



SOUTH GATE FINANCE BUDGET COMMITTEE MEETING AGENDA

Tuesday, November 20, 2018 at 5:00 p.m.

**CALL TO ORDER:
ROLL CALL:**

Maria Belen Bernal, Subcommittee Member
Carmen Avalos, City Clerk

Subcommittee Members

Maria Belen Bernal
Al Rios
Greg Martinez

City Staff

Jackie Acosta, Director of
Administrative Services

Recording Secretary

Carmen Avalos, City Clerk

Materials related to an item on this Agenda after distribution of the agenda packet are available for public inspection in the City Clerk's Office

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OPEN SESSION AGENDA

1. The Subcommittee Members will consider receiving and filing a calendar showing the major activities and specific reports and projects that the Finance Division of the Administrative Services Department is responsible for each year. (ADMIN SVCS)
2. Comments from the Audience
3. Comments from the Subcommittee Members
4. Adjournment

Adjournment

I, Carmen Avalos, Secretary, certify that a true and correct copy of the foregoing Meeting Agenda was posted on November 15, 2018 at 5:00 p.m., as required by law.



Carmen Avalos, City Clerk



City of South Gate
Budget Subcommittee
November 20, 2018

STAFF REPORT

AGENDA ITEM NO. 1

To: Budget Subcommittee

From: Jackie Acosta, Director of Administrative Services

SUBJECT: Annual Finance Calendar

PURPOSE: To provide the Subcommittee with a calendar showing the major activities and specific reports and projects that the Finance Division of the Administrative Services Department is responsible for each year.

RECOMMENDED ACTION: Receive and File

BACKGROUND: At the September 25, 2018, City Council meeting, the City Council approved Item No. 11 to create a Budget Subcommittee. The City Council selected Mayor Bernal and Council Member Rios to serve on the Subcommittee. The date and time of the regularly-scheduled Budget Subcommittee meetings has been set for the 3rd Tuesday of each month, except December, at 5:00 p.m. in the City Council Chambers.

At this first meeting of the Budget Subcommittee, staff would like to present and discuss the Annual Finance Calendar which shows the major activities of the Finance Division, as well as the required annual reports and projects that the Division is responsible for each year. All of the items listed on the Annual Finance calendar are in addition to the day-to-day activities of accounts payable, accounts receivable, payroll, water billing, customer service, business license, purchasing and general ledger accounting. Additionally, the Division has Work Program items which are larger scale projects that it is responsible for also.

ATTACHMENTS:

1. Annual Finance Calendar
2. Budget Calendar



Recycled Paper

City of South Gate
Administrative Services/Finance
Annual Finance Calendar

Due Dates	Description of Activites/Reports	Division	Assigned Staff	Consultant	Submit to
Major Activities					
Jan - June	Budget Preparation & Adoption	Accounting	Budget team	-	City Council
February	Present Year-End results & CAFR presentation	Accounting	Jackie	-	City Council
Feb - March	Mid-Year budget adjustments/2nd Quarter Financial Report	Accounting	Jackie	-	City Council
Apr, Jul, Oct, Jan	Notice of Transient Occupancy Taxes due for the quarter ended	BL	Yadira	-	Applicants
May - June	Annual Audit - Interim work begins	Accounting	Accounting	PunGroup	GFOA
May	Send out Business License renewals (fiscal year renewal cycle)	BL	Yadira	-	Businesses
May	3rd Quarter Financial Report	Accounting	Jackie	-	City Council
May 1st	Fireworks stand application process begins	BL	Yadira	-	Non-Profits
July - Oct	Year-End closing of the books	Accounting	Accounting	-	GFOA
November	Annual Audit - field work begins	Accounting	Accounting	PunGroup	City Council
November	Send out Business License renewals (calendar year renewal cycle)	BL	Yadira	-	Applicants
Nov - Dec	1st Quarter Financial Report	Accounting	Jackie	-	City Council
January	Notice of Audit of PY Business License Tax (Bi-annual)	BL	Yadira	-	Selected Hotels
Date-Specific Reports/Projects					
01/31/19	State Controller's Report	Accounting	Nellie R.	PunGroup	SCO
01/31/19	Quarterly payroll reports - 941 & DE9 forms	Payroll	Connie D.	-	EDD / FTB
01/31/19	Annual sales & use tax report	AP	AP staff	-	SBOE
01/31/19	Send W-2 forms to all employees	Payroll	Connie D.	-	Employees
01/31/19	Send 1099-Misc to all vendors	AP	AP	-	SBOE
01/31/19	1094-C Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns (ACA)	Payroll	Connie D.	-	IRS
01/31/19	Investment Report - 4th Qtr	Accounting	Nellie R.	-	City Council
01/31/19	Quarterly Financial Status Report (FSR) - CDBG/HOME	Accounting	Vinnie T.	-	HUD
01/31/19	Quarterly Financial Status Report (FSR) - Police grants	Accounting	Vinnie T.	-	Dept of Justice
02/01/19	ROPS FY 2018-19 including Report of Cash Balances	Accounting	Nellie R.	RSG	DOF
02/15/19	Annual Bond Disclosures	Accounting	Nellie R.	US Bank	EMMA

