



City Council Agenda Report

Meeting Date: 10/1/13

To: City Council
From: Administrative Services Director, Chris Constantin, (879-7300)
Re: Monthly Financial Reports

REPORT IN BRIEF:

The Administrative Services Director presented to the Finance Committee at their meeting on September 24, 2013 the Monthly Financial Reports for August which include budget monitoring reports and revenue reports in order to provide a more comprehensive look at the City's finances on a monthly basis. Department directors will be on-hand to answer any questions regarding their respective budgets. The purpose of these reports is to enhance transparency, to increase staff's engagement in controlling their budgets, and to provide the City Council more ability to hold staff accountable. Information regarding capital projects and allocations will be presented and reviewed on a quarterly basis.

Recommendation: No recommendation is required.

FISCAL IMPACT: N/A

BACKGROUND:

Article IX, Section 908 was added to the City's Charter in 1960, stating, "The finance officer shall submit to the Council through the City Manager monthly statements of receipts, disbursements and balances in such form as to show the exact financial condition of the city. At the end of each fiscal year the finance director shall submit a complete and detailed financial statement."

DISCUSSION:

Attachment A is a financial report by fund. This report shows a summary of all activity by fund.

Attachment B includes Monthly Budget Monitoring Reports signed by each department director with the accompanying department operating summaries and expense reports. These reports offer an expense detail for each category and line item. Department directors have reviewed these reports and have completed a narrative response to any trends which indicate a category or line item, where applicable, will exceed the approved budget by the end of the year and any other trend that may be of interest. The focus of these areas should allow the Finance Committee and City Council members to understand any trends which are likely to result in the department exceeding the budget, provide adequate details of these areas and present an action plan to bring actual expenditures in-line with budget appropriations. Finance will evaluate department directors' responses and notify the Finance Committee and the City Council of significant trends and anomalies and provide recommendations as warranted.

Attachment C includes revenue reports for all funds. Finance will be working with departments to ensure that revenue estimates are valid and up-to-date.

Attachment D is a monthly cash flow report and projections of future cash flows. Staff will provide highlights of significant changes and projections.

Item # **4.1.A**

Reviewed by:



Chris Constantin, Administrative Services Director

Approved by:



Brian S. Nakamura, City Manager

DISTRIBUTION:

City Clerk (7)

ATTACHMENTS:

Attachment A – Financial Report by Fund

Attachment B – Monthly Budget Monitoring Reports, Operating Summaries and Department Expense Reports

Attachment C – Revenue Report by Fund

Attachment D – Monthly Cash Flow Report