



MEMORANDUM

**DATE:** May 29, 2018  
**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator  
**FROM:** Gayle Bauman, Finance Director  
**SUBJECT:** 2018 1<sup>st</sup> Quarter Actuals

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

**Council Should Consider**

Quarterly, City Staff provides the City Council with a budget to actual update, please find the attached General Fund, City-Wide Funds, and Investment Portfolio updates for review. The Council may choose to accept the reports as is or provide further direction.

**Background**

Investments - per the Investment Policy, our Benchmark Rate is the 4M plus Rate. At March 31<sup>st</sup>, 2018 – this rate was 1.36% and our portfolio is averaging 2.65%. All of our investments are in government secured or government backed deposits. Utility billing cycles and CIP projects are taken into account when determining how much to invest and for how long.

Basis of accounting – during the year, City books are kept on a cash basis which means that only items that are received are booked as revenue and items paid are booked as expenses. Adjustments for accruals, deferrals and other accounting requirements are made at year end.

General Fund – The main source of revenue for the City is property taxes and these come in twice a year. Expenditures are at 21.33% of budget through the first quarter.

Other governmental funds, enterprise funds and internal service funds – a number of funds have small negative revenue amounts to date. This is due to the fact that not much revenue has been

received yet this year and the reversing entry for the 12/31/17 interest accrual was booked in January 2018.

**Discussion**

City Staff respectfully request the City Council review the quarterly updates for further discussion.

**Attachment**

Attachment A: Investment Portfolio Analysis

Attachment B: General Fund Revenues and Expenditures Summary

Attachment C: Other City Funds Revenues and Expenditures Summary