



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: December 12, 2024

To: Cupertino City Council

From: Jonathan Orozco, Finance Manager

Re: Receive the Monthly Treasurer's Report for November 2024

Background

California Government Code Section 41004 states:

Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. The city treasurer shall file a copy with the legislative body.

The City's Municipal Code Section 2.24.030 Monthly Reports states:

The Treasurer shall make monthly reports which conform to the requirements of Government Code Section 41004. Said reports shall be delivered to the City Council, the City Manager and made available for review by such other persons who may so request.

The Treasurer's Report (report and accounting of all receipts, disbursements, and fund balances) is made available to City Council in compliance with the aforementioned requirements.

Cash vs. Accrual Basis Accounting

Cash basis accounting and accrual basis accounting differ in the way revenues and expenses are recognized and recorded, primarily with regard to their timing.

Under cash basis accounting, revenues are recorded when payment is received, and expenses are recorded when payment is made. This method of accounting recognizes transactions only when cash changes hands. In contrast, accrual basis accounting recognizes revenues when they are earned (but not necessarily received) and expenses when they are incurred (but not necessarily paid). This method of accounting recognizes transactions as they occur, regardless of whether cash has been exchanged.

Receipts, disbursements, and cash balance are measured on a cash basis. The cash balance shows the total cash and investments in the City's accounts. The ending balance is the beginning balance plus receipts minus disbursements. Journal adjustments generally include transactions recorded in other systems and imported into New World, Council-approved budget adjustments, quarterly Cost Allocation Plan (CAP) charges, and quarterly interest earnings.

Revenues, expenditures, and fund balance are measured on an accrual basis. As a result, the amount in fund balance does not mean the City has that much cash on hand. Instead, fund balance is the difference between assets and liabilities. The ending balance is the beginning balance plus revenues minus expenditures.

Treasurer's Report

The report provides an update on the City's cash and fund balances for October 2024. The report is as of December 10, 2024.

Note: Beginning balances have been updated to account for any final adjustments made as part of the month-end close that could not be completed before the prior report's preparation. These adjustments were necessary due to time constraints associated with completing the month-end close process and generating the report.

Receipts, Disbursements, and Cash Balance

The City's General Fund ending cash and investment balance was \$189.8 million, decreasing by \$771,022 from the prior month. Receipts were \$5.2 million, disbursements were \$(6.0) million, and journal adjustments were \$51,673 for the month.

The City's total ending cash and investment balance was \$291.8 million, decreasing by \$3.4 million from the prior month. Receipts were \$5.5 million, disbursements were \$(9.2) million, and journal adjustments were \$205,707 for the month.

Journal adjustments included the following:

- Parks and Recreation transactions imported from Active Network into New World

- Returned Checks

Fund Balance/Net Position

The City's General Fund ending fund balance was \$142.3 million, increasing by \$312,326 from the prior month due to revenues of \$6.1 million and expenditures of \$5.8 million.

The City's total ending fund balance was \$240.7 million, decreasing by \$1.1 million from the prior month due to revenues of \$7.7 million and expenditures of \$8.8 million.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

California Environmental Quality Act

Not applicable.

Prepared by: 

Jonathan Orozco
Finance Manager

Reviewed by: 

Kristina Alfaro
Director of Administrative Services

Approved for Submission by: 

Pamela Wu
City Manager

Attachments:

A – Report of City-wide Receipts, Disbursements, and Cash Balances November 2024

B – Report of City-wide Fund Balances/Net Position November 2024

November 2024 Report of City-wide Receipts, Disbursements, and Cash Balances
Cash and Investments

