attachments:

Fund Summary July 31, 2013 (7 pages) Balance Sheet July 31, 2013 (7 pages) Combined Cash Investment July 31, 2013 (1 pages)

General Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	2,482,848.00	2,482,848.00	.0
Property Taxes	.00	.00	5,144,855.00	5,144,855.00	.0
Franchise Taxes	.00	.00	1,570,000.00	1,570,000.00	.0
Licenses & Permits	6,141.75	6,141.75	107,300.00	101,158.25	5.7
Fines, Grants & State Revenues	9,367.59	9,367.59	666,054.00	656,686.41	1.4
Use Of Money & Property	9,297.93	9,297.93	91,000.00	81,702.07	10.2
Services	6,929.17	6,929.17	529,698.00	522,768.83	1.3
Other Revenue	(1.00)	(1.00)	27,020.00	27,021.00	.0
Other Financing Sources	.00.	.00	410,733.00	410,733.00	.0
Total Fund Revenue	31,735.44	31,735.44	11,029,508.00	10,997,772.56	.3
Expenditures					
City Council	22,598.97	22,598.97	77,600.00	55,001.03	29.1
City Manager	11,628.80	11,628.80	163,907.00	152,278.20	7.1
Urban Renewal Administration	22,327.36	22,327.36	325,623.00	303,295.64	6.9
Finance Department/accounting	17,925.35	17,925.35	247,540.00	229,614.65	7.2
City Attorney	4,652.87	4,652.87	76,059.00	71,406.13	6.1
City Hall	9,910.49	9,910.49	105,970.00	96,059.51	9.4
Community Promotion & Support	3,900.00	3,900.00	35,640.00	31,740.00	10.9
Non-departmental	7,832.52	7,832.52	264,061.00	256,228.48	3.0
Other Financing Uses	58,154.86	58,154.86	1,750,860.00	1,692,705.14	3.3
Police Administration	259,598.09	259,598.09	3,811,336.00	3,551,737.91	6.8
Police Support Services	58,767.72	58,767.72	788,056.00	729,288.28	7.5
Codes Enforecement	3,811.69	3,811.69	76,106.00	72,294.31	5.0
Fire Department Operations	171,713.04	171,713.04	2,463,925.00	2,292,211.96	7.0
C.S. Planning Division	21,141.05	21,141.05	255,290.00	234,148.95	8.3
Coastal Implementation Grant	.00	.00	34,400.00	34,400.00	.0
Engineering Division	8,533.74	8,533.74	122,439.00	113,905.26	7.0
Parks Division	16,502.11	16,502.11	430,696.00	414,193.89	3.8
Total Fund Expenditures	698,998.66	698,998.66	11,029,508.00	10,330,509.34	6.3
Net Revenue Over Expenditures	(667,263.22)	(667,263.22)	.00	667,263.22	.0

Gas Tax Fund

	Period Actual	YTD Actual Budget		Variance	Pcnt
Revenue					
Carryover	.00	.00	130,000.00	130,000.00	.0
Revenue From Other Agencies	.00	.00	870,000.00	870,000.00	.0
Use Of Money & Property	95.22	95.22	800.00	704.78	11.9
Miscellaneous	814.02	814.02	10,000.00	9,185.98	8.1
Transfer From GF	.00	.00	41,342.00	41,342.00	.0
Total Fund Revenue	909.24	909.24	1,052,142.00	1,051,232.76	1
Expenditures					
Maintenance Department	33,024.76	33,024.76	1,052,142.00	1,019,117.24	3.1
Total Fund Expenditures	33,024.76	33,024.76	1,052,142.00	1,019,117.24	3.1
Net Revenue Over Expenditures	(32,115.52) (32,115.52)	.00	32,115.52	.0

