

Monthly City Cash Report

A short discussion to provide helpful information on how to read the report.

a. **Timing.** We present this report to the Council on the third Thursday of the month, reporting the cash situation as of the end of prior month. Thus, during the October meeting we report the cash situation as of the end of September and so on.

b. **What is included.** The cash report displays all the money that the city has. A household analogy might be list of what you hold in all of your checking and savings accounts. There are things other than cash that are important, like debt and non-financial assets. We report those in our annual audited financial report. Still, cash is very important and the Council monitors it monthly.

c. **Structure of the report.**

1) **Statement of Cash and Cash Equivalents for City Funds.** By “city funds,” we mean the money available to support operations, as opposed to money restricted to support activity in three trust funds. We report that separately, per 3) below. In this one-page section, citizens should note how much money we have, how it went up or down versus the prior month, and how the money is invested. It is normal for the city to “lose” cash in most months, as expenses exceed revenue. The exception is in January and July, when revenue spikes with semi-annual property tax receipts.

2) **Change in Cash and Cash Equivalents for City Funds.** This one page report details how the cash changed during the month, with emphasis on revenue received. The major expense is “all checks issued.” We don’t detail the expenses here but we do provide a separate report that does (Payroll and Claims Report). Citizens should note the various revenue sources and we often provide comparisons to prior years on important items such as sales tax revenue and so on.

3) **Statement of Cash and Investment Balances for Trust Funds.** This is where we discuss the status of the three trust funds, with Police Retirement being the largest. This one page shows the investment status, discusses changes during the month and summarizes the fund balances all on one page. Citizens should note how this money is invested and how fund balances changed. Since the retirement fund has long-term liabilities, it is typically invested in long-term bonds.

4) **Fund balances for All Funds.** This report displays the cash by city fund, with a comparison to the previous month. The total on this report equals the total of the city funds (report #1) and the trust funds (report #3). The second page provides discussion and analysis for the month. Citizens should note funds that are negative, as these are borrowers from the General Fund. Some funds are always negative because they are financed with federal grants. We spend the money and then wait to get reimbursed. While typical, it is still important to monitor.

CITY OF POCA TELLO
STATEMENT OF CASH, CASH EQUIVALENTS AND INVESTMENTS BALANCES FOR CITY FUNDS
AS OF SEPTEMBER 30, 2009

	Value at Market
Cash on Hand	\$ 24,453.42
Cash in Banks	2,394,821.33
Cash held by third parties	600,237.27
Cash held in Broker Accounts	254,886.42
Cash held at the State of Idaho Investment Pool	2,203,996.26
Total cash	\$ 5,478,394.70

Investments at Fairmarket Value

Current Investments

City Government

Certificate of Deposit	\$ 922,698.71
Money Market Fund - Key Bank	\$ 9,005,336.41
Money Market Fund - Wells Fargo	\$ 7,001,649.49

Total cash and cash equivalents

"The Number": Down \$2,222,370.21 from last month. Represents 80.53% in cash or short term investments

\$ **22,408,079.31**

Long-Term Investments

General Government

State Investment Pool Bond Fund	\$ 5,419,072.04
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Total long-term investments