Fund Type	Fund Number/Name	Beginning Balance as of October 31, 2024	Receipts	Disbursements	Journal Adjustments	Ending Balance as of November 30, 2024
General Fund	100 General Fund	190,554,769	5,150,740	(5,973,436)	51,673	189,783,747
General Fund	130 Investment Fund	0	-	-	-	0
Special Revenue Funds	210 Storm Drain Improvement	143,029	-	-	10	143,038
Special Revenue Funds	215 Storm Drain AB1600	2,078,066	2,502	-	141	2,080,708
Special Revenue Funds	230 Env Mgmt Cln Crk Strm Drain	629,719	619	(123,407)	43	506,975
Special Revenue Funds	260 CDBG	285,518	-	(17,673)	35	267,880
Special Revenue Funds	261 HCD Loan Rehab	226,287	-	-	-	226,287
Special Revenue Funds	265 BMR Housing	4,813,304	-	(81,231)	326	4,732,399
Special Revenue Funds	270 Transportation Fund	16,600,135	140,265	(1,402,292)	1,121	15,339,229
Special Revenue Funds	271 Traffic Impact	815,451	-	-	55	815,506
Special Revenue Funds	280 Park Dedication	19,112,424	15,000	-	1,294	19,128,717
Special Revenue Funds	281 Tree Fund	66,068	-	-	4	66,073
Debt Service Funds	365 Public Facilities Corp	2,676,450	-	(280,600)	-	2,395,850
Capital Project Funds	420 Capital Improvement Fund	36,066,609	-	(315,899)	-	35,750,711
Capital Project Funds	427 Stevens Creek Corridor Park	154,548	-	-	-	154,548
Capital Project Funds	429 Capital Reserve*	2,438,876	-	-	-	2,438,876
Enterprise Funds	520 Resource Recovery	5,291,132	153,633	(132,965)	358	5,312,159
Enterprise Funds	560 Blackberry Farm	1,032,488	1,043	(49,507)	25,368	1,009,392
Enterprise Funds	570 Sports Center	1,055,487	43,750	(153,149)	34,005	980,094
Enterprise Funds	580 Recreation Program	3,284,386	9,845	(134,796)	90,722	3,250,158
Internal Service Funds	610 Innovation & Technology	2,996,506	-	(302,698)	203	2,694,011
Internal Service Funds	620 Workers' Compensation	3,393,189	-	(4,389)	228	3,389,028
Internal Service Funds	630 Vehicle/Equip Replacement	971,009	10,299	(87,674)	65	893,699
Internal Service Funds	641 Compensated Absence/LTD	836,644	-	8,641	56	845,341
Internal Service Funds	642 Retiree Medical	(288,429)	-	(120,499)	-	(408,928)
Total		\$ 295,233,664	\$ 5,527,697	\$ (9,171,571)	\$ 205,707	\$ 291,795,496

* For reporting purposes, this fund rolls up/combines with Fund 420

Printed December 10, 2024

For more information on funds, please see cupertino.org/fund-structure

November 2024 Report of City-wide Fund Balances/Net Position

Fund Type	Fund Number/Name	Beginning Fund Balance as of October 31, 2024	Revenues	Expenditures	Ending Fund Balance as of November 30, 2024
General Fund	100 General Fund	142,027,859	6,143,569	5,831,243	142,340,185
General Fund	130 Investment Fund	229,425	-	-	229,425
Special Revenue Funds	210 Storm Drain Improvement	2,123,604	10	-	2,123,614
Special Revenue Funds	215 Storm Drain AB1600	1,879,480	2,643	-	1,882,123
Special Revenue Funds	230 Env Mgmt Cln Crk Strm Drain	1,141,124	43	90,998	1,050,169
Special Revenue Funds	260 CDBG	1,693,347	35	17,673	1,675,709
Special Revenue Funds	261 HCD Loan Rehab	222,016	-	-	222,016
Special Revenue Funds	265 BMR Housing	9,569,789	326	81,231	9,488,884
Special Revenue Funds	270 Transportation Fund	11,477,608	1,107,316	1,332,720	11,252,204
Special Revenue Funds	271 Traffic Impact	772,742	55	-	772,797
Special Revenue Funds	280 Park Dedication	18,741,700	16,294	-	18,757,994
Special Revenue Funds	281 Tree Fund	78,493	4	-	78,498
Debt Service Funds	365 Public Facilities Corp	1,750	-	280,600	(278,850)
Capital Project Funds	420 Capital Improvement Fund	20,659,815	21,365	242,009	20,439,171
Capital Project Funds	427 Stevens Creek Corridor Park	157,343	-	-	157,343
Capital Project Funds	429 Capital Reserve*	13,744,638	-	-	13,744,638
Enterprise Funds	520 Resource Recovery	4,698,393	153,991	113,271	4,739,114
Enterprise Funds	560 Blackberry Farm	742,727	27,025	30,538	739,215
Enterprise Funds	570 Sports Center	1,935,231	103,003	133,327	1,904,907
Enterprise Funds	580 Recreation Program	3,083,236	100,092	102,941	3,080,387
Internal Service Funds	610 Innovation & Technology	1,618,041	203	289,304	1,328,940
Internal Service Funds	620 Workers' Compensation	2,145,383	228	4,389	2,141,222
Internal Service Funds	630 Vehicle/Equip Replacement	2,373,137	10,364	83,578	2,299,923
Internal Service Funds	641 Compensated Absence/LTD	715,924	16,727	8,029	724,621
Internal Service Funds	642 Retiree Medical	(119,124)	-	120,499	(239,623)
Total		\$ 241,713,680	\$ 7,703,292	\$ 8,762,348	\$ 240,654,625

* For reporting purposes, this fund rolls up/combines with Fund 420

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