



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL
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CITY COUNCIL STAFF REPORT

Meeting: March 19, 2024

Subject

Receive the Monthly Treasurer's Report for February 2024

Recommended Action

Receive the Monthly Treasurer's Report for February 2024

Reasons for Recommendation

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 February 2024. The report is as of March 6, 2024.

Receipts, Disbursements, and Cash Balance

The City's General Fund ending cash and investment balance was \$155.8 million, increasing by \$5.7 million from the prior month. Receipts were \$8.9 million, disbursements were \$(3.3) million, and journal adjustments were \$70,000 for the month.

The City's total ending cash and investment balance was \$254.7 million, increasing by \$5.5 million from the prior month. Receipts were \$9.4 million, disbursements were \$(4.4) million, and journal adjustments were \$476,000 for the month.

Journal adjustments included the following:

- Parks and Recreation transactions imported from Active Network into New World
- Worker's Compensation transfer

Fund Balance/Net Position

The City's General Fund ending fund balance was \$142.0 million, decreasing by \$2.3 million from the prior month due to revenues of \$2.2 million and expenditures of \$4.6 million.

The City's total ending fund balance was \$234.6 million, decreasing by \$2.7 million from the prior month due to revenues of \$3.1 million and expenditures of \$5.9 million.

Sustainability Impact


No sustainability impact.

Fiscal Impact

No fiscal impact.

California Environmental Quality Act

Not applicable.

Prepared by: 

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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 February 2024

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

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

Fund Type	Fund Number/Name	Beginning Balance as of January 31, 2024	Receipts	Disbursements	Journal Adjustments	Ending Balance as of February 29, 2024
General Fund	100 General Fund	150,151,663	8,889,732	(3,293,900)	69,718	155,817,213
General Fund	130 Investment Fund	397,641	-	-	-	397,641
Special Revenue Funds	210 Storm Drain Improvement	363,989	-	-	-	363,989
Special Revenue Funds	215 Storm Drain AB1600	1,922,045	1,110	-	-	1,923,155
Special Revenue Funds	230 Env Mgmt Cln Crk Strm Drain	1,007,803	396	(68,545)	-	939,654
Special Revenue Funds	260 CDBG	256,370	55,819	(38,297)	-	273,892
Special Revenue Funds	261 HCD Loan Rehab	222,016	-	-	-	222,016
Special Revenue Funds	265 BMR Housing	4,847,072	-	(33,042)	-	4,814,030
Special Revenue Funds	270 Transportation Fund	14,960,730	278,084	(104,685)	-	15,134,129
Special Revenue Funds	271 Traffic Impact	787,442	-	-	-	787,442
Special Revenue Funds	280 Park Dedication	18,942,000	30,000	(20,760)	-	18,951,240
Special Revenue Funds	281 Tree Fund	71,750	-	-	-	71,750
Debt Service Funds	365 Public Facilities Corp	2,356,550	-	-	-	2,356,550
Capital Project Funds	420 Capital Improvement Fund	25,523,159	14,365	(105,536)	-	25,431,988
Capital Project Funds	427 Stevens Creek Corridor Park	152,641	-	(1,247)	-	151,394
Capital Project Funds	429 Capital Reserve*	10,365,872	-	-	-	10,365,872
Enterprise Funds	520 Resource Recovery	4,874,064	123,898	(71,194)	-	4,926,768
Enterprise Funds	560 Blackberry Farm	877,684	-	(35,844)	27,481	869,321
Enterprise Funds	570 Sports Center	1,196,335	-	(63,417)	103,488	1,236,406
Enterprise Funds	580 Recreation Program	3,148,773	5,010	(56,633)	275,530	3,372,680
Internal Service Funds	610 Innovation & Technology	3,226,558	-	(303,750)	-	2,922,808
Internal Service Funds	620 Workers' Compensation	3,541,004	-	(5,261)	-	3,535,743
Internal Service Funds	630 Vehicle/Equip Replacement	1,383,584	-	(66,051)	-	1,317,532
Internal Service Funds	641 Compensated Absence/LTD	822,816	-	235	-	823,051
Internal Service Funds	642 Retiree Medical	(2,180,566)	-	(121,131)	-	(2,301,697)
Total		\$ 249,218,997	\$ 9,398,414	\$ (4,389,060)	\$ 476,216	\$ 254,704,568

* 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

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

Fund Type	Fund Number/Name	Beginning Fund Balance as of January 31, 2024	Revenues	Expenditures	Ending Fund Balance as of February 29, 2024
General Fund	100 General Fund	144,356,924	2,237,384	4,558,129	142,036,179
General Fund	130 Investment Fund	229,425	-	-	229,425
Special Revenue Funds	210 Storm Drain Improvement	2,123,134	-	-	2,123,134
Special Revenue Funds	215 Storm Drain AB1600	1,872,447	1,110	-	1,873,557
Special Revenue Funds	230 Env Mgmt Cln Crk Strm Drain	1,940,337	47,732	67,984	1,920,086
Special Revenue Funds	260 CDBG	1,166,510	55,819	38,297	1,184,032
Special Revenue Funds	261 HCD Loan Rehab	222,016	-	-	222,016
Special Revenue Funds	265 BMR Housing	5,152,001	-	19,070	5,132,930
Special Revenue Funds	270 Transportation Fund	10,661,290	278,084	104,833	10,834,541
Special Revenue Funds	271 Traffic Impact	770,107	-	-	770,107
Special Revenue Funds	280 Park Dedication	18,700,452	15,000	5,768	18,709,684
Special Revenue Funds	281 Tree Fund	78,794	-	-	78,794
Debt Service Funds	365 Public Facilities Corp	1,750	-	-	1,750
Capital Project Funds	420 Capital Improvement Fund	20,969,061	-	218,873	20,750,188
Capital Project Funds	427 Stevens Creek Corridor Park	157,343	-	1,247	156,096
Capital Project Funds	429 Capital Reserve*	13,744,638	-	-	13,744,638
Enterprise Funds	520 Resource Recovery	4,576,957	123,429	125,132	4,575,254
Enterprise Funds	560 Blackberry Farm	686,287	29,224	15,810	699,701
Enterprise Funds	570 Sports Center	1,853,756	219,635	71,898	2,001,494
Enterprise Funds	580 Recreation Program	2,783,407	128,255	72,371	2,839,291
Internal Service Funds	610 Innovation & Technology	1,666,547	-	382,849	1,283,698
Internal Service Funds	620 Workers' Compensation	2,125,094	-	5,261	2,119,833
Internal Service Funds	630 Vehicle/Equip Replacement	2,337,267	-	62,219	2,275,048
Internal Service Funds	641 Compensated Absence/LTD	712,616	8,461	8,226	712,851
Internal Service Funds	642 Retiree Medical	(1,515,524)	-	121,131	(1,636,655)
Total		\$ 237,372,638	\$ 3,144,134	\$ 5,879,098	\$ 234,637,673

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

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