

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT FORECAST OF MAJOR CASH RECEIPTS AND PAYMENTS	Number 95.80	Issue 1	Page 1 of 1
	Effective Date November 1, 1975		

1. PURPOSE

1.1 To establish policies and procedures for the preparation of cash forecasts and for their submission to the City Treasurer.

2. DEFINITION OF TERMS

2.1 Major cash receipts and payments are those involving \$100,000 or more in one receipt or disbursement; they do not necessarily refer to the total of a contract or purchase order.

3. POLICY

3.1 Cash forecasts will be made by all departments for major cash receipts and payments so as to provide the City Treasurer with accurate information on projected City cash flows.

3.2 Particular emphasis should be placed on reviewing cash projections at the start of each fiscal year since cash forecast information frequently becomes available at this time.

4. PROCEDURE

4.1 Any department or division responsible for the administration of major cash receipts or payments shall submit cash forecasts to the City Treasurer on Cash Forecast (Form TR-1000). These forms may be obtained from the Treasurer Department.

4.2 Forecasts should be prepared and forwarded to the Assistant Treasurer as soon as information on projected receipts or disbursements becomes available. When the exact information is not available, the preparer should use their best judgment in estimating receipt or payment dates and amounts.

4.3 Modifications to previously submitted forecasts can be made by completing another Form TR-1000. Care should be taken to check the modification box in Section C so as to prevent duplication.

APPENDIX

Forms Involved

1. TR-1000 revised, Cash Forecast

Subject Index

Cash Management

Authorized

(Signed by Hugh McKinley)

CITY MANAGER

CASH FORECAST

SAMPLE

A. FORECAST I.D.		
DEPT. NO.	MO.	NUMBER
619000	07	

B. THIS IS A FORECAST OF:

- 1. MAJOR PAYMENTS
- 2. MAJOR RECEIPTS

C. THIS FORECAST IS:

- 1. AN ORIGINAL
- 2. A MODIFICATION

D. CASH WILL BE PAID OR RECEIVED VIA: 1. FUND NUMBER 500

PAID

RECEIVED

TO San Diego County Water Authority
CONTRACTOR OR VENDOR
 FOR Water Purchases
NAME OF PROJECT OR OBJECT

FROM _____
ORGANIZATION
 FOR _____
NAME OF PROJECT, GRANT, OR REASON

FORECAST - BASED UPON ACTUAL CONTRACT, PURCHASE ORDER OR JUDGEMENT

	MO.	DAY	YR.	AMOUNTS IN THOUSANDS		MO.	DAY	YR.	AMOUNTS IN THOUSANDS		MO.	DAY	YR.	AMOUNTS IN THOUSANDS
1	8	12	75	1,040	11	6	8	76	325	21				
2	9	9	75	1,060	12					22				
3	10	14	75	1,232	13					23				
4	11	11	75	1,363	14					24				
5	12	9	75	1,090	15					25				
6	1	13	75	1,090	16					26				
7	2	10	76	1,083	17					27				
8	3	9	76	940	18					28				
9	4	13	76	580	19					29				
10	5	11	76	378	20					30				

Note: Submitting department entries shown in italics.

THE PURPOSE OF THIS FORM IS TO NOTIFY THE TREASURER OF MAJOR CASH TRANSACTIONS THAT ARE IN THE ADMINISTRATIVE CONTROL OF DEPARTMENTS. DO NOT REFLECT DEPARTMENTAL PAYROLL OR OTHER ROUTINE TRANSACTIONS.

PREPARE AN ORIGINAL FORECAST UPON FINAL COURT JUDGEMENT OR COUNCIL APPROVAL OF ANY ACTIVITY WHICH WILL RESULT IN ANY SINGLE PAYMENT OR RECEIPT OF \$100,000 OR MORE. WHERE A NUMBER OF PAYMENTS ARE INVOLVED UNDER A SINGLE AGREEMENT, EACH CASH TRANSACTION SHOULD BE REFLECTED IN THE SAME FORECAST. PREPARE A MODIFICATION OF THE ORIGINAL FORECAST WHEN THERE IS A MAJOR CHANGE IN START-UP, PROGRESS, OR DELIVERY FROM THAT ORIGINALLY REPORTED. DETERMINE THE MONTH AND AMOUNT FROM CONTRACT TERMS, PERT SCHEDULES, GANT CHARTS, ETC. THE DAY SHOULD BE DETERMINED BASED A) UPON AUDITOR-CONTROLLER WEEKLY PAYMENT PROCEDURE OR B) THE BEST ESTIMATE OF RECEIPT AS APPLICABLE.

DATE 7/2/75 PREPARED BY Signature PHONE 6166

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 COPY - AUDITOR CONTROLLER
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