Wastewater Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	1,500,000.00	1,500,000.00	.0
Revenue From Other Agencies	.00	.00	175,000.00	175,000.00	.0
Use Of Money & Property	832.02	832.02	9,000.00	8,167.98	9.2
Current Services	826.92	826.92	4,782,340.00	4,781,513.08	.0
Miscellaneous	1,045.00	1,045.00	.00	(1,045.00)	.0
Total Fund Revenue	2,703.94	2,703.94	6,466,340.00	6,463,636.06	.0
Expenditures					
W/w Administration	9,619.92	9,619.92	3,286,473.00	3,276,853.08	.3
Plant #1	91,289.92	91,289.92	1,162,276.00	1,070,986.08	7.9
Plant #2	58,604.78	58,604.78	765,060.00	706,455.22	7.7
Sanitary & Storm Drain	55,711.78	55,711.78	841,917.00	786,205.22	6.6
Stormwater	24,106.68	24,106.68	410,614.00	386,507.32	5.9
Total Fund Expenditures	239,333.08	239,333.08	6,466,340.00	6,227,006.92	3.7
Net Revenue Over Expenditures	(236,629.14)	236,629.14)	.00	236,629.14	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	52,028.00	52,028.00	.0
Taxes	.00	.00	479,980.00	479,980.00	.0
Use Of Money & Property	207.09	207.09	820.00	612.91	25.3
Visitor Center Revenue	991.12	991.12	8,000.00	7,008.88	12.4
Other Revenue	49.32	49.32	3,000.00	2,950.68	1.6
Transfer From General Fund	.00	.00	171,474.00	171,474.00	
Total Fund Revenue	1,247.53	1,247.53	1,247.53 715,302.00		.2
Expenditures					
Hotel/motel Tax Fund	49,434.30	49,434.30	715,302.00	665,867.70	6.9
Total Fund Expenditures	49,434.30	49,434.30	715,302.00	665,867.70	6.9
Net Revenue Over Expenditures	(48,186.77)	(48,186.77)	.00	48,186.77	.0

Library Fund

	Period Actual	YTD Actual Budget		Variance	Pcnt
Revenue					
Carryover	.00	.00	387,000.00	387,000.00	.0
Revenue From Other Agencies	.00	.00	929,500.00	929,500.00	.0
Use Of Money & Property	209.95	209.95	3,300.00	3,090.05	6.4
Current Services	1,915.95	1,915.95	90,743.00	88,827.05	2.1
Other Revenue	147.97	147.97	19,000.00	18,852.03	.8
Total Fund Revenue	2,273.87	2,273.87	2,273.87 1,429,543.00		
Expenditures					
Library Fund	60,213.96	60,213.96	1,429,543.00	1,369,329.04	4.2
Total Fund Expenditures	60,213.96	60,213.96	1,429,543.00	1,369,329.04	4.2
Net Revenue Over Expenditures	(57,940.09)	(57,940.09)	.00	57,940.09	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	284,000.00	284,000.00	.0
Licenses & Permits	9,728.80	9,728.80	228,100.00	218,371.20	4.3
Use Of Money & Property	161.55	161.55	1,500.00	1,338.45	10.8
Other Income	.00	.00	500.00	500.00	.0
Total Fund Revenue	9,890.35	9,890.35	514,100.00	504,209.65	1.9
Expenditures					
Codes Department	22,827.47	22,827.47	514,100.00	491,272.53	4.4
Total Fund Expenditures	22,827.47	22,827.47	514,100.00	491,272.53	4.4
Net Revenue Over Expenditures	(12,937.12)	(12,937.12)	.00	12,937.12	.0

9-1-1 Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	105,000.00	105,000.00	.0
Revenue From Other Agencies	23,689.78	23,689.78	165,092.00	141,402.22	14.4
Use Of Money & Property	39.90	39.90	100.00	60.10	39.9
Total Fund Revenue	23,729.68	23,729.68	270,192.00	246,462.32	8.8
Expenditures					
9-1-1 Tax Fund	15,582.74	15,582.74	270,192.00	254,609.26	5.8
Total Fund Expenditures	15,582.74	15,582.74	270,192.00	254,609.26	5.8
Net Revenue Over Expenditures	8,146.94	8,146.94	.00	(8,146.94)	.0

