

Appendices



FUND LIST AND DESCRIPTIONS

Following is a list of funds operated within the City of Pomona accounting system. Funds that 'roll' to another fund for reporting purposes are shown indented beneath its parent fund number.

101 – General Fund is the general operating fund of the City. It is used to account for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to the rendering of general services by the City. Major revenue sources include property taxes, utility users and sales taxes, and motor vehicle in-lieu fees. These revenues contribute towards the payment of police, fire, library, recreation, public works, City Council, administration, and support services. This is the largest operating fund in the City.

102 – Post Employment Benefits Fund – Provides funding for major retirement/termination payouts in the General Fund.

103 – TRAN Repayment Fund – Accounts for activity related to tax and revenue anticipation notes.

Special Revenue Funds are used to account for revenues derived from specific sources, which are required by law or administrative regulation to be accounted for in separate funds.

197 – Community Development Block Grant (CDBG) – The purpose of CDBG is to develop viable urban communities by providing decent housing and a suitable living environment, and expand economic opportunity for persons of low and moderate income.

111 – CDBG – District 1

112 – CDBG – District 2

113 – CDBG – District 3

114 – CDBG – District 4

115 – CDBG – District 5

116 – CDBG – District 6

117 – CDBG – Mayor

213 – CDBG Operations

199 – Rental Assistance – The City provides rental subsidies through Housing & Urban Development (HUD) administered Section 8 Certificates and Housing Vouchers. The

basic purpose of the Section 8 Program is to expand opportunities for safe and sanitary housing to very low income families by utilizing existing housing units.

208 – Gas Tax Fund – Accounts for the revenues received and expenditures made for general street improvement and maintenance. The revenues consist of the City's share of State gasoline taxes collected under sections 2105, 2106, 2107, and 2107.5 of the Street and Highway Code.

212 – Emergency Shelter Grant (ESG) – Authorized by Title VIII to assist the homeless by improving the quality of existing emergency shelters, establishing new facilities, and/or implementing essential services and homeless prevention assistance.

214 – Home Investment Partnership Act (HOME) – The City of Pomona's HOME program reflects the grant's emphasis upon rehabilitation as an appropriate means to provide affordable housing for low-income persons. The program goal is to implement and administer a first-time homebuyers' program in conjunction with qualified local Community Housing Development organizations.

216 – Proposition "A" Fund – Accounts for the receipt and disbursement of funds derived from the one-half cent sales tax imposed by the Proposition "A" ordinance of the Los Angeles County Transportation Commission. These funds are used to finance public transportation projects.

217 – Proposition "C" Fund – Accounts for the receipt and disbursement of funds derived from the 1990-91 increase in County sales tax. The funds are used to finance transit or transit-related projects.

218 – Shelter Care Plus Grant – This grant provides services and shelter to homeless women and their children in substance abuse programs.

219 – Traffic Offender Fund – The Traffic Offender program includes the enforcement of, education for, and prosecution of drivers with a suspended, or revoked license, as