Represents 19.47% total in longer term investments

\$ 5,419,072.04

Total Cash, Cash Equivalents and Long-Term investments

"All the city money we have": Down \$2,183,791.82 from last month,

\$ **27,827,151.35**

**Change in Cash and Equivalents City Funds
September 30, 2009**

Cash Receipts

Cemetery Receipts	13,100.00	0.35%
Interest Earnings	15,646.91	0.42%
Eastern Idaho Development Corporation	15,832.18	0.42%
Deferred loan - acquisition	15,840.00	0.42%
Animal Control Fees and Fines	15,994.35	0.43%
Water Service Charges	21,383.19	0.57%
Community Recreation Center Service Charges	30,004.27	0.80%
Golf Lease	31,564.64	0.85%
Airport Security Grant	32,601.25	0.87%
Police Fees and Fines	35,110.45	0.94%
Bannock County tax	50,829.68	1.36%
Airport Rent & Landing Fees	52,553.38	1.41%
Transit Service Charges	66,205.48	1.78%
Building Fees and Permits	77,688.84	2.08%
Cable Franchise Fees (up \$649.40 (7/10ths of 1%) from 3qtr 2008)	85,094.14	2.28%
Other Miscellaneous Receipts	110,830.10	2.97%
Idaho State - Transportation Department -Chyn	172,490.81	4.63%
PDA Cheyenne engineering	185,517.07	4.98%
Grant - Entitlement - Federal (CDBG and CDBG-R)	239,618.29	6.43%
Water Pollution Control Service Charges	339,883.66	9.12%
Utility Billing Service Charges	2,119,817.01	56.87%
from outside sources	3,727,605.70	100.00%

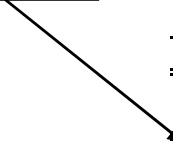
Cash Disbursements

Total payroll and material claims per June 4th report	-5,898,294.49	
Less Trust Funds Claims	65,233.76	
City Fund payroll and material claims		-5,833,060.73
Last minute demand checks issued		-97,651.84
Last minute checks voided		2,560.00
Merchant fees (credit card acceptance fees)		-5,375.79
Bank service charges		-2,997.47
Returned Checks		-5,835.00
Other checks cut (Library trustee, Youth forum, Police narc's)		-7,659.46
Administration support fee		44.38
Total cash dispersed to outside sources		-5,949,975.91
Net cash received by operations		-2,222,370.21

Internal activity

Long-term investments sold		
City Portfolio		
Other disbursements		
Capital Gain/Loss		
Other Receipts		
Principal Accrued		10,983.01
Long-term investment purchased		-2,211,387.20
Net change in cash and long term investment		-2,211,387.20
Fair Market Value Adjustments		
City Long Term portfolio		27,595.38
Net change in cash value and long term investment value		\$ (2,183,791.82)

**Operating result for September 09:
Down \$2,183,791.82**



**Change in Cash and Equivalents For Trust Funds
For September 2009**

Cash Receipts

Bannock and Power County Tax	\$1.04
Return of Investment Capital	130,292.41
Interest	46,337.42

from outside sources

176,630.87

Cash Disbursements

All checks issued	-65,225.84
L/T Investment Purchased	-199,650.00
Postage	-7.92
Bank charges	-56.50
Admin Support Fee	-44.38
Total cash dispersed	<u>-264,984.64</u>

to outside sources

Net cash received by operations -\$88,353.77

Internal activity

Long-term investments sold	
Police Retirement Portfolio	\$199,650.00
Other disbursements	
Capital Gain/Loss	-4,906.57
Other Receipts	
Principal Accrued	
Long-term investment purchased	-130,292.41

Net change in cash and long term investment -\$23,902.75

Fair Market Value Adjustments (Unrealized)

 Police Long Term portfolio 26,100.81

Net change in cash value and long term investment value \$2,198.06

**Trust operating result for
September 2009:
Up \$2,198.06**

**TRUST FUND BALANCES - CHANGE
September 30, 2009**

FUNDS	CASH ENDING BALANCE 08/31/09	CASH ENDING BALANCE 09/30/09	NET CHANGE IN CASH BY FUND
951 POLICE RETIREMENT TRUST	8,894,429.64	8,896,610.36	\$2,180.72
953 AIRPORT BOND TRUST	16,484.00	16,491.87	7.87
961 SO. BAN. HWY. DEV. TRUST	19,832.03	19,841.50	9.47
TOTALS	<u><u>\$8,930,745.67</u></u>	<u><u>\$8,932,943.73</u></u>	<u><u>\$2,198.06</u></u>

