



ADMINISTRATIVE SERVICES DEPARTMENT

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CUPERTINO.ORG

CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: May 30, 2024

To: Cupertino City Council

From: Thomas Leung, Budget Manager

Re: Receive the Monthly Treasurer's Report for April 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 April 2024. The report is as of May 20, 2024.

Receipts, Disbursements, and Cash Balance

The City's General Fund ending cash and investment balance was \$170.1 million, increasing by \$12.8 million from the prior month. Receipts were \$16.4 million, disbursements were \$(3.7) million, and journal adjustments were \$105,427 for the month.

The City's total ending cash and investment balance was \$267.7 million, increasing by \$12.1 million from the prior month. Receipts were \$17.0 million, disbursements were \$(5.6) million, and journal adjustments were \$735,876 for the month.

Journal adjustments included the following:

- Parks and Recreation transactions imported from Active Network into New World
- LAIF Quarterly Interest Deposit
- Worker's Compensation transactions

Fund Balance/Net Position

The City's General Fund ending fund balance was \$143.1 million, increasing by \$9.5 million from the prior month due to revenues of \$13.7 million and expenditures of \$4.2 million.

The City's total ending fund balance was \$234.7 million, increasing by \$8.3 million from the prior month due to revenues of \$14.5 million and expenditures of \$6.2 million.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

California Environmental Quality Act

Not applicable.

Prepared by:



Thomas Leung
Budget 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 April 2024
- B – Report of City-wide Fund Balances/Net Position April 2024

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

Fund Type	Fund Number/Name	Beginning Balance				Ending Balance	
		as of March 31, 2024	Receipts	Disbursements	Journal Adjustments	as of April 30, 2024	
General Fund	100 General Fund	157,308,416	16,432,517	(3,722,928)	105,427	170,123,432	
General Fund	130 Investment Fund	51,413	-	-	346,228	397,641	
Special Revenue Funds	210 Storm Drain Improvement	365,661	-	(8)	-	365,654	
Special Revenue Funds	215 Storm Drain AB1600	1,933,194	1,275	-	-	1,934,469	
Special Revenue Funds	230 Env Mgmt Cln Crk Strm Drain	771,198	208	(69,219)	-	702,187	
Special Revenue Funds	260 CDBG	268,288	-	(1,391)	-	266,897	
Special Revenue Funds	261 HCD Loan Rehab	222,016	-	-	-	222,016	
Special Revenue Funds	265 BMR Housing	4,900,399	-	(36,441)	-	4,863,958	
Special Revenue Funds	270 Transportation Fund	15,132,161	310,561	(463,688)	-	14,979,034	
Special Revenue Funds	271 Traffic Impact	790,668	-	-	-	790,668	
Special Revenue Funds	280 Park Dedication	19,028,924	15,000	(443)	-	19,043,481	
Special Revenue Funds	281 Tree Fund	73,045	481	-	-	73,526	
Debt Service Funds	365 Public Facilities Corp	2,356,550	-	-	-	2,356,550	
Capital Project Funds	420 Capital Improvement Fund	25,296,754	43,214	(597,797)	-	24,742,171	
Capital Project Funds	427 Stevens Creek Corridor Park	151,394	-	-	-	151,394	
Capital Project Funds	429 Capital Reserve*	10,365,872	-	-	-	10,365,872	
Enterprise Funds	520 Resource Recovery	4,852,809	143,391	(67,822)	-	4,928,379	
Enterprise Funds	560 Blackberry Farm	863,576	59	(49,273)	50,268	864,629	
Enterprise Funds	570 Sports Center	894,926	-	(77,965)	66,702	883,663	
Enterprise Funds	580 Recreation Program	3,373,410	-	(107,381)	173,390	3,439,419	
Internal Service Funds	610 Innovation & Technology	3,243,938	-	(189,575)	-	3,054,363	
Internal Service Funds	620 Workers' Compensation	3,514,464	-	(5,259)	(6,139)	3,503,066	
Internal Service Funds	630 Vehicle/Equip Replacement	1,637,683	30,750	(60,346)	-	1,608,088	
Internal Service Funds	641 Compensated Absence/LTD	602,911	-	246	-	603,157	
Internal Service Funds	642 Retiree Medical	(2,428,507)	-	(121,016)	-	(2,549,523)	
Total		\$ 255,571,164	\$ 16,977,456	\$ (5,570,305)	\$ 735,876	\$ 267,714,190	

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

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

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

Fund Type	Fund Number/Name	Beginning Fund Balance as of March 31, 2024	Revenues	Expenditures	Ending Fund Balance as of April 30, 2024
General Fund	100 General Fund	133,644,231	13,701,539	4,246,841	143,098,930
General Fund	130 Investment Fund	229,425	-	-	229,425
Special Revenue Funds	210 Storm Drain Improvement	2,124,798	-	-	2,124,798
Special Revenue Funds	215 Storm Drain AB1600	1,880,577	1,275	-	1,881,852
Special Revenue Funds	230 Env Mgmt Cln Crk Strm Drain	1,004,797	1,442	102,397	903,843
Special Revenue Funds	260 CDBG	1,166,890	-	5,183	1,161,707
Special Revenue Funds	261 HCD Loan Rehab	222,016	-	-	222,016
Special Revenue Funds	265 BMR Housing	5,303,186	-	80,092	5,223,094
Special Revenue Funds	270 Transportation Fund	10,603,603	310,561	516,449	10,397,714
Special Revenue Funds	271 Traffic Impact	773,333	-	-	773,333
Special Revenue Funds	280 Park Dedication	18,762,701	15,000	-	18,777,701
Special Revenue Funds	281 Tree Fund	79,574	481	-	80,055
Debt Service Funds	365 Public Facilities Corp	1,750	-	-	1,750
Capital Project Funds	420 Capital Improvement Fund	20,793,928	36,597	411,989	20,418,536
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	4,604,080	143,391	88,321	4,659,151
Enterprise Funds	560 Blackberry Farm	667,237	53,625	37,371	683,491
Enterprise Funds	570 Sports Center	1,425,348	74,335	99,239	1,400,444
Enterprise Funds	580 Recreation Program	2,725,406	145,494	125,780	2,745,120
Internal Service Funds	610 Innovation & Technology	2,518,815	-	276,822	2,241,993
Internal Service Funds	620 Workers' Compensation	2,133,231	-	12,711	2,120,520
Internal Service Funds	630 Vehicle/Equip Replacement	2,872,118	30,750	73,300	2,829,567
Internal Service Funds	641 Compensated Absence/LTD	492,184	8,419	8,172	492,431
Internal Service Funds	642 Retiree Medical	(1,522,468)	-	121,016	(1,643,484)
Total		\$ 226,408,743	\$ 14,522,909	\$ 6,205,683	\$ 234,725,969

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

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