

## City of South Bend Administration & Finance Policy Manual



### 2.3.1 Cash Reserve Procedure

**Effective: January 1, 2010**

**Revised January 1, 2013, January 1, 2014 and January 1, 2016**

**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, January 1, 2014 and January 1, 2016

#### 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	30% of annual expenditures
102	Rainy Day Fund	3% contingency of total expenditures in prior year
103	Excess Levy Fund	No reserve requirement
201	Parks & Recreation Fund	25% of annual expenditures
202	Motor Vehicle Highway Fund	25% of annual expenditures
203	Recreation – Nonreverting Fund	25% of annual expenditures
209	Studebaker/Oliver Reverting Grants Fund	No reserve requirement
210	Department of Community Investment State Grants Fund	No reserve requirement
211	Department of Community Investment Administration Fund	25% of annual expenditures
216	Police State Seizures Fund	25% of annual expenditures
217	Gift, Donation, Bequest Fund	No reserve requirement
218	Police Curfew Violations Fund	25% of annual expenditures
219	Unsafe Building Fund	25% of annual expenditures
220	Law Enforcement Continuing Education Fund	25% of annual expenditures
222	Central Services Fund	25% of annual expenditures, excluding utilities
224	Central Services Capital Fund	No reserve requirement
226	Liability Insurance Fund	50% of annual expenditures
227	Loss Recovery Fund	No reserve requirement
244	Emergency Telephone Fund	No reserve requirement
249	Public Safety LOIT Fund	8% of annual expenditures – 1 month of expenditures

Fund	Fund Name	Cash Reserve Policy
251	Local Roads & Streets Fund	25% of annual expenditures
252	Excess Welfare Distribution Fund	No reserve requirement
258	Human Rights – Federal Grants Fund	25% of annual expenditures
271	Eastrace Waterway Fund	No reserve requirement
273	Morris Performing Arts Center/Palais Royale Marketing Fund	25% of annual expenditures
278	Take Home Vehicle Police Fund	25% of annual expenditures
279	311 Call Center Fund	No reserve requirement
280	Police Block Grants Fund	No reserve requirement
281	Economic Development Commission – Revenue Bonds Fund	No reserve requirement
287	EMS Capital Fund	25% of annual expenditures
288	EMS Operating Fund	25% of annual expenditures
289	HAZMAT Fund	25% of annual expenditures
291	Indiana River Rescue Fund	25% of annual expenditures
292	Police Grants Fund	No reserve requirement
294	Regional Police Academy Fund	25% of annual expenditures
295	COPS More Grant Fund	No reserve requirement
299	Police Federal Drug Enforcement Grant	25% of annual expenditures
313	Hall of Fame Debt Service Fund	No reserve requirement
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 – River West Fund	25% of annual expenditures
328	SBCDA 2003 Debt Reserve Fund	100% debt service reserve per bond covenants
377	Professional Sports Development Fund	25% of annual expenditures
401	Coveleski Stadium Capital Fund	No reserve requirement
403	Zoo Endowment Fund	No reserve requirement
404	County Option Income Tax Fund	50% of annual expenditures
405	Park Nonreverting Capital Fund	25% 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	No reserve requirement
412	Major Moves Construction Fund	No reserve requirement
416	Morris Performing Arts Center Capital Fund	25% of annual expenditures
422	TIF District – West Washington Fund	25% of annual expenditures
425	TIF Leighton Plaza Fund	25% of annual expenditures
429	TIF River East 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	25% of annual expenditures
434	CRED Fund	No reserve requirement
435	TIF – Douglas Road Fund	10% of annual expenditures
436	TIF – River East Residential Fund	25% of annual expenditures
439	Certified Technology Park Fund	No reserve requirement
450	Palais Royale Historic Preservation Fund	25% of annual expenditures
454	Airport Urban Enterprise Zone Fund	No reserve requirement

Fund	Fund Name	Cash Reserve Policy
600	Consolidated Building Department Fund	25% of annual expenditures
601	Parking Garages Fund	25% of annual expenditures
610	Solid Waste Operations Fund	10% of annual expenditures
611	Solid Waste Capital Fund	No reserve requirement
620	Water Works Operations Fund	5% of annual expenditures
622	Water Works Capital Fund	No reserve requirement
624	Water Works Customer Deposit Fund	100% cash reserves for customer deposits
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	25% of annual expenditures
641	Sewage Works Operations Fund	5% of annual expenditures
642	Sewage Works Capital Fund	No reserve requirement
643	Sewage Works Reserve – O & M Fund	16.67% of annual operating expenses in fund 641, net of transfers
653	Sewage Works Debt Service Reserve Fund	100% cash reserves per bond covenants
655	Project ReLeaf Fund	25% of annual expenditures
670	Century Center Fund	25% of annual expenditures
671	Century Center Capital Fund	\$800,000 Reserve
672	Century Center Energy Conservation Bond Fund	No reserve requirement
677	Hall of Fame Capital Fund	No reserve requirement
701	Firefighters Pension Fund	10% of annual expenditures
702	Police Pension Fund	10% of annual expenditures
703	Police/Fire 1977 State Pension Fund	100% cash reserves – trust & agency funds
705	Police K-9 Unit Fund	25% 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	25% 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
726	Police Distributions Payable	100% cash reserves – trust & agency funds
730	City Cemetery Trust	25% of annual expenditures
---	Water & Sewer Bond Funds	No reserve requirement