- well as unlicensed drivers operating a motor vehicle. In addition, the program is designed to reduce the number of drivers on city streets who are intoxicated.
- 221 – Supportive Transitional Housing Grant – This grant is designed to promote the development of supportive housing and supportive services to assist homeless persons in the transition from homelessness and to enable them to live as independently as possible.
- 223 – Traffic Congestion Relief Fund – Accounts for the revenue and expenditures made for street improvements funded by AB2928.
- 229 – Lead Based Paint Grant – This grant is used to eliminate dangerous lead paint hazards in privately owned, low-income housing units.
- 230 – Vehicle Parking District Fund – Accounts for the revenues received and expenditures made for the operation, maintenance, capital improvements and administration of parking lots in the downtown business area. Revenues are received from parking fees.
- 232 – Parking Facilities Fund – Accounts for sale of parking lots and expenditures for replacement parking.
- 243 – Weed & Seed Grant – This grant is designed to promote safe and healthy neighborhoods through the development and implementation of a community-driven strategy to help residents remove crime and violence from their neighborhood, while providing social, educational and recreational services to provide alternatives to crime and gang activity.
- 245 – Air Quality Improvement Fund – Accounts for the revenue and expenditures made for air quality improvement projects. The revenues consist of funds received from the South Coast Air Quality Management District (SCAQMD) in accordance with AB2766.
- 250 – Landscape Maintenance District Fund – Accounts for the revenue received and expenditures made for landscape and lighting maintenance in various areas of the City. Revenues consist of assessments received from property owners.
- 260 – Asset Forfeiture Fund – Accounts for the City's share of assets seized by law enforcement agencies. The monies are used for law enforcement purposes.
- 264 – Cal Home Grant Fund – The Cal Home program is designed to reduce blight, health and safety code violations, provide decent, safe, and sanitary housing, and establish a suitable living environment.
- 271 – Low and Moderate Income Housing Fund – Accounts for monies received and expended to expand affordable low and moderate income housing.
- 273 – Miscellaneous Grants – Also included are such smaller funds related to grants received within the Library, Community Services, Police, Public Works, and Planning & Housing Departments.
- 215 – Miscellaneous Grants
- 226 – Senior Citizen Nutrition Grant
- 238 – Cops in Schools Grant
- 239 – JAG Grant
- 241 – Supportive Housing Grant
- 246 – OTS STEP Grant
- 248 – GREAT Grant
- 261 – MTA Community Tech Grant
- 263 – Domestic Preparedness/Homeland Security Grant
- 272 – TDA Article 3 Fund
- 281 – Supplemental Law Enforcement Services Fund
- 291 – PLF Grant
- 292 – State Literacy Grant
- 902 – Low/Mod Housing Bond Project Funds – Accounts for projects funded with proceeds from bond issuance.
- 247 – Low/Mod Series AQ Projects
- 259 – Low/Mod Series AH Projects
- 278 – Low/Mod Series AD Projects
- Debt Service Funds** are used to account for the accumulation of resources for, and the payment of, the City's general long-term debt obligations, including principal, interest, and related expenses.
- 320 – General Debt Service Fund – Accounts for the payment of interest and principal on debt incurred by the City.

- 341 – Series AG Debt Service Fund
 343 – Series AM Debt Service Fund
 344 – Series AL Debt Service Fund
 345 – Series AR Debt Service Fund
 346 – Series AN Debt Service Fund
 348 – Series AU Debt Service Fund
- 350 – Redevelopment Agency Fund – Accounts for tax increment, investment revenue, and the payment of interest and principal on tax allocation bonds, loans payable, participation agreements, and other debt of the Redevelopment Agency.
- 321 – Downtown Project Area I
 322 – Downtown Project Area II
 323 – Holt/Indian Hill Project Area
 324 – South Reservoir Project Area
 325 – Mountain Meadows Project Area
 327 – Southwest Pomona Project Area
 328 – West Holt Project Area
 329 – Towne/Arrow Project Area
 330 – Downtown Project Area III
 335 – Merged Project Area
 336 – Mission Corona Project Area
 337 – South Garey Project Area
- 360 - Pomona Public Financing Authority Fund (PPFA) – Accounts for the payment of interest and principal on local agency revenue bonds, notes payable, and other debt of the Pomona Public Financing Authority.
- 363 – Series AD Debt Service Fund
 371 – Series AA Debt Service Fund
 372 – Series AC Debt Service Fund
 373 – Series AY Debt Service Fund
 375 – Series W Debt Service Fund
 383 – Series AF Debt Service Fund
 384 – Series AH Debt Service Fund
 386 – Series AG Debt Service Fund
 387 – Series AL Debt Service Fund
 388 – Series AN Debt Service Fund
 389 – Series AP Debt Service Fund
 390 – Series AQ Debt Service Fund
 391 – Series AS Debt Service Fund
 392 – Series AT Debt Service Fund
 393 – Series AX Debt Service Fund
 394 – Series AU Debt Service Fund
- construction of major capital facilities, which are not financed by proprietary (enterprise or internal service) funds.
- 418 – Capital Outlay Fund – Accounts for all City public improvement projects funded by general and special revenue funds including Series AG and AN bond issues. Capital projects for Enterprise funds are accounted for in those funds.
- 419 – Assessment District Improvement Fund – To account for capital improvements through special charges levied against properties receiving direct benefits. Initial funding is obtained by the sale of bonds. Property owners are then assessed through County tax rolls with proceeds used to repay bonds.
- 421 – Series AG Capital Project Fund – Accounts for various public improvement projects funded with proceeds from the issuance of certificates of participation in July 2003.
- 422 – Series AN Capital Project Fund – Accounts for various public improvement projects funded with proceeds from the issuance of lease revenue bonds in August 2005.
- 440 – Redevelopment Agency Fund – Accounts for all redevelopment and public improvement projects of the Redevelopment Agency project areas.
- 445 – RDA Bond Funded Projects Funds – Accounts for improvement projects funded with proceeds from redevelopment bond issues.
- 441 – RDA Misc Bond Funded Projects Fund
 478 – Series AH Bond Funded Projects Fund
 479 – Series AI Bond Funded Projects Fund
 480 – Series AD Bond Funded Projects Fund
 482 – Fox Theater Renovation Fund
 487 – RDA Capital Projects – Holt/Indian Hill
 488 – RDA Capital Projects – South Reservoir
 490 – RDA Capital Projects – Southwest Pomona
 491 – RDA Capital Projects – West Holt
 497 – RDA Capital Projects – Merged Project Area