	FUNDS	CASH ENDING BALANCE 08/31/09	CASH ENDING BALANCE 09/30/09	NET CHANGE IN CASH BY FUND
001	GENERAL FUND	5,403,043.92	3,314,033.48	-2,089,010.44
002	LIABILITY INSURANCE FUND	774,765.56	843,905.30	69,139.74
003	STREET FUND	362,750.07	288,452.76	-74,297.31
004	RECREATION FUND	478,623.97	372,609.06	-106,014.91
005	CEMETERY FUND	178,544.86	154,504.04	-24,040.82
006	AIRPORT FUND	134,149.36	215,655.20	81,505.84
007	LIBRARY FUND	435,337.94	333,386.65	-101,951.29
009	POC. REG. TRANSIT FUND	(324,034.21)	(416,620.79)	-92,586.58
012	VIDEO SERVICES FUND	62,870.03	112,052.56	49,182.53
013	BUSINESS IMPROV. FUND	82,327.00	82,327.00	0.00
014	CHIEF THEATRE FUND	150,770.15	145,629.78	-5,140.37
016	EMERGENCY REPAIR FUND	13,830.57	13,799.10	-31.47
017	STORMWATER ENVIRONMENTAL SCIENCE FUND	82,614.01	87,044.46	4,430.45
	SUBTOTAL SPECIAL REVENUE FUNDS	2,432,549.31	2,232,745.12	-199,804.19
030	SANITATION FUND	3,064,886.88	2,998,705.67	-66,181.21
031	WATER FUND	2,347,771.99	2,799,450.91	451,678.92
032	WATER POLLUTION CONTROL	2,660,006.23	2,341,869.03	-318,137.20
035	AMBULANCE FUND	292,281.30	137,175.15	-155,106.15
	SUBTOTAL ENTERPRISE FUNDS	8,364,946.40	8,277,200.76	-87,745.64
050	INFORMATION SYSTEMS FUND	283,373.47	287,503.12	4,129.65
052	UTILITY BILLING FUND	691,208.97	645,353.81	-45,855.16
053	MEDICAL INSURANCE FUND	1,492,917.03	1,498,264.22	5,347.19
054	PUBLIC WORKS DIRECTOR	115,399.09	123,302.63	7,903.54
055	FUEL INTERNAL SERVICE FUND	72,180.53	57,553.84	-14,626.69
	SUBTOTAL INTERNAL SERVICE FUNDS	2,655,079.09	2,611,977.62	-43,101.47
059	DEBT SERVICE FUND GOV	1,176.87	1,350.76	173.89
060	DEBT SERVICE FUND WPC	1,233,234.86	1,233,146.34	-88.52
061	DEBT SERVICE FUND WATER	961,268.11	961,502.89	234.78
	SUBTOTAL DEBT SERVICE FUNDS	2,195,679.84	2,195,999.99	320.15
070	FEDERAL AID PROJECTS	(168,936.52)	17,811.50	186,748.02
071	STATE PROJECTS	(70,461.02)	179,917.00	250,378.02
072	AIRPORT CONSTRUCTION	(161,681.32)	(297,136.44)	-135,455.12
073	WATER CONSTRUCTION	8,330,827.95	8,055,312.15	-275,515.80
078	CAPITAL ACQUISITION FUND	27,363.00	27,363.00	0.00
	SUBTOTAL CAPITAL PROJECT FUNDS	7,957,112.09	7,983,267.21	26,155.12
080	FORECLOSURE STABILIZATION	(16,341.81)	(42,625.21)	-26,283.40
081	CDR-CDBG ENTITLEMENT FUND	(122,082.07)	120,881.79	242,963.86
082	ENERGY BLOCK GRANT	0.00	0.00	0.00
088	POLICE GRANT FUNDS	67,442.22	44,374.90	-23,067.32
	SUBTOTAL GRANT REVENUE FUNDS	-70,981.66	122,631.48	193,613.14
951	POLICE RETIREMENT TRUST	8,894,429.64	8,896,610.36	2,180.72
952	RETIREMENT PAYOUT TRUST	341,549.98	342,757.60	1,207.62
953	AIRPORT BOND TRUST	16,484.00	16,491.87	7.87
954	EIDC REVOLV. LOAN TRUST	121,692.13	137,502.18	15,810.05
955	CDR LOAN TRUST	140,153.06	140,118.25	-34.81
956	POLICE TRAINING TRUST	0.00	0.00	0.00
957	ZOO ANIMAL TRUST	34,944.29	33,327.97	-1,616.32
958	WATER ACQUISITION TRUST	46,377.83	46,377.83	0.00
959	SIDEWALK REVOL. LOAN TRUST	26,064.10	26,124.42	60.32
960	STANDROD TRUST	191,496.66	191,819.56	322.90
961	SO. BAN. HWY. DEV. TRUST	19,832.03	19,841.50	9.47
962	FACADE LOAN TRUST	59,117.34	59,543.89	426.55
963	PARKS AND RECREATION DEVELOPMENT TRUST	3,043.43	3,043.43	0.00
964	PROPERTY ABATEMENT FUND	71,527.96	71,715.44	187.48
	SUBTOTAL TRUST AND RESTRICTED FUNDS	9,966,712.45	9,985,274.30	18,561.85
970	SEIZED FUNDS AGENCY	21,996.48	19,943.48	-2,053.00
971	UNCLAIMED PROPERTY AGENCY	0.00	0.00	0.00
973	STATE SALES TAX AGENCY	(0.00)	(0.00)	0.00

