

City of South Bend Administration & Finance Policy Manual



2.3.1 Cash Reserve Procedure Effective: January 1, 2010, Revised January 1, 2013

Purpose: This procedure defines the cash reserve practices for the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective January 1, 2010 and revised January 1, 2013.

1.0 Procedure Statement

The City of South Bend has established the following cash reserve guidelines. Cash reserves are defined as cash balances on hand less outstanding encumbrances.

Fund	Fund Name	Cash Reserve Policy
101	General Fund	25% of annual expenditures
102	Rainy Day Fund	3% contingency of total expenditures in prior year
201	Parks & Recreation Fund	25% of annual expenditures
202	Motor Vehicle Highway Fund	20% of annual expenditures
203	Recreation – Nonreverting Fund	20% of annual expenditures
209	Studebaker/Oliver Reverting Grants Fund	20% of annual expenditures
210	Department of Community Investment State Grants Fund	20% of annual expenditures
211	Department of Community Investment Administration Fund	20% of annual expenditures
216	Police State Seizures Fund	20% of annual expenditures
217	Gift, Donation, Bequest Fund	20% of annual expenditures
218	Police Curfew Violations Fund	20% of annual expenditures
220	Law Enforcement Continuing Education Fund	20% of annual expenditures
222	Central Services Fund	20% of annual expenditures
226	Liability Insurance Fund	25% of annual expenditures
227	Loss Recovery Fund	20% of annual expenditures
249	Public Safety LOIT Fund	20% of annual expenditures
251	Local Roads & Streets Fund	20% of annual expenditures
252	Excess Welfare Distribution Fund	20% of annual expenditures
258	Human Rights – Federal Grants Fund	20% of annual expenditures
271	Eastrace Waterway Fund	20% of annual expenditures
273	Morris Performing Arts Center/Palais Royale Marketing Fund	20% of annual expenditures
278	Take Home Vehicle Police Fund	20% of annual expenditures

Fund	Fund Name	Cash Reserve Policy
280	Police Block Grants Fund	20% of annual expenditures
281	Economic Development Commission – Revenue Bonds Fund	20% of annual expenditures
288	EMS / Fire Department Capital Fund	20% of annual expenditures
289	HAZMAT Fund	20% of annual expenditures
291	Indiana River Rescue Fund	20% of annual expenditures
292	Police Grants Fund	20% of annual expenditures
294	Regional Police Academy Fund	20% of annual expenditures
295	COPS More Grant Fund	20% of annual expenditures
299	Police Federal Drug Enforcement Grant	20% of annual expenditures
313	Hall of Fame Debt Service Fund	20% of annual expenditures
315	Airport 2003 Debt Reserve Fund	100% of debt service reserve per bond covenants
317	Coveleski Bond Debt Reserve Fund	100% of debt service reserve per bond covenants
319	Redevelopment Bond – Blackthorn Golf Fund	100% of debt service reserve per bond covenants
324	TIF Revenue – Airport Fund	25% of annual expenditures
328	SBCDA 2003 Debt Reserve Fund	100% debt service reserve per bond covenants
377	Professional Sports Development Fund	20% of annual expenditures
401	Coveleski Stadium Capital Fund	20% of annual expenditures
403	Zoo Endowment Fund	20% of annual expenditures
404	County Option Income Tax Fund	50% of annual expenditures
405	Park Nonreverting Capital Fund	20% of annual expenditures
406	Cumulative Capital Development Fund	25% of annual expenditures
407	Cumulative Capital Improvement Fund	25% of annual expenditures
408	Economic Development Income Tax Fund	50% of annual expenditures
410	Urban Development Action Grant (UDAG) Fund	20% of annual expenditures
412	Major Moves Construction Fund	20% of annual expenditures
416	Morris Performing Arts Center Capital Fund	20% of annual expenditures
420	TIF District – SBCDA General (Downtown) Fund	25% of annual expenditures
422	TIF District – West Washington Fund	25% of annual expenditures
425	TIF Leighton Plaza Fund	20% of annual expenditures
426	TIF Central Medical Service Area Fund	25% of annual expenditures
429	TIF Northeast District Fund	25% of annual expenditures
430	TIF Southside Development Area #1 Fund	25% of annual expenditures
432	TIF Southside Development Area #3 – Erskine Village Fund	25% of annual expenditures
433	Redevelopment Administration General Fund	20% of annual expenditures
434	CREED Fund	25% of annual expenditures
435	TIF – Douglas Road Fund	25% of annual expenditures
436	TIF – Northeast Residential Fund	25% of annual expenditures
439	Certified Technology Park Fund	20% of annual expenditures
450	Palais Royale Historic Preservation Fund	20% of annual expenditures
454	Airport Urban Enterprise Zone Fund	20% of annual expenditures
600	Consolidated Building Department Fund	20% of annual expenditures
601	Parking Garages Fund	20% of annual expenditures
610	Solid Waste Operations Fund	20% of annual expenditures
619	Blackthorn Golf Course Operations Fund	20% of annual expenditures
620	Water Works Operations Fund	5% of annual expenditures
622	Water Works Capital Fund	20% of annual expenditures
624	Water Works Customer Deposit Fund	100% cash reserves for customer deposits

Fund	Fund Name	Cash Reserve Policy
626	Water Works Bond Reserve Fund	100% cash reserves per bond covenants
629	Water Works Reserve – O & M Fund	16.67% of annual operating expenses in fund 620, net of transfers
640	Sewer Repair Insurance Fund	20% of annual expenditures
641	Sewage Works Operations Fund	5% of annual expenditures
642	Sewage Works Capital Fund	20% of annual expenditures
643	Sewage Works Reserve – O & M Fund	16.67% of annual operating expenses in fund 641, net of transfers
650	Clay Sewage Works Operations Fund	100% reserves of cash available
653	Sewage Works Debt Service Reserve Fund	100% cash reserves per bond covenants
655	Project Releaf Fund	20% of annual expenditures
670	Century Center Fund	20% of annual expenditures
671	Century Center Capital Fund	20% of annual expenditures
677	Hall of Fame Capital Fund	20% of annual expenditures
701	Firefighters Pension Fund	25% of annual expenditures
702	Police Pension Fund	25% of annual expenditures
703	Police/Fire 1977 State Pension Fund	100% cash reserves – trust & agency funds
705	Police K-9 Unit Fund	20% of annual expenditures
709	Payroll Fund	100% cash reserves – trust & agency funds
711	Self-Funded Employee Benefits	25% of annual expenditures
712	Public Employees Retirement Fund	100% cash reserves – trust & agency funds
713	Unemployment Compensation Fund	20% of annual expenditures
718	State Tax Deduction Fund	100% cash reserves – trust & agency funds
725	Morris / Palais Box Office Fund	100% cash reserves – trust & agency funds
730	City Cemetery Trust	20% of annual expenditures
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