Capital Projects Funds are used to account for financial resources used for the acquisition or

Enterprise Funds are used to account for City operations that are financed and operated in a manner similar to private business enterprises. The costs of providing these services to the general public on a continuing basis are financed or recovered primarily through user charges. The

City of Pomona has three major Enterprise Funds:

510 - Water Operations Funds - Accounts for activities associated with the distribution and transmission of potable and recycled water to users.

571 – Water Utility Fund

574 – Recycled Water

576 – Water Revenue Bonds Series AY/AZ

520 – Water Capital Improvement Funds– Accounts for various water improvement projects funded with proceeds from the issuance of revenue bonds.

595 – Water Capital Improvement Fund Series AY

550 – Sewer Operations Fund – Accounts for activities associated with maintenance of the City's sewer network.

580 – Sewer Revenue Bonds

581 – Sewer Operation Fund

540 – Sewer Capital Improvement Fund– Accounts for various sewer improvement projects funded with proceeds from the issuance of refunding revenue bonds in December 2002.

584 – Sewer Capital Improvement Fund Series AF

582 – Refuse Operations Fund – Accounts for activities associated with refuse collection

as well as the curbside collection of recycling materials.

Internal Service Funds are used to account for financing of goods and services provided by one department to other departments within the City on a cost reimbursement basis. The City of Pomona has two Internal Service Funds:

668 – Self-Insurance Fund - Accounts for the disbursement of self-insured related expenditures and approved payments to individuals in settlement of general liability claims against the City.

669 – Equipment Maintenance Fund - Accounts for the maintenance and repair of City vehicles and equipment. Expenses are offset by charges to City departments.

Trust & Agency Funds are used to account for assets held by the City as an agent for individuals and other governmental units in a fiduciary capacity. Disbursements from these funds are made in accordance with fiscal agreements or the applicable legislative requirements for each fund. The City of Pomona has several Agency Funds but only budgets for the following:

769 - Treasurer's Investment Fund - Accounts for the expense of the City Treasurer as related to the investment of available cash and the revenue income from investment earnings. The expense and revenue are netted and then allocated to all funds based on the percent of available cash held within each fund at month end.

GLOSSARY OF TERMS

Accrual Basis: The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the period in which those transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Actual: Represents the actual costs/revenues for the period stated.

Ad Valorem Taxes (Aka Property Taxes): Taxes levied on all real and certain personal property (tangible and intangible) according to the property's assessed valuation.

Adopted Budget: Represents the budget as approved by the City Council.

Amended Budget: Represents the adopted budget including changes made during the year.

Appropriation: An authorization by the City Council, which permits the City to incur obligations and to make expenditures of resources.

Assessed Valuation: A dollar value placed on real estate or other property by Los Angeles County as a basis for levying property taxes.

Assessment Improvement District: A designated area receiving services for common grounds benefiting property owners such as median landscaping.

Asset: Anything having commercial or exchange value that is owned by a business, institution or individual.

Audit: Conducted by an independent Certified Public Accounting (CPA) firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

Balanced Budget: A budget in which total budgeted resources, including revenues, transfers in from other funds, and unallocated fund balance from previous years meet or exceed total budgeted use of resources including expenditures and transfers out to other funds.

Balance Sheet: A financial statement reporting the organization's assets, liabilities and equity activities.

Beginning Balance: Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

Bond: A funding tool representing a written promise to pay a specific sum (face value or principal amount) in the future (maturity date), plus interest. In local California government, bonds are only used to finance capital improvements.

Budget: A financial plan for a specific period of time that matches planned revenues and expenditures to municipal services.