15,550.92	17,021.64	1,470.72
37,547.40	36,965.12	-582.28
38,941,688.84	36,760,095.08	-2,181,593.76

TOTAL ALL FUND TYPES

Discussion & Analysis ("City Funds"):

City Operating result for September 2009 was a loss of \$2,183,791.82.

City Revenues: September was an average month for revenues (\$3.7m vs \$3.9m last year). Utility revenue was up reflecting services rendered in August but below last September by \$475,457.85 We received \$239,618.29 in Federal Entitlement Grants (CDBG and CDBG-R) and Cable Franchise Fees of \$85,094.14.

City Expenses: Expenses were high for September, reflecting construction and grant activity. We had \$5.9 million in expense, (vs. \$5.6 million in 2008) and \$3.7 million in revenue such that at month's end, the city is down \$2,183,791.82 (city funds).

City Investment Posture: At month end, City funds were 80% in cash or short-term investments and 20% in long term investments. \$6,341,770.75 of all assets (17%) were in one of the two State of Idaho investment pools and 16,006,985.90 of all assets (44%) are invested in two collateralized money market funds. State Investment Pool Short Term rate is .25% (an decrease of .12), State Investment Pool Long Term current yield rate is 3.60% (an increase of 1.12) , Wells Fargo Sweep account rate is .1% (unchanged), Wells Fargo Money Market rate is .62% and Key Bank Money Market rate is .45%.

Discussion and Analysis ("Trust Funds"):

Trust Operating Result for September is a gain of \$2,198.06. We issued \$65,225.84 in benefits. Interest earnings, property tax remittance, return of capital and unrealized gains were enough to offset costs.

Trust Investment Posture for September had the following changes. We received principal returns of \$130,292.41, interest earnings of \$46,337.42, capital losses of \$4,906.57 and unrealized capital gains were \$26,100.81. Overall, the trusts funds have 7% of their investments in cash or cash equivalents and 93% are in longer term investments.

Combined City and Trust Internal Borrowing Analysis:

All the money we have:	\$36,760,095.08
Less the stuff we really shouldn't touch:	
Sanitation Enterprise	2,998,705.67
Water Enterprise	11,816,265.95
WPC Enterprise	3,575,015.37
Medical Reserve	1,498,264.22
Trust Funds	<u>8,932,943.73</u>
Result:	\$ 7,938,900.14

This positive number, hence no internal borrowing this month. It is \$2,501,752.43 more than one year ago. The total amount of cash, cash equivalents, and long term investments is \$262,230.17 more than one year ago.

Outlook: October will be an above average month for revenue as we will receive the 4th quarter installment of state generated revenues, i.e. sales tax, liquor tax and highway user fees. We expect expenses to be average to above average (pre-winter construction surge with several grant activities at the Airport, south valley water tank, etc).

Overall: September's performance was satisfactory.

Respectfully,

David Swindell, Chief Financial Officer