



April 7, 2016

TO: LOCSO Board of Directors

FROM: Peter J. Kampa, Interim General Manager

SUBJECT: Agenda Item 11F – 4/07/2016 Board Meeting
Designation of the District's Fiscal Year as the Appropriate Period for Reporting of Reimbursements Received by District Directors, General Manager and Employees

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Vice President
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STAFF RECOMMENDATION

Staff recommends that the Board approve the following action:

Motion: I move that the Board designate the District's Fiscal Year as the appropriate period for reporting of reimbursements received in excess of \$100 by District Directors, General Manager and Employees, and require preparation of the report within 30 days of the fiscal year close.

DISCUSSION

California Government Code Section 53065.5, attached, requires that public agencies report reimbursements, as defined, made to employees, officers and directors of the District; making the reimbursement report available on an annual basis on a date designated by the District.

The District tracks most expenses on a fiscal year and therefore reporting reimbursements on a fiscal year basis is appropriate. Staff recommends that the report be prepared and posted within sixty (60) days after the end of the Fiscal Year (approximately September 1), which will allow time to account for reimbursable expenses incurred in June, and reimbursements made in the first month of the new fiscal year.

The law requires that the report be made publicly available. Staff proposes that the report be made readily available at the customer counter, as well as distributed to the Board each September, and posted on the District website to maximize financial transparency.

FINANCIAL IMPACT

The work specifically required to perform the accounting and data entry, prepare, publish, and post the reimbursement report will typically take an accounting employee four hours at a cost of less than \$200 annually. It is important to note however, that these unfunded state mandates cumulatively cost the District customers thousands of dollars annually.

Attachment

CODE TEXT

GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57550]

(Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]

(Division 2 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]

(Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 1. General [53000 - 53166]

(Chapter 1 added by Stats. 1949, Ch. 81.)

ARTICLE 4. Miscellaneous [53060 - 53087.7]

(Article 4 added by Stats. 1951, Ch. 522.)

53065.5.

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

(Amended by Stats. 1995, Ch. 529, Sec. 4. Effective October 4, 1995.)