Budgetary Control: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

Capital Improvement Program (CIP): The CIP authorizes expenditures for tangible, long-term physical improvements or additions of a fixed or permanent nature (e.g., an additional police or fire station, a new street). It is updated annually with estimated project costs, sources of funding, and timing of work over a five-year period.

Capital Improvements: Expenditures related to the acquisition, expansion or rehabilitation of an element of the City's physical plant; sometimes referred to as infrastructure; one of the five major expense categories defined in the financial plans.

Community Development Block Grant Funds - (CDBG): Funds established to account for revenues from the Federal government and expenditures as prescribed under the Community Development Block Grant Program.

Consumer Price Index (CPI): A measure used to reflect the change in the price of goods and services.

Contingency: An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as natural emergencies,

Federal mandates, shortfalls in revenue, and similar events.

Contractual Services: Services rendered to City activities by private firms, individuals, or other governmental agencies. Examples of these services include engineering, fire protection, and City Attorney services.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

Debt Service Fund: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Defeasance: The removal of debt and related assets from the balance sheet prior to the actual redemption of the debt. Used to refinance bonds to take advantage of more favorable interest rates.

Deficit: An excess of expenditures over revenues (resources).

Department: A major organizational division of activity that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Designated Fund Balance: A portion of unreserved fund balance designated by City policy for a specific future use.

Divisions: Organizational component of a department, possibly sub-divided into programs and program elements.

Encumbrance: The commitment of appropriated funds to purchase goods which have not yet been received or services that have yet to be rendered.

Enterprise Fund: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Entitlements: Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the State or the Federal government.

Expenditure / Expense: The term 'expenditure' refers to the outflow of funds paid or to be paid for an asset obtained or goods and services received regardless of when the expenditure is actually paid. This term applies to Governmental Funds. The term 'expense' is used for Enterprise and Internal Service Funds.

Fees for Services: Charges paid to the City by users of a service to help support the costs of providing that service.

Financial Plan: The document created by staff and approved by City Council which establishes broad policy guidance on the projection of revenues and the allocation toward various types of expenditures.

Financial Plan Calendar: A schedule of key dates which the City follows in the preparation, adoption, and administration of the budget.

Financial Report: A comprehensive annual document providing a snapshot of the City's financial position on the final day of the fiscal year. A formal audit performed by an independent CPA firm supports the report's financial information.

Fiscal Year: The beginning and ending period for recording financial transactions. The City of Pomona has specified July 1 to June 30 as its fiscal year.

Fixed (Capital) Assets: Assets of a long-term nature such as land, building, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

Franchise: The right or license granted to an individual or group to market a company's goods or services in a particular territory.

Fund: An accounting entity that records all financial transactions for specific activities or government functions. The generic fund types used by the City are: General, Special Revenue, Capital Project, Enterprise, and Internal Service Funds.

Fund Balance: The excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. This term applies to governmental funds only.

Fund Type: Any one of the seven commonly used funds in public accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GAAP – Generally Accepted Accounting Principals: The uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define the accepted accounting practices at a particular time. They include both broad guidelines of general application and detailed practices and procedures. GAAP provides a standard by which to measure financial presentation.

GANN Appropriations Limit: This term refers to Article XIII B of the California State Constitution that places limits on the amount of proceeds from taxes that state and local government agencies can receive and spend each year.

General Fund: The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

Goal: A statement of broad direction, purpose, or intent.

Grant: Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant allocated by the Federal Government.

GSF: The General Sanitation Fee (GSF) is authorized under Chapter 12 of the Pomona City Code and is collected as a component on the City's utility bill. The revenue is used to fund street sweeping, graffiti removal, public right-of-way clean up, landscape median, and storm drain maintenance.

Infrastructure: The City's basic system of its physical plant, i.e., streets, waterlines, sewerlines, public buildings, and parks.

Interfund Transfers: During the course of normal operations, the City records numerous transactions between funds including

expenditures and transfers of resources to provide services, subsidize operations, and service debt.

Internal Service Fund: A fund, which provides services to other City divisions and bills the various other funds for services rendered. Currently the City is using the concept for the operation of Equipment Maintenance, and Insurance Services.

Investment Revenue: Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Liability: A claim on the assets of an entity.

Line-Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category. The City of Pomona publishes a line-item budget in the proposed stage only. Once the budget has been approved line-item detail is available to departments on the city's computer system.

Long-term Debt: Debt with a maturity of more than one year after the date of issue.

Memorandum of Understanding (MOU): Negotiated contract agreements for wages, benefits, and working conditions between the City and City employee associations and /or recognized labor unions.