**City of South Gate
Administrative Services/Finance
Annual Finance Calendar**

Due Dates	Description of Activites/Reports	Division	Assigned Staff	Consultant	Submit to
02/15/19	Tax Return - SG Youth Commission	Accounting	Nellie R.	-	IRS
<u>Date-Specific Reports/Projects (Cont.)</u>					
02/15/19	AQMD Audit	Accounting	Vinnie T.	PunGroup	SCAQMD
02/28/19	W-2 Wage Report	Payroll	Connie D.	-	SSA
03/31/19	Submittal of Single Audit of Federal Grants	Accounting	Vinnie T.	PunGroup	SCO & FAC
03/31/19	SB1186 CASP	Accounting	Kim S.	-	State
04/30/19	Investment Report - 1st Qtr	Accounting	Nellie R.	-	City Council
04/30/19	Quarterly payroll reports - 941 & DE9 forms	Payroll	Connie D.	-	EDD / FTB
04/30/19	Local Government Compensation Report	Payroll	Connie D.	-	SCO
04/30/19	Quarterly Financial Status Report (FSR) - CDBG/HOME	Accounting	Vinnie T.	-	HUD
04/30/19	Quarterly Financial Status Report (FSR) - Police grants	Accounting	Vinnie T.	-	Dept of Justice
06/30/19	Warehouse Inventory	Purchasing	Jose G.	-	-
07/30/19	Investment Report - 2nd Qtr	Accounting	Nellie R.	-	City Council
07/30/19	Quarterly Financial Status Report (FSR) - CDBG/HOME	Accounting	Vinnie T.	-	HUD
07/30/19	Quarterly Financial Status Report (FSR) - Police grants	Accounting	Vinnie T.	-	Dept of Justice
08/01/19	Form 1&2 - Measure R & Measure M Budget Reports	Accounting	Vinnie T.	-	LACMTA
08/15/19	Form A - Prop A/C - Budget Report	Accounting	Vinnie T.	-	LACMTA
08/15/19	Closing/Liquidation/Rollover OF PO's	Purchasing	Jose G.	-	-
08/31/19	Statement of Information (SOI) - PAC (Bi-Annual)	Accounting	Vinnie T.	-	Sec of State
10/01/19	Amended ROPS w/ Prior Period Adjustments (new form pending)	Accounting	Nellie R.	RSG	DOF
10/01/19	Annual Street Report	Accounting	Vinnie T.	SCO	SCO
10/01/19	Submit Intent to Participate Form - FTB Intercept Collection Prog.	AR	Adrian A.	-	FTB
10/15/19	Form C - Expenditure Repor - Prop A/C, Meas R, Meas M	Accounting	Vinnie T.	-	LACMTA
10/31/19	State Mandated Cost Claims (SB90)	Accounting	Vinnie T.	Maximus	SCO
10/31/19	Annual AQMD Report	Accounting	Vinnie T.	-	SCAQMD
10/31/19	Quarterly payroll reports - 941 & DE9 forms	Payroll	Connie D.	-	EDD / FTB
10/31/19	Investment Report - 3rd Qtr	Accounting	Nellie R.	-	City Council
10/31/19	Quarterly Financial Status Report (FSR) - CDBG/HOME	Accounting	Vinnie T.	-	HUD
10/31/19	Quarterly Financial Status Report (FSR) - Police grants	Accounting	Vinnie T.	-	Dept of Justice
11/01/19	Annual Audit of Prop A/C and other transit grants	Accounting	Vinnie T.	auditors	LACMTA

**City of South Gate
Administrative Services/Finance
Annual Finance Calendar**

Due Dates	Description of Activites/Reports	Division	Assigned Staff	Consultant	Submit to
11/06/19	Section 8 Compensation Report	Accounting	Vinnie T.	-	HUD
<u>Date-Specific Reports/Projects (Cont.)</u>					
11/15/19	Tax Returns - Public Access Corp (PAC)	Accounting	Vinnie T.	-	IRS, FTB, Registry of Charitable Trust
12/01/19	Upload Intercept file to FTB	AR	Adrian A.	-	FTB
12/15/19	Auction of various assets, vehicles, etc.	Purchasing	Jose G.	US Auction	Council
12/31/19	Submittal of Comprehensive Annual Financial Report (CAFR)	Accounting	Kim/Jackie	PunGroup	GFOA

Acronyms:

GFOA Government Finance Officers Association
SCO State Controller's Officer
EDD / FTB Employment Development Department/Franchise Tax Board
SBOE State Board of Equalization
IRS Internal Revenue Service
HUD Department of Housing & Urban Development (Federal)
DOF Department of Finance (State)
EMMA Electronic Municipal Market Access
SCAQMD Southern California Air Quality Management District
SSA Social Security Administration
FAC Federal Audit Clearinghouse
LACMTA Los Angeles County Metropolitan Transportation Authority
Sec of State Secretary of State