General Fund

	ASSETS					
01-000-100-1001	Cash - Combined Fund			2,187,9	73 36	
01-000-100-1015					00.00	
	Prepaid Workers Comp Ins.		(11.99)	
01-000-100-1201	Accounts Receivable			4,6	52.53	
01-000-100-1202	Assessments Receivable Dist 72			206,2	85.37	
01-000-100-1204	Taxes Receivable			624,7	34.06	
01-000-100-1207	Accounts Receivable-Unapplied		(13,1	33.43)	
01-000-100-1208	Assessments Receivable Dist 78			21,4	13.03	
01-000-100-1209	Assessments Receivable Dist 99			439,0	71.54	
01-000-100-1299	AR/FS			45,4	21.77	
01-000-100-1350	Postage Inventory				46.15	
01-000-100-1405	Long Term A/R City Loan to JE		=	118,0	94.16	
	Total Assets				_	3,629,846.55
	LIABILITIES AND EQUITY					
	LIABILITIES					
01-000-200-2001	Accounts Payable			2,4	71.77	
01-000-200-2015	Unclaimed Property Liability			1	94.95	
01-000-200-2034	Insurance Payable			82,9	20.82	
01-000-200-2035	P.E.R.S. Payable			92,6	49.58	
01-000-200-2040	Deferred Tax Revenue			624,7	34.06	
01-000-200-2041	Deferred Revenue - Dist 72			206,2	85.37	
01-000-200-2043	Deferred Revenue - District 78			21,4	13.03	
01-000-200-2044	Deferred Revenue - District 99			439,0	71.54	
01-000-200-2046	Deferred Revenue City Loan JE			118,0	94.16	
01-000-200-2099	AP/FS		_	10,3	34.13	
	Total Liabilities					1,598,169.41
	FUND EQUITY					
	Unappropriated Fund Balance:					
01-000-200-2500	Fund Balance		2,698,940.36			
	Revenue over Expenditures - YTD	(667,263.22)			
	Balance - Current Date		-	2,031,6	77.14	
	Total Fund Equity				_	2,031,677.14
	Total Liabilities and Equity					3,629,846.55

Gas Tax Fund

 02-000-100-1001
 Cash - Combined Fund
 239,568.97

 02-000-100-1201
 Accounts Receivable
 2,042.30

Total Assets 241,611.27

LIABILITIES AND EQUITY

LIABILITIES

02-000-200-2001 Accounts Payable 111.49 02-000-200-2099 AP/FS 42.53

Total Liabilities 154.02

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance 273,572.77

Revenue over Expenditures - YTD (32,115.52)

Balance - Current Date 241,457.25

Total Fund Equity 241,457.25

Total Liabilities and Equity 241,611.27

Wastewater Fund

	ASSETS				
	Cash - Combined Fund Accounts Receivable AR/FS			1,908,507.15 148,275.85 10,000.00	
	Total Assets				2,066,783.00
	LIABILITIES AND EQUITY				
	LIABILITIES				
03-000-200-2099	AP/FS			182.23	
	Total Liabilities				182.23
	FUND EQUITY				
03-000-200-2520	Accrued Vac. & Comp. Liability			79,446.51	
03-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(2,223,783.40 236,629.14)		
	Balance - Current Date			1,987,154.26	

Total Fund Equity

Total Liabilities and Equity

2,066,600.77

2,066,783.00

Hotel/Motel Tax Fund

	ASSETS				
05-000-100-1001	Cash - Combined Fund			93,208.23	
05-000-100-1299	AR/FS		_	977.52	
	Total Assets			_	94,185.75
	LIABILITIES AND EQUITY				
	LIABILITIES				
05-000-200-2001	Accounts Payable			100.77	
05-000-200-2099	AP/FS		_	30.37	
	Total Liabilities				131.14
	FUND EQUITY				
	Unappropriated Fund Balance:				
05-000-200-2500		,	142,241.38		
	Revenue over Expenditures - YTD	(48,186.77)		
	Balance - Current Date		_	94,054.61	
	Total Fund Equity				94,054.61

Total Liabilities and Equity

94,185.75

Library Fund

358,919.20

409,101.99

409,556.56

	ASSETS				
07-000-100-1001	Cash - Combined Fund			338,886.94	
07-000-100-1015				200.00	
	Investments - Nonspendable			50,182.79	
07-000-100-1299	·			20,286.83	
	Total Assets				409,556.56
				=	
	LIABILITIES AND EQUITY				
	LIABILITIES				
					
07-000-200-2001	Accounts Payable			222.57	
07-000-200-2099	AP/FS			232.00	
	Total Liabilities				454.57
	FUND EQUITY				
07-000-200-2501	Fund Balance - Nonspendable			50,182.79	
	Unappropriated Fund Balance:				
07-000-200-2500	Fund Balance		416,859.29		
	Revenue over Expenditures - YTD	(57,940.09)		

Balance - Current Date

Total Liabilities and Equity

Total Fund Equity

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		_	329,858.43	
	Total Assets			=	329,858.43
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2001 08-000-200-2099 08-000-200-2116	Accounts Payable AP/FS Sur-charge Deposit			4,023.21 18.22 595.17	
	Total Liabilities				4,636.60
	FUND EQUITY				
08-000-200-2520	Accrued Vac. & Comp. Liability			35,433.25	
08-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(302,725.70 12,937.12)		
	Balance - Current Date		<u>-</u>	289,788.58	
	Total Fund Equity			_	325,221.83
	Total Liabilities and Equity				329,858.43