Modified Accrual Basis: The method of accounting under which revenues and other resources are recognized when they become susceptible to accrual, that is when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the liability is incurred.

Municipal: In its broadest sense, an adjective that denotes the state and all subordinate units of government. In a more restricted sense, an adjective that denotes a city or village as opposed to other local governments.

Objective: The necessary steps that need to be accomplished to achieve a desired goal.

Operating Budget: The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as

personnel, supplies, materials, and capital assets required to maintain service levels.

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries.

Performance Indicators: A public oriented measure which, whether stated in terms of effectiveness or efficiency, quantitatively describes how well a service is being performed.

Personnel Services: Costs associated with providing the staff necessary to provide the desired levels of service. Included are both salary and benefit costs.

Policy: A direction that must be followed to advance toward a goal. The direction can be a course of action or a guiding principal.

Program: A grouping of activities organized to accomplish basic goals and objectives.

Property Tax: A statutorily limited tax levy that may be imposed for any purpose.

Public Financing Authority: Pomona Public Financing Authority (PPFA) is a component unit of the City of Pomona and the Pomona Community Redevelopment Agency formed for the purpose of issuing bonds to provide financial assistance to the City and Agency.

Redevelopment Agency: An organization formed in 1966 as a separate agency of the City to assist and facilitate the revitalization of certain areas of the City and to promote economic development within the City.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution: A special order of the City Council which has a lower legal standing than an ordinance.

Retained Earnings: The accumulated earnings of an Enterprise or Internal Service Fund which have been retained and are not reserved for any specific purpose.

Revenue: Funds that the government receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

Risk Management: A managed approach to protecting an organization's assets against accidental loss in the most economical manner.

Sales Tax: A tax on the purchase of goods and services.

Special Assessment: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those parties.

Special Revenue Funds: Funds used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Subventions: That portion of revenues collected by other government agencies on behalf of the City.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons for property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.

Transient Occupancy Tax: A tax that has been imposed on occupants of hotel and motel rooms in the City of Pomona, often referred to as a "Bed Tax".

Trust and Agency Funds: Also known as Fiduciary Funds, are used to account for assets held by the City in a trustee capacity or as an agent on behalf of private individuals, organizations, or other governmental agencies.

User Charges/Fees: The payment of a fee for direct receipt of a service by the party benefiting from the service.

A CRONYMS

This is a listing of commonly used acronyms found within the budget document. This section is still under development and will be finalized within the adopted budget publication.

CAFR – Comprehensive Annual Financial Report

CalPERS – California Public Employees' Retirement System: The retirement system, administered by the State of California, to which all permanent City employees belong.

CDBG – Community Development Block Grant.

CIP – Capital Improvement Program:

COPs – Certificates of Participation: A lending agreement secured by a lease on the acquired asset or other assets of the City.

CPI – Consumer Price Index: An indicator of inflation, used in some revenue / fee increase calculations.

CSMFO – California Society of Municipal Finance Officers

FMS – The name of the city's Financial Management System.

GAAP – Generally Accepted Accounting Principles –

GFOA – Government Finance Officers Association of the United States and Canada.

GIS – A computer based Geographic Information System for the tracking and monitoring of city infrastructure.

GSF: The General Sanitation Fee (GSF) is authorized under Chapter 12 of the Pomona City Code and is collected as a component on the City's utility bill. The revenue is used to fund

street sweeping, graffiti removal, public right-of-way clean up, landscape median, and storm drain maintenance.

ISTEA – Intermodal Surface Transportation Efficiency Act. A federal grant for transportation improvement.

L.F. – Linear Foot/fee. Measurement (12 inches) term different from cubic foot and square foot.

MGD – Millions of gallons per day.

MHZ – Megahertz is a designation of the broadcast capability of a local government radio system.

MOUs – the result of labor negotiations between the City of Pomona and its various bargaining units.

MWD – The Metropolitan Water District utilizes a system of water transmission systems for collection of water for the City and County of Los Angeles.

OPEB – Other Post Employer Benefits.

PERS – Public Employees Retirement System

PFA – Pomona Public Financing Authority

RDA – The Redevelopment Agency of the City of Pomona.

ROW – A Right-of-Way is the public designation for space needed to accommodate streets, public utilities and other public facilities.

SCE – Southern California Edison transmits numerous above ground electrical facilities throughout the City of Pomona.

TOT – Transient Occupancy Tax.