



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

99-537

SYNOPSIS -

AGENDA:

Staff in the Finance Department has completed the re-design of the Monthly Financial Report.

DECEMBER 6, 1999

FISCAL IMPACT -

SUBJECT:

None.

OFFICE SUPPLY
REQUEST FOR
PROPOSALS

RECOMMENDATION -

TYPE:

Receive and file.

RESOLUTION
ORDINANCE
RECEIVE/FILE

BACKGROUND -

In late September 1999, the Finance Department promised to provide the June 30, 1999, Monthly Financial Report (which was being re-designed) within 60 days.

SUBMITTED BY:

ART GOODALE
PURCHASING
AGENT

The first page of that report is a "Summary Statement of Cash Receipts and Disbursements, by Fund Type," similar to the statement that was published in the previous Monthly Financial Reports. The next nine pages are a "Detailed Statement of Cash Receipts and Disbursements, by Fund," also similar to the statement that was published in the previous Monthly Financial Reports.

KEVIN RIPER
FINANCE
DIRECTOR

The next section of the report titled "Summary Revenue and Expenditure Reports" is new. These four one-page tables summarize revenue and expenditures for departmental operating budgets, and for projects that consist of the Capital Improvements Program (CIP) and grants administered by the Community Development Department.

The final and largest section of the report, "Detail Revenue and

Expenditure Reports" is also new. This section will provide the detail underlying the previous four one-page summaries.

Whereas the previous financial reports could be created only monthly according to the mainframe's production schedule, this report can be run any day on the Citywide network with up-to-date transaction information incorporated. The Finance Department stands ready to produce this report at any time upon request. Given the increased size and detail of this report, staff intends to submit it to Council for review on a quarterly basis rather than monthly. The report for the quarter ending September 30, 1999 will be forthcoming.