



**Division of Fiscal Services**  
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## MEMORANDUM

**DATE:** November 13, 2015

**TO:** Karen Janney, Superintendent

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

**RE:** SUPERINTENDENT'S UPDATE – Status Update #5 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.

The following is an update on the overall project status, since last reported on October 8, 2015:

The Facilities Finance Team along with one Temporary Employee (BOT Approved Item K-6 on 9/14/15) have reviewed a total of 13,513 transactions – 6,910 revenue transactions and 6,603 expenditure transaction. This represents 74.50% of the expenditures transactions and 92.66% of the revenue transactions for existing CFDs from the period of July 1985 to June 2011. Since last reported, 2,878 additional transactions have been reviewed. The chart on the following page further details this information and provides an estimated time of completion. The Facilities Finance Team will be searching the District's warehouse and archives for the financial records of Fiscal Year 2010-11. This information is needed to complete the Revenue review through June 2011.

As explained in the presentation to the Board of Trustees on 8/24/2015, the Facilities Finance Team summarizes the transactions reviewed 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 November 10, 2015, Financial Reports have been generated for every Fiscal Year from 1985-86 to 1997-98. Since last reported, three additional Financial Reports have been generated.

Taking into consideration the upcoming holidays, it is projected that the review of transactions will be completed in early January 2016. The Financial Reports are expected to be completed in March 2016.

<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>16,981</b>
<b>Total Transactions reviewed to date</b>	<b>13,513</b>
<b>Remaining Transactions to be Reviewed</b>	<b>3,468</b>
<b>Estimated Completion Time (in weeks)</b>	<b>6.80</b>

Note: The total number of transaction have fluctuated from prior updates. As staff continues to review every transaction, it has been noted and corrected if transactions were duplicating when exporting data from prior software. It has also been noted and corrected when a specific transaction should have been split into two or more individual transactions.

This information was provided at the November 12, 2015, Special Board Meeting.

Please let me know if you have any questions.

KM:rt