City of South Gate

Administrative Services Department

----- Memorandum -----

To: City Manager, Department Directors, Budget Coordinators

From: Jackie Acosta, Director of Administrative Services

Date: January 11, 2018

Re: BUDGET CALENDAR FOR FY 2018/19 BUDGET PREPARATION PROCESS

BUDGET CALENDAR FOR FY 2018/19

Date	Description	Responsibility
January 11, 2018	Finance/Connie to request a list of Departmental Budget Coordinators. Each department is to update the list with changes for 2018/19 Budget year. (Due: Wednesday, January 17th)	Finance/Connie
January 11, 2018	CIP Budget Process Begins – Prepare list of new CIP projects, including new funding sources. Prepare year-end cost projections for current CIP projects, including estimated carryovers to next year. (Due: Monday, February 5th)	Finance & Public Works
January 11, 2018	Finance/Kim to distribute Budget Calendar to Department Directors & Budget Coordinators.	Finance/Kim
January 16, 2018	Finance/Connie to send current Personnel Rosters and Org Charts to Departments for updates or changes to percentage allocations. (Due: Monday, January 22nd)	Finance/Connie
January 17, 2018	Due to Finance: Updated listing of Departmental Budget Coordinators for 2018/19.	Budget Coordinators
January 18, 2018 (at 2:00 p.m. in the Council Chambers)	Budget Kick-Off: Finance to conduct a Budget Kick-off meeting with the City Manager, Department Directors and Budget Coordinators. Distribution of Budget Packets, which includes Instructions, FY 2018/19 Budget to Actual Reports, Supplemental Request Form, Narratives and Mission Statements.	Finance
January 18, 2018 - January 25, 2018	Preparation of Budget Narratives and Mission Statements. (Due: Thursday, January 25th)	Budget Coordinators
January 18, 2018 - February 7, 2018	EDEN open for budget entry. (Access will close at 11:59 p.m. on Wednesday, February 7th)	Budget Coordinators
January 18, 2018 - February 7, 2018	Preparation of Supplemental Budget Requests. (Due: Wednesday, February 7th)	Budget Coordinators
January 22, 2018	Due to Finance: Updated Personnel Rosters (percentage allocation for each position) and updated Org. Charts.	Budget Coordinators
January 22, 2018 - February 8, 2018	Preparation of salary & benefit costs and revenue projections by Finance Division.	Finance
January 25, 2018	Due to Finance: Budget Narratives and Mission Statements.	Budget Coordinators
February 5, 2018	Due to Finance: 1) List of new CIP projects, including new funding sources, and 2) year-end cost projections for current CIP projects, including estimated carryovers to next year.	Public Works



BUDGET CALENDAR FOR 2018/19
(Continued)

Date	Description	Responsibility
February 7, 2018	Last day to input FY 2018/19 proposed budget into Eden. Eden Budget module will be locked at the end of day.	Budget Coordinators
February 7, 2018	Due to Finance: Departmental Supplemental Budget Requests (personnel and non-personnel).	Budget Coordinators
February 8, 2018	Completion & Distribution of: Salary & benefit costs and revenue projections.	Finance/Connie & Jackie
February 8, 2018 – February 22, 2018	Preparation of first draft of proposed FY 2018/19 budget, including CIP. (Due: Thursday, February 22nd)	Finance
February 13, 2018	Mid-Year budget review (2 nd quarter financial report 2017/18) presented to City Council.	Finance
February 26, 2018	Due to City Manager & Department Directors: First draft of proposed FY 2018/19 budget, including CIP.	Finance
March 5, 2018 – March 8, 2018	Departmental review of proposed budget with City Manager, Director of Administrative Services & Deputy Director of Administrative Services/Finance.	CM & Directors
March 8, 2018 – March 29, 2018	Finance inputs budget changes and prepares final proposed budget. (Due: Thursday, March 29th)	Finance
March 29, 2018	Completion of: Final proposed budget.	Finance
April 10, 2018	1 st Budget Study Session (Budget overview, detailed revenue and expenditure information, fund balance update).	CM & Finance
April 19, 2018	Deadline to submit public hearing notice to newspaper for the May 8 th Budget public hearing. E-mail notice to Debbie/City Clerk.	Finance/Kim & City Clerk
April 24, 2018	2 nd Budget Study Session (Departmental presentations to Council).	CM & Directors
May 8, 2018	3 rd Budget Study Session (Departmental presentations to Council) and Hold Public Hearing.	CM & Directors
May 8, 2018	Due to Director of Administrative Services: Gann Appropriations Limit Calculations and Schedules.	Finance/Kim
May 22, 2018	Budget Adoption and Approval of Gann Appropriations Limit.	City Council
June 12, 2018	Budget Adoption and Approval of Gann Appropriations Limit (Reserve Date).	City Council