



**Division of Fiscal Services**  
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## MEMORANDUM

**DATE:** October 8, 2015

**TO:** Karen Janney, Superintendent

**FROM:** Karen Michel, Chief Financial Officer *K. Michel*

**RE:** SUPERINTENDENT'S UPDATE – Status Update #4 on CFD Distribution of Expenditures

The purpose of the memorandum is to provide you with an update on the Community Facilities District (“CFD”) Re-distribution of Expenditures.

On August 24, 2015, a status update on CFD Re-distribution of Expenditures and Revenue Verification was presented to the Board of Trustees. The presentation detailed the process (what staff is doing to complete the project), the overall project status (number of transactions reviewed/plan of action) and went through the Financial Reports generated.

The following is an update on the overall project status, since last reported on August 24, 2015:

The Facilities Finance Team along with one Temporary Employee (BOT Approved Item K-6 on 9/14/15) have reviewed a total of 10,635 transactions – 4,573 revenue transactions and 6,062 expenditure transaction. This represents 100% of the expenditures transactions and 95% of the revenue transactions for existing CFDs from the period of July 1985 to June 2004. The chart on the following page further details this information and provides an estimated time of completion.

As explained in the presentation to the Board of Trustees, the Facilities Finance Team summarized the transactions by generating Financial Reports. This includes an Income Statement and Balance Sheet report for each Fiscal Year and each individual CFD. The reports also includes an “Adjustments Needed” section, where re-distribution of expenditures and revenue corrections are made. As of August 24, 2015, Financial Reports have been generated for every Fiscal Year from 1985-86 to 1994-95. Since last reported, no additional Financial Reports have been generated. This task is completed by the Facilities Budget Analyst and she is also responsible for closing out the books for 7 of the District’s Funds and preparing the Schedule of

Fixed Assets for the District. The preliminary closing of the books was completed and submitted to the County Office of Education on September 15, 2015. The Facilities Budget Analyst is expected to resume the preparation of the CFD Financial Reports this week.

<b>Average # of Transaction Reviewed per week:</b>	
<b>Revenue</b>	<b>360</b>
<b>Expenditures</b>	<b>150</b>
	<b>510</b>
<b>Total Transactions</b>	<b>17,030</b>
<b>Total Transactions reviewed to date</b>	<b>10,635</b>
<b>Remaining Transactions to be Reviewed</b>	<b>6,395</b>
<b>Estimated Completion Time (in weeks)</b>	<b>12.54</b>

KM:rt