9-1-1 Tax Fund

Total Assets 126,066.68

LIABILITIES AND EQUITY

LIABILITIES

10-000-200-2099 AP/FS 168.72

Total Liabilities 168.72

FUND EQUITY

Unappropriated Fund Balance:

10-000-200-2500 Fund Balance 117,751.02

Revenue over Expenditures - YTD 8,146.94

Balance - Current Date 125,897.96

Total Fund Equity 125,897.96

Total Liabilities and Equity 126,066.68

City of Coos Bay Combined Cash Investment July 31, 2013

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable		27,469.63
99-000-100-1002	Cash - Checking Payroll	(49,010.42)
99-000-100-1003	Cash - Lgip State Pool		14,234,827.72
99-000-100-1004	Umpqua Bank - State Pool		991,496.41
99-000-100-1009	LGIP - Jurisdictional		4,811,435.02
	Total Combined Cash		20,016,218.36
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,811,435.02)
	FB-Nonspendable Library CD	(50,182.79)
	Cash Allocated To Other Funds	(15,154,600.55)
	Total Unallocated Cash		.00
		_	
	Cash Allocation Reconciliation		
1	Allocation to General Fund		2,187,973.36
_	Allocation to Gas Tax Fund		239,568.97
	Allocation to Wastewater Fund		1,908,507.15
	Allocation to Hotel/Motel Tax Fund		93,208.23
	Allocation to Library Fund		338,886.94
	Allocation to Building Codes Fund		329,858.43
	Allocation to 9-1-1 Tax Fund		116,296.70
	Allocation to G.O. Bond Redemption Fund		367,638.73
	Allocation to Revenue Bond Fund		1,925,718.41
	Allocation to Special Improvement Fund		144,094.09
	Allocation to Street Improvement Fund		267.87
	Allocation to Parks Improvement Fund		94,427.73
	Allocation to Bike/pedestrian Path Fund		23,306.18
	Allocation to Transportation SDC Fund		14,502.83
	Allocation to Wastewater SDC Fund		244,714.16
	Allocation to Stormwater SDC Fund		18,845.66
	Allocation to Wastewater Improvement Fund		1,212,809.26
	Allocation to Trust Fund		52,452.39
	Allocation to Coos Bay-North Bend VCB		153,124.09
	Allocation to Major Capital Reserve Fund		472,658.84
	Allocation to Jurisdictional Exchange Fund		20,727.71
	Allocation to Technology Reserve Fund		122,971.47
	Allocation to County-wide CAD Core Reserve		31,790.93
42			396,579.59
51	Allocation to Downtown Special Revenue Fund		224,865.59
52	Allocation to Empire Special Revenue Fund Allocation to Empire Program Fund		63,152.26
53	Allocation to Downtown Bond Fund		434,968.01
			1,033.66
	Allocation to Downtown Program Fund		23,355.02
	Allocation to Downtown Capital Projects Fund		1,758,978.69
	Allocation to Empire Capital Projects Fund		1,229,284.17
61	Allocation to Downtown Bond Reserve Fund Allocation to Empire Bond Reserve Fund		682,204.03 225,829.40
01	A MODELLO E IMPIRO DOTA NOSCIVE I UITA	_	220,023.40
	Total Allocations to Other Funds		15,154,600.55
	Allocation from Combined Cash Fund - 99-000-100-1000	(15,154,600.55)
	Zero Proof if Allocations Balance		.00

City of Coos Bay Accounts Payable Allocation Fund July 31, 2013

Payables

	Accounts Payable Allocation Reconciliation		
1	Allocation to General Fund	(2,471.77)
2	Allocation to Gas Tax Fund	(111.49)
5	Allocation to Hotel/Motel Tax Fund	(100.77)
7	Allocation to Library Fund	(222.57)
8	Allocation to Building Codes Fund	(4,023.21)
29	Allocation to Wastewater Improvement Fund	(5,805.00)
57	Allocation to Downtown Capital Projects Fund	(1,188.00)
	Total Allocations to Other Funds	(13,922.81)
	Zero Proof if Allocations Balance	(13,922.81)